

**First Bureau Meeting of the International Assessment of
Agricultural Science and Technology for Development (IAASTD)
Friday 3 September 2004, Nairobi**

Minutes of the meeting

REMINDER:

Please note that there are three urgent issues:

- (1) finalizing Bureau members**
- (2) nominations for co-chairs, and**
- (3) nominations for global and sub-global Design Teams.**

Please also send us work and home telephone numbers where we may reach you.

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1. Nomination process for co-chairs
 - Co-chair screening committee (Governments of Rwanda and USA; Syngenta; Gene Campaign) will work with the Secretariat to develop short list by 10 November 2004.
 - Terms of reference (duties and responsibilities) for the co-chairs are attached in Annex 1.
 - Bureau members are responsible for soliciting nominations from their constituencies.
 - No Bureau member is allowed to nominate more than two people.
 - All nominations should be received by 29 October 2004.
 - Decision on co-chairs will be made electronically prior to 1 December 2004.

2. Design teams

a. Deadlines for Global Team

- Nominations must be received prior to 5 Oct 2004 (curriculum vitae with 10-line summary at top of first page; maximum of 4 pages);
- The Secretariat will provide the screening committee¹ with a list of nominees by 10 October.
- The Screening Committee must complete their work prior to 20 October.
- Members of the Global Design Team must be selected prior to 5 Nov 2004 via email.
- Invitations sent to Global Team members by 15 Nov 2004.

b. Deadlines for Sub-global Teams

- Nominations must be received prior to 15 Nov 2004 (4 page maximum curriculum vitae; with 10-line summary at top of first page);
- The Secretariat will provide the screening committee² with a list of nominees by 30 November.

¹ Global screening committee: CABI, ICRW, CENESTA; ICSU; IUCN; PAN; Governments of, France, Ireland, People's Republic of China, Canada, Kenya, and Uruguay.

² Sub-global screening committee is comprised of regional members on Bureau. These regional groups will be led as follows: LAC – ITDG; Africa – Mozambique; ESAP – India; CWANA – SAAG; NAE – United Kingdom.

- The Screening Committee must complete their work prior to 10 December.
- Members of the Sub-global Design Team must be selected prior to 20 Dec 2004 via email and teleconferences.

c. Process for selection

- The Secretariat will prepare a list of nominated experts to post on the web (name, institutions and country).

4. Dates for Bureau meetings

- The work of the Bureau will be conducted via teleconferences and email until the second meeting, which will be linked to the integrated Global and Sub-global meeting, tentatively scheduled for late April 2005.
- Other Bureau meetings will be held in coordination with the combined global and sub-global lead author meeting scheduled for late 2006 and the final Plenary, tentatively scheduled for Sept 2007.

5. Finance sub-committee

- An interim sub-committee will assist the Secretariat in fund-raising and communicating the results of the IAASTD Nairobi Plenary to relevant stakeholders. This interim committee will be led by France and may include among others, Australia, Canada, Rwanda, USA, China, Unilever, and Green Peace. Regional representation from the governments will ensure that the Regional Development Banks are contacted.
- At the Bureau meeting in late April 2005, members will designate a formal sub-committee for finance.

6. Regional Institutes for the Sub-global component

- In Decision 4.2 from the First Plenary meeting in Nairobi it was decided that regional partners, nominated by the Secretariat and approved by the Bureau will assist with the sub-global assessments. Annex 2 contains the Secretariat's nominations. All of the recommended organizations served on the steering committee for the consultative process. They have agreed to host the sub-global assessment Design Team meetings (4-5 days each) in their respective regions and organize author meetings.
- Funding for these regional entities will only take place when the money is in place.

7. Other business

- Deadline for sending comments on the Principles and Procedures to the Secretariat: 1 Nov 2004.
- Press release from the co-sponsoring agencies will be sent to all Bureau members.

8. All Bureau members should be finalized by 15 October 2004.
