

The capacity of civil society organisations (CSOs) and their networks in community based environmental management.

Kick-off meeting, November 1-3, 2011, Berlin/Germany

-Minutes-

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Participants:

Tim Schloendorn (ETH), Jeanine Rentemann (ETH), Bernardo Aguilar-González (NEO), Ligia Umaña-Ledezma (NEO), Nelson Aguilar-Alfaro (NEO), Gisele Alarcon (FUNDAG), Ranulfo Sobrinho (FUNDAG), Paulo Sinisgalli (FUNDAG), Cecília Michellis (EI), Sander van der Ploeg (FSD), Dolf de Groot (FSD), Angela Meyer (IDC), Gregor Giersch (IDC), Claudia Sattler (ZALF), Bettina Matzdorf (ZALF), Klaus Müller (ZALF), Claas Meyer (ZALF), Lukas Wortmann (ZALF), Barbara Schroeter (ZALF), Angelika Wurbs (ZALF), Vassilca Jeremias (student from Wageningen, internship ZALF), Ofra Bosma (student from Wageningen, internship ZALF).

November 1

Introduction to kick-off meeting

- Presentation of agenda by Bettina Matzdorf
- Welcome by Klaus Müller
- Introduction of each partner
- Presentation of research concept by Claudia Sattler (see Annex 1, PPT-presentation 1)

Presentation of case studies

- Presentation of SOCIALCARBON by Cecilia Michellis (see Annex 1, PPT-presentation 2)
- Presentation of case study in Santa Catarina by Gisele Alarcon (see Annex 1, PPT-presentation 3)
- Presentation of case studies in Sao Paulo and Paraná by Ranulfo Paiva Sobrinho (see Annex 1, PPT-presentation 4)

- Presentation of Costa Rican case study by Bernardo Aguilar-González (see Annex 1, PPT-presentation 5)

Presentation of Work Packages

Presentation of WP2 ‘Stakeholder interaction’ by Paulo Sinisgalli (see Annex 1, PPT-presentation 6)

Main results of discussion:

- WP2 concerns each case study area. The highest level of experience reveals the Costa Rican case study offering other case study partners the opportunity to learn, e.g. how to get involved with stakeholders?, how to deal with difficult institutional arrangements? What shall be transferred to case study regions? It could be the case that only parts of solutions will be transferred. However, one should not be too restricted: define transfer region, make a decision and if the transfer region shows a big difference to the original case study region than this is the result. Analysis of potential for transfer is subject to WP5 (transferability of governance models) and WP4 (transferability of management instruments).
- It could be good to choose transfer regions that already asked for transfer.
- Key actors play a significant role regarding the involvement of local communities in the transfer regions because they live there and are connected to the community. Participatory movies are meant as an instrument to make sure that all the people are able to take part in the transferring process.
- CiVi.net shall offer people something in return to their engagement keeping in mind that a lot of other projects already existed before in the case study regions. Interest for analysis and transfer of solutions must be awakened; openness and transparency towards communities is necessary here.
- Answers to questions which may emerge during the tasks of the WP can only be successively evolved due to the action research approach.
- Training and training courses are part of WP6 (see Task 6.5).
- CSO and RTD are partners in the data collection (additional new data) and share responsibilities (tandem solution: 1 CSO + 1 RTD partner)

Relevant decisions: 1) Training and training courses are part of WP6. 2) CSO and RTD are partners in the data collection with shared responsibilities.

Presentation of the methodology of participatory movies by Tim Schloendorf (see Annex 1, PPT-presentation 7)

Presentation of WP3 ‘Stakeholder data and decision support’ by Bernardo Aguilar-González (see Annex 1, PPT-presentation 8)

Main results of discussion:

- All kind of data about the case study and transfer regions shall be collected by WP3. WP5 has a special interest in qualitative data to analyse governance models. WP4/WP5 are going to elaborate a first wish-list on data till the end of November that has to be sent to WP3.
- The case study partners have to send all the data they collected to WP3 before Christmas (December 16).
- Data shall be stored, i.e. no data base will be created. A platform for discussion and communication will be part of WP6. There will be a data portal, but the deadline to initiate it still has to be defined.
- The report about available data will be finished in April (see D3.1)

Relevant decisions: 1) WP4/WP5 are going to elaborate a first wish-list on data that has to be sent to WP3, deadline would be the end of November. 2) Case study partners have to send all collected data to WP3, deadline would be December 16. 3) A platform for discussion and communication will be part of WP6.

Presentation of WP4 ‘Management instruments’ by Tim Schloendorn (see Annex 1, PPT-presentation 9)

Main results of discussion:

- Most important part of research in WP4 is the comparative analysis of the different case studies. Since there is not enough time to fully analyse the efficiency and effectiveness of management instruments in the case study regions before their transfer, CiVi.net will work with assumptions: after a first analysis in the original case study regions important factors will be figured out and finally adaptability of transfer regions will be discussed. Experimental

workshops function here as a tool to see if the solutions could work in other regions. This is an ex-ante approach in so far as we decide to which transfer region the instrument shall be transferred without ultimate knowledge if it may fit.

Presentation of WP5 ‘Governance models and role of CSOs’ by Bettina Matzdorf and Angela Meyer (see Annex 1, PPT-presentation 10)

Main results of discussion:

- EI, FUNDAG and NEO are part of the CSO which will be analysed.
- Involvement of case study stakeholders shall be organized well and done in a concerted manner to keep their time efforts and work load as low as possible.
- The delivery date of milestone 14 changed to month seven.

Presentation of WP6 ‘Communication and dissemination of results’ by Dolf de Groot (see Annex 1, PPT-presentation 11)

Main results of discussion:

- Web-site will function as helpdesk to partners. The webpage will be hosted by ZALF.
- People`s interest in trainings shall be identified at the stakeholder workshop. Trainings could be conducted by members of local communities in case study areas. The decision on trainings shall be made also by the leader of WP6 in cooperation with Cecilia Michellis by Intstituto Ecológica..
- There still have to be taken decision about the elaboration and decision making process about reports, texts, etc. for the webpage.

Relevant decisions: ZALF will be the host of the project's website.

November 2

Presentation of the agenda by Claudia Sattler

Presentation of main challenges of the project and how to deal with them by Claudia Sattler (see Annex 1, PPT-presentation 12).

Main discussion results:

- One of the main challenges is the collection of additional data. A methodological basis for data collection is needed and shall be provided by WP4 and WP5. For this reason, ZALF will send a list of data in which WP4 and WP5 are interested to WP3. This "wish-list" of questions that should be answered by WP3 will be sent to Bernardo Aguilar-González (NEO) who will distribute it to all case study partners. The case study partners will feedback on that list and communicate what information they can possibly offer.
- Data management shall use WPs to structure communication and exchange of data. "Drop box" shall serve as a tool to exchange data. There shall also be used a common account as a tool for communication. ZALF as leader of WP1 is responsible for installation of such a tool.
- Contingency plan is still open to comments by project partners. The final version of the risk contingency plan will be included in the minutes (see Annex 2).

Relevant decisions: 1) ZALF will send a wish-list to Bernardo Aguilar-González (NEO) who will distribute it to all case study partners. Case study partners will give feedback on that. 2) A "drop box" shall be installed by ZALF in order to provide a tool for information and data exchange until the website is installed.

Presentation of specifics of case studies by Claudia Sattler (see Annex 1, PPT-presentation 13)

Main discussion results:

- The original case study areas which were presented on November 1 were selected as case study areas.
- The preliminary list of selection criteria for the transfer case study areas (see PPT presentation) is still open for discussion. All partners will provide their

feedback on this list and the final version will be elaborated before the first stakeholder meeting take place in month 4.

- Possible transfer case study regions will be suggested on the first stakeholder meeting. Data on transfer regions shall be collected until then. The final selection of transfer case study regions shall be after the stakeholder meeting and before the partner board meeting in Brazil.

Relevant decisions: 1) Presented original case study areas were selected as case study areas. 2) Preliminary list of selection criteria for transfer case study areas will be commented by all partners; final version elaborated before first stakeholder meeting. 3) Suggestions for transfer case study areas on first stakeholder meeting; data to be collected until then. Final selection shall be after stakeholder meeting and before partner board meeting in Brazil.

Discussion on next activities in the case studies

Main results:

- Participatory movies will be filmed in the week before the stakeholder workshops, i.e. movie production will take seven days, on day seven would be the stakeholder workshop. Two additional days could be calculated for travelling and another day as a reserve. Both events shall be linked to each other for a better efficiency. The filming of the participatory movies will be coordinated by Tim Schloendorn. Not more than six RTD partners shall participate in the stakeholder workshops. Tim Schloendorn will inform WP2 on minimum requirements for the filming of the movies until mid of November.
- The schedule will be

SocialCarbon	2 nd week of January
Santa Catarina	3 rd week of January
Marujá	4 th week of January (to be defined by Ranulfo and Paulo in the next weeks after kick-off meeting)
Costa Rica	Mid February

- Preparation of first stakeholder workshops will be split by WP4/WP5 and WP2. The organisation was discussed in detail in break-up group WP2/WP3 (see below).
- Case study descriptions for the fact sheets will be updated by ZALF by the end of November. CSO shall give their feedback until December 15, so that it shall be finalised until Christmas.

Relevant decisions: 1) Participatory movies will be filmed in the week before the stakeholder workshops. Seven days can be calculated for filming; two additional days could be calculated for travelling and another day as a reserve. On day seven would be the stakeholder workshop. Coordinator will be Tim Schloendorn, who will inform WP2 on minimum requirements for the filming of the movies until mid of November. 2) Not more than six RTD partners shall participate in the stakeholder workshops.

Discussion in break-up groups

Main results of WP2/WP3:

- WP2 and WP3 will specify their responsibilities in diagrams which will be sent to ZALF. A point person for each WP will be announced who will distribute information and is responsible for communication within the WP and for communication with other WPs. Responsibilities for case study areas were defined as follows:

Responsibility	Case study
Gisele Alarcon	Santa Catarina
Nelson Aguilar, Ligia Umana	Costa Rica
Cecilia Michellis	SocialCarbon
Ranulfo Paiva Sobrinho	Marujá

- The schedule for the preparation of stakeholder workshops will be:

Who?	What?	Until when?
WP2/WP3	Proposal for agenda to WP4/WP5 including: objectives, expectations to research side for the preparation of material, who should be involved	Until November 21
WP4/WP5	Information to WP3 (list) for preparation	Until December 10
WP2/WP3	Final preparation of agenda for workshops	Until Christmas
Angela Meyer	Coordination of logistics, support to WP2/WP3	
Tim Schloendorn	Responsible person of WP4/WP5 for coordinating schedule with WP2/WP3 (e.g. participatory movies, trainings);	
Tim Schloendorn	Agenda for the whole week of workshops	November 25

Relevant decisions: 1) Point persons to be announced for each WP. 2) Proposal for agenda of stakeholder workshops by WP2/WP3 to WP4/WP5 by November 21. List for preparation by WP4/WP5 to WP3 until December 10. Final preparation of agenda for workshops by WP2/WP3 until Christmas. 3) Angela Meyer will be responsible for coordination of logistics, supporting WP2/WP3. 4) Tim Schloendorn will be responsible for coordinating schedule; he will deliver an agenda for the whole week of workshops until November 25.

Main results/relevant decisions of WP4/WP5:

- One week is planned for each case study plus 3 days for travelling including 1 day as a reserve.
- Information on stakeholders which are relevant for interviews will be provided by WP3.

Main results/relevant decisions of WP6:

- With regard to website and brochures, all partners shall contribute texts in English; translation into Spanish and Portuguese shall be done by case study partners. Dissemination plan will define all details.
- Trainings are part of WP6. There is some money available for sub-contracting for the trainings, but priorities need to be negotiated, as this money is also needed for the production of the movies, flyers etc.
- Capacity building is an integrative part of CiVi.net, involvement of students in case study regions would be one aspect of it. Partners in case study regions will check the opportunities to realize such an involvement.

Consortium agreement

- Final version of consortium agreement was presented by Bettina Matzdorf and signed by all project partners.

Presentation of boards by Bettina Matzdorf (see Annex 1, PPT-presentation 14)

Main results of discussion:

- All concerned partners confirmed their participation in the partner board and in the steering committee. Bettina Matzdorf will be the chair of the partner board. Ademar Romeiro, Bernardo Aguilar-González, Tim Schloendorn, Dolf de Groot, Cecília Michellis and Angela Meyer will also be members of the partner board. Members of the steering committee can be represented by another person. Chair of steering committee to be elected in the next weeks after kick-off meeting.

Final version – November 23, 2011

- The second annual meeting of the partner board will take place in June 2012. Sao Paulo/Brazil as the location still needs to be decided on. Third annual meeting will take place in May 2013 in San José/Costa Rica.
- The advisory board shall have two additional experts from CSOs. Persons were suggested by Bernardo Aguilar-González and Gisele Alarcon and shall be asked if they want to participate after the kick-off meeting.
- Members of the stakeholder board shall be elected on the first stakeholder meeting.
- *Relevant decisions:* 1) Confirmation of partner board members. Chair will be Bettina Matzdorf. Partner board meetings: June 2012 in Sao Paulo (still to be decided on) and May 2013 in San José in Costa Rica. 2) Chair of steering committee to be elected in next weeks after kick-off meeting. 3) Advisory board will have two additional experts from CSOs. Persons suggested by Bernardo Aguilar-González and Gisele Alarcon to be asked after kick-off meeting. 4) Members of the stakeholder board shall be elected on the first stakeholder meeting.

Presentation of WP1 ‘Project management’ by Claudia Sattler (see Annex 1, PPT-presentation 15)

Presentation of administrative/financial lessons by Angelika Wurbs, ZALF (see Annex 1, PPT-presentation 16)

Feed-back round and official end of kick-off meeting

November 3

Excursion (see Annex 1, PPT-presentation 17 ‘Excursion Tempelhof’)

To do list

<i>Who?</i>	<i>What?</i>	<i>Until When?</i>
Collection of data		
Leaders of WP4/WP5 to Bernardo Aguilar-González (NEO), leader WP3, who distributes it to all CSO partners	Wish-list regarding data (questions which should be answered by collected data material)	End of November 2011
All case study partners partners to Bernardo Aguilar-González (WP3), who sends it to WP4/WP5 leaders	List of collected data	Until December 16, 2011
WP3	Report of available data	Until April 2012
Selection of transfer case study regions		
All case study partners?	Data collection on transfer regions	Until first stakeholder workshop, January 2011
All partners	Suggestion and discussion of potential transfer case study regions and final list of selection criteria for transfer case studies	Before/On first stakeholder workshop, January 2011
All partners	Final selection of transfer case study regions	Between first stakeholder workshop and first partner board meeting (June 2012)
Case study descriptions for fact sheets		
Case study partners	Additional information for case study descriptions	November 2011
ZALF to case study partners	Update of case study descriptions for fact sheets	Until end of November 2011
Case study partners to ZALF	Feedback on case study descriptions	Until December 15, 2011
ZALF	Overall compilation of case study descriptions	Until Christmas 2012
Preparation of stakeholder workshops		
WP2/WP3	Proposal for agenda to WP4/WP5 including: objectives, expectations to research side for the	November 21, 2011

	preparation of material, who should be involved	
WP4/WP5	Information to WP3 (list) for preparation	December 10 2011
WP2/WP3	Final preparation of agenda for workshops	Until Christmas 2012
Angela Meyer	Coordination of logistics, support to WP2/WP3	
Tim Schloendorn	Responsible person of WP4/WP5 for coordinating schedule with WP2/WP3 (e.g. participatory movies);	
Tim Schloendorn	Agenda for the whole week of workshops	November 25
Participatory movies		
Tim Schloendorn	SocialCarbon	2 nd week of January
Tim Schloendorn	Santa Catarina	3 rd week of January
Tim Schloendorn	Marujá	4 th week of January (to be defined by Ranulfo and Paulo in the next weeks after kick-off meeting)
Tim Schloendorn	Costa Rica	Mid February
Advisory board		
Gisele Alarcon and Bernardo Aguilar-González	Ask two CSO experts if they want to participate	Next weeks after kick-off meeting
Steering committee		
All steering committee members	Election of chair of Steering Committee in the next weeks.	Next weeks after kick-off meeting
Partner board		
Paulo Sinisgalli	Decision regarding location of first partner board meeting (Sao Paulo or other city in Brazil)	