

## **Annex D**

### **Framework, Timeline and Outline of 2009 Overview Report 10 November 2008**

#### **Overview Report Framework**

- 1) Audience (The Who)
  - a) Senior decision makers and leadership
  - b) Domestic & international opinion and sector leaders who influence the sustainable management of forests and senior leadership
- 2) Objective (The Why)
  - a) A strengthened perception of the Montreal Process as a tool to enhance the sustainable management of forests.
- 3) Document Purposes
  - a) Inform senior decision makers , opinion and sector leaders on how, through working together, the Montreal Process helps countries respond to domestic and global forest-related issues
  - b) Build awareness among the audience of the value of the Montreal Process and thereby enhance and maintain political support & commitment for it.
- 4) Examples / Case Studies / Story /Vignettes (2-pagers) (The How)
  - a) Communication Mechanisms
    - i) Demonstrate Montreal Process countries' progress toward the sustainable management of forests
    - ii) Show how Montreal Process helps respond to domestic and global issues
    - iii) Demonstrate value of Montreal Process & working together
    - iv) Show how countries are using criteria & indicators
    - v) Display vignettes of how criteria & indicators influenced policy and direction
    - vi) Use of criteria & indicators to influence future policy & direction
  - b) Indicators
    - i) Highlight appropriate and varied indicators from each criterion that respond to the priority issues
  - c) Country Representation
    - i) Each of the 12 Montreal Process member countries should be visible in the document
- 5) Issues (The What)
  - a) List of Top Four Priority Issues (complete list detailed below)
    - i) Climate Change
    - ii) Biodiversity
    - iii) Energy
    - iv) Water
  - b) Key Filtering Questions used in selection of top priority issues.
    - (1) What issue will have the greatest impact to the audience?
    - (2) Which issues can the Montreal Process countries clearly demonstrate engagement and success?
    - (3) How may the Montreal Process countries weave the indicators into the issues & examples?

(4) What are the objectives to present with each issue?

6) Process to Move Forward

a) Initial Top Four Issue Focus

- i) Drafting Group has some flexibility to work through priority issue list
- ii) Draft Group Lead will utilize the 'Guiding Matrix' to solicit member country case studies

b) Drafting Group

- i) USA – Peter Gaulke (Lead), Japan – Mr. Goto, Mr. Sato (Liaison Office), NZ – Tim Payn, Canada – Simon Bridge, Argentina – Pablo, Chile – Andreas Mesa (?), Communications Writer (journalistic skills)
- ii) Japan (Liaison Office) invite country representatives to attend drafting group meeting

c) Timeline, including check points

- i) See below

d) Resources available (funding & in kind support)

- i) Japan will host the Drafting Group meeting (March 2009), w/ some travel support
- ii) Costs:
  - (1) Staff Time – Each country supports their own staff time (in kind support)
    - (a) Australia commits to support the tabular & numeric data to support the report
  - (2) Design & Layout – Australia will explore opportunities to provide design and layout expertise in English
  - (3) Printing Costs – Support for printing to be determined at June WG meeting.
  - (4) Drafting Group Meeting. – Liaison Office to provide Meeting logistics w/ some travel support
  - (5) Writing & Editing (communication / journalistic skills) – New Zealand and Canada will explore opportunities for in kind support.
  - (6) Translation – USA commits to funding contract translation services
  - (7) Distribution (Mailing) - Support for distribution to be determined at June WG meeting.

## Overview Report Timeline

<b>Date</b>	<b>Task</b>	<b>Responsible</b>
November 2008 (19 <sup>th</sup> WG meeting)	<ul style="list-style-type: none"> <li>• TAC presents WG with a proposed structure, desired content, and specific steps for the ‘Report’</li> <li>• WG to task TAC to prepare a draft report based on an agreed arrangement</li> <li>• Identify a drafting-group (DG) of WG and TAC members plus communications expert, to prepare the report</li> <li>• Synthesis of set of issues common to multiple countries</li> <li>• Identify preliminary sub-set of country specific examples</li> <li>• Finalization of report framework, outline &amp; resource commitments</li> </ul>	TAC Convenor Working Group Drafting Group
December 2008	DG Lead writes skeleton draft report w/ 2-page format. <ul style="list-style-type: none"> <li>▪ Send to all countries</li> <li>▪ Formal request to provide examples</li> <li>▪ Request early indication of the type of examples available</li> </ul>	Drafting Group Lead
January 2009	Examples, text, photos, graphics and other materials provided by countries <ul style="list-style-type: none"> <li>▪ Establish a central electronic access site for comments and additions (aka WIKI)</li> </ul>	Member Countries
February 2009	DG Lead collates examples, text, photos, graphics and other materials for Drafting Group Mtg. <ul style="list-style-type: none"> <li>▪ No editing, only preparation of materials for March mtg.</li> </ul>	Drafting Group Lead
March 2009	Meeting of Drafting Group <ul style="list-style-type: none"> <li>▪ Draft document format</li> <li>▪ Draft Introduction</li> <li>▪ Draft 2-page examples</li> <li>▪ Draft close out</li> </ul>	DG
April 2009	First draft report provided to WG for review w/ 30 day comment response	WG/DG/LO
May 2009	Address WG response into a 2 <sup>nd</sup> draft report <ul style="list-style-type: none"> <li>▪ Accomplished electronically</li> </ul>	DG
June 2009	Final draft to WG for review & clearance <ul style="list-style-type: none"> <li>▪ Country Clearance of Examples</li> <li>▪ Technical &amp; Journalistic editing</li> </ul>	DG/LO
June 2009	WG endorsement of final draft document <ul style="list-style-type: none"> <li>▪ Accomplished at WG Face-to-face Mtg.</li> <li>▪ Final approval of English text version</li> </ul>	WG
July 2009	Formal design and layout	WG
August 2009	Translation of English version into other languages <ul style="list-style-type: none"> <li>▪ Approval of Translated Text</li> </ul>	DG/Contractor
August 2009	Final English and translated drafts printed	Contractor
September 2009	Printed reports in Argentina	LO
October 2009	Launch of Montréal Process 2009 ‘Overview Report’	WG

## Overview Report Outline

- 1) Front Cover Page (pg 1)
- 2) Inner Cover w/ publication information (pg 2)
- 3) Introduction (pg 3)
  - a) First Impression – Here’s how we are going to help you – Connection to People
  - b) Here are the issues and here is how MP helps respond to them
  - c) N.B.: Consider some text drafted for 3<sup>rd</sup> Edition Booklet
- 4) Series of 2-Page Examples (pgs 4 – 11)
  - a) Consider 4 – 6 individual 2-page examples
  - b) N.B: Acknowledge some examples may be one page
- 5) Close-out / Wind-up (pg 12-13)
  - a) Conclusions, Observations and Next Steps
- 6) Back Cover Page (pg 14)

### Sprinkled Throughout Document

Did you know facts; Who we are; Numbers on Montreal Process Countries’ position in the world (e.g. size of our forests)

Quotable quotes

n.b.: Document needs to be in multiples Support for printing to be determined at June WG meeting of 4-pages

## Overview Report – Guiding Case Study Matrix

(Draft Group Lead will utilize the ‘Guiding Matrix’ to aid the solicitation of member country case studies)

ISSUES	USES		
	Use of C&I for Measurement	Incorporation into Present and Future Policy	Building Common Ground for Collaboration
Climate Change (C5)			
Water (C4)			
Biological Diversity (C1)			
Energy (C5)			

## **Overview Report Issues**

(As developed by WG during brainstorming session)

- 1) Climate Change (6)
- 2) Water (6)
- 3) Biodiversity (5)
- 4) Ecosystem Service (5)
- 5) Energy (4)
- 6) Adoption of C&I at Multiple Levels (3)
- 7) Improve Livelihood of Forest Communities (2)
- 8) Landscape Scale Progress (2)
- 9) Certification (2)
- 10) Trade (1)
- 11) Role of C&I in Focusing Research (1)
- 12) Poverty & Hunger (1)
- 13) Fire (1)
- 14) Forest Policy (1)
- 15) Contribution of C&I to SFM (1)
- 16) Desertification (1)
- 17) Loss of Forest Cover (1)
- 18) Forest Degradation (1)
- 19) Illegal Logging (1)
- 20) Forest Values (0)
- 21) Progress on C&I (0)
- 22) Carbon (0)
- 23) Community Perceptions of Forests (0)
- 24) Protected Area Status (0)
- 25) Enabling Environment (0)
- 26) Environmental Reputation (0)