



International Union of Forest Research Organizations

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Instituts de Recherches
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CPF GLOBAL FOREST EXPERT PANELS

2ND MEETING OF THE EXPERT PANEL ON FORESTS AND WATER

(LEEDS, UK, 18-20 OCTOBER 2017)

MINUTES OF THE MEETING

14 November 2017

The Global Forest Expert Panel (GFEP) on Forests and Water convened for its second meeting from 18-20 October 2017 at the campus of the University of Leeds in Leeds, United Kingdom. Eighteen participants, including fifteen Panel Members and the GFEP team attended the meeting. Irena Creed, Co-Chair of the Panel, together with GFEP Coordinator Christoph Wildburger, moderated the meeting. A full list of participants can be found in Annex II of the minutes.

1) Opening of the meeting

Document: Draft Agenda (GFEP FW 2nd Panel Meeting)

Christoph Wildburger, GFEP Coordinator, opened the meeting and delivered brief welcoming remarks behalf of the GFEP initiative and the International Union of Forest Research Organizations (IUFRO) as the lead agency of GFEP in the Collaborative Partnership on Forests (CPF). He gave the floor to Joseph Holden, Director of water@leeds and Pro-Dean for Research and Innovation at the Faculty of Environment of the University of Leeds. Mr Holden presented the university's work on the topic of forests and water and welcomed the participants as the host of the meeting.

In the introductory remarks, Christoph Wildburger introduced the GFEP team, described the agenda of the meeting as well as the organization of work during the meeting.

2) Brief introduction of participants

Participants introduced themselves in a *tour de table*. Andre Purret, GFEP project manager, conveyed regrets from several invited Panel Members who were not able to attend the meeting in person. He informed the participants that the other Co-Chair of the Panel, Meine van Noordwijk unfortunately had a conflicting commitment, but will be connected to parts of the meeting virtually. The list of participants, annexed to the minutes, also includes the names and contacts of non-participating Panel Members.

3) Overview on state of the assessment

Irena Creed, Co-Chair of the Panel, gave a brief presentation on the current status of the assessment. She stressed the importance of focusing on national and transnational issues, since the main audience for the assessment report were stakeholders in international policy negotiations. She confirmed that the main task of the Expert Panel was to make expert judgements based on scientific evidence for consideration by decision-makers, rather than to advocate specific positions. She noted that the assessment needed to be comprehensive, as bold as possible, and forward looking. It should address the full hydrological cycle and all types of vegetation with trees, and the Panel is expected to take stock of both the established concepts as well as emerging ideas.

The moderator also suggested a process for addressing any controversial thematic issues that were emerging. It was agreed to use “confidence-terms” as the approach for seeking agreement on the most critical and controversial issues. Controversial issues identified were mainly related to the significance of precipitation recycling in water budgets, terminology and definitions (e.g. “blue, green, grey and rainbow water”), effects of afforestation/reforestation on water quantity, payments for ecosystem services (PES) and their effectiveness.

Finally, the Co-Chair gave an overview of the recent changes in the roles of authors (Coordinating Lead Authors, Lead Authors, and Contributing Authors). She also noted the importance of improving communication in the future and renewing commitments from all authors and their chapter teams.

4) Presentations from chapter teams by CLAs, followed by general discussion on draft texts and chapter alignment

The Co-Chair asked all Coordinating Lead Authors to present the progress of their chapters, including recent changes, challenges and envisioned next steps. The presentations were followed by an open discussion.

Participants discussed, inter alia, the organization of work in chapters as well as the system for managing the references of the draft texts. As a result, it was decided to move the work of the chapter teams to Google Docs, so that all Panel Members could easily get an overview of the progress made in other chapters, and organize the drafting of texts in chapter teams more efficiently. The GFEP team asked all Coordinating Lead Authors to set up the working documents in Google Docs platform, so that a folder with all chapter links could be distributed to the Panel Members.

Regarding the reference managing system, it was decided that the authors should start using Mendeley free reference manager. Many Panel Members were using it already and it seemed to fulfil the needs of the chapter teams. It would also be beneficial for the editors and the editing process if all chapters used a common system and platform.

Participants also discussed the use of literature, both peer reviewed and grey literature. It was agreed that grey literature could be used, provided that it is accessible/available for everyone and its reliability has been assessed.

5) General discussion on cross-cutting issues

This agenda item was used to further discuss controversial issues, mainly the significance of rainfall recycling. Based on the Co-Chair's proposal, the participants assessed the quantity/quality of evidence as well as the level of agreement in the scientific community to show the variation of confidence levels in the Panel. As a result, common ground as well as the majority's view was made visible. It was agreed to use confidence terms in presenting these topics in the assessment report, and, while using the majority view as guidance for the assessment, to always show the minorities views.

6) Break-out groups

The Co-Chair proposed to continue the work in chapter teams and asked contributors to specific chapters to group themselves and start discussing the further development of chapters. Chapter teams started to discuss and revise their drafts. A group including most of the CLAs was formed to advance the work on "scenarios" which was to be used as common thread throughout the report and chapters.

7) Reporting back from break-out groups

The moderator asked break-out groups to report on the outcomes of their work to the plenary.

8) Discussion of issues arising

The Panel discussed controversial thematic issues and potential emerging issues, including the conceptual approaches and overlaps among chapters.

9) Break-out groups

Chapter teams continued to work on their chapter drafts.

10) Reporting back from break-out groups

The moderator asked chapter groups, including the group on "scenarios", to report on progress made. The Panel agreed to continue working on chapter texts. It was agreed that all those Panel Members who could not attend the meeting, would learn about the changes and decisions taken in Leeds from their chapter groups. CLAs will be responsible for informing all authors in their chapter teams.

11) Organization of work

The Co-Chair informed the participants about the next steps in the assessment process. Based on the suggestion by the Co-Chairs and the GFEP team, the timetable of the assessment was

revised. In order to give more time to authors for drafting the texts, it was suggested to switch around the editing and peer review process. According to the revised timeline, all Lead Authors are responsible to turn in their parts/sections of chapters to their CLAs by 30 November. The CLAs will then finalize their chapters latest by 15 December and turn them in to the GFEP team.

The editing process will then be started, followed by an editing meeting from 15-16 January, 2018, back to back with the 3rd Expert Panel Meeting from 17-19 January, 2018 in Vienna, Austria. The GFEP team also informed the meeting participants about the confirmed date and location of the 3rd meeting of the Expert Panel on Forests and Water (17-19 January, 2018 in Vienna, Austria) and that the meeting would be kindly hosted by The Federal Ministry of Agriculture, Forestry, Environment and Water Management (BMLFUW) in Austria.

The editing process will then continue after the 3rd Panel meeting until 20 February 2018. The peer review process will take place from 21 February – 15 March 2018. Concurrently, the co-Chairs and the GFEP team will work on the Conclusions chapter as well as on the Policy Brief. Coordinating Lead Authors will receive the consolidated peer review comments by 21 March.

The final revision of chapters, taking into account peer review comments, takes place until 11 April 2018 - the ultimate final deadline for all chapter texts. The final editing and proofreading takes place until 30 April, so that the report can go to layout editing from 1 May 2018 onwards.

The moderators stressed the importance of these timelines and urged the attending Panel Members to meet the respective deadlines. The full revised timetable of the GFEP assessment (Annex I of the minutes), will be sent out by the GFEP team following the meeting.

Coordinating Lead Authors will be reminded after the meeting to update their chapter teams about the changes and outcomes of the meeting; to confirm the involvement/contributions from all authors in the chapter teams; to establish Google Docs for all chapters and use it for working on the draft texts; to start using Mendeley reference managing software; and to ensure that their draft chapter texts are delivered by 15 December 2017 to the GFEP team.

All Panel Members will be contacted after the meeting and asked to confirm their contributions to/sign-ups in chapters, and reminded to turn in their chapter sections/parts to the CLAs by the deadline of 30 November 2017.

Additionally, the GFEP team will set up two e-mail forwarders/ mailing lists to facilitate the communication between authors: 1) one including all Expert Panel Members, and 2) one for the group of CLAs. All Contributing Authors need to be additionally involved in the communication by the responsible CLAs, as needed. Furthermore, it was noted that any communication on the content of the chapters and regarding the draft texts must be kept within the GFEP Panel and the authors of the report, and not shared with any third parties.

12) Closing remarks

On behalf of the Co-Chairs of the Panel, Irena Creed as the moderator of the meeting thanked participants for their hard work during the meeting. On behalf of IUFRO and the GFEP team, Christoph Wildburger conveyed his appreciation for everyone's commitment and looked forward to meeting the participants in the 3rd Expert Panel Meeting, and closed the meeting.

ANNEX I: The revised timetable of the assessment

2nd meeting of the Expert Panel on Forests and Water (Leeds, UK)	18-20 October 2017
Deadline for Lead Authors to send final texts to CLAs	30 November 2017
CLA meeting, if needed	December 2017
Final draft of chapters from Chapter CLAs for editing	15 December 2017
Editing of the Assessment Report	2 January – 20 February 2018
Editorial meeting	15–16 January 2018
3rd meeting of the Expert Panel on Forests and Water (Vienna, Austria)	17-19 January 2018
Peer review of chapters	21 February – 15 March
Development of conclusions and Policy Brief	February/March 2018
Review comments to CLAs	21 March
Final revision of the chapters	21 March - 11 April
Deadline for final text of all chapters	11 April
Final editing/proofreading	12 – 30 April 2018
Layout of the Assessment Report and Policy Brief	May 2018
UNFF 13 (New York) – <i>advertise study/present emerging results</i>	May 2018
Printing and shipping of the Report and Policy Brief	June 2018
UN High-Level Political Forum (HLPF 2018) on Sustainable Development 2018 (New York), review of <u>SDGs 6, 7, 11, 12 and 15</u> : <i>Launch of the report and presentation of results</i>	9-18 July 2018
FAO Committee on Forestry (COFO 24), Rome, IT – <i>present results</i>	16-20 July 2018
World Water Week 2018 (Stockholm, Sweden), theme: ‘Water and Waste: Reduce and Reuse’ - <i>present results</i>	End of summer 2018

ANNEX II: List of Participants

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