



# ***Fourteenth GECAFS Executive Committee Meeting***

***Wednesday 17<sup>th</sup> December 2008  
Rome, Italy***

## ***Agenda and Background Papers***

### ***Executive Committee Terms of Reference***

*To ensure the successful implementation of the Project, and in particular to:*

- 1. Ensure the implementation of plans approved by the Scientific Advisory Committee.*
- 2. Receive reports from, and offer advice to, GECAFS individual projects and integrative studies.*
- 3. Recommend to the Chairs and Directors of the three Sponsoring Programmes appointees for the Scientific Advisory Committee.*
- 4. Review staff performance of the IPO (including reserved business that shall exclude the Executive Officer).*
- 5. Report, through the Project Leader, to the Chairs and Directors of the three Sponsoring Programmes IGBP, IHDP and WCRP.*

## Agenda

- Exec 14/01: Welcome and Apologies – *Diana Liverman*
- Exec 14/02: Minutes of the 12<sup>th</sup> GECAFS Executive Committee Meeting (Lusaka, Zambia, 29<sup>th</sup> June 2007) and Minutes of 13<sup>th</sup> GECAFS Executive Committee Meeting (30<sup>th</sup> October, teleconf.) – *Diana Liverman (Papers Exec14/02/1 and Exec14/02/2)*
- Exec 14/03: Matters Arising – *Diana Liverman (Papers Exec14/03/1 and Exec14/03/2)*
- Exec 14/04: ESSP Developments – *Diana Liverman*
- Exec 14/05: GECAFS Research Update
1. GECAFS publications – *John Ingram (Paper Exec14/05/1)*
  2. Vulnerability and Adaptation of Food Systems (VAFS) update – *Polly Ericksen*
  3. Scenarios and DS updates – *John Ingram*
  4. IGP update – *Polly Ericksen/John Ingram*
  5. SAF update – *John Ingram*
  6. Caribbean update – *John Ingram*
  7. Assessments Project – *Polly Ericksen*
  8. Synthesis – *John Ingram*
  9. GECAFS Webforum – *John Ingram*
- Exec 14/06: GECAFS developments re CCCP – *Diana Liverman / Anne-Marie Izac / John Ingram*
- Exec 14/07: GECAFS Final Phase: Jan 2009 – March 2011 – *Diana Liverman*
- Exec 14/08: Confirmed and Potential GECAFS funding (*Paper SAC7/08*)
- Exec 14/09: Review of IPO Staff Performance and Forward Job Plans – *Diana Liverman (Paper Exec14/09)*
- Exec 14/10: Reserve Business – *Diana Liverman*
- Exec 14/11: Exec15 Dates – *Diana Liverman / John Ingram*
- Exec 14/12: SAC8 – *Diana Liverman / John Ingram*
1. Dates
  2. Venue
- Exec 14/13: AOB

**EXEC14/02/1: Minutes of the 12<sup>th</sup> GECAFS Executive Committee Meeting**

**The EXEC is asked to: Note, correct as necessary and approve the Exec12 minutes.**

**12<sup>th</sup> GECAFS Executive Committee Meeting  
GECAFS IPO, Lusaka, Zambia  
29<sup>th</sup> June 2007**

**Draft Minutes**

**Present:**

Diana Liverman (Chair)  
John Ingram (Secretary)  
João Morais (IGBP Secretariat Representative)  
Falk Schmidt (IHDP Secretariat Representative)  
Martin Rice  
Polly Ericksen  
Sophie Paterson

**Exec12/01: Welcome and Apologies**

Apologies were noted from Anne-Marie Izac (Vice-Chair), Pilar Cornejo (WCRP-JSC Representative), Mark Stafford Smith (IGBP-SC Representative), Kate Brown (IHDP-SC Representative).

**Exec12/02: Minutes of 11<sup>th</sup> GECAFS Executive Committee Meeting (13 December 07, Oxford)**

Diana Liverman signed these as correct.

**Exec12/03: Matters Arising**

***Exec10/16 SAC membership attendance***

***FURTHER ACTION Exec 11-01: JI to formally contact the Chair of the Alliance regarding the CG nomination to the GECAFS SAC, asking for more input/someone with more time.***

Done; Mark Rosegrant agreed to remain on the GECAFS SAC.

***Exec10/17: Communications***

**1. *GECAFS e-newsletter***

***FURTHER ACTION Exec 11-02: IPO to draft email up-date.***

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Not done.

**FURTHER ACTION Exec12-01:** IPO to draft email up-date.

**Exec11/04:** *ESSP OSC Beijing follow-up*

**ACTION Exec11-03:** *IPO to put more contextual data into presentations.*

Ongoing.

**ACTION Exec12-02:** John Ingram and Polly Ericksen to establish a task force to put more contextual data into presentations.

**Exec11/05:** *Cs&Ds Beijing output*

**2. ICSU Review**

**ACTION Exec 11-04:** *JI to contribute to the ESSP Review as required.*

Done.

**ACTION Exec12-03:** Diana Liverman and John Ingram to stress to the ESSP reviewers the nature of GECAFS research agenda vs traditional science outputs.

**Exec11/06:** *GECAFS Research Update*

**2. Vulnerability and Adaptation of Food Systems (VAFS) update**

**ACTION Exec 11-05:** *PE and JI to engage VAFS Advisory Group in preparing for GECAFS Conference in 2008.*

Done.

**ACTION Exec 11-06:** *PE and JI to consider Bellagio proposal for VAFS activities.*

Not done: VAFs Advisory group did not consider Bellagio appropriate, so application submitted to Leverhulme instead.

**ACTION Exec 11-07:** *JI and PE to solicit interest in forming / know of any consortia forming around any of the EU Framework 7 research agenda.*

Not done.

**FURTHER ACTION Exec12-04:** John Ingram and Polly Ericksen to solicit interest in forming / find out of any consortia forming around any of the EU

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framework 7 research agenda, in preparation for the 2<sup>nd</sup> call in November 07.

**ACTION Exec11-08:** *IPO to follow up and capitalise on interest shown in GECAFS issues by companies such as Unilever.*

Not done.

**FURTHER ACTION Exec12-05:** John Ingram and Polly Ericksen to talk to Rebecca White and Sarah Keay-Bright at ECI regarding corporate contacts.

**ACTION Exec12-06:** John Ingram and Polly Ericksen to give information on GECAFS to list of corporate contacts.

**ACTION Exec12-07:** John Ingram and Polly Ericksen to get GECAFS included in Cadbury Schweppes briefing.

**ACTION Exec12-08:** John Ingram to contact Nestle.

**ACTION Exec11-09:** *IPO to keep an eye on IAASTD progress and provide input wherever possible.*

Ongoing.

**ACTION Exec11-10:** *JI to contact Bob Watson re possible IAASTD input to GECAFS 2008 Conference.*

Done indirectly: covered through Assessment of International Assessments project.

### **3. DS update**

#### **b. DS Advisory Cmmtt update**

**ACTION Exec11-11 :** *JI to work with Jim Jones to established new DS Advisory Group when funding for the DS Science Officer is secure.*

Pending. Not yet done as no funding secured.

#### **c. DS Science Officer funding**

**ACTION Exec11-12 :** *JI to contact DFID, Steve Wiggins (ODI), and Saleemul Huq (IIED) and about potentially funding the DS Science Officer Position.*

Done.

### **5. IGP update**

#### **a. CPW&F Food Systems descriptions project completing**

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**ACTION Exec11-13:** *IPO to find a way to document the processes, problems and lessons learned when carrying out Regional Projects.*

Ongoing.

**ACTION Exec11-14:** *JI to approach ACIAR re scenarios exercise in the IGP which could have a link to GWSP.*

Ongoing.

**ACTION Exec11-15:** *JI to approach Declan Conway re a possible Partner Project in China.*

Not done.

**FURTHER ACTION Exec12-09:** John Ingram to find good climate change and food partner project in China.

**6. SAF update**

**a. GECAFS - FANRPAN LoA signed**

**ACTION Exec11-16:** *JI to follow up on potential Rockefeller foundation funding for the GECAFS southern Africa project.*

Done – ongoing.

**7. Caribbean update**

**b. Overall Caribbean strategy**

**ACTION Exec11-17:** *JI to talk to IAI about the possibility of a partnership with GECAFS in the Caribbean basin.*

**FURTHER ACTION Exec12-10:** John Ingram to contact Mike Brklacich possible collaboration between IAI and GECAFS in the Caribbean.

**ACTION Exec12-11:** John Ingram to contact Mike Brklacich regarding broadening portfolio and the possibility of setting up a GECAFS Partner Project with IAI.

**8. New GECAFS Research Structures**

**a. GECAFS Forum**

**ACTION Exec11-18:** *Forum Discussion Moderators to produce a Discussion synthesis once it's finished, and publish it in the GECAFS Forum.*

Done.

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**ACTION Exec11-19:** *JI and PE to pick 2 or 3 hot topics for discussion in the GECAFS Forum in spring 2007.*

Done.

**ACTION Exec11-20:** *Carry out a review of the GECAFS Forum by the SAC6*

Done.

***b. Partner Projects***

**ACTION Exec11-21:** *JI and PE to sign up new Partner Projects.*

Done.

**ACTION Exec11-22:** *JI and SP to draft text for GECAFS website indicating the benefits of applying to be a GECAFS Partner Project, and that GECAFS also welcomes Partner Project applications from younger scientists.*

Ongoing.

**FURTHER ACTION Exec12-12:** John Ingram and Sophie Paterson to update the Partner Projects page of the GECAFS website.

**Exec 11/07:** *ESSP-CGIAR Workshop (21-23 February 2007)*

***1. Outline and Funding***

**ACTION Exec11-23:** *JI and AMI to ask all meeting participants each centres to produce a 1 page outline document, and each ESSP Programmes to produce a 3 or 4 page outline document, for distribution to each ESSP-CGIAR meeting participant.*

Done.

***2. GEC Invitees***

**ACTION Exec11-24:** *JI and DL to ensure strong and balanced representation of GEC science at CGIAR ESSP ws.*

Done.

**Exec 11/08:** *Apr 2008 Oxford Conference*

***1. Dates, Venue and Costs***

**ACTION Exec11-25:** *DL, AMI and IPO to discuss and decide upon dates and venue for the GECAFS April 2008 Oxford Conference*

Done.

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### **2. Programme / Structure**

**ACTION Exec11-26:** *Exec to identify speakers for the Conference as soon as possible, and by the latest early summer 2007.*

Done.

**ACTION Exec11-27:** *IPO to establish programme and list of invitees by SAC6*

Done.

### **3. Proposed Outputs**

**ACTION Exec11-28:** *IPO to think of ideas on how to involve the SAC members, joint projects and partners in the GECAFS April 2008 Oxford Conference, and circulate as a draft to the Exec.*

Done.

**ACTION Exec11-29:** *Programme Committee to decide on outputs from the GECAFS April 2008 Oxford Conference.*

Ongoing.

### **4. Funding strategy**

**ACTION Exec11-30:** *IPO to create spreadsheet of costs likely to be incurred for the GECAFS April 2008 Oxford Conference*

Done.

**ACTION Exec11-31:** *DL and JI to discuss funding strategy for the GECAFS April 2008 Oxford Conference once estimates of cost have been calculated*

Ongoing.

### **5. Programme Cmmtt**

**ACTION Exec11-32:** *JI, DL and PE to establish GECAFS April 2008 Oxford Conference Programme Committee ASAP and circulate to the Exec for approval.*

Done.

### **6. Local Organising Cmmtt**

**ACTION Exec11-33:** *IPO to list people to serve on the local organising committee for the GECAFS April 2008 Oxford Conference and circulate to the Exec for approval*

Done.



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**Exec 11/09: SAC6**

### **1. Dates & Venue**

**ACTION Exec11-34:** *JI to inform SAC of dates and venue of SAC6 and related meetings as soon as possible in 2007*

Done.

**Exec 11/11: Any Other Business**

### **1. IGBP Congress**

**ACTION Exec11-35:** *JI and Joao Morais to discuss GECAFS input to IGBP Congress.*

Done.

### **2. SAC engagement**

**ACTION Exec11-36:** *IPO to create document listing each SAC member, how they are engaged with GECAFS, and asking how else each person could engage further with GECAFS*

Ongoing.

**FURTHER ACTION Exec12-13:** *IPO to create document listing each SAC member, how they are engaged with GECAFS, and asking how else each person could engage further with GECAFS.*

### **3. IPO Funding**

**ACTION Exec11-37:** *JI and PE to develop work plan for casual research staff in IPO.*

Done.

### **4. Results / Contextual data**

**ACTION Exec11-38:** *JI to put the issue of contextual data on the SAC as a major agenda item*

Done.

**Exec12/04: ESSP Developments**

### **10. ICSU/IGFA Review**

The Exec discussed the ICSU/IGFA Review of ESSP, and recommended that the GECAFS Chair, together with the Executive Officer and Science VAFS Officer, had a 1:1 discussion with a key reviewer prior to the 1<sup>st</sup> ESSP SC meeting in October.

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**ACTION Exec12-14:** Martin Rice to ask Louise Fresco to have a conference call with Diana Liverman, John Ingram and Polly Ericksen prior to the 1<sup>st</sup> ESSP SC meeting in October.

### **11. ESSP Governance**

The Exec agreed that the bulk of the discussions around ESSP governance had taken place at the SAC6 meeting. The group briefly discussed the GEF Scenarios proposal and the link with IPCC TGICA, and decided that this should be mentioned at the ESSP SC meeting in October 2007.

**ACTION Exec12-15:** Martin Rice to send the Agenda for the ESSP SC meeting in October 07 to John Ingram for GECAFS comments on Scenarios agenda items.

**ACTION Exec12-16:** Martin Rice to write supporting letters regarding GECAFS Scenarios and Assessment projects as appropriate.

### **Exec12/05: GECAFS Research Update**

#### **1. GECAFS publications**

The Exec looked at the GECAFS publications list and noted that many of the publications were in press or under review. The Exec advised that the overall visibility of the GECAFS publications should be increased, and that the relevant publications of GECAFS SAC members should also be posted on the GECAFS Web, providing the SAC members are willing for this to happen.

The Exec discussed new publications for the coming year, and agreed the production of the following publications:

1. Resilience and Development paper - Polly Ericksen
2. Resilience and Food Systems paper - Polly Ericksen
3. Output from Assessments project - Polly Ericksen
4. COST/ESF Forward Look report – John Ingram
5. Cross Scale in human systems – John Ingram, Hans Bohle, Heike Schroeder, Polly Ericksen
6. Review of GEC and Food Systems for Annual Review for Environmental Resources – John Ingram and Polly Ericksen
7. Document the research process – Polly Ericksen & Carina Hotner?
8. High Level publication related to the Oxford Conference – John Ingram, Polly Ericksen, Diana Liverman & Keith Wiebe
9. Review for Env on IPCC Working Group I - Diana Liverman
10. Editorial for GEC review for IPCC Working Group II - Diana Liverman

**ACTION Exec12-17:** IPO to identify relevant publications by SAC members which could be posted on the GECAFS Website.

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**ACTION Exec12-18:** IPO to contact each SAC member and ask them if they would consent to GECAFS listing their relevant publications on the GECAFS website.

**ACTION Exec12-19:** Sophie Paterson to upload posters and presentations onto GECAFS website.

**ACTION Exec12-20:** Sophie Paterson to reorganise publications page of GECAFS website to include relevant news articles and publications by GECAFS SAC members.

### **2. Vulnerability and Adaptation of Food Systems (VAFS) update**

The Exec noted the discussion from the SAC6 meeting, in particular the following:

- a. Two papers under review
- b. Advisory Group Activities
- c. ESRC Requirements from Apr 07
- d. Leverhulme application submitted

### **3. Scenarios update**

#### **a. GEF Scenarios Proposal**

The Exec agreed that the GEF Scenarios Proposal is a potentially high visibility output and should be a priority for the IPO.

**ACTION Exec12-21:** IPO to develop proposal to GEF for multi site scenarios activity.

### **4. DS update**

#### **a. DS Strategy**

The Exec talked about the DS Strategy, and agreed the IPO should focus for the moment on 3 areas:

- 1) DS in Southern Africa
- 2) DS in IGP, which GECAFS has committed to help design

**ACTION Exec12-22:** John Ingram and Polly Ericksen to work with Jim Jones to prepare session for Oxford 2008 Conference.

**ACTION Exec12-23:** John Ingram and Polly Ericksen to work with Jim Jones on DS in SAF.

### **5. IGP update**

#### **a. APN Food Systems / GEC vulnerability project activities**

The Exec discussed the APN food systems / GEC vulnerability project activities, and agreed that the IHDP meeting in Delhi in 15-19 October 2008 would be a good opportunity to convene a workshop for the researchers in the region. The Exec suggested that a synthesis of the APN project be prepared for presentation at the workshop, to which high level experts, policy people, other partners and key people within the region could be invited.

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**ACTION Exec12-24:** John Ingram and Polly Ericksen to speak to Ajaya Dixit regarding the creation of a synthesis for presentation at a workshop prior to the IHDP conference.

### **b. IGP Science Plan and Implementation Strategy**

The Exec were informed that the IGP SPIS had not yet been finalised, and that it had been sent out for final edits.

**ACTION Exec12-25:** Falk Schmidt to ask IHDP to think of a lead local scientist who may be able to review the SPIS.

## **6. SAF update**

The Executive Committee formally approved the establishment of the SAF Regional Committee, and agreed that the SAC and Exec should send a letter to the SAF Regional Committee to congratulate them on the success of the SAF4 workshop. The Exec felt it may be beneficial to create a network of universities, institutions and contacts throughout the entire region, which may be able to support the work of the SAF Regional Committee.

**ACTION Exec12-26:** John Ingram to draft letter from SAC and Exec to congratulate the GECAFS SAF Regional Committee on success of the SAF4 Workshop.

**ACTION Exec12-27:** John Ingram to talk to Richard Mkandawire regarding having a Mozambique/Angola rep on the SAF Regional Committee.

### **a. SAF Science Plan and Implementation Strategy published**

The Exec noted that the SAF SPIS had been published.

### **b. SAF paper Submitted**

The Exec noted that the SAF paper had been submitted.

### **c. Proposals for Phase I funding submitted to DFID and RF-Gates**

The Exec noted proposals for funding were under discussion with DFID and Rockefeller Gates, via FANRPAN.

### **d. Links to AfricaNESS and ICSU-Africa Science Plans**

The Exec were updated on the progress of the AfricaNESS and ICSU-Africa Science Plans and were informed that the two would be merging to form one scientific agenda.

**ACTION Exec12-28:** John Ingram to keep the emerging AfricaNESS/ICSU Africa Committee informed about the GECAFS SAF Regional committee and their activities.

**EXEC14/02/1: Minutes of the 12<sup>th</sup> GECAFS Executive Committee Meeting****7. Caribbean update****a. Caribbean Science Plan and Implementation Strategy published**

The Exec noted that the Caribbean SPIS is ready for publishing.

**b. Caribbean Strategy re Guyana & CCCCC/Scenarios**

The Exec acknowledged the SAC's recommendation that the Guyana project should go ahead, and that CARICOM joining IAI would give a good entrée to apply for Caribbean funds.

**ACTION Exec12-29:** John Ingram to contact CCCCC regarding the Food Systems characterisation of Guyana.

**8. New GECAFS Research Structures****a. GECAFS Forum**

The Exec noted the wide range of comments provided by the SAC committee in the SAC6 meeting. The Exec agreed that the Forum was not working as envisaged, that the questions posed for discussion could be more focussed, that the Forum could include a "how to" section for guidance on processes used, and a bibliographies section to provide members with ideas for references or material.

**ACTION Exec12-30:** IPO to redesign the GECAFS Forum and take on board suggestions from the SAC and Exec.

**ACTION Exec12-31:** IPO to create inventory of relevant research and links to post on Web or GECAFS Forum as an output.

**ACTION Exec12-32:** Sophie Paterson to post inventory of relevant research and links on GECAFS Website or Forum.

**b. Partner Projects**

The Executive committee formally approved the ESF/COST Forward Look, IFPRI and FAO/GIS projects as Partner Projects, and recommended that discussions continue with the West Africa Project. The Exec also recommended that informal discussions should be held with Tyndall to see if there is any potential for a partner project.

The Exec also recommended that when 1<sup>st</sup> entering into engagement with a partner project, the IPO should make it explicit that joint funding is an important aspect of being a partner project, and that due to over-stretched human resources in the IPO funding for a full or 0.5 FTE is needed.

**ACTION Exec12-33:** IPO to draft LoAs with ESF/COST, IFPRI and FAO/GIS projects.

**ACTION Exec 12-34:** Polly Ericksen and John Ingram to discuss the potential for a partner project with Tyndall.

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### **Exec 12/06: ESSP-CGIAR**

#### **1. Current Science Outline**

The Exec agreed that there had been much enthusiasm for this collaboration from the SAC.

#### **2. Next Steps towards CP Pre-proposal**

The Exec discussed the next steps towards the pre-proposal, and recommended ESSP Scientists who should be contacted at this stage to help draft the pre-proposal.

**ACTION Exec12-35:** John Ingram to contact Graham Harris regarding the boosting ESSP engagement in the drafting of the CP pre-proposal.

**ACTION Exec12-36:** John Ingram to speak to John Church and Ann Hendersen-Sellers about stronger climate links in the CGIAR-ESSP collaboration.

**ACTION Exec12-37:** John Ingram to contact people to ask them to engage in drafting the pre-proposal by the end of July.

### **Exec 12/07: Apr 2008 Oxford Conference**

#### **1. Programme / Structure**

The Exec discussed the recommendations from the SAC, and agreed that someone from the developing world should be invited to give one of the 1<sup>st</sup> four plenary talks at the conference.

#### **2. Budget**

The Exec discussed the funding for the conference and agreed that the IPO should estimate how much each participant would cost, and how much money would need to be raised to sponsor delegates from the developing world.

**ACTION Exec12-38:** IPO to estimate the cost of each participant at the Oxford April 2008 Conference.

**ACTION Exec12-39:** IPO to update the budget for the conference to include sponsorship money for delegates.

#### **3. Funding strategy**

The Exec was updated on the successful and unsuccessful requests so far. The Exec recommended that letters asking for funding should ask for a deadline for a response.

**ACTION Exec12-40:** Martin Rice to chase up Netherlands and Norway regarding funding for the Oxford April 2008 Conference.

## **EXEC14/02/1: Minutes of the 12<sup>th</sup> GECAFS Executive Committee Meeting**

### **Exec 12/08: GECAFS Future July 2007 – July 2011**

This item was discussed after item Exec12/10, and it was decided that in the immediate future, the IPO needed to maximise the benefit of being at ECI. It was agreed that human resources were the most scarce asset and that hiring more people would be the most helpful way of ensuring progress and outputs in the next 6 – 9 months.

**ACTION Exec12-41:** IPO to use £20k of overhead to hire a part time person to join the GECAFS IPO to help produce outputs.

### **Exec 12/09: Confirmed and Potential GECAFS funding**

The Exec noted the status of the confirmed and potential GECAFS funding.

### **Exec 12/10: Review of IPO Staff Performance and Forward Job Plans**

The group discussed the Executive Officer's Job plan, and decided that the immediate priorities should be as follows:

- CGIAR-ESSP collaboration
- Oxford Conference April 2008
- Application to NERC for renewal of IPO funding

The Exec also advised that the following were also important:

- GEF Scenarios proposal
- the International Assessments Assessment
- network building within the UK
- SAF Funding

The group recommended that with regards to the regions, the Executive Officer should focus on funding the SAF regional project. The Exec acknowledged that GECAFS has commitments in the IGP, but advised that the IPO be realistic about what can be delivered. The Exec recommended that the CCCCC proposal in Guyana should be the only work undertaken in the Caribbean for the moment.

The Exec recommended that the Executive Officer's overseas trips be kept to a minimum over the coming months, and that it is currently important for GECAFS to be seen to be active within the UK. The Exec supported the idea of convening a seminar at NERC to present the work of the NERC funded IPOs based in the UK.

The Exec discussed the GECAFS Office Manager's forward job plan, and agreed that the main priority should be updating and improving the GECAFS website.

The Exec went on to discuss the VAFS Science Officer's job plan for the coming months. The Exec discussed how best to work towards getting outputs from the IGP research, and it was suggested that a consultant be brought in to provide support for the DS research in the region. The group discussed the sorts of outputs which would be required from and by the region, and recommended that these outputs should not come at the expense of other more valuable products.

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The Exec recommended that the VAFS SO should enlist the help of some SAC members to vet papers for the December IGP meeting, and that an Adaptation Expert be sent with the VAFS SO to the IGP December meeting to facilitate a half day workshop on Adaptation strategies.

**ACTION Exec12-42:** John Ingram to convene Seminar at NERC to present work of NERC funded IPOs.

**ACTION Exec12-43:** Sophie Paterson to focus on updating and improving the GECAFS Website and Forum.

**ACTION Exec12-44:** John Ingram and Polly Ericksen to identify consultant to help in IGP with DS and / or Adaptation in December 07.

### **Exec 12/11: Reserve Business**

There was no reserve business.

### **Exec 12/12: Exec13 Dates**

Given that very few Executive Committee members had been able to attend the Exec12 meeting, the group assembled suggested that perhaps the Exec should meet more often throughout the year, for shorter meetings held by teleconference or videoconference. It was suggested that the virtual meetings should be convened once every three months, and that only the 4 most urgent issues should be discussed. The group suggested that in addition to the teleconferences, it would be beneficial to hold one main meeting each year, which all Exec Members would attend in person. It was suggested that this main meeting be held after the Annual SAC meeting.

The group also recommended that if the Chair, Vice chair or 2 of the 3 programmes are not able to attend the meeting, the meeting is postponed.

**ACTION Exec12-45:** John Ingram to convene Exec Committee teleconferences every 3 months.

### **Exec 12/13: SAC**

The group discussed replacements for current SAC members whose terms were coming to an end, or people to fill current SAC vacancies. The group present agreed that Richard Mkandawire should be invited for another term, that Angela Cropper should be replaced by Neville Trotz. However, it was agreed that decisions regarding other SAC members and vacancies should be referred to the whole Exec committee, and that this should therefore be discussed at the next Exec teleconference.

**ACTION Exec12-46:** Exec to send suggestions of people to join the GECAFS SAC to John Ingram.



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**1. Date of next SAC meeting**

It was agreed that there should be an *ad hoc* SAC meeting after the Oxford Conference in April 2008, and that the next full SAC Meeting should be held back-to-back with the IHDP conference in Delhi, 15-19 October 2008.

**2. Venue of next SAC meeting**

It was agreed that the next SAC meetings would take place in Oxford and Delhi.

**ACTION Exec12-47:** John Ingram to convene *ad hoc* SAC meeting at Oxford Conference in April 2008.

**Exec 12/14: AOB**

The Exec noted opportunities for promoting GECAFS at the Conference of Parties in Bali, December 07, and to be part of the ESSP presentation at SBSTA in June 2008.

*Drafted July 2007*

*Sophie Paterson / John Ingram*

*Confirmed:*

\_\_\_\_\_

*Diana Liverman, GECAFS Chair*

*Date:*

**EXEC14/02/2: Minutes of the 13<sup>th</sup> GECAFS Executive Committee Meeting**

**The EXEC is asked to: Note, correct as necessary and approve the Exec13 minutes.**

**GECAFS Executive Committee teleConf (Exec13)**

**Tuesday 30<sup>th</sup> October  
13:00 - 14:00 GMT**

**Draft Minutes**

**Present:**

Diana Liverman (Chair)  
John Ingram (Secretary)  
Mark Stafford Smith (IGBP-SC Representative)  
Kate Brown (IHDP-SC Representative)  
Pilar Cornejo (WCRP-JSC Representative)  
João Morais (IGBP Secretariat Representative)  
Polly Ericksen  
Sophie Paterson

**Apologies:**

Anne-Marie Izac (Vice-Chair)  
Falk Schmidt (IHDP Secretariat Representative)

**Initial brief verbal updates on:**

**a. Summary of status on Action Items from Exec12**

The Exec were updated on the progress of the actions items from the Exec12 meeting, and noted that most actions were still ongoing. The Exec briefly discussed how to get the SAC more involved with GECAFS and it was agreed that most SAC members would become more involved with the project through the Oxford Conference in April 2008.

**b. Submission to NERC for refunding IPO for final 3 years (April 2008 - March 2011)**

The Exec were informed that the proposal to NERC for refunding the IPO for the final 3 years had been submitted. The Exec were notified that the outcome of the proposal should be known by Christmas, and that the Chair was cautiously optimistic about the outcome. The Exec discussed what could happen should the proposal be unsuccessful, and were informed that NERC would put a “wind-down” mechanism in place if this were the case.

**c. Analysis of International Assessments project**

The Exec were updated on, and noted, the status of this project.

**d. Multi-site Scenarios Project**

The Exec were updated on, and noted, the status of this project.

**EXEC14/02/2: Minutes of the 13<sup>th</sup> GECAFS Executive Committee Meeting****e. VAFS Working Group**

The Exec were updated on the progress of this group, and noted that the Leverhulme funding application for the group had been unsuccessful. The Exec noted that Polly Ericksen had also been actively engaging with other scientists involved in this field.

**f. GECAFS at COP/Bali**

The Exec noted that Diana Liverman would represent GECAFS at the COP in Bali, and were informed that a consultant had been employed to produce a GECAFS publicity pack for the COP.

**Main Items for discussion:****1. April Conference****(i) General update and proposed Session Chairs**

The Exec was updated on the overall status of the conference and noted that almost all sessions have convenors at this stage. The Exec were also informed that as of 29.10.07 113 abstracts had been submitted, of which approximately 30 were irrelevant and approximately 80 would be reviewed. The Exec were asked if to think of people who should be involved in the conference but who may not yet be; it was agreed that this would be easier once the full conference programme was published.

**Action Exec13-01:** John Ingram to copy the Exec and SAC when the full conference programme is published

**Action Exec13-02:** All to inform John Ingram by end of November 07 of any key people we want to attend the conference.

**(ii) Funding situation**

The Exec was informed that the challenge in terms of conference funding at present is to raise sufficient money to sponsor participants from Developing Countries. The Exec noted that approximately GBP£50k would be needed in addition to monies already raised, and that DFID and USAID had yet to respond to the request for funding.

**(iii) Anticipated Conference outputs**

The Exec noted that the major output of the conference would be the special issue of the journal Environmental Science and Policy.

**(iv) Ad hoc GECAFS SAC on Sat 5 April 2008 to advise on final 3 years**

The Exec noted that an ad hoc GECAFS SAC meeting is to be convened on Sat 5<sup>th</sup> April 2008.

**EXEC14/02/2: Minutes of the 13<sup>th</sup> GECAFS Executive Committee Meeting****2. ESSP developments****(i) Update to ESSP SC**

The Exec were informed that the GECAFS Chair and Secretary had attended the ESSP SC meeting, that GECAFS had been well received at the meeting and had received reasonably good feedback. The Exec noted that GECAFS were being asked for guidance from other projects on how to engage with stakeholders, and it was suggested that GECAFS should document this process of stakeholder engagement.

**(ii) GECAFS role in ESSP development**

The Exec noted that the new Chair of the ESSP SC and the ESSP Review committee had been very engaged at the meeting, and that all the programmes engaged with GECAFS as joint project, and recognised the role of GECAFS in the ESSP.

**(iii) CGIAR-ESSP Climate Change Challenge Program (CCCP) development and role of GECAFS IPO**

The Exec were informed that the GECAFS IPO had played a large role in the development of the CCCP pre-proposal, and that John Ingram in particular had devoted much time and effort to it. The Exec were updated on the status of the pre-proposal, and were informed that the authors were waiting to be formally invited to submit a full proposal. The Exec noted that a small group of ESSP and CGIAR scientists would be set up to write this full proposal, and supported the investment of John Ingram's time in this process. The Exec noted the importance of ensuring the most appropriate ESSP scientists are involved in the research.

**3. GECAFS "Context" project****(i) Project purpose**

The Exec were informed of the purpose and background of the project. The Exec agreed it was a worthwhile endeavour, and that the suggested local task force should be convened to establish what the message is that GECAFS wants to promote, how the relevant information should be established and how it should be presented. Mark Stafford Smith offered to correspond with this task force on these matters.

**(ii) Possible Science paper**

The Exec agreed that the project should aim to produce a high-profile science product.

**4. AOB**

The Exec noted the dates for the next SAC and Exec Meetings, which are to be convened around the IHDP Open Meeting in Delhi in October 2008.

*Drafted November 2007*

*John Ingram*

*GECAFS Executive Committee Secretary*

*Confirmed:*

\_\_\_\_\_ *Diana Liverman, GECAFS Chair*

*Date:*

## **EXEC14/03/1: Matters Arising from the 12<sup>th</sup> GECAFS Executive Committee Meeting**

**The EXEC is asked to: Note the matters arising and decide on any follow up needed.**

*Exec10/17: Communications*

### **1. GECAFS e-newsletter**

**FURTHER ACTION Exec12-01:** IPO to draft email up-date.

*Exec11/04: ESSP OSC Beijing follow-up*

**ACTION Exec12-02:** John Ingram and Polly Ericksen to establish a task force to put more contextual data into presentations.

*Exec11/05: Cs&Ds Beijing output*

### **2. ICSU Review**

**ACTION Exec12-03:** Diana Liverman and John Ingram to stress to the ESSP reviewers the nature of GECAFS research agenda vs traditional science outputs.

*Exec11/06: GECAFS Research Update*

### **2. Vulnerability and Adaptation of Food Systems (VAFS) update**

**FURTHER ACTION Exec12-04:** John Ingram and Polly Ericksen to solicit interest in forming / find out of any consortia forming around any of the EU framework 7 research agenda, in preparation for the 2<sup>nd</sup> call in November 07.

**FURTHER ACTION Exec12-05:** John Ingram and Polly Ericksen to talk to Rebecca White and Sarah Keay-Bright at ECI regarding corporate contacts.

**ACTION Exec12-06:** John Ingram and Polly Ericksen to give information on GECAFS to list of corporate contacts.

**ACTION Exec12-07:** John Ingram and Polly Ericksen to get GECAFS included in Cadbury Schweppes briefing.

**ACTION Exec12-08:** John Ingram to contact Nestle.

### **5. IGP update**

#### **a. CPW&F Food Systems descriptions project completing**

## **EXEC14/03/1: Matters Arising from the 12<sup>th</sup> GECAFS Executive Committee Meeting**

**FURTHER ACTION Exec12-09:** John Ingram to find good climate change and food partner project in China.

### ***7. Caribbean update***

#### ***b. Overall Caribbean strategy***

**FURTHER ACTION Exec12-10:** John Ingram to contact Mike Brklacich possible collaboration between IAI and GECAFS in the Caribbean.

**ACTION Exec12-11:** John Ingram to contact Mike Brklacich regarding broadening portfolio and the possibility of setting up a GECAFS Partner Project with IAI.

### ***8. New GECAFS Research Structures***

#### ***b. Partner Projects***

**FURTHER ACTION Exec12-12:** John Ingram and Sophie Paterson to update the Partner Projects page of the GECAFS website.

***Exec11-11: Any Other Business***

### ***2. SAC engagement***

**FURTHER ACTION Exec12-13:** IPO to create document listing each SAC member, how they are engaged with GECAFS, and asking how else each person could engage further with GECAFS.

**Exec12/04: ESSP Developments**

#### **1. ICSU/IGFA Review**

**ACTION Exec12-14:** Martin Rice to ask Louise Fresco to have a conference call with Diana Liverman, John Ingram and Polly Ericksen prior to the 1<sup>st</sup> ESSP SC meeting in October.

#### **2. ESSP Governance**

**ACTION Exec12-15:** Martin Rice to send the Agenda for the ESSP SC meeting in October 07 to John Ingram for GECAFS comments on Scenarios agenda items.

**ACTION Exec12-16:** Martin Rice to write supporting letters regarding GECAFS Scenarios and Assessment projects as appropriate.

**Exec12/05: GECAFS Research Update**

## **EXEC14/03/1: Matters Arising from the 12<sup>th</sup> GECAFS Executive Committee Meeting**

### **1. GECAFS publications**

**ACTION Exec12-17:** IPO to identify relevant publications by SAC members which could be posted on the GECAFS Website.

**ACTION Exec12-18:** IPO to contact each SAC member and ask them if they would consent to GECAFS listing their relevant publications on the GECAFS website.

**ACTION Exec12-19:** Sophie Paterson to upload posters and presentations onto GECAFS website.

**ACTION Exec12-20:** Sophie Paterson to reorganise publications page of GECAFS website to include relevant news articles and publications by GECAFS SAC members.

### **3. Scenarios update**

#### **a. GEF Scenarios Proposal**

**ACTION Exec12-21:** IPO to develop proposal to GEF for multi site scenarios activity.

### **4. DS update**

#### **a. DS Strategy**

**ACTION Exec12-22:** John Ingram and Polly Ericksen to work with Jim Jones to prepare session for Oxford 2008 Conference.

**ACTION Exec12-23:** John Ingram and Polly Ericksen to work with Jim Jones on DS in SAF.

### **5. IGP update**

#### **a. APN Food Systems / GEC vulnerability project activities**

**ACTION Exec12-24:** John Ingram and Polly Ericksen to speak to Ajaya Dixit regarding the creation of a synthesis for presentation at a workshop prior to the IHDP conference.

#### **b. IGP Science Plan and Implementation Strategy**

**ACTION Exec12-25:** Falk Schmidt to ask IHDP to think of a lead local scientist who may be able to review the SPIS.

### **6. SAF update**

## **EXEC14/03/1: Matters Arising from the 12<sup>th</sup> GECAFS Executive Committee Meeting**

**ACTION Exec12-26:** John Ingram to draft letter from SAC and Exec to congratulate the GECAFS SAF Regional Committee on success of the SAF4 Workshop.

**ACTION Exec12-27:** John Ingram to talk to Richard Mkandawire regarding having a Mozambique/Angola rep on the SAF Regional Committee.

### **e. Links to AfricaNESS and ICSU-Africa Science Plans**

**ACTION Exec12-28:** John Ingram to keep the emerging AfricaNESS/ICSU Africa Committee informed about the GECAFS SAF Regional committee and their activities.

## **7. Caribbean update**

### **b. Caribbean Strategy re Guyana & CCCCC/Scenarios**

**ACTION Exec12-29:** John Ingram to contact CCCCC regarding the Food Systems characterisation of Guyana.

## **8. New GECAFS Research Structures**

### **a. GECAFS Forum**

**ACTION Exec12-30:** IPO to redesign the GECAFS Forum and take on board suggestions from the SAC and Exec.

**ACTION Exec12-31:** IPO to create inventory of relevant research and links to post on Web or GECAFS Forum as an output.

**ACTION Exec12-32:** Sophie Paterson to post inventory of relevant research and links on GECAFS Website or Forum.

### **b. Partner Projects**

**ACTION Exec12-33:** IPO to draft LoAs with ESF/COST, IFPRI and FAO/GIS projects.

**ACTION Exec12-34:** Polly Ericksen and John Ingram to discuss the potential for a partner project with Tyndall.

**Exec 12/06: ESSP-CGIAR**

## **2. Next Steps towards CP Pre-proposal**

**ACTION Exec12-35:** John Ingram to contact Graham Harris regarding the boosting ESSP engagement in the drafting of the CP pre-proposal.



**EXEC14/03/1: Matters Arising from the 12<sup>th</sup> GECAFS Executive Committee Meeting**

**ACTION Exec12-36:** John Ingram to speak to John Church and Ann Henderson-Sellers about stronger climate links in the CGIAR-ESSP collaboration.

**ACTION Exec12-37:** John Ingram to contact people to ask them to engage in drafting the pre-proposal by the end of July.

**Exec 12/07: Apr 2008 Oxford Conference**

**2. Budget**

**ACTION Exec12-38:** IPO to estimate the cost of each participant at the Oxford April 2008 Conference.

**ACTION Exec12-39:** IPO to update the budget for the conference to include sponsorship money for delegates.

**3. Funding strategy**

**ACTION Exec12-40:** Martin Rice to chase up Netherlands and Norway regarding funding for the Oxford April 2008 Conference.

**Exec 12/08: GECAFS Future July 2007 – July 2011**

**ACTION Exec12-41:** IPO to use £20k of overhead to hire a part time person to join the GECAFS IPO to help produce outputs.

**Exec 12/10: Review of IPO Staff Performance and Forward Job Plans**

**ACTION Exec12-42:** John Ingram to convene Seminar at NERC to present work of NERC funded IPOs.

**ACTION Exec12-43:** Sophie Paterson to focus on updating and improving the GECAFS Website and Forum.

**ACTION Exec12-44:** John Ingram and Polly Ericksen to identify consultant to help in IGP with DS and / or Adaptation in December 07.

**Exec 12/12: Exec13 Dates**

**ACTION Exec12-45:** John Ingram to convene Exec Committee teleconferences every 3 months.

**Exec 12/13: SAC**

**ACTION Exec12-46:** Exec to send suggestions of people to join the GECAFS SAC to John Ingram.

**1. Date of next SAC meeting**

**ACTION Exec12-47:** John Ingram to convene next SAC meeting at Oxford Conference in April 2008.

**EXEC14/03/2: Matters Arising from the 13<sup>th</sup> GECAFS Executive Committee meeting**

**The EXEC is asked to: Note the matters arising and decide on any follow up needed.**

**1. April Conference**

(v) **General update and proposed Session Chairs**

**Action Exec13-01:** John Ingram to copy the Exec and SAC when the full conference programme is published

**Action Exec13-02:** All to inform John Ingram by end of November 07 of any key people we want to attend the conference.

**EXEC14/05/1: GECAFS publications****The EXEC is asked to: prioritise IPO input to future publications.****Publications involving substantial GECAFS IPO input**

2007/08 Plan and Main Author(s) / Coordinator(s)

*December 08 update*

- Bammer, G. (Compiler). (2008) Checklists for assessing research-policy interactions. *Integration Insights*. Number 11.
- Barange, M., Carlson, D., Cattle, H., Hare, J., Ingram, I. & Raffaelli, D. (2007) The Role of International Project Offices (IPOs) in Delivering the Global Environmental Change Programmes. Seminar to NERC.
- Ericksen, P. J. (2008) Conceptualizing food systems for global environmental change research. *Global Environmental Change*. Vol **18** (234–245).
- Ericksen, P. J. (2008) Global Environmental Change & Food Security. *Global Change Newsletter* No. **71**, (10, 15-16)
- Ericksen, P. J. (2008) What is the vulnerability of a food system to global environmental change? *Ecology and Society*. Vol **13**, article 14.
- Ericksen, P. J. (2008) Will the global food price crisis cause us to rethink food systems? On line opinion website forum.
- GECAFS Pamphlet (November 2007)
- GECAFS Poster (November 2007)
- GECAFS Report No. 4: Caribbean Science Plan and Implementation Strategy (2007)
- GECAFS Report No. 5: Indo-Gangetic Plain Science Plan and Implementation Strategy (2008)
- GECAFS. 2007. "Scenarios to Aid Regional Food Security Policy Formulation" resented at IPCC TGICA meeting on "Integrating Analysis of Regional Climate Change and Response Options: Expert Meeting on regional Impacts, Adaptation, Vulnerability, and Mitigation", Nadi, Fiji, June 20-22.
- Gregory, P.J. and Ingram, J.S.I. 2008. Climate Change and Food Security *Inside Agriculture* (accepted).
- Harris, J. (2007) Linking glacial melt to food on our table. Summer 2007 issue of the UK's Natural Environment Research Council's magazine, *Planet Earth*.
- Indo-Gangetic Plain summary brochure (October 2008)
- Ingram, J. S. I. 2007. Spatial and Temporal Scales and Levels in Human Systems: Some examples in the context of food security. Extended Abstract and Paper presented at IPCC/TGICA Expert Meeting "Integrating Analysis of Regional Climate Change and Response Options" 20-22 June 2007, Nadi, Fiji.
- Ingram, J. S. I., Henrichs, T., Ericksen, P. J., Zurek, M. (2007) Scenarios to aid regional environmental change/food security policy formulation. Extended Abstract and Paper presented at IPCC/TGICA Expert Meeting "Integrating Analysis of Regional Climate Change and Response Options" 20-22 June 2007, Nadi, Fiji.

**EXEC14/05/1: GECAFS publications**

- Ingram, J. S. I., Stone, J., Confalonieri, U., Garvin, T., Jutro, P., Klink, C., Luckman, Noellemeyer, B. E., Mann de Toledo, P. (2007) Delivering Global Environmental Change Science to the Policy Process. In: IAI-SCOPE Synthesis. Eds: Tieseen, H., Brklacich, M., Breulmann, G., and Menezas, R. (Eds). *Communicating Global Change Science to Society*. (35-44). Island Press.
- Ingram, J.S.I., Gregory, P.J. and Izac, A.-M. (2008) The role of agronomic research in climate change and food security policy. *Agriculture, Ecosystems & Environment*. Vol **126**, Issues 1-2 (4-12).
- Ingram, J.S.I., Steffen, W.L. and Canadell, J. 2007. Envisioning Earth System Science for Societal Needs: The development of Joint Projects and the Earth System Science Partnership (ESSP) (background paper prepared as part of ICSU review of ESSP).
- Mano, R.T., Arntzen, J., Drimie, S., Dube, P., Ingram, J.S.I., Mataya, C. , Muchero, M.T., Vhurumuku. E., and Ziervogel, G. (2007). GECAFS Working Paper 5: Global environmental change and the dynamic challenges facing food security policy in Southern Africa
- Zurek, M., Henrichs, T. (2007) Linking scenarios across geographical scales in international environmental assessments. *Technological Forecasting & Social Change*. Vol **74**(8) (1282-1295).

**EXEC14/08: Confirmed and potential GECAFS funding**

**The EXEC is asked to: Note the confirmed and potential GECAFS funding and to decide forward spend of existing balance.**

**Confirmed and Potential GECAFS Awards (k)**  
(Correct at 26/11/08; £1 = US\$1.53 = €1.18 = CHF1.8)

**Table 1: Confirmed Core Funding & Breakdown of Proposed Expenditure**

Source	Purpose	Duration	\$ Amount	\$ Spent/ committed	\$ Proposed Expenditure	\$ Balance
UK-NERC	IPO Staff, Travel and IPO costs	Apr 08-Mar 09	150	59	70	21

<sup>a</sup> An additional \$63k paid by NERC to Oxford University for overhead costs.

IPO Staffing	23
IGP Briefing, Delhi February 09	20
Synthesis exercise	18
Travel & subsistence for IPO staff and GECAFS chair	6
Publicity, networking	3

Source	Purpose	Duration	\$ Amount	\$ Spent/ committed	\$ Proposed Expenditure	\$ Balance
UK-NERC (Underspend)	50% Science Officer Post in IPO and unrestricted	Oct 08-Jul 09	99	44	55	0

50% of Science Officer Post in IPO <sup>b</sup>	35
Synthesis exercise	20

<sup>b</sup>GECAFS covering Oct 08-Mar 09, ECI covering Apr 09-Sep 09

Source	Purpose	Duration	\$ Amount	\$ Spent/ committed	\$ Proposed Expenditure	\$ Balance
Various	Unrestricted	N/A	18	0	0	18

Source	Purpose	Duration	Amount	\$ Spent/ committed	\$ Proposed Expenditure	\$ Balance
IGBP/IHDP/ WCRP	Project Development and Management	Jan-Dec 08	28	28	0	0

**EXEC14/08: Confirmed and potential GECAFS funding****Table 2: Confirmed Project Funding**

Source	Purpose	Duration	Amount	\$ Equiv	\$ Balance
APN	IGP GEC Impacts Study (to NWCF, Nepal)	2008/09	\$60	60	60 <sup>c</sup>
<b>Total</b>				<b>60</b>	<b>60</b>

<sup>c</sup> Estimated figure; funds administered by NWCF

**Table 3: Core Funding Proposals Submitted or in Preparation**

Source	Purpose	Duration	Amount	\$ Equiv
UK-NERC	IPO Staff, Travel and IPO costs	Apr 09-Mar11	£274 <sup>d</sup>	419
<b>Total</b>				<b>419</b>

<sup>d</sup> An additional £112k/\$171k to be paid by NERC to Oxford University for overhead costs.

**Table 4: Project Funding Proposals Submitted or in Preparation**

Source	Purpose	Duration	Amount	\$ Equiv
ICSU	Synthesis project	Jan-Dec 09	€30	39
NRF South Africa	GECAFS-SAF Coordination	Jan 09-Dec 10	\$260	260
Gates Foundation	Multi region scenarios analysis	Apr 09-Mar 11	\$2875	2875
Packard Foundation	Synthesis project	Jan-Dec 09	€80	104
?	GECAFS-SAF Field Research	Jan 09-Dec 10	\$878	878
<b>Total</b>				<b>4156</b>

## **EXEC14/09: Review of IPO Staff Performance and Forward Job Plans**

### **The EXEC is asked to: review IPO Staff Performance and Forward Job Plans.**

**John Ingram, GECAFS Executive Officer**

#### **Forward Job Plan for April 2008-March 2009**

#### **1. Overall purpose of job:**

Working under the direction of the GECAFS Chair (Professor Diana Liverman) initiate, develop and ensure the smooth running of the world-wide, interdisciplinary research encompassed by “Global Environmental Change and Food Systems”.

#### **2. Resources available to carry out main duties:**

- a. Full time funding for Executive Officer (PB4: John Ingram)
- b. Full time finance/admin/publications assistance (£41k contracted to Univ Oxford)

Plus operating budget (£98k) from NERC to include:

- a. IPO budget (£57k) for T&S, seed grants for mini-workshops and commissioned reviews, publications, etc.
- b. Overhead (£41k) to ECI, University of Oxford for office space, communications and consumables

#### **3. Main Duties and Key Objectives**

##### ***Duty 1: GECAFS Work Programme***

*Estimated Time 65%*

##### *Objectives*

- 1 Lead and coordinate the work of the GECAFS Science Officers (as in post) and collaborators on GECAFS conceptual and regional research as agreed by the GECAFS Scientific Advisory Committee.
- 2 Consolidate and further develop new GECAFS research structures (Forum and Partner Projects).
- 3 Assist regional groups secure funding for southern Africa, Caribbean and Indo-Gangetic Plain regional research and launch/further research activities.
- 4 Maintain and develop close liaison with other international programmes and organisations to advance GECAFS interests, especially with the CGIAR in relation to the CGIAR-ESSP collaboration.

## **EXEC14/09: Review of IPO Staff Performance and Forward Job Plans**

- 5 Promote interdisciplinary research as exemplified by GECAFS within NERC and establish further collaborations with ESRC and DFID.
- 6 Demonstrate the societal value of NERC and other investment in GECAFS by promoting GECAFS products and partnerships with stakeholders in UK and worldwide.

### ***Duty 2: GECAFS Management and International Project Office (IPO)***

*Estimated Time 25%*

#### *Objectives*

- 1 Provide leadership for an effective and active GECAFS IPO in ECI, University of Oxford.
- 2 Secure support from NERC for the IPO for the final 2 years of the GECAFS project (Apr 2009 - Mch 2011).
- 3 Organise and administer the GECAFS SAC7 and Exec14 meetings (October; Delhi); and Exec15 (venue and date: TBD).
- 4 Contribute to the evolution of the science and governance of ESSP.

### ***Duty 3: COST Domain Committee for Earth System Science and Environmental Management (ESSEM)***

*Estimated Time: 10%*

#### *Objectives*

- 1 As UK Member of the ESSEM Domain Committee help oversee the activities of an active ESSEM work programme.
- 2 Solicit further NERC- and UK-led proposals for new COST Actions as appropriate.
- 3 Represent NERC and UK interests in ESSEM and associated ESF activities.
- 4 Assist in the follow-up to the COST-ESF Forward Look “European Food Systems in a Changing World”.



## **EXEC14/09: Review of IPO Staff Performance and Forward Job Plans**

**Anita Ghosh**  
**Forward Job Plan until Mar 09**

### **1. Purpose of Role:**

Under the direction of the GECAFS Executive Officer, John Ingram, to provide administrative support for implementing and coordinating the GECAFS project; and to provide support for John Ingram's COST activities, as required.

### **2. Key Resources:**

Standard office equipment, T&S Budget as required.

### **3. Duties and Objectives**

#### ***Duty 1: Maintain GECAFS Accounts in accordance with University of Oxford procedures***

*Estimated Time 20%*

##### *Objectives:*

1. Keep all expenditure/income workbooks up to date and with a standard format. Maintain the overall yearly expenditure/income spreadsheet and maintain paper records where applicable.
2. Reconcile ORACLE expenditure reports with expenditure/income spreadsheet on at least, a monthly basis. Make sure invoices and T&S claims are paid.
3. Organise and monitor grant transfers to GECAFS from donors/sponsors and prepare financial statements for grants throughout the year for donors/sponsors.
4. At the end of the NERC and University Financial years, ensure finance system is up to date and has been set up for the new financial year.

#### ***Duty 2: Help organise GECAFS management meetings, international and national meetings and travel for IPO staff, and carry out any admin follow up work.***

*Estimated Time 30%*

##### *Objectives:*

1. Help with workshop organisation, find contact details for invitees, send out invites, note responses to invites etc.
2. Help with financial management - keep financial records, issue per diems and travel refunds. Complete Advance forms and overseas travel forms for IPO staff.
3. Organise travel, accommodation and meeting rooms.

## **EXEC14/09: Review of IPO Staff Performance and Forward Job Plans**

4. For every meeting or workshop, make sure the claim forms, participants list, badges and Per Diem form are available at the workshop.
5. Help prepare reports, update web accordingly and follow up any outstanding finance issues for meetings/workshops.

### ***Duty 3: Initiate and administer GECAFS subcontracts/consultancy agreements.***

*Estimated Time: 15%*

#### *Objectives:*

1. Follow up where necessary on GECAFS subcontracts/consultancies submitted to the University for signature.
2. Keep track of the agreement administration and records.
3. Receive invoices and financial statements for subcontracts/consultancy agreements, arrange for invoices to be paid.

### ***Duty 4: Create and maintain interactive web sites and databases, publications and information dissemination.***

*Estimated Time: 25%*

#### *Objectives:*

1. Regularly maintain, update and check [www.gecafs.org](http://www.gecafs.org) and the GECAFS Web Forum.
2. Create and maintain GECAFS permanent and temporary databases, for workshop attendance, publications and references (using EndNote), conference mailings, contacts lists etc.
3. Help produce and disseminate GECAFS publicity material and Report Series

### ***Duty 5: General running of the office as required.***

*Estimated Time: 5%*

#### *Objectives:*

1. Include: mailing, printing, photocopying, maintaining stationery stock and maintaining the filing system.

### ***Duty 6: Assist with the preparation of scientific output.***

*Estimated Time 5%*

#### *Objectives:*

1. Assist with literature surveys and proof reading scientific output.