



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

PD0.0.10 Report of the IP Board meetings

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Final

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)	



Uppsala, December 4, 2006

EFORWOOD IP Board meeting (11) – Minutes

Dates of meeting: November 14, 2006, at 16:00-18:00 and November 15, 2006, at 10:30-13:00.
Physical meeting.

Participants

IP Board members:

Gero Becker (GB), M3	Present
Jean-Michel Carnus (JMC), M2	Present
Arie Hooimeijer (AH), M4	Present
Denis Mc Gowan (DMG), M6	Present
Carl Olsmats (CO), M5	Present
Dariusz Zastocki (DZ), M0	Present from item 6, replacing Piotr Paschalis
Risto Päivinen (RP), M1	Present
Kaj Rosén (KR), M0	Present, chairman

Others:

Gunilla Rodfors (GR), M0	Present, secretary
Marcus Lindner (ML), M1	Present until end of item 6
Christian Gamborg (CG), M0	Present until end of item 4
Ewald Rametsteiner (ER), M1	Present until end of item 5
Rudolf Kropil (RK)	Item 4

1. Opening

KR welcomed the participants to the 11th EFORWOOD IP Board meeting.

Responsible

2. Issues from the last IP Board minutes (10)

The following comments were made to IP Board minutes (10):

Decisions:

Item 3 EFORWOOD stakeholders and external relations

After some discussion, it was decided that industry, key EFORWOOD partners and Commission representatives should be invited to the next Stakeholder meeting. Andreas Kleinschmit is central in this matter, and should work together with Christian Gamborg.

Andreas
Kleinschmit,
CG

Item 5 Annual reporting

GR reported that she had still information to distribute about how to reach the two questionnaires that the Commission wants all partners to fill in (delayed because of the massive flow of questions asked by the partners) and that she had noticed that not every partner had reported fully. Module Leaders were asked urgently to contact their Module colleagues and see to it that all reports/ Templates are filled in and sent to GR urgently. In case they do not arrive in time, the whole Annual Reporting approval and payment process will be delayed for all partners, if not blocked. (See also Item 7.)

M-Leaders

The rest of the items are either on today's Agenda or have been taken care of.

3. EFORWOOD stakeholders and external relations

KR reported that he had had a meeting with AH, Andreas Kleinschmidt and Birte Schmetjen the evening before, concerning how EFORWOOD could be of use to the industrial community and how to respond to its wishes. On the agenda for the EFORWOOD FWC Task Force meeting in Lahti, there will be Terms of Reference, Perception of Stakeholders, EFORWOOD outputs and the role/working practise of the associations in EFORWOOD.

Decisions:

There was a discussion in preparation of the Lahti meeting and the agenda finally drawn up by KR was approved.

KR

A Communication Plan including Stakeholder meetings and Direct Marketing was required by KR and AH. The communication must be two-ways and the Plan should be approved by the Stakeholders.

CG, KR, AH,
DMG

4. The EFORWOOD Conference/EFORWOOD Weeks, spring and autumn of 2007, spring of 2008

A presentation of the Zvolen facilities for the spring EFORWOOD Week 2007 was made by Rudolf Kropil, TUZVO Technical University of Zvolen.

The chosen site is located in central Slovakia, 5 km from the local airport and it is possible to fly in via Prague, Vienna or Bratislava. There is a shuttle bus between the airport and the hotel. Some four different tours, preferably post-week, are being planned for different purposes, among which to the Tatra mountains.

It was discussed whether the spring EFORWOOD Week 2008 arranged by BOKU should be held in Week 19 (when it could not be in Vienna) or in Week 11 (when it could).

Decisions:

- The spring EFORWOOD Week of 2008 should be kept in Week 19.
- The autumn EFORWOOD Weeks were moved from Week 46 to Week 40, starting in 2007.
- The EFORWOOD Conference was moved from the spring of 2007 to the autumn of the same year (Week 40). It was recommended by the IP Board that the Conference should take place on Monday and Tuesday. Note that Oct. 3 is a public holiday in some countries. Location: Brussels. Day 1: Start at noon. Target group: High-level stakeholders, CEOs, Commission, max 6 sessions, key note speakers (inside and outside the project), clear messages, professional moderator, media invited. Press conference. Reception in the evening. Day 2: Full day. Scientific day, EFORWOOD presentations.
- Training sessions will be added to the spring EFORWOOD Week of 2007.
- Appointed host for Week 19, 2007, was TUZVO, for the autumn Week 2007 in Brussels CEI-Bois, CEPI and CEPF, and for the spring Week 2008 BOKU.

KR, GR

KR, GR

DMG

DMG
TUZVO, CEI-
Bois, CEPI,
CEPF, BOKU

5. Report and decision on the 5th draft set of indicators

The draft had been distributed by ER. He recommended that major changes should not be accepted until after the first experiences of the ToSIA prototype analysis of the Test chains. Small details however need to be adjusted, and some more experience is also needed.

KR said it is an exemplary work. He asked about stakeholder interactions and got the answer that besides the Kerkrade meeting, the Confederations and

CIRAD had frequently given input and responded in a positive way.

AH asked for a summary for the IP Board of the thick report. ML said there is a need for clarifications and that the report will be updated, e.g. additional definitions in a separate document. From the Stakeholder meeting it was clear that there should also be information about non-marketed services. It was also noted that a new COST-action has started. GB asked for a clarifying text as to measuring units and reporting units, respectively. Module-specific indicators will be taken up again later, to which KR said that somebody has to start the process.

Decisions:

- The 5th draft set of indicators was approved.
- A special report on measuring and reporting units should be developed in WP 1.4. It must be clearly common to all Modules. ML
- The data for the Lead+ whole chain indicators should be delivered by Month 16 and the subset of Module-specific indicators by Month 18. ML
- The process of further development of module-specific indicators will be driven by WP1.1's identification of indicators and the data collection by WPs 1.2 and 1.4. ML

6 Test Chain ToSIA prototype

ML had prepared a revised version for the IP Board of hand-out slides presented at Carcavelos, see [Appendix 1](#). The present situation, further actions and instructions were described by RP and ML. KR asked "When can we do something ourselves with the ToSIA prototype? It could even be an input to the Stakeholder meeting – at least a demo version would be valuable." The production of a demo version could be a task for Andreas Schuck or for the person programming the tool.

ML, DMG

Decisions:

ML and DMG were asked to find a solution a.s.a.p. to the demo production matter.

M-Leaders/
IPB

KR concluded that for the Case studies, a Task Force should be developed for each Case study. The persons to work on the Task Forces would be appointed by the IP Board.

M2, M3, M5

It was decided that the three test chains shall be coordinated by M2 (forest driven), M3 (Baden-Württemberg) and M5 (consumer driven), respectively.

7. Annual reporting – status report

KR reported from the General Assembly that the IP Board had been delegated the responsibility to finally approve the Annual Reporting for Year 1.

Afterwards the GA would validate the report and can prolong or withdraw the delegation. He saw two options: either to move the GA validation to Week 19 or to have the GA's validation during the autumn EFORWOOD Week.

Decisions:

It was decided to stick to having the GA's validation during the autumn EFORWOOD Week and also to open for GA input and questions about the Annual reporting on the Portal.

KR, DMG

Referring to GRs comments under Item 2, all M-Leaders were again urgently asked to see to it that all partners report and fill in all Templates, covering all

M-Leaders

- lacks/gaps.
- GR would distribute instructions concerning the two Questionnaires all partners have to fill in, in connection with the next weekend. GR
- 8. 13-30 months Implementation Plan (IP)**
 KR had distributed instructions for the revised Implementation Plan and budget to the M-Leaders and now needed their immediate input.
- Decisions:*
 The budget reserve of 5 % on the payments from the Commission, decided at the GA, will have to be considered in the Implementation Plan and it was decided to draw them directly from the Commission pre-payment for the second period. M-Leaders, KR, GR
- Inter-Module transfer of resources for the case that a Module is asked to make additional efforts and work to provide data or other information to another Module was discussed. KR suggested that there should be bilateral negotiations for a possible inter-Module transfer of man-months and money, and this information should be forwarded to KR separately regarding the 13-30 months implementation plan budget. KR's suggestion was approved. KR, M-Leaders
- M6 and M3 expressed the need for subcontracting during the next 18 months period. Subcontracting is allowed but has its implications. Please study the conditions in the Financial Guidelines (available on the Portal, under the Coordinator tab). M6, M3
- Each Module shall assign which partner is responsible for collecting data from "3rd countries". It was decided to activate the "sleeping partners", which may have budget and workplan implications. Possible problems should be solved between the Modules. Modules
- 9. Mid-term scientific reporting – Book project**
Decisions:
 It was decided to continue the work with a mid-term project reporting in the form of a book. The main target groups are the project-external scientific community and ourselves. The book could be a scientific compilation/ collection of articles but the IPR aspect must be considered. The final decisions (about editorial board, content, etc) was delegated to KR and DMG. Modules KR, DMG
- 10. EAP + IPB meeting 2007**
 For the EAP, we have got some answers but not all. This EAP-meeting will have to be coordinated with the external review and will take place Week 3, 2007. The location will probably be Brussels.
- Decisions:*
 Question to discuss by the IP Board: How to manage cross-module meetings? Proposal to be prepared. KR
- For the External Review, Vincent Favrel wants 2 proposals for evaluators from us and one will be provided by the EC. The IP Board agreed to suggest the following names: KR
- Risto Seppälä, Yves Birot, Lars Gädda, Lennart Eriksson, Angeles Blanco
- 11. Next IP Board**

Wednesday, December 7, at 14:00 (CET), telephone meeting.

12. Any other business

There was no other business.

Date as above.

A handwritten signature in black ink, appearing to read "Gunilla Rodfors". The letters are cursive and somewhat stylized.

Gunilla Rodfors

A handwritten signature in black ink, appearing to read "Kaj Rosén". The letters are cursive and somewhat stylized.

Kaj Rosén



Uppsala, December 20, 2006

EFORWOOD IP Board meeting (12) – Minutes

Dates of meeting: December 7, 2006, at 14:00-16:00. Phone meeting.

Participants

IP Board members:

Gero Becker (GB), M3	Present
Jean-Michel Carnus (JMC), M2	Present
Arie Hooimeijer (AH), M4	Present from Item 5 (mid)
Denis Mc Gowan (DMG), M6	Present
Carl Olsmats (CO), M5	Present until Item 8
Piotr Paschalis (PP), M0	Present
Risto Päivinen (RP), M1	Present
Kaj Rosén (KR), M0	Present, chairman

Others:

Gunilla Rodfors (GR), M0	Present, secretary
Marcus Lindner (ML), M1	Present (from Canada)
Holger Wernsdörfer (HW), M3	Present
Leena Roihuvuo (LR), M1	Present

1. Opening

KR welcomed the participants to the 12th EFORWOOD IP Board meeting.

Responsible

2. Issues from the last IP Board minutes (11)

Concerning Item 6, the wording should be “a coordination of Case Studies” instead of coordination of test chains.

3. EFORWOOD stakeholders and external relations

Report from the FWC Task Force meeting in Lahti

KR and RP reported from the Lahti meeting. Besides KR and RP, the two General Directors of CEPI and CEPF and Andreas Kleinschmit (replacing Filip de Jaeger, CEI-Bois), there were Birte Schmetjen and Arie Hooimeijer.

KR and RP both had a positive impression of the meeting, which had created an understanding of the industrial dimension of the project. For the future, the strategy was in short: to keep to the scientific goals but to be careful with how conclusions from the project are expressed (aggregation level, use of tools, North-South aspects, competition between companies etc). Next FWC Task Force meeting will be on March 15, 2007.

Decisions:

A background paper will be prepared for the next FWC Task Force meeting. The IP Board will be asked to comment on the paper.

KR

4. Annual Reporting – Status Report

GR and KR summarized the situation, and tasks were distributed among the participants.

5. 13-30 months Implementation Plan

The first draft was thoroughly discussed, and tasks were distributed among the participants.

GR, KR, M-
Leaders

6. External EC-evaluation, EAP meeting and next IP Board

There had been a proposal from Vincent Favrel for an external EC-evaluation of EFORWOOD in Week 3, 2007, but no definite date had yet been set. Five external evaluators had been suggested by the IP Board.

Decisions:

It was decided to block at least three days of Week 3 for these meetings. The IP Board needs to be present at the external evaluation. A preliminary date for the IP Board meeting was set to January 17.

KR, M-
Leaders

7. Any other business

Appointment of Task Forces for the Case Studies

Decisions:

RP said it was OK to postpone the Task Forces matter to the next IP Board meeting in January 2007.

KR, RP

KR urged the M-Leaders to think about composition of internal persons to work with the three Case Studies: the Scandinavian case (M2), the Baden-Württemberg case (M3) and the Iberian case (M5).

KR, M-
Leaders

Invitation to Leipzig conference, May 8-10, 2007

KR and DMG had been invited to attend a conference on May 8-10, 2007, that is during the EFORWOOD Week. It was discussed whether this conference is important to attend.

Decisions:

GB said it is important that EFORWOOD is represented at the German conference in Leipzig. He would see to it that EFORWOOD gets a key presentation there. It was delegated to KR to make a draft abstract for the Leipzig meeting (deadline Dec. 22) for the M-Leaders to comment on before delivered. Later it will be decided who shall represent EFORWOOD and make the presentation.

Extension of the Baden-Württemberg Case

It was discussed if the extension of the Baden-Württemberg Case to Alsace-Lorraine is a good idea. For that, AFOCEL had volunteered for the data collection. JMC suggested that the matter should be left to the Task Force to decide. AH meant it would lead to double work and that it was a principal point if we should extend the presently defined Case Studies.

Decisions:

The extension of the Baden-Württemberg Case should be handled by the up-coming BW-Task Force, for later final decision by the IP Board.

8. Next IP Board

A preliminary date for the IP Board meeting was set to January 17 in Brussels.

KR

Date as above.



Gunilla Rodfors



Kaj Rosén

EFORWOOD IP Board meeting (13) – Minutes

Date: January 17, 2007, 08:30-16:00.

Place: European Commission, DG Research, Square de Meeûs 8, Brussels

Participants

IP Board members:

Gero Becker (GB), M3	Present
Jean-Michel Carnus (JMC), M2	Present
Arie Hooimeijer (AH), M4	Present
Denis Mc Gowan (DMG), M6	Present, secretary
Carl Olsmats (CO), M5	Present until Item 9
Piotr Paschalis (PP), M0	Present
Risto Päivinen (RP), M1	Present
Kaj Rosén (KR), M0	Present, chairman

Others:

Vincent Favrell (VF), EC	Present until Item 2
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1. Opening and adoption of agenda

Responsible

KR welcomed the participants to the 13th EFORWOOD IP Board meeting. The following additions were made to the agenda:

- Report from CEPI meeting (LCA group of CEPI) (AH)
- Information on EFORWOOD portal issues (DMG)
- Contributions to EFORWOOD News letter

2. EC-evaluation

Vincent Favrel gave the IPB a first preliminary report of conclusions from the evaluation.

- A report from the EC evaluators will be sent to KR by next week 24th – 26th January
- The general impression is that the project is on track
- Recommendations will be made on e.g.:
 - o Values other than forest products
 - o Environmental and socioeconomic aspects need more attention
 - o Concerning the lack of an industry driven case study – be prepared to clarify and justify why it is not included and how industrial aspects will be taken into account in ToSIA
 - o Interaction with stakeholders – identify them more clearly and produce a strategic document

- Communications strategy
- Use stakeholder in the methodological development of EFORWOOD (especially EU and Industry)
 - Overall management is working and improving
 - Quality of some deliverables is not up to expectations – needs improvement (c.f. Item 11).
 - Interaction with EU needs to improve, especially concerning status of deliverables.
- Expected response to review should include an amended 13-30 Implementation plan
- Once agreed, this should be followed by a request for amendment to Contract
- Financial report is dealt with by a separate department – separate feedback
- IPB needs to improve the system of quality checks for Deliverables
- “D” deliverables should include fully explained methodology and background
- “PD” project deliverables – place on the portal and inform EU

3. Issues from the last IP Board minutes (11 &12)

IPB 11

Item 8: A discussion on the possibilities to activate "sleeping partners" resulted in identification of some partners that potentially could be approached.

Decisions:

- M-leaders report to KR on “weak points” with regard to data collection in all countries. Complete before EFORWOOD week. M-leaders
- Data from "Austrian institute" (IIASA?) on economic activity from 44 countries. AH sends information to RP for review. AH

IPB 12

Item 7:

Task Forces are established for the Scandinavian and the Baden-Württemberg cases. The establishment of the Task Force for the Iberian Case remains although discussions have started.

Possible presentation in the Leipzig conference May 8-19: An EFORWOOD abstract is delivered to the conference organisers. GB will keep track on what happens and will try to promote the abstract for a presentation.

4. 13-30 months Implementation plan.

Decisions:

- EFORWOOD week meeting budget: The present 13-30 months budget should be complemented with an EFORWOOD week budget, re-allocated to SLU as done in the

- 1-12 months budget. KR
- M-leaders – go through deliverables again to ensure:
 - Completion date is relevant and mindful of reporting needs (e.g. not mth. 25)
 - Is it critical for Annual Review?
 - Annual report should include a strong update on all work in progress (i.e. if not covered by a deliverable)
 - Combine this work with the feedback from the Yr 1 review
 M-leaders
- Review of Social Science related indicators etc. - presentation for EFORWOOD week in Zvolen KR
- Based on the discussions with the EC evaluators, prepare an outline for communication with the Social-Sciences working group on indicators. KR, RP
- On behalf of the IPB invite each of the Working Groups on Indicators to propose Terms of Reference for their work. KR
- Character of data in different sectors is very different – we accept this and we will continue to monitor and observe as we make progress.

5. EFORWOOD stakeholders and external relations

One of the EC evaluators strongly promoted that we should include an Industry Case Study. If we do it we must approach it in the same way as other case studies – can it be done? The IPB was not convinced that it should be done. The following actions are decided to meet the evaluators comments.

Decisions:

- Industry Dynamics & Perspectives is already to a large extent met in Module 4. Revise / rewrite WP4.2 and WP4.3 to meet the comments from the evaluators. Link the activities to WP 0.1 and WP 6.1. AH
- Policy Dynamics & Perspectives. Revise / rewrite WP in Module 6. Linked to all other modules DMG

Note: Annual plan for CEPI and CEI-Bois include plans for interaction with Commission – can we tap into this?

- Prepare background material for the FWC Task Force based on 15/01 presentation. Circulate to AH, BS, AK, KR, PV RP
- Write to EUSTFOR and invite them to permanent guest status in EFORWOOD. (Check with CEPF that there are no difficulties with this) KR
- Meetings related to Stakeholder communications:
 - 13th June IPB meeting – 11am start (Brussels)
 - 14th June EAP meeting – 11 am start (switch to Brussels from Copenhagen)
 - 13th/14th June – briefing session with Federations. The focus should mainly be on informing the two new directors of CEPF and EUSTAFOR. KR

(Note: do we need to update CEPF new Manager and EUSTFOR

separately?)

- Produce a Communications Strategy and outline of Communications plans – first draft to be produced and circulated as soon as appropriate. Input from WP 0.1.

DMG

6. EFORWOOD week – Zvolen, incl. Training session

KR reported on the current planning status. The first 3 days (EFORWOOD week) is hosted in hotel Kaskady near Zvolen. The Training Sessions is hosted in hotel Polana in the centre of Zvolen. The following suggestions for the planning of the week was put forward:

- IPB short daily de-briefings each evening (no long meeting)
- Daily Newsletter – short input from each module
- Consider rewards (special attention) of "best deliverables"!
- Plenary sessions (max 1 hour). Background material should be issued one week beforehand
- High-level overview sessions at the start of the week
- Give room for external speakers/stakeholders?
- Update about Slovakia and Zvolen (dinner speaker?)
- Voluntary excursion on Friday/Saturday.

Decision:

- Follow up on the above items.

KR

7. EFORWOOD Conference – Brussels

It might be an option to link the EFORWOOD conference to the FTP activities relating to the 5th SRA theme? If so, how would this impact on the agenda? On 6th March an FTP communications group are meeting – could we link up with them?

Decision:

- First announcement needs to go out within the next month. A planning group should be set up. KR would like to be involved. Develop and send proposed outline to IPB for review.

DMG

Conference Title – inputs welcome. First one: “Making Sustainability Happen”

8. Case Study Task Forces

Extension of the "Baden-Württemberg Case". From the discussions in the Task Force for the BW-Case, GB reported pro's and con's for an extension.

Decisions:

- The "Baden-Württemberg Case" shall not be extended to Alsace-Lorraine. GB will have follow up discussions within Module 3 to explain.

GB

- Clarify what will be covered (and what will not be covered) in the Iberian case. CO
- A report should be delivered to KR re. Case Study Task Forces activities:
 - Agreed Terms of Reference
 - Preliminary content/structure of the respective Case Study
 - How to proceed
 - Complete this before 9th February 2007 JMC, GB, CO
- Information regarding the task forces should be put on the portal for all partners to be informed about this action and its progress. JMC, GB, CO

9. Next meetings

- 16th Feb. 13.00 CET, Conference call
- 9th March 13.00 CET, Conference Call
- 20th April 13.00 CET, Conference Call
- 13th June 11.00 CET, Brussels. Physical meeting
- 3rd September 08.00 CET, Warsaw, physical meeting

10. Book Project

The appointment of an external editor to be guided by an editorial committee, was discussed. Deliverables should as far as possible be used as the basis for the chapters in the book. One book rather than two – should be published and available at our final event before the project ends (it will cover 70 – 75% of our work)

Decision:

- Marcus Lindner and DMG to produce a “Concept Note” for review by the IP Board DMG

11. Any other business

Coordination is becoming more complex – we need to discuss (AH)

- This was dealt with during the discussion on Indicator Groups and Case Study task forces. We should continue to monitor.

Stakeholder interaction – several activities in different modules – should they all be moved to WP0.1 or WP 6.1? (AH)

- Dealt with under Item 5

Portal and Newsletter (DMG)

- Need input from Modules – short articles on key activities (should be as newsworthy as possible)
- Article by KR
- Daily prize during EF week?
- All M Leaders should review the discussion forums and make contributions where appropriate – this is necessary to send the message that the discussion forums are important to the project.

Decisions:

- All WP-leaders should be encouraged to submit brief articles for the Newsletter. KR
- All M-leaders – Review and contribute to discussion forums M-leaders

Deliverables

- Referring to the comments made by the EC evaluators (Item 2), the process of producing deliverables and to ensure the quality control should be revised, including new templates and a new procedure for processing drafts.

Decision:

- Develop a revised process for the quality management of deliverables. PP, KR

Date as above.



Denis Mc Gowan



KajRosén



Uppsala, March 5, 2007

EFORWOOD IP Board meeting (14) – Minutes

Date: February 16, 2007, 13:00-17:00. Phone meeting.

Participants

IP Board members:

Gero Becker (GB), M3	Present until Item 6
Jean-Michel Carnus (JMC), M2	Present
Arie Hooimeijer (AH), M4	Present
Denis Mc Gowan (DMG), M6	Present
Carl Olsmats (CO), M5	Present
Piotr Paschalis (PP), M0	Present
Risto Päivinen (RP), M1	Present
Kaj Rosén (KR), M0	Present, chairman

Others:

Gunilla Rodfors (GR), M0	Present, secretary
Leif Nutto (LN), M3	Present
Marcus Lindner (ML), M1	Present

1. Opening and adoption of agenda

Responsible

KR welcomed the participants to the 14th EFORWOOD IP Board meeting.
The following additions were made to the agenda:

- | | |
|--|----|
| - Meeting with the Federations June 13-14 | KR |
| - Hands-on ToSIA Training session in April | ML |
| - SENSOR Conference 2008 | KR |

2. Issues from the last IP Board minutes (13)

- Item 11: DMG had got only 3-4 contributions to the EFORWOOD Newsletter in response to KR's e-mail. DMG had intended the Newsletter to inform both internally and externally, which was questioned by AH, who meant it should be either, or.

The rest of the Items have either been taken care of or are covered by Items in the current minutes.

Decisions:

- | | |
|---|----|
| - Concerning the Newsletter, KR sends a more concrete reminder to the partners, asking for 1-2 highlights from each WP (if possible tentative new findings, new steps). DMG selects what contributions to proceed with. | KR |
| - KR, DMG, Christian Gamborg and Andreas Schuck will meet on March 8 to discuss the stakeholder interaction matter and AH will be contacted on the phone to give his views. | KR |
| - Birte Schmetjen is the new director of CEPF, which should be announced to the EFORWOOD partners and to the EFORWOOD | GR |

Scientific Officer.

3. Indicator Working Group activities

a) Data collection protocols

The protocols aim to inform the Modules about how to collect data on indicators and what calculations should be implemented. There are still many issues to decide on, e.g. how to harmonise the procedures between the Indicator Working Groups and how to deal with the methodology for socio-economic indicators. AH highlighted the question of "ownership" of the results of the Indicator Working Groups. Should the responsibility lie with the Indicator Working Groups or the Modules? It was also discussed whether some indicators should be dropped. The IP Board expresses its appreciation of the solid work done so far by the Indicator Working Groups.

Decisions:

- The Modules have the prime responsibility for the output from the Indicator Working Groups. The IP Board makes the final decisions. IP Board
- The Modules were asked to read the data collection protocols and clarify their needs and questions and report to M1. M-leaders
- The IP Board decides when the Indicator lists are ready. Such a decision is needed well in advance of the EFORWOOD Week in Zvolen (i.e. ideally in the next IP Board meeting). IP Board
- There should be an iterative process before next IP Board meeting, the Indicator Working Groups should interact and cross-check over the borders. KR
- The data collection protocols should be made into a WP 0.0 deliverable. A draft final deliverable should be ready by the end of March and a final deliverable ready end of April. KR

b) ToSIA system boundaries

The ToSIA system boundaries were discussed on the basis of the background material distributed by ML prior to the meeting.

Decisions:

- Keep simple and strict boundaries: less indicators rather than more etc. A total approach on the FWC is expected by the Commission and interaction is needed between Modules. IP Board
- *How to deal with infrastructure:* Exclude infrastructure (e.g. public roads, electrical grids, tracks, buildings, machinery, etc) from the system. M-leaders
- *How to deal with supply chains:* A) The main rule is to exclude supply chains for non-wood materials, but to include energy supply following the suggested procedure of the energy Indicator Working Group. B) In specific cases, it should be possible for the Modules to include the supply chains for non-wood materials into the system. (This is a credibility issue. We explore non-wood materials in M4 and M5.) M-leaders
- *How to deal with non-operation costs:* Include non-operating costs to the extent possible. A two-way approach (which has to be developed further) has been proposed by the Socio-economic working group on indicators. M-leaders
- *How to deal with services and processes that are not directly related to a product:* Include them to the extent possible as long as they are related to the FWC processes. M2-M5 partners should specify which services and processes might be in question. M-leaders
- *How to formulate the boundary definition?* Adopt the proposed

- boundary definition of processes to be described in the metadata for the 3 levels: spatial, technical and temporal. (M1.2 responsibility.) M-leaders
- Efficiency and conversion factors should be specified in the data collection protocols. ML
- System boundaries between FWCs should be considered by the Case Study Task Forces. JMC, GB, CO
- These decisions should be clearly communicated with all partners of EFORWOOD. KR

4. "Case-study" Task Forces

Reports were delivered regarding Case Study Task Forces activities – agreed terms of reference, preliminary content/structure of the respective Case Study, how to proceed.

- a) The Scandinavian Case Study was reported to be quite well documented and on track. Final discussions will take place in Zvolen. JMC
- b) The Baden-Württemberg Case Study was also reported to be quite well documented and on track. A problem that has to be solved is that M4 and M5 do not have any partners present in the B-W-area. GB
- c) CO clarified the structure and coverage of the Iberian Case which was also reported to be well on track. AH commented that bio-energy was not getting enough attention. CO did not agree. CO

Decisions:

- It was decided to make three PD-deliverables to document the ToSIA work on the Case Studies. They shall describe the development of the three Case Studies throughout the EFORWOOD project and be updated after each EFORWOOD Week. The registration number of the deliverable will stay the same during the whole EFORWOOD project, also when the deliverable is up-dated. CO, GB and JMC were appointed responsible for producing the deliverable for their respective Case Study. Draft Deliverable 1 from each of them will appear in Month 20, Draft Deliverable 2 in Month 25, etc. CO, GB, JMC

5. EFORWOOD stakeholders and external relations

FWC Task Force, March 15

RP commented that the background material for the FWC Task Force is on its way.

Decision:

WP0.1 Stakeholder and User-groups Participation - Activities in 2007

DMG, KR and Christian Gamborg form a discussion group and take the activities resources of WP 4.4 also into account. KR, DMG

Communication Strategy and Communication Plan

The first draft produced by DMG will be discussed at the IP Board meeting on March 9. DMG

6. Update of the 13-30 months Implementation Plan

The draft final evaluation report had just been delivered to the Coordinator, entailing some changes to the 13-30 months Implementation Plan. KR reported to be quite content with the first year's evaluation. Now we shall

strive to do even better Year 2.

Based on the background material distributed by the Coordinator, the revision of the 13-30 months Implementation Plan and other actions in response to the evaluation were discussed.

Decisions:

- The Module Leaders were asked to make the necessary changes in their respective parts of the 13-30 months Implementation Plan. M-Leaders
- Revise/rewrite WP 4 to meet the comments from the evaluators. Link the activities to WP 0.1 and WP 6.1. AH
- Revise/rewrite the Policy Dynamics & Perspectives WP in Module 6, linked to all other modules and with an emphasis on stakeholders. DMG

M-Leaders are to reply to KR before February 22. M-leaders

7. Planning: EFORWOOD Week Zvolen including Training sessions, May 7-11

Based on a draft framework programme distributed by the Coordinator, the start and end of the official EFORWOOD Week was discussed - they strongly depend on transport connections available – as well as the structure and content of the Week including that of the Training sessions.

Decision:

- After having checked the time-tables, it was decided to start the EFORWOOD Week at 15.00 on Monday, May 7 and end the official part of the Week at 14.00 on Wednesday, May 9. KR, GR, Maria Jonsson, Rudolf Kropil
- The training sessions, so far scheduled for Thursday May 10 until Friday lunch May 11, need further detailed planning. ML/CO/DMG Rudolf Kropil
- An excursion on May 12 is planned by TUZVO.
- An invitation to the EFORWOOD Week in Zvolen will be distributed to all partners as soon as we have got the input to the programme sessions from the Modules (will be sent to the M-Leaders Week 8). Maria Jonsson M-leaders
- Travel arrangements will, as usual, be up to the individual person but for the collective arrangement offered, Vienna was chosen as the main flying-in and flying-out airport. Maria Jonsson

8. Planning: EFORWOOD Conference Brussels including EFORWOOD Week

A draft conference programme including speakers was discussed. DMG reported that a venue, Maison de Bois in Brussels, had been preliminarily booked for the Conference Monday and Tuesday. The conference hall takes some 300 people.

Day 1 will address high-level policy-makers from industry, forest-owners and the Commission.

Day 2 will be devoted to more technical presentations of EFORWOOD and more address researchers and decision makers.

There was a discussion whether a) there should be an open or directed invitation and b) whether there should be a poster session during the conference which would be open to a wider range of interested people, mainly researchers. No definite decisions have been made so far.

For the EFORWOOD Week, the CEI-Bois building has been booked. AH

warned that CEI-Bois has staff problems (illness etc) at the moment.

Decisions:

- The title of the Conference will be "Sustainability for competitiveness".
- KR will provide possible names of NGO speakers to be invited.

DMG, A.
Kleinschmit

KR

9. New procedure for quality control and submitting of deliverables

A draft procedure drawn up by the Coordinator was discussed

Decision:

- If a deliverable is intended to be updated at a later stage during the project, this should be stated in the title of the deliverable.
- Especially our D-deliverables need to be of top quality and need an external evaluation. Each D-deliverable should be reviewed by an EAP representative (each Module has an assigned EAP member representing the Module, who the Module can address), or by another external specialist or by a representative from another Module.
- PP and KR will put together a list of possible reviewers and assign them preliminarily in advance to the list of deliverables. The reviewers of the deliverables shall be agreed at the latest during the Zvolen EFORWOOD Week.

The author,
M-leaders

The author,
M-leaders

PP, KR

10. Book Project

Decision:

- The book project discussion was postponed until next IP Board meeting. Until then, Marcus Lindner and DMG are to produce a "Concept Note" for review by the IP Board.

DMG, ML

11. Any other business

- The briefing session on June 13-14 is primarily aiming at informing the new Director General of EUSTAFOR about EFORWOOD.
- A ToSIA hands-on Training session is planned for end of April in Joensuu. ML continues with the detailed planning of this Training session together with DMG. An option is to video-capture the session in order for other people to retrieve the information.
- EFORWOOD has been invited by Katharina Helming to participate in the planning of the SENSOR Conference on April 7-10, 2008. EFORWOOD will accept and KR will proceed to search for suitable EFORWOOD representatives, primarily from M2, to take part. This cooperation will also be introduced in the 13-30 months Implementation Plan as a good example of inter-IP cooperation.

KR

ML, DMG

KR

Date as above.



Gunilla Rodfors



Kaj Rosén



Uppsala, March 9, 2007

EFORWOOD IP Board meeting (15) – Minutes

Date: March 9, 2007, 13:00-14:45. Phone meeting.

Participants

IP Board members:

Gero Becker (GB), M3	Present
Jean-Michel Carnus (JMC), M2	Present
Jobien Laurijssen (JL), M4	Substitute for Arie Hooimeijer
Denis Mc Gowan (DMG), M6	Present from Item 3
Carl Olsmats (CO), M5	Present
Piotr Paschalis (PP), M0	Present
Risto Päivinen (RP), M1	Present
Kaj Rosén (KR), M0	Present, chairman

Others:

Gunilla Rodfors (GR), M0	Present, secretary
Niina Jokinen (NJ), M1	Present
Leena Roihuvuo (LR), M1	Present
Diana Vötter (DV), M3	Present

1. Opening and adoption of agenda Responsible

KR welcomed the participants to the 15th EFORWOOD IP Board meeting. There were no additional items to the agenda.

2. Issues from the last IP Board minutes (14)

a) Item 3b System boundaries

KR had sent an e-mail to the Case Study Task Force representatives, asking them to use the EUROSTAT nomenclature and NACE and CPA classification, following the recommendations of Elisabeth Le Net. The M-Leaders were also asked to follow the work and to help to solve problems if and when they occur.

M-Leaders

b) Item 8 Conference in Brussels

RP was asked to send the name of the WWF-representative to KR.

RP

The rest of the Items had either been taken care of or are covered by Items in the current minutes.

3. Indicator Working Group activities

a) Data collection protocols, update

The data collection protocols should be made into a WP 0.0 deliverable. A draft final deliverable should be ready by the end of March and a final deliverable ready end of April (cf. IPB minutes (14)).

b) General decision on ToSIA system boundaries, update

The decisions made in IPB minutes (14) had been communicated to all

partners of EFORWOOD via e-mail and Portal with reference to the said minutes.

c) Next steps

We need to wait for the updated protocols before proceeding further.

Decisions:

- RP (M1) was asked to inform Ewald Rametsteiner about how to proceed with selection of the Module-specific indicators. Deadlines? RP
- Concerning calculation of costs: The IPB recommends that, where data on costs are available, these should be used, and when not, to rely on prices on a case-by-case basis. M-Leaders

4. EFORWOOD stakeholders and external relations

a) FWC Task Force meeting, March 15

What ToSIA can and cannot do will be explained and discussed. The difference between ToSIA and LCA should be clarified, for instance that ToSIA directly includes economic and social indicators in the analysis, that ToSIA has a more prominent regional dimension than LCA, that LCA is more product-focused than ToSIA, and that ToSIA is not a tool for optimisation.

Decision:

- The discussion paper produced to be presented at the meeting should later be developed with a section on differences between LCA and ToSIA. Some information can be found in Deliverable D1.4.3. Ewald Rametsteiner, Helena Wessman and Johannes Welling should be asked to provide information. KR
- Further comments to the discussion paper (already sent to the Task Force) were welcomed by KR. M-Leaders

b) Communication Strategy and Communication Plan

After yesterday's meeting in Copenhagen with KR, Christian Gamborg and Andreas Schuck, DMG had updated the Communication Strategy and Communication Plan. The updated version had been sent to the IPB before the meeting. The document will become a Deliverable when considered ready. Comments to the document were welcomed by DMG.

Decision:

- The following target meetings should be added: The IUFRO Congress and the Leipzig Conference. DMG

c) Newsletter

At yesterday's meeting, it had been decided to produce a paper newsletter for an external audience and a Portal newsletter for consortium internal use. The latter is intended to increase the awareness of the IPB consortium members of what is going on in EFORWOOD outside their own Workpackage or Module. It will be short (one page) and be issued about once every two months. It could be distributed both on the Portal and by e-mail.

Decision:

- The Module Leader or a person assigned by the Module Leader should be appointed as the Module's contact person with M6. M-Leaders

5. EFORWOOD Week Zvolen incl. Training sessions May 7-11

Content of Module- and Cross-Module-sessions & Training session: structure,

content and responsible partner(s)

All Module session requirements had been reported before today's meeting. If changes are necessary, Maria Jonsson will come back to the M-Leaders.

Maria Jonsson

Decisions:

- The "Training sessions", which in this case, are more like technical workshops ("How ToSIA deals with scenarios"), were moved into the framework of the EFORWOOD Week. RP promised to discuss the matter with Gert-Jan Nabuurs and Marcus Lindner and give feedback to KR on Monday, March 12. M1, M5
Maria Jonsson
RP
- The M5 part of the workshop will take some 2 hours and will be combined with the M1 activities into a full day's work on Thursday, May 10. Both M-Leaders and WP-Leaders will be asked to take part. M1, M5
M-Leaders,
WP-Leaders
- Friday, May 11, will be devoted to excursions planned by TUZVO. TUZVO
- There will possibly be time and space for informal meetings on Wednesday afternoon. Maria Jonsson
- Concerning May 7, the high-level speaker from industry may be Teresa Presas or AH, speaking for CEPI. Vincent Favrel will hopefully be the speaker for the Commission, highlighting its expectations. The time devoted to these important speeches may need to be prolonged to 1,5 hours. KR
- For the official dinner, there will be a Slovakian speaker. Maria Jonsson
Rudolf Kropil

EFORWOOD will possibly be asked to give a presentation at the Leipzig Conference on May 8-10. This will coincide with the EFORWOOD Week. There was a proposal that Andreas Kleinschmit would probably attend the Leipzig Conference (instead of the Zvolen EFORWOOD Week) and therefore it would be a practical solution to let him present our project during the Conference. On the other hand, he is not mentioned as author in the draft, which has been submitted to the Conference. The final decision on who shall present the EFORWOOD contribution has to wait until we know if our contribution is accepted by the organisers.

KR, IPB

6. Planning: EFORWOOD Conference Brussels including EFORWOOD Week - update

The matter of finalising the Conference programme and communicating it is urgent. Parliament and other speakers are still being discussed. The date and the venue are secure.

DMG

7. SENSOR-conference. Invitation for cooperation by Katharina Helming

KR had answered positively to the invitation. KH has asked for 1-2 EFORWOOD names for the Conference Programme Committee. EFORWOOD can also suggest some sessions and 1-2 key-note speakers.

Decision:

- As the Conference theme mostly concerns M2, JMC promised to confirm to KR if Margarida Tomé can take on the task of being part of the Programme Committee. At least one key-note speaker should be suggested by EFORWOOD. JMC,
Margarida
Tomé

8. New procedure for quality control and submitting of deliverables

The additions suggested at last IPB meeting to the draft procedure drawn up by the Coordinator were discussed. It was underlined that keeping the set deadlines for the deliverables is above all an important issue for ourselves, in

order not to delay project work. Normally there is at least a last draft to work with, it being sent to PP and external review for approval and then to the Coordinator for final adjustments before delivery to the Commission.

Decision:

- PP and KR will put together a list of possible reviewers and assign them preliminarily in advance to the list of deliverables. The reviewers of the deliverables shall be agreed at the latest during the Zvolen EFORWOOD Week. PP, KR
- The draft procedure was approved by the IPB.
- GR will distribute the new procedure document, which should at least be sent to M-Leaders and WP-Leaders. GR

9. Book Project

For the meeting, Marcus Lindner and DMG had produced a brief "Concept Note" for review by the IP Board.

Decision:

- It was agreed that the deadlines mentioned in the document were somewhat early. Next step will be to finalise the content and discuss with a publisher. This will be finalised during the third quarter of this year. DMG, ML

10. Next meetings

Decisions:

IPB meetings

- April 20 (telephone meeting); KR
- EFORWOOD Week Zvolen (short everyday meetings);
- June 13 at 11.00 CET (Brussels, RP had already booked the Forestry House for this meeting);
- July 12 (telephone meeting);
- September 3 at 08.00 CET (Warsaw).

EAP meeting

- June 14 Brussels (PP to invite the EAP; GB cannot attend this meeting but will send a replacement.) PP

EUSTAFOR briefing session

- June 13-14 (aimed at informing the new Director General of EUSTAFOR about EFORWOOD, EUSTAFOR which will be an observer partner of EFORWOOD). KR

11. Any other business

There was no other business.

Date as above.



Gunilla Rodfors



Kaj Rosén

EFORWOOD IP Board meeting (16) – Minutes

Date: April 20, 2007, 13:00-15:45. Phone meeting.

Participants

IP Board members:

Gero Becker (GB), M3	Present
Jean-Michel Carnus (JMC), M2	Present
Arie Hooimeijer (AH), M4	Present
Denis Mc Gowan (DMG), M6	Present
Carl Olsmats (CO), M5	Present
Piotr Paschalis (PP), M0	-
Risto Päivinen (RP), M1	-
Kaj Rosén (KR), M0	Present, chairman

Others:

Gunilla Rodfors (GR), M0	Present, secretary
Marcus Lindner (ML), M1	Present
Maria Jonsson (MJ), M0	Present
Diana Vötter (DV), M3	Present

1. Opening and adoption of agenda Responsible

KR welcomed the participants to the 16th EFORWOOD IP Board meeting. There were no additional items to the agenda.

2. Issues from the last IP Board minutes (15)

a) Item 3a Data collection protocols, update

A new draft had been sent to all IP Board members, asking for their response. The social part is complete while the rest still needs additional work. A final draft will be issued end of April. M0 will finalise the deliverable.

KR

b) Item 4 EFORWOOD stakeholders and external relations

Teresa Presas will unfortunately not be able to go to Zvolen, but AH was prepared to make a presentation during the first plenary meeting from the perspective of the Confederations. Vincent Favrel had not responded yet.

Decisions:

- It was decided that KR should send an invitation letter to AH, who could make a joint speech, representing CEPI, CEI-Bois, and CEPF, at the first plenary session in Zvolen. Length of speech: 15 minutes.

c) Item 8 New procedure for quality control and submission of deliverables

KR reported that he was waiting for PP to finalise the list of external evaluators for each deliverable. It will be presented during the Zvolen Week.

PP

The rest of the Items had either been taken care of or are covered by Items in the current minutes.

3. Information and reports

a) Indicator Working Group's activities

Decision:

- It was decided to drop this issue from the Agenda of this meeting. KR

b) Communication strategy and Communication plan

DMG had gone through the strategy and plan once more. The following chapters had been changed: 2.3 (target groups), 3.1 (communications plan, programme of work). He awaited comments by early May. The material can of course be updated also later. M-Leaders

DMG underlined that it is not the task of only M6 and M0 to market EFORWOOD and the project results in a positive way, but that all partners and especially the Module Leaders have to make a continuous input. It is only then that the full strength of EFORWOOD is shown. M-Leaders, all partners

KR commented that the project evaluators had recommended in January that the communication efforts should be more targeted, concentrating mainly on industry and Commission DGs. The strategy and plan should reflect that. DMG

Decisions:

- The following definitions were fixed: *Key stakeholders*, some of which are EFORWOOD partners = the Confederations, have an impact on the end result of the project; *Shareholders* have a more formal influence on the project and are not responsible for the end result.
- It was agreed to split the document into two, a strategy and a plan. DMG

c) Newsletter(s)

The new brochure was presented. It will be printed for Zvolen. DMG

Decisions:

- The expected outputs, including e.g. the first ToSIA prototype, from the project must be expressed more clearly in the brochure. DMG

Following GR's and MJ's recent visit to InnovaWood for portal discussions, it had been decided to close the stakeholder area and to use the external web ("open page") for communication with all external parties, including the stakeholders. DMG, Christian Gamborg

In order to make the Portal more dynamic, two online newsletters are being planned for the EFORWOOD portal: One for internal purposes on the Partner pages, for which M0 will be responsible and where the Module Leaders and the Co-Module Leaders should have the possibility to upload news. And one for external purposes on the external web, for which M6 will be responsible. M0, M-Leaders, Co-Module Leaders M6

A printed external newsletter will be available, based on 1-2 short articles from each Module for each issue. The Module Leaders were urged to provide DMG with news material and project summaries (state-of-the-art). M-Leaders, Co-Module Leaders

During the Zvolen Week, there will be a daily newsletter, based on the input from all Session Leaders (Session highlights and Session Reports). Session Leaders, GR, MJ

d) EFORWOOD presentation Leipzig May 9

GB will make the presentation in Leipzig, highlighting some EFORWOOD results. The conference is primarily a scientific conference. GB

e) The SENSOR Conference and conference in Warsaw

The final SENSOR international conference "Impact Assessment of Land Use Changes" will take place April 7-10, 2008, in Berlin.

PP had expressed that he wanted an EFORWOOD presentation at the September 2007 "Rural Development and Forestry" conference in Warsaw.

Decisions:

- EFORWOOD will contribute to the SENSOR conference for the following topics: scenarios and models (M2, WP 2.5), indicator selection (M1, WP 1.1), economic evaluation (M1, WP 1.5), social indicators (M2, WP 2.3). An additional topic has been proposed: "SIA of forest land-use and forest value chains" (session organised by M1-M2). Altogether 7 persons from EFORWOOD will be closely involved in this conference. M-Leaders
- For the Warsaw conference, Dave Edwards could contribute with M2 issues. KR writes to PP with a copy to Dave. PP, JMC, KR, Dave Edwards

f) The Book Project

Nothing new to report.

DMG, ML

4. Report concerning Commission Approval of Annual Reports, Financial Reports and the 13-30 months' Implementation Plan

GR reported that a first Commission reaction to the delivered first Annual Report came mid February when a handful of partners were asked to deliver complementary information to the EU Financial Office. The complementary information could be delivered mid March.

On March 1, input for the Amendment to the Contract, which is required because of the Implementation Plan for the new period (13-30 months), was delivered but before the Commission had dealt with that, we were informed that Danish partner KVL had merged into the University of Copenhagen, thus providing the Consortium with a new Contractor, a situation which as requires a new Contract. This matter finalised, we shall receive the second pre-payment.

GR, KR,
Köbenhavns
Universitet

5. EFORWOOD stakeholders and external relations

a) Report from Industry Task Force meeting March 15

The meeting was very short and the main decision was to meet again on May 2, and then for a whole day with the aim to clarify and discuss "industry concerns" and try to define the working role of the Confederations. The working role of the Confederations will differ from that of the scientific partners and focus on giving input and comments on how to proceed for the future.

As we rely on industry input, we have to explain clearly how we compare the wood chains and how we analyse the proposed policies. It will involve e.g. how to use the response function. AH claimed that ToSIA's real added value is that we have for the first time a pan-European tool for different regions, otherwise there are better tools than ToSIA for other applications. He said that the two notions of sustainability and sustainability impact must be separated, they cannot be compared, and that EFORWOOD only should deal with sustainability impact.

Decisions:

- As background material for the May 2 meeting were chosen the RP

Power Point presentation by RP and an improved selection of material by ML with a minimum of technical details.

ML

6. EFORWOOD Week Zvolen incl. Training session May 7-11

a) Status of registration and practical information

MJ reported that at the moment 92 persons had registered for the Week and some 20 for the excursions. KR repeated that a newsletter with Session highlights will be published every day during the EFORWOOD Week. There was a wish that important decisions should be published on the Portal.

MJ, GR, KR,
Niina Jokinen

b) Chairperson of the General Assembly

KR proposed that, as neither Niels Elers Koch nor Teresa Presas nor Filip De Jaeger could chair the General Assembly meeting, Bo Jellesmark Thorsen should be asked.

Decisions:

- The suggestion was approved and KR got the mandate to ask anyone else, should Bo not have the possibility to accept.

KR

c) Any other issues?

There were no other issues.

7. EFORWOOD Conference Brussels and EFORWOOD Week Brussels – update

A first notice regarding the Conference will be distributed next week by the Coordinator. It will be sent to all partners, urging them to send it on to their contacts concerned. It will also be distributed by DMG to registered external partners.

All partners
DMG

CEI-Bois has been working on finding the right external speakers for the Conference and unfortunately it may still take some time before the speakers' list is set.

CEI-Bois

During the visit to InnovaWood by GR and MJ last week, DMG was provided with a number of questions regarding the Conference planning.

DMG

Decisions:

- The division of responsibilities with regard to the planning and organisation of Conference should be set at an M6 Session in Zvolen.

DMG, Niina
Jokinen, GR

8. Next meetings

Already decided:

- **IPB:** short meetings May 7/8/9 in Zvolen (informal meetings).
- **IPB:** June 13 at 11:00 CET, Forestry House, Brussels (problem for M4)
- **Info to EUSTAFOR:** June 13 or 14, Brussels
- **EAP:** June 14, Forestry House, Brussels (arranged by PP)(decision to look closer at the market needs)
- **IPB:** July 12, teleconference
- **IPB:** September 3 at 08:00 CET, Warsaw, physical meeting

Decisions:

There was a detailed offer from Manfred Lexer regarding the EFORWOOD Week in Vienna in the spring of 2008. It was decided that the budget could be accepted and that the meeting booking should primarily be for 4 days. KR will ask Manfred when the final decisions have to be made.

KR, Manfred
Lexer

9. Any other business

There was no other business.

Date as above.

A handwritten signature in black ink, appearing to read "Gunilla Rodfors". The script is cursive and somewhat stylized.

Gunilla Rodfors

A handwritten signature in black ink, appearing to read "Kaj Rosén". The script is cursive and somewhat stylized.

Kaj Rosén

EFORWOOD IP Board meeting (17) – Minutes

Date: May 7, 2007, 21:00-22:00 and May 8, 2007, 18:00-19:00. Hotel Kaskády, Zvolen, Slovakia.

Participants

IP Board members:

Gero Becker (GB), M3	Present at the May 7 part of the meeting
Jean-Michel Carnus (JMC), M2	Present
Arie Hooimeijer (AH), M4	Present
Denis Mc Gowan (DMG), M6	Present
Carl Olsmats (CO), M5	Present
Piotr Paschalis (PP), M0	-
Risto Päivinen (RP), M1	Present
Kaj Rosén (KR), M0	Present, chairman

Others:

Gunilla Rodfors (GR), M0	Present, secretary
Marcus Lindner (ML), M1	Present at the May 8 part of the meeting
Ewald Rametsteiner (ER), M1	Present at the May 8 part of the meeting
Diana Vötter (DV), M3	Present at the May 8 part of the meeting

1. **Opening and adoption of agenda** **Responsible**
KR welcomed the participants to the 17th EFORWOOD IP Board meeting.
2. **Issues from the last IP Board minutes (16)**
The Items had either been taken care of or are covered by Items in the current minutes.
3. **Report concerning Commission Approval of Annual Reports, Financial Reports and the 13-30 months' Implementation Plan** **GR, KR**
Nothing new to report (cf. IP Board minutes (16)).
4. **EFORWOOD stakeholders and external relations**
Discussion on the "CEPI-paper" (May 2, 2007) and guidelines for an EFORWOOD answer
The aim was to finalise a first draft as an answer to the "CEPI-paper", which was supported by CEI-Bois and to some extent also by CEPF. At the May 2 meeting not all items were discussed but there was a genuine attempt of communication and understanding. Based on the first years experiences, the Confederations want to make changes in their way of contributing to EFORWOOD. They are not positioned to contribute to technical parts of the project development. Their expertise could be of better use to EFORWOOD by careful selection of the material they are expected to respond to. This could be achieved by letting the Module Leaders act as prime contact points with the Confederations from now on.

The IP Board can decide on time for and situations when there is a need for an input or a response from the Confederations regarding the progress of the project.

If we go back in time, there was a will from the Confederations to take part many WPs. They have realised that this will not work for them. In changing their role in the project, the Contract with the Commission and the Consortium Agreement must be respected. The Confederations do not wish to decrease their participation in the project and as was pointed out, they have substantial resources (CEI-Bois 42 man-months, CEPI 25 and CEPF 11.5) for taking part in the project.

EFORWOOD needs to specify its requirements as regards the participation of the Confederations in view of the Contract with the Commission and with the Consortium.

RP and CO suggested that a list of FAQs (Frequently Asked Questions) concerning the project should be placed on the EFORWOOD Portal.

Decision:

- KR finalises the project response to the CEPI-paper, asking for comments by the IP Board before sending the response to the Confederations.

KR, M-
Leaders

5. Timetables and deadlines (cf. Annex)

a) Data collection protocols, Single FWC, Case studies, European FWC

This will be an M0 deliverable. The five groups have almost compiled the material by now. DV and Staffan Berg are summarizing the material. After finalising the data collection of the Single FWC, the indicator set will be reviewed and updated. By the end of next week, the draft deliverable will be distributed to the M- and WP-leaders, for them to be able to start data collection for the Single FWCs.

Questions revealed in connection to the data collection protocols should primarily be placed in the discussion forums of the Portal to be answered by the coordinators of the Indicator working groups.

The five WG coordinators have missed a responsible person to take the lead of the group. A Task Force on Indicators composed of the five coordinators of the Indicator Working Groups and lead by ER was proposed. Next meeting will be at next EFORWOOD Week. KR proposed that the Task Force on Indicators should have the mandate to revise the indicators.

Decisions:

- The data collection protocol will be available in the beginning of next week.
- WP1.1 is responsible for the revision of the indicators. A Task Force on Indicators lead by ER and including the coordinators of the Indicator Working Groups, Irina Prokofieva, Jörg Schweinle, Jobien Laurijssen, Åsa Moberg and Elisabeth Le Net, will work on the revision of the indicators and suggest how to proceed. This should be done well ahead of the IP Board September 3 meeting. The group is complemented by Staffan Berg and DV.
- A Task Force on the European FWC, with a first task to define the European case including indicators was formed. Initially the Task

Staffan Berg,
DV

RP

Force will be composed of RP (chairman) and Birger Solberg (M1), JMC and Gert-Jan Nabuurs (M2), GB (M3), AH and NN (M4), CO and Petri Vasara (M5). A second person representing M4 will be decided on the next IP Board meeting.

RP

IPB

b) ToSIA prototypes including a draft user interface, scenarios

C.f. Annex. It was pointed out that the work with the ToSIA interface was scheduled very late in the time table. To improve communications with stakeholders, we need to start the work earlier.

c) Communication plan and brochure

DMG shortly presented the communication plan (it was further presented during a plenary session) and invited partners to give comments to the new EFORWOOD brochure, which had been produced for the Zvolen meeting, before May 22.

M-Leaders,
partners

d) Annual reporting

The coordinating team has started the planning of the second annual reporting. To a great extent the process will be the same as for the first year, but some improvements will be made. Information will go out to partners by midsummer.

KR, GR

6. EFORWOOD Conference Brussels and EFORWOOD Week Brussels – update

Decisions concerning the following matters were decided to be made at the coming IP Board meetings.

Decisions:

- For the Conference, there is a need for organising with the Module Leaders parallel Module meetings and a poster session with posters presenting results from different WPs.

DMG, M-
Leaders

7. Issues generated during the present EFORWOOD Week

a) Classification of agenda points, IP Board meetings

Decisions:

- It was decided that the agenda points, as far as possible, should be classified as follows: Decision, definition, discussion, information.
- The IP Board meetings will occur about monthly in order to reduce the length of the telephone conferences. Meeting dates should be fixed long in beforehand.

KR

KR

b) External reviewers (EAP or other) of deliverables

KR distributed PP's list. For D deliverables there will be two reviewers (one module-internal and one module-external), for PDs there will be only one, preferably from another Module. The EAP will look at D deliverables.

Decision:

- The IPB agreed to give comments to the list of external reviewers before Friday, May 11.

Module
Leaders

8. Next meetings

Already decided:

- **IPB:** June 13 at 11:00 CET, Forestry House, Brussels (problem for M4)
- **Info to EUSTAFOR:** June 13 or 14, Brussels

- **EAP:** June 14, Forestry House, Brussels (arranged by PP)(decision to look closer at the market needs)
- **IPB:** July 12, teleconference
- **IPB:** September 3 at 08:00 CET, Warsaw, physical meeting

9. Any other business

There was no other business.

Date as above.



Gunilla Rodfors



Kaj Rosén

Working Time Tables

SINGLE FWCs

Reference Cases and Scenarios for Single FWCs	Month no.	Month
Finalised collection of complete whole chain and module specific indicator	(15/16) 19-20	(Feb/Mar) May-June
Presentation of ToSIA applications and results of first indicator data collection for EFORWOOD conference		
Presentation of scenario analysis using Single FWC for EFORWOOD conference	24	Oct

Policy Scenarios for Single FWCs	Month no.	Month
Select policy cases	24	Oct
First results ready for sustainability conference in Berlin, April 2008	31	Apr

CASE STUDIES

	Month no.	Month
Specification of Case Studies according to schedule finalised at Zvolen meeting	19	May
Data collection scheduled for month 19-27 – but should be delayed until after revision of indicator sets	(19-27) 23-27	(May-Jan) Sep-Jan
Scenario analysis of external drivers and chain innovations on sustainability in Case Studies	31-36	Maj-Oct

ToSIA PROTOTYPE

	Month no.	Month
<p>Start of test of the implementation of ToSIA in OpenMI after finalisation of prototype 2</p> <p>Prototype 2 will still be used for Single FWC analysis of technology changes comparing alternative scenarios (including projections until 2025).</p> <p>The application of ToSIA for Case studies and the analysis of scenarios with response functions is planned with ToSIA 1.0</p>	22-	Aug-

FURTHER ToSIA DEVELOPMENT

	Month no.	Month
Focus on Prototype 2 development and applications for Single FWCs	19-24	May-Oct
Focus on developing ToSIA 1.0 in OpenMI with response functions	25-30	Nov-Apr
Focus on case study analysis using different scenarios	31-36	May-Oct
Focus on user interface, sensitivity studies and improvement of tool usage	37-45	Nov-Jul

EUROPEAN FWC

	Month no.	Month
Specification of the European FWC	19 -	May -
European FWC analysis	37-45	Nov-Jul



Uppsala, June 17, 2007

EFORWOOD IP Board meeting (18) – Minutes

Date: June 13, 2007, 11:00-18:00. European Forestry House, Brussels, Belgium.

Participants

IP Board members:

Gero Becker (GB), M3	Present
Jean-Michel Carnus (JMC), M2	Present
Arie Hooimeijer (AH), M4	-
Denis Mc Gowan (DMG), M6	Present
Carl Olsmats (CO), M5	Present
Piotr Paschalis (PP), M0	Present
Risto Päivinen (RP), M1	Present
Kaj Rosén (KR), M0	Present, chairman

Others:

Gunilla Rodfors (GR), M0	Present, secretary
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1. Opening and adoption of agenda

Responsible

KR welcomed the participants to the 18th EFORWOOD IP Board meeting.

There were three additional items to the agenda: Item 5b: The Book Project, Item 15: ToSIA after the Project – Rules, and Item 16: Data Client – Access to Data.

2. Issues from the last IP Board minutes (17)

Item 5a), Module-specific indicators: There were comments to the limited engagement in this matter by M4 and M5. There was a fear for inconsistency between Modules as there may be differences in criteria chosen and in detailedness between Modules. Should we accept these inconsistencies and would it be accepted by ToSIA?

As an example, the "hot spots", like land use and water pollution from factories, should be found. GB commented that water pollution is already an indicator, so M4 and M5 must address it, and that module-specific indicators are necessary but not throughout the whole chain. RP said it must be defined whether an indicator is module-specific, general or "partial" and noted that some whole-chain indicators do not exist in all Modules. DMG suggested the EAP should be approached before we go out to the outside world with the indicator list, but maybe it is too early tomorrow, and wondered: What is ToSIA? Is it made up of all Modules or not? There is a hierarchy of indicators.

Also the mapping of the whole chain(s) with their specific processes was discussed. In M2 and M3, the number of processes is greater than in M4 and M5. What does that mean for the EFORWOOD and ToSIA credibility? Do M4 and M5 have the right level of aggregation? Could we aggregate later in

the project? Disaggregating is more difficult. We must also take care not to lose results. We have no answers yet, but we must come back to this issue. We have to be prepared for criticism and decisions made must be defensible. It was decided to leave the matter of the mapping of the whole chain(s) for the moment but it should be noted that it is a matter that must be solved.

Decisions:

- The Indicators' Coordination Group should be provided with a definition on the different kinds of indicators a) module-specific indicators, b) general indicators and c) partial ToSIA indicators (see below for IPB's definition). IPB

The following definitions were agreed on:

Whole chain indicators are:

- those existing in processes in all modules (such as energy consumption or labour consumption) or
- those existing in processes in some modules only, but are relevant for the performance of the whole chain (such as biodiversity, recreation or industrial pollution).

Module-specific indicators are used within module modeling only, for:

- detailed analysis to produce whole-chain indicators as a result,
- 'partial ToSIA' in assessing the processes without linking other parts of the chain.

3. Report concerning Commission approval of Annual reports, Financial reports and 13-30 months' Implementation Plan

Nothing new to report. Hopefully the arrival of new Scientific Officer, Karen Fabbri, starting on June 16, will speed up the process. KR/GR

GR also informed that the Annual reporting process for the second year will start in August, and that we hope to have got the payment for the first year by then.

4. The Task Force on the European FWC

Various matters were discussed. See also "ToSIA version for EFWC", draft June 7, 2007/RP, BS, which was distributed at the meeting.

There was a discussion whether the 80 % goal is appropriate. RP proposed that all National FWCs should be explored in the same way as the presented examples from Finland and Germany. Discussion followed. RP said let's drop it if we don't agree. KR said it might be the subject of an interesting master thesis to be carried out.

At IPB 17, the following composition of the Task Force on the European FWC was decided:

- M1: RP (chairman), Birger Solberg
- M2: JMC, Gert-Jan Nabuurs
- M3: GB
- M4: AH, NN
- M5: CO, Petri Vasara

Decision:

- Chris van Riet should complement AH in M4.
- GB would also nominate an additional person for M3.

GB

5. a) Communication

There was a discussion based on the EFORWOOD Communication strategy & plan, "Vision document", brochure (attached with the Agenda) and EFORWOOD "Road show" (from Christian Gamborg, distributed at the meeting), see further below.

The test version of the brochure had got a lot of comments in Zvolen (layout, content, not selling enough, target audience). DMG commented the current work in M6:

- a) Instead of the brochure or maybe together with the brochure, a corporate folder will be produced in which different sorts of material targeted at research or industrial groups may be put. A dummy was sent around for comments. DMG
- b) User stories from Modules are being collected for diverse uses (JMC is for instance producing one). DMG and M-Leaders
- c) The web portal: following discussions with GR and Maria Jonsson, the internal and external web portal are both getting a greater focus on news reporting. M6 and M0
- d) The EFORWOOD Conference, already late in planning. DMG
- e) The EFORWOOD Road show. KR stressed that Christian Gamborg must urgently find business key persons, NGOs and Commission key persons to address. The Road show meetings will be small. On Conference Day 2, there will be meetings with key persons within the different Commission DGs (see Item 10 below). DMG, Christian Gamborg

Generally, external comments say that EFORWOOD communication messages must be more distinct. In view to improve this, KR will have an exercise meeting with industry in Sweden in August together with Christian Gamborg as a model for the Road show meetings.

Decision:

- Christian's paper on the Road show should be commented by the Module Leaders, with a copy to KR and GR. GB volunteered to provide names of key persons. M-Leaders, GB
- KR suggested, in agreement with the Commission evaluation of the first EFORWOOD year, that the very ambitious communications' plan should be made more focused, some things dropped and a division between the tasks/role of M0 and M6 be made more clear. DMG/M6, M0
- A definition of stakeholders/target groups for different documents/events etc. should be made. The target groups should include the sister projects SENSOR and SEAMLESS etc. DMG
- Concerning the public web portal, it was agreed that news items concerning public D deliverables should include a link to this deliverable. This to be noted by all authors of PU deliverables. See also Item 9 below. DMG
- It was stated that we need a brochure as a stand alone tool for stakeholders, industry, NGOs, the Commission. This does not however exclude folder-making. DMG

b) Book project

As reported earlier, there is now a proposal from Springer Verlag with a

number of questions to be answered by EFORWOOD. There has been an e-mail from AH, saying that nobody in M4 has the possibility to contribute to the book, with a reference to ECOTARGET having decided not to produce a book. From the other Modules, external scientific communication was considered crucial with an opinion that the book would form a scientific basis for EFORWOOD result reporting.

Decisions:

- KR stated that there was a majority in favour of making the book. All partners
- Everybody should fill in the inquiry by DMG as well as possible as required by Springer. Answers to DMG before June 22. KR, PP
- KR and PP were accepted as editors of the book. An editorial board will have to be formed later. KR, AH
- KR will speak with AH. A non-contribution by M4 cannot be accepted.

6. EFORWOOD Week Brussels, October 3-5, 2007

Module meetings, cross-Module meetings and workshops were discussed. Module meetings are getting more and more complex as all Task Forces are cross-Module.

M1 will need 3-4 meetings on indicator and Task Force subjects. RP asked for more plenary meetings to keep partners on track. "Half a day in total for plenaries." To this KR commented that Day 2 of the Conference will present the status of where we are in EFORWOOD, focusing on results.

It was discussed if Friday could be cut from the EFORWOOD Week.

Decisions:

- Cross-Module meetings should be encouraged, Module meetings will have second priority. KR, M-Leaders
- There will be an IP Board meeting on Wednesday morning, while the rest of the EFORWOOD Week starts at 11. KR, M-Leaders
- The EFORWOOD Week will end at 15-16 o'clock on Friday. KR/GR/Maria
- Andreas Kleinschmit should be highlighted concerning budget solutions for hotel prices. Jonsson

7. Preparation of the EAP

The workload of the EAP was discussed (review of deliverables D and PD were discussed and how to use the EAP to the greatest advantage). Several options could be seen:

Option 1: Only to review deliverables selected by the Module Leader as crucial to elaborate.

Option 2: To add to that list those deliverables compliant with the professional area of the EAP members.

Option 3: To let each member of the EAP select deliverables in which they have a special interest.

Decision:

- A revised list of deliverables and reviewers will be established. The matter was decided to be taken up with the EAP at tomorrow's meeting. KR
- For Ds, there shall be one internal Module reviewer and 1-2 cross-Module or other external reviewer. KR
- For PDs, there shall be one project-internal or cross-Module reviewer. KR

8. Answer to the federations

a) The "Why EFORWOOD?" document was discussed.

Decision:

- There should not be a question-mark in a headline. KR
- The M-Leaders were asked to read and comment. Then the paper will be sent to a journalist for getting a journalistic touch. M-Leaders, KR
- Finalised, the document will be of great use for DMG for the brochure, the folder, the web portal etc, etc.

b) "How to use ToSIA" and the "comparison between ToSIA and LCA" was discussed. Jörg Schweinle, Staffan Berg, Hans Welling and Tina Pajula had looked at the LCA-version. The short version was preferred by the IPB to be used for the federations. The names of the authors should be included. RP had a comment for KR that he would provide after the meeting. CO would also send a track- and change-version to KR with changes.

RP
CO

Decisions:

- What to communicate to the federations will be a standing item on the IPB agenda for the future. (See item 13 of these minutes.) KR
- The proposed decision by KR was accepted: Based on the discussion, KR is given the mandate to answer the federations. The answer shall include the document "How to use ToSIA" (new title?), the "comparison between ToSIA and LCA" and the IPB point of view on the working practices with the federations. KR
- The contribution to M6 by the federations is assumed to remain as originally decided. KR

9. Publication of "public/PU" deliverables on the public web Portal

Decision:

- Deliverables (D) marked PU should be published on the public EFORWOOD web Portal. They should be called "Draft" until they are accepted by the Annual Report evaluation. DMG
- DMG, in communication with KR, provides a suitable space at the web Portal. DMG
- DMG, in communication with KR, is responsible for marketing and uploading/linking these deliverables on the public web Portal. DMG

10. EFORWOOD Conference

The status of the planning was discussed. It was noted that ample time must be left to coffee (45 minutes) and lunch breaks when so many people are expected. Day 1 would last preliminarily 14:00-16:45, Day 2 09:00-15:00 followed by a meeting with Commission representatives 15:00-17:00. A linear or thematical approach of the conference program was discussed. DMG would make a new draft and sent it around.

DMG

Decision:

- Electronic distribution was agreed on. Mailing from DMG or Andreas Kleinschmit and some 500 printed (nice layout) copies (hand-outs). DMG, Andreas Kleinschmit
 - The conference will include a poster session. DMG
 - A call for posters shall be distributed to EFORWOOD scientists (up to one poster per WP = 26). Internal posters only. Quality check by the Module Leader. Posters to be brought to the meeting by the WPs. DMG, WPs, M-Leaders
- Instructions to be made and distributed by DMG (size, layout etc).

- DMG is responsible for the poster session. The posters will be transported to the EFORWOOD Week from the Conference centre. DMG
- 11. Update of EFORWOOD working time table**
This is intended as a standing item at the IPB meetings.
- Decision:*
- The Working Time-table is approved without changes (see annex). KR
- 12. Request from "Indisputable Key" to use EFORWOOD results**
Through Staffan Berg, a message had been forwarded from EU-project "Indisputable Key" requesting to use EFORWOOD results or at least structure. The general feeling was positive, provided that references to EFORWOOD are made accordingly.
- Decision:*
- An authorised person in "Indisputable Key" may contact Ewald Rametsteiner to discuss the use of the indicator structure in EFORWOOD.
- 13. What to communicate to the federations?**
According to earlier decision, the IPB/M-Leaders are responsible for deciding what should be communicated to the federations.
- Decision:*
- Apart from the answer to the federations (cf. Item 8), the Coordinator shall communicate the following to the federations: KR
- The vision document "Why ToSIA?"
 - The Communications strategy and plan
 - The Working Time-table
- A decision concerning case studies will be made at the July 12 meeting. KR
- 14. Next IPB meetings**
Already decided:
- **IPB:** July 12, Teleconference
 - **IPB:** September 3 (Monday) at 08:00-16:00 CET, Warsaw, physical meeting (arrival on Sunday; PP informs about 2 possible hotels and arranges with transfer to the airport; meeting to be held at the Faculty) PP
- Decision:*
- **IPB:** October 3 at 08:30 (CET), physical meeting at CEI-Bois during the EFORWOOD Week
 - **IPB:** November 9 at 13:00-15:00 (CET), teleconference
- 15. ToSIA after EFORWOOD – Rules**
The Coordinator after consulting M1 has asked the Commission about the requirements regarding the openness of the project and how to deal with the results after the project. The question was whether the open source technology will require licensing to ToSIA (same problem for SENSOR and SEAMLESS). An official answer from the Commission has not yet been received. KR
- EFI will probably be the host of ToSIA after EFORWOOD. EFI

Decision:

The session reports from Zvolen should be edited into one document and be published on the portal.

KR/GR

16. Data client – Access to data

Protection was discussed. It is possible to include a functionality in the data client for the protection of sensitive data. Martin Cerny will be asked to give his opinion on that. After EFORWOOD, will the data client be an integral part of ToSIA? If you would wish to change parameters, yes. KR concluded that no doubt it would be an advantage if we can say that there is a protected area. During the project, however, there will be no external user of ToSIA.

Decision:

KR continues the discussion with M1.

KR, M1

Date as above.



Gunilla Rodfors



Kaj Rosén



Uppsala, July 13, 2007

EFORWOOD IP Board meeting (19) – Minutes

Date: July 12, 2007, 13:00-15:30. Phone meeting.

Participants

IP Board members:

Gero Becker (GB), M3	Present during Items 1, 3, 4, 5 and 6
Jean-Michel Carnus (JMC), M2	Present from Item 2
Arie Hooimeijer (AH), M4	Present
Denis Mc Gowan (DMG), M6	Present
Carl Olsmats (CO), M5	Present
Piotr Paschalis (PP), M0	Present
Risto Päivinen (RP), M1	-
Kaj Rosén (KR), M0	Present, chairman

Others:

Gunilla Rodfors (GR), M0	Present, secretary
Marcus Lindner (ML), M1	Present from Item 3
Leif Nutto (LN), M3	Present
Diana Vötter (DV), M3	Present

1. Opening and adoption of agenda Responsible

KR welcomed the participants to the 19th EFORWOOD IP Board meeting.

2. Issues from the last IP Board minutes (18)

Item 5a) Communication

a) Material is now being collected from Partners for the corporate folder, e.g. with the help of interview-type questions. DMG

b) There have been and will be several changes to the web portal, with the focus on news. DMG, KR, GR

After a long discussion, it was clear that AH considered that 1) EFORWOOD has changed, 2) that external and internal communication should be comparable in all respects, 3) be agreed by all and be done by all and not only by M6 and M0.

AH further suggested that the EAP should be given a role at the EFORWOOD Conference in October and possibly be given the role as rapporteurs.

Decisions:

- It was agreed that the communication problem could only be overcome by continued work and by better describing to each other what we do. All
- AH's suggestion concerning the EAP was supported. KR, DMG, PP

Item 5b) Book project

DMG reported that ML and JMC have replied to his request. AH insisted that M4 members have replied that they do not consider a book project as the best thing to do and that it means extra work. LN commented that also PhD students take part in M4 and that they should be glad to contribute.

Decision:

- AH will ask M4 members one more time, saying that it is an IPB decision to take part and that the matter must be solved. AH

Item 9 Publication of "public/PU" deliverables on the public web portal

The three decisions had not yet been taken care of by DMG. DMG

Item 13 What to communicate to the federations?

KR reported that a journalist is now "washing and ironing" the vision document "Why ToSIA?". KR will communicate the Communications and strategy and plan to the federations as soon as it has been up-dated by DMG, and perhaps also the Working Time-table. DMG

Item 14 Next IPB meetings

Concerning the IPB meeting in Warsaw, PP urged the IPB members to see to it that they arrive not later than 5 or 6 pm in Warsaw on September 2 (Sunday). IPB members

The rest of the Items had either been taken care of or are covered by Items in the current minutes.

3. Communication with the federations

In answer to a mail from Teresa Presas sent on July 10, KR asked if EFI could draw up a first draft document of what is planned for the responsibility and use of ToSIA after the project lifetime. This should preferably be done as soon as possible. ML replied that it will not be easy but is no doubt unavoidable. ML pointed out that EFORWOOD shall use an open source code and it is difficult to foresee how users will make use of ToSIA.

AH said that we are all involved in production (selection of indicators etc, etc) but nobody is working with marketing aspects, with an evaluation of what will be the necessary next steps, application in a number of future projects and a number of similar issues that will have to be dealt with. ToSIA will, according to him, no doubt be a good scientific tool but this regards other than scientific drivers, e.g. how to deal with the CO₂ footprint discussion. AH further underlined the importance to industry of the carbon flows, to which ML replied that there is a difference in depth and language in the two documents "ToSIA-LCA" and "How to use ToSIA".

KR meant that we – the EFORWOOD partners – need to construct our scientific tool first and only then go out externally, e.g. at the Conference Day 2 in October. But AH insisted that for the political implications (Conference Day 1), a common understanding among the partners is necessary, and that EFORWOOD has changed.

Decisions:

- EFI will make a first draft document covering the responsibility and use of ToSIA after the lifetime of the project (incl. IPR). ML
- For the time being, KR writes a short letter of receipt to Teresa Presas. KR

4. Status of deliverables

KR had requested an update of the current status of individual deliverables on June 28. He had received answers from all but M4 (except for Pia Nilsson) and M5 (except for Vincente Sales).

Decision:

- KR urged partners to deliver a.s.a.p.

KR, M-
Leaders, All

5. EFORWOOD Conference

The status of planning (speakers, final invitation, poster session) was described by DMG. He had distributed an almost-final version of the invitation, which was commented by the IPB. Further comments can be e-mailed to DMG.

Decisions:

- DMG sends the invitations for posters to the Module Work Packages and to SENSOR and SEAMLESS. A copy of the posters should be sent to DMG, KR and GR ahead of the Conference.
- There will be proceedings issued after the Conference.
- Speakers will be urged to deliver their presentations at the Conference desk on Conference Day 1 at the latest.
- The invitation will be e-mailed to the federations for their distribution, to the FTP for inclusion in their newsletter, to the EFI for their distribution and to GR for further distribution to all partners and by them to their networks.

DMG, All

DMG
DMG

DMG,
federations,
FTP, EFI, GR

6. EFORWOOD Week Brussels – update

The current planning situation (invitation, registration, programme, social events, final invitation) was described by KR.

Decisions:

- The social event on Wednesday evening was moved to Tuesday evening.
- KR will distribute the up-dated framework programme to M-Leaders and Task Force Leaders, asking for session requirements.

KR, GR,
Maria Jonsson
KR, M-
Leaders, Task
Force Leaders

7. Update of EFORWOOD Working Timetable

Decisions:

- The Working Timetable was approved with minor changes (see Annex).

KR

8. Next meetings

- **IPB:** September 3 at 08:00 CET, Warsaw
- **IPB:** October 3 08:00-10:30, Brussels
- **IPB:** November 9 13:00-15:00 (CET), telephone conference

Decision:

- **IPB:** December 5 13:00-15:00. Telephone conference.

9. Any other business

a) CIRAD

CIRAD had proposed to include FRIM in Indonesia as a new partner in the Consortium.

Decision:

If CIRAD considers FRIM-contributions necessary in order to fulfil CIRAD's tasks, as they are described in the DoW, CIRAD is welcome to suggest FRIM as a subcontractor in the 25-43 months' budget. This needs to be done within the current CIRAD budget-frames.

b) Next General Assembly meeting

At last GA meeting in Zvolen, it was decided that whether next GA meeting should take place on October 4 in connection with the EFORWOOD Week in Brussels or not would be decided by the IP Board on July 12 (the current meeting), should it be necessary due to urgent matters.

Decision:

- Next GA meeting will take place during the EFORWOOD Week in Vienna, Tuesday, May 6, 2008. KR, GR

Date as above.



Gunilla Rodfors



Kaj Rosén

Working Time Tables

SINGLE FWCs

Reference Cases and Scenarios for Single FWCs	Month no.	Month
Finalised collection of complete whole chain and module specific indicator	(15/16) 19-20	(Feb/Mar) May-June
Presentation of ToSIA applications and results of first indicator data collection for EFORWOOD conference	24	Oct
Presentation of scenario analysis using Single FWC for EFORWOOD conference		

Policy Scenarios for Single FWCs	Month no.	Month
Select policy cases	24	Oct
First results ready for sustainability conference in Berlin, April 2008	31	Apr

CASE STUDIES

	Month no.	Month
Specification of Case Studies according to schedule finalised at Zvolen meeting	19	May
Data collection scheduled for month 19-27 – but should be delayed until after revision of indicator sets	(19-27) 23-27	(May-Jan) Sep-Jan
Scenario analysis of external drivers and chain innovations on sustainability in Case Studies	31-36	Maj-Oct

ToSIA PROTOTYPE

	Month no.	Month
<p>Start of test of the implementation of ToSIA in OpenMI after finalisation of prototype 2</p> <p>Prototype 2 will still be used for Single FWC analysis of technology changes comparing alternative scenarios (including projections until 2025).</p> <p>The application of ToSIA for Case studies and the analysis of scenarios with response functions is planned with ToSIA 1.0</p>	22-	Aug-

FURTHER ToSIA DEVELOPMENT

	Month no.	Month
Focus on Prototype 2 development and applications for Single FWCs	19-24	May-Oct
Focus on developing ToSIA 1.0 in OpenMI with response functions	25-30	Nov-Apr
Focus on case study analysis using different scenarios	31-36	May-Oct
Focus on user interface, sensitivity studies and improvement of tool usage	37-45	Nov-Jul

EUROPEAN FWC

	Month no.	Month
Specification of the European FWC	Autumn 2007	
European FWC analysis	37-45	Nov-Jul



Uppsala, September 4, 2007

EFORWOOD IP Board meeting (20) – Minutes

Date: September 3, 2007, 09:30-18:00. Meeting at the Faculty of Forestry, Warsaw Agricultural University, Warsaw, Poland.

Participants

IP Board members:

Gero Becker (GB), M3	-
Jean-Michel Carnus (JMC), M2	Present
Arie Hooimeijer (AH), M4	Present
Denis Mc Gowan (DMG), M6	Present
Carl Olsmats (CO), M5	Present
Piotr Paschalis (PP), M0	Present, for Items 1 and 3 replaced by Dariusz Zastocki
Risto Päivinen (RP), M1	-
Kaj Rosén (KR), M0	Present, chairman

Others:

Gunilla Rodfors (GR), M0	Present, secretary
Marcus Lindner (ML), M1	Present
Diana Vötter (DV), M3	Present

1. Opening and adoption of agenda

Responsible

KR welcomed the participants to the 20th EFORWOOD IP Board meeting and PP heartily welcomed them to the Faculty of Forestry at the Warsaw Agricultural University.

2. Issues from the last IP Board minutes (19)

Item 4 Status of deliverables

DMG confirmed that D deliverables can now be publicly advertised on the open Portal page.

Since June 13, 2007, all D deliverables accepted by PP have been externally evaluated.

Decision:

- Generally, deliverables marked "PU" should from now on be published on the Portal, PD deliverables only after decision by KR and the author, one by one. DMG, KR, all
- PP to hint to the coordinator whether a PD deliverable is publishable on the Portal or not. PP

The rest of the Items had either been taken care of or are covered by Items in the current minutes.

3. Scientific Officer

Karin Zaunberger is about to leave her position as responsible for EFORWOOD. Appointment of a new Scientific Officer is not foreseen until

November. A history of the Scientific Officers of EFORWOOD and some consequences of the many changes were presented by GR.

Decision:

- KR to contact Karin Zaunberger within the next few days concerning the future planning and the payment. KR

4. EFORWOOD Annual reporting

A "roadmap" of the EFORWOOD Annual Reporting process for year 2 had been distributed by GR and was commented by her.

The compilation process including budget and Implementation Plan for months 25-42 (the upcoming 18 months' period) was commented by KR.

Decisions:

- DMG and the IPB accepted the deadline of September 28, 2007, for delivery of all material to the "Plan for using and disseminating the knowledge" by all partners to DMG, and for the compiled version to be delivered by DMG/Isela to GR before October 15. DMG, all partners
DMG/Isela
- DMG accepted the other deadlines of the "roadmap" (matter discussed due to DMG's long holiday during the reporting period). DMG
- GR will distribute the "roadmap" with instructions to all partners soonest during Week 36, 2007, following the same principles as for Year 1. GR
- KR will within 2-3 weeks distribute the complete 13-30 months' Implementation Plan incl. a new proposed budget with amendments and marks for suggested contributions by the Modules (deadline: November 1, 2007). KR
- The working timetable for ToSIA development should be developed further to be used by the Module leaders as background material for the next Implementation Plan. KR

5. Status of deliverables

KR reported to be quite content as regards the inflow of finalised Deliverables except in the case of M4 partner CEI-Bois and some formal lacks as regards some M6 deliverables.

Decision:

- An explanation of the reasons for the delays will have to be delivered by CEI-Bois, indicating when the reports will be delivered, or it will have to be agreed with the Commission to delete these deliverables, should they already be outdated and without interest. AH, CEI-Bois, KR

6. EFORWOOD Conference, Brussels

GR reported that there are yet only 33 registrations for the Conference, out of which only 5 non-EFORWOOD persons/organisations. Deadline for registration is September 7, 2007.

Decision:

- DMG to finalise the speakers' list and update the programme accordingly for distribution to registered participants. DMG
- DMG promised to contact all partners, as suggested by GR, urging them to contact and to make at least one of their main external contacts to register to the Conference, which should result in at least some further 35 participants. DMG, all
- NGOs who took part in the Kerkrade and in the SENSOR meetings KR, GR,

- should be invited. DMG
- KR would continue to contact Commission people as speakers and to attend. KR
- DMG will contact the FTP for advice concerning MEPs to invite as speakers. DMG
- DMG to contact all confirmed speakers for Conference Day 1 and 2 by letter/e-mail, informing them about detailed conditions (speaking time, documentation etc, practical info) and asking for their needs of equipment, food etc. DMG
- DMG to distribute detailed information concerning the Poster sessions to all Modules (A0 format, background template for giving all posters a similar look, maximum 5 posters per Module, delivery time and place, etc, etc). DMG, all

7. EFORWOOD Week, Brussels

The current planning situation (registration, programme, social event, etc) was presented. A lesson from Zvolen was to focus more on plenary sessions this time.

GR reported that there are as yet only 20 registrations for the EFORWOOD Week. Deadline is September 7.

Decisions:

- The IP Board meeting was moved from Wednesday morning, October 3, at 09:00-11:00 to Tuesday afternoon, October 2, at 15:00-17:00 and Maria, KR
- Session S17 European FWC Task Force Meeting was moved from Wednesday afternoon, October 3, at 17:00-18:30 to Wednesday morning, October 3, at 09:00-11:00 Maria, RP
- The title of session S10 should be changed. KR, Maria
- The thus updated EFORWOOD Week programme should be uploaded to the Portal and the changes announced to partners by e-mail. Maria
- KR or Maria will distribute a letter, informing partners that it is anticipated that they attend the Conference on Tuesday in order to be updated for the EFORWOOD Week Sessions. KR or Maria

8. Road-show

In order to sell EFORWOOD, KR and Christian Gamborg have drawn up a "road-show" of 7-8 presentations for small groups (2-10 persons) of selected industry or NGO persons each time. For this, KR has produced a series of 15-16 slides. KR's main aim with the road-show is to make EFORWOOD better known and to straighten out some question-marks. It should be discussed how the Federations would be linked to the presentations.

Decisions:

- KR will send his presentation to the IPB after the current meeting. KR
- Each Module- leader is asked to provide 2-3 industry and/or NGO representatives to invite to the road-show presentations. They should be persons with a central position in big or small companies (R&D directors, social responsibility people etc). M-leaders
- At each presentation, a national EFORWOOD representative shall be present as a natural link to local sector conditions. KR, Christian Gamborg
- The Tuesday, October 2, meeting with Commission Officials from different DGs is cancelled. We will wait for a better opportunity for such a meeting when we have a permanent Scientific Officer in place. KR

9. Priority list on indicators

KR reminded the IPB that a stakeholder meeting on indicators has taken place (Kerkrade 2006) but that a stakeholder meeting on scenarios remains to be arranged.

Decisions:

Terminology

- "FWC indicators" represent the general FWC sustainability framework and are compatible with other, broader sets of indicators.
- ToSIA may or may not use the full set of FWC indicators.
- "Data collection protocols" specify details on data collection for indicators calculation in EFORWOOD.

Additional experts to the Task Force on Indicators

- According to former decisions the Task Force has the following composition: Ewald Rametsteiner, Elisabeth Le Net, Jörg Schweinle, Jobien Laurijssen, Åsa Moberg, Irina Prokofieva (or somebody appointed to take her role); additionally: Staffan Berg and Diana Vötter.
 - On the request by Ewald Rametsteiner the following experts were added to the Task Force: Martin Cerny (WP1.2), Marcus Lindner (WP1.4) and Manfred Lexner (WP1.5).
 - ER has the mandate to include a person from WP1.3 after consultation with Birger Solberg.
 - ER is welcome to come back on this issue, should he be of another opinion concerning e.g. decided names.
- TF on Indicators

Ewald Rametsteiner
Ewald Rametsteiner

Task Force on Indicators vs. Working Groups on Data Collection

- The TF on Indicators is responsible for proposing necessary revisions of the structure of the FWC Indicator framework for the IP Board to decide upon and to coordinate the 5 Working Groups on Data Collection.
 - The Working Groups on Data Collection are responsible for defining the details necessary to perform data collection.
 - Responsible for compiling the material are Staffan Berg and DV.
 - ER has a special responsibility (supervision task) for moving the work of the 5 Data Collection Groups forward and for appointing people to ensure the flow of results.
- TF on Indicators

WGs on Data Collection
Staffan Berg,
DV
Ewald Rametsteiner

Indicators to be dropped from the further data collection for Single FWCs and Case Studies – strategy to be adopted

- Class 2 and Class 3 indicators: The IP Board decides that no indicators shall be dropped at the moment. The Data Collection Groups should specify until October the data collection protocols for Class 2 indicators and, where possible, until December 1 the Class 3 indicators. All Modules should consider whether this approach is realistic. If not, the matter should be reconsidered at the November 9 IP Board meeting.
 - Class 4 indicators: These were originally decided to be dropped but shall now be kept in the Reference list but be marked as "Special cases" which shall not be treated within EFORWOOD.
- The Data Collection Groups, Modules

Allocation of resources to data collection

- The matter will be handled in the upcoming budget process. KR

Collection of feed-back on the experiences so far from data collection, to be used for revision of data collection protocols and improvement of the Data Client – who to distribute and receive answers

- A quick survey suggested by Ewald Rametsteiner, to get feed-back on why everything cannot not yet be found in the database, was approved. TF on Indicators
- The Task Force on Indicators will distribute the survey and receive the answers. TF on Indicators
- A training course was decided to be arranged by ML and ISA as soon as possible and not later than end of November this year. ML, ISA

Speeding up the data collection

- The IP Board urges the EFORWOOD partners to speed up the collection of data during the next 3 coming weeks for the Scandinavian and Baden-Württemberg single FWCs. ML to formulate a letter on the matter and distribute to the M-Leaders. All, ML

Stakeholder interaction

- Christian Gamborg is given the mandate to organise a stakeholder interaction based on the list of indicators when the draft is ready in the beginning of October. (Ref. "FWC Indicator – rev. set draft, Internal Working Document for FWC – SI Task Force meeting 23-24 August, 2007, Vienna, Austria (BOKU).) Christian Gamborg
- Next Stakeholder meeting, focussing on scenarios, will take place in connection with the evaluation of EFORWOOD Year 2 (Day 1: Evaluation; Day 2: EAP and Stakeholder interaction meeting. Probable location: Brussels.) KR, Christian Gamborg

10. Reference futures and scenarios

The result of the teleconference of the Task Force on Scenarios on August 29 was a more narrow definition of the A1 and B1 Reference futures. A draft of the Reference futures was presented.

Decisions:

- The IP Board agreed to limit the definition of the Reference futures even further, especially as regards the inclusion of new policies as drivers, and to take out the global change as influencing tree growth and include it among the scenarios instead. Implemented policies (current and decided/anticipated) should be more or less the same for A1 and B1 (although the impact from policies may be very different). Gert-Jan Nabuurs
- The Task Force on Scenarios was asked to continue its work and to contact the Modules for getting their clear suggestions on the matter. Gert-Jan Nabuurs, Modules

11. Next meetings

- **IPB:** October 2, 15:00-17:00, Brussels (**Please note the new date and new time!**)(**Participants to the EFORWOOD Week Social Event will be picked up at the meeting point in Brussels at 18:00.**)
- **IPB:** November 9, 13:00-15:00 (CET), telephone conference*
- **IPB:** December 5, 13:00-15:00 (CET), telephone conference*

* Main themes will be the Annual Reporting and Indicators and Scenarios.

12. Any other business

How to optimise dissemination

ML stated that the distribution of the video from the ToSIA training course is six months late (will be distributed this week) and suggested that dissemination should be better prepared and that lessons should be learnt from experiences so far.

Decision:

- DMG should ask for feedback when distributing the video (and other "deliverables"). DMG

Date as above.



Gunilla Rodfors



Kaj Rosén

EFORWOOD IP Board meeting (21) – Minutes

Date: October 2, 2007, 15:00-17:00. Place: Arsenaal, Brussels, Belgium.

Participants

IP Board members:

Gero Becker (GB), M3	Present
Jean-Michel Carnus (JMC), M2	Present
Arie Hooimeijer (AH), M4	Present from Item 2
Denis Mc Gowan (DMG), M6	Present
Carl Olsmats (CO), M5	Present
Piotr Paschalis (PP), M0	Present
Risto Päivinen (RP), M1	Present
Kaj Rosén (KR), M0	Present, chairman

Others:

Gunilla Rodfors (GR), M0	Present, secretary
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1. Opening and adoption of agenda Responsible

KR welcomed the participants to the 21st EFORWOOD IP Board meeting.

2. Issues from the last IP Board minutes (20)

Item 3 Scientific Officer, payment

KR informed about the current situation.

Late last Friday afternoon, the payment order was delivered by the EC Financial Office. Many partners have underspent during Year 1, which will have implications for the budget for months 25-42 (to be delivered with the Annual Reporting for Year 2) in which the not yet spent money for the first 18 months can be used. KR will try to balance the draft budgets with the manmonths in agreement with the wishes of the Module Leaders, who are responsible for module-internal reallocations and for finalising the budgets for their respective modules. Changes will have to be made in the partner budgets, for instance the reductions of the CEPI and CEI-Bois manmonths that have been planned together with these partners (see Item 7 below).

Decision:

- KR will distribute the draft up-dated Implementation Plan and the draft budget for months 25-42 within short to the Module Leaders for their further completion and agreement with their Module partners. KR
M-Leaders,
partners

Item 4 EFORWOOD Annual Reporting

DMG reported that only 30 % of the partners had delivered their replies to Template 2 (deadline September 28).

Decision:

- GR will remind partners urgently to deliver their filled-in Template 2 GR

to DMG and Isela Ibrahimovic.

Item 5 Status of deliverables

Decision:

- AH to ask CEI-Bois for comments on delayed deliverables.

AH

Item 9 Priority list on indicators

Allocation of resources to data collection: According to RP, we need to identify who will collect data for the European FWC from countries with no partners in EFORWOOD. The three regionally based case-studies are the most ambitious type of cases. GB said he missed data from M4 and M5. According to AH, the data would be presented during the current week.

The rest of the Items had either been taken care of or are covered by Items in the current minutes.

3. Commission contact

Information about the current situation

KR had conversations with Head of Unit Pierre Mathy of the Commission. He will meet with KR and selected IPB members as soon as the new Scientific Officer is in place on November 1.

4. Annual Reporting

Roadmap, deadlines, 25-42 months' Implementation Plan and budget

Decision:

- The updated Countdown list was agreed on. It will be attached to these minutes and be published on the EFORWOOD Portal.
- It was decided that the further data collection for the Single FWCs should be included as parts of the data collection of the Case Studies.

KR, GR

KR

5. Experiences from the EFORWOOD Conference

It was generally agreed that the Conference had been very good, but the attendance from external stakeholders could have been better. The reason for that could have been that we were late in planning and announcing the conference and that the support from the federations in marketing the conference was limited.

6. Road-show

The present status of planning

There was a discussion whether it would be possible to make the road-show presentation also:

- At the Paper Week on November 29-30 (hardly at the plenary, maybe at a session. The subject for the Paper Week is not clear yet.).
- To sustainability officers in Brussels.
- To the FTP at the Ljubljana meeting.

Scheduled meetings so far:

- With Wilhelm Vorher of the FTP on October 30.
- With Vim Weinbauer: date about to be set.

KR

7. Changes in the roles of CEPI and CEI-Bois in EFORWOOD

On request by the federations it has been discussed to reduce the manmonths of CEPI and CEI-Bois to half for the last two years. The IPB raised a number of questions in connection with this:

- There was a discussion concerning their future tasks. Will it mainly be to launch a product (ToSIA)?
- Will deliverables be skipped?
- Will they stay in Modules 1, 2 and 3?

Decision:

- The Coordinator was given the mandate to continue the discussion with the Federations concerned with the aim to reach an agreement concerning the engagement of the Federations for the last two years of the EFORWOOD project.

KR

8. Organisational changes in EFORWOOD ...

... with the objective of improving management structure and marketing and sales of EFORWOOD.

It was concluded that there is a problem in fulfilling the tasks for the wood-based and bio-energy materials in M4 and M5. ALUFR, FVA and Pöyry volunteered to fill in the gap.

Decisions:

- AH will change his engagement from M4 to M0 (WP0.1), which includes close collaboration with M6, from November 1, 2007.
- AH is replaced as M-Leader for M4 by Anna von Schenk (AvS), STFI-Packforsk, from November 1, 2007.
- AvS replaces AH as member of the IP Board from November 1, 2007.
- AH remains as a non-voting, co-opted member of the IP Board.
- AH takes responsibility for Year 2 Annual Reporting for M4.
- AvS takes responsibility for planning and budgeting for months 25-42, with a back-up from AH.
- To report on M4, AvS and AH take part in next external evaluation organised by the Commission.
- AvS will get backing from M0 and CO in her new position.
- KR to check consequences in the 25-42 months budget for possible reallocation of resources to ALUFR, FVA and Pöyry to make it possible for them to assist in activities related to wood and bio-energy in M4.

KR, AH,
DMG

KR, AH, AvS

KR, AH, AvS

KR, AH
AH, AvS
AvS, AH

AvS, AH

KR, GR, CO
KR

9. Next meetings

Already decided:

- **IPB:** November 9 11:00-13:00 (CET), telephone conference
- **IPB:** December 5 13:00-15:00. Telephone conference.

Concerning the upcoming Evaluation by the Commission, CO and GB both remarked that they will not be available Week 2, 2008.

KR

10. Any other business

There was no other business.

Date as above.

Gunilla Rodfors

Kaj Rosén

EFORWOOD Countdown (071004)

Development of ToSIA	Responsible	Finished month no.
ToSIA-FWC 1.0 (incl. ToSIA-E) user-friendly interface	M1/M6	(45) Aug. -09
ToSIA-FWC 0.5 (incl. ToSIA-E)	M1	(36) Oct. -08
ToSIA-E	M1	(36) Oct. -08
ToSIA-U	M6	(45)
ToSIA-FWC Prototype 2	M1	(24) Oct. -07
ToSIA-FWC Prototype 1	M1	(15) Jan. -07

Indicators/data collection	Responsible	Finished month no.
FWC indicators: status after Single FWC application	TF on indicators	(26) Dec. -07
Data collection protocols (Case study applications)	TF on indicators/Data Collection Groups	(26) Dec. -07
Data collection protocols (Case study applications) Class 3 indicators	Data Collection Groups	(26) Dec. -07
Data collection protocols (Case study applications) Class 1 + 2 indicators	Data Collection Groups	(24) Oct. -07
Data collection protocols (Single FWC application)	Data Collection Groups	(19) May -07
FWC Indicators (Draft set 5)	M0 (WP1.1)	(26) Nov. -06

Baseline Futures/Scenarios	Responsible	Finished month no.
Specified Scenarios	TF on Scenarios	(30) Apr. -08

Specified Baseline Futures	TF on Scenarios	(24) Oct. -07
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Single FWCs	Responsible	Finished month no.
Scenario Analysis/Response functions	M1 (M2-5)	(36) Oct. -08
Data collection (Ref. Futures) 2015, 2025 Limited to those indicators and chains for which data for 2005 was finally collected and checked	M2-5	(28) Feb. -08
Data collection 2005	M2-5	(24) Oct. -07
Specified Chain structures	M2-5	(18) Apr. -07

Case Studies	Responsible	Finished month no.
Scenario Analysis/Response functions	M1 (TF on Case Studies)	(42) Oct. -08
Data collection (Ref. Futures) 2015, 2025 - Baden Württemberg? - Scandinavia? - Iberia? NOTE THAT THE DATES WILL, MOST PROBABLY, BE POSTSPONED DUE TO REALTIES IN DATA COLLECTION	M2-5	(30) Apr. -08 (32) June -08 (33) July -08
Data collection 2005 - Baden Württemberg? - Scandinavia? - Iberia? NOTE THAT THE DATES WILL, MOST PROBABLY, BE POSTSPONED DUE TO REALTIES IN DATA COLLECTION	M2-5	(28) Feb. -08 (30) Apr. -08 (32) June -08
Specified Cases	TF on Case Studies	(26) Dec. -07

European FWC	Responsible	Finished month no.
Scenario Analysis (Scenarios)	M1 (TF on EU FWC)	(45) July -09
Scenario Analysis (Ref. futures)	M1 (TF on EU FWC)	(37) Nov. -08

Data collection 2005, 2015, 2025	M2-5	(36) Oct. -08 Update (45) August, including reference futures 2015, 2025
Refined Data collection protocols for the EU FWC	M-2-5	(27) Jan. -08
Decision on indicators for the EU-FWC	TF on EU FWC	(26) Dec. -07
Defining the European FWC	M-2-5, TF on EU FWC	(24) Oct. -07



Uppsala, November 19, 2007

EFORWOOD IP Board meeting (22) – Minutes

Date: November 9, 2007, 11:00-13:00. Telephone conference.

Participants

IP Board members:

Gero Becker (GB), M3	Present (Items 1-6)
Jean-Michel Carnus (JMC), M2	Present
Charles Harper (CH), M6	Substitute for Denis Mc Gowan
Carl Olsmats (CO), M5	Present
Piotr Paschalis (PP), M0	-
Risto Päivinen (RP), M1	Present
Kaj Rosén (KR), M0	Present, chairman
Anna von Schenck (AvS), M4	Present

Others:

Gunilla Rodfors (GR), M0	Present, secretary
Arie Hooimeijer (AH), M4	Present
Leif Nutto (LN), M3	Present
Leena Roihuvuo (LR), M1	Present
Andreas Schuck (AS), M1	Present
Diana Vötter (DV), M3	Present

1. Opening and adoption of agenda Responsible

KR welcomed the participants to the 22nd EFORWOOD IP Board meeting.

Decision:

It was decided to take the items of the agenda in the following order: 1, 2, 7, 8, 3, 4, 5, 6, 9, 10. A new item was added: DG Research questionnaire on bibliometric profiles of 6th Framework Programme participants. KR

2. Issues from the last IP Board minutes (21)

Item 2 a) Status of deliverables

AH reported problems from CEI-Bois and BRE to carry out their tasks, also for next year (2008). Delays can be accepted if they do not in any way affect anybody else's work. In the case of WP 4.2, the problem does affect other partners, but the delays of CEI-Bois do not.

Decision:

- AH to describe this situation in the Annual Report and to provide explanations and solutions to the problems. AH
- AH also to provide KR with a summary report a.s.a.p. AH

Item 2 Priority list on indicators

RP reported that the process of producing a list of partners assigned to collect data from countries with no partners in EFORWOOD is still on his agenda RP

and is still going on. RP reported that there will be a EU-FWC Task Force meeting on December 3-4 when this is expected to be sorted out.

Item 7 Changes in the roles of CEPI and CEI-Bois in EFORWOOD

KR reported that there had not yet come to any formal agreements with the Federations, but that there are informal agreements on the Federations concentrating on dissemination and information activities from now on. There is still some work in M4 for them, but this could be handled through M6.

KR, AvS,
DMG

The rest of the Items had either been taken care of or are covered by Items in the current agenda.

3. Implementation plan for months 25-42 incl. budget implications

Decisions:

Added resources

- 6 MM to EFI for ToSIA interface development and for compensation of over-proportional coordination activities during months 1-24.
- 5 MM to ALUFR for data collection (solid wood and bio-energy) related to M4/M5 and EU(25+2).
- 4.5 MM to Pöyry for data collection (solid wood and bio-energy) related to M4/M5 and EU(25+2).
- 5 MM to FVA for additional activities related to the Case study coordination (Baden-Württemberg).
- 2 MM to SLU for additional activities related to the Case study coordination (Scandinavian) + 3.5 MM for data collection in M2.
- 2 MM to FCBA for additional data collection related to transport throughout all modules + 2 MM for from INRA for data collection.
- 2 MM distributed among WGs on data collection partners.
- 1.5 MM to STFI-Packforsk for extra M4 coordination.
- 3 MM to ISA for data collection.
- A small internal transfer in M5 from AIDIMA to Pöyry.

Reduced resources

- BRE: 2 MM reduction. Allocated to Pöyry (see above).
- CEI-Bois: 4.4 MM reduced as a result of less future engagement in the WPs of Modules 1, 4, and 5. (Note: CEI-Bois has remaining tasks in M4 from Year 2)
- CEPI: 3.7 MM reduced as a result of no future engagement in WPs of Modules 1, 2, 4, and 5.
- CIRAD: 1 MM reduction compared to the preliminary budget.
- TUZVO: 1 MM reduction. Allocated to ALUFR (see above).
- CIFOR: 1.2 MM reduction compared to the preliminary budget. *
- UR2PI: 0.2 MM reduction compared to the preliminary budget.
- INRA: 9.6 MM reduction for reallocation within M2.
- IFE MUAFA: 2 MM reduction in M2.
- IBL: 0.5 MM reduction in M2.

* According to RP, the discussion concerning CIFOR is not yet finalised. A decision will come before December 13, 2007.

In the above distribution has been taken into account the under- or overspending of each partner during EFORWOOD Year 1. The added resources have been distributed within the limits affordable (including the 5 % of the Second Pre-payment which are for the IBP to decide upon for re-

allocation).

KR will resend the up-dated list to the M-Leaders for final approval.

KR

4. Upcoming EFORWOOD Weeks

Decisions:

- The EFORWOOD Week arranged by BOKU in Vienna, Austria, is planned for three days; from lunch on Monday, May 5, 2008, until evening on Wednesday, May 7, 2008.
- The General Assembly during the Vienna meeting will be held on May 6, 2007.
- The EFORWOOD Week in the autumn of 2008 will be arranged during Week 41 (please note!) by INRA and FCBA in Bordeaux, France.
- The EFORWOOD Week in the spring of 2009 will preliminarily be arranged by ALUFR and FVA in Freiburg, Germany. A final confirmation will come before next IPB meeting.
- The final EFORWOOD Week will be arranged during Week 40, 2009, by Skogforsk in Stockholm/Uppsala.
- The final EFORWOOD Conference will be arranged in early July or late August, 2009, possibly together with the FTP (RP will check this) and with IUFRO.

KR, GR, M.
Söderlind, M.
Lexer
KR, GR, H. E.
Koch
KR, GR, M.
Söderlind,
JMC
KR, GR, M.
Söderlind, GB

KR, GR, M.
Söderlind

RP, DMG

5. Annual Reporting and Second Pre-payment

Second Pre-payment

The Second Pre-payment was made by Skogforsk to partners on October 29-30. For two partners, UR2PI and CIFOR, the payment has been delayed due to deliverables not submitted.

KR, GR

Templates to be filled in by partners

GR reported that everything is running according to schedule and that she is in the process of checking and compiling the text material delivered by partners. She will remind partners concerned individually to complete the delivered information. The financial reporting has started to come in and GR reminded partners to check thoroughly if they need to submit an Audit Certificate (it is mandatory to submit an Audit Certificate when the EC contribution requested is above €150,000 for the current reporting period including previous reporting periods for which Audit Certificates were not submitted).

GR, partners

Implementation Plan for the next 18 months

Decision:

- M1 and M5 to deliver their updated Implementation Plan to KR on Monday, November 12, 2008, at the latest.

RP, CO

Budget for the next 18 months

Decision:

- KR to send the updated complete budget to M-Leaders for final decision at next IP Board meeting.

KR

6. Road-show

Meetings carried out so far

- 1) With Wilhelm Vorher of the FTP and Bernard Galembert of CEPI on October 30 in Frankfurt. KR, GB and Christian Gamborg took part from EFORWOOD.

Decision:

- To take care to keep the good contact established with Bernard Galembert. KR, IP Board
- 2) With Stora Enso and its Environmental Director Jim Weinbauer and three other Stora Enso representatives on November 2. KR, CO and Christian Gamborg took part from EFORWOOD. Comment: Stora Enso is very active in SIA and volunteered to market EFORWOOD. KR
- 3) With the Swedish Forest Industry Federation, Products Committee, consisting of 15 forest-based products directors, on November 7. KR

Planning for the future

KR reported that it will not be possible to present EFORWOOD at the Paper Week on November 29-30, but KR will be there for informal meetings. KR

KR further reported that Wilhelm Vorher of the FTP is working on it to let EFORWOOD make a presentation at the FTP meeting in Ljubljana. AH saw side meetings there as a good alternative/complement to a key note speech. KR

There is a list of further companies/persons/DGs/NGOs/others for road-show meetings. E.g. planning for meeting with Pierre Mathy and our new Scientific Officer Astrid Kaemena of the Commission. KR and selected IP Board members to attend. And a meeting with Commission DGs. KR, RP and others to attend. Suggested time: Week 47, 2007. KR

Decision:

- Partners are welcome to suggest other suitable persons to meet with. All partners

7. How can we reflect “renewability” in ToSIA?

This question was posed at the two first Road-show meetings.

There was a long discussion, which ended in the assumption that this is mainly a matter for “EFORWOOD 2” in which wood-based value chains will be compared with other materials, thus this is, for the moment, not a matter for the Task Force on Indicators. KR

8. Deadlines for data collection (Case Studies)

This is a remaining issue from the EFORWOOD Week in Brussels (cf. page 5 of EFORWOOD Countdown list of 071004, attached to EFORWOOD Minutes 21).

Decision:

- KR to contact partners Valinger, Vötter, Sales and ask them for proposed deadlines. KR will also check with Marcus Lindner. KR

9. Next meetings

- **IPB:** December 5 13:00-15:00 (CET). Telephone conference.
- The following IP Board meeting will be in connection with the project Evaluation of Year 2, which is likely to happen in the middle or end of January, 2008. KR

Concerning the upcoming Evaluation by the Commission, CO and GB both remarked that they will not be available Week 2, 2008.

10. Any other business

a) DG Research questionnaire on bibliometric profiles of 6th Framework Programme participants

KR had got an e-mail from the Commission asking us to identify before Nov. 20 the lead scientist of EFORWOOD for a likely study by the Commission assessing the bibliometric profiles of FP6 participants in connection with the forthcoming ex post evaluation of FP6.

Decision:

In case we are allowed to provide one lead scientist per Module, the following were suggested: KR

- M1: RP or ML
- M2: Margarida Tomé
- M3: GB
- M4: Marian Babiak (TUZVO)
- M5: Vicente Sales

If we must chose only one, RP would be suggested.

b) EU-FWC

RP asked M4 and after that M5 to respond to him before the end of next week on processes to be included in the EU-FWC. Next step will be selection of indicators for the European level. M-Leaders

Date as above.



Gunilla Rodfors



Kaj Rosén