



CPF GLOBAL FOREST EXPERT PANELS

1ST MEETING OF THE EXPERT PANEL ON FORESTS AND FOOD SECURITY (BOGOR, INDONESIA, 12-14 MARCH 2014)

MINUTES OF THE MEETING

18 March 2014

The Expert Panel on Forests and Food Security convened for its first meeting on 12-14 March 2014 at the Centre for International Forestry Research (CIFOR) in Bogor, Indonesia. Fifteen Panel Members and representatives of IUFRO and CIFOR participated in the meeting, which was moderated by Bhaskar Vira, Chair of the Expert Panel on Forests and Food Security. A list of participants is annexed to these minutes.

1 Opening of the meeting

Doc: Draft agenda

Christoph Wildburger, GFEP Coordinator, opened the meeting and welcomed the participants on behalf of the International Union of Forest Research Organizations (IUFRO). He asked for adoption of the meeting agenda. No objections were raised.

Peter Holmgren, CIFOR Director General, welcomed the participants on behalf of the host organisation. He stressed the relevance of this scientific assessment for international discussions on the role of forests in food security and nutrition, especially in the context of future Sustainable Development Goals and wished the participants a successful meeting and a pleasant stay in Bogor.

In his introductory remarks Christoph Wildburger explained that the Global Forest Expert Panels are an IUFRO-led initiative of the Collaborative Partnership on Forests (CPF). He underlined that the mission of GFEP is to support forest-related intergovernmental processes by assessing available scientific information in a comprehensive, interdisciplinary, objective, open and transparent way and by producing reports on forest-related issues of high concern.

Then the GFEP Coordinator introduced Bhaskar Vira, University of Cambridge, who welcomed the participants in his role as Chair of the Expert Panel on Forests and Food Security.



2 Brief introduction of participants

All participants briefly introduced themselves in a *tour de table*.

3 Introduction to the Terms of Reference of the Expert Panel

Document: *Terms of Reference*

Christoph Wildburger, GFEP Coordinator, explained procedures and principles of GFEP and presented an overview of the ToR of the Expert Panel on Forests and Food Security. He underlined that the task of the Panel is to carry out a comprehensive assessment of available information about the relationship of forests and trees with food security and nutrition and to prepare a report to inform relevant international policy processes as well as the discussions on the post-2015 development agenda.

The GFEP Coordinator emphasized that the Expert Panel conducts its work independently and pointed out that Panel Members participate in their personal capacity. The results of the assessments will be published as a comprehensive peer-reviewed assessment report and as a “policy brief” or summary for policy makers. Both publications aim at informing policy processes and decision-making. Similar to previous GFEP Panels, results will be fed into discussions in international forest related forums and will be made available to the media.

4 Introduction to the assessment

Document: *Overview of the assessment process*

Bhaskar Vira, Chair of the Expert Panel, presented an overview of the planned assessment. He informed the participants about the working modalities and pointed out that the expected outcome of the meeting would be a detailed outline of the assessment, including chapter outlines and assignments of authors.

The Panel Chair also explained tasks, responsibilities, and working modalities of authors. He highlighted that Lead Authors (LAs) produce designated chapter sections, Coordinating Lead Authors (CLAs) are responsible for integrating the work of the LAs into cohesive chapters, and Contributing Authors (CAs) assist with preparing chapter sections. All authors should base their syntheses on the best available scientific information and most relevant sources.

Bhaskar Vira stressed that the format of the envisaged assessment report will follow those of previous GFEP assessments. The length for the main chapters will be limited to 25 pages or 12,500 words (including figures and boxes, but excluding references). He emphasized the need for consistent use of terminology, which should be based on existing terms and widely accepted definitions. The report will include a glossary.



The Chair also informed the Panel that the *Environmental Conservation* journal will publish a special issue on forests and food security in late 2015, which may be used for further publications on the topic.

5 General discussion of the annotated outline of the assessment

Based on the initial presentations, the Panel discussed the outline of the assessment and its chapters. Participants debated in detail the scope of the report and its delimitation as well as suitable conceptual frameworks and potential storylines. They agreed that the key terms for the assessment should be explained. Therefore, a running glossary will be started early on in the writing process. The use of terminology should be based on widely used definitions.

The Panel Members discussed potential information sources and noted that knowledge in this area comes from a number of diverse sources in addition to peer-reviewed literature, including policy documents, indigenous and local knowledge systems, publications from stakeholder organisations, and is likely to be available in a variety of forms and languages. The assessment process needs to take account of these diverse sources, and authors need to make informed judgements about the ways in which knowledge is produced, validated and disseminated.

The Panel Chair emphasised that the assessment should point out where the present knowledge base is strong, and where it is currently weak or lacking. It should also show the degree of consistency in the literature regarding research findings (and other knowledge sources) that will influence the degree of certainty regarding conclusions that may be drawn from available evidence.

The participants also discussed the target audiences of the assessment and agreed that these will include policy processes related to forests, food security and nutrition, as well as the broader forest, agricultural and nutrition communities. The assessment should raise awareness of the cross-sectoral nature of the topic and the need for cross-sectoral decision-making approaches.

IUFRO announced that a website will be made available, where Panel members can share key documents and literature. Panel members should send documents they want to share with other Panel members to the Panel Chair and/or GFEP Coordinator, who will then request IUFRO to upload them on the Expert Panel's website.

6 Allocation of Lead Authors

The Chair invited the Panel Members to announce their preferred allocation to the chapters of the assessment. He encouraged them to contribute to more than one chapter. The Panel Members explained their preference and potential contributions to respective chapters in a *tour de table*.



7 Break-out groups

The participants split into break-out groups to further elaborate the structure of the assessment, to refine the chapter outlines and allocate the specific tasks to authors. Initially, three break-out groups discussed the content of the chapters and the division of work between chapters.

8 Reporting back from break-out groups

The designated CLAs, Ramni Jamnadass (chapter 2), John Parrotta (chapter 3), Terry Sunderland (chapter 5), reported the outcomes of break-out groups to the plenary. Henry Neufeldt, ICRAF, kindly accepted the invitation to serve as Co-CLA for chapters 4 and 6, together with Daniela Kleinschmit, Swedish Agricultural University.

9 Discussion of issues arising

The Panel discussed the reports as well as issues emerging from the break-out groups, including which conceptual approaches should be taken. The Panel Members decided to rearrange the outline of the assessment and developed a structure of multi-disciplinary chapters based on scale, recent status and response options. Subsequently, they related all elements contained in the annex of the ToR to the new structure and drafted a refined annotated outline of the assessment report.

10 Break-out groups

The Panel allocated tasks according to the refined outline. Chapter teams assigned sections of chapters to authors.

11 Reporting back from break-out groups

Four Panel Members (S. Milne, D. Kleinschmit, A. Martin, C. Sandbrook), who were not able to join the group in Bogor, were connected to the discussion via Skype. The Panel Chair reported on progress made so far, explained the refined structure of the assessment and asked for their comments.

12 Break-out groups

Chapter teams further developed the structure and content of their chapters on the basis of the refined outline in three separate break-out groups.



13 Reporting back from break-out groups

The CLAs reported back on progress made in the break-out groups. The Panel discussed and suggested additional Panel members to cover all needed expertise for the assessment.

14 Organisation of work

Panel Members discussed the schedule for the assessment as well as future meeting dates. The participants took note of the following tentative timetable:

CPF Meeting: <i>Approval of Terms of Reference</i>	18 November 2013
1 st Expert Panel meeting, Bogor, Indonesia	12-14 March 2014
First chapter drafts	Mid-July 2014
2 nd Expert Panel meeting, Cambridge, UK	14-16 July 2014
Second draft of chapter manuscripts	1 September 2014
Review (invited double blind review)	October 2014
UNGA 69: <i>Presentation of emerging key findings</i>	16–29 September 2014
CBD COP12: <i>Presentation of emerging key findings</i>	6–17 October 2014, Pyeongchang, Republic of Korea
3 rd Expert Panel meeting + CLA meeting Tentatively Nairobi, Kenya, tbc	First week of November 2014
UNFCCC COP 20: <i>Presentation of emerging key findings</i>	1-12 December 2014, Lima, Peru
Assessment report manuscripts ready for editing	31 January 2015
Assessment report manuscripts ready for layout	1 March 2015
UNFF11: <i>Launch of report and presentation of results</i>	4 -15 May 2015 New York, USA

15 Final summary by the Chair

In summarising the meeting's outcomes the Chair outlined the next steps:

- A revised outline as well as summaries of the chapter discussions will be sent to Panel Members;
- Panel Members are requested to confirm allocation to chapter teams;
- Several suggested scientists will be invited to join the Panel;
- CLAs are asked to lead their chapter teams in starting their work on first drafts, which should be ready for the Expert Panel meeting in Cambridge, UK, 14-16 July 2014;
- IUFRO will organise a virtual meeting (Skype call) of Coordinating Lead Authors end of April.

16 Closure of the meeting

In closing the meeting, Bhaskar Vira, Panel Chair, and Christoph Wildburger, GFEP Coordinator, reiterated thanks to CIFOR for hosting the meeting and to the participants for their excellent contributions and their commitment. They especially expressed their gratitude to Terry Sunderland and Tuti Syukur of CIFOR for their support in organising the meeting in Bogor.



Annex 1: List of participants (in alphabetical order)

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