

Meeting of the bureau of *Silva Mediterranea*

Monday 15 July 2019 - Room D-440, FAO HQ, Rome, Italy

Objectives and expected outcomes

1. Debrief on the 6th Mediterranean Forest Week
 - 👉 Lessons learned from the 6th MFW
2. Outline the joint organization of the 7th Mediterranean Forest Week and 24th Session of *Silva Mediterranea*
 - 👉 Tentative dates and place
 - 👉 Topic of the 7th MFW
 - 👉 Structure (blocks of sessions) of the 7th MFW
 - 👉 Composition of the organizing committee
 - 👉 Possible resource mobilization to support the 7th MFW
 - 👉 Modalities for the organization of the Week
 - 👉 Calendar with the main steps

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Objectives and expected outcomes (Cont'd)

3. Define a roadmap to implement the recommendations taken by the Committee Silva Mediterranea at its 23rd Session in April 2019
 - 👉 Draft roadmap

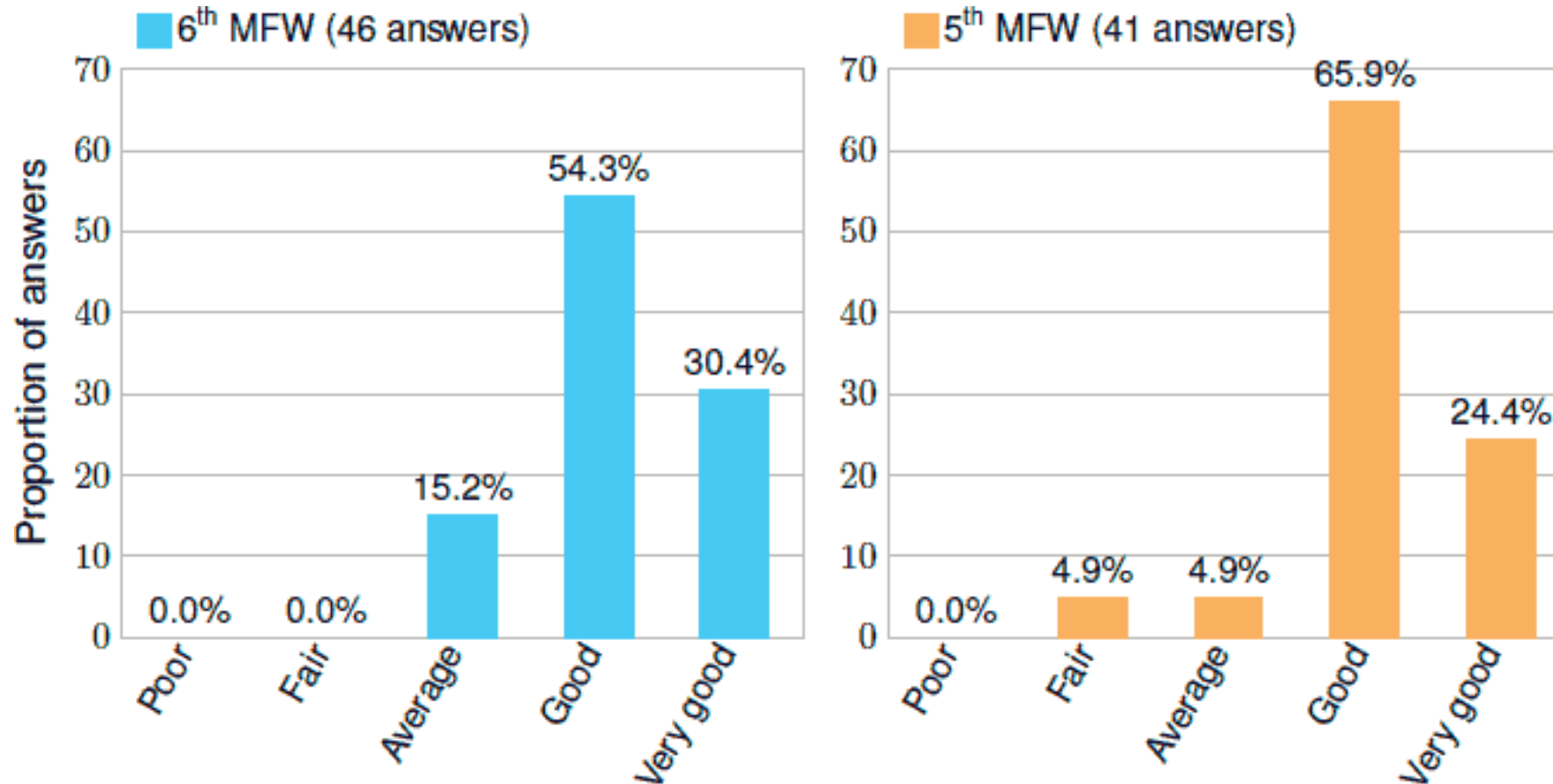
Debriefing of the 6th MFW

- Approximately 220 participants from 31 countries (5th MFW: 286 participants from 31 countries)
- 10 sessions, 93 oral presentations or speeches, 6 side events + several meetings of partenering institutions (MedForum 2019 of the IMFN, general assembly of AIFM...)
- Total budget: a little more than EUR 300,000, with contributions from
 - Ministry of Agriculture of Lebanon
 - Federal Ministry for the Environment , Nature Conservation and Nuclear Safety of Germany
 - Ministry of Agriculture, Fisheries and Food of Spain,
 - contributions from participants
 - FAO
 - Ministry of Agriculture and Food of France
 - Secretariat of the Union for the Mediterranean
 - EFIMED
 - And indirect or in-kind contributions (UNDP, IMFN, etc.)
- Main outcome: Brummana Declaration

Satisfaction survey of the 6th MFW

46 answers to the survey

Overall evaluation of the 6th MFW: 85% → (not statistically different from 5th MFW)



Satisfaction survey of the 6th MFW (Cont'd 1)

Questions related to the technical content of the Week: not statistically different from the 5th MFW

- Relevance of the theme: 91% satisfaction (good or very good) →
- **Content of the plenary sessions: 76% satisfaction →**
- Field trip: 75% satisfaction →
- Side events: 89% satisfaction →

Questions related to speakers: not statistically different from the 5th MFW

- Speaker's diversity: 91% satisfaction →
- Speaker's expertise: 96% satisfaction →
- **Speakers' interactions with the audience: 64% satisfaction →**

Satisfaction survey of the 6th MFW (Cont'd 2)

Questions related to the settings and logistics the Week: **statistically better than the 6th MFW**

- Venue (hotel): 87% satisfaction →
- Coffee breaks: 96% satisfaction ↗
- Lunches: 96% satisfaction ↗ ↗
- Conference rooms: 100% satisfaction ↗ ↗
- **Internet access: 46% satisfaction ↗ ↗**
- French-English interpretation: 83% satisfaction →

Free comments in the satisfaction survey

- Improve the environmental impact of the conference (plastic use, etc.)
- Improve the website
- Better consider the Arabic language
- Too many presentations in a reduced time (*recurring comment from 5th MFW*)
- Venue choice
- ... and many thanks for the organizers, in particular the MoA of Lebanon

Tentative date and place

- International day of forests: Sunday 21 March 2021
- Ramadan 2021: 12 or 13 April-11 to 13 May 2021
- 16th Session of the UNFF in 2021: often April or May
- International day for biological diversity: Saturday 22 May 2019
- World day to combat desertification and drought: Thursday 17 June 2021

Second half of 2021 will be packed with international events:

- 15th World Forestry Congress, Seoul, Korea, 2021: no official dates (usually September or October)
- COP 15 of the UNCCD: September or October 2021?
- COP 27 of the UNFCCC: 8-20 November 2021

2021

Holidays & Observances

January

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Su	M	Tu	W	Th	F	Sa
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November

Su	M	Tu	W	Th	F	Sa
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December

Su	M	Tu	W	Th	F	Sa
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Jan 01	New Year's Day
Jan 18	Martin Luther King Day
Feb 12	Chinese New Year
Feb 12	Lincoln's Birthday
Feb 14	Valentine's Day
Feb 15	President's Day
Feb 17	Ash Wednesday
Mar 14	Daylight Saving (begin)
Mar 17	St. Patrick's Day
Mar 20	Vernal equinox
Mar 28	Passover
Apr 01	April Fool's Day
Apr 04	Easter
Apr 13	Ramadan begins
Apr 21	Admin Assistants Day
May 09	Mother's Day
May 23	Pentecost
May 31	Memorial Day
Jun 14	Flag Day
Jun 20	Father's Day
Jun 21	June Solstice
Jul 04	Independence Day
Sep 06	Labor Day
Sep 07	Rosh Hashanah
Sep 22	Autumnal equinox
Oct 11	Columbus Day
Oct 31	Halloween
Nov 07	Daylight Saving (end)
Nov 11	Veterans Day

Topic of the 7th Mediterranean Forest Week

- 1st MFW (Antalya, 2010): Contribution of Mediterranean forests and other wooded lands to food security + Knowledge-based management of Mediterranean forests under climate risks
- 2nd MFW (Avignon, 2011): water & forests, management of biodiversity, societies & territories
- 3rd MFW (Tlemcen, 2013): The Mediterranean forests at the service of sustainable development of landscapes: mitigation and adaptation strategies to cope with global changes
- 4th MFW (Barcelona, 2015): Improving livelihoods: the role of Mediterranean forest value chains in a green economy
- 5th MFW (Agadir, 2017): Mediterranean landscape and forest restoration
- 6th MFW (Brummana, 2019): Role of Mediterranean forests in the Paris Agreement
- Proposals from participants of the 6th MFW for the 7th MFW:
 - The role of youth in Mediterranean forestry, job creation, innovation and green jobs
 - Social dimension, participatory approaches, involving populations in forest challenges...

Structure of the 7th MFW

	Day 1	Day 2	Day 3	Day 4	Day 5
09:00-10:30	Registration	Silva Med session (close meeting)	Field trip or celebration of international event	Silva Med session (open)	Silva Med session (close meeting)
10:30-11:00	Coffee break	Coffee break		Coffee break	Coffee break
11:00-13:00	Opening session	MFW session		MFW session	
13:00-14:30	Lunch break	Lunch break		Lunch break	
14:30-16:30	MFW session	MFW session		MFW session	
16:30-17:00	Coffee break	Coffee break		Coffee break	
17:00-18:30	Side events	Side events		Conclusions / high level segment	
Evening				Gala diner / closing of the MFW	

Expected outcome of the 7th MFW

- Should a high-level segment be organized?
- Should a Tunisia Declaration be the main expected outcome?

Modalities for the organization of the 7th MFW

- Host country agreement between Tunisia and FAO
- Languages of the 7th MFW
- How to organize the plenary sessions and side events: open call or close decision of the Organizing Committee?
- Relevance of the participant fee to cover coffee breaks and lunch breaks

Benefit of participant fees (6th MFW)		Cost of participant fees (6th MFW)	
Contributions collected in cash:	8,674 EUR	LoA with service provider to organize registration and fee collection:	23,430 EUR
Contributions collected by bank transfer:	15,150 EUR	Bank and Weezevent fees:	406 EUR
Total benefits:	23,824 EUR	Total costs:	23,836 EUR

Composition of the Organizing Committee

- Members of the Organizing Committee of the 5th MFW:



- Rule to be respected: a beneficiary of a Letter of Agreement with FAO for activities related to the 7th MFW cannot be member of the Organizing Committee
- Secretariat of the 7th MFW: FAO (*Silva Mediterranea*) + host country

Possible resource mobilization

Item	Cost USD (250 participants)
Coffee and lunch breaks (including lunch boxes)	60,000
Gala diner	20,000
Interpretation	10,000
Secretariat	25,000
Carbon compensation measures	15,000
Other logistical items (venue rent, materials, airport shuttle, welcome, participant folder...)	45,000
Sub-total logistics	175,000
Web site	10,000
Video of the Week	5,000
Proceedings	15,000
Other communication activities (leaflet and booklet, banners, social media, bootcamp, contests, press releases, interviews...)	35,000
Sub-total communication and documents	65,000
Travel support to keynote speakers	35,000
Travel support to key participants	35,000
Sub-total travels	70,000
Total	310,000
Unexpected costs (10%)	30,000
Grand total	340,000

Calendar of follow-up actions

OC1 meeting in Tunisia: week of 16 December 2019

Milestones:

- Objectives and title of the 7th MFW
- Venue
- Draft agenda of the 7th MFW: sessions and their coordinators
- First version of the budget
- Main tasks distributed among the members of the OC (web site, visual identity...)

OC2 meeting in Rome back-to-back to COFO 25 (22-26 June 2020)

Milestones:

- Preparation of the sessions: draft ToRs of the sessions
- Second version of the budget
- Validation of the visual identity of the 7th MFW, preparation of the leaflet, web site
- Organizational arrangements for registration, carbon compensation measures, poster contest, proceedings

Calendar of follow-up actions (Cont'd 1)

OC3 meeting in Rome: end of September 2020

Milestones:

- Review of the sessions: validation of ToRs, identification of speakers
- Update of the budget
- Consolidation of the communication plan
- Organizational arrangements: side events, decision on proceedings, invitation letters, review of leaflet, review of web site, registration arrangements, poster session, background documents

OC4 meeting by Skype: end of November 2020

Milestones:

- Sessions finalized
- Consolidated budget
- Communication plan finalized
- Organizational arrangements: invitation letters, booklet, travel of speakers

Calendar of follow-up actions (Cont'd 2)

OC5 meeting in Tunisia: first week of February 2021

Milestones:

- Final on-site checking of all organizational arrangements

Short-term follow-up actions (until OC1 meeting)

Date	Action	Responsibility
Sept. 2019	List of material and human resources (number and capacity of rooms, interpretation needs, etc.) that are needed for the 7th MFW	Secretariat of the MFW
Sept.-Nov. 2019	Collect quotations locally to address these needs, so that a precise budget can be elaborated and discussed during OC1 meeting	Tunisia
Oct. 2019	Clearance by the cabinet of the DG of FAO of the 7th MFW (clearance process to be initiated asap)	<i>Silva Med</i> secretariat
Nov. 2019	Identify possible member organizations that could be interested in the topics of the 7 th MFW	Secretariat of the MFW
Nov. 2019	Hosting agreement sent to Tunisia	FAO
Dec. 2019	Draft budget of the 7th MFW	Secretariat of the MFW
Week of 16 Dec. 2019	OC1 meeting in Tunisia	OC members

Recommendations to address

1. Amend the Rules of Procedure of *Silva Mediterranea*
2. Continue clarifying the role of observers and coordinators within its subsidiary bodies
3. Continue reactivating the network of national focal points for *Silva Mediterranea*
4. Encourage member countries to work with the Near East Forest Health and Invasive Species Network and Forest Invasive Species Network for Europe and Central Asia
5. Urged FAO to explore ways and means to develop and implement the project “Blue Forest-Empowering Young Entrepreneurs around the Mediterranean”

Amending the Rules of Procedure

- A two-third majority of members is needed to adopt any amendment
- Number of members: 27
 - Number of participants to sessions since at least 1997 (with the exception of a session in Rome in 2002): between 10 and 13
- Organizing a special session may raise problems rather than bring solutions
- Three non-exclusive options to get more members at the sessions:
 1. Informal talk (by the end of 2019) to countries during next EFC session (target countries: Bulgaria, Serbia, Slovenia, Cyprus, Romania) and next NEFRC session (target country: Egypt)
 2. Official letter from the Chair *Silva Mediterranea* encouraging countries to attend the 24th Session (to be done 6 months before 24th Session)
 3. Letter from the DG of FAO asking countries to leave the Committee (if they are not interested in its activities) or attend its sessions

Clarify the role of observers and coordinators within subsidiary bodies

1. When no recent confirmation of the coordinator of the subsidiary bodies has been received, send a request to the respective Ministry in charge of forests to confirm designation
2. Request Members to propose candidates for the coordination of the working groups, and proceed with the election of the working group coordinators at each session
3. Ensure that a progress report on the activities of the subsidiary bodies is made at each session
4. Organize meeting specifically dedicated to official representatives of *Silva Mediterranea* member countries during the Committee's meetings, not open to observers

Reactivate the network of national focal points

1. Attract Members's attention with a view to have them take part in the activities of *Silva Mediterranea* by presenting current common problems and challenges of interest to them
2. Suggest the development of projects and funding sources with a view to contribute to ease, or even, solve the constraints that hinder the participation of some Members

Explore ways and means to develop and implement Blue Forest

- Change of name: Blue Forest → MedForYouth
- A draft concept note has been developed
- Tentative development as a FAO project within the Forest & Farm Facility with co-financing of the Islamic Development Bank and the French Global Environment Facility (FFEM)