

Global Timber Forum
- Joint GTF Board & Advisory Committee Meetings -
 FAO OFFICES, ROME: MAY 9 – 12 2016



Meeting Schedule Overview

Date	Meeting Agenda	Evening
May 9 Monday	Participant Arrival in Rome	
May 10 Tuesday	GTF Board Meeting (Part 1) & Joint Session for Advisory Committee	Welcome Dinner Sponsored by GTF
May 11 Wednesday	GTF Strategy Development Meeting – all participants	
May 12 Thursday	GTF Board Meeting (Part 2) & next steps - all participants	

Remarks:

We would like to welcome all of you to our Rome meeting. Since our last meeting here in 2014 much has happened to the Global Timber Forum. In that time we have successfully completed our programme of work funded by the UK Department for International Development (DFID). With the help of DFID's funding we have been able to move from under the umbrella of the European Timber Trade Federation and have become legally established in the UK as a non-profit company. At our meeting in Shanghai in 2015 we could clearly see there was an appetite for the organisation to grow and to become a neutral platform but not a new federation – one that helps facilitate engagement by the federations.

GTF's goal is to become the central global forum and communications hub for forest based and wood processing organisations from producer, consumer and processing countries. In the past two years we have begun to show we can build capacities and skills of forest based and wood processing organisations from producer, processing, and consumer countries and their members. We have assisted federations in improving their support for responsible trade by using local expertise and offered assistance based on the needs these federations have identified. We also believe that the private sector response to many of the global changes underway can be organized via GTF's consolidation and expansion.

To ensure that GTF continues to grow we will need a strong, accountable and representative board of directors to help guide it. To assist this we will also need advisors from the across the global industry to help provide insight and common sense.

Whatever your role in the next few days we thank you for your participation in what is an important moment in the life of a young organisation.

Rachel Butler - Director - GTF

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Meeting Overview:

Overarching Meeting Objectives

- To hold the first physical meeting of the Global Timber Forum board of directors
- To identify the role of the advisors to GTF
- To identify priority activities for GTF over the next one to five years

Meeting Facilitators, Presenters & Rapporteurs:

- Andrew Escott
- Bob Simpson
- David Hopkins
- George White
- Rachel Butler
- Mike Jeffree
- Sarah Storck
- John Halkett
- Cindy Squires
- Andreas von Möller
- Shi Feng

Guest Presenters:

- Chip Barber
- Tina Schneider

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Overall Meeting Ground Rules:

The ground rules are intended to help ensure a productive meeting. The facilitation team is responsible for implementing the ground rules with the group's consent.

Group Decision-Making:

The group will operate by consensus. By consensus we mean that the group will seek overall agreement on key issues and any decisions. Overwhelming agreement will be settled on once every effort has been made to address outstanding concerns.

The Participants Will:

- Communicate among one another candidly and respectfully about key interests and concerns, and listen carefully and openly to the interests and concerns of others.
- Seek to understand rather than assume motives, attributes and assumptions of others.
- Encourage the generation of options and ideas without fear of commitment.
- Make every effort to stay on track with the agenda and to move the deliberations forward.
- Communicate respectfully and refrain from personal attacks. Each person will express his or her own views rather than speaking for others at the table.
- Where possible, seek to speak not only to personal views, but also to those of the constituent groups represented.
- Strive throughout the process to bridge gaps in understanding, to seek creative resolution of differences and to pursue the goal of achieving consensus on the content of the topics under discussion.
- Turn off cell phones and cease email during meeting time in order to maintain focus and show respect for each other.

Diversions to Avoid:

- Regional and national needs that have no strategic linkage to the global goal.
- Discussion on related issues without identifying forward-looking and realistic solutions.

Participants will be mindful at all times of anti-trust legislation within the EU or their home country. In the meeting itself or immediate surroundings all participants are reminded that they must not discuss any subjects, companies or organisations in such a manner that might externally be interpreted as being anti-competitive.

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TUESDAY May 10

Time	AGENDA TOPICS & ROOMS & EXPECTED OUTCOMES	
10:00-12:00	Inaugural GTF Board Meeting <ul style="list-style-type: none"> ▪ Election of Officers ▪ Confirmation of Executive Directors ▪ Agreement of Last Minutes ▪ Presentation of Accounts ▪ Agreement of Operations Manual & relevant Annexes ▪ Other Matters 	Meeting open to GTF Board members and invited guests only
12:00-12:15	All Advisory Participants meet at FAO Offices, Rome	
12:30 – 13:30	Lunch FAO Offices, Rome	
13:30 - 14:30	Why GTF & where are we now? (Robert Simpson) <ul style="list-style-type: none"> ▪ Introduction (Robert Simpson) ▪ Welcome and views from FAO ADG ▪ <i>Presentation: Overview of GTF & the Board</i> (Rachel Butler) ▪ Open discussion (All participants) ▪ Introduction to the Meeting Facilitator ▪ Agenda run through (George White) 	Meeting open to all participants. Session to present GTF from where it came from and to where it is today. Put the organisations in the wider context for participants to gain an understanding of how GTF fits with FAO and EC standpoints. Participants chance to ask direct questions of FAO, EC and GTF Board
14:30 - 15:30	Interactive Session: Strategic Overview (Andrew Escott) <ul style="list-style-type: none"> ▪ Introduction to the session (Rachel Butler) ▪ <i>Presentation: Trade Federation needs analysis – what is needed from GTF</i> (Chip Barber & Tina Schneider) ▪ Clarification questions ▪ Summary (George White) 	Meeting open to all participants World Resources Institute (WRI) was commissioned by GTF to undertake research at the June 2016 Shanghai Summit. The results of this will be presented remotely so participants can understand broadly what their peers identified was needed and how GTF could help. This analysis was the basis for the GTF Strategy and funding applications.
15:15-15:30	Coffee	
15:30-16:45	Interactive Session: The role of an advisory committee (Andrew Escott) <ul style="list-style-type: none"> ▪ <i>Presentation: Engaging with the Chinese Private Sector</i> (Shi Feng) ▪ <i>Presentation: Why we need an Advisory Committee</i> (Cindy Squires) ▪ How should it be representative? 	Meeting open to all participants A short presentation followed by an interactive session to help GTF's Board understand participant views on the role of advisory committees with a view to developing this role more fully.

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Time	AGENDA TOPICS & ROOMS & EXPECTED OUTCOMES	
	<ul style="list-style-type: none"> ▪ Types of people / organisations that should be on it? ▪ What is best practice for such committees? ▪ Do we need further working committees on specific topics? ▪ If yes, what topics would they be? ▪ How can the committees work in practice? ▪ Do we need Committee chairs & secretaries, if so how can they be approved? 	
16:45-17:45	Interactive Session: GTF Working in Partnership? (Andrew Escott) <ul style="list-style-type: none"> ▪ <i>Presentation: Potential Partnerships</i> (Rachel Butler) ▪ Which organisations should GTF look to develop close relationships with Global / regional / national? ▪ On what topics? 	Meeting open to all participants GTF in the past has partnered with a number of organisations, the session will allow participants to learn about previous projects and make suggestions to develop a potential list for future collaboration
18:00 onwards	Welcome Reception & Buffet (Welcome from Andreas von Möller)	

WEDNESDAY May 11

Time	AGENDA TOPICS	EXPECTED OUTCOMES
10:00-10:30	Introduction to the day (Andrew Escott) <ul style="list-style-type: none"> ▪ Summary of the first day (Andrew Escott) ▪ Today's objectives (George White) ▪ Splitting into two groups for discussion 	
10:30-12:00	Interactive Session: How to get the industry engaged? <ul style="list-style-type: none"> ▪ <i>Presentation: How can GTF support the industry leading & having a voice?</i> (Rachel Butler) ▪ Confirm GTF's Mission and objectives? ▪ How can GTF directly support and assist federations? ▪ What are the priorities for federations? ▪ What role should the GTF Summit have? ▪ How can GTF link investors, producers through to processors and consumers? ▪ How can GTF support international, regional and national strategy development? 	Meeting open to all participants It is recognised that the industry is less engaged in international processes due to a variety of reasons, from lack of resource to lack of trust of the major players. However it is crucial that the industry has a voice at national and international levels. GTF strategy objective is to develop the capacities and skills in the sector.

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Time	AGENDA TOPICS	EXPECTED OUTCOMES
10:30-12:00	Main Conference Room Group 1: Break-out Session	Break Out Room1 Group 2: Break-out Session
	Facilitated by Andrew Escott Appoint rapporteur GTF Note taker: Mike Jeffree	Facilitated by David Hopkins Appoint rapporteur GTF Note taker: Sarah Storck
12:00-12:30	Reporting back <ul style="list-style-type: none"> ▪ Group 1 (Appointed rapporteur) ▪ Group 2 (Appointed rapporteur) ▪ Brief discussion / clarification 	Concise summary of the discussions with opportunity for participants to add any other points.
12:30-14:00	Lunch	
Plenary	Main Conference Room	Expected Outcomes
14:00 - 14:30	Interactive Session: How does GTF improve its communications management? <ul style="list-style-type: none"> ▪ <i>Presentation: Managing Communications (Andrew Escott)</i> ▪ <i>Presentation: Overview of GTF Communications (Mike Jeffree)</i> ▪ How can the website be further developed? ▪ How can GTF develop communications expertise amongst the federations? ▪ How can GTF gain news from a global network? ▪ How can GTF develop communications on sensitive topics in advance? ▪ How frequent should news letters/bulletins be? 	Meeting open to all participants One of GTF's strengths is its ability to neutrally communicate key issues to the industry. It is vital that it does this effectively and that it adapts if necessary to ensure it is performing well. Participants are encouraged to help GTF understand its performance and suggest how it can improve in the future.
Breakout Session	Main Conference Room Group 1	Break Out Room1 Group 2
14:30 - 15.45	Facilitated by Andrew Escott Appoint rapporteur GTF Note taker: George White	Facilitated by David Hopkins Appoint rapporteur GTF Note taker: Rachel Butler
15:45-16:30	Reporting back <ul style="list-style-type: none"> • Group 1 (Rapporteur) • Group 2 (Rapporteur) 	Concise summary of the discussions with opportunity for participants to add any other points.

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Time	AGENDA TOPICS	EXPECTED OUTCOMES
	<ul style="list-style-type: none"> • Brief discussion / clarification 	
18:00	Free Evening	

THURSDAY May 12

Time	AGEADA TOPICS	EXPECTED OUTCOMES
10:00-11:00	GTF Board Meeting <ul style="list-style-type: none"> ▪ Election of new Directors ▪ Carried over items ▪ Any other business 	Meeting open to GTF Board members and invited guests only
11:00-11:15	Coffee Break	
11:15:12:30	Way forward & Next Steps (GTF Board Chair) <ul style="list-style-type: none"> ▪ <i>Presentation: Overview of the two days (John Halkett)</i> ▪ <i>Presentation: GTF Membership Options (George White)</i> ▪ Open Discussion ▪ Summary of Next Steps (GTF Board Chair) 	Summary of the event and brief resume of GTF Board meeting. A short presentation will outline the potential for GTF to establish membership categories. Participants views on this development will be sought.
12:30-14:00	Lunch & Close	

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Meeting Participants

Name	Country	Role	Group
Sarah Storck	Germany	GTF	2
Mike Jeffree	UK	GTF	1
Gustav Adu	Ghana	GTF	2
Germain Yene	Cameroon	GTF	1
Shi Feng	China	Advisor	2
Shengfu Wu	China	Interpreter	2
Francoise van den Ven	Gabon/Belgium	Advisor	1
Francisco Grotewold	Guatemala	Advisor	2
Robianto Koestomo	Indonesia	Advisor	1
Ngo Sy Hoai	Vietnam	Advisor	2
Patrizio Antonicoli	Europe	Advisor	2
David Hopkins	UK	Advisor	2
Mike Worrall	UK	Advisor	1
Sylvain Labbe	Canada	Advisor	2
Robbie Weich	Brazil/UK	Advisor	1
Andre de Boer	Netherlands	Advisor	2
Bob Simpson	FAO	Host	1
Rachel Butler	UK	GTF Board	2
George White	UK	GTF Board	1
Cindy Squires	USA	GTF Board	1
Andreas von Möller	Germany	GTF Board	1
John Halkett	Australia	GTF Board	2
Andrew Escott	UK	Facilitator	1