

IUFRO STRATEGY ACTION PLAN 2020-2024 EVALUATION ADVISORY COMMITTEE DRAFT TERMS OF REFERENCE AND COMPOSITION

29 December 2023

This document provides draft Terms of Reference for the IUFRO Strategy Action Plan 2020-2024 evaluation Advisory Committee, including a proposal for the composition of the committee. The idea to set up an advisory committee emerged at the pre-Board meeting of the IUFRO Management Committee in New Delhi, India in March 2023. The idea was endorsed by the Board at its 62nd Board Meeting in Dehradun, India (2023). A full proposal was tabled for the IUFRO Management Committee at its meeting in Accra, Ghana in September 2023, followed by informal invitations to the proposed committee members. According to the related provisions in IUFRO Statutes and Internal Regulations, Special Committees/Ad Hoc Committees, that carry out specific tasks and operate on the basis of Terms of Reference, may be established by the President subject to approval of the Board.

Background

The IUFRO Board decided in 2020 to use the IUFRO Strategy Action Plan 2020-2024 as a guiding framework for future annual reporting by IUFRO units to the IUFRO Board. The current Action Plan includes 55 Actions, to be implemented by IUFRO Divisions, Task Forces, Special Programmes and Projects, and IUFRO HQ.

Following the feedback received from units after the 2022 Board Meeting, the Action Plan was revised and approved by the Board in December 2022, and re-filtered for relevancy.

All units have been invited to report on their activities against the measures of progress (indicators) of each relevant action in 2021 and 2022, and will be invited to submit input for activities undertaken in 2023 and planned activities until June 2024 (by World Congress 2024).

Previously submitted input by units were included in the background documents for the various Board Meetings (60th Enlarged Board Meeting in 2021 and 62nd Board Meeting in 2023). Additionally, IUFRO HQ has undertaken quantitative analysis of the actions reported by the units (of Divisions, as well as Task Forces, and Special Programmes and Projects), and the received input has been assessed qualitatively by the Vice-President for Divisions, Vice-President for Task Forces and IUFRO-SPDC Coordinator/Deputy Executive Director. The results of these analyses were presented to the Board at its meetings in 2021 and 2023.

Since the current term of Divisions and Task Forces is coming to an end in June 2024 at the XXVI IUFRO World Congress 2024 in Stockholm, the IUFRO Strategy Action Plan 2020-2024 is also expected to be concluded. Therefore, it is necessary to evaluate whether IUFRO as a whole has implemented the agreed Strategy Action Plan. Thus, it is proposed to assemble an Advisory Committee tasked with evaluating the implementation of the IUFRO Strategy Action Plan 2020-2024, This evaluation will inform the development of the next (post-2024) IUFRO Strategy Action Plan. According to Action 20 of the 62nd Board Meeting, the Advisory Committee must become operational by February 2024.

Tasks and expected outcomes

The Advisory Committee is expected to assess and analyze the implementation of the Strategy Action Plan 2020-2024 by the various IUFRO units and bodies. More specifically, the tasks of the committee are to:

- Assess – both qualitatively and quantitatively - the implementation of the Action Plan based on inputs received by IUFRO units and bodies for 2021, 2022, 2023, and plans until June 2024;
- Analyze and evaluate the overall implementation of the Action Plan by IUFRO, including progress made on individual Actions towards achieving the three (3) Institutional Goals and its objectives;
- Prepare a summary report of the work and findings from the evaluation, including recommendations for developing a proposal for the post-2024 Strategy Action Plan; and
- Present the findings from the analysis, including recommendations for developing a proposal for the post-2024 Strategy Action Plan to the IUFRO MC and the Board.

Composition

In order to effectively assess and evaluate the implementation of the Actions listed in the Action Plan, the members of the committee should have sufficient experience within IUFRO and good understanding of the activities of the various IUFRO units and bodies that submitted the input. Keeping in mind also the gender and geographical balance, the following members have been informally invited to join the Advisory Committee, based on the recommendation by the MC:

- Daniela Kleinschmit (IUFRO Vice-President Divisions; incoming IUFRO President)
- Woodam Chung (Coordinator, Division 3; incoming IUFRO Vice President Divisions)
- Shirong Liu (IUFRO Vice-President Task Forces)
- Mónica Gabay (Coordinator, Division 9)
- Michael Kleine (IUFRO Deputy Executive Director and Coordinator of IUFRO-SPDC)
- Andre Purret (IUFRO HQ Operations Manager)

The President and Executive Director of IUFRO are ex officio members of the committee.

The Chair of the Advisory Committee will be selected from among the members of the committee at its first meeting.

All members of the committee have agreed to participate in the work of the committee, if established with the approval of the Board.

Tentative timeline

Keeping in mind also the relevant Actions from the Board Meeting in Dehradun, India (March 2023) and the MC meeting in Accra, Ghana (September 2023), the following timeline is proposed:

- **November-December 2023:** Based on the recommendation by the MC and in accordance with IUFRO Statutes and Internal Regulations, the Board to approve the Advisory Committee, including proposed tasks, composition and timeline, via electronic Board ballot vote;

- **Early December 2023:** IUFRO HQ to ask Divisions, Task Forces, and Special Programmes and Projects to report on activities undertaken in 2023 and plans until June 2024 in the frame of the filtered Action Plans by 31 January 2024;
- **22 February 2024:** IUFRO HQ to provide inputs submitted by IUFRO units and bodies for 2021, 2022, 2023 and 2024, including results of preliminary quantitative analysis, to the Advisory Committee as a basis for evaluation;
- **11-12 March 2024:** An update on the status of work of the committee to be provided to the IUFRO MC at its hybrid meeting in Sweden;
- **Latest by 30 April 2024:** Advisory Committee to undertake quantitative and qualitative assessments of the Action Plan, including overall analysis and evaluation of the Action Plan;
- **April/May:** Potential physical meeting of the committee to analyze results and draft recommendations (*to be confirmed*);
- **26 May 2024:** Deadline for a final summary report of committee's evaluations, including recommendations for developing a proposal for the post-2024 Strategy Action Plan. The report to be included in the background documentation for the pre-Board MC meeting and the 63rd IUFRO Enlarged Board Meeting;
- **Pre-Board MC meeting in June 2024:** Findings from the analysis, including recommendations for developing a proposal for the post-2024 Strategy Action Plan is presented for discussion and feedback to the IUFRO Management Committee; and
- **63rd IUFRO Enlarged Board Meeting in June 2024:** Findings from the analysis, including recommendations for developing a proposal for the post-2024 Strategy Action Plan and the suggestions from the IUFRO Management Committee is presented to the IUFRO Board for discussion and feedback. The Board to decide on the next steps in developing the post-2024 Strategy Action Plan, including its approval by the Board.