

## CFS Bureau and Advisory Group meeting

Date: 3 May 2017

German Room, FAO, 09.30-12.30 and 14.00-16.00

### Proposal to organize the preparation of the Plan of Action of the CFS Evaluation

The preparation of the Plan of Action is under the responsibility of the Bureau who commissioned the Evaluation.

#### 1. Format of the Plan of Action

It is proposed to adopt a format similar to FAO management responses to evaluations, which provides for each recommendation information on:

- Whether the recommendation is accepted, partially accepted or rejected
- Actions to be taken and/or actions already taken and/or comments about partial acceptance or rejection
- Responsible group/body
- Timeframe for the implementation of the proposed actions and indication on need (or not) of further funding to implement the interventions

(See examples CFS/BurAg/2017/05/03/2c and CFS/BurAg/2017/05/03/2d)

#### 2. Preparation of the Plan of Action

The process for the preparation of the Plan of Action will be discussed during the Bureau and Advisory group meeting of **3 May** and approved during the Bureau meeting on **11 May**.

It is proposed to involve Members and participants beyond Bureau and Advisory Group members in the preparation of the Plan of Action.

Two options are proposed:

**Option 1:** All recommendations are discussed by one single group, similar to an OEWG style meeting. The meetings are facilitated by the Chair or a Bureau member. The process would be the following:

- (i) Meetings are organized between **12 May and 1 June (available dates on the calendar of the permanent representatives are 12 May whole day, 24 May PM and 1 June PM)**
- (ii) The Bureau, after consultation with the AG, discusses and agrees on the results/next steps, providing guidance on follow-up actions if necessary (**Bureau and AG meeting of 7 June and Bureau meeting of 8 June**)

**Option 2:** The recommendations are divided into three or four sets and discussed among smaller groups of members and participants. To be manageable, the facilitated groups should be small and informal, meeting together as they choose. While the groups should be small, no Member or Participant with a strong interest in contributing to a particular group should be excluded.

The objective of the meetings would be to brainstorm on the issues raised in the sets of recommendations. The results of all the brainstorming sessions would be presented to the Bureau/AG meeting on 7 June for collective discussion. The brainstorming sessions **would be facilitated by members of the Bureau acting as ‘friends of the Chair’.**

**In order to avoid unnecessary delay, members of the Bureau are asked to consult each other in advance of the Bureau and Advisory Group meeting of 3 May to identify volunteers to facilitate the brainstorming sessions under Option 2, in case this option is preferred.**

The process would be the following:

- (i) Brainstorming sessions, focused on the respective sets of recommendations, are organized **between 12 May and 1 June.**
- (ii) Facilitators come together and present the results of the brainstorming sessions, for further discussion among the full Bureau and Advisory Group (**CFS Bureau/AG Meeting of 7 June**)
- (iii) The Bureau discusses and agrees on the results/next steps and provides guidance on follow-up actions if necessary (**Bureau meeting of 8 June**)

The facilitators would report progress to the Chair regularly, and their results would be shared with the Bureau and Advisory Group in advance of its 7 June meeting, which the CFS Chair would convene.

Under both options, the secretariat will assist on request by booking rooms, note-taking etc.