



EFORWOOD

Sustainability Impact Assessment
of the Forestry - Wood Chain



Project no. 518128

EFORWOOD

Tools for Sustainability Impact Assessment

Instrument: IP

Thematic Priority: 6.3 Global Change and Ecosystems

Deliverable PD0.2.3
Co-ordination of the 1st meeting
of the Expert Advisory Panel

Deliverable PD0.3.7
First Expert Advisory Group meeting

Due date of Deliverable PD0.2.3: Month 15 (moved from Month 12)

Actual submission date: Month 22

Due date of Deliverable PD0.3.7: Month 12

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Final version

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	X
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

1. Introduction.

The role and tasks of the EAP have been briefly depicted in the description of the EFORWOOD Project, with an emphasis on the weight that is ascribed to this premium of people who, being not associated with the Project research teams, will advise and present their opinions as to assure correct work implementation.

The main role of EFORWOODS EAP is to evaluate ongoing work with the help of summaries of activities carried out. These summaries will be provided by the Modules. The EAP will also comment and guide EFORWOOD on the yearly implementation plans, i.e the direction of the project development.

The decision to appoint the EAP Members rests with the IP Board. According to the recommendations of the IP Board, the primary objectives of the EAP concern:

- A. Review proposed implementation plans for up-coming activities
- B. Review pertinent Module activity summaries that will form the basis of the Annual Report's.
- C. Develop recommendations for action

Due to the high scientific demands as well as the anticipated necessity to implement research achievements into the practice, the IP Eforwood Board has decided to turn to high ranking specialists, in different fields.

2. Mandate

EAP-members are appointed by the IP Board and communicated and approved by the European Commission.

The EAP will advice the EFORWOOD consortium on quality of work and plans for future project work. EAP will be supported by the Project Coordination office.

3. Composition

The EAP includes experienced professionals from forest and forest-based industry related companies and organizations.

4. Task implementation

According to the assumptions formulated here above, the following mode of appointing Members for the Expert Advisory Panel has been adopted.

1. A full range of information was prepared on the Eforwood Project including assumptions, objectives, methodological and implementation framework, as well as proposed

way of solving tasks at all planning and implementation stages. Moreover, information was included on the research and implementation teams performing individual tasks, utilizing the data from the Eforwood materials not published to date.

2. The Terms of Reference for the Expert Advisory Panel were prepared.

3. A number of consultations were held with the persons having a full overview of specialties in the area of research, industry, marketing, organization and administration, as well as implementation of research results into practice pertaining to both forestry and the timber industry in Europe. This applied to both people and institutions.

4. On the basis of this set of information, a dozen or so persons were selected and asked to accept the proposal of Membership in the EAP.

5. The request met with a positive response of the following persons:

Prof. Frits Mohren Wageningen University and Research Centre,
P.O. Box 342 NL-6700 AH Wageningen The Netherlands frits.mohren@wur.nl

Prof. Harald Sverdrup Lund University Centre for Sustainability Studies,
LUCSUS, Sweden harald.sverdrup@chemeng.lth.se

Dr. Andrzej Kundzewicz BASF-Wollmann. Wood Technology. Poland
andrzej.kundzewicz@bastex.pl

Dr. Marc van Leemput Centre Technique des Industries du Bois. Belgium
marc.vanleemput@ctib-tchn.be

Prof. Ingemar Ekdahl TMF, Swedish Forest Industry Federation ingemar.ekdahl@tmf.se

The first meeting of the EAP took place in Brussels on 15 and 16 January 2007. All the invited EAP Members had received a set of documents including:

Invitation with a list of topics to be discussed at the meeting, the Management Report for the whole first year of activity of the Eforwood, the Eforwood Annual Review 1-12, the last Minutes of Meeting of the IP Board at Kerkrade, the Annual Reporting 1-12, the Implementation Plan 13-30 and the Activity Report 1-12, Final.

5. Minutes of Meeting:

1. The meeting was conducted by Piotr Paschalis-Jakubowicz, who after greeting all the participants in the Panel and adopting the Minutes of Meeting, proceeded with a joint presentation of the Members of the Expert Advisory Panel, the Eforwood Project Coordinator, and all the Module Leaders.

2. Professor Piotr Paschalis was appointed Chairman of the EAP.

3. The assumptions, objectives, tasks and anticipated effects resulting from Eforwood Project implementation were presented. The Topic Coordinator, Professor Kaj Rosen delivered a very broad presentation on the entire Eforwood topic, including conduction of part of the discussion, as well as questions and answers provided by all the persons involved in the management of Module works.

4. The discussion on the specification of a scope of tasks of and the role which the EAP should play in the Eforwood Project, as well as what should be expected from the results of such work was very broad. Professor Piotr Paschalis acted as a facilitator in this part of the discussion.

5. The following agreements were reached:

a) All the EAP members shall have equal control over the undertaken actions and the Eforwood Modules implemented by them.

b) Due to different specialties and different scope of professional knowledge of individual EAP Members, it was agreed that each Expert shall particularly focus on the issues addressed in a selected Module, in close cooperation with the Module Leader.

c) Each of the EAP Members shall have full access to the scope of information on the Project at the Eforwood website, without editing rights.

d) Particular focus of the EAP Members shall be on the fulfilment of the Implementation Plan, and the progress thereon shall be monitored on a regular basis.

e) An important and constructive role was ascribed to the EAP Members as concerns their real impact on the Eforwood's links with the timber industry.

f) The EAP Members are a crucial element in controlling the quality of the Project execution results by providing assistance and advice to the Quality Controller on scientific and implementation aspects, at all stages of Eforwood Project execution.

Discussion on the form and organization of work of the EAP.

Many aspects were touched upon during the discussion concerning both the organizational and content-related matters enabling the adoption of the following solutions streamlining the work of the EAP.

1. EAP-members are appointed by the IP Board and communicated and approved by the European Commission. Attendance and Participation at Meetings.
2. EAP members are not permitted appoint substitutes.
3. The EAP Members shall contact directly Module Leaders, providing advice and assistance in solving problems, or via Project Coordinator and EAP Chairman if decisions are required concerning cross Module links.
4. Conflict of interest. It is the responsibility of each member of the EAP and their organization to ensure there are no perceived or real conflicts of interest. In the case uncertainty from a member whether he/she might have a conflict of interest, the member may discuss the potential conflict with the Project Coordinator.
5. Members are being appointed in their personal capacity and the EAP will be chaired by the deputy coordinator of EFORWOOD, Prof. Dr. Piotr Paschalis-Jakubowicz and meets at least ones a year.
6. All EAP members will have view access to all modules, but their edit access will be limited to adding documents to a Work Package.
7. Membership Rotation. Appointments will be for the duration of the project. While it is not expected that rotation will be required, circumstances may arise when a member of the EAP may need to be replaced. The IP Board will be responsible for new appointments in agreement with the European Commission and will ensure continuity in the representation.
8. Communication with the Public. According to the IP Consortium Agreement all correspondence with the public shall be endorsed by the Project coordinator.
9. Secretarial Support. The Project Coordinator will provide secretarial support for the EAP.
10. Travel and Meeting expenses related to EAP meetings will be reimbursed on request.

All the above agreements were written down in entirety and were unanimously accepted by the EAP Board Members.