Draft agenda

**Small expert group on forest governance data collection**

Brussels, Belgium

28–29 November 2012

Objectives:

The larger objective of this process is to produce guidance on forest governance data collection.

The immediate objective of this meeting is to set out instructions for a consulting author who will produce a draft of the guidance. Those instructions should make clear the format of the guidance and its contents.

In addition, the meeting will advise on the creation of one or more templates to collect and catalogue experiences in forest governance data collection.

**Day 1**

*8:30 Meeting room opens; come to get materials and meet other participants*

9:00 Opening session

Welcome remarks and discussion of the agenda. (Guido Broekhoven, 5 minutes)

Introduction of participants (30 minutes)

Summary of Rome 2012 expert meeting (Ken Rosenbaum, 15 minutes)

Discussion of the objectives of the meeting and shared understanding of the group about the objectives and scope of the guidance document (40 minutes)

*10:30 Coffee break*

11:00 Discussion of the format of the resource guide or other output

(Participants are encouraged to bring examples of documents, guides, loose-leaf collections, toolkits, websites, or other forms of publication that might serve as models for the output of the expert group.)

Participants will seek agreement on the form of the output of the group.

*12:30 Lunch*

2:00 Creating the table of contents, outline, and other instructions for the project reporter.

We expect the meeting to produce a table of contents or other detailed outline of the desired guidance on forest governance data collection. This afternoon and the morning of the second day will be devoted to this task. The resulting outline will go to the group reporter, who will have the job of creating text from the outline. The review and revision of that text will be the task of the second meeting of the expert group, in early 2013.

Presentation on the issue list and table of contents produced at the June meeting. (Crystal Davis).

Discussion of common issues and challenges of forest governance assessment, drawing upon Annex I of the group’s terms of reference. Identifying priorities or additional issues.

Discussion of the major organizational points of the resource guide, drawing upon Annex II, the table of contents.

*3:30 Coffee break*

4:00 Resume general discussion of table of contents

Begin point-by-point discussion of table of contents entries.

*5:30 Break for the day*

*7:00 Tentative group dinner, no host (costs borne by participants)*

**Day 2**

9:00 Recap of Day 1 and outline of the remaining tasks.

9:10 Resume point-by-point discussion of table of contents

*10:30 Coffee break*

11:00 Resume and conclude discussion of table of contents

*12:30 Lunch*

2:00 Discuss template for reporting experiences with governance assessment

Presentation on work done in June expert group and on other existing templates

Discussion of purpose of reporting

Discussion of level of detail required and most important facts to be captured

Content of template

How should template be developed and tested between now and the second expert meeting?

*3:30 Break*

4:00 Continue discussion of template as needed;

Discussion of next steps and any specific instructions for the reporter

Workshop self-evaluation

*5:00 Adjourn*