FAO Forestry Department Task Force on
Assessment, Monitoring and Reporting on Forest Resources, Products and Institutions

1st meeting, 16 March 2006, 9-10 am

Minutes

Attending:
Peter Holmgren
Hikojiro Katsuhisa
Wulf Killmann (item 1)
Doug Kneeland
Michael Martin (item 1)
Eva Müller
CTS Nair
José Antonio Prado (item 1)
Mette Wilkie (from item 2)

1. Inauguration of the Task Force

Directors Killmann, Martin and Prado provided background to the establishment of the Task Force (see ToR’s in Appendix 1) and underscored the importance of a cross-cutting approach to this newly formed programme entity.

It was noted that task force members had already been involved in the formulation of major outputs, biennial outputs and progress indicators for the programme entity for the revised PWB for 2005-6 (Appendix 2), and that the task force will be a natural continuation in advising on the integration of reporting processes on forest resources, products and trade, and policies and institutions.

2. Membership of the Task Force

The Task Force unanimously agreed to include Mette Wilkie in the Task Force as she has been assigned the role as team leader for the Programme Entity. Mette subsequently joined the meeting.

3. Involvement of staff in the Programme Entity

It was noted that nine regular programme staff are currently assigned to the PE. In addition a number of other regular and project staff will be associated with the PE to various degrees. It was agreed to prepare an overview of overall staff involvement in PE activities before the next TF meeting. Action: Mette

It was agreed to inform the regional forestry officers about the task force and new programme entity. Action: Peter.
4. Frequency of meetings

It was agreed to have regular meetings of the TF at approximately three-month intervals, and in addition to have meetings when major issues arise. More frequent meetings will be held during the start-up phase of the TF.

5. Issues to address

It was agreed that the TF would focus on cross-cutting and strategic issues and not be involved in or advise on operations of the PE.

Two issues were identified for coming meetings of the TF:

1. Harmonization of networks and communication with correspondents/focal points between the three reporting processes handled by the PE. Background information to be prepared for next meeting. Action: Mette

2. Review of country information generated within the department as a whole to identify gaps and potential synergies with the reporting processes handled by the PE.

6. Next meeting

The next TF meeting will be held in the week of 10 April
Appendix 1. Terms of Reference for the Task Force (2 March 2006)

Assessment, Monitoring and Reporting on Forest Resources, Products and Institutions, 2 GP 02
Advisory Task Force

Background:

Due to the interdivisional nature of this programme entity and the necessity to integrate formerly separate approaches an advisory task force is established.

Responsibilities of task force:

- monitor progress of PE implementation
- propose solutions in case of problems
- advise Director FOI on conception and operation of the PE 2GP 02

Task force members:

P. Holmgren (chair), H. Katsuhisa, D. Kneeland, E. Müller, CTS Nair.

The task force recommends the:

- best use of synergies in handling assessment, monitoring and reporting on forest resources, products, policies and institutions;
- management of reporting processes, communication channels and information in an integrated and coordinated way;
- relationship to and collaboration with other information processes within FO (e.g. outlook studies, planted forests information, etc.);
- provision of data and information to the “forestry knowledge and communication centre”;
- best way to assure product quality.

The task force makes suggestions for the management and coordination of:

- communication channels;
- information requests (questionnaires, substance, timing etc);
- reporting processes (format, technology, partners, capacity building etc);
- information processing/management (proper (documentation, quality control, updating, verification etc);
- information provision (delivery to Forestry Knowledge centre, information sharing with partners).

Role of chair

The chair convenes and chairs the meetings. He prepares briefs on the meeting results to be shared with Directors FOI, FOM and FOE in a timely manner.

At its first meeting, the task force agrees on the number and frequency of meetings.
Appendix 2. Major outputs and Biennial outputs for the Programme Entity

2GP02 - Assessment, monitoring and reporting on forest resources products and institutions

**Major output 001: Implementation of the Global Forest Resources Assessment process and periodical production of global reports.**

Biennial outputs:

| Publication and dissemination of FRA 2005 main report, thematic studies and related documents and websites |
| Expert Consultation: Kotka V |
| Framework, partnership, specifications and guidelines for country reporting to FRA 2010 |
| Framework, partnership and methodology for global remote sensing component for FRA 2010 |

**Major output 002:- Statistics on production, consumption and trade of forest products**

Biennial outputs:

| Forest Products Yearbook |
| Pulp and paper capacity assessment |
| Recovered paper data |

**Major output 003: Development and provision of information on national forest policy and institutions**

Biennial outputs:

| Revised, web-based national forest programme (nfp) updates |
| Definition of international reporting requirements |

**Major output 004: Integration of reporting processes and national communications**

Biennial outputs:

| Integrated network of national correspondents, experts and organizations for country reporting to Forest Resources Assessment, Forest Products Yearbook and National Forest Programmes |
| Harmonized contents, harmonized timing, and quality control of reporting processes on forest resources, products and institutions |
| Comprehensive and updated forest sector information by country, including outreach initiatives |
| Enhanced national capacities for monitoring, assessment and reporting |
| Improved reporting tools, including on-line applications for decentralized reporting |