

**Decisions
IAASTD Bureau Meeting II
Montpellier
25-27 May**

Decisions

The issues requiring discussion/decisions at the second IAASTD Bureau meeting were

1. Approval of the IAASTD Conceptual Framework (s)
2. Approval of the annotated outlines for the IAASTD Global and Sub-global Assessments
3. Current Status of Implementation of the IAASTD
4. Budget and Finances
 - Status of funding and approval of budget
 - Establishment of finance committee and its terms of reference
 - Travel support for OECD academic, civil society and governments authors
 - Compensation for co-chairs
 - Honorarium
5. Selection and roles of regional institutes
 - Relationship with Secretariat and Bureau
6. Philosophy of, and process for, author selection
 - Establishment of a sub-committee for selection of authors for the global assessment
7. Establish outreach and communication committee and terms of reference
8. Approval of Principles & Procedures
9. Time schedule
10. Website
 - Alternative web sites
 - Privacy Concerns
11. Approval of the process for developing a set of indicators to be used throughout IAASTD

Most of these issues were covered, although two were inadvertently missed. We ask you to comment on these two issues by email by 17 June. Thereafter, the Secretariat will send out an amended decision paper.

The two items that were not discussed were:

#4 Budget and Finances: Compensation for Co-chairs.

In the Nairobi Plenary meeting, it was decided that the Bureau could decide on the amount of compensation for the developing country co-chair. On the advice of the chair of the board for the African Centre for Technology Studies, we request the Bureau approve compensation in the amount of US\$45000 annually to be paid to ACTS for Professor Wakhungu's time. The Secretariat suggests that, for this year, the Outreach and Communications and Publications & Translation line items in the budget be reduced by \$22.5 K each; assuming the Bureau approves this expenditure. If the Bureau approves this expenditure, but does not agree with the Secretariat's suggestion, we seek your advice as to which budget line items should be reduced. The Bureau, when it meets next year, should decide on the source for the second year funding of Professor Wakhungu's time in the amount of \$45 K.

#10 Website: Privacy concerns

Would the Bureau have an objection to their contact information (name, organization/government, work telephone number and e-mail address) made available on the password protected IAASTD intranet (not the publicly accessible IAASTD website)?

Minutes of Bureau Meeting 25-27May

May 25

The Bureau met in Plenary with the members of the Integrated Design team on Wednesday, 25 May 2005. The conceptual framework(s), annotated outlines for the global and sub-global assessments were presented, discussed and subsequently approved after a number of suggested changes were approved.

Decision 1 *Approve the Conceptual Framework*

After minor modifications, the Bureau endorsed the use of two compatible conceptual frameworks to guide the global and sub-global assessments. The first provides a worldview, which places AKST as one driver among a larger group of drivers of change affecting the development and sustainability goals. The second provides a framework to guide the way the Assessment will explore how AKST relates to and interacts with other drivers, agricultural goods and services and the development and sustainability goals.

Decision 2 *Approve the annotated outline of the Global Assessment*

The Bureau approved the annotated outline of the global assessment with the following caveats: (i) a number of simple, but important changes are made, e.g., explicitly mention HIV/AIDS and communities as important actors; (ii) enhanced emphasis on gender; (iii) harmonization of the issues listed in chapters 1, 4 and 7 (Appendix 1); and (iv) Chapter 3 and Section 4 modified to better incorporate some of the issues listed in the former chapter 12. The Bureau agreed that special emphasis/coordination will be needed for: (i) the access, availability and management of natural resources, particularly water; (ii) public and private sector investments in AKST; and (iii) markets. One outstanding question that does not need to be resolved at present is whether a twelfth chapter is needed to synthesize the findings of Section 4, or whether this will be adequately covered in the Summary for Decision Makers.

Decision 3 *Approve the annotated outline for Central and West Asia and North Africa*

The Bureau approved the annotated outline with only minor changes.

Decision 4 *Approve the annotated outline for Sub-Saharan Africa*

The Bureau approved the annotated outline on condition that the details included in the Nairobi version were incorporated into the structure presented to the Bureau.

Decision 5 *Approve the annotated outline for East and South Asia and the Pacific*

The Bureau approved the annotated outline with only minor changes.

Decision 6 *Approve the annotated outline for North America and Europe*

The Bureau approved the annotated outline with only minor changes.

Decision 7 *Approve the annotated outline for Latin America and Caribbean*

The Bureau approved the annotated outline with only minor changes.

Thursday and Friday, 26-27 May

The Bureau met in Plenary to discuss the following agenda items.

Decision 8 *Approve the budget*

The Bureau discussed and approved the budget with the following amendments: (i) an agreement to re-instate the Bureau meeting scheduled for 2006; (ii) to decrease the budget lines for outreach and communications and publications by \$70K each to pay for the re-instated Bureau meeting; (iii) to increase the baseline budget from \$10.76M to \$10.86M to reflect the additional cash contributions of the cosponsoring agencies during the last year; and (iv) to show in-kind contributions from OECD governments, institutions and international organizations in footnotes (travel costs incurred for the design team meetings, travel costs projected for the remainder of the assessment). The Bureau endorsed the Secretariat's efforts to limit travel costs by selecting less expensive cities for author meetings.

Decision 9 *Approve the continuation of the IAASTD*

The Bureau agreed the Assessment should proceed given that more than 90% of the baseline budget has been secured (assuming the GEF grant for \$3M will be forthcoming). Ireland committed to provide

an additional \$100K, subject to appropriate contributions relative to their size from other governments, and France re-affirmed their commitment for a total of \$300K. The private sector agreed to give serious consideration to provide financial support, and the Secretariat committed to send a formal proposal to the private sector.

Decision 10 *Approve the fund-raising strategy*

The Bureau agreed that the finance and fund raising committee would assist the Secretariat in fundraising. The Bureau noted that promotional literature was needed for additional fundraising and tasked the Secretariat with developing a brochure as soon as possible.

Decision 11 *Approve a process to facilitate travel funding for OECD experts*

The Bureau recognized the importance of this issue and agreed to investigate possible approaches at the national level to ensure that travel funds would be available to ensure the participation of OECD experts in the global and NAE sub-global assessment.

Decision 12 *Approve criteria for honoraria, amount and time for payment*

The Bureau agreed that coordinating lead authors (CLAs) from non-OECD countries and who do not work for an IGO or one of the CGIAR centers are eligible for an honoraria of US\$2000 in acknowledgement of chapter coordination functions. The Secretariat was given authority by the Bureau to use the remaining funds allocated for honoraria as they deem appropriate. Therefore, up to seven lead authors per sub-global assessment who are responsible for accessing and assessing local knowledge and who are not CLAs are eligible for an honoraria of \$1000.

Decision 13 *Approve the selection of the four regional institutes*

The Bureau confirmed the selection of the African Center for Technology and Science (ACTS) as the institute responsible for coordinating the Sub-Saharan assessment and the Inter-American Institute for Cooperation on Agriculture (IICA) for the Latin America and Caribbean assessment. The Bureau also agreed that regional institutes were needed to coordinate the sub-global assessments in Central and West Asia and North Africa (CWANA) and East and South Asia and the Pacific (ESAP). The Bureau approved the Secretariat to contact ICARDA and the World Fish Center to coordinate the CWANA and ESAP sub-global assessments, respectively. These regional institutes will be asked to partner with National Research Institute of Morocco and the Chinese Academy of Agricultural Sciences, respectively.

During the discussion on the roles of the four regional institutes, the Bureau clarified that they should assist in identifying authors within their region, but not participate in their selection, which is the role of the Bureau members. The Bureau also endorsed the regional institutes playing a key role in outreach, communications and publicity.

Decision 14 *Approve the process to select authors for the Global Assessment*

The Bureau agreed that the approved annotated outline for the global assessment will be sent to all Bureau members by June 8th or earlier, accompanied by: (i) a 1-2 page initial selling document, and (ii) a 1-2 page report on the responsibilities and time requirements of the authors and review editors, as well as a schedule for author meetings. The Bureau agreed that all nominations with a CV of up to 3 pages, for the global assessment must be received by the Secretariat by June 27th. The Secretariat will map the nominations against the approved annotated outline and send the mapped list to the selection committee (see next paragraph) by July 17th.

The Bureau agreed to establish a selection committee to screen the nominations for full Bureau approval. The selection committee, which will be comprised of the 20 members (shown in table below), will have two weeks to make their selections. The Bureau agreed that if four or more members of the Bureau objected to the recommended selection of a CLA or LA, the selection committee would take that into consideration in making its final recommendations to the Bureau. The Bureau requested the selection committee to select a complete set of alternates so that the Secretariat can proceed in the case of nominated authors declining the invitation to serve. The author selection becomes final one week after the Bureau receives the nominations from the selection committee unless, as noted, there are four objections. The goal is to send invitations to selected authors by August 12th for a meeting from November 14th – 17th.

Civil Society

Private sector	Producers	Consumers	Institutions	NGOs
Steve Parry	Prabha Mahale	Greg Jaffe	Emile Frison	M. Rahmaniam
Gisele D’Almeida	Shoaib Aziz	Jose Vargas	M. Hassan	Romy Quihano

Governments

ESAP	NAE	CWANA	LAC	SSA
Philippines	France	Iran	Uruguay	Mozambique
Australia	USA	Turkey	Brasil	(TBD)

There was general agreement that the expected time requirement for lead authors (LAs) is about 1 month per year and for coordinating lead authors (CLAs) about 6-8 weeks per year. In addition, the Secretariat agreed to send a sample of the letter that was previously sent to governments soliciting author nominations for the global assessment. The Bureau also agreed that CLAs can suggest LAs, but the CLAs must receive approval from the Bureau. The CLAs and LAs can solicit contributions from contributing authors without Bureau permission.

During the Bureau meeting it was noted that several of the experts who are selected for Section II (Current and Historical) may be selected for section IV (Options for Action) to ensure consistency in the issues addressed.

The Bureau agreed that each of the four sections of the global assessment, i.e., (i) context; (ii) current and historical; (iii) scenarios/plausible futures; and (iv) looking forward/options for action, will be coordinated by a member of the secretariat (Hans Herren, Judy Wakhungu, Bob Watson and Prabhu Pingali) along with one of the coordinating lead authors.

Decision 15 *Approve the process to select authors for the Sub-Global Assessments*

The Bureau agreed that the approved annotated outline for the sub-global assessments will be sent to all governments/institutions within their region accompanied by: (i) a 1-2 page initial selling document, and (ii) a 1-2 page report on the responsibilities and time requirements of the authors and review editors, as well as and schedule for author meetings. A link to the revised global outline will also be provided for governments/institutions so they can nominate additional authors (with a deadline of June 27). As in the case of the global assessment: (i) there was general agreement that the expected time requirement for lead authors (LAs) is about 1 month per year and for coordinating lead authors (CLAs) about 6-8 weeks per year; (ii) that CLAs can suggest LAs, but the CLAs must receive approval from the Bureau; and (iii) CLAs and LAs can solicit contributions from contributing authors without Bureau permission. The Bureau agreed that all nominations for the sub-global assessment must be received by the Secretariat by July 20. The Secretariat/regional institutes will map the nominations against the approved annotated outline and send the mapped list to the regional selection committees (see next paragraph).

The Bureau agreed that the regional and institutional Bureau members will screen within two weeks the nominations for their region for full Bureau approval. As in the case for the global assessment, if four or more members of the Bureau objected to the recommended selection of a CLA or LA, the selection committee would take that into consideration in making its final recommendations to the Bureau. The Bureau requested the selection committee to select a complete set of alternates so that the Secretariat can proceed in the case of nominated authors declining the invitation to serve. The author selection becomes final one week after the Bureau receives the nominations from the selection committee unless, as noted, there are four objections. The Bureau also agreed that the LAs will self-select two co-chairs for their respective sub-global assessment from among themselves.

Decision 16 *Approve the composition of the finance and fundraising committee*

The Bureau agreed that the finance and fundraising committee would have an open membership. The initial members include: Australia, Brasil, Canada, China, France, Ireland (chair), Saudi Arabia, UK, USA Syngenta, Consumers for Science in the Public Interest.

Decision 17 Approve the terms of reference for the finance and fundraising committee

The Bureau agreed that the finance and fundraising committee will prepare decision papers and other documentation for the full Bureau to approve. The primary responsibilities of the committee will include: (i) assisting the Secretariat with fund-raising; (ii) facilitating preparation of budget material for full Bureau approval; and (iii) ensuring compliance with agreed expenditures. The work of this committee will be done through regular email and teleconferences.

Decision 18 Approve the composition of the outreach and communications committee

The Bureau agreed that the committee would have an open membership. The initial members include: Canada, Ireland, Russia, UK, USA, ATDP, CABI (chair), Greenpeace, Cargill, and Consumers International Latin America. Betsi Isay will be point person in the Secretariat for the committee. Other Bureau members may join if interested.

Decision 19 Approve the terms of reference for the outreach and communications committee

The Bureau approved an initial terms of reference for the outreach and communications committee, which included: (i) developing an outreach and communications strategy; (ii) proposing, in collaboration with the Secretariat, an allocation of resources for approval by the Bureau; (iii) advising on the web site; (iv) promoting the IAASTD at international meetings and other fora; and (v) publicizing the work plan. The committee has been tasked with developing a final terms of reference, for review and approval by the Bureau. The work of this committee will be done through regular email and teleconferences.

Decision 20 Approve the revised Principles and Procedures

The Bureau approved the changes in language on decision making and a few other minor changes.

Decision 21 Approve the time schedule

After an in-depth discussion of the time required for the author nomination and selection process, the Bureau agreed to delay the sub-global author meetings until after September. The Secretariat was tasked with working with the regional institutes to develop a revised schedule. The Bureau agreed that the most appropriate time for the next Bureau meeting would be after the first peer-review, but prior to the third meeting of authors, in order to assess whether the global and sub-global assessments were providing the type of information expected by the Bureau. The Bureau will not provide a technical assessment, rather programmatic guidance.

Decision 22 Approve the process for Bureau-Secretariat-Regional Institutes interactions.

The Bureau agreed that members should go through the Secretariat for contacting regional institutes in order to maintain clear lines of communication. Contacts within Secretariat for regional institutes are as follows:

UNESCO/LAC	Guillen Calvo	sc.eco1@unesco.org
UNEP/SSA	Anna Stabrawa	anna.stabrawa@unep.org
	Nalini Sharma	nalini.sharma@unep.org
WB/ESAP	Eija Pehu	epehu@worldbank.org
WB/Global	Beverly McIntyre	bmcintyre@worldbank.org
WB/NAE	(Finnish national to be named later; for now use WB/Global contact)	
FAO/CWANA	(to be named later; for now use WB/Global contact)	

Decision 23 Approve the process for developing a set of indicators

The Bureau agreed that the Secretariat should develop a short paper on indicators within next three months for review and approval by the Bureau. The indicators should build on the substantial work done to date by the cosponsoring agencies and through the MDG process, and should balance innovation and pragmatism.

Scenarios: The Bureau approved the following scenarios design team meetings:

- 18-20 July A small exploratory/methodological meeting in FAO, Rome, consisting of experts and Secretariat staff to: (i) discuss how to methodologically integrate AKST into the MA scenarios; (ii) frame a broad approach to structure AKST; (iii) assess how to bring the global storylines/scenarios, which have regional specificity, together with the detailed regional storylines/scenarios; and (iv) assess what methods are available to quantitatively and qualitatively model the global and sub-global storylines. The Bureau agreed that the Secretariat should invite one expert from each of the sub-global design team meetings.
- Mid-August A meeting, in collaboration with the UNEP Global Environment Outlook (GEO), to develop detailed regional AKST storylines. The invitees would consist of a subset of experts from the sub-global design teams, in addition to the GEO experts. The IAASTD would provide funding for four experts from each sub-global design team meeting.
- 14-17September A meeting of experts to finalize the global and sub-global AKST storylines, which will be embedded within the MA storylines, and to agree on how to model the storylines. The Bureau agreed to nominate experts for this meeting by June 27, particularly experts on technologies, institutional arrangements and policies, who did not attend any of the global or sub-global design team meetings or who were not involved in the MA process. The Secretariat would develop a recommended invitation list for review and approval by the Bureau, using the same procedures as for the selection of authors for the global and sub-global assessments. This meeting will include many, but not all of the authors selected for the scenarios sections of the global and sub-global assessments.

Web-site: *The Bureau approved guidelines for use of the IAASTD logo and name*

The Bureau agreed that: (i) the Secretariat will develop a set of guidelines/ethics for the password protected site; (ii) use of the IAASTD logo, stationary, etc., is only with Bureau approval; (iii) the IAASTD acronym can only be used as a domain name (url) on the official web site and cannot be used for any another web site.

Translation:

There was an in-depth discussion of the issue of languages. The secretariat noted that the global assessment and sub-global assessments would primarily be in English due to the issues of cost and time. While limited interpretation is possible in some author meetings, the time and cost of translation of draft reports would be prohibitive. However, regions such as LAC may primarily work in Spanish, while SSA in English and French. The sub-global institutes need to evaluate the feasibility of working in multiple languages recognizing the issues of time and cost.