



IPBES 3rd Bureau and MEP meetings

10 – 14 March 2014

Bonn, Germany

Summary of Bureau and MEP meeting reports

Introduction

The Bureau meeting was attended by 9 Bureau members, the 2 MEP Co-Chairs and 4 representatives from UN agencies (upon invitation). The MEP meeting was attended by 20 MEP members and 17 observers, including 9 Bureau members, 4 MEA Scientific Bodies' representatives and 4 representatives from UN agencies (upon invitation). The meeting was supported by the IPBES Secretariat (see Annex 1 list of participants)

The Bureau, in consultation with the MEP, addressed the following administrative and technical issues (see Annex 2 provisional agenda):

- Review of and agreement on the overall time schedule for work programme implementation in 2014;
- Review of the in-kind offers for technical support and technical support units for task forces and expert groups;
- Review of and agreement on the responsibilities of Bureau members with respect to the work programme;
- UN Collaborative Partnership Arrangements;
- Strategic Partnerships
- Risk mitigation plan
- Review of budget and Trust fund
- Review of recruitment for the secretariat
- Admission of observers to IPBES-3

The MEP, in consultation with the Bureau, addressed the following scientific issues (see Annex 2 provisional agenda):

- Review of and agreement on the overall time schedule for work programme implementation in 2014;
- Review of and agreement on the respective responsibilities of MEP members with respect to the work programme;
- MEP Report on lessons learnt by the Interim MEP;
- Detailed discussions of next steps implementing the different deliverables of the work programme, including:
 - Selection of experts from nominations received;
 - Review of the proposed time lines;
 - Review of the in-kind offers for technical support; and
 - Review of substantive material preparing for the first meetings (outlines of discussion documents and meeting agendas).

The text below summarises the outcome of the discussions of MEP and Bureau in one single report:

1. Overall time schedule for work programme implementation in 2014

Following the discussions at the Bureau and MEP meetings the overall time schedule for work programme implementation in 2014 was agreed for each deliverable. It is now available on the IPBES website (<http://www.ipbes.net/work-programme>).

It was agreed that IPBES-3 would take place from 12 – 17 January 2015 in Bonn, Germany (preceded by regional consultations and stakeholder day from 10 – 11 January 2015).

2. Responsibilities of MEP and Bureau members in IPBES deliverables

The MEP and Bureau discussed the roles and responsibilities of MEP and Bureau members in implementing the work programme. The distribution of responsibilities of MEP and Bureau members vis-à-vis specific deliverables was agreed and the list is available on the IPBES website, under the Work Programme tab, for each deliverable, together with the selected experts lists.

The following tentative guidance on roles and responsibilities of the MEP and Bureau members in IPBES deliverables was agreed;

There are four key areas of action:

- a. Task forces – (i) Capacity Building; (ii) Knowledge and Data; and (iii) ILK
- b. Scoping of assessments– (i) valuation; (ii) invasive species; (iii) sustainable use; and (iv) regional and sub-regional assessments
- c. Guidance documents – (i) valuation; (ii) regional and thematic assessments; and (iii) policy support tools
- d. Assessments – (i) pollination; and (ii) scenarios and models

Task Forces

- a. The Capacity Building and Knowledge and Data task forces are co-chaired by two Bureau members and include three MEP members, as well as nominated and selected experts
- b. The ILK task force is co-chaired by two MEP members and includes two Bureau members, as well as nominated and selected experts
- c. Where necessary to ensure the appropriate skills and/or regional/gender balance, additional MEP and Bureau members can be considered among the nominated experts for appointment as members of the task forces
- d. To ensure continuity, at least one Bureau and MEP member could remain on each task force even if they are no longer a MEP or Bureau member

Scoping of assessments and preparation of guides

- a. The groups for scoping of assessments and preparation of guides would be co-chaired as decided by MEP and include three MEP members and two Bureau members as well as nominated and selected experts
- b. Where necessary to ensure the appropriate skills and/or regional/gender balance, additional MEP and Bureau members can be considered among the nominated experts for appointment as experts of the groups
- c. To ensure continuity, a MEP or Bureau member could remain even if he/she is no longer a member of MEP or Bureau given that these activities are time bound.

Assessments

- a. Where necessary to ensure the appropriate skills and/or regional/gender balance, MEP members can be selected as co-chairs, convening lead authors (CLA), lead authors (LA) if viewed as appropriately qualified by MEP, even if not independently nominated
- b. To ensure continuity, MEP members chosen as a co-chair, CLA or LA would continue until the assessment is concluded even if they are no longer a MEP member
- c. The Bureau members assigned to an assessment are primarily responsible for broad guidance to ensure each assessment adheres to the approved scope, budget and IPBES policies and processes (e.g., peer-review)
- d. A management team consisting of assigned members of the MEP and Bureau, the assessment co-chairs and relevant representatives of the secretariat and of the TSU can be established
- e. To ensure continuity, at least one Bureau and MEP member could remain on the management team even if they are no longer a MEP or Bureau member.

3. MEP Report on lessons learnt

It was agreed that the MEP report on lessons learnt should be prepared in advance of the June 2014 requested deadline in order for members to have this information available when the call for nomination of MEP members is made. This report is now available on the IPBES website.

4. UN Collaborative Partnership Arrangements (CPA)

It was agreed that the UN CPA report would be presented to every Bureau meeting and Plenary session and should be organised according to the headings in the CPA (as set out in the Annex to Decision IPBES-2/8) and that the UN bodies would report on their specific implementation activities undertaken between the meetings.

5. Strategic partnerships

The Secretariat will carry out a mapping exercise based on each of the deliverables in the context of the MEAs decisions and programmes and present a document at the next Bureau and MEP meeting.

A revised strategic partnerships document that takes account of the Bureau discussion will be presented at the next Bureau and MEP meeting, including a list of potential relationships.

6. Budget and trust fund up-date

It was agreed that the Secretariat would follow up with those Governments that had made pledges in 2013, which had not been received to date;

7. Secretariat up-dates

The Bureau agreed that some further interim arrangements would be necessary and that existing Secretariat budget lines could be used on an interim basis until the permanent Secretariat were in place – but requested regular reporting on the use of these funds.

The Secretariat was tasked with hiring a consultant for the pollination assessment in the absence of an offer to provide a Technical Support Unit for this deliverable.

8. Admission of observers to IPBES-3

As agreed by the Plenary, the same procedure for admission of observers to IPBES-3 will be used as undertaken for IPBES-2. New observers should be encouraged to participate under their umbrella organisation already accredited to IPBES, if they have one, rather than to seek observer status.

9. In-kind offers for technical support and technical support units for task forces and expert groups

In-kind offers were received from 10 governments and 21 organisations for technical support and technical support units for task forces and expert groups.

Offers of technical support discussed and approved by the Bureau and MEP will be entered into, using clearly set out terms of reference. The agreements will make it clear that the TSUs report to IPBES.

It was agreed that more explicit calls for support might be necessary based on identified gaps, and the suggestion was made that roles of TSUs could be more clearly set out in order to aid this process. There is also a need to look at the cross-linkages (for example on communications, stakeholder engagement and capacity building), and build on strategic partnerships. It is also important to note that all activities should have an outreach component, and in particular the capacity building component.

The following offers were welcomed:

Objective 1

- Accept the Norwegian offer for deliverable 1a to host the TSU on capacity building.
- Accept, with modifications, the offer made by China, asking China to consider hosting a TSU for the regional and sub-regional assessments in Asia Pacific (see Deliverable 2b). It was noted that there is a need to consider other regional offices in a similar manner, to ensure coordination where this is necessary, and to build this into the agendas of the relevant task forces. However concern was also expressed regarding regional structures, which should be based on the needs of the work programme, and not directed by specific offers alone.
- Welcome the other offers made by UNICAMP/BIOTA, INBio, IAI, IUCN, and UNEP-WCMC for deliverable 1b which do not directly match the costed elements of the work programme as a contribution to building capacity building networks and support the development of relevant capacity. The Task Force on Capacity Building and the Secretariat will coordinate these various contributions.
- Accept UNESCO's offer for deliverable 1c to host the TSU on Indigenous and Local Knowledge.
- Accept the Republic of Korea's offer for deliverable 1d to host the TSU on Knowledge and data.
- Welcome for deliverable 1d the other non costed offers made by ICSU (Future Earth programme), UNESCO, IAI, TERN, regarding technical support for catalysing generation of new knowledge, and offers made by GEO BON, GBIF and UNEP-WCMC regarding data generation and management, and indicators. The Bureau agreed that Bob Watson would prepare a short paper on the links between Future Earth and IPBES, including the conceptual framework and circulate to the MEP Co-Chairs (MEP members to comment to the MEP Co-Chairs) and Bureau for comments and then submit to Future Earth for consideration.

Objective 2

- Accept the offers made by UNEP for deliverable 2b to support the regional scoping meetings. UNEP can provide facilities in Nairobi for all regional meetings, including the necessary logistical support.

Objective 3

- No substantive offer was made for deliverable 3a (Pollination). It was agreed that this deliverable would be coordinated by the Secretariat directly, and that a consultant would be hired.

- Accept the offer made by the UNCCD Secretariat for deliverable 3bi (land degradation) land degradation, subject to IPBES-3 decision to go with a full assessment, and subject to receiving a full-fledged offer.
- Currently only a partial offer is available for deliverable 3bii (invasive species), so some follow up may be necessary. However what is currently offered may be sufficient to support the scoping meeting, which was postponed to 2015.
- No current substantive offers on deliverable 3biii (sustainable use). Therefore a further call should be made when calling for nominations for this expert group.
- Accept the offer from PBL, The Netherlands, to host the TSU for deliverable 3c on Scenarios and modelling, noting the need to have clearly defined TOR for the TSU given the interest of the institution for this subject matter.
- Further explore the offer made by IIASA to define what support IIASA could provide (e.g. help with networking, meetings).
- Welcome the offer made by iDiv for hosting workshops for deliverable 3c.
- Consider using some of Germany's in-kind support to fund the scoping meeting for deliverable 3d (values).
- Note that there is currently no offer of technical support for deliverable 3d, and explore additional possibilities, including IPBES Secretariat hosting this TSU.

Objective 4

- Accept the offer made by IUCN to support the stakeholder engagement, as well as welcome the offer from IAI to help with Stakeholder engagement in the Americas. There were no other substantive offers on deliverable 4d.
- No action is proposed currently on deliverable 4e (Review of effectiveness).

10. Selection of experts and/or next steps in implementing deliverables of the work programme

The Secretariat received over 1,000 nominations for the eight deliverables for which experts had been called for. The selection process involved MEP, in consultation with Bureau members, reviewing, over the course of 3 days and in break out groups, all nominations that had been submitted, based on examination of nomination templates and CVs for each nominee. Selections were made on the basis of excellence and relevance of candidates' expertise vis-à-vis the work programme. Once selected on merit, further selection was focused on balancing disciplinary, regional and gender diversity, as well as sectorial aspects (i.e. government and stakeholder nominations), following IPBES rules of procedure. This process was highly selective and often meant that not all the highly qualified talents available could be used at this stage. Nominees that were not selected may be called upon for other tasks as work develops.

Criteria for selection of experts included consideration of the following issues:

- Additional experts should be selected for each task force or expert group in order to ensure a reserve list. This is in part because there are concerns that some nominees may not know exactly what level of commitment is required and may withdraw once they know the task ahead, and this should therefore be communicated to them when they are invited to join the task force or expert group.
- It was recognised that even if nominees were not selected they could still support the work of task forces and expert groups in other ways (for example as contributing authors for assessments, or as resource persons for task forces). Options and opportunities for doing so will be explored later.
- Consider the participation of young scientists.
- If gaps (e.g. disciplinary, regional, gender balance) are recognized, this must be addressed. This could be addressed by including appropriately qualified MEP or Bureau members, but the

Secretariat was also asked to prepare a draft proposal on a process to select additional experts to fill gaps.

In addition to the selection of experts and of TSUs described above, MEP and Bureau, also reviewed in detail all documents to prepare for the first meetings (outlines of discussion documents and meeting agendas), for the following deliverables:

1. Deliverable 1a and 1b: Capacity building to implement the work programme
2. Deliverable 1c: Indigenous and local knowledge systems
3. Deliverable 1d: Generation, access and management of knowledge and data
4. Deliverable 2a: Guide on production and integration of assessments
5. Deliverable 3a: Assessment on pollinators, pollination and food production
6. Deliverable 3c: Methodological assessment on scenario analysis and modelling
7. Deliverable 3d: Methodological assessment on diverse conceptualizations of value
8. Deliverable 4c: Guide on and catalogue of policy support tools and methodologies
9. Deliverable 4d: Communication, outreach and engagement strategies, products and processes
10. Deliverable 4e: Reviews of the effectiveness of the Platform

Finally, the next steps were identified for the following deliverables:

1. Deliverable 2b: Set of regional and subregional assessments
2. Deliverable 3bi: Assessment on land degradation and restoration

The Secretariat has since made a call for nominations for experts for these deliverables. Further information can be found on the IPBES website (www.ipbes.net).

Annex 1: List of participants

Bureau Members

Jay Ram Adhikari
Ministry of Environment, Science and
Technology
Nepal

Ivar Baste
International Section
Directorate for Nature Management
Norway

Zakri Abdul Hamid
Office of the Science Advisor
Prime Minister's Office
Malaysia

Vladimir Lenev
The Russian Federation to International
Organizations in Nairobi
Kenya

Fundisile Mketeni
Environment Affair
Biodiversity Conservation
South Africa

Alfred Oteng-Yeboah
Ministry of Environment, Science and
Technology
Ghana

Lionel Sierralta
Ministry of Environment
Chile

Spencer Thomas
Ministry of the Environment
Foreign Trade and Export Development
Grenada

Robert Watson
Department of Environmental Sciences,
University of East Anglia and
United Kingdom

MEP Members

Calistus Akosim
Department of Forestry and Wildlife
Management
Nigeria

András Báldi
MTA Centre for Ecological Research
Hungary

Ann Bartuska
US Department of Agriculture
United States of America

Sebsebe Demissew
The National Herbarium
Addis Ababa University
Ethiopia

Julia Carabias
Faculty of Sciences at the National
Autonomous University of Mexico
Mexico

Mark Lonsdale
CSIRO Ecosystem Sciences, Canberra
Australia

Philip Lyver
Landcare Research
New Zealand

Vinod Mathur
Wildlife Institute of India
India

Gunay Erpul
Department of Soil Science and Plant Nutrition
Faculty of Agriculture, University of Ankara
Turkey

Jean-Bruno Mikissa
National School for Water and Forests
Gabon

Moustafa Ali Fouda
Egyptian Environmental Affairs Agency
Egypt

Roger Mpande
Policy and Practice on Biodiversity, Harare
Zimbabwe

Yousef Al Hafedh
King Abdul-Aziz City for Science & Technology
Saudi Arabia

György Pataki
Department of Environmental Economics and
Technology
Corvinus University of Budapest
Hungary

Floyd Homer
Ministry of Environment and Water Resources
Trinidad and Tobago

Tamar Pataridze
Agency of Protected Areas
Ministry of Environment Protection
Georgia

Carlos Joly
Biology Institute of the State University of
Campinas/UNICAMP
Brazil

Edgar Pérez
National Council for Protected Areas
Guatemala

Utis Kutinara
Faculty of Forestry
Kasetsart University
Thailand

Eva Roth
University of Southern Denmark
Department of Environment
Denmark

Paul Leadley
Université/Paris Sud XI
Ecologie, Systematique et Evolution Lab
France

Randolph Thaman
University of South Pacific, Suva
Fiji

Observers

Gueladio Cisse
Ramsar -STRP

Uriel Safriel
UNCCD-CST

Vincent Fleming
CITES

Fernando Spina
CMS Scientific Council

Invited observers

Nadine Azzu
FAO

Douglas Nakashima
UNESCO

Elizabeth Mrema
UNEP

Eileen de Ravin
UNDP

IPBES Secretariat

Benedict Aboki

Anne Larigauderie

Jerry Harrison

Tamar Seidel

Thomas Koetz

Nalini Sharma

Annex 2: Provisional agenda

Bureau meeting - 10th and 14th March 2014

Time	Agenda Item
8.00 – 8.30 a.m.	Registration
8.30 – 8.45 a.m.	Welcome remarks by IPBES Chair and Executive Secretary and adoption of the agenda
8.45 – 9.30 a.m.	<p>1. Overall time schedule for work programme implementation in 2014 and respective responsibilities of MEP and Bureau members</p> <p>a. Adoption of time schedule 2014 b. Adoption of list of responsibilities regarding Bureau members</p>
9.30 – 10.00 a.m.	<p>2. In-kind offers for technical support and technical support units for task forces and expert groups</p> <p>a. Review of the compilation of <u>in-kind offers</u> for technical support and hosting technical support units (TSUs) for task forces / expert groups b. <u>Selection of technical support and TSUs</u> for task forces / expert groups c. Preparation of <u>terms of reference</u> for the respective technical support and TSUs</p>
10.00 – 11.00 a.m.	<p>3. UN Collaborative Partnership Arrangements</p> <p>Identification of <u>next steps</u> on the UN Collaborative Partnership Arrangements, drawing on decision IPBES-2/8 and information document IPBES/2/INF/3</p>
11.00 – 11.30 a.m.	<p>4. Strategic partnerships</p> <p>Identification of <u>next steps</u> on Strategic Partnerships in the context of both technical support and support for the work of task forces</p>
11.30 – 12.00 a.m.	<p>5. MEP nomination and selection</p> <p>Identification of <u>next steps</u> on the MEP nomination and selection process</p>
12.00 – 12.30 p.m.	<p>6. Risk Mitigation Plan</p> <p><u>Presentation and discussion</u> of the risk mitigation plan for IPBES</p>
12.30 – 12.45 p.m.	<p>7. Budget and trust fund up-date</p> <p><u>Update</u> on the status of the budget and trust fund</p>
12.45 – 1.00 p.m.	<p>8. Secretariat up-dates</p> <p><u>Update</u> on the status of recruitment of the Secretariat and its establishment in Bonn</p>
1.00 – 2.00 p.m.	Lunch break
2.00 – 3.00 p.m.	<p>9. Deliverable 1a and 1b: Capacity building to implement the work programme</p> <p>a. Provide recommendations on <u>criteria for the selection of experts</u> to the task force on capacity-building b. Provide recommendations on the <u>annotated agenda</u> and <u>discussion paper</u> on the issues to discuss during the first task force meeting</p>
3.00 – 4.00 p.m.	<p>10. Deliverable 1d: Generation, access and management of knowledge and data</p> <p>a. Discussion on <u>criteria for the selection of experts</u> to the task force on knowledge and</p>

Time	Agenda Item
	<p>data</p> <p>b. Discussion on the <u>annotated agenda</u> and <u>discussion paper</u> on the issues to discuss during the first task force meeting</p>
4.00 – 5.00 p.m.	<p>11. Deliverable 4d: Communication, outreach and engagement strategies, products and process</p> <p>a. Discussion on the <u>further development of communication strategy</u> and plan for its implementation</p> <p>b. Discussion on the <u>further development of stakeholder engagement strategy</u> and plan for its implementation and on the set of communication products to be developed</p>
5.00 – 5.30 p.m.	<p>12. Admission of observers to IPBES-3</p> <p>Identification of <u>next steps</u> for the admission of new observers to IPBES-3, including deadline for submission of applications of new observers and guidance on the process selecting them and presenting this on the Platform's website</p>
5.30 – 6.00 p.m.	AOB

Note: The agenda for the Bureau meeting on 14th March will be developed during the week depending on progress made on 10th March

MEP meeting – 11th – 13th March 2014

Tuesday, 11th March 2014

Time	Agenda Item
8.00 – 8.30 a.m.	Registration
8.30 – 9.00 a.m.	Welcome remarks by MEP Co-Chairs, IPBES Chair, Executive Secretary and round-table introductions
9.00 – 9.30 a.m.	Adoption of the agenda and presentation by the Secretariat on the conduct of the meeting for the next three days (Tuesday 11 March, Wednesday, 12 March and Thursday, 13 March 2014)
9.30 – 10.30 a.m.	<p>1. Overall time schedule for work programme implementation in 2014 and respective responsibilities of MEP and Bureau members</p> <p>a. Adoption of time schedule 2014</p> <p>b. Adoption of list of responsibilities regarding MEP members</p>
10.30 – 11.00 a.m.	<p>2. In-kind offers for technical support units</p> <p>Presentation and discussion of Bureau's draft selection of in-kind offers for technical support and hosting technical support units (TSUs) for task forces / expert groups</p>
	Initial plenary discussion to prepare work in break out groups for deliverables 1a + b, 1c, 1d and 4c (30 min per deliverable)
11.00 – 11.30 a.m.	<p>3. Deliverable 1a and 1b: Capacity building to implement the work programme</p> <p>a. Brief introduction to the <u>selection of experts</u> to the task force on capacity-building and discussion on criteria for selection of experts</p> <p>b. Presentation and discussion on Bureau's reflections on the <u>annotated agenda</u> and the <u>discussion paper</u> for the first task force meeting</p> <p>c. Identification of <u>any further advice or direction</u> to be provided to the task force</p>

Time	Agenda Item
11.30 – 12.00 a.m.	<p>4. Deliverable 1c: Indigenous and local knowledge systems</p> <p>a. Brief introduction to the <u>selection of experts</u> to the task force on indigenous and local knowledge systems (ILK), and discussion on criteria for selection of experts</p> <p>b. Discussion on the <u>annotated agenda</u> and <u>discussion paper</u> for the first task force meeting</p> <p>c. Identification of <u>any further advice or direction</u> to be provided to the task force</p>
12.00 – 12.30 p.m.	<p>5. Deliverable 1d: Generation, access and management of knowledge and data</p> <p>a. Brief introduction to the <u>selection of experts</u> to the task force on knowledge and data and discussion on criteria for selection of experts</p> <p>b. Presentation and discussion on Bureau's reflections on the <u>annotated agenda</u> and the <u>discussion paper</u> for the first task force meeting</p> <p>c. Identification of <u>any further advice or direction</u> to be provided to the task force</p>
12.30 – 1.00 p.m.	<p>6. Deliverable 4c: Guide on and catalogue of policy support tools and methodologies</p> <p>a. Brief introduction to the <u>selection of experts</u> to the expert group developing the guide on and catalogue of policy support tools and methodologies and discussion of criteria for selection of experts and discussion on criteria for selection of experts</p> <p>b. Review and provide feedback on the <u>annotated outline</u> of the guide on and catalogue of policy support tools and methodologies, and on the <u>annotated agenda</u> of the expert group meeting</p> <p>c. Identification of <u>any further advice or direction</u> to be provided to the expert group, including on the review process of the guide on policy support tools and methodologies</p>
1.00 – 2.00 p.m.	Lunch break
Break out Groups for deliverables 1a and b, 1c, 1d and 4c	
2.00 – 6.00 p.m.	<p>Suggested break out groups:</p> <p>A. Deliverable 1a and 1b: Capacity building task force <u>Expected outputs to be finalized at the meeting:</u></p> <ul style="list-style-type: none"> • Selection of experts to the task force on capacity-building • Annotated agenda of the first task force meeting • A further developed discussion paper on the issues to be addressed during that first task force meeting • Agreed roles and responsibilities for ensuring adequate preparation for the first task force meeting, noting the timeline for deliverables already discussed <p>B. Deliverable 1c: Indigenous and local knowledge systems <u>Expected outputs to be finalized at the meeting:</u></p> <ul style="list-style-type: none"> • Selection of experts to the task force on ILK • Annotated agenda of the first task force meeting • A further developed discussion paper on the issues to be addressed during that first task force meeting • Agreed roles and responsibilities for ensuring adequate preparation for the first task force meeting, noting the timeline for deliverables already discussed <p>C. Deliverable 1d: Knowledge and data task force <u>Expected outputs to be finalized at the meeting:</u></p> <ul style="list-style-type: none"> • Selection of experts to the task force on knowledge and data

Time	Agenda Item
	<ul style="list-style-type: none"> Annotated agenda of the first task force meeting A further developed discussion paper on the issues to be addressed during that first task force meeting Agreed roles and responsibilities for ensuring adequate preparation for the first task force meeting, noting the timeline for deliverables already discussed <p>D. Deliverable 4c: Guide on and catalogue of policy support tools and methodologies</p> <p><u>Expected outputs to be finalized at the meeting:</u></p> <ul style="list-style-type: none"> Selection of experts to the expert group Annotated agenda of the expert meeting A further developed annotated outline of the guide on and catalogue of policy support tools and methodologies Agreed roles and responsibilities for ensuring adequate preparation for the expert meeting, noting the timeline for deliverables already discussed

Wednesday, 12th March 2014

Time	Agenda Item
	Initial plenary discussion to prepare work in break out groups for deliverables 2a, 3a, 3c, 3d, 4d and 4e (30 min per deliverable)
8.30 – 9.00 a.m.	<p>7. Deliverable 2a: Guide on production and integration of assessments</p> <p>a. Brief introduction to the <u>selection of experts</u> to the expert group developing the guide on production and integration of assessments and discussion on criteria for selection of experts</p> <p>b. Review and provide feedback on <u>draft annotated outline</u> of the guide on production and integration of assessments, and on the <u>draft annotated agenda</u> of the expert group meeting</p> <p>c. Identification of <u>any further advice or direction</u> to be provided to the expert group, including on the review process of the guide on production and integration of assessments</p>
9.00 – 9.30 a.m.	<p>8. Deliverable 3a: Assessment on pollinators, pollination and food production</p> <p>a. Brief introduction to the <u>selection of experts</u> (report co-chairs, coordinating lead authors, lead authors, contributing authors and review editors) to the expert group developing the assessment on pollinators, pollination and food production, and discussion on criteria for selection of experts</p> <p>b. Review and provide feedback on <u>draft annotated agenda</u> of the first author meeting developing the assessment on pollinators, pollination and food production</p> <p>c. Identification of <u>any further advice or direction</u> to be provided to the expert group, including on possible support implementing the assessment to be provided by task forces and through collaboration with related initiatives</p>
9.30 – 10.00 a.m.	<p>9. Deliverable 3c: Policy tools and methodologies for scenario analysis and modelling of biodiversity</p> <p>a. Brief introduction to the <u>selection of experts</u> to the expert group scoping the assessment and developing the guide on scenario analysis and modelling of biodiversity and discussion on criteria for selection of experts</p> <p>b. Review and provide feedback on the <u>annotated outlines</u> of both the scoping document and the guide on scenario analysis and modelling of biodiversity, and on the <u>draft annotated agenda</u> of the expert meeting scoping the assessment and</p>

Time	Agenda Item
	<p>developing the guide on scenario analysis and modelling of biodiversity</p> <p>c. Identification of <u>any further advice or direction</u> to be provided to the expert group, including on the review process of the scoping document and the guide on scenario analysis and modelling of biodiversity</p>
10.00 – 10.30 a.m.	<p>10. Deliverable 3d: Policy tools and methodologies for regarding the diverse conceptualization of values of biodiversity</p> <p>a. Brief introduction to the <u>selection of experts</u> to the expert group scoping the assessment and developing the guide regarding the diverse conceptualization of values of biodiversity and discussion on criteria for selection of experts</p> <p>b. Review and provide feedback on the <u>annotated outlines</u> of both the scoping document and the guide regarding the diverse conceptualization of values of biodiversity, and on the <u>draft annotated agenda</u> of the expert meeting scoping the assessment and developing the guide regarding the diverse conceptualization of values of biodiversity</p> <p>c. Identification of <u>any further advice or direction</u> to be provided to the expert group, including on the review process of the guide regarding the diverse conceptualization of values of biodiversity</p>
10.30 – 11.00 a.m.	<p>11. Deliverable 4d: Communication, outreach and engagement strategies, products and process</p> <p>a. Presentation and discussion of the Bureau’s reflections on the further development of stakeholder engagement strategy and plan for its implementation</p> <p>b. Presentation and discussion of the Bureau’s reflections on the further development of communication strategy and plan for its implementation and on the set of communication products to be developed</p>
11.00 – 11.30 a.m.	<p>12. Deliverable 4e: Reviews of the effectiveness of guidance, procedures, methods and approaches of the Platform</p> <p>Discussion of a process for developing procedures for the review of the effectiveness of the Platform</p>
11.30 – 12.00 a.m.	<p>13. MEP report reflecting on the lessons learned with regards to its functioning and how to improve it</p> <p>MEP to discuss the preparation of a report reflecting on the lessons learned with regards to its functioning and how to improve it (due by June 2014)</p>
12.00 – 1.00 p.m.	Lunch break
Break out Groups for deliverables 2a, 3a, 3c, 3d, 4d and 4e	
1.00 – 6.00 p.m.	<p>E. Deliverable 2a: Guide on production and integration of assessments <u>Expected outputs to be finalized at the meeting:</u></p> <ul style="list-style-type: none"> • Selection of experts to the expert group • Development of annotated agenda of the expert meeting • Further development of annotated outline of the guide on production and integration of assessments • Agreement on roles and responsibilities for ensuring adequate preparation for the expert meeting, noting the timeline for deliverables already discussed <p>F. Deliverable 3a: Assessment on pollinators, pollination and food production <u>Expected outputs to be finalized at the meeting:</u></p>

Time	Agenda Item
	<ul style="list-style-type: none"> • Selection of experts to the expert group • Development of annotated agenda of the expert meeting • Discussion on possible support for implementing the assessment to be provided by task forces and through collaboration with related initiatives • Agreement on roles and responsibilities for ensuring adequate preparation for the expert meeting, noting the timeline for deliverables already discussed <p>G. Deliverable 3c: Policy tools and methodologies for scenario analysis and modelling of biodiversity <u>Expected outputs to be finalized at the meeting:</u></p> <ul style="list-style-type: none"> • Selection of experts to the expert group • Development of annotated agenda of the expert meeting • Further development of annotated outlines of the scoping document and guide on scenario analysis and modelling of biodiversity • Agreement on roles and responsibilities for ensuring adequate preparation for the expert meeting, noting the timeline for deliverables already discussed <p>H. Deliverable 3d: Policy tools and methodologies for regarding the diverse conceptualization of values of biodiversity <u>Expected outputs to be finalized at the meeting:</u></p> <ul style="list-style-type: none"> • Selection of experts to the expert group • Development of annotated agenda of the expert meeting • Further development of the annotated outlines of the scoping document and guide on scenario analysis and modelling of biodiversity • Agreement on roles and responsibilities for ensuring adequate preparation for the expert meeting, noting the timeline for deliverables already discussed <p>I. Deliverable 4e: Reviews of the effectiveness of guidance, procedures, methods and approaches of the Platform <u>Expected outputs to be finalized at the meeting:</u></p> <ul style="list-style-type: none"> • Further development of outline of process for developing and elements of procedures for the review of the effectiveness of the Platform • Agreement on roles and responsibilities for ensuring delivery of this deliverable, noting the timeline for deliverables already discussed
7.00 – 8.00 p.m.	Dinner
8.00 – 10.00 p.m.	<p>Break out groups continued All established breakout groups continued if necessary and:</p> <p>J. Deliverable 4d: Communication, outreach and engagement strategies, products and process <u>Expected outputs to be finalized at the meeting:</u></p> <ul style="list-style-type: none"> • Further developed stakeholder engagement strategy and plan for its implementation • Further developed communication strategy and plan for its implementation • Agreement on roles and responsibilities for ensuring delivery of this deliverable, noting the timeline for deliverables already discussed

Time	Agenda Item
	<p>K. MEP report reflecting on the lessons learned <u>Expected outputs to be finalized at the meeting:</u></p> <ul style="list-style-type: none"> • Initial preparation of a report reflecting on the lessons learned with regards to its functioning and how to improve it (due by June 2014) • Agreement on roles and responsibilities for ensuring delivery of this report, noting the timeline for deliverables already discussed

Thursday, 13th March 2014

Time	Agenda Item
	Plenary
8.30 a.m. – 1 p.m.	Report back and discussion from the various break-out groups (deliverables 1a and 1b, 1c, 1d, 2a, 3a, 3c, 3d, 4c, 4d, 4e and interim MEP report on lessons learned) [30 min each]
1.00 – 2.00 p.m.	Lunch break
2.00 – 3.00 p.m.	Report back and discussion from the various break-out groups (deliverables 1a and 1b, 1c, 1d, 2a, 3a, 3c, 3d, 4c, 4d, 4e and interim MEP report on lessons learned) continued [30 min each]
3.00 – 4.00 p.m.	<p>14. Deliverable 2b: Scoping of regional and subregional assessments Discussion of the proposal for an approach for regionalization of regional and subregional assessments</p>
4.00 – 4.30 p.m.	<p>In-kind offers for technical support units revisited Guidance to the Bureau and next steps</p>
4.30 – 5.00 p.m.	<p>Overall time schedule for work programme implementation in 2014 and respective responsibilities of MEP and Bureau members Recapitulation and next steps</p>
5.00 – 5.30 p.m.	Closure of the meeting
5.30 – 10.00 p.m.	Break out groups continued if necessary