



Fifth GECAFS Executive Committee Meeting

Washington DC, USA

*Sunday 7 and Monday 8 December 2003
09:00 – 15:00*

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. Ensure appropriate financial management of the IPO including approval of annual budgets and current accounts.*
- 5. Review staff performance of the IPO (including reserved business that shall exclude the Executive Officer).*
- 6. Report, through the Project Leader, to the Chairs and Directors of the three Sponsoring Programmes IGBP, IHDP and WCRP.*

The Executive Committee will meet formally about every six months.

Agenda

Welcome and Apologies – Peter Gregory

- 05/01. Minutes of 4th GECAFS Executive Committee Meeting (Pretoria, South Africa, 13 April 2003) – Peter Gregory *Paper attached*
- 05/02. Matters Arising – Peter Gregory *Paper attached*
- 05/03. Strategic Plan – Peter Gregory *Paper attached*
- a. Overview
 - b. Background
 - c. Conceptual Framework
 - d. Food systems projects selection criteria and implementation
 - e. Conceptual research implementation
 - f. Integration
- 05/04. Funding – John Ingram *Paper attached*
- a. Future core funding
 - b. Future project funding
 - c. Estimated Balance of GECAFS IPO Accounts
- 05/05. GECAFS Regional and Underpinning Research Projects: Updates and Actions to be taken
- a. Pacific Fisheries – Dagoberto Arcos
 - b. Caribbean – Mike Brklacich
 - c. IGP – John Ingram
 - d. Southern Africa – John Ingram
 - e. GECAFS links with SAVI – Mike Brklacich
 - f. Vulnerability research – John Ingram & Mike Brklacich
 - g. Scenarios research – Doug Whelpdale
 - h. DSS research – John Ingram
- 05/06. Executive Committee and SAC membership – Peter Gregory *Paper attached*
- 05/07. GECAFS Communications Strategy – John Ingram *Paper attached*
- 05/08. GECAFS Publications – John Ingram
- a. Strategic Plan
 - b. Prospectus
 - c. Newsletter
 - d. www.gecafs.org
- 05/09. Future GECAFS Meetings – John Ingram
- e. Southern African Planning Meeting, late January 2004, Nairobi
 - f. Vulnerability WS, late February 2004, Venue?
 - g. Scenarios WS, 29-30 April 2004, FAO Rome (TBC)
 - h. 3rd SAC, 1 May 2004, FAO Rome (TBC)
 - i. 6th Exec, 2 May 2004, FAO Rome (TBC)
- 05/010. Future Related Meetings – John Ingram
- 05/011. Any Other Business
- a. USAID Seminar on 8 December 2003

4th GECAFS Executive Committee Meeting
Protea Waterside Hotel, Centurion, South Africa
Sunday 13 April 2003

DRAFT MINUTES

Present:

Peter Gregory (Chair)
Dagoberto Arcos
Mike Brklacich (Vice-Chair)
John Ingram (Secretary)
Mohamed Salih
Ike Holtmann (Observer)

04/01: Welcome and Apologies

Peter Gregory welcomed participants. Apologies were noted from Doug Whelpdale.

04/02: Minutes of 3rd GECAFS Executive Committee Meeting

Peter Gregory signed these as correct.

04/03: Matters Arising (*italicised text from 3rd Exec Minutes*)

*FURTHER ACTION: IPO to keep a watching brief on CWANA possibilities. **Ongoing.***

*FURTHER ACTION: IPO to maintain close links with USAID re both regional projects and core activities. **Ongoing.***

*FURTHER ACTION: Mike Brklacich to contact Luis Vieira again regarding Scenario development. **Done.***

*FURTHER ACTION: Maarit Thiem to ask Barbara Goebel to add "Commercial Sponsorship" to the next C&Ds teleconference. **Done; but no progress.***

FURTHER ACTION: Ike Holtmann to discuss again with Barbara Goebel, the addition of "Commercial Sponsorship" to the next C&Ds teleconference.

*FURTHER ACTION: John Ingram to circulate Reporting Lines to Exec with Minutes. **Done.***

*FURTHER ACTION: John Ingram to aim to meet other Joint Projects at next C&Ds (Paris, 2-4 June 2003). **Pending.***

FURTHER ACTION: Ike Holtmann to discuss Joint Project 1-day meeting at C&Ds with Barbara Goebel.

Indo-Gangetic Plains Food System project

ACTION: IPO to plan 4-6 March IGP workshop in Kathmandu (ensure that Nepal is well represented); ask DFID if they can host it. If not, approach ICRISAT. **Done; workshop held 2-4 April with ICRISAT help.**

ACTION: IPO to send IGP workshop invites to GCTE, IGAC, BAHC, LUCC, GECHS, IT, IDGEC, CLIVAR, GEWEX, JWP and GCP Exec Officers stressing key

science issues and local priorities and asking them to nominate a participant (local if possible) and offering a fare. Copy each invite to relevant Exec Directors asking them to confirm all relevant Core Projects are covered. Done; several Core Projects were represented at workshops.

Caribbean Food Systems project

ACTION: Mohamed Salih to send information on Small Islands States and Climate Change Conference to John Ingram for discussion with CFS Interim Steering Group. Done.

ACTION: Doug Whelpdale and Mike Brklacich to contact Jim Bruce for more information on CIDA training course; and relay to John Ingram for discussion with CFS Interim Steering Group. Ongoing.

ACTION: IPO to confirm host, dates and venue of late Feb CFS workshop. Done.

ACTION: IPO to send CFS workshop invites to LOICZ, GLOBEC, GECHS, IT, IDGEC and CLIVAR Exec Officers stressing key science issues and local priorities and asking them to nominate a participant (local if possible) and offering a fare. Copy each invite to relevant Exec Directors asking them to confirm all relevant Core Projects are covered. Done; several Core Projects were represented at workshops.

Proposed Pacific Fisheries project: Links with GLOBEC Focus 4

ACTION: Dagoberto Arcos to send Tom Malone contacts to John Ingram. Done.

ACTION: John Ingram to discuss GECAFS plans with Manuel Barange; and then contact Ian Perry and Tim Baumgartner, and Tom Malone as appropriate. Pending.

FURTHER ACTION: John Ingram to pursue Pacific Fisheries project with GLOBEC & LOICZ reps.

ACTION: Mike Brklacich to discuss GECAFS plans at IAI meeting in January. Done.

Proposed Southern Africa Food Systems project

ACTION: John Ingram, Mike Brklacich and Maarit Thiem to discuss GECAFS plans with Colleen Vogel; and then develop meeting plan. Done; workshop held 10 & 11 April 2003, c/o DBSA.

Vulnerability research

ACTION: John Ingram to finalise invites and arrangements for Jan 15-16 workshop. Done; workshop held as planned.

ACTION: John Ingram, Mike Brklacich and Maarit Thiem to discuss workshop plans with Colleen Vogel. Done.

Scenario development

ACTION: Mike Brklacich to follow-up with Luis Vieira and determine his level of commitment to GECAFS Scenarios. Done.

ACTION: John Ingram to contact Ken Green and determine his interest in co-developing GECAFS scenarios. Pending.

ACTION: Mike Brklacich and Doug Whelpdale to develop 1-pager GECAFS scenarios paper by end-February. [This could be tabled for discussion at Caribbean meeting, late February.] Done.

GECAFS "Timeline"

05/01: Minutes of the 4th Executive Committee Meeting

ACTION: *IPO to keep GECAFS Timeline up to date; and post on web. Done; but not posted on web.*

Project Flow Chart

ACTION: *All Exec to send John Ingram suggestions for Flow Chart. Done in part.*

SAC and Executive Committee members' links with GECAFS regional and underpinning science projects

ACTION: *Peter Gregory and John Ingram to prepare paper suggesting individual project links for SAC/Exec members for discussion at SAC April 2003. Done.*

GECAFS Prospectus

ACTION: *All Exec to send John Ingram suggestions for Prospectus edits. Done.*

ACTION: *John Ingram to arrange bulk distribution of Prospectus from IGBP Secretariat; and individual mailings from IPO. Done.*

ACTION: *All Exec to send John Ingram full contact details for individual mailings of Prospectus. Done in part.*

Future core funding

ACTION: *Peter Gregory to write to Executive Directors expressing concerns about core funding. Done.*

Future project funding

ACTION: *USAID – John Ingram to write to Bill Sugrue requesting finance for further general activities Done.*

NOAA – John Ingram to report progress to Candyce Clark and request further support (25k anticipated; target Southern Africa project development). Done; ca. 2k received.

NL & German Agencies – John Ingram to discuss possible seminars to solicit funds for Core and Project activities. Done.

FURTHER ACTION: John Ingram to pursue Seminar with NL contacts re mid 2003.

FURTHER ACTION: Ike Holtmann to pursue Seminar with German contacts re late 2003.

Role of anticipated NSF-funded position

ACTION: *John Ingram to contact NSF (Lou Brown) about proposal; and explore complementary funding from other sources. Done.*

ACTION: *Doug Whelpdale to explore possible Canadian intern program. Pending.*

FURTHER ACTION: John Ingram to discuss further possible Canadian intern program with Doug Whelpdale.

Agenda and Venue of Next SAC Meeting

ACTION: *John Ingram to establish venue and confirm dates and venue for 2nd SAC Meeting. Done.*

ACTION: *Peter Gregory and John Ingram to draft agenda for SAC comment and suggestions. Done.*

Agenda and Venue of Next Exec Meeting

ACTION: *John Ingram to establish venue and confirm dates for 4th Exec Committee Meeting and venue to Exec. Done.*

ACTION: *Peter Gregory and John Ingram to draft agenda for Exec comment and suggestions. Done.*

2003 IGBP SC, IHDP SC & WCRP JSC Meetings

ACTION: John Ingram to send Exec the GECAFS presentation to C&Ds 2002 meeting.
Done.

Punta Arenas Symposium, Chile 23-25; January 2003

ACTION: Dagoberto Arcos and John Ingram to develop GECAFS poster for the event.
Done.

Rice-Wheat Consortium Regional Technical Coordination Committee, Kathmandu 4-6 March 2003

ACTION: Peter Gregory and John Ingram to decide if attendance is worthwhile. **Done;**
John Ingram attended and also arranged GECAFS IGP workshop.

IGBP Science Conference, Banff 19-24 June 2003

ACTION: John Ingram to represent GECAFS. **Pending.**

Possible joint w/s with HELP and Joint Water Project (mid-2003)

ACTION: Peter Gregory and John Ingram to discuss HELP links more with Jim Wallace. **Pending.**

ACTION: John Ingram to invite JWP and CGIAR reps to April 2003 IGP workshop.
Done.

IUFoST Congress, 16-20 July 2003

ACTION: John Ingram to determine if Ken Green would be willing to deliver the paper at IUFoST Congress; and reply to invitation. **Done; Ken Green will deliver paper.**

FURTHER ACTION: John Ingram to work with Ken Green on presentation.

HD Open Meeting, Montreal 13-17 Oct 2003: Possible session on interdisciplinary research

ACTION: Mike Brklacich to discuss possible coordination of Coastal Communities Session at HD Open Meeting with GECHS. **Done; GECAFS abstract submitted.**

ACTION: All Exec to send suggestions for HD Open Meeting Commentator on Anne-Marie Izac's paper to Maarit Thiem. **Overtaken by events – no further action.**

1st International CLIVAR Science Conf, 21-25 June 2004: Climate applications theme

ACTION: Doug Whelpdale to keep watching brief on possible GECAFS role in CLIVAR Science Conference. **Pending; see Item 8.6 below.**

IVM/VU Food Sustainability Conference, Vrije Universiteit, Amsterdam: 6 Feb 2003

ACTION: Mohamed Salih to represent GECAFS. **Done; no further action.**

Proposal for GECAFS Science Series

ACTION: John Ingram to circulate paper of possible options to Exec for comment and discussion at 4th Exec Meeting in April 2003. **Done.**

05/01: Minutes of the 4th Executive Committee Meeting

ACTION: All Exec to send John Ingram comments and suggestions for the GECAFS web site. **Done in part.**

IHDP Newsletter Article

ACTION: Maarit Thiem to convey Exec responses to IHDP Newsletter Editors. **Done; article drafted.**

04/04: Executive Committee and SAC membership

1. GECAFS Project Leader and Executive Committee

The Exec noted that the Chair and Vice-Chair are due to step down in July 2003; and that both would be happy to stay on in their respective capacities for a further term, if invited. The Sponsoring Programme representatives present unanimously agreed that Peter Gregory and Mike Brklacich be invited to continue as Chair and Vice-Chair respectively, for a further full term (3 years). [The WCRP representative, Doug Whelpdale, also confirmed his agreement to this by phone.]

ACTION: John Ingram, as Exec Secretary, to write to Chairs and Directors recommending Peter Gregory and Mike Brklacich be invited to continue as Chair and Vice-Chair respectively, for a further full term (3 years).

It was noted that Mohamed Salih is stepping down from the IHDP SC at end 2003, so a replacement IHDP SC nominee will need to be identified.

ACTION: Ike Holtmann to discuss with Barbara Goebel replacement IHDP SC representative on GECAFS Exec with effect from end 2003.

2. GECAFS SAC membership

The Exec noted the FAO nomination of Jelle Bruinsma in place of Barbara Huddleston. Following discussion at the Second SAC, the Exec unanimously agreed that Barbara Huddleston be invited to join the SAC in a personal capacity. Member #9 is still vacant, although Richard Mkandawire (NEPAD Agriculture Advisor) was favourably considered.

The need for (i) a new CGIAR representative, (ii) a representative for the Regional Development Banks and (iii) a representative from the research councils was noted. The possibility of a rep from the EU was also noted.

ACTION: John Ingram to write to Chairs and Directors recommending Barbara Huddleston be invited to join the SAC in a personal capacity; and informing them of the new FAO nominee.

ACTION: Peter Gregory to write to Ian Johnson inviting a CGIAR nominee for the SAC.

ACTION: John Ingram to pursue links with Asian Development Bank re SAC, and also investigate a possible rep the African Development Bank (which now has substantial funds).

ACTION: Ike Holtmann to send John Ingram suggestions for a EU rep for SAC.

05/01: Minutes of the 4th Executive Committee Meeting

ACTION: Mohamed Salih to send John Ingram suggestions for a possible African Development Bank contact re SAC; and for a possible African scientist for Member #9.

04/05: GECAFS Regional and Underpinning Research Projects

1. Indo-Gangetic Plain

The Exec noted progress made. The need for a regional coordinator and a regional PIs committee to share responsibility for moving the project forward were both seen as critical. A small stipend to PI committee members might be warranted.

ACTION: John Ingram to submit Challenge Program pre-proposal by 14 April 2003.

ACTION: John Ingram to explore other funding opportunities for IGP activities.

ACTION: John Ingram to draft IGP Regional Coordinator Terms of Reference for discussion with Exec; and then with Winrock International (Nepal).

2. Caribbean

The Exec noted progress made, and the need for careful skills and institutional balance in regional coordination. Possible funding opportunities exist via IAI, NOAA and GEF. The Exec agreed that any funds raised specifically for GECAFS CFS activities should be handled through the IPO for the foreseeable future.

ACTION: Mike Brklacich to discuss effective coordination with CFS Proposal Writing Group and explain how the Exec sees the Project moving forward both in terms of scientific and institutional arrangements.

3. Proposed Eastern Pacific Fisheries project: Links with GLOBEC Focus 4 and other Core Projects

The Exec confirmed the SAC recommendation to uncouple the possible project from the Comision Permanente del Pacifico Sur (CPPS), and to devise a regional project. Preliminary discussions should be held with GLOBEC and LOICZ in Banff; and then a follow-up meeting planned with Tim Baumgartner and Ian Perry in late 2003 as appropriate.

ACTION: Mike Brklacich to discuss GECAFS Eastern Pacific project with Tim Baumgartner and Ian Perry.

ACTION: John Ingram to plan Banff meeting and follow-up actions as appropriate.

4. GECAFS links with SAVI

The Exec noted that SAVI will be holding a planning workshop in Maputo (19-21 June 2003). The workshop should consider the desirability of some formal merger with GECAFS; or whether to “contract” the food component to GECAFS.

05/01: Minutes of the 4th Executive Committee Meeting

ACTION: Mike Brklacich to represent GECAFS at Maputo SAVI workshop and report back to Exec.

5. Vulnerability research

The Exec express concern that the emphasis on political ecology might not be the optimal framework in which to develop work of maximum value to GECAFS.

ACTION: Mike Brklacich to discuss with Tom Downing to ensure Vulnerability workplan underpins GECAFS needs.

6. Scenarios research

The Exec noted the large effort currently devoted to scenario development, and agreed a Review should be commissioned to ascertain relevance of the varied approaches to GECAFS. The study should also identify the types of issue that need to be included in food analyses.

ACTION: John Ingram to ask Jim Jones, Linda Mearns and Doug Whelpdale to prepare Terms of Reference for a GECAFS-orientated scenarios review.

ACTION: John Ingram to seek funds to commission a GECAFS-orientated scenarios review.

7. Methodological research

The Exec noted the need for a clearer definition of what constitutes “decision support tools” in relation to GECAFS. An expert workshop, to include policymakers, should be convened to address this need. Output would be of generic value to GECAFS regional projects.

ACTION: John Ingram to discuss nature of “decision support tools” workshop with Jim Jones and Pramod Aggarwal.

ACTION: John Ingram to seek funds for a “decision support tools” workshop and plan for mid-2003.

04/06: Funding

The Exec noted all confirmed and potential awards to GECAFS. The news that ESRC might be able to offer a grant to the IPO was particularly welcomed. The recent grant from ICSU to SAVI was also noted as a contribution to GECAFS.

ACTION: John Ingram to follow-up with all potential Core and Project funding:

NERC: IPO 03/04 grant and Review

ESSP: IPO 03 grants from IGBP, IHDP & WCRP

NSF: IPO 03/05

USAID: IPO 03/05

ESRC: IPO 03/04

ICSECA: Vulnerability ws #2 03/04

05/01: Minutes of the 4th Executive Committee Meeting

ICSU: SAF follow-up 04
CP W&F: IGP 04/06
US State: IGP coordination 04/06

04/07: Future GECAFS Meetings

1. SAC III, 2004

This will be held on Saturday 1 May 2004, back-to-back with a science meeting held on Thursday 29 and Friday 30 April 2004. Venue to be decided.

ACTION: John Ingram to inform SAC of SAC3 date and establish venue in discussion with Exec.

2. Exec V, late 2003

This will be held on Saturday 15 November 2003, back-to-back with visits to USAID and other Washington organisations. Washington DC.

ACTION: John Ingram to confirm arrangements for Nov 03 Exec meeting.

3. Caribbean Launch meeting, Jamaica

Defer pending further developments in the CFS project.

4. IGP launch meeting, Dhaka

Defer pending further developments in the IGP project and news of the CP-W&F pre-proposal.

5. Pacific Fisheries Issue Identification, Lima

Defer pending further discussions in the Banff.

6. Southern Africa follow-up, Gaborone

The Exec noted the need for a prompt follow-up to the DBSA “Issue Identification” workshop.

ACTION: John Ingram to discuss SAF follow-up to the first workshop with Jaap Arntzen; with Mike Brklacich re SAVI; and with SADC, NEPAD, regional scientists and potential donors.

7. Vulnerability Science workshop, Oxford, UK

ACTION: Mike Brklacich to discuss Oxford Vulnerability workshop with Tom Downing.

ACTION: John Ingram to arrange Oxford Vulnerability workshop in collaboration with SEI-Oxford.

8. Scenarios: possible joint meeting with MA, Venue to be determined

Defer pending Review progress.

9. Methods workshop

ACTION: John Ingram to convene an Expert Workshop on “decision support tools” in mid-2003.

10. GECAFS Timeline

ACTION: John Ingram to update GECAFS Timeline and load on www.gecafs.org.

04/08: Future Related Meetings

1. “Lal” workshop, Ohio 10 & 11 June 2003

ACTION: to decline the invitation to the “Lal” workshop, Ohio, 10 & 11 June 2003.

2. IGBP Science Conference, Banff 19-24 June 2003

ACTION: John Ingram to represent GECAFS at the IGBP Science Conference, Banff, 19-24 June 2003.

3. IUFoST Congress, 16-20 July 2003

ACTION: See under Item 3, above.

4. HD Open Meeting, Montreal 13-17 October 2003: Possible session on interdisciplinary research

ACTION: Mike Brklacich to discuss GECAFS presentation in HD Open Meeting with Susan Singh-Renton.

ACTION: Ike Holtmann, Mike Brklacich and John Ingram to discuss convening possible side meeting on interdisciplinary research at HD Open Meeting if appropriate people are present.

5. Global Change and The Terrestrial Human-Environment System (Land Core Project) 1-4 December 2003

The Exec felt that it is not necessary to plan to participate in this meeting at present.

6. CLIVAR Open Science Conference, Baltimore, 21-25 June 2004

ACTION: John Ingram to discuss with Doug Whelpdale GECAFS representation in CLIVAR Open Science Conference, Baltimore, 21-15 June 2004.

7. Possible joint w/s with HELP and Joint Water Project (mid-2004)

ACTION: John Ingram to identify HELP reference to proposed joint meeting; and discuss further with Jim Wallace.

8. GWSP Delft, 8-9 May 2003

ACTION: John Ingram to represent GECAFS at GWSP Delft meeting, but report that the Exec did not see the Virtual Water proposal for Southern Africa as a GECAFS priority at present.

04/09: GECAFS Publications Strategy

The Exec noted the need for a GECAFS Publications Strategy. Three main types of product were decided upon:

1. Publication in the **open, peer-reviewed literature** should be encouraged. Such articles and other “greyer” science products (e.g. the recent GECAFS publication in the ICSU Science for Sustainable Development series) could be listed in a **GECAFS Science Series** catalogue, sequentially numbered and loaded on (or link provided from) www.gecafs.org.
2. A **GECAFS Report Series** could carry occasional products, such as Science and Implementation Plans for regional projects, inventories of research, Workshop Reports, etc. It would best be produced as electronic products suitable for distribution by www and CD. It will need some form of Editorial policy statement (perhaps akin to that of the NERC Soil Biodiversity project Series).
3. The **GECAFS website** is seen as an effect way of keeping up-to-date information readily available to a wide range of potentially interested people. An email could be sent to selected recipients alerting them to updates.

Discussion on a set of Policy Briefs was deferred, pending developments in regional projects.

The need for a formal GECAFS newsletter was not seen as a priority at present.

ACTION: John Ingram to draft GECAFS Report Series Editorial policy statement.

04/10: Estimated Balance of GECAFS IPO Accounts

The Exec approved the GECAFS IPO accounts, and noted that the very large effort involved in maintaining detailed accounts warrants a dedicated finance officer.

The Exec expressed great appreciation to Maarit Thiem and others in the IHDP Secretariat for having maintained the GECAFS accounts in Bonn up to September 2002.

04/11: Review of IPO Staff Performance and Forward Job Plans

The Exec noted the Reports of Activities and Forward Job Plans for IPO staff. The Exec expressed great appreciation to Katie Dodsley for her valuable work over the last 12 months.

04/12: Any Other Business

1. Chairs & Directors Meeting, Paris 2-4 June 2003

The Exec recommended that Peter Gregory's presentation to the C&Ds should stress (i) the matrix approach whereby regional and cross-cutting projects are mutually supportive; (ii) the phased approach being taken; and (iii) the discussion of a third cross-cutting Theme on "decision support tools" and other methodological developments.

ACTION: Peter Gregory and John Ingram to prepare presentation for C&Ds (Tuesday 3 June 2003, Paris)

2. Endorsing projects

The Exec noted that there is no GECAFS policy on endorsing relevant, ongoing research.

ACTION: Peter Gregory and John Ingram to draft GECAFS policy paper on endorsing relevant, ongoing research for tabling at the next Exec meeting.

3. Draft IHDP Newsletter article

The Exec noted the draft IHDP Newsletter article and encouraged its submission to IHDP.

ACTION: John Ingram to ensure draft IHDP Newsletter article is submitted on 14 April 2003.

04/03: Matters Arising

FURTHER ACTION: Ike Holtmann to discuss again with Barbara Goebel the addition of “Commercial Sponsorship” to the next C&Ds teleconference.

FURTHER ACTION: Ike Holtmann to discuss Joint Project 1-day meeting at C&Ds with Barbara Goebel.

FURTHER ACTION: John Ingram to pursue Pacific Fisheries project with GLOBEC & LOICZ reps.

FURTHER ACTION: John Ingram to pursue Seminar with NL contacts re mid 2003.

FURTHER ACTION: Ike Holtmann to pursue Seminar with German contacts re late 2003.

FURTHER ACTION: John Ingram to discuss further possible Canadian intern program with Doug Whelpdale.

FURTHER ACTION: John Ingram to work with Ken Green on presentation for the IUFoST Congress, 16-20 July 2003.

04/04: Executive Committee and SAC membership

ACTION: John Ingram, as Exec Secretary, to write to Chairs and Directors recommending Peter Gregory and Mike Brklacich be invited to continue as Chair and Vice-Chair respectively, for a further full term (3 years).

ACTION: Ike Holtmann to discuss with Barbara Goebel replacement IHDP SC representative on GECAFS Exec with effect from end 2003.

ACTION: John Ingram to write to Chairs and Directors recommending Barbara Huddleston be invited to join the SAC in a personal capacity; and informing them of the new FAO nominee.

ACTION: Peter Gregory to write to Ian Johnson inviting a CGIAR nominee for the SAC.

ACTION: John Ingram to pursue links with Asian Development Bank re SAC, and also investigate a possible rep the African Development Bank (which now has substantial funds).

ACTION: Ike Holtmann to send John Ingram suggestions for an EU rep for SAC.

ACTION: Mohamed Salih to send John Ingram suggestions for a possible African Development Bank contact re SAC; and for a possible African scientist for Member #9.

04/05: GECAFS Regional and Underpinning Research Projects

ACTION: John Ingram to submit Challenge Program pre-proposal by 14 April 2003.

ACTION: John Ingram to explore other funding opportunities for IGP activities.

ACTION: John Ingram to draft IGP Regional Coordinator Terms of Reference for discussion with Exec; and then with Winrock International (Nepal).

ACTION: Mike Brklacich to discuss effective coordination with CFS Proposal Writing Group and explain how the Exec sees the Project moving forward both in terms of scientific and institutional arrangements.

ACTION: Mike Brklacich to discuss GECAFS Eastern Pacific project with Tim Baumgartner and Ian Perry.

ACTION: John Ingram to plan Banff meeting and follow-up actions as appropriate.

ACTION: Mike Brklacich to represent GECAFS at Maputo SAVI workshop and report back to Exec.

ACTION: Mike Brklacich to discuss with Tom Downing to ensure Vulnerability workplan underpins GECAFS needs.

ACTION: John Ingram to ask Jim Jones, Linda Mearns and Doug Whelpdale to prepare Terms of Reference for a GECAFS-orientated scenarios review.

ACTION: John Ingram to seek funds to commission a GECAFS-orientated scenarios review.

ACTION: John Ingram to discuss nature of “decision support tools” workshop with Jim Jones and Pramod Aggarwal.

ACTION: John Ingram to seek funds for a “decision support tools” workshop and plan for mid-2003.

05/02: Matters Arising

04/06: Funding

ACTION: John Ingram to follow-up with all potential Core and Project funding:
NERC: IPO 03/04 grant and Review
ESSP: IPO 03 grants from IGBP, IHDP & WCRP
NSF: IPO 03/05
USAID: IPO 03/05
ESRC: IPO 03/04
ICSECA: Vulnerability ws #2 03/04
ICSU: SAF follow-up 04
CP W&F: IGP 04/06
US State: IGP coordination 04/06

04/07: Future GECAFS Meetings

ACTION: John Ingram to inform SAC of SAC3 date and establish venue in discussion with Exec.
ACTION: John Ingram to confirm arrangements for Nov 03 Exec meeting.
ACTION: John Ingram to discuss SAF follow-up to the first workshop with Jaap Arntzen; with Mike Brklacich re SAVI; and with SADC, NEPAD, regional scientists and potential donors.
ACTION: Mike Brklacich to discuss Oxford Vulnerability workshop with Tom Downing.
ACTION: John Ingram to arrange Oxford Vulnerability workshop in collaboration with SEI-Oxford.
ACTION: John Ingram to convene an Expert Workshop on “decision support tools” in mid-2003.
ACTION: John Ingram to update GECAFS Timeline and load on www.gecafs.org.

04/08: Future Related Meetings

ACTION: To decline the “Lal” workshop, Ohio 10 & 11 June 2003.
ACTION: John Ingram to represent GECAFS at IGBP Science Conference, Banff 19-24 June 2003.
ACTION: Mike Brklacich to discuss GECAFS presentation in HD Open Meeting (October 2003) with Susan Singh-Renton.
ACTION: Ike Holtmann, Mike Brklacich and John Ingram to discuss convening possible side meeting on interdisciplinary research at HD Open Meeting if appropriate people are present.
ACTION: John Ingram to discuss with Doug Whelpdale GECAFS representation in CLIVAR Open Science Conference Baltimore, 21-25 June 2004.
ACTION: John Ingram to identify HELP reference to proposed joint meeting mid 2004; and discuss further with Jim Wallace.
ACTION: John Ingram to represent GECAFS at GWSP Delft meeting, but report that the Exec did not see the Virtual Water proposal for Southern Africa as a GECAFS priority at present.

04/09: GECAFS Publications Strategy

ACTION: John Ingram to draft GECAFS Report Series Editorial policy statement.

04/12: Any Other Business

ACTION: Peter Gregory and John Ingram to prepare presentation for C&Ds (Tuesday 3 June 2003, Paris)
ACTION: Peter Gregory and John Ingram to draft GECAFS policy paper on endorsing relevant, ongoing research for tabling at the next Exec Cmmtt meeting.
ACTION: John Ingram to ensure draft IHDP Newsletter article is submitted on 14 April 2003.

5th GECAFS Executive Committee Meeting
05/03: Strategic Plan

Draft already circulated

Confirmed and Potential GECAFS Awards
(Correct at 7 November 2003) (£1 = US\$1.67)

Table 1: Confirmed Core Funding

Source	Purpose	Duration	Amount	Status
IGBP/IHDP/WCRP	Core (Project management)	2003	\$44k	Awarded
UK-NERC	Core (IPO staff and travel)	4/2003-3/2004	£111k	Awarded
Estimated US\$ equivalent			\$230k	

Table 2: Confirmed Project Funding

US-NAS ICSECA	“Vulnerability” Literature review	2003-2004	\$25k	Awarded ²
ESRC	“Vulnerability” Literature review	4/2003-3/2004	£40k	Awarded
US-NOAA SAF	SAF w/s	4/2003	\$2k	Awarded ¹
Estimated US\$ equivalent			\$94k	

¹ = IAI and NOAA awards contributed as direct travel awards to participants

² = ICSECA award being paid directly to Carleton University

Table 3: Potential Core Funding

US-NSF / USGCRP	Core	9/2003-9/2005	\$100k	Submitted
USAID	Core	9/2003-9/2005	\$1,000k	In draft
IGBP/IHDP/WCRP	Core (Project management)	2004	\$45k	Agreed
UK-NERC	Core (Project management)	4/2004-3/2005	£136k	Agreed
UK-NERC	Core (Project management)	4/2005-3/2006	£161k	Agreed
UK-NERC	Core (Project management)	4/2006-3/2007	£171k	Agreed
UK-NERC	Core (Project management)	4/2007-3/2008	£183k	Agreed
Estimated US\$ equivalent			\$2,232k	

Table 4: Potential Project Funding

US-NAS ICSECA	“Vulnerability” w/s #2	2003-2004	\$25k	Submitted
ICSU	SAF w/s and follow-up	2004	\$46k	Submitted
IAI SGP-II	Caribbean Project Planning	2004	\$30k	Submitted
UK-DFID/USAID	IGP Research	2004-2006	\$1,500k	Submitted
Estimated US\$ equivalent			\$1,601k	

Proposed Revisions to GECAFS SAC and Exec Committee Membership

GECAFS has a three-level management structure:

1. Scientific Advisory Committee (SAC) to offer strategic advice;
2. Executive Committee to oversee implementation and administration issues;
3. Executive Officer (supported by an International Project Office) to implement Executive Committee decisions.

Issue: The Exec Committee needs to consider expansions to both the SAC and Exec Committee.

1. SAC

The SAC is asked to consider the “big picture” and to offer advice on strategic direction. It comprises scientists in their individual capacities covering a range of disciplines, together with scientific representatives of GECAFS Sponsoring Programmes (IGBP, IHDP and WCRP), strategic partners (FAO, CGIAR and WMO), and the donor community. The combination of skills and affiliations already within the SAC has effectively guided planning and initial research. As GECAFS implementation gathers momentum, the need to expand the membership of the SAC to include representatives from the research and development communities in those regions where GECAFS activities are underway or immanent has become apparent.

Proposal: The membership of the SAC should be expanded to include a representative from each food systems project.

Nominees need not necessarily be expected to take an active role in GECAFS research, but they should have a good appreciation of regional issues relevant to the food system, links to the regional policy making structures and have a research background of relevance to GECAFS.

Already invited (cf email to Exec of 12 June 03):

Southern Africa: Professor Richard Mkandawire, Agriculture Advisor, NEPAD (Malawi)

Proposed further invitees:

Indo-Gangetic Plain: Dr Saleemul Huq, Chairman of the Bangladesh Centre for Advanced Studies (Bangladesh) & Director, Climate Change Programme, IIED (UK)

Caribbean: Dr Susan Singh-Renton, Senior Scientist, CARICOM/Caribbean Regional Fisheries Mechanism (St Vincent and the Grenadines)

Eastern Pacific Coastal Fisheries: To be determined.

The SAC still needs to fill two Donor Liaison positions. Suggestions:

Rep from Research Councils: John Marks, incoming Director of Science and Strategy, European Science Foundation.

Rep from the Regional Development Banks: Asian Development Bank nominee.

2. Executive Committee membership and links to IGBP, IHDP and WCRP Secretariats

In addition to the Chair, Vice-Chair and Executive Officer, the Executive Committee includes the three SAC representatives (as nominated by each sponsoring Programme) to help maintain the links to the respective Programmes' SCs/JSC.

Current nominees include:

IGBP: Dagoberto Arcos

IHDP: Mohamed Salih has recently stepped down. (successor wef Jan 04 to be determined)

WCRP: Doug Whelpdale

Stronger links between the GECAFS IPO and the IGBP and WCRP Secretariats are needed to strengthen logistic and tactical coordination. This could be achieved by asking IGBP and WCRP to nominate a Secretariat Officer from each to join the GECAFS Executive Committee as an Observer (akin to that already well established to the IHDP Secretariat).

Proposal: The Executive Committee should include "Observer" representatives from IGBP, IHDP and WCRP Secretariats.

Informal discussions with IGBP and WCRP Executive Directors suggest the following:

IGBP Secretariat: Joao Morais

IHDP Secretariat: Maarit Thiem

WCRP Secretariat: International CLIVAR Project Office nominee. [WCRP sees CLIVAR as the principal link to GECAFS, which, together with the limited staff numbers in the WCRP Secretariat in WMO Geneva, promoted the CLIVAR suggestion.]

Note: The position of IHDP Secretariat Observer on the SAC should be dropped, the role being satisfied by Executive Committee participation in all SAC meetings.

Proposed actions: John Ingram to:

1. Invite proposed SAC members to have their names put forward to Chairs and Directors
2. Invite John Marks as a Donor Liaison member
3. Request IGBP and WCRP to nominate Secretariat Officers as Observers to Exec Committee.

GECAFS Scientific Advisory Committee: November 2003 Membership

Members		End 1st Term	End 2nd Term
Peter Gregory, University of Reading (<i>Chair</i>)	UK	Jun 03	Jun 06
Mike Brklacich, Carleton University (<i>Vice-Chair</i>)	Canada	Jun 03	Jun 06
John Ingram, NERC-CEH (<i>Secretary</i>)	UK	n/a	n/a
Barbara Huddleston, FAO	FAO/USA	Apr 05	
Jim Jones, University of Florida	USA	Apr 05	
Linda Mearns, NCAR	USA	Apr 05	
Mahendra Shah, IIASA	IIASA/UK	Apr 05	
Luis Vieira, EMBRAPA	Brazil	Apr 05	
Richard Makandawire, NEPAD (invited)	NEPAD/Malawi	?	
Strategic Partner Members			
Jelle Bruinsma, FAO representative	Germany	n/a	n/a
Mark Rosegrant, CGIAR representative	USA	n/a	n/a
Ray Motha, WMO representative	USA	n/a	n/a
Donor Liaison Members^b			
Oran Hesterman, WK Kellogg Foundation	USA	n/a	n/a
Bill Sugrue, USAID (David Hess wef Jan 04)	USA	n/a	n/a
Rep from the Regional Development Banks ^a	?	?	?
Donor Liaison Member 4 ^a	?	?	?
Sponsoring Programme Representatives		End SC/JSC Term	
Dagoberto Arcos, Fishery Research Institute	Chile	Dec 04	
Mohamed Salih, Institute of Social Studies	NL/Sudan	Dec 03	
Doug Whelpdale, Meteorological Service of Canada	Canada	Mch 04	
Maarit Thiem, IHDP Secretariat (Observer)	Germany	n/a	

^a Further members will be invited as GECAFS develops and needs become apparent. This will also help with the process of rotation of SAC membership in due course.

^b Representatives from donor agencies are invited in a liaison capacity.

05/07: GECAFS Communications Strategy

This paper is adapted from an original prepared by the ESSP Communications team for the ESSP Chairs and Directors and has been modified for discussion within the GECEAFS Executive Committee.

Laying the foundation

Developing a communications strategy for a new body, such as GECAFS, holds many challenges. First and foremost, it requires clear definition of the body itself and serious thought as to its objectives and activities—both short and long term. The following questions are designed to elicit this fundamental information from GECAFS. The ESSP Communications Team would be pleased to consult with GECAFS on how to build a communications strategy on this foundation.

Where do you think GECAFS is now and where would you like it to be in 5 years from now?

Here we need to know about your long-term vision - i.e. what kind of "organisation" do you envision for GECAFS? Do you see GECAFS as a platform for getting the ear of policy makers and the public on global sustainability issues? Or is GECAFS primarily a research umbrella to make scientific collaboration easier?

Who does GECAFS need to influence and in what time frame?

In other words, who is the primary audience(s) for GECAFS, bearing in mind that priorities can change from year to year – e.g. scientific community and science funders might be the priority in the first stage and policy makers in the second etc.

What information about GECAFS do you wish to convey to these people? What do you want these people to think/do with this information?

What are the main messages you want to convey, and in what order of priority? For the internal GECAFS audience, it might be something like "GECAFS is a value-adding alliance that will help you do GEC science related to food provision ". For the policy makers, it might be that "GECAFS offers a credible and comprehensive source of policy-relevant information on food provision issues". For the public/policy makers, it might more important to convey the message that "food provision has many facets, including:...." etc. As various audiences may not understand the full range of related issues, this may be a key consideration for the communications strategy.

How do you define the relationship between GECAFS and the ESSP, and between GECAFS and its own projects? How does that relate to the GECAFS communications strategy and to communications about the projects?

What do you want GECAFS projects to achieve in five years from now? What relationship should they have to GECAFS? Who should they be communicating with now and who needs to follow the progress of their research? Ideally, each project should have well-defined and developed communications activities that report progress and announce final/concrete results.