



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

PD0.0.11 Report from the General Assembly Meetings

Due date of deliverable: 13, 20

Actual submission date: 26

Start date of project: 011105

Duration: 4 years

Organisation name of lead contractor for this deliverable: Skogforsk

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)	



EFORWOOD General Assembly Meeting (3) - Minutes

Time and place: November 14 2006, at 14:00-16:00 in Hotel Praia Mar, Carcavelos, Portugal.

Item 1. Formalities

1. Gunilla Rodfors, Skogforsk, was appointed Secretary of the meeting.
2. 33 voting contractors were represented: 31 personally present and 2 through proxies. 5 contractors were not represented. The list of voting contractors and the 2 proxies can be found in Appendix 1.
3. Helena Santos, ISA, and Emil Klimo, IFE MUAF, were appointed minute-checkers and vote-checkers.

Item 2. Minutes from the General Assembly, Edinburg, May 9, 2006

4. IP manager Kaj Rosén gave a report on actions taken as a result of decisions made at the second General Assembly meeting:

Item 3. Amendments to the Consortium Agreement – Approval and distribution of IP Board minutes

The suggested amendment has been included in the Consortium Agreement as an Amendment.

Item 4. Amendment to the Contract – Reallocation of resources for IP meetings The Coordinator has got an official letter of approval from the Commission, which approves a) the proposed reallocation of the "seminar" budget to partner 21 (SLU) for the first 18 months period and b) that this change will be made explicit in the next Implementation Plan.

5. There were no additional comments to the Minutes of the second General Assembly meeting. The Minutes of the second General Assembly meeting and the follow-up report by Kaj Rosén were accepted.

Item 3. Annual reporting

6. According to the Consortium Agreement, paragraph 5.2.1.3 "the General Assembly shall in particular be responsible for:
 - viii. the final approval of the activity reports prior to the submission to the Commission
 - ix. the final approval of the annual Implementation Plan prior to the submission to the Commission
 - x. deciding upon changes of the allocation of the project resources (Annex C) and in the Project Plan (Annex B)"

There were two proposals from the Coordinator in this respect, reading as follows:

Proposal 1:

A) The General Assembly commissions to the IP Board to approve the yearly activity reports stated in the Contract prior to their submission to the Commission.

B) The General Assembly commissions to the IP Board to approve the Implementation Plan for months 13-30 prior to its submission to the Commission.

Decision

After a discussion, the proposal was unanimously accepted with the following addition:

C) At the next General Assembly meeting, the General Assembly will be given the possibility to comment on the Annual Report and will also be able to prolong or disrupt the commissions.

Proposal 2:

A) The General Assembly approves the preliminary plan of payments as presented in table 1.

EC contribution		Month	Payments by Skogforsk to partners and conditions		
	Approx. €			Approx. €	
85% 0-18	4 390 564	9	100% 0-18	4 390 564	Payed to the partners as decided by the GA
15% 0-12	516 537	13..	100% 0-12	516 537	After approval by the EC of the annual reports and IP
85% 19-30	2 663 050	13..	85% 19-24	2 263 593	After approval by the EC of the annual reports and IP
15% 13-24	469 950	25..	85% 13-24	399 458	After approval by the EC of the annual reports and IP
85% 31-42	2 662 200	25..	85% 31-42	2 262 870	After approval by the EC of the annual reports and IP
15% 25-36	469 800	37..	85% 25-36	399 330	After approval by the EC of the annual reports and IP
EFORWOOD reserve		37..		939 750	To be distributed to the partners for the last years work
85% 43-48	1 302 200	37..	100% 42-48	1 302 200	After approval by the EC of the annual reports and IP
15% 37-48	469 800	49..		469 800	After approval of the final report
	12 944 101			12 944 101	

Table 1. Indicative payments of EC contributions to the Coordinator and proposed payments from the Coordinator to the partners. NOTE: Indicated months of payments and the amounts dependent on the result of the negotiations with the Commission about the 18-months plans.

C) The General Assembly commissions to the IP Board to take decisions on necessary and motivated reallocations among partners of financial resources in accordance with what is stated in the Consortium Agreement.

Decision

After a discussion, the following wording was approved unanimously:

From the Commission contribution to each Contractor's budget for the second 18-months' period, the Coordinator will keep 5 % from the payment as a reserve which can be used any time in the future by the IP Board for unforeseen but necessary and motivated reallocations of financial resources among partners in accordance with what is stated in the Consortium Agreement. The IP Board will report back to the General Assembly afterwards.

Item 4. Next meeting

7. Proposal from the IP Board:

- A) *Next EFOR WOOD Week should be organised during Week 19, 2007. The General Assembly meeting should take place in the same week on Tuesday, May 8, 2007.*
- B) *The upcoming EFOR WOOD Weeks during the spring should as decided preferably be held during Week 19, which is the second week of May.*
- C) *The EFOR WOOD Weeks during the autumn each year should preferably be held during Week 40, which is the first week of October.*

Decision

The General Assembly approved proposals A), B) and C) with the addition that *it is the IP Board that makes the decisions.*

Item 5. Any other business

- 8. There were complaints about the late timing of some papers for the EFORWOOD Week. The Coordinator promised that all efforts should be mobilised in the future to see to it that background material is sent out in time before the EFORWOOD Weeks.
- 9. The Chairman thanked the hosts for having organised a successful meeting, and, wishing the project the best success, closed the meeting.

Carcavelos, November 15, 2006



Niels Elers Koch
Chairman



Gunilla Rodfors
Secretary

The minutes have been approved by:



Helena Santos



Emil Klimo


EFORWOOD

Carcavelos, November 15, 2006

EFORWOOD General Assembly (3) minutes, Carcavelos 2006-11-14 - Annex 1: List of EFORWOOD Voting Members

Partner No. and name of Voting Member

1.	Skogforsk	Kaj Rosén
2.	EFI	Risto Päivinen
3.	KVL	Bo Jellesmark Thorsen
4.	INRA	Mickael Poissonnet
5.	ALUFR	Gero Becker
6.	KCPK	Arie Hooimeijer
7.	STFI-Packforsk	Carl Olsmats
8.	InnovaWood	Denis Mc Gowan
9.	SGGW	Not represented.
10.	IFER	Martin Cerny
11.	BOKU	Manfred Lexer
12.	UMB	Birger Solberg
13.	ISA	Helena Santos
14.	FR	Bill Mason
15.	VTT	Arto Usenius
16.	BRE	Katie Livesey
17.	AIDIMA	Gus Verhaeghe
18.	PÖYRY	Pia Nilsson
19.	AFOCEL	Anne Varet
20.	CTFC	Irina Prokofieva
21.	SLU	Tomas Lämås
22.	ALTERRA	Proxy: Bo Jellesmark Thorsen (<i>procuration letter from Gert-Jan Nabuurs</i>)
23.	CEI-Bois	Andreas Kleinschmit von Lengefeld
24.	CEPI	Paul-Antoine Lacour
25.	CEPF	Birte Schmetjen
26.	KCL	Tuna Pajula
27.	FVA	Konstantin von Teuffel
28.	CIRAD	Not represented.
29.	BFH	Johannes Welling
30.	SFI	Not represented.
31.	SAVCOR	Proxy: Risto Päivinen (<i>procuration letter from Olli Haltia</i>)
32.	IBL	Wojciech Grodzki
33.	TUZVO	Marian Babiak
34.	SILAVA	Martins Graudums
35.	IFE-MUAF	Emil Klimo
36.	CIFOR	Not represented.
37.	UR2PI	Not represented.
38.	CATIE	Bastiaan Louman

Others present (non-voting member)

Vincent Favrel, Scientific Officer, the European Commission



EFORWOOD General Assembly Meeting (4) - Minutes

Time and place: May 8, 2007, at 14:00-14:45 in Hotel Kaskády, Zvolen, Slovakia.

Item 1. Formalities

1. Bo Jellesmark Thorsen, KVL, was appointed meeting Chairperson as neither the Chairman nor the vice Chairpersons were able to attend the meeting.
2. Gunilla Rodfors, Skogforsk, was appointed meeting Secretary.
3. 29 voting contractors were represented: 25 personally present and 4 through proxies. 9 contractors were not represented. The list of voting contractors and the 4 proxies can be found in Appendix 1.
4. Rudolf Kropil, TUZVO, and Margarida Tomé, ISA, were appointed minute-checkers and vote-checkers.

Item 2. Minutes from the General Assembly, Carcavelos, November 14, 2006

5. IP manager Kaj Rosén read aloud the decisions from the General Assembly meeting in Carcavelos (the third General Assembly meeting) and referred to Item 3 below regarding a report on actions taken as a result of decisions made at that meeting.

Item 3. Annual reporting

6. The Annual Report including the revised Implementation Plan were sent to the European Commission on December 14, 2006, and have been possible to find on the EFORWOOD Portal ever since (see Coordinator's page).

Decision

7. The General Assembly unanimously approved the Annual Report of the first EFORWOOD year and the revised Implementation Plan for the following 18 months and prolonged the commissions to the IP Board to approve the yearly activity reports stated in the Contract, including the Implementation Plan, prior to their submission to the European Commission. The commission to the IP Board lasts until the General Assembly meeting in the spring of 2008.
8. Bill Mason commented that the job of producing the first Annual Report had been done efficiently and in a well coordinated way.
9. In connection with this item, Gunilla Rodfors reported that EFORWOOD has at present a temporary Scientific Officer, who reports directly to Head of Unit Pierre Mathy. We have been promised a new permanent Scientific Officer from June 16, 2007.

Item 4. Accession to the Contract and to the Consortium Agreement of a new Contractor

10. On January 1, 2007, EFORWOOD Partner 3 KVL, Denmark, merged with Københavns Universitet. KVL will constitute a new faculty (the Faculty of Life Sciences) within the University. The merger does not involve any change of staff or any other changes regarding the EFORWOOD tasks intended for KVL.
11. The University of Copenhagen will, upon the approval of the European Commission of the Amendment of the EFORWOOD Contract accede to the EFORWOOD Consortium Agreement. A first reply from the European Commission regarding the Amendment of the EFORWOOD Contract is likely to come during May 2007.
12. In connection with this, Johannes Welling, BFH, said that BFH will also merge towards the end of the year. He promised to send more information about this merger to Gunilla Rodfors and in return be informed about what papers etc will be necessary to deliver in connection with this process.

Item 5. Final payment of year 1 and preliminary payment for months 13-30

Coordinator's proposal:

As soon as the Contract for months 13-30 has been agreed with the Commission and the EC Contribution has been delivered to the Coordinator, the Coordinator will transfer the new payment to all partners according to the following calculation, based on the approved (by the Commission) first years' financial reporting from each partner:

$$D = A - (B - C)$$

A = 85 % of the requested EC contribution by each partner for months 13-30

B = Pre-payment received in July 2006

C = Financial Cost Statement for Year 1 approved by the Commission

D = New payment

From the total, (D), 5 % will be kept by the Coordinator for possible reallocation according to the decision made by EFORWOOD General Assembly (3) in Carcavelos.

Decision

13. The proposed decision concerning the transfer of the EC Contribution was unanimously accepted by the General Assembly.

Item 6. Next meeting

Decision

14. The proposed decision of having next General Assembly meeting on October 4, 2007, in connection with next EFORWOOD Week in Brussels was accepted.

Kaj Rosén however reported that as it looks now, no items seem to be on the agenda for next General Assembly. Therefore the option of delegating to the IP Board to postpone the meeting, should nothing more important turn up, was accepted.

Whether there will be a General Assembly meeting on October 4 or not will be decided at the IP Board meeting of July 12.

Item 7. Any other business

15. Bill Mason asked if any actions were planned, following the reactions on the stakeholder presentations during this EFORWOOD Week. Kaj Rosén answered that the major part of the last plenary session of the Zvolen meeting (on Wednesday, May 9, 2007) was devoted to a discussion forum on the stakeholder presentations.
16. The Chairman thanked the hosts for having organised a successful meeting, and, wishing the project the best of success, closed the meeting.

Uppsala, May 20, 2007

Bo Jellesmark Thorsen
Chairman

Gunilla Rodfors
Secretary

The minutes have been approved by:

Rudolf Kropil

Margarida Tomé



Zvolen, May 8, 2007

EFORWOOD General Assembly (4) minutes, Zvolen 2007-05-08 - Annex 1: List of EFORWOOD Voting Members

Partner No. and name of Voting Member

1. Skogforsk	Kaj Rosén
2. EFI	Risto Päivinen
3. University of Copenhagen/KVL	Bo Jellesmark Thorsen
4. INRA	Jean-Michel Carnus
5. ALUFR	Gero Becker
6. KCPK	Arie Hooimeijer
7. STFI-Packforsk	Carl Olsmats
8. InnovaWood	Denis Mc Gowan
9. SGGW	Pawel Stanislewsky
10. IFER	Martin Cerny
11. BOKU	<i>Not represented, no proxy.</i>
12. UMB	Birger Solberg
13. ISA	Margarida Tomé
14. FR	Bill Mason
15. VTT	Margareta Wihersaari
16. BRE	<i>Not represented, no proxy.</i>
17. AIDIMA	Gus Verhaeghe
18. PÖYRY	Pia Nilsson
19. AFOCEL	Anne Varet
20. CTFC	<i>Not represented, no proxy.</i>
21. SLU	Tomas Lämås
22. ALTERRA	<i>Proxy for Gert-Jan Nabuurs: Bill Mason, FR</i>
23. CEI-Bois	Andreas Kleinschmit von Lengefeld
24. CEPI	Paul-Antoine Lacour
25. CEPF	<i>Proxy for Birte Schmetjen: Andreas Kleinschmit von Lengefeld, CEI-Bois</i>
26. KCL	<i>Proxy for Helena Wessman: Pia Nilsson, Pöyry</i>
27. FVA	<i>Not represented, no proxy.</i>
28. CIRAD	<i>Not represented, no proxy.</i>
29. BFH	Johannes Welling
30. SFI	<i>Not represented, no proxy.</i>
31. SAVCOR	<i>Not represented, no proxy.</i>
32. IBL	Wojciech Grodzki
33. TUZVO	Rudolf Kropil
34. SILAVA	Ansis Actins
35. IFE-MUAF	Emil Klimo
36. CIFOR	<i>Not represented, no proxy.</i>
37. UR2PI	<i>Proxy for Jean Noël Marien: Jean Michel Carnus, INRA</i>
38. CATIE	<i>Not represented, no proxy.</i>