

Uppsala, August 20, 2009

## EFORWOOD IP Board meeting (40) – Minutes

Time: July 8, 2009, 13:00-15:00 (CET)

Place: Telephone conference

### Invited

#### *IP Board members:*

Gero Becker (GB), M3	Present
Jean-Michel Carnus (JMC), M2	Present
Denis Mc Gowan (DMG), M6	Present
Carl Olsmats (CO), M5	Present
Piotr Paschalis (PP), M0	Present until Item 7
Risto Päivinen (RP), M1	Present
Kaj Rosén (KR), M0	Present, Chairman
Helena Wessman (HW), M4	-

#### *Others:*

Janine Fischbach (JF), M3	Present
Marcus Lindner (ML), M1	Present
Leif Nutto (LN), M3	Present
Gunilla Rodfors (GR), M0	Present, Secretary
Diana Vötter (DV), M1	Present

<b>1.</b>	<b>Opening</b> KR welcomed the participants to the 40th EFORWOOD IP Board meeting.	
<b>2.</b>	<b>Minutes from IP Board meeting (39)</b> There were no comments to the minutes from IP Board meeting (39).  The Items had already been taken care of or are covered by Items on the current Agenda.	KR
<b>3.</b>	<b>Present status concerning data collection and ToSIA analyses</b> <u>Update of present status and actions to be taken</u> ML reported that improvements are made all the time regarding data collection. DV reported the status by the end of June:  <ul style="list-style-type: none"> <li>- Regarding the Baden-Württemberg Case-study, there are still some solid wood conversion factors missing.</li> <li>- The Scandinavian Case-study looks good but some conversion factors and shares are still missing.</li> <li>- Regarding the Iberian Case-study, there is still a bit to be done (especially regarding the 2015 and 2025 values) but it looks as though the situation can be managed. The Portuguese input has to be monitored.</li> </ul> ML said that the situation regarding comparison data looks very good now and that comparisons have started to be made. The CBA has been built into ToSIA already but Tommi Suominen still has some work to do. The MCA is	

	<p>still being discussed but it will surely work, it is just a matter of time when it will be ready. For the Final Conference presentations at least results from the Baden-Württemberg Case-study will be presented.</p> <p>ML further referred to an e-mail he had sent the same morning concerning the problem with tying all indicators to processes (the situation so far) instead of tying them to products. The change needs some work on the specification of products with consistent conversion factors. Moreover, documenting assumptions in the new “product assumption field” will also be necessary. This means that some partners will have to go back and do some extra work. Besides that, the exercise would only have positive aspects, as he saw it, greatly improving the possibility for validation of EFORWOOD results.</p> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>- Indicators should be tied to processes instead of products.</li> <li>- To let ALUFR and EFI agree on the details.</li> </ul>	M-Leaders GB, JF, ML
4.	<p><b>6 months’ financial reporting and last minute re-allocations</b></p> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>- Budget re-allocations were decided in accordance with Annex 1 to these minutes.</li> <li>- To remind all partners of the following decision made by IP Board meeting (39): “To stick to the original planning (48 months’ project) regarding the technical project work, thus <u>to finish all technical project work by the end of October 2009.</u>”</li> </ul>	
5.	<p><b>Final Reporting (“formal”)</b></p> <p>GR reminded the IP Board of the deliverables required by the Commission for the end of the project, partly a number of deliverables for Year 4 and partly a number of deliverables for the full project duration (all 4 years) (list presented to the IP Board by GR at the Year 3 evaluation in Brussels). The material to be delivered by all partners is however similar to that delivered for Year 1 and most of the full project duration reporting will be compiled by the Coordinator. GR will finalise the up-dating of the templates to fill in (on the Portal) and distribute the instructions for the Final Reporting in August.</p> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>- Deadline for technical reports: November 15, 2009.</li> <li>- Deadline for financial reports: February 19, 2010.</li> </ul>	GR, all GR, all
6.	<p><b>Final Report (“publishable”)</b></p> <p><u>Discussion about format and content</u></p> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>- The layout of the publishable Final Report suggested by KR was accepted.</li> <li>- A format of 60 pages excluding illustrations was accepted.</li> <li>- PP to send a compiled list of promises made in the applications for EFORWOOD that will have to be answered in the final report. PP to send the list by Friday this week.</li> <li>- To engage a qualified external editor for the final compilation of this report.</li> </ul>	IPB  IPB PP  KR
7.	<p><b>EFORWOOD Week in Uppsala</b></p> <p><u>Focus and structure of the meeting</u></p> <p>The focus and structure of the meeting suggested by KR was discussed.</p>	

	<p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>- KR to come back with a new draft before the end of the week with more focus on analysing the data quality. Day 1 with a focus on news presented in plenary meetings (all scenarios, research questions to be presented in the Case-studies). Day 2 with a focus on writing the report based on the Day 1 news; Day 2 could be split up in parallel sessions. There should also be room for a presentation/discussion of the EFORWOOD after-life.</li> </ul>	KR, all
8.	<p><b>EFORWOOD Final Conference in Uppsala – current status</b> DMG reported the following regarding the current status of the planning of the EFORWOOD Final Conference:</p> <p><u>Abstracts</u></p> <ul style="list-style-type: none"> <li>- Nine authors still to send confirmation of the abstract correction, ID size photo and biography (third reminder to these people will be sent this week).</li> <li>- So far we have about 90% of content for the Book of Abstracts.</li> <li>- Get quotation from Swedish printing company.</li> </ul> <p><u>Programme</u></p> <ul style="list-style-type: none"> <li>- Printing of the new quantity of the conference brochures Week 32 (early Week 33 delivery to Skogforsk).</li> <li>- Update programme (already done).</li> <li>- Design small size (11.5*11.5 programme for the badges and same version in A4).</li> <li>- Reminder (incl. final programme) to be sent to partners, authors and other stakeholders (NCP, FTP etc.).</li> <li>- Invitation to press.</li> <li>- Moderator Pack: minute by minute plan (incl. panel session, questions/draft to be prepared by August 20).</li> </ul> <p><u>Conference pack</u></p> <ul style="list-style-type: none"> <li>- Bags to be ordered (Invoicing directly InnovaWood).</li> <li>- Memory stick (August 25 latest deadline for ToSIA team to provide the demo) ... Other possible content: Short presentation of the project and Abstracts.</li> </ul> <p><u>Venue</u></p> <ul style="list-style-type: none"> <li>- PowerPoint for corridors' display screens (check with venue people what will be the best layout for PowerPoint).</li> </ul> <p>Time for next conference call: August 18.</p>	DMG
9.	<p><b>ToSIA side-event at the FTPC2009</b> <u>Preliminary programme and proposed actors from EFORWOOD</u></p> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>- The suggested programme was agreed on.</li> <li>- KR to continue to approach actors among partners.</li> </ul>	IPB KR
10.	<p><b>Next IP Board meetings</b></p> <p><b>Decided:</b></p> <ul style="list-style-type: none"> <li>- September 1 at 13:00 CET (telephone conf.)</li> <li>- September 21/22 (during the EFORWOOD Week in Uppsala, Sweden)</li> <li>- October 14 at 13:00 CET (telephone conf.)</li> <li>- November 25 (Block the whole day for a possible physical meeting. DMG has invited us to Dublin but no decision yet.)</li> </ul>	KR

	<ul style="list-style-type: none"> <li>- February 18 2010 at 13:00 CET (telephone conf.)</li> <li>- March 25 2010 at 13:00 CET (telephone conf. or dinner).</li> </ul>	
<b>11.</b>	<p><b>Any other business</b></p> <p><u>The matter raised by JF and GB</u> ALUFR wanted to inform about their intention to use ToSIA after the end of the EFORWOOD project.</p> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>- The after-life of EFORWOOD will be on the agenda for next IP Board meeting.</li> <li>- KR to prepare “first draft statutes” for the ToSIA Association for discussion within the IP Board.</li> </ul>	<p>KR</p> <p>KR</p>

Date as above.



Gunilla Rodfors



Kaj Rosén

The following decision on reallocation of budget resources for the final year of EFORWOOD is based on:

- a) Identified needs of additional resources to certain partners for which the assigned activities during the last year are indispensable for a successful finalisation of the project.
- b) Identified needs of additional resources to certain partners that have been forced to spend more resources on data collection and related activities during the previous years. This situation is due to underestimation of resources for data collection in the planning phase of the project.
- c) A preliminary six months financial reporting form all partners, resulting in the identification of budgeted resources allocated to a small number of partners that are not planned to be covered by eligible costs during the remaining period.

Discussions are still going on with partner no. 16 (BRE). We are waiting for a motivation on how BRE plans to spend their remaining resources.

### Decision

The total (4 yrs.) budgets will be increased by the following amounts:

<b>Partner no.</b>		<b>Person months</b>	<b>EURO</b>	<b>Motivation</b>
1	Skogforsk	3	41 505	Costs for coordination activities has exceeded original plans
5	ALUFR	6	42 000	For unforeseen activities related to case studies and data collection
9	SGGW	3	8 500	For unforeseen work related to quality control of deliverables and final conf.
10	IFER	4	12 000	For additional activities related to the “data client”
18	Pyöry	0,5	7 500	For unforeseen activities related to case studies and data collection
26	KCL	1	11 000	For additional responsibilities related to WP4.1
27	FVA	2	15 000	For unforeseen activities related to case studies and data collection
40	FCBA	3	45 000	From INRA for assistance during yr 3
<b>SUM</b>			<b>182 500</b>	

The total (4 yrs.) budgets will be decreased by the following amounts:

<b>Partner no.</b>		<b>Person months</b>	<b>EURO</b>	<b>Motivation</b>
4	INRA	6	45 000	To FCBA for assistance during yr 3.
14	FR	2	20 000	Expected underspending of the total budget
23	CEI-Bois	5	69 903	Expected underspending of the total budget

24	CEPI	2	20 000	Expected underspending of the total budget
28	CIRAD	1,6	14 993	Expected underspending of the total budget
31	Savcor	0,3	4 000	Expected underspending of the total budget
36	CIFOR	1,5	8 609	Expected underspending of the total budget
<b>SUM</b>			<b>182 505</b>	

In addition to the above, the work done by Alex Moiseyev has to be regulated between UMB and EFI for year 3 and year 4 which will affect the total budget for UMB and EFI:

- 130.800 € EC funding should be transferred to EFI contractor from UMB contractor i.e. for the EFI total budget an amount of 261.600 € should be added in order to claim 130.800 € EC funding according to FC principle. For UMB a deduction of 156.960 € to the total budget should be made according to AC principle.