

Concept Note for APFW2016 Stream Leaders Coordination Meeting

12-13 November 2015

Bangkok, Thailand

Background

The Asia-Pacific Forestry Week 2016 Stream Leaders' Coordination Meeting will be held 12-13 November 2015 in Bangkok, Thailand. It will be attended by representatives of organizations that have agreed to lead or co-lead the five thematic streams of APFW and several other partner organizations, representatives of the host government (Philippines) and FAO Forestry staff.

Objectives

The key objectives of the meeting are to:

1. take stock of overall preparations for APFW2016;
2. update progress in planning for each stream;
3. discuss issues of streams relating to, e.g. high level plenary session, stream plenary sessions, incremental costs, funding for participants, logistics, etc.;
4. discuss mechanisms for coordination among stream leaders, FAO and the host country;
5. identify key milestones and future actions.

Outputs

The principal outputs expected from the meeting include:

1. Consensus on the overall structure and modes of implementation for APFW2016
2. Identified actions for each stream to ensure progress and preparations are on track
3. Agreed mechanisms to address open-ended questions
4. Agreed planning milestones

Programme

12 November 2015		
08.00 – 08.30	Registration	
08.30 – 08.50	<ul style="list-style-type: none">• Introduction of participants• Welcome remarks• Objectives of the coordination meeting	Patrick Durst/Yurdi Yasmi (FAO)
08.50– 09.00	Remarks and a short update by host-country	Mayumi Quintos-Natividad (DENR, Philippines)
09.00 – 09.30	Introduction to APFW2016 <ul style="list-style-type: none">• Main theme• Streams and stream leaders• Roles and responsibilities of stream leaders (TORs) and milestones• FAO focal points and their roles• Overall structure of the event	Patrick Durst (FAO)

09.30 – 10.00	Update from Stream 1, which may include: <ul style="list-style-type: none"> • Presentation of the concept note • Types of events to be convened and how many, e.g. workshops, networking events, debates, launching of books/products, etc. • Plan for Stream 1 plenary session(s), e.g. keynotes, major theme, format, etc. • Main partners to be involved, i.e. key organizations/projects and programmes • Anticipated number of participants and how to mobilize them? e.g. which organizations/programmes/project are envisaged will fund them? • Any other issues 	ITTO/WRI
10.00 – 10.30	Coffee break	
10.30 – 11.00	Update from Stream 2 (refer to stream 1 above)	CIFOR/SPC
11.00 – 11.30	Update from Stream 3 (refer to stream 1 above)	RECOFTC/ASFN
11.30 – 12.00	Update from Stream 4 (refer to stream 1 above)	RRI (TBC)
12.00 – 13.30	Lunch break	
13.30 – 14.00	Update from stream 5 (refer to stream 1 above)	APFNet/AFoCo
14:00 – 15.00	Plenary discussion: <ul style="list-style-type: none"> • What things are on track in terms of stream preparation? • What things are lagging behind? • What needs to be done to ensure streams are on track? • Other issues we need to consider? 	Facilitated by Yurdi Yasmi (FAO)
15.00 – 15.30	Coffee break	
15.30 – 16.30	Coordination among streams <ul style="list-style-type: none"> • What key issues/aspects require close coordination among stream-leaders (and FAO) e.g. approaches to key partners, funding requests, timing and participation in plenaries, publicity, participants, etc.? • What mechanism(s) should we use for such coordination? • Other open-ended questions? 	Facilitated by Patrick Durst (FAO)
16.30 – 17.00	Discussion: Key milestones moving forward and how to accomplish them	Yurdi Yasmi (FAO)
18.30 – 20.00	Dinner reception	

13 November 2015		
08.30 – 09.30	Preparations of host country <ul style="list-style-type: none"> • Venue • Visas, transport, airport transfers • Opening and Closing ceremonies • High-level plenary session (Day 1) • Field trips • Other important matters 	Mayumi Quintos-Natividad (DENR)
09.30 – 10.00	Publicity for the event <ul style="list-style-type: none"> • Second announcement • Poster, flyers, brochure, etc. • Call for events • Website(s) • How should stream leaders help publicize APFW2016? • Etc. 	Ken Shono (FAO)
10.00 – 10.30	Coffee break	
10.30 – 11.00	Competitions, cultural, youth activities, etc. at APFW2016	ESSC/IFSA
11.00 – 11.30	26 th APFC Session <ul style="list-style-type: none"> • Objectives of APFC Session • Timetable and how it fits within the APFW2016 • Major topics to be discussed • Contribution of streams in terms of “one actionable recommendation” to the APFC formal session 	Patrick Durst (FAO)
11.30 – 12.00	Any other matters/issues	Patrick Durst (FAO)
12.00 – 13.30	Lunch	
p.m	<ul style="list-style-type: none"> • Departure • Meeting between host country and FAO 	