UNEP/GEF PDF-B
EP/GLO/301/GEF

"Conservation and Management of Pollinators for Sustainable Agriculture, Through an Ecosystem Approach"

Final Report of the

First International Steering Committee (ISC) Meeting

FAO Headquarters, Rome, Italy

19-23 April 2004

Food and Agriculture Organization of the United Nations
April 2004

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1. Introduction:

The PDF-B project on the "Conservation and Management of Pollinators for Sustainable Agriculture, Through an Ecosystem Approach", approved for funding by the Global Environment Facility (GEF), began implementation on 1 April 2004 and will have a duration of 24 months. The project is implemented by the United Nations Environment Programme (UNEP) and executed by the Food and Agriculture Organization of the United Nations (FAO).

The International Steering Committee (ISC) held its first meeting in Rome at FAO Headquarters from 19-23 April, 2004. Members of the ISC participating at this first meeting are listed in Annex 1 (List of Participants). China, India, Nepal and Pakistan were not represented at the meeting.

The main objectives of the meeting were to:

- Have a common understanding of PDF-B goals, objectives, and implementation arrangements;
- Clarify how the PDF-B will develop a Full-size Project (which is the principal objective of the PDF-B phase); and
- Develop a preliminary Log frame for the Full-size Project.

The main outputs of the meeting were the:

- Adoption of the Terms of Reference of the International Steering Committee of the PDF B;
- Agreement on activities/workplan to be implemented during PDF B phase and implementing arrangements at the national and international level;
- Development of a Preliminary Log Frame of the Full-sized Project;
- Agreement on the Terms of Reference for the "Global Study on Information Tools".

The meeting agenda was presented by Linda COLLETTE (Senior Officer (Crop and Crop Associated Biodiversity), FAO Plant Production and Protection Division, Agriculture Department) and adopted by the members of the ISC (Annex 2).

On behalf of FAO, Louise FRESCO (Assistant Director General, Agriculture Department) and Peter KENMORE (Chairperson of the FAO Working Group on Biological Diversity) opened the First Meeting of the ISC.

2. Review of the project components

In order to have a common understanding of the project, Linda COLLETTE presented the objectives and components of the Full-size Project, and of the PDF-B Phase.

The development goal of the project is to conserve, sustainably use and manage pollinators. The project has three principal objectives: first, to develop and implement tools, methodologies, strategies and best management practices for pollinator conservation and sustainable use. Second, the project will build local, national, regional and global capacities to enable the design, planning and implementation of interventions to mitigate pollinator population declines, and establish sustainable pollinator management practices. This would also include raising awareness and strengthening existing networks dedicated to conservation of pollinators. Lastly, the project will promote the co-ordination and integration of activities related to the conservation and sustainable use of pollinators at the international level to enhance global synergies. All told, these objectives are expected to address current policy and

institutional barriers to sustainable pollinator management, and contribute to increasing agricultural production and supporting sustainable livelihoods.
The four Full-size Project components are:

- Development of a Knowledge Base;
- Extension and Promotion of Pollinator-friendly Best Management Practices;
- Capacity Building and Awareness Raising; and
- Sharing of Experiences and Dissemination of Results.

The main objective of the PDF-B phase of the project is to undertake the necessary reviews and consultations to design a GEF Full-size Project.

The PDF-B has six components:

- Component One: Project management and co-ordination;
- Component Two: Stocktaking of current status of pollinators;
- Component Three: Demonstration sites and replication strategies;
- Component Four: Capacity building and awareness raising;
- Component Five: Development of implementation strategies for the Full-size Project and mobilisation of co-financing;
- Component Six: Development of a Full-size Project proposal.

3. GEF PDF-B project planning and implementation process

Marieta SAKALIAN (Task Manager-Biodiversity, UNEP/Division of GEF Coordination (Nairobi, Kenya)), outlined the GEF project preparation process, providing participants with the necessary elements for preparing the Full-size Project. The main points highlighted were the need to:

- Identify clear objectives and justification, threats and barriers, root causes and stakeholders;
- Assess what is already being done (the "baseline", or, what would normally occur in the project area in the absence of the proposed project);
- Illustrate how threats, gaps and barriers could be removed (the "alternative", or, what the project will establish above and beyond the baseline (a log frame needs to be developed for the “alternative"));
- Understand that GEF funding would finance some of the activities in the "alternative" (i.e. the “incremental cost” - actions that address a global environmental problem beyond what is required for national development), while co-funding is needed for all other activities proposed in the “alternative” (i.e. national and local development benefits).

4. Adoption of ISC Terms of Reference

The International Steering Committee is composed of a core membership which includes

- Executing Agency (FAO);
- Global Project Coordinator (GPC);
- UNEP/DGEF Task Manager;
- Representative from the African Pollinator Initiative (API);

- Representative from the International Centre for Integrated Mountain Development (ICIMOD);
- Representative from the Brazilian Pollinators Initiative (BPI);
- One representative for each participating country.

Draft Terms of Reference were discussed for the International Steering Committee. It was agreed that the ISC for the PDF-B project will review and agree on strategies, management procedures and plans of action developed to implement the PDF-B. The core members of the ISC will be responsible for representing their partner institution at the technical and administrative levels. It was agreed to try to optimise, whenever/wherever possible, that the same person will represent both country and initiative.

During the course of the PDF-B project phase (24 months), the ISC will hold a total of five meetings. All decisions taken during these meetings will be by consensus.

The **agreed Terms of Reference** are presented in Annex 3.

5. Regional and national country presentations

Representatives of countries and regional pollinator initiatives attending the meeting presented the current status of the conservation and sustainable use of pollinators in their country/area. They highlighted main accomplishments, gaps and their expectations for the Full-size Project.

6. Implementation structure of the project

After presentation of the implementation structure of the project by Linda COLLETTE, members of the ISC developed the following **essentials** for **country participation** in the project. All members of the ISC agreed that FAO will write formal letters to countries not attending the meeting indicating that:

- End of **June 2004** is the **deadline** for endorsement of the project;

- **Nomination** of a country representative should be submitted by end of **May 2004** (for countries that have endorsed the project);

- PDF-B activities, as agreed during the first ISC meeting, should be **implemented** in a timely fashion as detailed in the Work Plan and Timetable of the PDF-B Phase (Annex 4). This is essential for the timely development of the Full-size Project.

Due to the amount of work to be carried out during the initial stage of the PDF-B, it was decided that it is important that countries be part of, and involved in, the PDF-B at an early stage. Hence, it was agreed that, in order to avoid create delays in PDF-B implementation, countries would need to meet the above deadlines to be considered as participants in the project.

7. PDF-B Phase Workplan and Timetable

Participants had a very productive discussion about the PDF-B implementation. The six components of the PDF-B were reviewed, and detailed activities for each component were identified. There was a common understanding about different activities and outputs. A

workplan indicating responsibilities and timeframes was elaborated with the **consensus** of all members of the ISC. In particular, it was agreed that:

- Submission of the Full-size Project proposal to UNEP/GEF be made in January 2006;
- The first national workshops will be held in June-July 2004;
- The second national workshops are planned for September-October 2004;
- The second meeting of the ISC will be held at FAO Headquarters in Rome, in November, 2004.

Details of implementation activities agreed upon are presented in Annex 4 (Work Plan and Timetable). The finalized **PDF-B Workplan and Timetable** was reviewed and **agreed upon** by the ISC members.

8. Development of Preliminary Log Frame for Full-size Project

After a brief introduction of the Logical Framework Analysis Method by Brahim HAFIDI (Meeting Facilitator) and based upon available information on the Full-size Project, members of the ISC developed a preliminary Log Frame. The Log Frame is composed of the: (i) Problem Analysis; (ii) Analysis of Objectives; and (iii) Project Planning Matrix (PPM).

8.1. Problem Analysis

Based on the information provided in the rationale and justification of the project, the participants formulated the core problem as follows:

Conservation and sustainable use of pollinators are insufficient

The participants identified six main causes for this core problem and produced a "problem tree" for each of the main causes (Annex 5).

8.2. Analysis of Objectives

Based on the "problem tree", the participants constructed an "objective tree" by transforming problems into future solutions (Annex 6).

8.3. Preliminary Project Planning Matrix (Logical Framework Matrix)

With the output of the objective tree, the participants constructed the Preliminary Project Planning Matrix which includes the development objective, project purpose, outputs, activities and important assumptions. Objectively verifiable indicators and means of verification will be developed later during the PDF-B implementation.

Development objective

The development objective, to which the project, "Conservation and Management of Pollinators for Sustainable Agriculture, through an Ecosystem Approach" will contribute, was formulated as being:

Improved food security, nutrition and livelihood through enhanced conservation and sustainable use of pollinators

Project Purpose

The participants formulated the project purpose for the five-year period (January 2007–December 2011) as:

Enhanced understanding, conservation and sustainable use of pollinators through the ecosystem approach in selected countries

Project Outputs

The participants identified four project outputs needed to achieve the project purpose.

1. ***A consolidated knowledge base, integrating traditional and scientific knowledge established;***

2. ***Pollinator friendly best management practices identified, tested, developed, documented and promoted;***

3. ***Enhanced capacity for conservation and sustainable use of pollinators developed;***

4. ***Enhanced awareness for conservation and sustainable use of pollinators developed.***

Activities and important assumptions

The participants identified and agreed upon major activities required to achieve each output, and agreed upon the main important assumptions. Details are presented in the Preliminary Project Planning Matrix (Annex 7).

The final preliminary **Log Frame** was **agreed** by the ISC members through full consensus and will be presented at the first national workshop.

9. Discussion of technical matters

9.1. Criteria for demonstration sites

Draft criteria and a draft matrix to be used for identification of demonstration sites in selected countries for project implementation, were discussed. **Draft criteria and draft matrix agreed on** by the ISC members are listed in Annex 8. These criteria should be discussed during the second national workshops and agreed during the second ISC meeting.

9.2. Reporting

Marieta SAKALIAN clarified the reporting requirements for UNEP/GEF. FAO should report to UNEP/GEF quarterly (financial report) and every semester (technical report). It was agreed that participating countries will provide FAO **with quarterly reports** indicating the **technical** and **financial** information related to PDF-B; including the progressive use of country contributions (co-funding - cash and in kind).

9.3. Budget

The budget of the PDF-B was discussed (Annex 1B of the final PDF-B document). **By 10 May 2004**, countries will provide FAO with information regarding **initial country needs and associated costs**. Details and information on country commitments and country co-funding (in relation to the agreed Work Plan) will also be provided to FAO at this time. GEF funds for PDF-B will be managed by FAO.

9.4. Global Study on "Using Information Technology (IT) to support conservation and sustainable management of pollinators" – Terms of Reference

David NOWELL (Agricultural Officer, IPPC Secretariat, Plant Protection Service) - gave an informative presentation on information technologies and highlighted options and constraints for global information systems (such as access to databases, remote updating, copyright/ownership issues, the advantages/disadvantages of using CD-ROM's, advantages/disadvantages of linking to other web sites, interoperability, and the need to maintain neutrality for optimum participation).

Terms of Reference for the global information technology study were revised and agreed upon by all ISC Members (Annex 9). The study will commence after the evaluation of countries needs (item 9.3).

10. Stocktaking of current status of pollinators

The ISC members discussed a draft outline for a preliminary report on the current status and trends of pollinators (Decision VI/5 of the Convention on Biological Diversity), and more specifically discussed how the GEF PDF-B could contribute to the development of this document.

11. Second ISC meeting

The second meeting of the ISC will be held at FAO Headquarters in Rome, Italy, November, 2004.

ANNEXES

ANNEX 1: LIST OF PARTICIPANTS

CONSERVATION AND MANAGEMENT OF POLLINATORS FOR SUSTAINABLE AGRICULTURE, THROUGH AN ECOSYSTEM APPROACH
UNEP/GEF PDF B Project
EP/GLO/301/GEF

FIRST INTERNATIONAL STEERING COMMITTEE MEETING
19-23 APRIL, 2004
FAO, ROME

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ANNEX 2: AGENDA

UNEP/GEF PDF B Project on:
"Conservation and Management of Pollinators for Sustainable Agriculture, Through an Ecosystem Approach"

FIRST INTERNATIONAL STEERING COMMITTEE MEETING
Canada Room
Building A - Room 356/7

FAO, ROME, ITALY
19-23 APRIL, 2004

Objectives:

1) Have a common understanding of PDF-B goals, objectives, and implementation arrangements, and how the PDF-B will develop a Full-size project (which is the principal objective of the PDF-B phase).
2) Develop a preliminary Log Frame for the Full-size project.

Outputs:

1. Adoption of the Terms of Reference of the International Steering Committee of the PDF B
2. Agreement on activities/workplan to be implemented during PDF B phase and implementing arrangements at the national and international level
3. Preliminary Log Frame of the Full-sized Project
4. Agreement on the Terms of Reference for the "Global Study on Information Tools"

PART I: INTRODUCTION

Monday 19 April, 2004

Morning Session: 9:00 – 12:30
(Break 10:30-11:00)

- Welcome
- International Context of the GEF Project
- Introduction of participants
- Objectives (Linda Collette, FAO)
  - Meeting
  - PDF-B
- Presentation and adoption of Agenda (Linda Collette, FAO)
- Review of PDF-B Objectives, Components and Outputs (Linda Collette, FAO)
- Presentation of GEF PDF-B project planning and implementation process (Marieta Sakalian, UNEP/GEF)
- Presentation and adoption of International Steering Committee Terms of Reference (Linda Collette, FAO)

12:30-14:00 Lunch

Afternoon Session 14:00 – 17:00
(Break 15:30-16:00)

- Regional and national presentations (15 minutes each)
  - within the context of the Project:
    - current status of the conservation and sustainable utilization of pollinators
    - main accomplishments
    - gaps
    - expectations for the Full-size project
- Implementation structure of the Project (Linda Collette, FAO)
  - Implementing Agency
  - Executing Agency
  - National implementation arrangements – a common approach and stakeholder consultations
  - International Steering Committee
  - Global Project Coordinator
  - Administration (reporting requirements, communications, etc)
- Develop criteria for country identification
- Discussions and wrap-up

PART II: PDF-B PHASE - WORKPLAN

Tuesday 20 April, 2004

Morning Session: 9:00 – 12:30
(Break 10:30-11:00)

- Review of previous day
- Review of main outputs of the PDF-B phase:

- Component 2: "Stocktaking of current status of pollinators"
  - Review of the state of pollinators, the reasons for the decline in population size, the interactions between pollinators and agricultural areas, and the enabling environment (studies)
  - Baseline data and information on related initiatives
  - Review of current knowledge and activities in pollinator conservation and sustainable use
  - Identification of critical gaps in information on critical issues (such as the linkages between agricultural land and pollinator nesting habitats; key producers of pollination services, technology for the management of pollinators other than honey bees, training needs, extension methodologies, tools for monitoring, barriers and constraints inherent to the enabling environment etc.)

- Component 3: "Demonstration sits and replication strategies"
  - Criteria and priority areas for the establishment of demonstration sites
  - Demonstration sites and preliminary activities for each demonstration site identified

- Component 4: "Capacity building and awareness raising"
  - Website and other information dissemination tools
  - Awareness Strategy
  - Capacity-building Strategy
  - Information Dissemination strategy

- Component 5: "Development of implementation strategies for the Full-size Project and mobilization of co-financing"
  - Stakeholder Participation Plan
  - Co-financing and a Financial Plan
  - Monitoring and Evaluation Plan

- Component 6: "Development of a Full-size Project proposal"
  - Full size GEF project proposal, including the full results and experiences of the PDF-B stage

- Activity and Sub-activity planning at the national level for the PDF-B (Work Plan)
  - Country specificities
    - activities
    - timetable
    - stakeholder consultations
    - implementation structure

- Revision of PDF-B Timetable and Work Plan

12:30-14:00 *Lunch*

Afternoon Session 14:00 – 16:00
(Break 15:30-16:00)

- ...Continued

PART III: FULL-SIZE PROJECT PHASE – LOG FRAME

Afternoon Session 16:00 – 17:30

- Log Frame for the Full-size Project
  - Introduction to Log Frame

Wednesday 21 April, 2004

Morning Session: 9:00 – 12:30
(Break 10:30-11:00)

- Log Frame for the Full-size Project - Analytical Steps
  - Problem analysis
  - Analysis of objectives

12:30-14:00 Lunch

Afternoon Session 14:00 – 17:00
(Break 15:30-16:00)

- Log Frame for the Full-size Project - Project planning matrix
  - Development objective
  - Project purpose
  - Outputs

Thursday 22 April, 2004

Morning Session: 9:00 – 12:30
(Break 10:30-11:00)

- Log Frame for the Full-size Project - Project planning matrix (cont'd)
  - Activities
  - Important assumptions

12:30-14:00 Lunch

Afternoon Session 14:00 – 17:00
(Break 15:30-16:00)

- Log Frame for the Full-size Project - Project planning matrix (cont'd)
  - Indicators
  - Source of verification

Friday 23 March August, 2004

Morning Session: 9:00 – 12:30
(Break 10:30-11:00)

- Agreement on preliminary Log Frame
- Finalisation and agreement upon national and global work plans for the PDF-B
- Technical matters
  - "Global Study on Information Tools" study (stocktaking component of PDF-B) – Terms of Reference discussion and agreement
  - "Stocktaking of current status of pollinators" PDF-B component

12:30-14:00 *Lunch*

Afternoon Session 14:00 – 15:00
(Break 15:30-16:00)

- Next ISC meeting: Timing and Issues to be addressed and **wrap-up**

ANNEX 3: TERMS OF REFERENCE

INTERNATIONAL STEERING COMMITTEE (ISC)

The International Steering Committee will be composed of a core membership which includes:

- Executing Agency (FAO)
- Global Project Coordinator (GPC)
- UNEP/DGEF Task Manager
- Representative from the African Pollinator Initiative (API)
- Representative from the International Centre for Integrated Mountain Development (ICIMOD)
- Representative from the Brazilian Pollinators Initiative (BPI)
- One representative for each participating country

The core members of the ISC will be responsible for representing their partner institution at the technical and administrative levels and will try to optimize, whenever/wherever possible, that the same person will represent country and initiative. During the course of the PDF-B project phase (24 months), the ISC will hold a total of five meetings.

More specifically, the role of the ISC is to:

- Review and agree on all strategies and management procedures and plan of action for the implementation of the PDF-B;
- Review the progresses made in the implementation of the workplan;
- Oversee the implementation of technical components of the project;
- Review documentation (e.g. standardised methodologies);
- Agree on criteria for the identification and selection of demonstration sites;
- Monitor inputs of international and national partners, facilitating the insurance that project obligations are fulfilled in a timely and coordinated fashion;
- Oversee and coordinate if necessary the co-financing initiatives for the full project; and
- Review and recommend endorsement of the full project proposal.

Decisions taken by the ISC will be made by consensus.

Annex 4: Global Work Plan and Timetable for the PDF-B Phase

Activities	Responsible person	Time frame	2004									2005											2006		
			A	M	J	JL	A	S	O	N	D	J	F	M	A	M	J	JL	A	S	O	N	D	J	F	M
I. PROJECT MANAGEMENT AND COORDINATION																									
Activity 1. Establish International Steering Committee (ISC)																									
First ISC meeting	ISC Members	19-23 April 2004																							
Establish date and location of Second ISC meeting		19-23 April 2004																							
Second ISC meeting	ISC Members	November 2004																							
Third ISC meeting (tentative and flexible dates and locations – *fundraising*)	ISC Members	January – June 2005																							
Fourth ISC meeting	ISC Members	July 2005																							
Fifth ISC meeting	ISC Members	January 2006																							
Activity 2. Reporting to UNEP/GEF																									
Financial Reporting																									
National Reporting to FAO	National partners	2004 July 10 October 10 2005 January 10 April 10 July 10 October 10 2006 January 10																							

Activities	Responsible person	Time frame	2004									2005												2006			
			A	M	J	JL	A	S	O	N	D	J	F	M	A	M	J	JL	A	S	O	N	D	J	F	M	A*
FAO reporting to UNEP/GEF	FAO	2004 July 20 October 20 2005 January 20 April 20 July 20 October 20 2006 January 20																									
Technical Reporting																											
National Reporting to FAO	National partners	2004 July 10 2005 January 10 July 10 2006 January 10																									
FAO reporting to UNEP/GEF	FAO	2004 July 20 2005 January 20 July 20 2006 January 20																									
Terminal Reporting																											
National Inputs	National partners	March 2006																									
FAO to UNEP/GEF	FAO	April 2006																									

Activities	Responsible person	Time frame	2004									2005												2006		
			A	M	J	JL	A	S	O	N	D	J	F	M	A	M	J	JL	A	S	O	N	D	J	F	M
Activity 3. Elaborate Terms of Reference for consultants (on a needs basis, as appropriate)																										
On a needs basis – discuss draft ToRs	ISC Members	19-23 April 2004 (and as needed)																								
Identification of Experts (National/Regional/International) (on a needs basis)	National partners/GPC																									
Activity 4. Establish national management team and stakeholder consultations																										
Debriefing to responsible departments on outcomes of first ISC meeting and establishment of national management team		May 2004																								
Countries to provide FAO with needs/arrangement details/budget details (i.e. in cash - in kind) for National Co-coordinator/assistant to National Co-ordinator (FAO Office)		10 May 2004																								
Hire National Co-ordinator (recruitment as needed)		June																								
First National Stakeholder Workshop:	National partners	June/July 2004																								
Information for the workshop and with stakeholders: ▪ Identify stakeholders ▪ Provide all the project background information to project stakeholders ▪ Check list of stakeholders and decide who will be the potential major partners in terms of activities	National partners	Month before workshop																								
Information for the workshop and with partners:	National partners	Month before workshop																								

▪ Orient key partners before the national workshop ▪ Identify current on-going activities ▪ Provide preliminary Log Frame for Global FSP ▪ Request stakeholders to give brief presentations on current activities																											
Activities	**Responsible person**	**Time frame**	**2004**									**2005**												**2006**		
			A	**M**	**J**	**JL**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**A**	**M**	**J**	**JL**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**
Check list on what to do at First National Workshop: ▪ Describe GEF cycle and processes ▪ Present preliminary Global Log Frame ▪ Identify potential partners as appropriate ▪ Identify who is going to contribute the information for the baseline data and provide it by the second workshop ▪ Session on presentations by stakeholders on current activities ▪ Discuss what would happen if there is no project (No GEF intervention) • Discuss co-funding requirements • Inform on National and international coordination arrangements • Timeframe, next steps in preparation for second workshop	National partners	Month before workshop																								

Activities	Responsible person	Time frame	2004									2005												2006		
			A	M	J	JL	A	S	O	N	D	J	F	M	A	M	J	JL	A	S	O	N	D	J	F	M
Holding of Second Planning meeting:	National partners	September-October 2004																								
Preparation ▪ Identify key main partners ▪ Have partners collect information on baseline and baseline costs for the current situation (using GEF/UNEP budget guidelines) ▪ Cost of money spent to mitigate the negative impact of the on-going situation During Second Workshop ▪ Update on PDF-B implementation ▪ Give presentation of baseline activities ▪ Plan national level activities, budgets and timeframes for FSP - for project budget show baseline, alternative and incremental costs (use UNEP/GEF breakdown of budgets) ▪ Discuss assessment methodologies ▪ Discuss criteria and matrix for demonstration and control sites ▪ Discuss identification of potential co-funding sources	National partners	Month before workshop																								

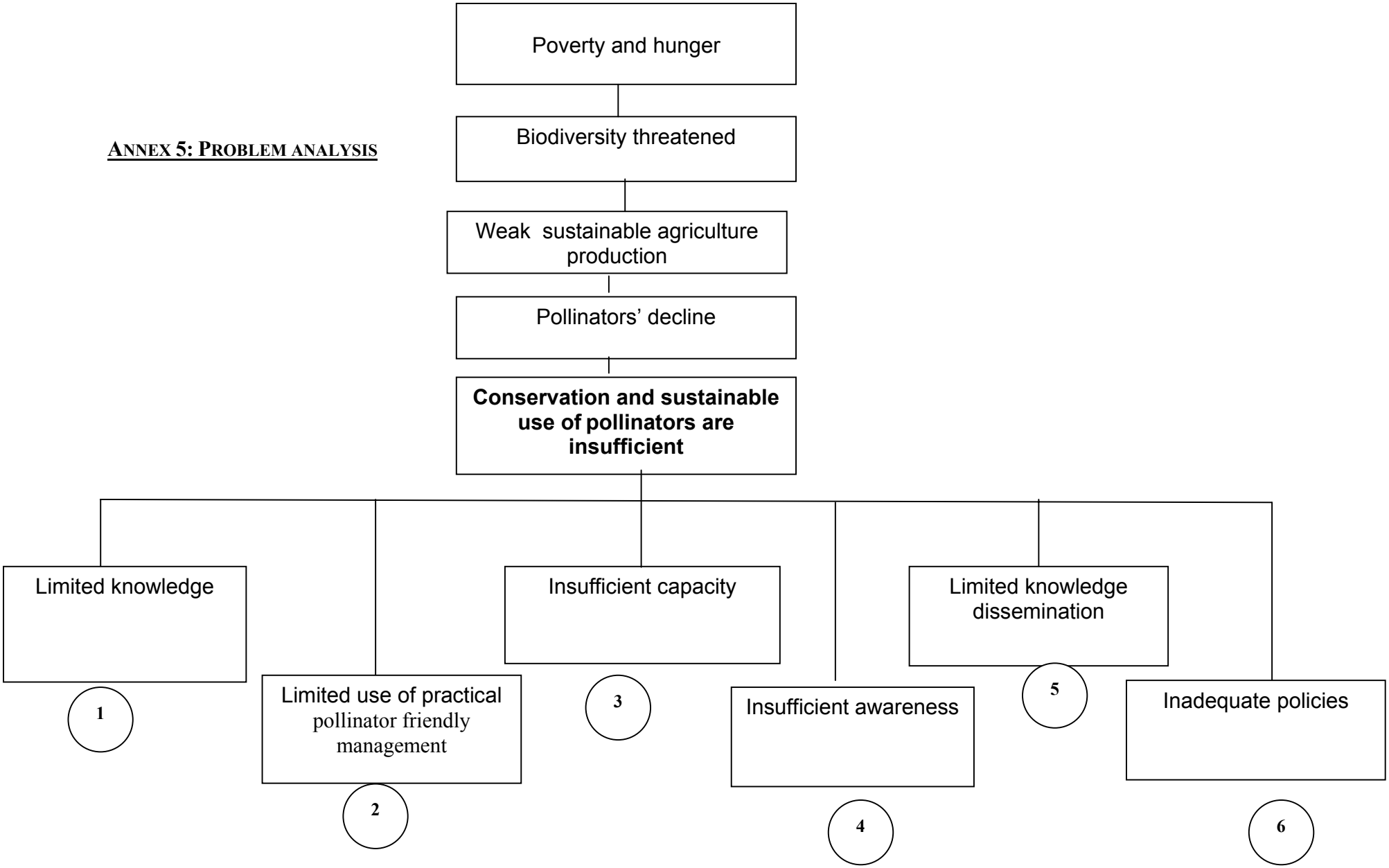
Activities	Responsible person	Time frame	2004									2005												2006		
			A	M	J	JL	A	S	O	N	D	J	F	M	A	M	J	JL	A	S	O	N	D	J	F	M
II. STOCKTAKING OF CURRENT STATUS OF POLLINATORS																										
Activity 1. Assessment of current status of pollinators and pollinator activities																										
Agree upon methodologies for assessment (including rapid assessment) to be applied during FSP, taking into consideration country specificities	National partners /ISC Members	November 2004																								
Collate baseline data (e.g. literature reviews, national initiatives, existing databases, other information networks)	National partners/ ICIMOD/ GPC/ Consultant	May-August/ September 2004																								
Review local management practices and traditional knowledge (national and international level)	National partners/ ICIMOD/GPC/ Consultant	May-August/ September 2004																								
Analyse enabling environment (e.g. policy, legislation – including where applicable trends) (national and international level)	National partners/ ICIMOD/GPC/ Consultant	May-August/ September 2004																								
Prepare global study papers and global workshops, *on a needs basis* - Discuss the need for additional technical studies (Log Frame)	GPC/ Consultant/ FAO	On-going as appropriate																								
Activity 2. Global study on information tools (IT)																										
Agree upon Terms of Reference	ISC Members	19-23 April 2004																								
Undertake study	Consultant	June-August 2004 (tentative)																								
Activity 3. Study on networks for monitoring pollinator diversity (national, regional, global)																										
Undertake study (based on above global IT study)	Consultant/GPC	June-August 2004																								

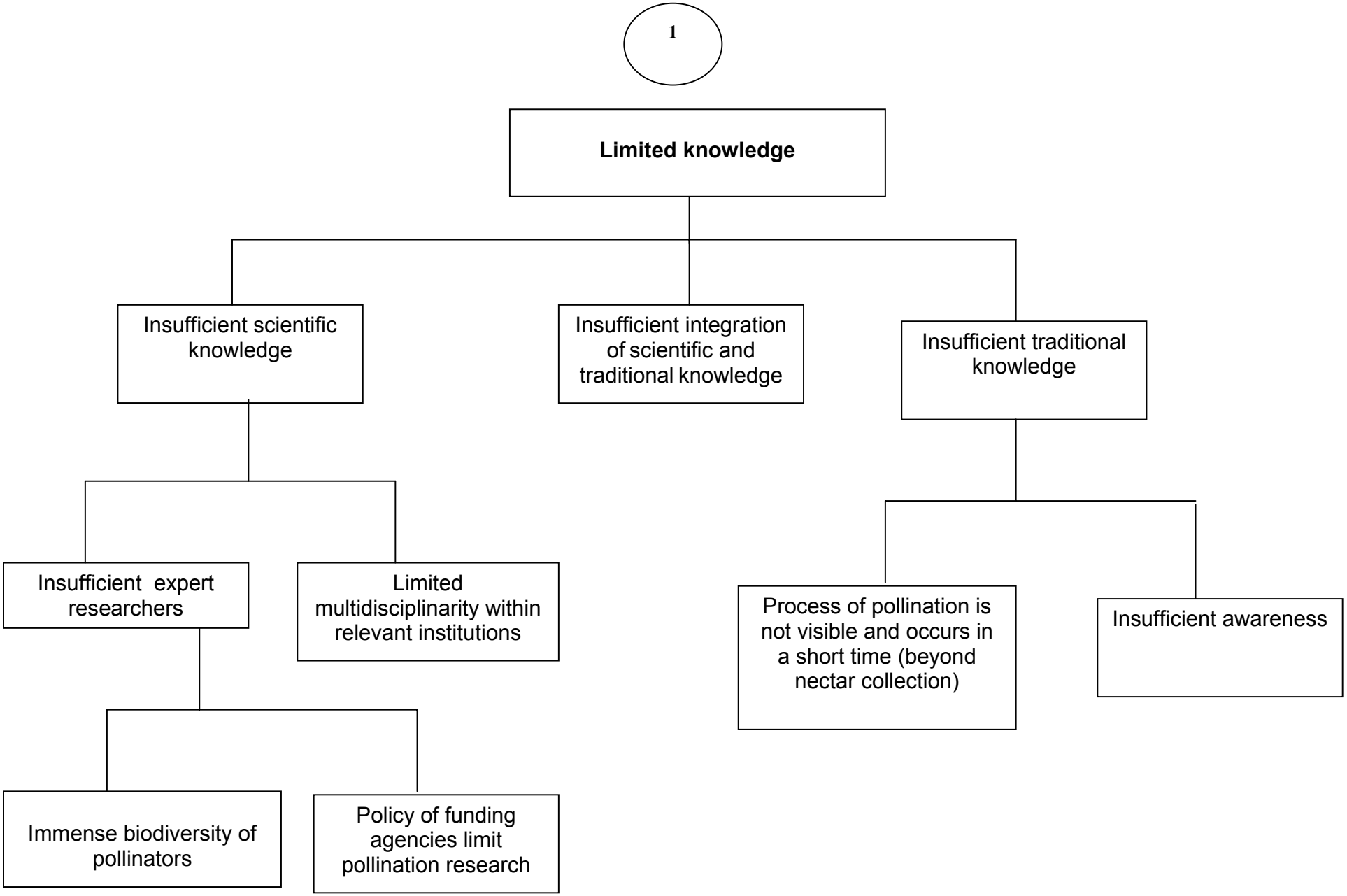
Activities	Responsible person	Time frame	2004									2005												2006		
			A	M	J	JL	A	S	O	N	D	J	F	M	A	M	J	JL	A	S	O	N	D	J	F	M
III. DEMONSTRATION SITES, OUTREACH AND REPLICATION STRATEGIES																										
Activity 1. Identify demonstration sites																										
Agree upon draft set of criteria for selection of demonstration and control sites	ISC Members	19-23 April 2004																								
Agree upon criteria for selection of demonstration and control sites	ISC Members	November 2004																								
Agree upon a matrix that will identify which plants/zones/crop systems/pollinators will be targeted for assessments	National partners /ISC Members	November 2004																								
Select national demonstration and control sites	National partners	December 2004 – July 2005																								
Initiate preliminary activities on pilot national demonstration sites	National partners/ ICIMOD	December 2004 – July 2005																								
IV. CAPACITY BUILDING AND AWARENESS RAISING																										
Activity 1. Develop Awareness Strategy																										
Undertake needs assessment (at national and international levels) including identification of target awareness raising groups	National partners/ ICIMOD/ FAO/	July-October 2004																								
Identify on-going/past awareness raising activities and existing materials by communications experts, for the appropriate target groups (at national and international levels)	National partners/ ICIMOD/ FAO/	July-October 2004																								
Design preliminary awareness strategy (at national and international levels)		December 2004-March 2005																								
Activity 2. Develop Capacity-building Strategy																										
Identify target groups (at national and international levels)	National partners/ ICIMOD/ Consultant/FAO	July-October 2004																								
Undertake capacity-building needs	National partners/	July-October																								

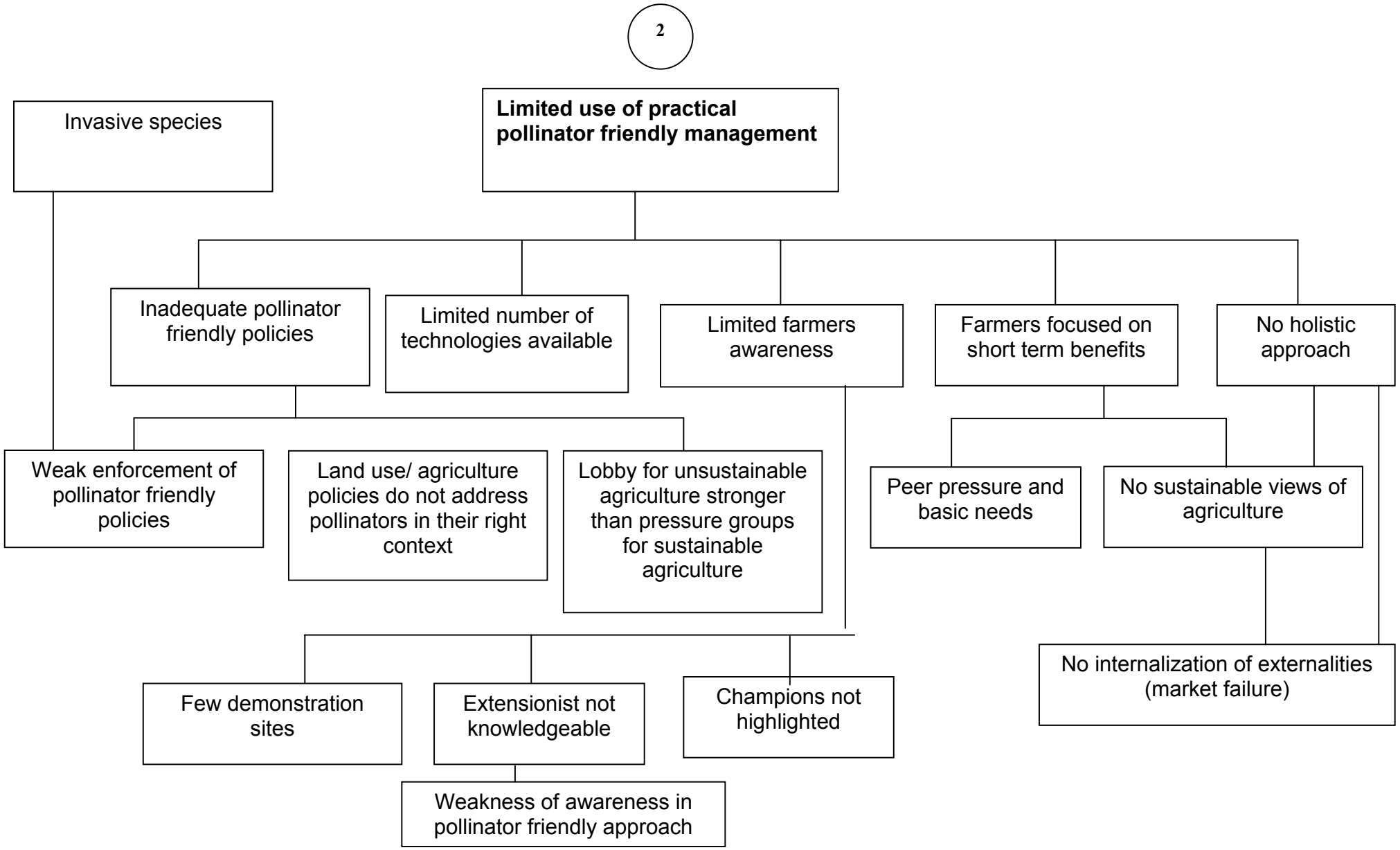
assessment for target groups, and existin materials/tools (at national and international levels)	ICIMOD/ Consultant/FAO	2004																									
Design capacity-building strategy (including materials and other needs) (at national and international levels)	National partners/ ICIMOD/ Consultant/FAO	December 2004-March 2005																									
Activities	**Responsible person**	**Time frame**	**2004**									**2005**													**2006**		
			A	**M**	**J**	**JL**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**A**	**M**	**J**	**JL**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**
Activity 3. Develop Information Dissemination Strategy																											
Development of project website	GPC	April 2004																									
Undertake study on how to best outreach to people (including those without access to electronic information tools)	Consultant/GPC	August-October 2004																									
Undertake study on cost effective method(s) for information dissemination	Consultant/GPC	August-October 2004																									
Establish list server (if necessary)																											
V. DEVELOPMENT OF IMPLEMENTATION STRATEGIES FOR THE FULL-SIZE PROJECT AND MOBILISATION OF CO-FINANCING																											
Activity 1. Stakeholder Participation Plan (refer also to Section I Project Management and Coordination))																											
Identify stakeholders	National partners/GPC	April-July 2004																									
Prepare plan for partner participation (*Annex X of the FSP*)	National partners/GPC	February-April 2005																									
Activity 2. Formulate the implementation process and design of the M & E component for the FSP including agreement on indicators to be measured for baseline establishment																											
Project progress refinement and finalization of baseline indicators (based on new guideline for GEF) for each output	ISC members	After November 2004 – July 2005																									
Agreement upon Monitoring and Evaluation Plan	ISC members	July 2005																									

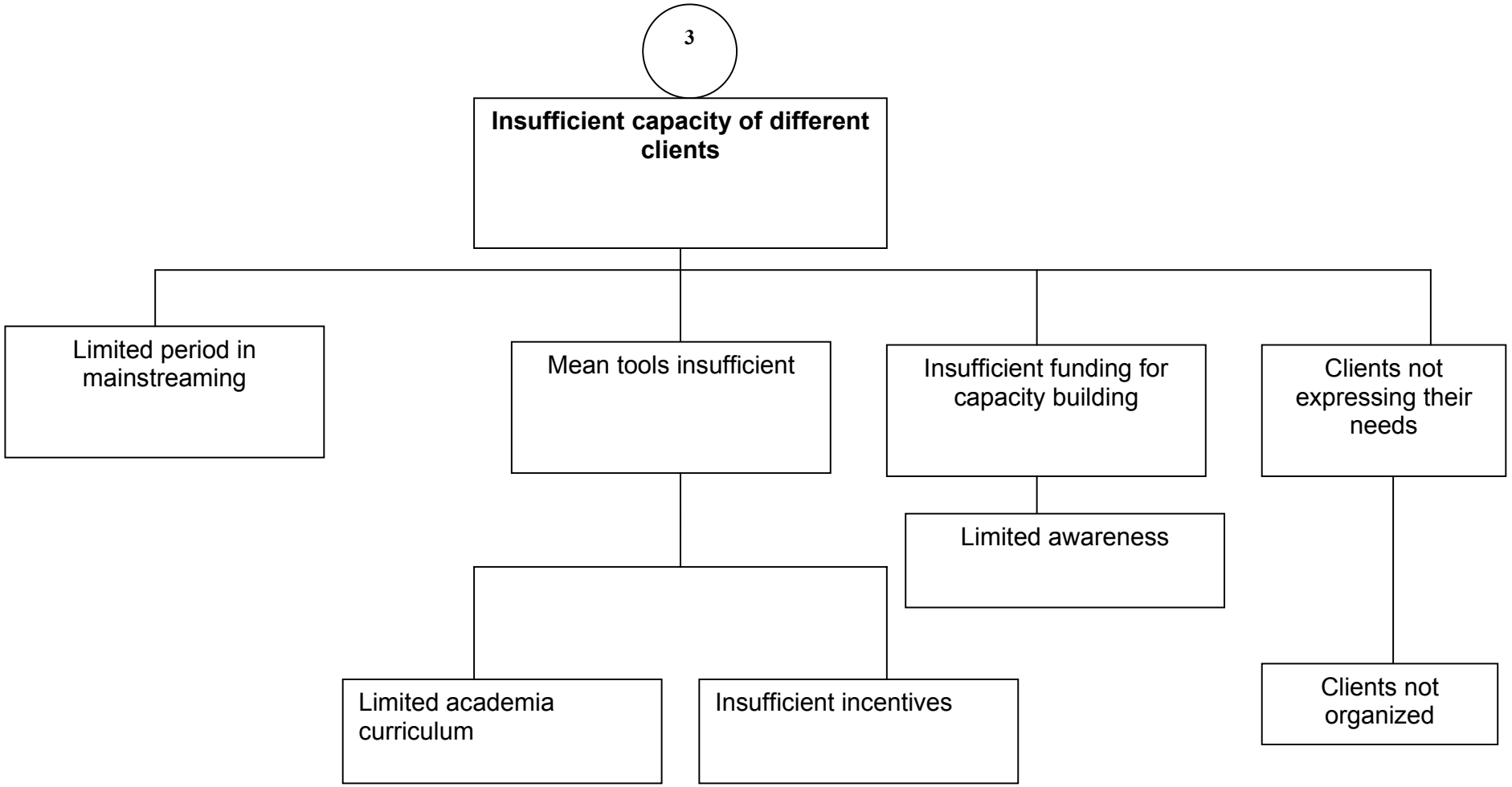
Activities	Responsible person	Time frame	2004									2005												2006		
			A	M	J	JL	A	S	O	N	D	J	F	M	A	M	J	JL	A	S	O	N	D	J	F	M
Activity 3. Obtain co-financing sources for the FSP																										
Identify and screen (based on donor priorities, etc) potential donors (e.g. international, bilateral, governments, foundations, embassies) (National/Regional/International levels)	National partners/ ICIMOD/ GPC FAO/	May 2004 (and on-going)																								
Identify ongoing projects (part of baseline)	National partners	May 2004 (and on-going)																								
Development of basic information for donors	GPC/ National partners – to be approved by UNEP/GEF	May 2004 (and on-going)																								
List, and participate in, meetings where donors might be attending (especially national)	GPC/National Partners	On-going																								
Organise donor meetings	Consultant	After November 2004																								
Obtain commitment on behalf of interested donors		March 2006																								
VI. DEVELOPMENT OF A FULL-SIZE PROJECT PROPOSAL																										
Activity 1: Develop the full GEF project proposal																										
First full proposal draft document	GPC	June 2005																								
Submission the full proposal to FAO and for country endorsement (Also informal to GEF)	GPC	July/August/ September 2005																								
Submission of full proposal to UNEP/GEF	GPC	January 2006																								

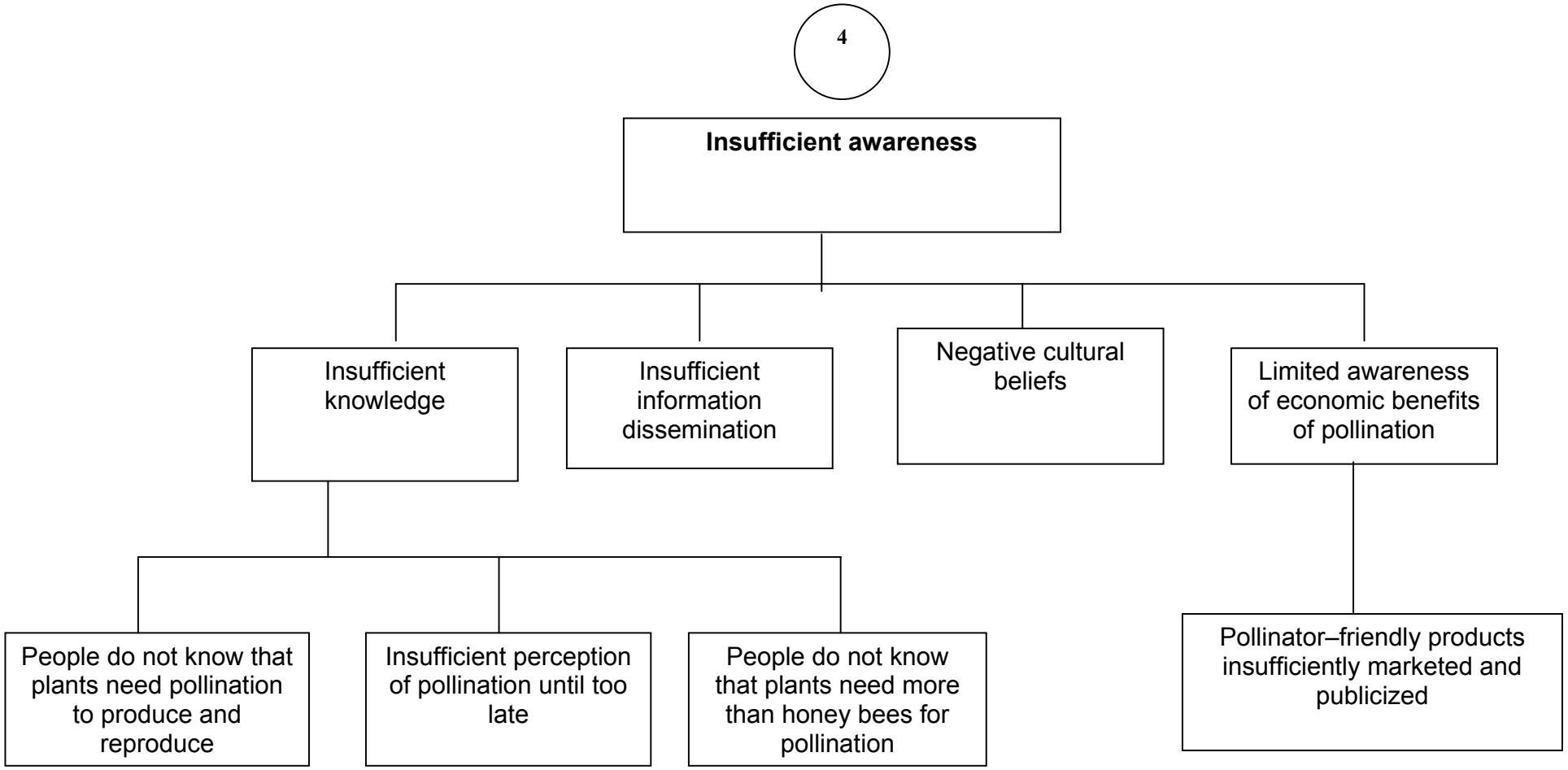
ANNEX 5: PROBLEM ANALYSIS

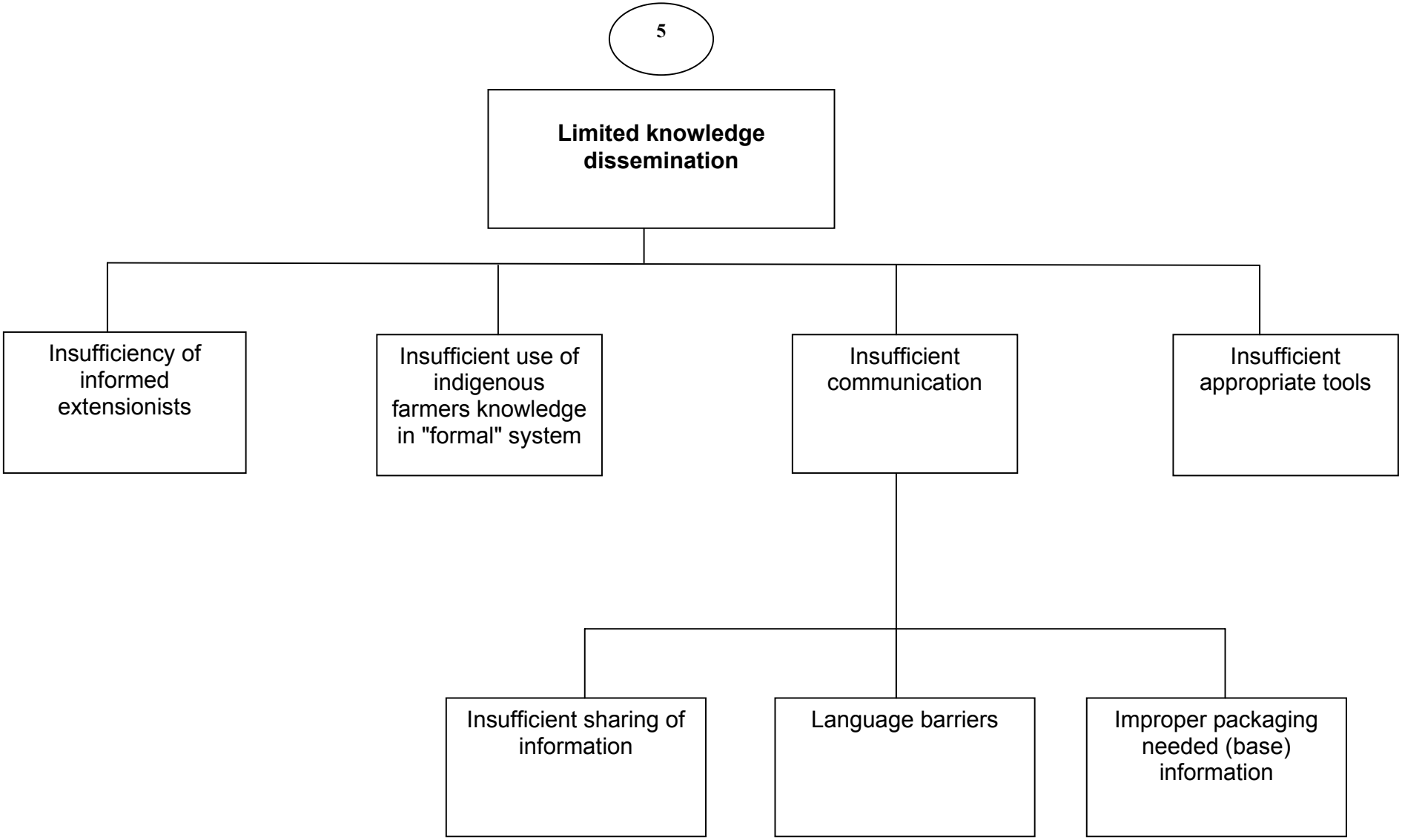


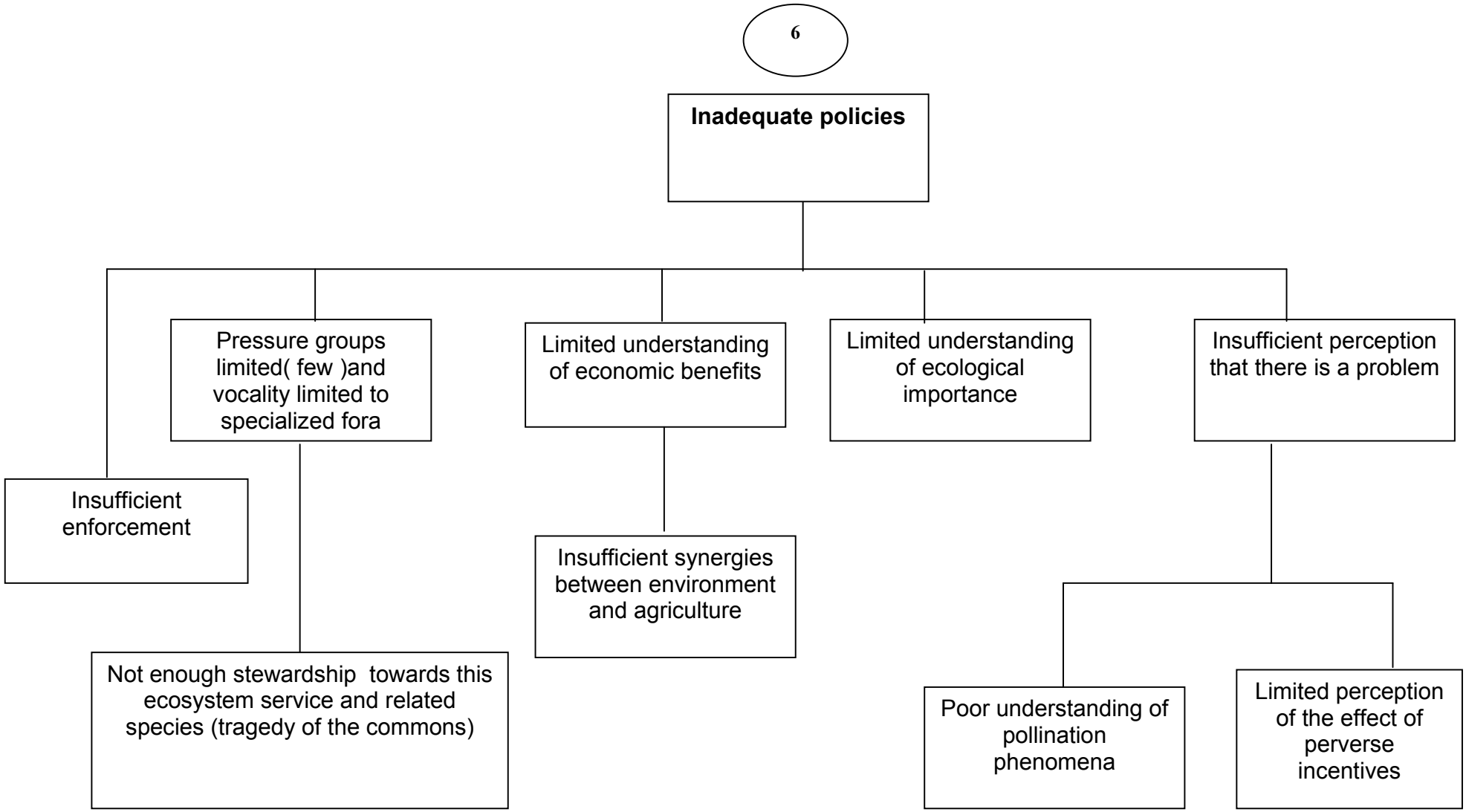

1
Limited knowledge
Insufficient scientific knowledge
Insufficient integration of scientific and traditional knowledge
Insufficient traditional knowledge
Insufficient expert researchers
Limited multidisciplinarity within relevant institutions
Process of pollination is not visible and occurs in a short time (beyond nectar collection)
Insufficient awareness
Immense biodiversity of pollinators
Policy of funding agencies limit pollination research


2
Invasive species
Limited use of practical pollinator friendly management
Inadequate pollinator friendly policies
Limited number of technologies available
Limited farmers awareness
Farmers focused on short term benefits
No holistic approach
Weak enforcement of pollinator friendly policies
Land use/ agriculture policies do not address pollinators in their right context
Lobby for unsustainable agriculture stronger than pressure groups for sustainable agriculture
Peer pressure and basic needs
No sustainable views of agriculture
No internalization of externalities (market failure)
Few demonstration sites
Extensionist not knowledgeable
Champions not highlighted
Weakness of awareness in pollinator friendly approach

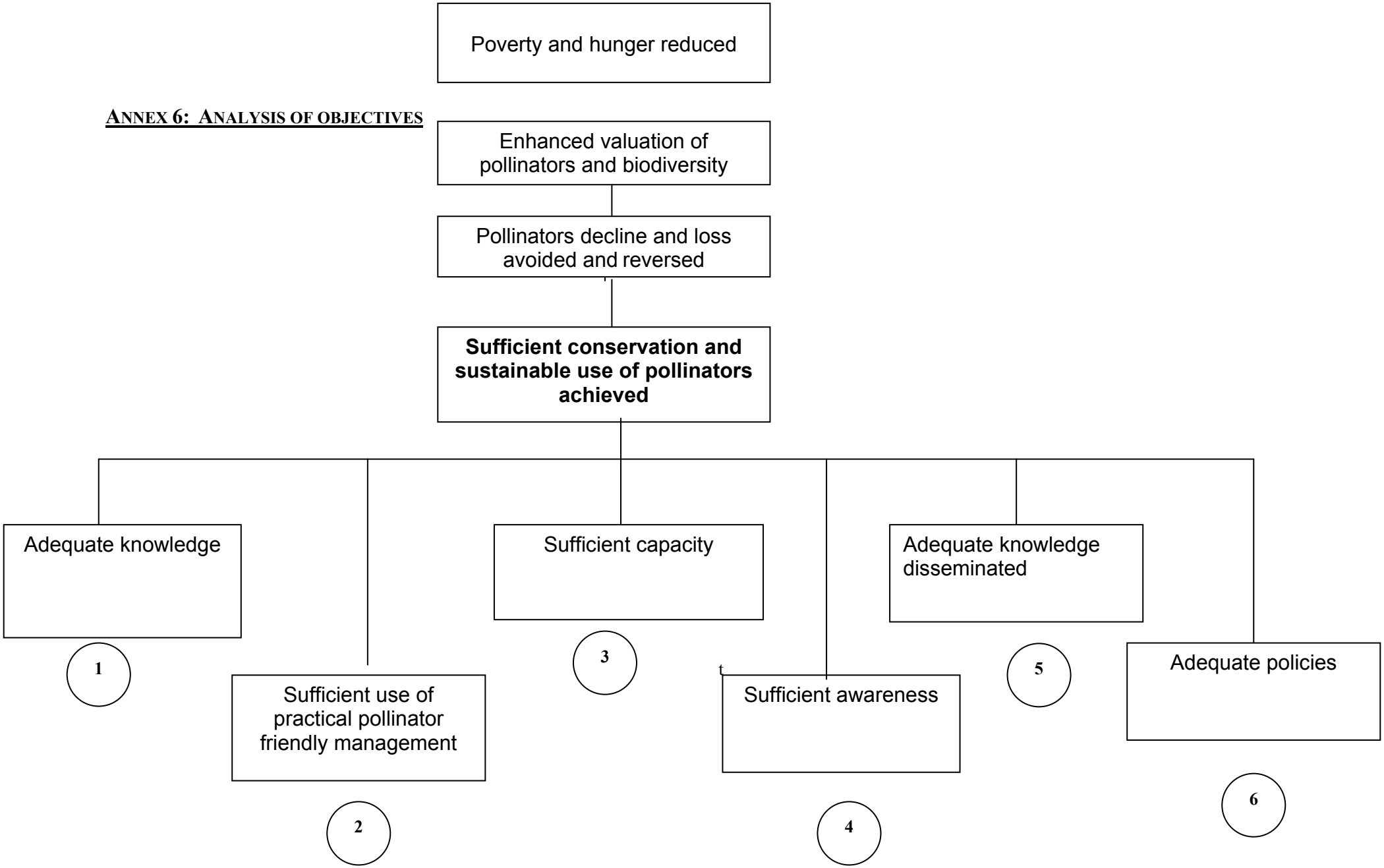

3
Insufficient capacity of different clients
Limited period in mainstreaming
Mean tools insufficient
Insufficient funding for capacity building
Clients not expressing their needs
Limited awareness
Limited academia curriculum
Insufficient incentives
Clients not organized

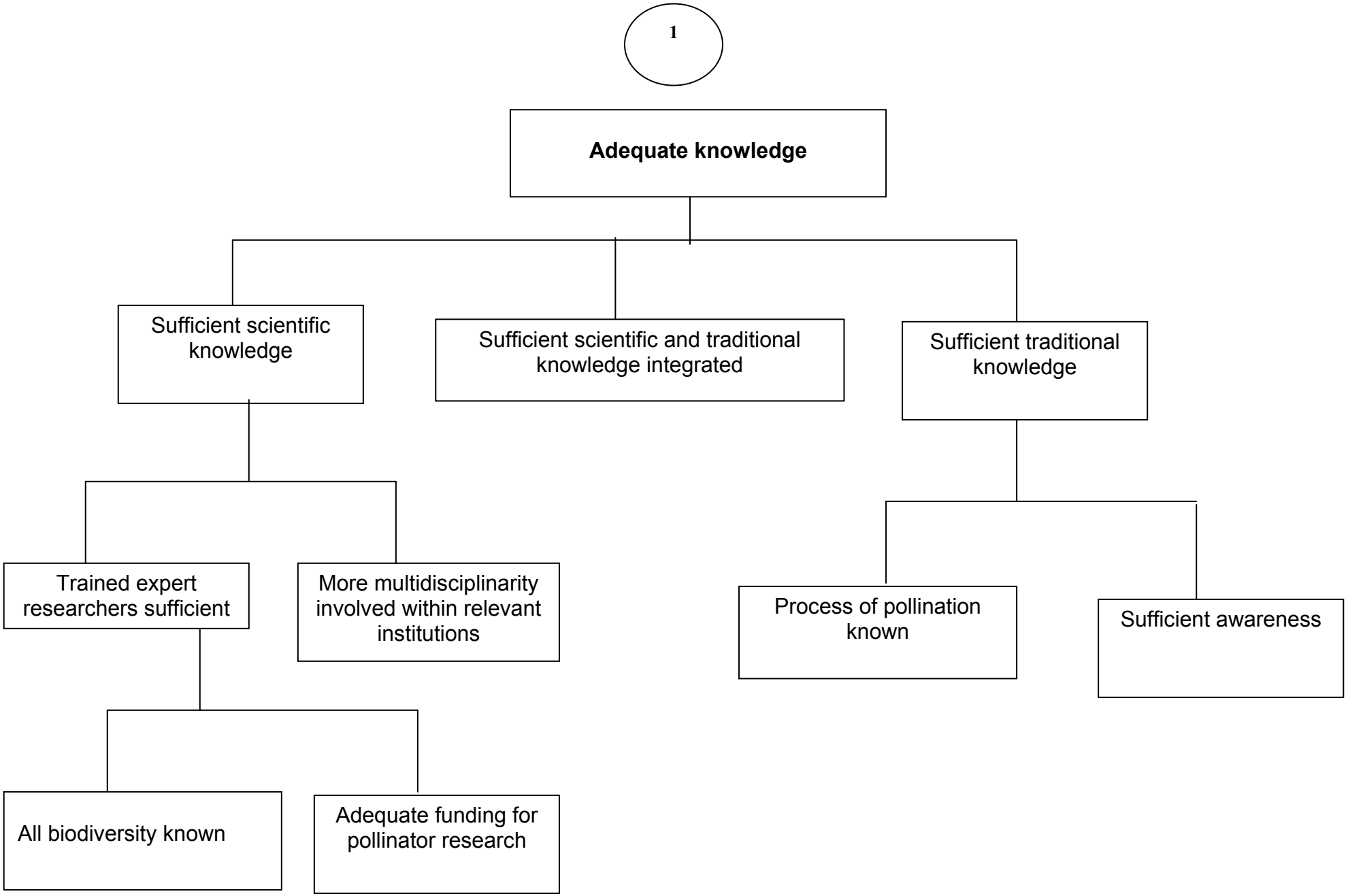

4
Insufficient awareness
Insufficient knowledge
Insufficient information dissemination
Negative cultural beliefs
Limited awareness of economic benefits of pollination
People do not know that plants need pollination to produce and reproduce
Insufficient perception of pollination until too late
People do not know that plants need more than honey bees for pollination
Pollinator–friendly products insufficiently marketed and publicized

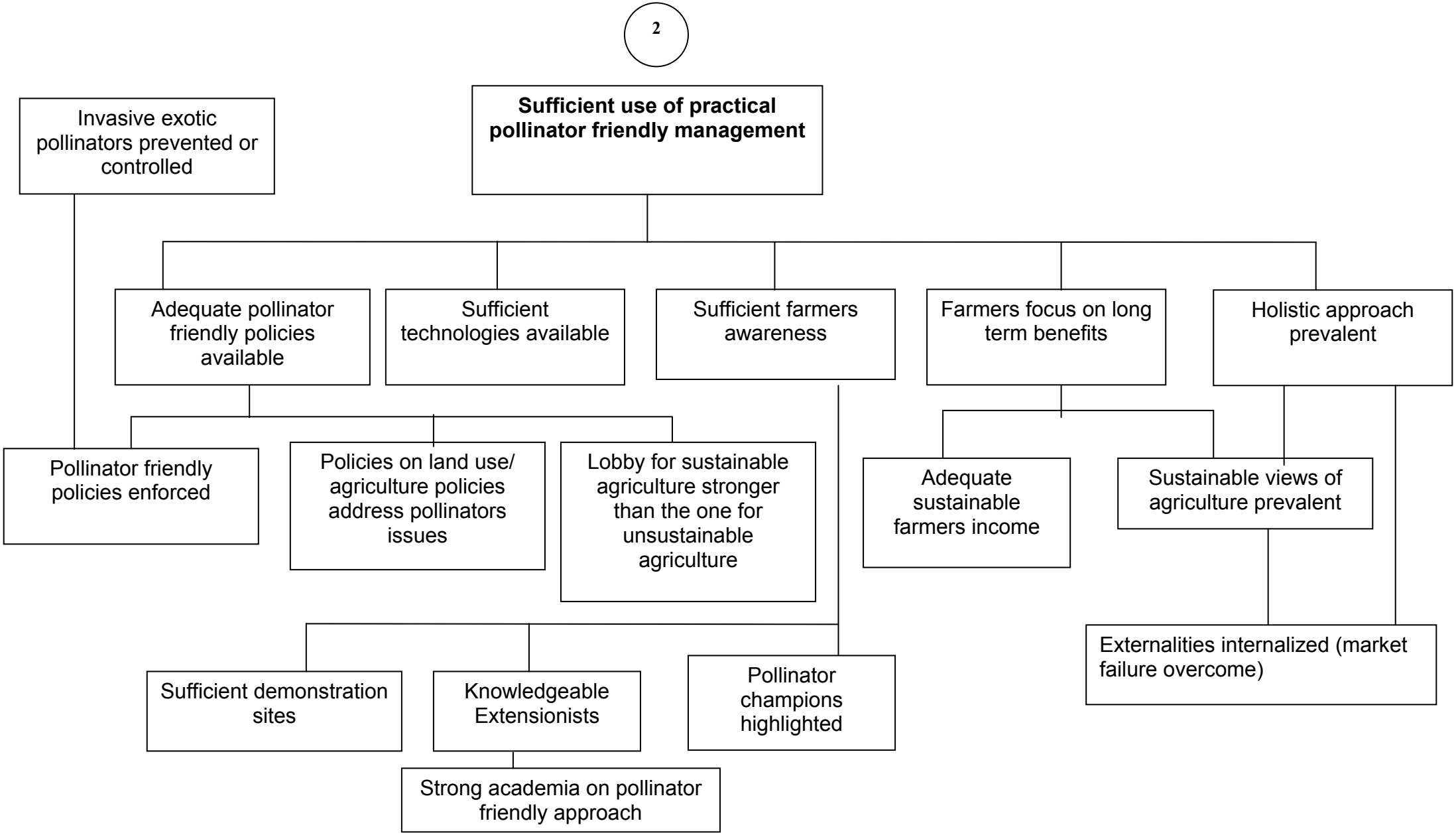

5
Limited knowledge dissemination
Insufficiency of informed extensionists
Insufficient use of indigenous farmers knowledge in "formal" system
Insufficient communication
Insufficient appropriate tools
Insufficient sharing of information
Language barriers
Improper packaging needed (base) information

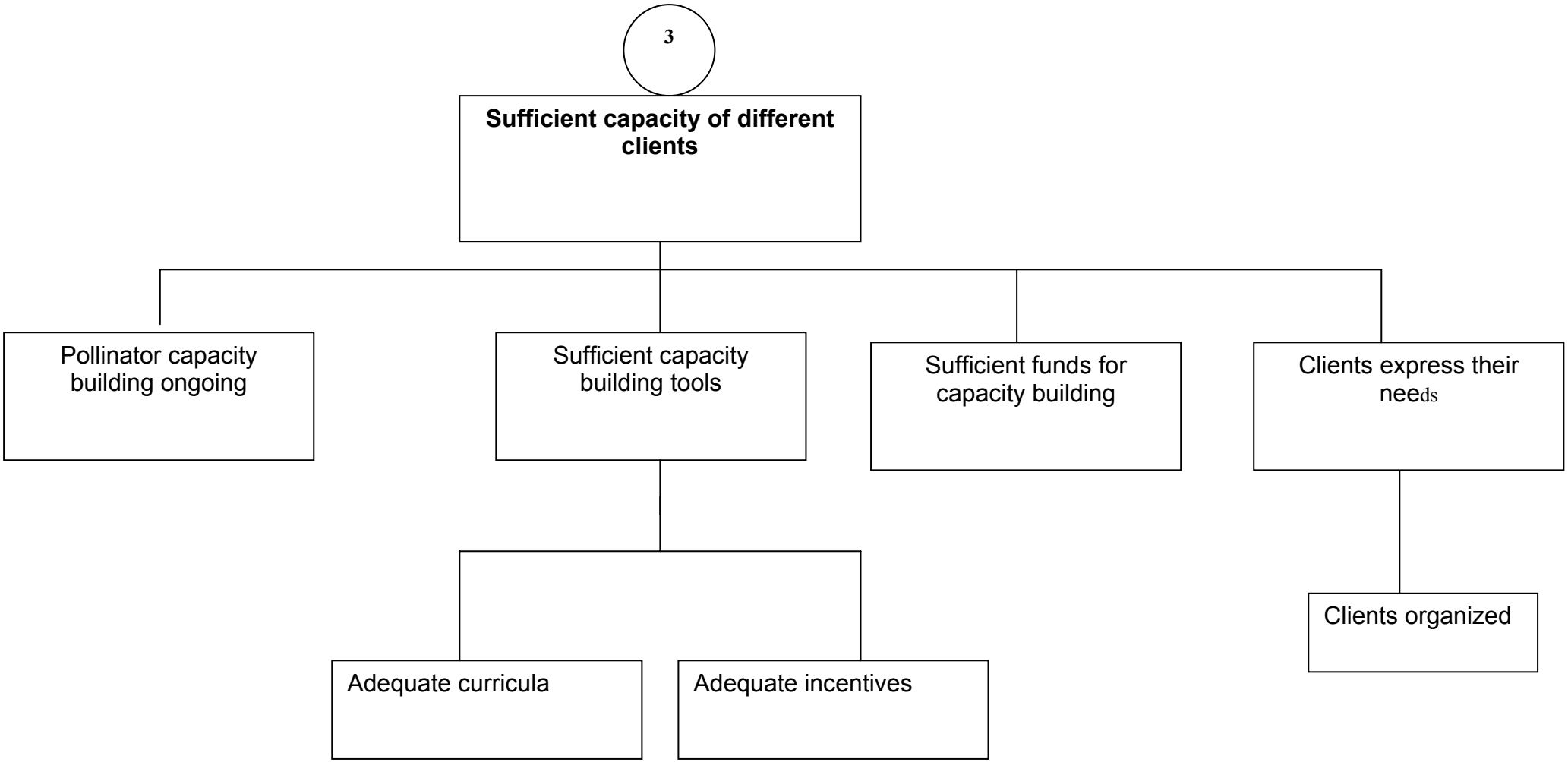

6
Inadequate policies
Pressure groups limited(few)and vocality limited to specialized fora
Limited understanding of economic benefits
Limited understanding of ecological importance
Insufficient perception that there is a problem
Insufficient enforcement
Not enough stewardship towards this ecosystem service and related species (tragedy of the commons)
Insufficient synergies between environment and agriculture
Poor understanding of pollination phenomena
Limited perception of the effect of perverse incentives

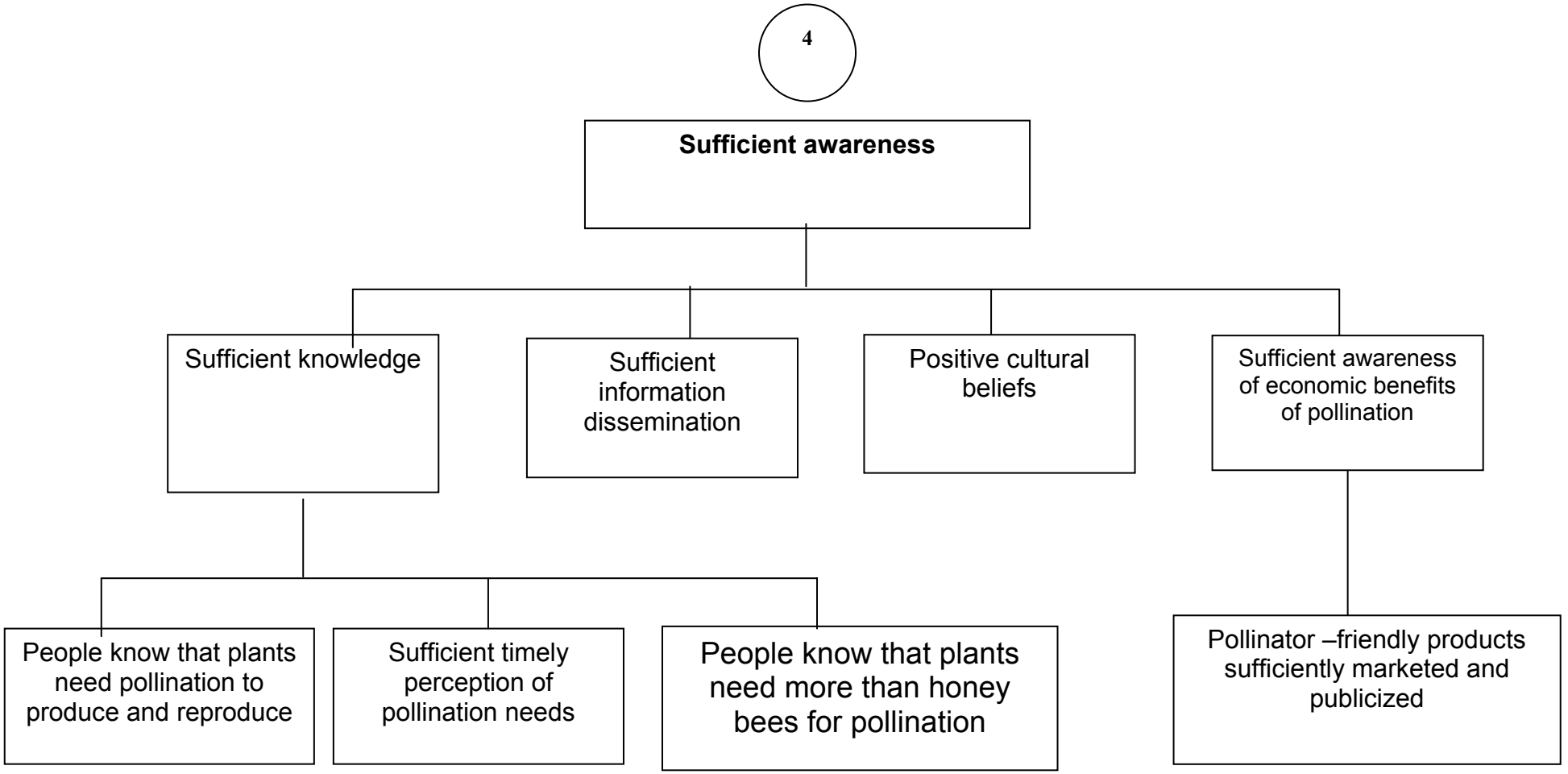
ANNEX 6: ANALYSIS OF OBJECTIVES

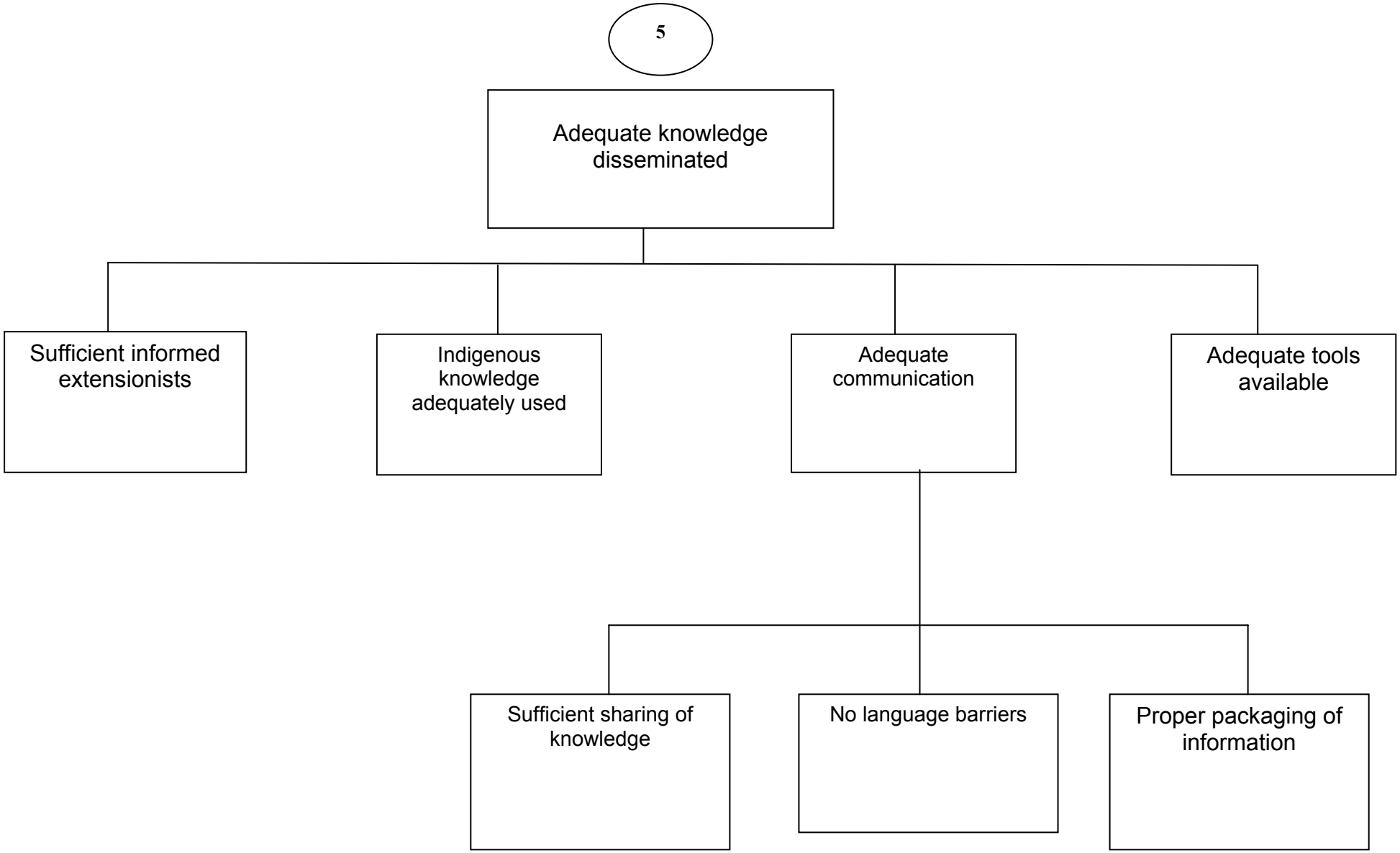


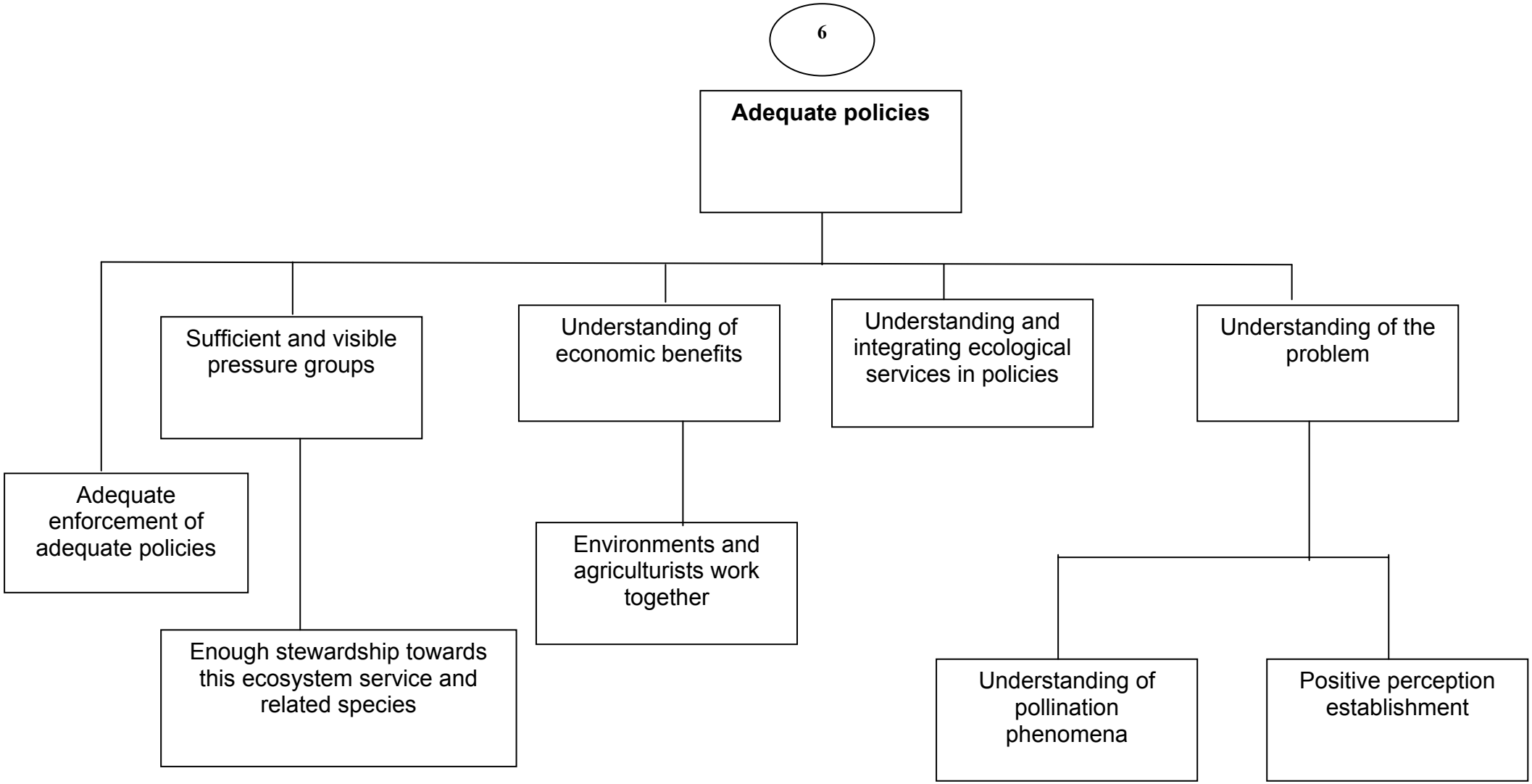

1
Adequate knowledge
Sufficient scientific knowledge
Sufficient scientific and traditional knowledge integrated
Sufficient traditional knowledge
Trained expert researchers sufficient
More multidisciplinarity involved within relevant institutions
Process of pollination known
Sufficient awareness
All biodiversity known
Adequate funding for pollinator research


2
Sufficient use of practical pollinator friendly management
Invasive exotic pollinators prevented or controlled
Adequate pollinator friendly policies available
Sufficient technologies available
Sufficient farmers awareness
Farmers focus on long term benefits
Holistic approach prevalent
Pollinator friendly policies enforced
Policies on land use/ agriculture policies address pollinators issues
Lobby for sustainable agriculture stronger than the one for unsustainable agriculture
Adequate sustainable farmers income
Sustainable views of agriculture prevalent
Externalities internalized (market failure overcome)
Sufficient demonstration sites
Knowledgeable Extensionists
Pollinator champions highlighted
Strong academia on pollinator friendly approach


3
Sufficient capacity of different clients
Pollinator capacity building ongoing
Sufficient capacity building tools
Sufficient funds for capacity building
Clients express their needs
Clients organized
Adequate curricula
Adequate incentives


4
Sufficient awareness
Sufficient knowledge
Sufficient information dissemination
Positive cultural beliefs
Sufficient awareness of economic benefits of pollination
People know that plants need pollination to produce and reproduce
Sufficient timely perception of pollination needs
People know that plants need more than honey bees for pollination
Pollinator –friendly products sufficiently marketed and publicized


5
Adequate knowledge disseminated
Sufficient informed extensionists
Indigenous knowledge adequately used
Adequate communication
Adequate tools available
Sufficient sharing of knowledge
No language barriers
Proper packaging of information


6
Adequate policies
Sufficient and visible pressure groups
Understanding of economic benefits
Understanding and integrating ecological services in policies
Understanding of the problem
Adequate enforcement of adequate policies
Enough stewardship towards this ecosystem service and related species
Environments and agriculturists work together
Understanding of pollination phenomena
Positive perception establishment

ANNEX 7: PRELIMINARY PROJECT PLANNING MATRIX

Project Planning Matrix (PPM) "Conservation and Management of Pollinators for Sustainable Agriculture, Through an Ecosystem Approach" Phase: 01/2007-12/2011 (Page 1)			
Objectives and activities	**Objectively verifiable indicators**	**Means of verification**	**Important assumptions**
Development objective: Improved food security, nutrition and livelihood through enhanced conservation and sustainable use of pollinators			
Project purpose: Enhanced understanding, conservation and sustainable use of pollinators through the ecosystem approach in selected countries			*In order to contribute to the overall goal:* Political stability

Project Planning Matrix (PPM) **"Conservation and Management of Pollinators for Sustainable Agriculture, Through an Ecosystem Approach"** **Phase: 01/2007-12/2011** **(Page 2)**			
Objectives and activities	Objectively verifiable indicators	Means of verification	Important assumptions
Outputs: ***1. A consolidated knowledge base, integrating traditional and scientific knowledge established*** ***2. Pollinator friendly best management practices identified, tested, developed, documented and promoted*** ***3. Enhanced capacity for conservation and sustainable use of pollinators developed*** ***4. Enhanced awareness for conservation and sustainable use of pollinators developed***			*In order to achieve the project purpose:* Capacity building and awareness raising are utilised Political stability (biodiversity and pollinators are still priority)

Project Planning Matrix (PPM) "Conservation and Management of Pollinators for Sustainable Agriculture, Through an Ecosystem Approach" Phase: 01/2007-12/2011 (Page 3)			
Objectives and activities	Objectively verifiable indicators	Means of verification	Important assumptions
Activities			
Output 1: A consolidated knowledge base, integrating traditional and scientific knowledge established			***To achieve output 1*** - Local communities collaborate with the project and share knowledge - Databases are accessible
1.1 Update literature review and analysis			
1.2 Refine methods for the different surveys at country level			
1.3 Survey traditional knowledge (benefit-sharing issues, IPR issues to be raised (field work)			
1.4 Survey and monitor pollinators and pollination requirements/deficits			
1.5 Assess socio-economic value of pollination (field work)			
1.6 Survey public awareness (field work)			
1.7 Develop pollinator identification manuals and tools			
1.8 Organize and update databases			

Output 2: Pollinator friendly best management practices identified, tested, developed, documented and promoted			***To achieve output 2*** - No negative effects of pests and diseases - Farmers are willing to participate and take risk - Pollinator friendly policies and incentives are accepted
2.1 Identify best management practices			
2.2 Develop management practices through demonstration sites			
2.3 Evaluate best management practices			
2.4 Document best management practices (economic aspects highlighted)			
2.5 Produce management plans and manuals			
2.6 Propose and establish pollinator friendly policies and incentives (including voluntary certification)			
2.7 Conduct field days on demonstration sites			
2.8 Disseminate information on best management practices and success			

Output 3: Enhanced capacity for conservation and sustainable use of pollinators developed			***To achieve output 3*** - Clients participate continuously and make use of capacity
3.1 Carry on-going needs assessment			
3.2 Review existing material			
3.3 Adapt existing material			
3.4 Develop training material for target clients (institutional: collections for museums, equipment for trainers, libraries)			
3.5 Provide training e.g. Farmer Field Schools (FFS) (farmers, extensionists, policy makers, formal training schools and universities, NGOs, journalists, exchange)			
3.6 Make materials available and advertise training			
3.7 Evaluate training outcome			

Output 4: Enhanced awareness for conservation and sustainable use of pollinators developed			***To achieve output 4*** - Media interested in pollination issues
4.1 Update survey of current awareness			
4.2 Adapt existing material (translation)			
4.3 Develop awareness material			
4.4 Build on public awareness existing mechanisms			
4.5 Evaluate awareness			

ANNEX 8: DRAFT CRITERIA FOR SELECTION OF DEMONSTRATION SITES

OBJECTIVE

The selection of demonstration sites is part of Component # 3 of the PDF-B project, and will be necessary to formulate and implement Component #2 of the Full-size project.

The objective of the Full-size project component #2 ("Extension and Promotion of Pollinator-friendly Best Management Practices"), is to *identify, test, develop, document and disseminate innovations, technologies and best practices of farmers, including indigenous and local communities, for sustaining pollinator diversity, agro-ecosystem services and appropriate natural resources management.*

The demonstration sites will be established to illustrate and validate "pollinator-friendly" best management practices, and will serve a number of purposes.

1. First, they will put into practice lessons learnt from Component One. This would include, for example, showing linkages between sustainable native pollinator management and increased crop productivity, or the effect of native pollination *vs.* "artificial" pollination/suitable *vs* unsuitable pollination on seed and fruit quality.
2. Second, they will demonstrate best management practices developed *with* farmers, to farmers and local groups and in doing so raise awareness and interest in exploring the possibilities of managing pollination for enhanced agricultural production.
3. Third, demonstrations will serve to raise awareness of the role that pollinators play in securing ecosystem functions and services.
4. Fourth, the results from the demonstration site activities will be brought to the attention of policy and decision makers, and government officials so they can see first hand the benefits of conserving pollinator biodiversity and the benefits that accrue to farmers in the form of increased agricultural production. The benefits of conserving pollinators are then more likely to be considered in policy measures to address habitat destruction and the underlying reasons for habitat destruction (such as perverse incentives), or issues related to market access.

PDF-B PHASE

Component Three: Demonstration sites and replication strategies.

Preliminary identification of priority project areas for demonstration sites and countries for pilot activities in the Full-size Project will entail identifying "pollinator hotspots" and areas where pollinator management will improve food production and security. Some demonstration sites already exist (for example on-going work of ICIMOD in the Hindu-Kush Himalaya region), and these would also be used when appropriate. During the PDF-B phase, project partners will develop draft criteria in collaboration with key stakeholders (in particular farmers, farmer organization, NGOs) for the identification of demonstration sites using the analysis conducted during the "stocktaking" component two of the PDF-B as well as other sources of information such as case studies. Each region's draft set of criteria will be discussed and integrated with those of the other regional partners and approved by the ISC. Subsequently, and based on the identified criteria, sites will be identified for further development during the full-size project.

- Design criteria and priority areas for the establishment of demonstration sites *(Component 3);*
- Identified demonstration sites and preliminary activities for each demonstration site*(Component 3);*

SELECTION CRITERIA

- Crops and plants important for food security and livelihoods
- Pollination problem identified
- Community co-operation
- Community organization
- Partner capacity
- Access during pollination season
- Willingness of site owners/community to agree with that project will be available during project duration, and with same conditions throughout project period

DESIRABLE CRITERIA

- Availability of experimental stations
- Knowledge of farmers of pollinator issues/management
- Market opportunities
- Traditional knowledge
- Conservation initiatives
- Expertise available near on-site
- Available facilities
- Co-funding availability
- Sites can be reached with reasonable ease
- Plant/pollinator specificity identified

MATRIX

- Diversity of crops and crop systems
- Diversity of ecological zones
- Socio-cultural diversity
- Diversity of pollinators
- Intensity of cultivation
- Intensity of use of external agricultural inputs
- Landscape – whether the site is near protected area, or large cultivated zone, etc
- Comparison elements
- Control sites

ANNEX 9: TERMS OF REFERENCE - GLOBAL INFORMATION TECHNOLOGY STUDY

"Using Information Technology (IT) to support conservation and sustainable management of pollinators: a global study"

Background

The global-sized PDF-B project on the "Conservation and Management of Pollinators for Sustainable Agriculture, Through an Ecosystem Approach" was developed under the general coordination of FAO, in collaboration with partners from Africa, Asia and Brazil, and approved for funding by the Global Environment Facility (GEF). The project is being implemented by the United Nations Environment Programme (UNEP) and executed by the Food and Agriculture Organization of the United Nations (FAO).

The development goal of the project is to conserve, sustainably use and manage pollinators. The PDF B[1] project phase has six components, of which Component Two: "Stocktaking of current status of pollinators" provides the framework for these Terms of Reference (for more details, see Appendix 1).

The incumbent will produce a comprehensive study including an inventory of electronically available knowledge, information and tools (including service and management tools) - (both electronically available as well as available but not electronically, on issues regarding the conservation and sustainable management of pollinators and pollination, and including how enhanced use of information technology could further support conservation and sustainable use of pollinators. This assignment will be a desk-study, with a duration of 40 working days.

The Consultant will work under the guidance of the FAO Senior Officer, and in close collaboration with the Global Project Coordinator.

More specifically, the incumbent will be responsible for:

- Undertaking a global study on available information resources and use of information technology, for information on pollinator conservation and sustainable management. This includes collecting and inventorying, in a clear and consistent format, baseline data on information sources, such as existing databases and other information networks, for an inventory. A suggested plan of work is outlined in the next section.

- Liaising with regional project partners, and collating information and data provided by regional partners (African Pollinators Initiative, Brazil and the International Centre for Integrated Mountain Development).

- Conducting an information gap analysis and provide technical solutions, where possible. For example, identify areas where information dissemination channels/tools/data systems can be improved.

[1] A PDF-B is a GEF-funded Project Development Facility-type project. The main objective of the PDF-B is to prepare the groundwork for the development of a GEF Full-size Project.

- Developing a draft plan of action to improve a shared data infrastructure (addressing intellectual property rights and traditional knowledge, as well as translation tools), as well as options for enhanced compatibility between existing information systems for data and information sharing.

A suggested course of work could be as follows:

Work Plan

Plan of action

1. Identification of information sources, structure and references.
2. Collation of information. Access to sources and references. Revision of contents.
3. Development of "Pollinator Group" IT / information exchange plan.
4. Submit proposal including costs (design, installation and maintenance).

Contents

1. Current status of information.
   - Detail existing inventories and collections: data and databases
   - List availability of and access to research studies/journals
   - Systematization of knowledge: good practices, identification keys, standards.
   - Identify information dissemination and sharing networks, web fora, etc.
   - Identify the role of, and information available from, different international, regional and national players: Governments, Intergovernmental Agencies, Private institutions.
   - Identify gaps in existing pollinator information, networks and systems.
   - Identify potential global partners.

2. Identification of computerized tools for possible use in pollinators' information management.

3. Identification tools available for providing services (e.g. identification) and management tools, bearing in mind the different clients that will benefit from the project (e.g. farmers, researchers, policy makers, etc)

4. Proposal to include:
   - Analysis of current situation: strengths, weaknesses, opportunities.
   - Trends and options available for this project (including costs and sustainability issues).
   - Recommendations.

   Appendix: Some cases of successful information management on pollinators.

Appendix 1

Project Background

The PDF-B project on the "Conservation and Sustainable Management of Pollinators for Sustainable Agriculture, through an Ecosystem Approach" was approved for funding by the Global Environment Facility (GEF) in 2003. Eight countries in three regions are participating in this project, which is implemented by the United Nations Environment Programme (UNEP) and executed by the Food and Agriculture Organization of the United Nations (FAO). These countries are Brazil, China, Ghana, India, Kenya, Nepal, Pakistan, and South Africa.

In order to secure sustained pollinator services in agricultural ecosystems, far more understanding is needed of the extent of the multiple goods and services provided by pollinator diversity and the factors that influence their population fluctuations. Where there is a lack of pollinators, food security and economic repercussions can be felt (e.g. decreased crop yields). Therefore, it is necessary to identify management practices that minimise negative impacts by humans on pollinators, promote the conservation and diversity of native pollinators, and conserve and restore natural areas necessary to optimise pollinator services in agricultural systems.

The development goal of the project is to conserve, sustainably use and manage pollinators. The project has three principal objectives. First, to develop and implement tools, methodologies, strategies and best management practices for pollinator conservation and sustainable use. Second, the project will build local, national, regional and global capacities to enable the design, planning and implementation of interventions to mitigate pollinator population declines, and establish sustainable pollinator management practices. This would also include raising awareness and strengthening existing networks dedicated to conservation of pollinators. Lastly, the project will promote the co-ordination and integration of activities related to the conservation and sustainable use of pollinators at the international level to enhance global synergies. All told, these objectives are expected to address current policy and institutional barriers to sustainable pollinator management, and contribute to increasing agricultural production and supporting sustainable livelihoods.

The PDF B will have six components:

- Component One: Project management and co-ordination
- Component Two: Stocktaking of current status of pollinators [details below]
- Component Three: Demonstration sites and replication strategies
- Component Four: Capacity building and awareness raising
- Component Five: Development of implementation strategies for the full size project and mobilisation of co-financing, and
- Component Six: Development of a full-size GEF project proposal.

Component Two: Stocktaking of current status of pollinators. Each region will co-ordinate their preliminary subject reviews which will feed into the overall design of the project. Preliminary subject reviews will assess (in different areas/habitats/regions) the status, habits and interactions of pollinators, reasons for pollinator decline, local management practices and traditional knowledge, and the enabling environment (market incentives, policy frameworks, capacity, etc). Each regional partner will also review current on-going activities and collect baseline data on related initiatives, current knowledge on pollinator conservation and sustainable use, existing databases and other information networks. Study papers on these issues will be produced and inform the project development process.

The stocktaking exercise will also include the (i) identification of the physical areas (agro-ecosystems, natural ecosystems) for locating demonstration sites and the target pollinator populations/indigenous populations/pollinator-plant interactions to be analysed for best management practices; (ii) development of information tools and techniques (such as databases); and (ii) identification of policy and other enabling environment barriers that impact on the conservation and sustainable use of pollinators, and development of a strategy to overcome the barriers.

After the stocktaking exercise is complete, each regional partner will conduct a gap analysis to identify critical issues to be addressed within the full-size project. The analysis of information collected through this activity will contribute to the identification, development, and specification of Full-size Project activities.

The main objective of the project is to undertake the necessary reviews and consultations to design a GEF full-size project. The four project components in the GEF full-size project are:

- Development of a Knowledge Base;
- Extension and Promotion of Pollinator-friendly Best Management Practices;
- Capacity Building and Awareness Raising;
- Sharing of Experiences and Dissemination of Results.

See http://www.gefonline.org/projectDetails.cfm?projID=2123 for more details.