

Minutes of the 2nd Management Committee Meeting

Tagungshotel Kolping

Karlstr. 7
Freiburg, Germany

20 March 2000 at 10:00 – 12:00

21 March 2000 at 14:00 – 16:00

1. Opening of the MC plenary meeting

Professor Peter Glueck, the chairman of the COST Action E19, opened the meeting and wished the participants welcome to the meeting. The list of participants is presented in Annex 1.

Professor K.-R. Volz presented the welcoming address on behalf of the University of Freiburg, Faculty of forestry. He briefed about the relevance of Freiburg as hosting the meeting as regards to the background work in the topic area. Particularly, he referred to the workshop on National Forest Programmes organised in Freiburg in May 1998. That workshop was an important milestone for the preparation of the COST Action E19.

Mr. Glueck thanked the local organisers about their willingness to host the meeting and organising the facilities for it. He also went through the various events and steps related to the preparation and starting the COST E19 Action. As to the most current steps, especially, he emphasised the importance of the completion of the tasks as agreed in the first MC meeting.

Additionally he pointed out the challenge of the action not to cross the borderline between science and politics.

2. Adoption of the agenda

The agenda of the meeting was approved. The presentation of the items in these minutes follow the agenda items.

3. Approval of the minutes of the 1st MC meeting

The minutes of the 1st MC meeting were approved without changes.

4. Status of signatories, new applications

There are now 17 signature countries in the Action. Since the first MC meeting the signatures have been received from France, Hungary, Ireland, Lithuania, Portugal and United Kingdom. The absence of Sweden was pointed out. The chairman will contact the Swedish colleagues to encourage them to join the Action.

Interest in the Action of non-COST countries has been presented from Canada, Japan and USA. The Management Committee invites the interested institutes in these countries to participate in the Action at their own expense.

5. Objectives

Mr. Glueck presented the main objective and the secondary objectives of the Action (Annex 2). The formulation of the objectives is originally presented in the Memorandum of Understanding. He emphasised the importance of the formulations because the evaluators of the Action will focus on checking the achievements respective to these objectives.

Several links and connections to the ongoing international work were presented. Mr. Mayer invited the Action to co-operate closely with the Liaison Unit of the Ministerial Conference on the Protection of Forests in Europe. He gave a short summary of the workshop on the Role of NFPs in the Pan-European Context in September 1999, Tulln, Austria, and referred to the publication about it.

Mr. Tikkanen presented the links to the work done by the World Bank, FAO and an informal group of international forestry advisors. According to him, the political consensus on NFPs is very good at the moment. Ms. Vakrou informed about the work of the Standing Forestry Committee in the European Commission.

It was emphasised – particularly by Mr. Schanz - that the work of COST E19 should not be repeating but contributing to the other international efforts. The task of this COST Action is to bring scientific elements and theoretical aspects into the work.

6. Management structure and participants

The management structure of the Action was presented by Mr. Glueck (an updated version is as Annex 3).

The Vice-Chair of the Action, Mr. Aarne Reunala has received a nomination to the Director General of the Forestry Department and he cannot continue in the Action. Mr. Heikki Pajuoja from Finland was nominated to succeed Mr. Reunala as Vice-Chair of the COST Action E19. Mr. Glueck thanked Mr. Reunala for his work to this Action and Mr. Hanninen for the homepage.

7. Research Topics

The research topics of the two working groups were presented by Mr. Glueck. The formulations, as presented in Annex 4, will be discussed closer at the WG meetings.

8. COST formalities

Mr. Hyttinen presented the current news from the COST Secretariat and from the DG Research in general. In the COST Forests and Forestry Products, the year of 1999 was a year of fast growth. A total of 7 new Actions were launched. The number of running Actions in the domain area is now 20.

The COST FFP budget in 1999 was quite exactly 1 million euros for the coordination work. With that money, co-ordination was carried out for national research efforts with a total value of about 65-70 million euros. For 2000, the budget will slightly increase, up to 1,2 million euros. However, the budget per Action will remain at about the same level due to the increasing number of Actions and the increasing number of countries eligible for reimbursements.

Mr. Guenter Siegel from Austria started as the second Scientific Secretary for Forests and Forestry Products at the beginning of March. He takes care of the Wood Technology COST Actions as well as the Cross-sectoral Actions. Mr. Hyttinen focuses on Forestry and Pulp & Paper Actions.

Mr. Hyttinen also briefed about the EC document on "Towards a European Research Area" and about the current information related to the Fifth Framework Programme.

9. Homepage presentation

The COST E19 homepage is now available at <http://www.metla.fi/eu/cost/e19>. The background work for the website was done by Mr. Reunala. The work is now continued by Mr. Hanninen who gave the presentation on the current form of pages. He invited the delegates to visit the website and to give all type of feedback and comments to develop the website further. He emphasized the function of the homepage, which is to improve internal and external information exchange and the management of the Action.

Mr. Hanninen pointed out that so far most countries did not have sent their research projects, key literature and Working Group members corresponding to Task List of the Action. For Mr. Glueck it is a most promising task for a volunteer to read and structure the key literature and research projects.

10. Approval of the Action Work Plan

The Action E19 Work Plan was drafted for the 1st MC meeting and further developed by the Steering Committee at their meeting 29 November 1999. Mr. Glueck asked the Working Groups to check the situation with the tasks in their meetings followed the MC meeting. With regard to task 1 he repeated that it is very useful for project work to define target groups of the Action for the beginning. Because this information is delicate it is not at the homepage.

The revised Work Plan is attached to these minutes as Annex 5.

11. Programme of the 1st Seminar in Spain, 19-21 October 2000

Thursday 19 October 2000

9-10 Registration
10-18 Seminar

Friday 20 October 2000

9-13 Seminar
13-15 Lunch
15-20 WG1 and WG2 meetings

Saturday 21 October 2000

9-16 Excursion (MC plenary meeting during excursion)

Seminar topics:

- Existing understanding and definition of NFPs
- Operational definitions of Sustainable Forest Management
- Basic elements of NFPs
- WG2 issues (topics not covered by national projects of WG2)

Mr. Rojas-Briales take the responsibility to organise the seminar in Spain.

Invited speakers will be invited by Mr. Glueck in coordination with the WG chairs.

12. Place and date of future meetings

The timing and location of the future meetings was agreed as follows:

- 19-21 October 2000, Madrid/Solsona, Spain (Seminar + MC + WG1 + WG2)
- 29-31 March 2001, Scotland (MC + WG1 + WG2)
- 13-15 September 2001, Oslo, Norway (Seminar + MC + WG1 + WG2)
- Spring 2002, Finland (MC + WG1 + WG2)
- Autumn 2002, Portugal (Seminar + MC + WG1 + WG2)
- Spring 2003, Vienna, Austria (Final Conference)

Mr. Carvalho Mendes offered Portugal for the open seminar in 2002 and invited the participants, which was approved.

13. Working Group Draft Work Plans presentation

Mr. Heiner Schanz presented the main direction and the Work Plan of **WG1** (Annex 6 and minutes of WG1).

Actions with respect to homepage are:

- to install a virtual discussion room
- to collect a theoretical literature basis

Actions with respect to the next meeting are:

- to make inquiries and homework activities about policy that works in the area of four essentials of NFPs (Mr. Simon Pryor volunteers to compile a questionnaire)
- to prepare the Spain seminar and to invite speakers

Mr. Willi Zimmermann presented the Work Plan of **WG2** (Annex 7 and minutes of WG2). The rationale is promotion of substantial NFPs by evaluating supportive and impeding factors.

The 5 research topics of WG2 from the Memorandum of Understanding are extended by tenure questions, political culture/social environment and institutional questions.

Tasks and topics of general interest for national delegates are:

- state of the art of policy planning
- conceptual elements of NFPs (four essentials can be extended if necessary)
- common characteristics/operational definition of sustainable forest management.

Mr. Noel Lust mentioned that there is a difference between the Memorandum of Understanding and the strategies used by WG1 and WG2.

Mr. Schanz and Mr. Zimmermann answered that both working groups are based on the basic principles of NFPs and that the work plan is flexible and can be adapted.

Mr. Glueck underlined that important basics to the understanding of NFPs can be read up on the Proceedings of the International Seminar held in Freiburg 1998, especially in Volume I (EFI Proceedings no. 30, 1999).

14. Short Term Scientific Missions

Because up to now there is only one application, it was agreed that the first deadline for the submission of applications will be extended to 15 April 2000. The second deadline will be 15 October 2000.

15. Other topics

There were no other topic

16. Closing of the meeting

The Chairman thanked the participants for their interest. He emphasised that the output depends on the input of everybody of this Action and that it was not easy to find a common language. With an optimistic view he closed the meeting.

Peter Glueck
Chairman

Pentti Hyttinen
Scientific Secretary

Johannes Voitleithner
Minutes checker

LIST OF ANNEXES:

1. List of participants in the MC and WGs
2. Main objective and secondary objectives of the Action
3. Management structure of the Action
4. Research topics of the two working groups (WG1, WG2)
5. Revised Work Plan
6. WG1 Work Plan
7. WG2 Work Plan

Annex 1: List of participants in the MC and WGs

NR	NAME	COUNTRY	WORKING GROUP
1	AASEN Berit	Norway	2
2	BARSTAD Johan	Norway	1
3	BERGE Erling	Norway	2
4	BISANG Kurt	Switzerland	1
5	BUTTOUD Gerard	France	1
6	CARVALHO MENDES Americo	Portugal	2
7	ELSASSER Peter	Germany	1
8	GISLERUD Olav	Norway	1
9	GLUECK Peter	Austria, Steering Committee	2
10	HACKL Josef	Austria	1
11	HANNINEN Harri	Finland	2
12	HOFMANN Frank	Germany	1
13	HOGL Karl	Austria	1
14	HYTTINEN Pentti	Scientific Committee	
15	IWAMOTO Junichi	Japan	1
16	LINSER Stefanie	Germany, Observer	1
17	LUST Noel	Belgium	1
18	MALAMIDIS Georgios	Greece	1
19	MAYER Peter	Austria	1
20	MENGES Ulrike	Germany, Observer	1
21	MILLER Hugh	U.K.	1
22	NEVEN Ine	Netherlands	1
23	PAJUOJA Heikki	Finland, Steering Committee	1
24	PAPAGEORGIOU Kostas	Greece	2
25	PREGERNIG Michael	Austria	1
26	PRETZSCH Jürgen	Germany	1
27	PRYOR Simon	U.K.	1
28	REINING Felix	Germany	2
29	ROJAS-BRIALES Eduardo	Spain	2
30	ROMAHN Katrin	Organisation	
31	SANGSTER Marcus	U.K.	2
32	SCHANZ Heiner	Netherlands, Steering Committee	1
33	SHANNON Margaret	USA	1
34	SOLANO Jose-Maria	Spain	1
35	SOLBERG Birger	Norway	2
36	TIKKANEN Ilpo	Finland	1
37	TRAKOLIS Dimitrios	Greece	1
38	VAKROU Alexandra	Greece	2
39	VAN VLIET Kees	Netherlands	2
40	VENZI Lorenzo	Italy	1
41	VOITLEITHNER Johannes	Austria	2
42	VOLZ K.-R.	Germany	2
43	ZIMMERMANN Willi	Switzerland, Steering Committee	2

Annex 2: Main objective and secondary objectives of the Action

Main objective:

- to provide policy makers in Europe with improved means for formulating and implementing national forest programmes (NFP).

NFPs are comprehensive forest policy frameworks for the achievement of sustainable forest management, based on a broad inter-sectoral approach, and implemented in the context of each country's socio-economic, cultural, political, and environmental situation.

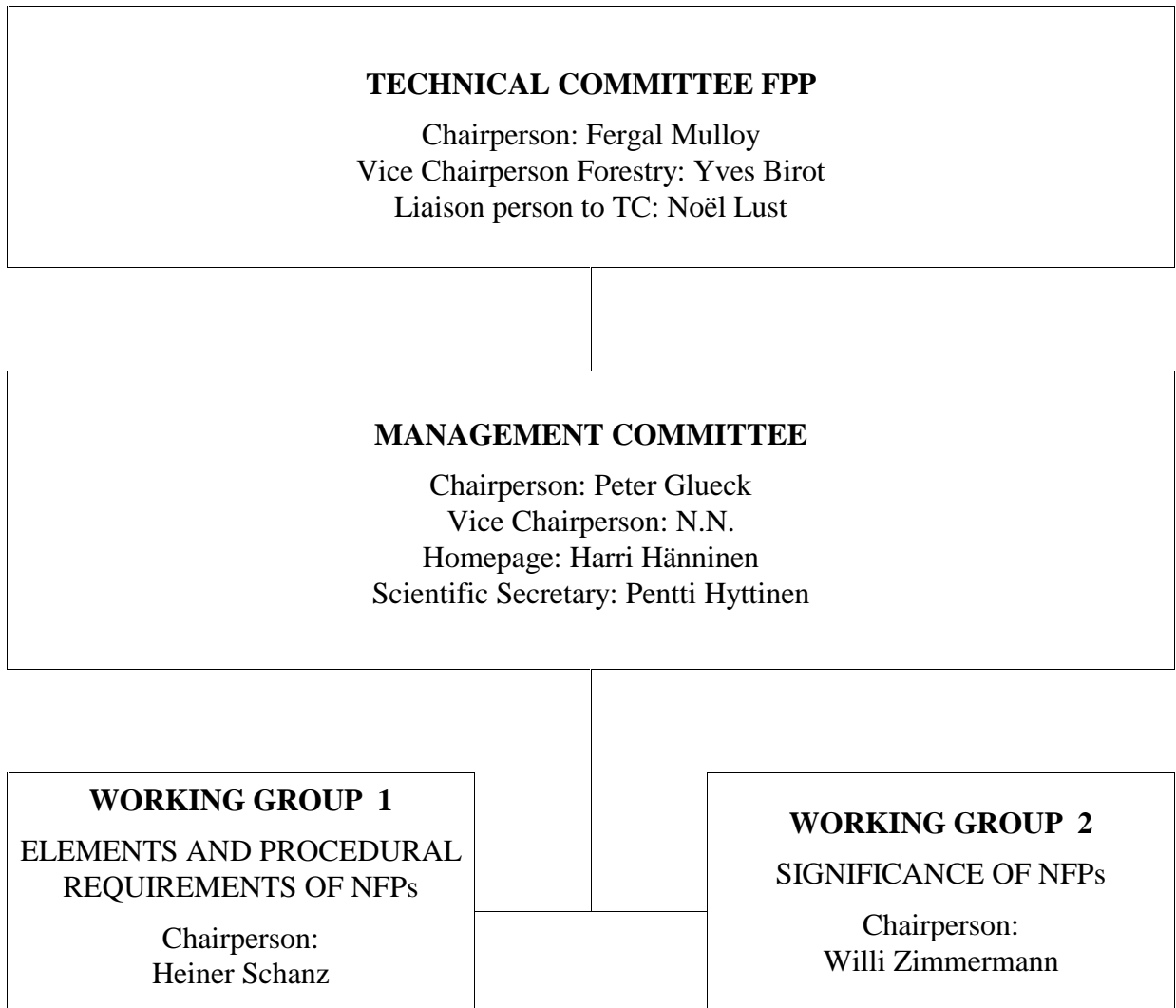
Secondary objectives:

- to set up a network of researchers who deal with the socio-economic aspects of Sustainable Forest Management (SFM) and policy planning in forestry in Europe;
- to specify the commonalities and differences of the operational definitions of SFM at the national and sub-national levels in European countries;
- to specify the existing understanding and definition of NFPs in European countries;
- to specify the interpretation of the individual IPF basic elements of NFPs in European countries and to elaborate commonalities and differences;
- to stimulate the exchange of evaluation research on existing NFPs and formulation of new research topics on the significance of NFPs in comparison to other policy tools;
- to investigate the implementation of NFPs.

Expected benefits:

- to specify and interpret the elements of an NFP;
- to specify the procedural requirements of formulation and implementation of an NFP in terms of enhancing the rationality of policies, ensuring long-term orientation, and improving co-ordination of political actors;
- to evaluate the significance of NFPs in comparison to other policy means;
- to assess supportive and impeding factors for the development of substantial NFPs.

Annex 3: Management structure of the Action



Annex 4: Research topics of the two working groups (WG1, WG2)

Working Group 1: Elements and procedural requirements of NFPs

Rationale:

Common understanding of basic elements and institutional/procedural requirements of NFPs could serve as a blue-print for a European NFP ensuring SFM

Main research tasks:

- Comparison of the definition of SFM in the collaborating countries
- Interpretation of the basic elements and institutional/procedural requirements of NFPs (in particular participatory mechanisms, iterative process, intersectoral approach, conflict resolution schemes) and evaluation of their effect to NFPs.

Working Group 2: Evaluation of the significance of NFPs

Rationale:

Evaluation of the effectiveness of NFPs in comparison to other policy tools. What can be done to avoid that NFPs are symbolic policy capsules without context?

Main research tasks:

- Difference between NFPs and other policy tools (e.g., forest legislation, financial incentives) for ensuring SFM
- Specification of supportive and impeding internal/external factors of substantive NFPs

internal factors (compare WG 1): definition of SFM, participatory mechanisms, iterative process; intersectoral approach, conflict resolution schemes etc.

external factors: legally binding, pressure from outside, financial incentives, multi-level governance

Annex 5: Revised Work Plan

Final Draft, 21 March 2000

COST Action E19

NATIONAL FOREST PROGRAMMES IN A EUROPEAN CONTEXT

WORK PLAN 1999-2003

The Memorandum of Understanding (MoU) of the COST Action E19 "National Forest Programmes in a European Context" was signed in Brussels on June 30, 1999. The first Management Committee (MC) meeting was held in Brussels on October 18-19, 1999. A Draft Work Plan, prepared on the basis of MoU, was presented, discussed and revised during the meeting. This final draft of the Work Plan was further developed by the Steering Committee (SC) and approved in the MC meeting March 20-21, 2000 in Freiburg.

In the first MC meeting Mr. **Peter Glück** (Austria) was elected as the Chairman of the Action, Mr. **Aarne Reunala** (Finland) as Vice-Chairman. The establishment of two Working Groups (WG) was decided, chaired by Mr. **Heiner Schanz** (the Netherlands) and Mr. **Willi Zimmermann** (Switzerland). The Steering Committee is composed of these four chairpersons.

In the following MoU definitions of objectives and benefits are *in italics*.

Objective of the Action

The main objective is to provide policy makers in Europe with improved means for formulating and implementing national forest programmes.

Target groups

Target groups for the results of COST E19 are European *policy makers* dealing with National Forest Programmes (NFP): Ministries responsible for NFPs, stakeholders in national NFP processes and European and international organisations dealing with NFPs.

Responsibility: MC Vice-chair, MC members

Action: MC members prepare a list of principal forest policy stakeholders in their country and e-mail it to Vice-chair by Dec. 31, 1999. Updated annually.

MC members are responsible for the dissemination of E19 deliverables to national stakeholders. SC prepares a list of European and international organisations dealing with NFPs.

Dissemination actions

National delegates are responsible for the national dissemination of COST E19 information and results to researchers and *policy makers* by the means of

- Internet homepage

Responsibility: MC Vice-chair

Action: Homepage plan ready Nov. 30, 1999. Operational Dec. 31, 1999. SC decides homepage contents. Possible contents: COST E19 description and activities (MoU, organisation, participants, minutes of meetings, work plans, seminars...), list of European researchers in the field, list of publications, links to relevant research projects and institutions, links to target group home pages... Homepage has also an important function in the internal information exchange, management and transparency of COST E19.

- Seminars and seminar proceedings

Responsibility: National MC member and SC

Action: Three seminars will be organised. Details of the seminars are presented further at the topic “Seminars“.

- Newsletter

Responsibility: MC Vice-chair (editing), MC members (dissemination)

Action: A short newsletter (2 pages) twice a year. Published at the homepage, distributed to researchers and target groups by MC members, and to European and international organisations by MC Vice-chair.

Secondary objectives

1. *To set up a network of European researchers who deal with the socio-economic aspects of sustainable forest management and policy planning in forestry.*

MC (Oct. 19, 1999) decided to reformulate the secondary objective as follows:

To set up a network of researchers, who deal with policy research closely related to NFPs in Europe.

Responsibility: MC Vice-chair, MC members

Action:

- MC members prepare a list of researchers by Dec. 31, 1999. Updated annually and made available at the homepage.
- MC members prepare also a list of ongoing research projects closely related to NFPs by March 15, 2000. A form is used to collect the data.
- MC members prepare a list of key literature on NFPs by March 15, 2000, to be assembled by MC Vice-chair.

2. *To specify the commonalities and differences of the operational definitions of Sustainable Forest Management (SFM) at the national and sub-national levels in European countries.*

Responsibility: MC Chair and WG1 Chair, MC members

Action: MC members send most recent list of national SFM indicators to COST E19 Chairman by March 15, 2000.

3. *To specify the existing understanding and definition of NFPs in European countries.*

Responsibility: WG1

Action: WG1 prepares a work plan by March 15, 2000.

4. *To specify the interpretation of the individual IPF basic elements of NFPs in European countries and to elaborate commonalities and differences.*

Responsibility: WG1

Action: WG1 work plan.

5. *To stimulate the exchange of evaluation research on existing NFPs and formulation of new research topics on the significance of NFPs in comparison to other policy tools.*

Responsibility: WG2

Action: WG2 prepares a work plan by March 15, 2000.

6. *To investigate the chances of implementation of NFPs.*

MC (Oct. 19, 1999) decided to reformulate the secondary objective as follows:

To investigate the implementation of NFPs.

Responsibility: WG2

Action: WG2 work plan.

Expected benefits

1. *To specify and interpret the elements of an NFP.*

This corresponds to secondary objectives 3 and 4.

2. To specify the procedural requirements of formulation and implementation of an NFP in terms of enhancing the rationality of policies, ensuring long-term orientation, and improving coordination of political actors.

Responsibility: WG1

Action: WG1 work plan.

3. To evaluate the significance of NFPs in comparison to other policy means.

Responsibility: WG2

Action: WG2 work plan.

4. To assess supportive and impeding factors for the development of substantial NFPs.

Responsibility: WG2

Action: WG2 work plan.

Scientific programme

The scientific programme is described in the MoU (pages 8-14).

Responsibility: MC and WG Chairs

Action: The contents of the scientific programme is taken into account in the work plans of WGs.

Working Groups

In the MoU the Action is planned to be organised into two Working Groups, which could later be split into several sub-groups.

Action: MC (Oct. 18-19, 1999) decided to establish two WGs and elected Chairs:

WG1 *Elements and procedural requirements of NFPs*, **Heiner Schanz**

WG2 *Significance of NFPs*, **Willi Zimmermann**.

A maximum of 4 (exceptionally 5) members from each participating COST country can benefit the financing of COST. WG members are nominated by national MC delegates.

Action: MC members nominate their countries' WG members by Jan. 31, 1999.

Research topics

Working Group 1:

Rationale: Common understanding of basic elements and institutional/procedural requirements of NFPs guiding the formulation and implementation of NFPs.

Tasks: Interpretation of the basic elements and institutional/procedural requirements of NFPs (in particular participatory mechanisms, iterative process, intersectoral approach, conflict resolution schemes) and evaluation of their effects to NFPs.

Working Group 2:

Rationale: Promotion of substantive national forest programmes

Tasks: Evaluation of supportive and impeding factors such as international agreements, pressure from outside, financial incentives, multilevel governance, tenure, political culture and social environment, and institutional aspects.

Meetings

In the MoU it was planned to have five MC meetings and three WG meetings.

Responsibility: MC and WG Chairs

Action: MC (Oct. 18-19, 1999 and March 20-21, 2000) decided to organise integrated meetings with WGs, MC and seminars:

- March 20-21, 2000, Freiburg, Germany (WG1, WG2, MC)
- Oct. 19-21, 2000, Madrid/Solsona, Spain (Seminar, WG1, WG2, MC)
- March 29-31, 2001, Scotland (WG1, WG2, MC)

- Sept. 13-15, 2001, Oslo, Norway (Seminar, WG1, WG2, MC)
- Spring 2002, Finland (WG1, WG2, MC)
- Autumn 2002, Portugal (Seminar, WG1, WG2, MC)
- Spring 2003, Vienna, Austria (Final Conference)

Seminars

In the MoU three seminars were planned: two working seminars with invited speakers, and one final joint FAO/EFI seminar at the end of the Action.

During the preparatory discussions many possible seminar topics have been proposed (policy planning, harmonization, subsidiarity; substantial vs. symbolic coordination; improved means for formulation and implementation of NFPs...).

Responsibility: SC and national organiser

Action: MC (Oct. 18-19, 1999) decided to organise three seminars:

- Oct. 19-21, 2000 in Spain. National organiser: Mr. **Eduardo Rojas Briales**. Theme: Existing understanding and definition of NFPs, operational definitions of Sustainable Forest Management, basic elements of NFPs, WG2 issues (topics not covered by national projects of WG2).
- Sept. 13-15, 2001 in Norway.
- Autumn 2002 in Portugal.

Short-term scientific missions

Responsibility: MC Chair and Agricultural University of Vienna BOKU

Action: SC prepares the calls for proposals (first by Dec. 31, 1999) and deadlines for applications (first by April 15, 2000, second by October 15, 2000), and decides on the allocation of the funding.

Deliverables

Reports by WGs. Guidelines on the "Formulation and implementation of NFPs". Internet homepage. Report to the Liaison Unit of the Ministerial Conference on the Protection of Forests in Europe (MCPFE).

Responsibility: MC and WG Chairpersons

Action:

- WGs prepare an annual report, ready by Dec. 31 each year. Annual report of COST E19 ready by Jan. 31 each year.
- Internet homepage is mentioned above in "Dissemination actions" (page 1).
- Preparing NFP guidelines might better suit to some other organisation (MCPFE, FAO, EFI...), which will be reconsidered at the mid-term of the Action.
- WG reports and seminar publications might serve the purpose of the report to the Liaison Unit. To be discussed with Liaison Unit representatives.

Tutor of the Action

Mr. **Noël Lust** from Belgium was elected by the MC (Oct. 18-19, 1999) as the tutor of COST E19, responsible for reporting about COST E19 activities to the Forests and Forestry Products Technical Committee.

Evaluation of the Action

Mid-term evaluation and final evaluation of COST E19 will be carried out by the Forests and Forestry Products Technical Committee.

Abbreviations

COST	European Co-operation in the Field of Scientific and Technical Research
EFI	European Forest Institute
FAO	Food and Agriculture Organisation of the United Nations
IPF	Intergovernmental Panel on Forests

MCPFE	Ministerial Conference on the Protection of Forests in Europe
MC	Management Committee
MoU	Memorandum of Understanding
NFP	National Forest Programme
SFM	Sustainable Forest Management
SC	Steering Committee
WG	Working Group

Annex 6: WG1 Work Plan

Aim: Providing theoretical insights, not only comparing existing experience	
Spain (Autumn 2000)	Policy planing, co-ordination, making theoretical / conceptual framework (Seminar)
Scotland (Spring 2001)	Participatory approaches
Norway (Autumn 2001)	Collaborative approaches: negotiation; communication
Finland (Spring 2002)	Intersectoral approaches (Seminar ^{*)})
Portugal (Autumn 2002)	Procedural approaches: iterative; adaptive; learning (Seminar)
Austria (Spring 2003)	Synthesis

^{*)} ... still to be coordinated with Working Group 2

Annex 7: WG2 Work Plan

Freiburg (20-21 March 2000)	topics, work plan
Spain (19-21 Oct. 2000)	political and social context (Seminar)
Scotland (29-31 March 2001)	influence of legal regulations
Norway (13-15 Sept. 2001)	financial framework and incentives (Seminar)
Finland (Spring 2002)	advocacy coalitions, institutional aspects
Portugal (Autumn 2002)	multilevel governance, land tenure (Seminar)
Austria (Spring 2003)	synthesis, conclusion, results