



Cordoba (Spain) 14-01-2013

Minutes of the 1st Steering Committee meeting

M^a del Mar Delgado, Olexandr Nekhay

Participants list

INSTITUTION	NAME
UCO	M ^a del Mar Delgado
UCO	Olexander Nekhay
UCO	Cecilia Riccioli
NILU	Alice Newton
JHI	Kerry Waylen
JHI	Julia Martin-Ortega
SGM	John Icely
PUJ	M ^a Adelaida Farah
CCC	Sebastián Moreno
UNAM	Roberto Escalante
ERA	Israel Hernández
IADO	Gerardo Perillo
AQM	Guillermo Fidalgo
CeUICN	Tania de la Fuente



Agenda:

ORGANIZATIONAL ISSUES

1. Review of the scientific quality of the Deliverables: Deadlines, procedure and responsibilities
2. Organization of the 1st period Scientific and Financial reporting
3. Role of the Advisory Board
4. Organization of the next methodological meeting in Latin America and of the travel agenda for fieldwork
5. Development of the third ring of the Leaning Arena: Global Stakeholders
6. Final Policy Conference (place and international impacts)
7. Relationships with other Projects approved in the same topic as COMET-LA
8. Schedule of the next Skype contacts

SCIENTIFIC ISSUES

9. Working method for SES characterization
10. Working method for Structural Prospective Analysis
11. Planning of the development and publication of scientific results
12. Research work (PhD and MSc thesis) linked to COMET-LA

DISSEMINATION ISSUES

13. Dissemination plan for local stakeholders
14. Dissemination of the information relative to the other COMET-LA case studies in each case study
15. Planning of the next activities of scientific dissemination
16. Dissemination of the Project at the national level of policy (upscaling) in the different countries
17. Publication in International Innovation Report
18. Factsheets development

Minutes of Steering Committee (SC) meeting

After 3 days of work where COMET-LA partners have presented and discussed the work evolution and the perspectives for the next year, the Steering Committee met to take the needed decisions to approve the work done and to go ahead with the development of the project.

The Project Coordinator M^a del Mar Delgado (MMD) welcomed the participants and mentioned the partners that are represented by persons different from those in the SC. In some cases the changes will be definitive (authorization letters were presented by the persons representing SC members).

All the participants approved the agenda of the meeting and agreed with the way the project has been developed.

ORGANIZATIONAL ISSUES

1. Review of the scientific quality of the Deliverables: Deadlines, procedure and responsible

In order to guarantee the scientific quality of the deliverables the partners agree to install a double peer-review system. The procedure to follow is: 3 weeks before the deliverable deadline, a draft version has to be sent to the two corresponding reviewers. All the documents should be already written in good English. Then, reviewers have 10 days to check the deliverable and send comments (if any). After that, 8 days are given to the deliverable authors to incorporate the comments. Finally, two days before the deadline all deliverables have to be sent to the Project Coordinator. Dates to remember for the next deliverables: D1.1; D2.2; D3.2; D4.2.

- August 26 (Monday) deliverables sent to the corresponding reviewers;
- September 5 (Thursday) reviewers reply with comments sent to deliverable's responsible;
- September 12 (Thursday) deliverables sent to the Project Coordinator;

The responsibility of the next deliverable review is distributed as follow:

- Deliverable 1.1. (UCO): PUJ, SGM, JHI
- Deliverable 2.2. (PUJ): NILU, IADO
- Deliverable 3.2. (UNAM): Ce-UICN, UCO
- Deliverable 4.2. (IADO): NILU, UNAM

2. Organization of the scientific and financial reporting in July

First period reporting (scientific and financial) ends on 14th July, but we have 60 days to deliver both reports. Partners scientific report drafts should be ready by June 15th and sent out to the Project Coordinator. Project Coordinator presents a draft report to the partners at the last session of the methodological meeting that will be hold in Mexico, including not only the results sent by the partners, but also the results of 2013 fieldwork.

For financial reports, UCO will provide an example of form C filling. Properly signed financial reports in paper should be already in UCO by September 1st that implies sending them by August 15th, to this postal address¹:

M^a del Mar DELGADO
DIRECTORA DE DOCTORADO
RECTORADO. UNIVERSIDAD DE CORDOBA
AVDA. MEDINA AZAHARA, 5
14071 CORDOBA (ESPAÑA)

3. The role of the Advisory Board

The Project Coordinator inform that all the members of the Advisory Board have been contacted and informed about the funding of the project and asked about their availability to be part of the Advisory Board (AB). They most agree but two declined (Stephen Olsen and Aroha Te Pareake Mead). They accept the responsibility of advising and helping in the development of the Project.

Thus, the Advisory Board is composed by:

- Roberto P. Guimarães
- Janos Bogardi
- Harold Mooney
- Germán Palacio
- Karen O'Brien
- José Blanes

MMD asked the partners about new possible members of AB and the following are proposed:

- Lars T. Spetfestad (The Community-Based Natural Resource Management Network)
- Juan Camilo Cárdenas (Universidad de los Andes, Bogotá)
- Jestke Bouma (Institute for Environmental Studies, Amsterdam)
- José Esquinas (former FAO officer)

However, and due to the lack of funding it is agreed not to include much more. According to the budget availability two members of the Advisory Board can be invited to the field trips or to the methodological meetings. Proposals to invite them to the next meeting will be delivered and agreed in the next months. Thus, contacts can be done with the proposed candidates to know their interest and availability.

4. Organization of the next methodological meeting in Latin America & travel agenda

Partners agreed to split the next methodological meetings in Latin America on two sessions during the next field trip:

- A first session at the beginning of 2013 field trip at Bahía Blanca (Argentina) to agree about the field working methods.

¹ After the closure of the meeting, information from the EC has been received, relative to a new procedure to avoid sending paper reports. However, this has to be analysed and information delivered to the partners. Agreements on the issue will be taken and communicated to the EC and the PO.

- A closing session to evaluate the field trip performance at the end in Mexico.

The duration of both meetings will be of approximately one morning each.

Field trips 2013

Date	Explanation
July 1st	Beginning of field works at Bahía Blanca (Argentina). To arrive at least 1 day before.
July 5th	End of field works at Bahía Blanca (Argentina)
July 8th	Beginning of field works at Buenaventura (Colombia). To arrive at least 1 day before to Cali.
July 12th	End of field works at Buenaventura (Colombia)
July 16th	Beginning of field works at Oaxaca (Mexico). To arrive at least 1 day before.
July 20th	End of field works at Oaxaca (Mexico)

The partners agreed to inform about how many people and from which institution will participate in the field trips in order to organize joint trips and keep prices lower, the latest by the end of April.

Also partners are committed to prepare a proposal of recommended internal flights to save time and money in the 2013 field trips.

5. Development of the third ring of the Leaning Arena: Global Stakeholders

The Project Coordinator informed about the importance and political impacts of developing and increasing the number and contacts with other stakeholders at global level.

The partners agreed to offer the possibility to the Coordinators of the other four Projects approved at the same call and topic as a COMET-LA to be included as Global Stakeholders. These projects are:

- **COBRA:** Indigenous solutions for the Guiana Shield. <http://projectcobra.org/>
- **COMBIOSERVE:** Community-based management Strategies for biocultural diversity Conservation. <http://www.combioserve.org/>
- **ECOADAPT:** Ecosystem-based strategies and innovations in water governance networks for adaptation to climate change in Latin American Landscapes. <http://www.ecoadapt.eu/>
- **CIVI.NET:** The capacity of civil society organisations and their networks in community based environmental management. <http://www.civinet.eu>

MMD also informed about the contacts done with other projects that could be interesting for COMET-LA and about contacts received from other projects:

- **EUROCLIMA net:** Science and policy jointly fighting Climate Change (EuropeAid). EUROCLIMA is a joint Latin America-EU environmental program to address the challenges of climate change: www.euroclima.org. Its main objectives are knowledge sharing, fostering structured dialogue and ensuring synergies and coordination of actions. EUROCLIMA will organize its

next meeting in Bogota February 25-27 where COMET-LA is invited to participate. Colombian partners are invited to represent COMET-LA.

- Satoyama-Initiative: the Ministry of the Environment of Japan and the United Nations University Institute of Advanced Studies (UNU-IAS) jointly initiated the *Satoyama* Initiative (www.satoyama-initiative.org). This international effort promotes activities consistent with existing fundamental principles including the Ecosystem Approach. The core vision is to realise societies in harmony with nature, that is, built on positive human-nature relationships. Since Satoyama-Initiative is a platform for sharing the information among different case studies around the world, COMET-LA found out interesting to contact Satoyama's Mexican case study (*Forest management through community-based forest enterprises in Ixtlan de Juarez, Oaxaca*) as one similar to studied in the Project.
- REDCLARA: The main objective is to reinforce the collaboration between Europe and Latin America through the use of IT tools and services.
- REDESMA: A dissemination Platform for Bolivian, Latin America and all around the world public that publish a materials about different environmental and sustainable development Projects (www.redesma.org)

Partners accepted to join Satoyama-Initiative, EUROCLIMA net and REDCLARA. REDESMA possibility will be considered as well.

A systematic analysis of interesting and potentially interested global stakeholders is very important for the Project. According to this, Tania de la Fuente (Ce-UICN) is preparing an analysis of global stakeholders that could be invited to join COMET-LA and expects to finish it by the end of March 2013. The selected global stakeholders will receive COMET-LA factsheet, will be informed about their outcomes and will be invited to the Final Policy Conference.

Tania de la Fuente is on due of coordination to contact with global stakeholders. However each partner should keep in contact with the global stakeholders each one proposed at the beginning.

6. Final Policy Conference (place and international impacts)

The Final Policy Conference is the place where the outcomes of COMET-LA Project will be delivered to local stakeholders, decision makers and the wide international community. Thus it is important to start the planning in advance from now.

The Project Coordinator suggested that the final decision about the place and time should be taken later, but partners should bear in mind the importance of this Conference. By now all the participants expressed their views and ideas about the Final Policy Conference:

- It should be done in Latin America
- It is of interest to consider how to coincide with some or all of the other 4 Projects approved at the same call as a COMET-LA in space and time of the Final Policy Conference. It could be done through these alternatives:
 - Other 4 Projects will be invited to participate in the Final Policy Conference of COMET-LA;
 - The join Final Policy Conference could be organised with the other 4 Projects;
- There is a certain flexibility within the date: The Final Policy Conference could take place 2-3 months before or after the project end;



- UNAM WP leader (Roberto Escalante) offered UNAM as a place where Final Policy Conference can take place.
- IADO WP leader (Gerardo Perillo (GP)) suggested that Final Policy Conference should necessary take place in one of the case studies country. PUJ WP leader backed the point. GP also suggested that considering economic reasons related to travel, the meeting should not be done in Argentina;

7. Relationships with other Projects approved in the same topic as COMET-LA

The exchange of the ideas with the other Projects approved in the same topic as COMET-LA can be a very important and interesting task. The flow of the ideas and information between the projects can allow improving the quality of the scientific research and helping to avoid existing drawbacks.

In order to establish the exchange of the information COMET-LA Project Coordinator will propose to meet with the other 4 Project Coordinators and the Project Officer in Brussels at any convenient time. The proposals mentioned in the previous points could be discussed.

8. Planning of the Skype contacts Agenda

According to DoW, skype meetings should be done each two months between Project Coordinator and Partners to discuss progress and problems. Next meetings will be:

- During the second part of April with each of the partners;
- First half of June with each of the partners;

Partners and Coordinator will agree about the most convenient dates and time. Apart of the settled Skype videoconferences, all participants are free to contact each other an the Coordinator when needed.

9. Working method for SES characterization

The characterisation of SES is the main objective of COMET-LA 1st year. UCO is committed to provide a working method for SES characterisation. In this sense, Olexandr Nekhay (UCO) presented an initial proposal of socio-ecological indicators during the methodological meeting on February 12th. According to the suggestions received from the partners, UCO will prepare a definitive set of indicators to be completed and tested in each of the Case Studies, based on the Ostrom (2009) framework.

UCO will send the definitive document to characterize the local SES by the end of February 2013. The partners will complete and test the proposed indicators frame till the end of March 2013 and will send their comments to UCO by that date. During April 2013 partners should carry out the calculations of the proposed indicators frame in their case studies and send the results to UCO by the end of April 2013.

10. Working method for Structural Prospective Analysis

Structural Prospective Analysis is the method that will be used to SESs characterisation in the case studies. Olexandr Nekhay (UCO) made a scientific presentation about this method on February 13th. Each case study of COMET-LA is committed to undertake a complete Structural Prospective Analysis and write a deliverable on it. UCO will provide the scientific support to develop them.

In agreement with all partners involved, the work on Structural Prospective Analysis has to be done during May-June 2013 carrying out all the stages of the analysis. In July, during the field trips with all the partners a new workshop with stakeholders has to be organized where results of Structural Prospective Analysis will be presented and analysed.

11. Planning of the development and publication of scientific results

Although scientific publications are not the primary objective of the project, all partners of COMET-LA agreed on its importance and necessity of planning. Since the second year of the Project has begun, some scientific outcomes are envisaged for the end of the year. For this reason MMD asked the partners what journals they suggest publishing the scientific outcomes of COMET-LA. Partners proposed several scientific journals:

- Ecology & Society;
- Current Opinion on Environmental Sustainability;
- Cuadernos de Desarrollo Rural (reach a broad Latin American audience);
- Conservation Biology;
- Science (one top publication with the most important outcomes of the Project);

It is also proposed to agree with a Journal the possibility to devote a special issue linked to COMET-LA. Ecology & Society and/or Current Opinion on Environmental Sustainability journals could be interesting journals to publish full outcomes at the end of the Project. Both of these journals have publication fees. The full cost of Special Issues is a subject of negotiation and depends on the number of papers. Alice Newton (NILU) also proposed the idea of a Special Issue joint publication with the other 4 Projects (see information on these projects at the point 5). All the participants welcomed both ideas. Scientific partners agreed to detract some money from the next budget share of scientific partners to pay the fees.

Since the partners of COMET-LA are from different institutions and countries, the rules of publication and authorship may differ from one to other. Thus, Julia Martin-Ortega is appointed to develop a common protocol for publication within the COMET-LA Project. The agreement on this rule should definitely settle all possible contradictions.

Once the common rules of publication within the COMET-LA are prepared UCO will coordinate the planning of scientific publications. Partners agreed that it should be done within next 6 months.

12. Research work (PhD and MSc thesis) linked to COMET-LA

The scientific topic of the COMET-LA Project has attracted the attention of researchers from different countries and topics. Consequently, several researchers have linked their scientific work to the topics of the Project. For the moment they are:

- Vera Semeoshenkova (Russian). Scholarship from Erasmus Mundus Program. PhD Thesis on: Evaluation of beach quality in Spain, Portugal and Argentina.

- Sirak Robele Gari (Ethiopian). Scholarship from Erasmus Mundus Program. PhD Thesis on: Reviewing the existing SES management methodologies.
- Pablo Ramos (Colombian). Scholarship from German Government. PhD Thesis on: Nested governance, conflict resolution and sustainable management of SES.
- Pepa Ambrosio (Spanish). COMET-LA. PhD Thesis on: Identifying factors influencing perception of individual and collective behavior facing climate change.
- Denis Estevez (Brazilian). Scholarship from Brazilian Government. MSc Thesis on: Evaluation of land use changes using GIS and remote sensing technologies in COMET-LA Case Studies.

13. Dissemination plan for local stakeholders

The dissemination plan for local stakeholders is an important step in order to keep them informed about the advances of the Project and inform about the other case studies involved.

For this purpose leader of WP6 (Ce-UICN) is working on the preparation of a dissemination plan for local stakeholders. According to Tania de la Fuente (Ce-UICN) the plan should be finished by the end of the March 2013.

UNAM will prepare a video material about the Mexican case study and share it with all COMET-LA partners.

14. Dissemination of the information relative to the other case studies of COMET-LA in each case study

The initiatives develop till now are analysed (brochures, webpage, calendars, press releases, reports such as the one in International Innovation). Partners agreed that what have been done is interesting and has had a good impact, but they also agreed that a greater attention should be given to the presentation of COMET-LA case studies one to each other, to make them feel they are immersed in a broad project and to contribute to the development of COMET-LA learning arena.

For this purpose WP 6 leader (Ce-UICN) is preparing a poster about COMET-LA that should be ready by the end of March 2013. The posters of the 3 Case Studies will have a similar format and will be distributed in all of them. Also a child drawing competition about the future of their community will be developed as other way of COMET-LA dissemination. The bases and conditions will be generally established by Ce-UICN and AQM and locally adapted in each of the CS.

By the end of March, all the partners should send ideas about further possibilities of COMET-LA Project dissemination and all the materials (like leaflets, posters) that are already done.

Guillermo Fidalgo will contact the net of the environmental journalists of Argentina to disseminate the Project.

Kerry Waylen (JHI) suggested that COMET-LA calendar for the next year should be ready earlier than the one of 2013 year.

15. Planning of the next activities of scientific dissemination

MMD asked to the partners to express their opinions about the possible options of other scientific dissemination activities.

- Olexandr Nekhay (UCO) suggested that all the partners inform other partners about any Congress or Conferences available where the project outcomes could be presented;
- Roberto Escalante (UNAM) as one of the editor of Natur@economia Journal (in Spanish) invited partners to submit scientific dissemination papers of the Project;
- PUJ is organizing an event on Rural Development in Latin America that will take place in April 2014. COMET-LA partners are welcomed to contribute and a special session is expected to be devoted to Community-based management of natural resources issue;
- Alice Newton (NILU) is committed to collect information on the available journals, congresses and conferences for COMET-LA scientific dissemination

16. Dissemination of the Project at the national level of policy (up-scaling) in the different countries

MMD commented about the importance of giving visibility to the project at the level of national decision makers. For this purpose, she will contact the decision makers at the National Ministry of Agriculture and Environment in Spain in order to present COMET-LA. The same is asked to the other partners. According to the coordinator of WP4 Gerardo Perillo, Cintia Piccolo (IADO, Argentina) has currently two important representative positions in Argentina where she can introduce the Project and link it to the Argentinean agenda on Climate Change. These positions are (translated from Spanish):

- Member of working group "Support to Fishery Federal Council for the formulation of research policy in fishery and technological application in fishery of the Argentinean Republic as representative of Science and Technology Ministry" Res. 778/12.
- Alternate representative of the Interuniversity National Council in front of Technical Advice Office of the Project of Third National Communication of Environment & Sustainable Development Secretary of the Central Office of National Ministries. Res PN N° 184/12.

In the case of Mexico, the Ministry of Environment just made a proposal to create a working group about the Climate Change inside of the Ministry. UNAM WP leader will contact them.

Other Project partners committed to do the same according to their possibilities in their corresponding national ministries.

17. Publication in International Innovation Report

International Innovation Report is a one of the top journals for the dissemination of research results for policy makers & stakeholders, thus presents a good opportunity to advertise and put forward COMET-LA.

When we were asked to contribute last year, two reports were negotiated for the paid price (paid on tiers by UCO, NILU and Ce-IUCN). The first one was published in last year issue. The second publication for International Innovation Report will be prepared among all the partners of COMET-LA. Depending on the deadline for the material sending we may include results of Structural Prospective Analysis or just of SES Characterization and learning arena building. MMD will contact the journal about the deadline and will coordinate further preparation of publication.

18. Factsheets development

PO has approached the Project Coordinator to ask if a Factsheets of the project has already been developed. That is not the case. MMD proposed to do it, but she was asked to wait for a final format that EC is developing. However, in addition to COMET-LA Newsletter, factsheets can be another way of keeping all interested actors informed about the COMET-LA activity and progress.

Once UCO receives the Factsheet format from the EC it will be developed accordingly, but the partners agreed to develop a series of 2 page factsheets at the main stages to deliver information about the project and its latest developments.

Other issues:

Julia Martin-Ortega (JHI) asked about the way of communication among the partners and where we can store the Project's documents in a way that is available for all partners. MMD informed that according to the experience of one-year work the e-mail is the basic way of communication. There are several e-mail lists that are used upon the necessity. UCO will check e-mail lists currently in use in order to keep them coherent.

Regarding the storage of the documents, MMD is going to check a functionality of the intranet as a place where to store (upload, download), to exchange documents and deliverables of the Project.

Action List

Actions to be taken	Institution Responsible	Deadline
To prepare the tables of content for the deliverables D1.1.; D2.2.; D3.2.; D4.2.	UCO	End of March 2013
Draft deliverables sent to the corresponding reviewers	All involved partners	26 th August 2013
Reviewers reply with comments sent to deliverable's responsible	All involved partners	5 th September 2013
Deliverables sent to the Project Coordinator	All involved partners	12 th September 2013
To prepare and sent scientific reports	All partners	15 th June 2013
To prepare and sent financial reports	All partners	September 1 st have to be received by UCO, sent out by August 15 th
To prepare the example of form C filling	UCO	End of March 2013

To prepare support methodological document to characterize the local SES	UCO	End of February 2013
To test the functionality of the proposed indicators frame and send the comments to UCO	PUJ, UNAM, IADO, CCC, ERA, AQM	End of March 2013
To apply the proposed indicators in the case studies and send results to UCO	PUJ, UNAM, IADO, CCC, ERA, AQM	End of April 2013
To perform Structural Prospective Analysis carrying out all stages of the analysis	PUJ, UNAM, IADO, CCC, ERA, AQM	May-June 2013
To develop a publication protocol within the COMET-LA Project	JHI	End of February 2013
To prepare a planning of scientific publications	UCO	End of August 2013
To finish Global Stakeholder Analysis	Ce-UICN	End of March 2013
To prepare the dissemination plan for local stakeholders	Ce-UICN	End of March 2013
Preparation of poster about COMET-LA	Ce-UICN	End of March 2013
To send ideas about further possibilities of COMET-LA Project dissemination and all the materials (like leaflets, posters) that are already done	All partners	End of March 2013
To collect information on the available journals, congresses and conferences for COMET-LA scientific dissemination	NILU	End of March 2013
Check e-mail lists currently in use in order to keep them coherent	UCO	End of February 2013
To check a functionality of the intranet as a place where to store (upload, download) of final documents and deliverables of the Project.	UCO	End of March 2013
To prepare a proposal of internal flights to use during the field trip 2013	PUJ, UNAM, IADO	End of February 2013
To inform about the available options for the up-scaling of the COMET-LA Project to the national levels of all participating countries	All partners	End of March 2013

Next Meetings planned:

- A two session methodological meeting in Latin America during July 2013 (first session at the beginning of July 2013 field trip; second at the end of the July 2013 field trip)



COMET-LA. Minutes of 1st Steering Committee meeting



- Second Steering Committee meeting (February 2014)
- Third methodological meeting (February 2014)