



## **CPF GLOBAL FOREST EXPERT PANELS**

### **1<sup>ST</sup> MEETING OF THE EXPERT PANEL ON FORESTS AND FOOD SECURITY**

**(BOGOR, INDONESIA, 12-14 MARCH 2014)**

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### **OVERVIEW OF THE ASSESSMENT PROCESS**

*2 March 2014*

#### **1. Background**

The Terms of Reference (ToR) approved by the Steering Committee of the Global Forest Expert Panels (GFEP) Initiative of the Collaborative Partnership on Forests (CPF) in November 2013 provide the general thematic and organisational structure for the work of the Expert Panel on Forests and Food Security. The goal of the Expert Panel is to provide a comprehensive assessment of scientific knowledge about the role of forests<sup>1</sup> for food security and nutrition. The panel will develop a report aiming to provide policy makers, investors and donors with a stronger scientific basis for their decisions, policies and projects related to forests and food security and nutrition.

The assessment will focus on the following main objectives:

- To clarify the different dimensions and roles that forests and trees play in providing food security and nutrition;
- To analyse the social, economic and environmental synergies and trade-offs between forests and food security and nutrition, and related management interventions; and
- To assess relevant frameworks and responses.

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<sup>1</sup> The term “forest” is intended to stand for “forests, tree-based systems and trees” throughout this document.

This assessment report will inform relevant international policy processes and discussions on the post-2015 development agenda, which seeks to establish a more integrated approach to poverty reduction in the framework of the Sustainable Development Goals. One major challenge for the coming decades is finding sustainable and equitable solutions to feed an expanding global population (estimated to be over 9 billion people by 2050), and this report will provide a scientific assessment of the contribution of forests to food security and nutrition, and the interactions between food production, forests and landscapes. These issues are at the heart of existing international commitments, including all three Rio conventions, as well as a key focus of national and regional responses and strategies.

In May 2013, the International Conference on Forests for Food Security and Nutrition was hosted by FAO, in partnership with Bioversity International, the Center for International Forestry Research, the World Agroforestry Centre (ICRAF) and the World Bank (<http://www.fao.org/forestry/80696/en/>). The conference set out a global agenda for recognising and documenting the role of forests in the fight against hunger, and the need to integrate strategies for forests, food security and nutrition across sectors, to ensure better coordination and policy alignment. The conference also drew attention to the lack of adequate data and information on the role of forests in food security and nutrition, and the limited use of existing knowledge in strategies for eliminating hunger, and for larger land-use planning and management. This assessment report will further address these challenges by reviewing existing knowledge, and highlighting gaps, to provide local, national and international policymakers with a stronger scientific basis for decisions, policies and projects related to forests and food security and nutrition.

## **2. Objectives of this meeting**

- To introduce Panel Members to the context, goals and specific objectives of the assessment and its outputs (main report and policy brief);
- To develop a comprehensive, annotated outline of the assessment report and its individual chapters;
- To clarify the roles, expectations, and specific contributions of panel members as Coordinating Lead Authors and Lead Authors of the assessment report;
- To identify specific areas of expertise that may be needed for completion of the assessment report that will require the involvement of other Lead Authors and/or Contributing Authors;
- To refine the schedule for completion of the main assessment report (including peer review and post-review revision), and the schedule of the subsequent Panel and CLA meetings.

### 3. Overview of the Assessment Report

The general format for the assessment report will follow those of previous GFEP assessments (these may be found on the GFEP website: <http://www.iufro.org/science/gfep>). Each chapter will include an abstract (300-350 words) and keywords, as well as references. A conclusions section in each chapter will highlight the principal findings as a series of bulleted points; these will be used to prepare the final chapter of the assessment report.

The desired (target) length for each of the main chapters (Ch. 2, 3, 4, 5 & 6) is 25 pages (approximately 12,500 words), *excluding* References but *including* all figures, tables and boxed text. The Introduction (Ch. 1) will be somewhat shorter (approximately 15 pages). Boxes within chapters should be no longer than 500 words in length.

#### **Assessment Report Outline**

A Scoping Meeting for the Panel was held on 14-15 October 2014 in Rome. The participants, invited scientists and CPF members, developed the following outline of the assessment report, which is annexed to the ToR:

Foreword

Executive Summary

1. Introduction (Panel Chair + CLAs)
2. Roles of forests in food provisioning systems and nutrition
3. Contributions of forest and tree management approaches to sustainable food production
4. Social and economic considerations influencing the relationship between forests and food security and nutrition
5. Governance and policy responses: land-related governance frameworks and policy responses and their intersection with markets in food and forest products
6. Landscape dimensions of achieving food security and nutrition objectives, and sustainable forest and tree management
7. Conclusions (all CLAs)

List of authors

Glossary

References will be annexed to each chapter of the Report

## **Review process and sources**

For many of the analyses undertaken in the assessment, there will be limitations on the availability of useful information from the literature and other relevant sources. The assessment should point out where the current knowledge base is strong, where it is currently weak or lacking, and the degree of consistency in the literature (and among experts) regarding research findings (and other knowledge sources) that will influence the degree of certainty regarding conclusions that may be drawn from the available evidence. Knowledge in this area comes from a number of diverse sources, including the peer-reviewed literature, policy documents, publications from other organisations, indigenous and local knowledge systems, and is likely to be available in a variety of forms and languages. The expert review process needs to take account of these diverse sources, and make informed judgements about the ways in which knowledge is produced, validated and disseminated, in order to reflect as wide a range of knowledge systems as possible. These issues will be discussed during the 1<sup>st</sup> Expert Panel meeting.

## **4. Tasks, Responsibilities, and Working Modalities of Authors**

The following suggested tasks, responsibilities and working modalities of authors aim to further complement the general provisions of the Terms of Reference in order to achieve an effective cooperation and coordination of the Coordinating Lead Authors, Lead Authors, and Contributing Authors, as well as a timely delivery of the assessment report. Authors for each chapter will be listed, according to their role and in alphabetical order, in the assessment report. Contributed material may be edited, merged and if necessary, amended, in the course of developing the overall draft text.

Given the close relationship between the topics to be covered in different chapters of the report, it is desirable that some Panel Members serve as Lead Authors on more than one chapter where their expertise may be highly relevant to the topics covered in these chapters. This will help to both reduce unnecessary overlaps and ensure consistency between chapters of the assessment report.

### **4.1 General guidelines for authors**

Authors shall develop text that is scientifically and technically sound and that faithfully represents, to the greatest extent possible, contributions by a wide variety of experts and knowledge systems. When preparing their syntheses, authors should adhere to the methodological principles agreed by the Expert Panel regarding types and sources of information, communication of uncertainty, as well as identification and

documentation of disparate views expressed in the literature. The syntheses prepared by the authors should also be supported, as far as possible, with references from the peer-reviewed and internationally available literature, and with copies of any unpublished material cited. Clear indications of how to access the latter should be included in the contributions. For material available in electronic format only, the location where such material may be accessed should be cited. Authors shall refer to the original literature whenever possible rather than to assessment reports, summary documents or similar.

#### **4.2 Coordinating Lead Authors**

Coordinating Lead Authors take the overall responsibility for coordinating chapters of the assessment report and ensuring that sections are integrated into a cohesive chapter. They serve as Lead Authors with the additional responsibility of ensuring that the designated chapter of the assessment is completed to a high standard, in a timely manner, and is consistent in terms of content and style with other major sections of the report.

Coordinating Lead Authors play a leading role in ensuring that any crosscutting issues, which may involve several sections of the report, are addressed in a complete and coherent manner and reflect the latest available information.

In addition to adhering to the working modalities for Lead Authors, Coordinating Lead Authors actively communicate with the Coordinating Lead Authors of other chapters of the report, and with the Panel Chair on a regular basis, as needed. In this way, they ensure consistency both within their designated major section as well as with other major sections of the assessment report. Coordinating Lead Authors will be acknowledged as such in the assessment report.

#### **4.3 Lead Authors**

Lead Authors are responsible for the production of the designated chapter sections of the assessment report, synthesizing material drawn from best available scientific information as well as other appropriate sources of information, where appropriately documented.

Lead Authors need to communicate closely and frequently with the Coordinating Lead Author, with other Lead Authors and with the Contributing Authors. Lead Authors shall clearly also document the names of all Contributing Authors who have made significant contributions to the assessment report. They make sure that issues involved in their designated chapter sections are addressed in a complete and coherent manner and reflect the latest information available. Lead Authors are also

required to take account of expert review comments when revising text. Their responses to the review comments shall be appropriately documented by the Coordinating Lead Authors.

#### **4.4 Contributing Authors**

Contributing Authors are responsible for assisting in the production of designated sections of the assessment report by preparing scientific and/or technical information in the form of text, graphs or data tables, and/or by drafting entire sub-sections of a report chapter for assimilation by the Lead Authors. Input from a wide range of contributors is a key element in the success of the assessment report.

It is very important that Contributing Authors communicate closely and frequently with the Lead Author and with other Contributing Authors (as appropriate) of their chapter(s) of the assessment report. The ability to work to deadlines is also a necessary practical requirement.

#### **5. Schedule and Milestones**

CPF Meeting: <i>Approval of Terms of Reference</i>	18 November 2013
1 <sup>st</sup> Expert Panel Meeting, Bogor, Indonesia	12-14 March 2014
First draft of chapter outlines	Mid-July 2014
CLA meeting	Mid-July 2014
Second draft of chapter manuscripts	31 August 2014
UNGA 69: <i>Presentation of emerging key findings</i>	September 2014, New York, USA
Review (invited double blind review)	October 2014
CBD COP 12: <i>Presentation of emerging key findings</i>	6-17 October 2014, Pyeongchang, Republic of Korea
2 <sup>nd</sup> Expert Panel Meeting + CLA meeting	November 2014
UNFCCC COP 20: <i>Presentation of emerging key findings</i>	December 2014, Lima, Peru

Assessment report manuscripts ready for editing	31 January 2015
Assessment report manuscripts ready for layout	1 March 2015
UNFF 11: <i>Launch of report and presentation of results</i>	4-15 May 2015, New York, USA