**MNB Work Plan Log: 1-14 March 2012**

1. Policy development enhanced (Briefing notes/ExO/Corporate)
* GFM left for a meeting in India on 7 March, and the e-gov team (Serge and Minerva) received an urgent message from the diretorate team for help on talking points (RZ on mission). MN provided initial draft for GFM to read in-flight, which RZ edited and forwarded to MN to add in examples that GFM could reference. Material seng to GFM in India via Jonathan (and John Samuel who was already on the ground). MN also provided GFM a copy of the mapping report (in easily readable format) to anchor her in e-gov and current efforts on the ground.
1. New PPPs: Broadband Commission, ITU
* MN covered the Broadband Commission focal points’ virtual meeting on 1 March on an agenda that included a review of recent key activities and planning for upcoming ones. The report of the Working Group on Climate Change will be launched in the Commission’s meeting in Macedonia in April. The Commission plans on holding high-level side events at Rio+20 in June, G20 meeting in June, 6th Commission meeting in September, sidelines of UNGA and with the Clinton Global Initiative in September. For details, please see NTF online.
* MN worked with the BDP directorate to finalize the joint UNDP-ITU letter. The letter is now at ExO for the Administrator’s signature.
1. Advocacy and Global Representation Strengthened: Communications and global engagement
* MN hand-delivered and presented five copies of the Primer to Gary Fowlie, ITU’s lead liaison to the UN. Intorduced Serge as RZ’s focal point in the team for processes related to WSIS/UNGIS. The reception of the visit and the Primer itself was warm, and the dialogue productive.
* MN hand-delivered and presented five copies to Anne Kahl at BCPR. The visit turned into a meeting, as Anne pulled in a colleague (Alex) and the two wanted to know more about e-governance (portfolio, resources, etc.). Anne/BCPR is in the process of finalizing a proposal that will involve the development of a platform for ICT/e-gov in fragile states. The draft will be sent to RZ for comment/action once done. Anne also noted that we should start working on the CoP very soon (as we are now nearing end of first quarter).
* MN revised an older GFM cover letter for use in distributing the Primer. RZ notes two constituencies: UNDP and non-UNDP.
* In process: Working on communications and social media strat for target completion by next week.
1. Unassigned: Programme Support, Support to CO strengthened, etc.
	* MN represented e-gov in the introductory meeting between BDP and the new UNDP Country Director in Afghanistan (Alvaro Rodrigues) on 7 March (NTF online). Conveyed e-gov’s readiness to assist wherever needed, and briefed the new CD on ongoing talks with Afghanistan (Masood).
	* MN held a conference call with the Assistant Country Director in Afghanistan, Ahmad Khalid, who also serves as the ICT Director. He conveyed urgent need for e-gov support (“not new to tech but new to e-gov programming”). Describe ongoing ICTD efforts and would like to tap e-gov for technical advice, resources, leads to contacts and best practices, etc. Requested/Suggested weekly chats if possible (NTF online). MN to send mapping report to introduce Khalid to e-gov on the ground; also suggested connecting with Masood on steps forward (as e-gov has also ongoing talks with Masood). MN has followed up on Masood the previous week, and a conference call was suggested for the week RZ is back from mission.
* The rest of the Primer arrived from the printer and the boxes are held in the Mail Services Unit in the basement of the FF building. The distribution list has been developed and is available on the Wiki. MN has made arrangements with the Mail Services Unite (contact: Ishmael Ward) on the distribution via pouch for UNDP groups and via mail for non-UNDP groups. They will print the GFM letter and inser the copy approprriate for recipients.
* Preparations for the translation of the Primer into Arabic are underway: MN consulted with the Communications Office (contact: Lamine Bal), has sent request for bids to translators with LTAs with UNDP, has received bids, prepared the selection minutes, and will soon close the process. Will send docs to RZ to process request for contract.
* Others: Assisted RZ on processes with UNOPS, facilitated permissions from Emad on BCPR’s use of his image in a journal, attended RCA 2011 training on HR invitation, and attended a briefing on the new ROAR conducted by the Evaluation Office (led by Marielza Oliveria).
* In process: MN revieiwing OGC draft on assessments.