United Nations Environment Programme

Plenary of the Intergovernmental Science-Policy
Platform on Biodiversity and Ecosystem Services
Second session
Antalya, Turkey, 9–14 December 2013
Item 4 (a) of the provisional agenda[*]
Initial work programme of the Platform:
work programme 2014–2018

Draft work programme for the period 2014–2018

Modalities for implementing the deliverables of the work programme

Note by the secretariat

1.   The present note sets out the modalities for implementing the deliverables of each objective of the draft work programme of the Intergovernmental Science-Policy Platform for Biodiversity and Ecosystem Services for the period 2014–2018. For each deliverable, a set of assumptions and a plan of actions, milestones and institutional arrangements are presented. The plans indicate, among other things, decisions that the Plenary may consider taking in the implementation of the work programme. An annual estimate of the main cost items for each deliverable is provided, and a cost estimate for implementing the entire programme, by deliverable, is set out in table 1.

2.   The cost estimates are based on a set of general assumptions presented in the draft work programme and take into account the following variables:

(a)   The number and scope of capacity-building needs to be addressed and funded by the Platform, which will influence the cost of the work programme. Resources mobilized for addressing priority capacity-building needs may complement the resources in the Platform's trust fund. The level of available resources will determine the extent to which capacity-building will be integrated into the preparation of the work programme's deliverables;

(b)   The number and scope of assessments to be prepared by the Platform, which will influence the cost of the work programme. One of the main variables affecting cost is the number of thematic assessments that are prepared. Another variable is the scope, breadth and complexity of the assessments, as that will determine the number of authors and meetings needed to produce credible and legitimate assessments;

(c)   The number of face-to-face meetings, which could be reduced through the use of web-based meetings, thereby lowering the cost of the work programme. Such cost savings, however, will

---

[*] IPBES/2/1.

need to be balanced against the need to ensure social interactions and involve participants who may face technical limitations;

(d)   The agreed level of communication, stakeholder engagement and outreach. This will have an influence on cost and will also affect the degree of impact, ownership and relevance of the deliverables under the work programme;

(e)   The geographic and institutional location of technical support staff, which will have a significant impact on the cost of the work programme. The cost of recruiting technical support staff through the Platform secretariat would be significantly greater than, for example, the cost of recruiting such staff through regional or national institutions, but it may still in some instances be required in order to ensure necessary coordination and oversight;

(f)   The level of in-kind contributions offered by member States, observers and relevant institutions, which will have an impact on cost. Opportunities for in-kind contributions include the provision of technical support or secondments, the hosting of meetings, the funding of capacity-building activities and provision of free or preferential conditions for the use of software and web-based tools (see table 2). Cost savings resulting from in-kind contributions can be allocated to deliverables where such support is not forthcoming.

Objective 1
Strengthen the capacity and knowledge foundations of the science-policy interface to implement key functions of the Platform

Deliverable 1 (a)
Priority capacity-building needs to implement the Platform work programme are matched with resources through catalysing financial and in-kind support (*continuous*)

Assumptions

3.   A range of activities will be necessary in order to identify and prioritize capacity-building needs and increase access to the resources needed for addressing those needs. These will include efforts by the Platform as well as the encouragement of coordinated capacity-building activities by others. It is envisaged that institutional links between the Platform and the United Nations Environment Programme (UNEP), the United Nations Educational, Scientific and Cultural Organization (UNESCO), the Food and Agriculture Organization of the United Nations (FAO) and the United Nations Development Programme (UNDP), called for by the Plenary in decision IPBES/1/4, may, in particular, help advance the deliverable. It is envisaged that the Plenary will consider requesting the Bureau to regularly convene a forum with conventional and potential sources of funding, as referred to in paragraph 1 of appendix I to the resolution establishing the Platform, through face-to-face meetings and web-based interactions, including e-conferences. It is also envisaged that the Plenary will consider establishing a task force on capacity-building, led by the Bureau and the Multidisciplinary Expert Panel, and comprising UNEP, UNESCO, FAO, UNDP and other strategic partner institutions, networks and initiatives, including the Sub-Global Assessment Network and the Biodiversity and Ecosystem Services Network (BES-Net). The task force will: (a) advise the Bureau on the modalities for the preparation of a regularly updated list of priority capacity-building needs and an indication of associated financing gaps and available sources of funding; (b) support the Bureau in convening the forum; and (c) advise the Bureau and the secretariat on the establishment and operation of a "matchmaking" facility in the form of an online tool which would maintain a catalogue of needs and a catalogue of offers to provide capacity-building and assist those with priority capacity-building needs in gaining access to available technical and financial resources. The task force and its technical support will also be responsible for the implementation of deliverable 1 (b).

Actions, milestones and institutional arrangements

4.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary at its second session considers requesting the Bureau, through the secretariat, to regularly convene a forum with conventional and potential sources of funding on the basis of a call for expressions of interest
		The Plenary at its second session considers the establishment of a time-bound and task-specific task force on capacity-building led by the Bureau and the Multidisciplinary Expert Panel, including by establishing the terms of reference of the task force and requesting the Bureau and the Panel, through the secretariat, to constitute the task force on the basis of a call for expressions of interest
		The Plenary at its second session considers potential offers of in-kind technical support and requests the Bureau and the secretariat to establish the necessary institutional arrangements to operationalize the technical support
2014	First quarter	The Bureau and the secretariat establish strategic partnerships and institutional arrangements to operationalize the technical support as needed
	Second quarter	The task force develops the modalities for identifying, monitoring and evaluating capacity-building needs relating to the Platform mandate and progress in their development in a consistent and comparative manner
	Third quarter	The task force provides a list of priority capacity-building needs and an indication of associated financing gaps and available sources of funding[a] potentially preceded by an e-conference on or a review of the list with a view to drawing on broader stakeholder engagement
	Fourth quarter	The Bureau convenes a meeting of the forum with the support of the task force to prioritize and catalyse financial and in-kind support for identified capacity-building needs and presents the prioritized list of capacity-building needs to the Plenary at its third session
2015	First quarter	The Plenary at its third session considers the prioritized list of capacity-building needs, invites potential donors to provide in-kind and/or financial support to meet those needs, and considers requesting the task force to address agreed needs (see deliverable 1 (b))
	Second/third/ fourth quarters	The secretariat, under the oversight of the Bureau and with the advice of the task force, establishes and maintains the "matchmaking" facility
2016	First/second/ third quarters	The task force assesses progress made in developing the prioritized needs and, on the basis of that assessment, proposes an updated list in accordance with the actions taken in the third quarter of 2014
	Fourth quarter	The Bureau, with the support of the task force, convenes a meeting of the forum in order to prioritize and catalyse financial and in-kind support to identify capacity-building needs and presents a prioritized list of capacity-building needs to the Plenary at its fifth session
2017	First quarter	The Plenary at its fifth session considers the prioritized list of capacity-building needs, invites potential donors to provide in-kind and/or financial support to meet those needs and considers requesting the task force to address agreed needs (see deliverable 1 (b))
	Second/third/ fourth quarters	The secretariat, under the oversight of the Bureau and with the advice of the task force, updates and maintains the "matchmaking" facility
2018	First/second/ third quarters	The task force assesses progress made in developing the prioritized needs and, on the basis of that assessment, proposes an updated list in accordance with the actions taken in the third quarter of 2014
	Fourth quarter	The Bureau, with the support of the task force, convenes a meeting of the forum to prioritize and catalyse financial and in-kind support for identified capacity-building needs, and submits the prioritized list of capacity-building needs to the Plenary at its seventh session in the context of the next work programme

[a] Many capacity-building needs and opportunities were identified in formal submissions by Governments and other stakeholders in the intersessional period leading up to the first session of the Plenary (see IPBES/1/INF/10).

Cost estimate

5.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	Meeting of task force (5 Multidisciplinary Expert Panel and Bureau members, plus 20 experts/strategic partners)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (5 x $3,000)	15 000
	Forum meeting (50 participants, 25 funded)	Meeting costs (1 week, 50 participants) (25 per cent in kind)	11 250
		Travel and DSA (25 x $3,000)	75,000
	Technical support	2 full-time equivalent professional positions (50 per cent in kind)	150 000
2015	Meeting of task force (5 Panel and Bureau, plus 20 experts/strategic partners)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (5 x $3,000)	15 000
	Technical support	2 full-time equivalent professional positions (50 per cent in kind)	150 000
2016	Meeting of task force (5 Panel and Bureau members, plus 20 experts/strategic partners)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (5 x $3,000)	15 000
	Forum meeting (50 participants, 25 funded)	Meeting costs (1 week, 50 participants) (25 per cent in kind)	11 250
		Travel and DSA (25 x $3,000)	75 000
	Technical support	2 full-time equivalent professional positions (50 per cent in kind)	150 000
2017	Meeting of task force (5 Panel and Bureau, plus 20 experts/strategic partners)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (5 x $3,000)	15 000
	Technical support	2 full-time equivalent professional positions (50 per cent in kind)	150 000
2018	Meeting of task force (5 Panel and Bureau members, plus 20 experts/strategic partners)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (5 x $3,000)	15 000
	Forum meeting (50 participants, 25 funded)	Meeting costs (1 week, 50 participants) (25 per cent in kind)	11 250
		Travel and DSA (25 x $3,000)	75 000
	Technical support	2 full-time equivalent professional positions (50 per cent in kind)	150 000
Total			**1 121 250**

Deliverable 1 (b)
Capacities needed to implement the Platform work programme developed with support provided by network on capacity-building (*continuous*)

Assumptions

6.   The institutional arrangements established under deliverable 1 (a), namely, the task force on capacity-building and technical support therefor, will support implementation under deliverable 1 (b). The task force, working under the leadership of the Bureau and the Multidisciplinary Expert Panel, will be

involved in undertaking capacity-building activities in accordance with needs agreed by the Plenary. In 2014, activities will concentrate on building the institutional capacity needed to implement the early deliverables of the work programme, in particular the regional/subregional assessments. Capacity-building meetings will be held in conjunction with the subregional assessment process to facilitate the further evolution of subregional science-policy networks, platforms and centres of excellence. Proposals for fellowship and exchange programmes, including for indigenous and local knowledge holders and/or specialists, and training modules will be developed on the basis of experience such as that gained from the Intergovernmental Panel on Climate Change and the Millennium Ecosystem Assessment. Such proposals could allow for fellows to be involved in the implementation of the work programme of the Platform, for example in the provision of technical support for assessments with oversight by the secretariat. From 2015, prioritized capacity-building needs relevant to the work programme will be agreed by the Plenary and will guide the work of the task force. Where possible, work financed through the Platform trust fund will be complemented through in-kind and financial contributions catalysed through deliverable 1 (a). Such work may include technical assistance (for example, with regard to knowledge and data management) or training workshops facilitating the uptake and use of the various substantive deliverables produced by the Platform (for example, with regard to using policy support tools and methodologies).

Actions, milestones and institutional arrangements

7.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary at its second session considers establishing the task force on capacity-building (see deliverable 1 (a)), to including a mandate to build the institutional capacity needed to implement the work programme, and considers requesting it to support deliverable 2 (b) on the regional/subregional assessments and to support the Bureau and the Multidisciplinary Expert Panel in developing a proposal for fellowship, exchange and training programmes to be submitted to the Plenary
2014	Second/third quarters	The task force on capacity-building develops a proposal for fellowship, exchange and training programmes
	Second/third/ fourth quarters	The task force on capacity-building supports the building of institutional capacity needed to implement the work programme, in particular with regard to the regional/subregional assessments (see deliverable 2 (b))
2015	First quarter	The Plenary at its third session considers the establishment of fellowship, exchange and training programmes
		The Plenary at its third session considers requesting the task force to assist with addressing prioritized capacity-building needs agreed in accordance with resources available from the Platform trust fund or provided through additional financial and in-kind support (see deliverable 1 (a))
	First/second/ third/fourth quarters	The task force on capacity-building addresses the prioritized capacity-building needs as agreed by the Plenary
2016	First quarter	The Plenary at its fourth session considers requesting the task force to assist with addressing the prioritized capacity-building needs (see deliverable 1 (a))
	First/second/ third/fourth quarters	The task force on capacity-building addresses the prioritized capacity-building needs as agreed by the Plenary
2017	First quarter	The Plenary at its fifth session considers requesting the task force to assist with addressing the prioritized capacity-building needs (see deliverable 1 (a))
	First/second/ third/fourth quarters	The task force on capacity-building addresses the prioritized capacity-building needs as agreed by the Plenary
2018	First quarter	The Plenary at it sixth session considers requesting the task force to assist with addressing the prioritized capacity-building needs (see deliverable 1 (a))
	Second/third/ fourth quarters	The task force on capacity-building addresses the prioritized capacity-building needs as agreed by the Plenary

Cost estimate

8.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	15 capacity-building meetings (20 experts, 15 funded)	Meeting costs (15 x 1 week, 20 participants) (25 per cent in kind)	112 500
		Travel and DSA (15 x 15 x $1,500)	337 500
2015	Capacity-building activities	To be defined (fellowships, workshops, technical assistance)	450 000
2016	Capacity-building activities	To be defined (fellowships, workshops, technical assistance)	450 000
2017	Capacity-building activities	To be defined (fellowships, workshops, technical assistance)	450 000
2018	Capacity-building activities	To be defined (fellowships, workshops, technical assistance)	450 000
Total			**2 250 000**

Deliverable 1 (c)
Procedures and approaches for working with indigenous and local knowledge systems (*developed by 2016*)

Assumptions

9.   The Plenary has requested the Multidisciplinary Expert Panel to recommend procedures and approaches for working with different knowledge systems for consideration by the Plenary at its second session, drawing on the inputs received from the international expert workshop on the theme "The contribution of indigenous and local knowledge systems to IPBES: building synergies with science", held in Tokyo in June 2013. The outcome of the workshop has informed the development of a preliminary guide on principles and procedures for working with indigenous and local knowledge systems, which will be before the Plenary at its second session for informational purposes. The success of recognizing indigenous and local knowledge in the science-policy interface and building synergies with science has been highly variable around the world, and further work is needed in order to develop a robust set of procedures and approaches for use by the Platform. These efforts will build on and complement those of UNESCO, the Convention on Biological Diversity, the World Intellectual Property Organization, FAO and others. Under the guidance of the Panel and the Bureau, a time-bound and task-specific expert group will be established to further develop the guide, for approval by the Plenary at its fourth session (anticipated in early 2016) so that it can inform the process for developing other ongoing Platform deliverables, in particular the regional/subregional assessments. The expert group, in collaboration with the task force on knowledge and data, will also support the Panel and the Bureau during 2014 in the establishment of a roster and network of experts and knowledge holders. The roster will be a resource for undertaking Platform activities, including contributions to assessment processes. The development of the procedures and approaches by a wide range of experts will draw on a range of published best practices from each region for working with indigenous and local knowledge systems. This process will be augmented with learning from one or two case studies in each of the five United Nations regions; an e-conference discussion or review of the draft guide, with a broad range of experts and stakeholders (including the World Indigenous Network); and three meetings of the expert group. In 2015, the expert group will evaluate and finalize the guide on the basis of inputs from the review process and e-conferences with a view to its approval by the Plenary at its fourth session and its implementation in the wider assessment process of the Platform.

Actions, milestones and institutional arrangements

10.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary at its second session, informed by the initial guidance on procedures and approaches for working with indigenous and local knowledge systems (see IPBES/2/INF/1), requests Multidisciplinary Expert Panel and the Bureau, supported by a dedicated time-bound and task-specific expert group, to develop draft procedures and approaches for working with indigenous and local knowledge systems for consideration by the Plenary at its fourth session (anticipated in early 2016)
		The Plenary at its second session requests the Panel and the Bureau, supported by an expert group and in collaboration with the task force on knowledge and data, to establish in 2014 a roster and a network of experts in working with different knowledge systems
2014	First quarter	The Panel and the Bureau call for nominations and make a selection of specialists in indigenous and local knowledge systems and other experts on the roster and across the global network to participate in the expert group and facilitate the case study reviews
	First/second/ third/fourth quarters	The Panel and the Bureau, supported by the expert group and in collaboration with the task force on knowledge and data established in accordance with deliverable 1 (d), establish a roster and network of experts and knowledge holders, which will be expanded in an ongoing process
	Second/third/ fourth quarters	The expert group, led by Panel and the Bureau, undertakes a review of existing procedures and approaches, including learning from the experiences and best practices of working with indigenous and local knowledge systems in one or two case study reviews in each of the five United Nations regions
2015	First quarter	Informed by the reviews, and on the basis of the preliminary guidance submitted to the Plenary at its second session, the expert group, led by the Panel and the Bureau, further revises the procedures and approaches for working with indigenous and local knowledge systems
	Second quarter	The expert group, led by Panel and the Bureau, convenes an e-conference or review with a wider group of experts and stakeholders to discuss the draft procedures and approaches. The expert group holds follow-up meetings with the case study holders to gather feedback on the draft procedures and approaches
	Third quarter	The expert group, led by Panel and the Bureau, reconvenes to evaluate the feedback received from the e-conference/review process and follow-up case study meetings with indigenous and local knowledge holders and revises and finalizes proposed procedures and approaches
	Fourth quarter	The final draft procedures and approaches for working with indigenous and local knowledge systems are reviewed by the Panel and the Bureau, the members of the Platform and other stakeholders before being submitted to the Plenary at its fourth session for consideration with a view to their approval for use across ongoing and future Platform deliverables
2016	First quarter	The Plenary at its fourth session considers the proposed procedures and approaches and takes steps allowing for appropriate work with indigenous and local knowledge systems

Cost estimate

11.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	Meeting of expert group (5 Multidisciplinary Expert Panel and Bureau members, plus 10 experts (2 experts per region))	Meeting costs (1 meeting for 3 days x 15 participants) (25 per cent in kind)	4 500
		Travel and DSA (12 x $3,000)	36 000
	5 regional case study review meetings to elicit and review existing procedures, approaches and best practice cases	Meeting costs (5 meetings, 2 days per meeting x $5,000 per meeting) (25 per cent in kind)	18 750
		Travel and DSA (5 meetings x 5 funded participants per meeting x $1,500)	37 500
	Technical support	1.5 full-time equivalent professional position (50 per cent in kind)	112 500

Year	Cost item	Assumptions	Cost
2015	Meeting of expert group (5 Panel and Bureau members, plus 10 experts (2 experts per region))	Meeting costs (1 meeting for 3 days x 15 participants) (25 per cent in kind)	4 500
		Travel and DSA (12 x $3,000)	36 000
	5 regional case study follow-up meetings to review draft procedures and approaches	Meeting costs (5 meetings, 2 days per meeting x $5,000 per meeting) (25 per cent in kind)	18 750
		Travel and DSA (5 meetings x 5 funded participants per meeting x $1,500)	37 500
	Meeting of expert group (5 Panel and Bureau members, plus 10 experts (2 experts per region))	Meeting costs (1 meeting for 3 days x 15 participants) (25 per cent in kind)	4 500
		Travel and DSA (12 x $3,000)	36 000
	Technical support	1.5 full-time equivalent professional position (50 per cent in kind)	112 500
	Translation, publication, outreach and delivery of report to the Plenary at its fourth session	10-page guide on procedures and approaches for working with indigenous and local knowledge holders translated into all United Nations languages	50 000
	Total		**509 000**

Deliverable 1 (d)
Priority knowledge and data needs for policymaking addressed through catalysing efforts to generate new knowledge and networking *(continuous)*

Assumptions

12.   In order for the Platform to deliver on commitments related to the generation and management of knowledge and data and access thereto, it is assumed that the Plenary will consider establishing a task force on knowledge and data. It is anticipated that the task force will be led by the Bureau and the Multidisciplinary Expert Panel and comprise representatives of existing institutions and initiatives, such as the Group on Earth Observations, the Global Biodiversity Information Facility, Future Earth, indigenous and local knowledge holders and citizen science initiatives. The task force will contribute to networking among existing institutions and recommend common practices and approaches with regard to the management and generation of knowledge and data in support of the activities of the Platform (including those developed under deliverable 1 (c)). Ways of promoting common and consistently applied metrics and approaches to the observation and monitoring of biodiversity and ecosystem services will be considered on the basis of, among other things, the findings of the methodological assessments and thematic assessments under objective 3. It is also envisaged that the task force will contribute to a regularly updated list of priority knowledge needs and gaps for policymaking**,** as well as to regular dialogue on how such needs can be addressed, including by catalysing the generation of new knowledge where gaps exist. Such dialogue will include meetings, preceded, as appropriate, by e-conferences in order to allow for broader stakeholder engagement. The task force will advise the Bureau, the Panel and the secretariat on the development of a web-based facility that would keep track of how knowledge needs are being addressed. It is assumed that the task force will interact with the assessment processes, in particular at the scoping stage, and that it will be convened back-to-back or in parallel with scoping meetings.

Actions, milestones and institutional arrangements

13.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary at its second session considers establishing a time-bound and task-specific task force on knowledge and data led by the Bureau and the Multidisciplinary Expert Panel, including by establishing terms of reference for the task force and requesting the Bureau and the Panel, through the secretariat, to constitute the task force on the basis of a call for expressions of interest

Time frame		Actions/institutional arrangements
		The Plenary at its second session considers the potential offers of respective in-kind technical support and requests the Bureau and secretariat to establish the necessary institutional arrangements to operationalize the technical support
2014	First quarter	The Bureau and secretariat establish strategic partnerships and institutional arrangements to operationalize the technical support as needed
	Second/third/ fourth quarters	The task force advises the Bureau and the Panel on suggested approaches to the facilitation of access to and the management of existing knowledge and data necessary to support the implementation of the work programme and submits the relevant information to the Plenary at its third session
2015	First quarter	The Plenary at its third session considers the proposed approaches to the facilitation of access to and the management of existing knowledge and data necessary to support the implementation of the work programme and considers requesting the task force to provide advice on and support for the implementation of such approaches
	Second/third/ fourth quarters	The task force provides advice on and support to the Bureau and the Panel on the implementation of the approaches for facilitating access to and the management of knowledge and data in support of the activities under the Platform as approved by the Plenary
	Second quarter	The task force advises the Bureau and the Panel on the development of priority knowledge needs, drawing in particular on the scoping processes
	Third quarter	The task force supports the Bureau, the Panel and the secretariat in convening a dialogue on prioritizing knowledge needs and catalysing the generation of new knowledge where gaps exist
2016	First/second/ third/fourth quarters	The task force continues to provide advice on and support to the Bureau and the Panel on the implementation of the knowledge and data approaches approved by the Plenary
		The task force continues to maintain a list of priority knowledge needs
2017	First/second/ third/fourth quarters	The task force continues to provide advice on and support to the Bureau and the Panel on the implementation of the knowledge and data approaches approved by the Plenary
	Second quarter	The task force advises the Bureau and the Panel on the development of priority knowledge needs, drawing in particular on the scoping processes
	Third quarter	The task force supports the Bureau, the Panel and the secretariat in convening a dialogue on prioritizing knowledge needs and catalysing the generation of new knowledge where gaps exist
2018	First/second/ third/fourth quarters	The task force continues to provide advice and support to the Bureau and the Panel on the implementation of the knowledge and data approaches approved by the Plenary
		The task force continues to maintain a list of priority knowledge needs

Cost estimate

14.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	Meeting of task force (5 Multidisciplinary Expert Panel and Bureau members, plus 20 experts/strategic partners)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (5 x $3,000)	15 000
	Technical support	2 full-time equivalent professional positions (50 per cent in kind)	150 000
2015	Meeting of task force (5 Panel and Bureau members, plus 20 experts/strategic partners)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (5 x $3,000)	15 000
	Dialogue meeting (50 participants, 25 funded)	Meeting costs (1 week, 50 participants) (25 per cent in kind)	11 250

Year	Cost item	Assumptions	Cost
		Travel and DSA (25 x $3,000)	75 000
	Technical support	2 full-time equivalent professional positions (50 per cent in kind)	150 000
2016	Meeting of task force (5 Panel and Bureau members, plus 20 experts/strategic partners)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (5 x $3,000)	15 000
	Technical support	2 full-time equivalent professional positions (50 per cent in kind)	150 000
2017	Meeting of task force (5 Panel and Bureau members, plus 20 experts/strategic partners)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (5 x $3,000)	15 000
	Dialogue meeting (50 participants, 25 funded)	Meeting costs (1 week, 50 participants) (25 per cent in kind)	11 250
		Travel and DSA (25 x $3,000)	75 000
	Technical support	2 full-time equivalent professional positions (50 per cent in kind)	150 000
2018	Meeting of task force (5 Panel and Bureau members, plus 20 experts/strategic partners)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (5 x $3,000)	15 000
	Technical support	2 full-time equivalent professional positions (50 per cent in kind)	150 000
Total			**1 035 000**

Objective 2
Strengthen the science-policy interface on biodiversity and ecosystem services at and across subregional, regional and global levels

Deliverable 2 (a)
Guide on production and integration of assessments from and across all scales (*provided by June 2014*)

Assumptions

15.   Multidisciplinary Expert Panel and Bureau members will oversee the establishment of and lead a global time-bound and task-specific expert group for the development of the guide on the production and integration of assessments from and across all levels as set out in the action and milestones (see para. 16 below). The group will consist of 50 experts and comprise members of the Bureau, the Panel, the task force on capacity-building, the task force on knowledge and data and additional nominated experts. The expert group will be supported by the secretariat.

Actions, milestones and institutional arrangements

16.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary at its second session requests the Multidisciplinary Expert Panel and the Bureau, supported by a time-bound and task-specific expert group, to develop the guide on production and integration of assessments from and across all levels
2014	First quarter	The Panel and the Bureau calls for the nominations of experts and selects experts in accordance with the rules of the Platform
		The expert group meets in order to develop the guide (taking into account the report on prioritization of requests) with the support of the secretariat
	Second quarter	The draft guide is sent for review to experts, Platform members and stakeholders
		The guide is finalized for approval by the Bureau and the Panel

Cost estimate

17.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	Expert group meeting (10 Panel and Bureau members, plus 40 experts/strategic partners)	Meeting costs (1 week, 50 participants) (25 per cent in kind)	11 250
		Travel and DSA (25 x $3,000)	75 000
2015	Dissemination of guide	Translation of guide into all United Nations languages, publication, outreach	50 000
Total			**136 250**

Deliverable 2 (b)
Regional/subregional assessments on biodiversity and ecosystem services (*delivered by March 2017*)

Assumptions

18.   The process will be based on the following regional and subregional structure:

(a)   **Africa and West Asia:**

(i)   Central and Western Africa (Cameroon, Central African Republic, Chad, Congo, Democratic Republic of the Congo, Equatorial Guinea, Gabon and Sao Tome and Principe; Benin, Burkina Faso, Cape Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo);

(ii)   Eastern Africa and Western Indian Ocean (Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, Uganda and United Republic of Tanzania; Comoros, Madagascar, Mauritius, Mayotte, Reunion and Seychelles);

(iii)   Northern Africa and Western Asia (Algeria, Egypt, Libya, Morocco, Sudan, Tunisia and Western Sahara; Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates and Yemen (Arabian peninsula); Iraq, Jordan, Lebanon, State of Palestine and Syrian Arab Republic (Mashriq));

(iv)   Southern Africa (Botswana, Lesotho, Malawi, Mozambique, Namibia, Saint Helena, South Africa, Swaziland, Zambia and Zimbabwe);

(b)   **America and the Caribbean:**

(i)   Caribbean (Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines and Trinidad and Tobago);

(ii)   Mesoamerica (Belize, Costa Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Panama);

(iii)   South America (Argentina, Bolivia (Plurinational State of), Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Suriname, Uruguay and Venezuela (Bolivarian Republic of));

(iv)   North America (Canada and United States of America);

(c)   **Asia and the Pacific:**

(i)   Australasia and South Pacific (Australia, New Zealand; Fiji, Kiribati, Marshall Islands, Micronesia (Federated States of), Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu);

(ii)   North-East Asia (China, Democratic People's Republic of Korea, Japan, Mongolia and Republic of Korea);

(iii) South Asia (Afghanistan, Bangladesh, Bhutan, India, Iran (Islamic Republic of), Maldives, Nepal, Pakistan and Sri Lanka);

(iv) South-East Asia (Brunei Darussalam, Cambodia, Christmas Island, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste and Viet Nam);

(d) **Europe and Central Asia:**

(i) Central Asia and Eastern Europe (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan; Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova, Russian Federation and Ukraine);

(ii) Central and Western Europe (Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia, the former Yugoslav Republic of Macedonia and Turkey; Andorra, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Israel, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland and United Kingdom of Great Britain and Northern Ireland);

(e) **Polar:**

Arctic and Antarctica (in cooperation with such relevant organizations as the Arctic Council, the Scientific Committee on Antarctic Research and the Antarctic Treaty countries).

The members of the Multidisciplinary Expert Panel and the Bureau will oversee the provision of inputs to the Plenary on scoping as set out in paragraph 19 below. Most subregional assessments will be scoped in parallel at regional meetings by subregional experts. Some subregional assessments may be scoped in separate meetings. Panel and Bureau members will oversee the establishment of time-bound and task-specific expert groups for each subregional assessment, which will comprise report co-chairs, coordinating lead authors, lead authors (60 experts) and review editors (10 experts). The expert group will be selected in accordance with the Platform's procedures for the preparation, review, acceptance, adoption, approval and publication of assessment reports and other Platform deliverables (see IPBES/2/9) and will work in accordance with the same procedures. It is assumed that the assessments will be developed in close cooperation with relevant existing institutions at the regional and subregional levels, as detailed in the scoping process. The secretariat will set up agreements with partnership institutions for the provision of technical support as approved by the Bureau. Technical support will be funded partly by the Platform and partly by in-kind contributions approved by the Plenary (see para. 20 below).

Actions, milestones and institutional arrangements

19. The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary at its second session, on the basis of a consideration of the deliverable as initially scoped, cost-estimated and presented in the work programme, considers requesting the Panel and the Bureau to undertake a full scoping process in accordance with Platform procedures
2014	First quarter	The Panel proceeds to request nominations from Governments and other stakeholders for experts to assist with the scoping of the respective regional/subregional assessment
	Second quarter	The Panel selects experts to assist with the scoping process
	Third quarter	The Panel and the Bureau oversee a detailed scoping exercise, to include an outline, costs and feasibility, including by convening five or more regional/subregional scoping meetings at which 15 subregional assessments would be scoped by subregional experts (taking account of the report on the prioritization of requests (IPBES/2/3), and the guide under deliverable 2 (a))
	Fourth quarter	The detailed scoping report is sent to the secretariat for distribution to Governments and other stakeholders for consideration by the Plenary at its third session

Time frame		Actions/institutional arrangements
2015	First quarter	The Plenary at its third session considers the scope of the set of regional or subregional assessments for adoption
		The Plenary at its third session considers potential offers of respective in-kind technical support and requests the Bureau and the secretariat to establish the necessary institutional arrangements to operationalize the technical support
	First quarter	If the Plenary, on the basis of the detailed scoping report, decides to approve the preparation of the report, the Panel requests nominations from Governments and other stakeholders for experts to prepare the report
	Second quarter	The Panel selects the report co-chairs, coordinating lead authors, lead authors and review editors using the selection criteria (see IPBES/2/9). The Panel takes into account, in particular, the views of the relevant regional Panel members
	Third quarter	The report co-chairs, coordinating lead authors and lead authors meet to prepare the first draft of the respective regional/subregional assessment reports
2016	First quarter	The first draft report is reviewed by relevant experts, with the review of regional and subregional reports emphasizing the use of local expertise
	Second quarter	The report co-chairs, coordinating lead authors and lead authors prepare the second draft report and the first draft summary for policymakers under the guidance of review editors and the Panel
	Third quarter	The second draft report and the first summary for policymakers are reviewed by experts, Governments and other stakeholders
	Fourth quarter	The report co-chairs, coordinating lead authors and lead authors prepare the final draft report and the final draft summary for policymakers under the guidance of review editors and the Panel
		The summary for policymakers is translated into all United Nations languages (2 months)
		The final draft report and summary for policymakers are sent to Governments and other stakeholders for final review (1.5 to 2 months)
2017	First quarter	Written comments from Governments on the draft summary for policymakers are strongly encouraged one week prior to the fifth session of the Plenary
		The Plenary at its fifth session reviews and accepts the respective regional/subregional assessment reports and approves the regional summaries for policymakers on the basis of prior preliminary approval by the respective regional members of the Platform

Cost estimate

20.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	5 regional scoping meetings (5 Multidisciplinary Expert Panel and Bureau members, plus 45 experts)	Meeting costs (5 x 1 week, 50 participants) (25 per cent in kind)	56 250
		Travel and DSA (5 x 34 x $2,000)	340 000
2015	15 first author meetings (60 co-chairs, coordinating lead authors, lead authors)	Meeting costs (15 x 1 week, 60 participants) (25 per cent in kind)	168 750
		Travel and DSA (15 x 45 x $1,500)	1 012 500
	Technical support	10 full-time equivalent professional positions (50 per cent in kind)	750 000
2016	15 second author meetings (60 co-chairs, coordinating lead authors and lead authors, plus10 review editors)	Meeting costs (15 x 1 week, 70 participants) (25 per cent in kind)	225 000
		Travel and DSA (15 x 53 x $1,500)	1 192 500
	15 third author meetings (60 co-chairs, coordinating lead authors and lead authors, plus 10 review editors)	Meeting costs (15 x 1 week, 70 participants) (25 per cent in kind)	225 000
		Travel and DSA (15 x 53 x $1,500)	1 192 500

Year	Cost item	Assumptions	Cost
	Technical support	10 full-time equivalent professional positions (50 per cent in kind)	750 000
2017	Co-chairs' participation in the fifth session of the Plenary	Travel and DSA (25 x $3,000)	75 000
	Dissemination and regional outreach (summary for policymakers (15 x 10 pages) and report (200 pages))	Translation of summaries for policymakers into all United National languages, publication and outreach	1 755 000
Total			**7 742 500**

Deliverable 2 (c)
Global assessment on biodiversity and ecosystem services (*delivered by December 2018*)

Assumptions

21.   The members of the Multidisciplinary Expert Panel and the Bureau will oversee the provision of inputs to the Plenary on scoping and the establishment of a global time-bound and task-specific expert group for the assessment, comprising report co-chairs, coordinating lead authors, lead authors and review editors. The expert group will be selected in accordance with the Platform's procedures for the preparation, review, acceptance, adoption, approval and publication of assessment reports and other Platform deliverables (see IPBES/2/9) and will work in accordance with the same procedures. The global assessments would involve 200 assessment authors who would meet three times, and 10 review editors who would meet once, back-to-back with the authors. The summary for policymakers would also be developed during author meetings. It is assumed that assessments will be developed in cooperation with relevant existing institutions and indigenous and local communities outlined in the scoping process. The secretariat will set up agreements with partnership institutions for the provision of technical support as approved by the Bureau. Technical support will be funded partly by the Platform and partly by in-kind contributions approved by the Plenary (see para. 23 below).

Actions, milestones and institutional arrangements

22.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2014	Fourth quarter	Multidisciplinary Expert Panel and Bureau undertake an initial scoping exercise for consideration by the Plenary at its third session
2015	First quarter	The Plenary at its third session requests the Panel and the Bureau to initiate the scoping process and to present the scope for approval at the fourth session of the Plenary
	Second quarter	The Panel requests nominations from Governments and other stakeholders for experts to assist with the scoping process
		The Panel and the Bureau oversee an e-conference and/or review process for soliciting inputs to the full scoping process
	Third quarter	The Panel meets with the experts to conduct a detailed scoping exercise, including an outline, costs and feasibility, taking into account the report on the prioritization of requests, the guide (deliverable 2 (a)), the fast-track thematic and methodological assessments, the final draft of any thematic assessments and the scope of the regional/subregional and thematic assessments
2016	First quarter	The Plenary at its fourth session considers the scope of the global assessment with a view to its adoption
		The Plenary at its fourth session considers potential offers of respective in-kind technical support and requests the Bureau and the secretariat to establish the necessary institutional arrangements to operationalize the technical support
	Second quarter	The Panel requests nominations from Governments and other stakeholders for experts to prepare the report
	Third quarter	The Panel selects the report co-chairs, coordinating lead authors, lead authors and review editors using the approved selection criteria (see IPBES/2/9)
	Fourth quarter	The report co-chairs, coordinating lead authors and lead authors meet to prepare the first draft, taking into account the fast-track thematic and methodological assessments, the thematic assessments and the final draft of the regional/subregional and thematic assessments

Time frame		Actions/institutional arrangements
2017	Second quarter	The first draft is reviewed by experts
	Third quarter	The report co-chairs, coordinating lead authors and lead authors prepare the second draft report and a first draft summary for policymakers under the guidance of review editors and the Panel (3–4 months), taking into account the fast-track thematic and methodological assessments, the thematic assessments and the regional/subregional and thematic assessments
	Fourth quarter	The second draft report and the first summary for policymakers are reviewed by experts, Governments and other stakeholders (2 months)
2018	First quarter	The report co-chairs, coordinating lead authors and lead authors prepare the final draft report and the final draft summary for policymakers under the guidance of review editors and the Panel (2–3 months)
	Second quarter	The summary for policymakers is translated into all United Nations languages (2 months)
		The final draft report and summaries for policymakers are sent to Governments and other stakeholders for final review (1.5–2 months);
	Third quarter	Written comments from Governments on the draft summary for policymakers are strongly encouraged one week prior to the sixth session of the Plenary
		The Plenary at it sixth session reviews and accepts the report and approves the summary for policymakers
	Fourth quarter	Outreach and communication

Cost estimate

23.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2015	Scoping meeting (20 Multidisciplinary Expert Panel and Bureau members, plus 40 experts)	Meeting costs (1 week, 60 participants) (25 per cent in kind)	11 250
		Travel and DSA (45 x $3,000)	135 000
2016	First author meetings (200 co-chairs, coordinating lead authors and lead authors)	Meeting costs (1 week, 200 participants) (25 per cent in kind)	37 500
		Travel and DSA (150 x $3,000)	450 000
	Technical support	3 full-time equivalent professional position (50 per cent in kind)	225 000
2017	Second author meetings (200 co-chairs, coordinating lead authors and lead authors)	Meeting costs (1 week, 200 participants) (25 per cent in kind)	37 500
		Travel and DSA (150 x $3,000)	450 000
	Technical support	3 full-time equivalent professional position (50 per cent in kind)	225 000
2018	Third author meetings (200 co-chairs, coordinating lead authors and lead authors)	Meeting costs (1 week, 200 participants) (25 per cent in kind)	37 500
		Travel and DSA (150 x $3,000)	450 000
	Technical support	3 full-time equivalent professional position (50 per cent in kind)	225 000
	Co-chairs' participation in the sixth session of the Plenary	Travel and DSA (25 x $3,000)	45 000
	Dissemination and global outreach (summary for policymakers (25 pages) and report (500 pages))	Translation of summary for policymakers into all United Nations languages, publication, outreach	675 000
Total			**3 003 750**

Objective 3
Strengthen the science-policy interface on biodiversity and ecosystem services with regard to thematic and methodological issues

Deliverable 3 (a)
One fast-track thematic assessment of pollination and food production (*delivered by March 2015*)

Assumptions

24. The members of the Multidisciplinary Expert Panel and the Bureau will oversee the establishment of a time-bound and task-specific expert group for the assessment, to be composed of report co-chairs, coordinating lead authors, lead authors and review editors. The expert group will be selected in accordance with the Platform's procedures for the preparation, review, acceptance, adoption, approval and publication of assessment reports and other Platform deliverables (see IPBES/2/9) and will work in accordance with the same procedures. The global assessments would involve 75 assessment authors, who would meet three times, and 12 review editors, who would meet once, back-to-back with the authors. The summary for policymakers would also be developed during author meetings. The scope, rationale, utility and further assumptions of the assessment are set out in further detail in a scoping paper (IPBES/2/16/Add.1). The secretariat will set up agreements with partnership institutions for the provision of technical support as approved by the Bureau. It is assumed that technical support will be funded partly by the Platform and partly by in-kind contributions approved by the Plenary (see para. 26 below).

Actions, milestones and institutional arrangements

25. The actions to be taken are set out below:

Time frame		*Actions/institutional arrangements*
2013	Fourth quarter	The Plenary reviews and approves the initial scoping exercise prepared by the Multidisciplinary Expert Panel (14 December)
	Fourth quarter	The Panel issues a call, through the secretariat, to Governments and other stakeholders for the nomination of experts (report co-chairs, coordinating lead authors, lead authors and review editors) to conduct the assessment based on the results of the scoping exercise approved by the Plenary (9 December 2013–10 January 2014)
2014	First quarter	The Panel, via e-mail and teleconferences, selects the co-chairs, coordinating lead authors, lead authors and review editors using the approved selection criteria (see IPBES/2/9) (11–24 January)
	First/second/ third quarters	The report co-chairs, coordinating lead authors and lead authors prepare an initial draft report and summary for policymakers (25 January–25 July). The authors meet in February to further develop the annotated outline and the sections and chapters that have been assigned to them , and again in early July to finalize the report and prepare the summary for policymakers
	Third quarter	The draft report and the summary for policymakers are reviewed by experts, and Governments and other stakeholders (26 July–12 September)
	Third/fourth quarters	The report co-chairs, coordinating lead authors and lead authors revise the draft report and summary for policymakers under the guidance of review editors and the Panel. The authors and review editors, with a small number of Panel members, meet once to prepare the final draft report and summary for policymakers(13 September–7 November)
	Fourth quarter	The summary for policymakers is translated into all the official languages of the United Nations (8 November–5 December)
	Fourth quarter	The final draft report and summary for policymakers are sent to Governments and other stakeholders for final review (6 December 2014–6 February 2015)
2015	First quarter	Governments send written comments to the secretariat on the summary for policymakers (31 January)
	First quarter	The Plenary reviews and accepts the report and approves the summary for policymakers (starting after 8 February)

Cost estimate

26. The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	First author meeting (75 co-chairs, coordinating lead authors and lead authors, plus 4 Multidisciplinary Expert Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 80 participants) (25 per cent in kind)	15 000
		Travel and DSA (60 x $3,000)	180 000
	Second author meeting (75 co-chairs, coordinating lead authors and lead authors, plus 4 Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 80 participants) (25 per cent in kind)	15 000
		Travel and DSA (60 x $3,000)	180 000
	Third author meeting (75 co-chairs, coordinating lead authors and lead authors, plus 12 review editors, plus 4 Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 92 participants) (25 per cent in kind)	18 750
		Travel and DSA (69 x $3,000)	207 000
	Technical support	1 full-time equivalent professional position (50 per cent in kind)	75 000
2015	Participation by 2 co-chairs and 2 coordinating lead authors in the third session of the Plenary	Travel and DSA (3 x $3,000)	9 000
	Dissemination and outreach (summary for policymakers (10 pages) and report (200 pages))	Translation of summary for policymakers into all United Nations languages, publication and outreach	117 000
Total			**816 750**

Deliverable 3 (b)

One thematic assessment of land degradation and restoration and/or one thematic assessment of invasive alien species (*delivered by March 2016*)

(i) Thematic assessment of land degradation and restoration

Assumptions

27.   The Multidisciplinary Expert Panel and the Bureau will oversee a detailed scoping exercise, including outline, costs and feasibility. Once approval has been given, the members of the Panel and the Bureau will oversee the establishment of a time-bound and task-specific expert group for the assessment, to be composed of report co-chairs, coordinating lead authors, lead authors and review editors. The expert group will be selected in accordance with the Platform's procedures for the preparation, review, acceptance, adoption, approval and publication of assessment reports and other Platform deliverables (see IPBES/2/9) and will work in accordance with the same procedures. The global assessments will involve 80 assessment authors, who will meet three times, and 16 review editors, who will meet twice with the authors. The scope, rationale, utility and further assumptions of the assessment are set out in further detail in a scoping paper (IPBES/2/16/Add.2). The secretariat will set up agreements with partnership institutions for the provision of technical support as approved by the Bureau. It is assumed that technical support will be funded partly by the Platform and partly by in-kind contributions approved by the Plenary (see para. 29 below).

Actions, milestones and institutional arrangements

28.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary reviews and approves the initial scoping exercise prepared by the Multidisciplinary Expert Panel and requests the Panel and the Bureau, within an agreed cost envelope, to proceed with a full assessment after the detailed scoping study (14 December 2013)
	Fourth quarter	The Panel, through the secretariat, requests nominations from Governments and other stakeholders for experts to assist with the scoping process (16 December 2013–31 January 2014)
2014	First quarter	The Panel, via e-mail and teleconferences, selects experts for the scoping study using the approved selection criteria (see IPBES/2/9) (1–14 February 2014)
	Second quarter	The Panel and the Bureau oversee the detailed scoping exercise, including the preparation of an outline, an estimate of costs and an assessment of feasibility (3 months). A scoping meeting is held at the beginning of April 2014
	Second quarter	The detailed scoping report is sent to members of the Platform and other stakeholders for review and comment for two weeks in the second half of April 2014
	Second quarter	On the basis of the results of the detailed scoping exercise, and comments received from members of the Platform and other stakeholders, the Panel and the Bureau decide whether to proceed with the assessment, assuming that it can be conducted within the budget envelope approved by the Plenary in the first half of May 2014
	Second quarter	The Panel, through the secretariat, requests nominations from Governments and other stakeholders for experts to prepare the assessment report. Nominations are to be submitted by the end of June 2014 (1.5 months)
	Third quarter	The Panel selects the report co-chairs, coordinating lead authors, lead authors and review editors, using the approved selection criteria (see IPBES/2/9) (1 July–15 August 2014) (1.5 months)
	Third/fourth quarters	The report co-chairs, coordinating lead authors and lead authors prepare the first draft report by mid-February 2015 (6 months). A first author meeting is held in September 2014. Dialogue workshops and community-based work sessions with indigenous and local knowledge holders are conducted
2015	First quarter	The first draft report is reviewed by experts until end of March 2015 (1.5–2 months)
	Second quarter	The report co-chairs, coordinating lead authors and lead authors prepare the second draft report and a first draft summary for policymakers under the guidance of the review editors and the Panel (April–June) (3 months). A second author meeting is held in June 2015
	Third quarter	The second draft report and the first summary for policymakers are reviewed by experts, Governments and other stakeholders during July and August 2015 (2 months)
	Third/fourth quarters	The report co-chairs, coordinating lead authors and lead authors prepare the final draft report and the final draft summary for policymakers under the guidance of review editors and the Panel during September and October (2 months). A third author meeting is held in October 2015
	Fourth quarter	The summary for policymakers is translated into all official languages of the United Nations by mid-December 2015 at the latest (1.5 months)
2016	First quarter	The final draft report and summary for policymakers are sent to Governments and other stakeholders for final review during January and February 2016 (1.5–2 months). Written comments from Governments on the draft summary for policymakers are strongly encouraged. Such comments must be submitted to the secretariat one week prior to the fourth session of the Plenary
	First quarter	The Plenary reviews and accepts the report and reviews and approves the summary for policymakers during its fourth session, in March 2016

Cost estimate

29.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	Scoping meeting (40 participants: Multidisciplinary Expert Panel/Bureau members, plus experts)	Meeting costs (1 week, 40 participants) (25 per cent in kind)	11 250
		Travel and DSA (30 x $3,000)	90 000
	First author meeting (80 co-chairs, coordinating lead authors and lead authors, plus 4 Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 85 participants) (25 per cent in kind)	15 000
		Travel and DSA (64 x $3,000)	192 000
	Technical support	1 full-time equivalent professional position (50 per cent in kind)	75 000
2015	Second author meeting (80 co-chairs, coordinating lead authors and lead authors, plus16 review editors, plus 4 Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 101 participants) (25 per cent in kind)	18 750
		Travel and DSA (75 x $3,000)	225 000
	Third author meeting (80 co-chairs, coordinating lead authors and lead authors, plus 16 review editors, plus 4 Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 101 participants) (25 per cent in kind)	18 750
		Travel and DSA (75 x $3,000)	225 000
	Technical support	1 full-time equivalent professional position (50 per cent in kind)	75 000
2016	Participation by 2 co-chairs and 2 coordinating lead authors in the fourth session of the Plenary	Travel and DSA (3 x $3,000)	9 000
	Dissemination and outreach (summary for policymakers (10 pages) and report (200 pages))	Translation of summary for policymakers into all the official languages of the United Nations , publication and outreach	117 000
Total			**1 071 750**

(ii)   Thematic assessment of invasive alien species and their control

Assumptions

30.   The Multidisciplinary Expert Panel and the Bureau will oversee a detailed scoping exercise, including outline, costs and feasibility. Once approval has been given, the members of the Panel and the Bureau will oversee the establishment of a time-bound and task-specific expert group for the assessment, to be composed of report co-chairs, coordinating lead authors, lead authors and review editors. The expert group will be selected in accordance with the Platform's procedures for the preparation, review, acceptance, adoption, approval and publication of assessment reports and other Platform deliverables (see IPBES/2/9) and will work in accordance with those procedures. The global assessments will involve 50 assessment authors and 10 review editors, who will meet twice with the authors. The scope, rationale, utility and further assumptions of the assessment are set out in further detail in a scoping paper in IPBES/2/16/Add.3 The secretariat will set up agreements with partnership institutions for the provision of technical support as approved by the Bureau. It is assumed that technical support will be funded partly by the Platform and partly by in-kind contributions approved by the Plenary (see para. 32 below).

Actions, milestones and institutional arrangements

31.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary reviews and approves the initial scoping exercise prepared by the Multidisciplinary Expert Panel and requests the Panel and the Bureau, within an agreed cost envelope, to proceed with a full assessment after the completion of the detailed scoping study (14 December 2013)
	Fourth quarter	The Panel, through the secretariat, requests nominations from Governments and other stakeholders for experts to assist with the scoping process (16 December 2013–31 January 2014)
2014	First quarter	The Panel, via e-mail and teleconferences, selects experts for the scoping study using the approved selection criteria (see IPBES/2/9) (1–14 February)
	Second quarter	The Panel and the Bureau oversee the detailed scoping exercise, including outline, costs and feasibility (3 months). A scoping meeting is held at the beginning of April
	Second quarter	The detailed scoping report is sent to the members of the Platform and other stakeholders for review and comment for two weeks in the second half of April
	Second quarter	On the basis of the results of the detailed scoping exercise, and comments received from members of the Platform and other stakeholders, the Panel and the Bureau decide whether to proceed with the assessment, assuming that it can be conducted within the budget envelope approved by the Plenary, in the first half of May
	Second quarter	The Panel, through the secretariat, requests nominations from Governments and other stakeholders for experts to prepare the assessment report. Nominations are to be submitted by the end of June (1.5 months)
	Third quarter	The Panel selects the report co-chairs, coordinating lead authors, lead authors and review editors using the selection criteria (see IPBES/2/9) (1 July –15 August 2014) (1.5 months)
	Third/fourth quarters	The report co-chairs, coordinating lead authors and lead authors prepare the initial draft of the report by mid-February 2015 (6 months). A first author meeting is held in September 2014
2015	First quarter	The initial draft report is reviewed by experts until end of March (1.5-2 months)
	Second quarter	The report co-chairs, coordinating lead authors and lead authors prepare the second draft of the report and an initial draft of the summary for policymakers under the guidance of the review editors and the Panel from April to June 2015 (3 months). A second author meeting is held in June 2015
	Third quarter	The second draft of the report and the initial draft of the summary for policymakers are reviewed by experts, Governments and other stakeholders during July and August (2 months)
	Third/fourth quarters	The report co-chairs, coordinating lead authors and lead authors prepare the final draft report and the final draft summary for policymakers under the guidance of the review editors and the Panel during September and October (2 months). A third author meeting is held in October 2015
	Fourth quarter	The summary for policymakers is translated into all the official languages of the United Nations by mid-December at the latest (1.5 months)
2016	First quarter	The final draft report and summary for policymakers are sent to Governments and other stakeholders for final review during January and February 2016 (1.5–2 months). Written comments from Governments on the draft summary for policymakers are strongly encouraged. Such comments must be submitted to the secretariat one week prior to the fourth session of the Plenary
	First quarter	The Plenary reviews and accepts the report and reviews and approves the summary for policymakers at its fourth session, in March 2016

Cost estimate

32.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	Scoping meeting (25 participants: Multidisciplinary Expert Panel and Bureau members, plus experts)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (19 x $3,000)	57 000
	First author meeting (50 co-chairs, coordinating lead authors and lead authors, plus 4 Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 55 participants) (25 per cent in kind)	11 250
		Travel and DSA (41 x $3,000)	123 000
	Technical support	1 full-time equivalent professional position (50 per cent in kind)	75 000
2015	Second author meeting (50 co-chairs, coordinating lead authors and lead authors, plus 10 review editors, plus 4 Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 65 participants) (25 per cent in kind)	15 000
		Travel and DSA (49 x $3,000)	147 000
	Third author meeting (50 co-chairs, coordinating lead authors and lead authors, plus 10 review editors, plus 4 Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 65 participants) (25 per cent in kind)	15 000
		Travel and DSA (49 x $3,000)	147 000
	Technical support	1 full-time equivalent professional position (50 per cent in kind)	75 000
2016	Participation by 2 co-chairs and 2 coordinating lead authors in the fourth session of the Plenary	Travel and DSA (3 x $3,000)	9 000
	Dissemination and outreach (summary for policymakers (10 pages) and report (200 pages))	Translation of summary for policymakers into all the official languages of the United Nations languages, publication and outreach	117 000
Total			**798 750**

Deliverable 3 (c)
Policy support tools and methodologies for scenario analysis and modelling of biodiversity and ecosystem services (*developed by March 2017*) based on a fast-track assessment (*by March 2015*) and a guide (*by August 2015*)

Assumptions

33.   The members of the Multidisciplinary Expert Panel and the Bureau will oversee the establishment of a time-bound and task-specific expert group for the assessment of methodologies for scenario analysis and modelling, to be composed of report co-chairs, coordinating lead authors, lead authors and review editors. The expert group will be selected in accordance with the Platform's procedures for the preparation, review, acceptance, adoption, approval and publication of assessment reports and other Platform deliverables (see IPBES/2/9) and will work in accordance with the same procedures. The methodological assessment will involve 70 assessment authors, who will meet three times, and 15 review editors, who will meet once, back-to-back with the authors. The summary for policymakers will also be developed during author meetings. The scope, rationale, utility and further assumptions of the assessment are set out in further detail in a scoping paper (IPBES/2/16/Add.4). The detailed actions are set out in paragraph 34 below and will include the scoping of a second phase, which it is assumed will follow the methodological assessment. It is envisaged that this phase will be implemented by an expert group consisting of: (a) experts in the development and use of socioeconomic scenarios and models; (b) experts from the Bureau and the Multidisciplinary Expert Panel; and (c) policymakers. The group will prepare a guide on how to use scenario analysis and modelling methodologies in the context of preparing regional/subregional, global or thematic assessments under the Platform. Following the findings of the methodological assessment, the expert group will also work through e-conferences and workshops with a wide range of experts to stimulate participation in Platform activities, new analyses to support the activities and the enhancement of capacities for the development, use and interpretation of scenarios and models. Efforts will also focus on

improving the availability of tools and data for developing and testing scenarios and models, as well as promoting the use of decision support tools. Work will be informed by the guidelines on the development of policy support tools and methodologies (see deliverable 4 (b)). The Plenary will consider accepting the further developed tools and methodologies in 2017. The secretariat will set up the institutional arrangements for the provision of technical support as approved by the Bureau. Technical support will be funded partly by the Platform and partly by in-kind contributions approved by the Plenary (see para. 35 below).

Actions, milestones and institutional arrangements

34.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary at its second session reviews and approves the initial scoping exercise prepared by the Multidisciplinary Expert Panel (14 December 2013)
	Fourth quarter	The Panel issues a call, through the secretariat, to Governments and other stakeholders for the nomination of experts (report co-chairs, coordinating lead authors, lead authors and review editors) to conduct the assessment, based on the results of the scoping exercise approved by the Plenary (9 December 2013–10 January 10 2014)
2014	First quarter	The Panel, via e-mail and teleconferences, selects the co-chairs, coordinating lead authors, lead authors and review editors using the approved selection criteria (see IPBES/2/9) (11 January–24 January)
	First/second/ third quarters	The report co-chairs, coordinating lead authors and lead authors prepare an initial draft report and summary for policymakers (25 January–25 July). The authors meet in February to further develop the annotated outline and the sections and chapters have been assigned to them, and again in early July to finalize the report and prepare the summary for policymakers
	Third quarter	The draft report and summary for policymakers are reviewed by experts and Governments and other stakeholders (26 July –12 September)
	Third/fourth quarters	The report co-chairs, coordinating lead authors and lead authors revise the draft report and summary for policymakers under the guidance of review editors and the Panel (13 September –7 November). The authors and review editors, with a small number t of Panel members, meet once to prepare the final draft report and summary for policymakers(13 September–7 November)
	Fourth quarter	The summary for policymakers is translated into all the official languages of the United Nations (8 November– 5 December)
	Fourth quarter	The final draft report and summary for policymakers are sent to Governments and other stakeholders for final review (6 December 2014–6 February 2015)
2015	First quarter	Governments send written comments on the summary for policymakers to secretariat by 31 January
	First quarter	The Plenary reviews and accepts the report and approves the summary for policymakers (starting after 8 February)
	First quarter	On the basis of the methodological assessment, the Plenary requests the expert group to prepare, for delivery by August 2015, a guide on how to use scenario analysis and modelling methodologies when preparing regional/subregional, global or thematic assessments under the auspices of the Platform
	First quarter	Following recommendations of the methodological assessment, the Plenary requests the expert group to promote and catalyse the further development of tools and methodologies for scenario analysis and modelling of biodiversity and ecosystem services for approval in 2017
	Second/third quarters	On the basis of the methodological assessment, the expert group prepares a guide on how to use scenario analysis and modelling methodologies when preparing regional/subregional, global or thematic assessments under the Platform
	Second/third/ fourth quarters	Following recommendations of the methodological assessment, the expert group promotes and catalyses the further development of tools and methodologies for scenario analysis and modelling of biodiversity and ecosystem services for approval in 2017

Time frame		Actions/institutional arrangements
2016	First/second/ third/fourth quarters	Following recommendations of the methodological assessment, the expert group promotes and catalyses the further development of tools and methodologies for scenario analysis and modelling of biodiversity and ecosystem services for approval in 2017
2017	First quarter	The Plenary considers accepting the further developed tools and methodologies for scenario analysis and modelling of biodiversity and ecosystem services

Cost estimate

35.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	First author meeting (70 co-chairs, coordinating lead authors and lead authors, plus 4 Multidisciplinary Expert Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 75 participants) (25 per cent in kind)	15 000
		Travel and DSA (56 x $3,000)	168 000
	Second author meeting (70 co-chairs, coordinating lead authors and lead authors, plus 4 Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 75 participants) (25 per cent in kind)	15 000
		Travel and DSA (56 x $3,000)	168 000
	Third author meeting (70 co-chairs, coordinating lead authors and lead authors, plus 15 review editors, plus 4 Panel/Bureau members, plus 1 technical support staff member)	Meeting costs (1 week, 90 participants) (25 per cent in kind)	18 750
		Travel and DSA (68 x $3,000)	204 000
	Technical support	1 full-time equivalent professional position (50 per cent in kind)	75 000
2015	Participation by 2 co-chairs and 2 coordinating lead authors in the third session of the Plenary	Travel and DSA (3 x $3,000)	9 000
	Dissemination and outreach (summary for policymakers (10 pages) and report (200 pages))	Translation of summary for policymakers into all United Nations languages, publication, outreach	117 000
	Expert group meeting to produce the guide (5 Panel/Bureau members, plus 20 co-chairs and coordinating lead authors)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (19 x $3,000)	57 000
	Promotion and dissemination of further development of tools and methodologies	To be defined/determined	150 000
2016	Promotion and dissemination of further development of tools and methodologies	To be defined/determined	150 000
2017	Dissemination of policy support tools	Translation of the summary for policymakers into all the official languages of the United Nations, publication and outreach	50 000
Total			**1 204 250**

Deliverable 3 (d)
Policy support tools and methodologies regarding value, valuation and accounting of biodiversity and ecosystem services (*developed by March 2017*) based on a fast-track assessment (*by March 2015*) and a guide (*by August 2015*)

Assumptions

36.   The members of the Multidisciplinary Expert Panel and the Bureau will oversee the establishment of a time-bound and task-specific expert group for the assessment of methodologies on value, valuation and accounting, to be composed of report co-chairs, coordinating lead authors, lead authors and review editors. The expert group will be selected in accordance with the Platform's procedures for the preparation,

review, acceptance, adoption, approval and publication of assessment reports and other Platform deliverables (see IPBES/2/9) and will work in accordance with the same procedures. The methodological assessment will involve 80 assessment authors, who will meet three times, and 18 review editors, who will meet once, back-to-back with the authors. The summary for policymakers will also be developed during author meetings. The scope, rationale, utility and further assumptions of the assessment are set out in more detail in a scoping paper (IPBES/2/16/Add.5). The detailed actions to be taken are set out in paragraph 37 below and will include the scoping of a second phase, which it is assumed will follow the methodological assessment. It is envisaged that the phase will be implemented by an expert group that will prepare a guide on how to use value, valuation and accounting methodologies in the context of preparing regional/subregional, global or thematic assessments under the Platform. Furthermore, following the findings of the methodological assessment, the expert group will work to promote and catalyse the further development of tools and methodologies on value, valuation and accounting of biodiversity and ecosystem services, for example by making them accessible to national and local development and poverty-reduction strategies and planning processes or by incorporating economic, health and social values into decision-making at the governmental, private sector and civil society levels. Work will be informed by the guidelines on the development of policy support tools and methodologies (see deliverable 4 (b)). The Plenary will consider accepting the further developed tools and methodologies in 2017. The secretariat will set up the institutional arrangements for the provision of technical support as approved by the Bureau. Technical support will be funded partly by the Platform and partly by in-kind contributions approved by the Plenary (see para. 38 below).

Actions, milestones and institutional arrangements

37.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary at its second session reviews and approves the initial scoping exercise prepared by the Multidisciplinary Expert Panel (14 December 2013)
	Fourth quarter	The Panel issues a call, through the secretariat, to Governments and other stakeholders for the nomination of experts (report co-chairs, coordinating lead authors, lead authors and review editors) to conduct the assessment based on the results of the scoping exercise approved by the Plenary (9 December 2013–10 January 2014)
2014	First quarter	The Panel, via e-mail and teleconferences, selects the co-chairs, coordinating lead authors, lead authors and review editors using the approved selection criteria (see IPBES /2/9) (11 January–24 January)
	First/second/ third quarters	The report co-chairs, coordinating lead authors and lead authors prepare an initial draft report and summary for policymakers (25 January–25 July 2014). The authors meet in February to further develop the annotated outline and the sections and chapters that have been assigned to them, and again in early July to finalize the report and prepare the summary for policymakers
	Third quarter	The draft report and summary for policymakers are reviewed by experts and Governments and other stakeholders (26 July–12 September 2014)
	Third/fourth quarters	The report co-chairs, coordinating lead authors and lead authors revise the draft report and summary for policymakers under the guidance of review editors and the Panel. The authors and review editors, with a small number of Panel members, meet once to prepare the final draft report and the summary for policymakers (13 September–7 November)
	Fourth quarter	The summary for policymakers is translated into all the official languages of the United Nations (8 November–5 December 2014)
	Fourth quarter	The final draft report and summary for policymakers are sent to Governments and other stakeholders for final review (6 December 2014–6 February 2015)
2015	First quarter	Governments send written comments on the summary for policymakers to secretariat by 31 January
	First quarter	The Plenary reviews and accepts the report and approves the summary for policymakers (starting after 8 February)
	First quarter	On the basis of the methodological assessment, the Plenary requests the expert group to prepare a guide on how to use methodologies on value, valuation and accounting of biodiversity and ecosystem services when preparing regional/subregional, global or

Time frame		Actions/institutional arrangements
		thematic assessments under the Platform, to be delivered by August 2015
	First quarter	Following recommendations of the methodological assessment, Plenary requests the expert group to promote and catalyse the further development of tools and methodologies on value, valuation and accounting of biodiversity and ecosystem services for acceptance in 2017
	Second/third quarters	On the basis of the methodological assessment, the expert group prepares a guide on how to use methodologies on value, valuation and accounting of biodiversity and ecosystem services when preparing regional/subregional, global or thematic assessments under the Platform
	Second/third/ fourth quarters	Following recommendations of the methodological assessment, the expert group promotes and catalyses the further development of tools and methodologies on value, valuation and accounting of biodiversity and ecosystem services for acceptance in 2017
2016	First/second/ third/fourth quarters	Following recommendations of the methodological assessment, the expert group promotes and catalyses the further development of tools and methodologies on value, valuation and accounting of biodiversity and ecosystem services for acceptance in 2017
2017	First quarter	The Plenary considers accepting the further developed tools and methodologies on value, valuation and accounting of biodiversity and ecosystem services

Cost estimate

38.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	First author meeting (80 co-chairs, coordinating lead authors and lead authors, plus 4 Multidisciplinary Expert Panel/Bureau members, plus1 technical support staff member)	Meeting costs (1 week, 85 participants) (25 per cent in kind)	15 000
		Travel and DSA (64 x $3,000)	192 000
	Second author meeting (80 co-chairs, coordinating lead authors and lead authors, plus 4 Panel/Bureau members, plus1 technical support staff member)	Meeting costs (1 week, 85 participants) (25 per cent in kind)	15 000
		Travel and DSA (64 x $3,000)	192 000
	Third author meetings (80 co-chairs, coordinating lead authors and lead authors, plus 18 review editors, plus 4 Panel/Bureau members, plus1 technical support staff member)	Meeting costs (1 week, 103 participants) (25 per cent in kind)	18 750
		Travel and DSA (78 x $3,000)	234 000
	Technical support	1 full-time equivalent professional position (50 per cent in kind)	75 000
2015	Participation by 2 co-chairs and 2 coordinating lead authors in the third session of the Plenary	Travel and DSA (3 x $3,000)	9 000
	Dissemination and outreach (summary for policymakers (10 pages) and report (200 pages))	Translation of summary for policymakers into all the official languages of the United Nations, publication and outreach	117 000
	Expert group meeting to produce the guide (5 Panel/Bureau members, plus 20 co-chairs and coordinating lead authors)	Meeting costs (1 week, 25 participants) (25 per cent in kind)	7 500
		Travel and DSA (19 x $3,000)	57 000
	Promotion and catalysing of further development of tools and methodologies	To be defined/determined	150 000
2016	Promotion and catalysing of further development of tools and methodologies	To be defined/determined	150 000
2017	Dissemination of policy support tools	Translation of the summary for policymakers into all the official languages of the United Nations, publication and outreach	50 000

Year	Cost item	Assumptions	Cost
Total			**1 282 250**

Objective 4
Communicate and evaluate Platform activities, deliverables and findings

Deliverable 4 (a)
Catalogue of relevant assessments (*made available as of 2014*)[1]

Assumptions

39.   The catalogue of relevant assessments will provide the basis for periodic critical reviews of the assessment landscape and of lessons learned and will include relevant thematic and comprehensive assessments at the national level and assessments that are ongoing or planned, as well as relevant studies with regard to different knowledge systems, including indigenous and local knowledge or citizen science. The catalogue will continue to be managed online in such a way that assessment practitioners can add information on their own assessments. This will ensure that lessons are efficiently captured from those who are familiar with the assessments and also help to ensure that they are taken into account in work under the Platform. A specific category covering ongoing, planned and foreseen assessments will be created and regularly updated as of 2014 to oversee the emerging assessment landscape. This will ensure that the assessments are taken into account when prioritizing and scoping assessments under the Platform, avoiding duplication and allowing for consideration of possible collaboration. It is assumed that the dynamic catalogue of assessments will become an important clearing-house mechanism for relevant information on the assessment landscape relevant to biodiversity and ecosystem services. Responsibility for the maintenance of the dynamic catalogue of the relevant assessment landscape, as well as the review of lessons learned, will rest with the secretariat, under the auspices of Multidisciplinary Expert Panel and the Bureau.

Actions, milestones and institutional arrangements

40.   The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary at its second session requests the secretariat to continue to maintain the online catalogue, to further collaborate with existing networks and initiatives to further enhance the online catalogue of assessments, and to provide another review of the assessment landscape and of lessons learned in time to inform the review of the Platform (see deliverable 4 (d)) and discussions on the next work programme
2014	First/second/ third/fourth quarters	The secretariat continues to maintain the online catalogue of assessments, to collaborate with existing networks and initiatives to further enhance the catalogue and to undertake reviews of the assessment landscape and of lessons learned when needed
2015	First/second/ third/fourth quarters	The secretariat continues to maintain the online catalogue of assessments, to collaborate with existing networks and initiatives to further enhance the catalogue and to undertake reviews of the assessment landscape and of lessons learned when needed
2016	First/second/ third/fourth quarters	The secretariat continues to maintain the online catalogue of assessments, to collaborate with existing networks and initiatives to further enhance the catalogue and to undertake reviews of the assessment landscape and of lessons learned when needed
2017	First/second/ third/fourth quarters	The secretariat continues to maintain the online catalogue of assessments, to collaborate with existing networks and initiatives to further enhance the catalogue and to undertake reviews of the assessment landscape and of lessons learned in time to inform the review of the Platform (see deliverable 4 (d))
2018	First/second/ third/fourth quarters	The secretariat continues to maintain the online catalogue of assessments, to collaborate with existing networks and initiatives to further enhance the catalogue and to undertake reviews of the assessment landscape and of lessons learned in time to inform the discussions on the next work programme

---

[1] In response to a request by the Plenary, an online catalogue of assessments, including relevant thematic and comprehensive assessments at the national, regional, subregional and global levels, has been developed and made available through the Platform website.

Cost estimate

41. The cost estimate is set out below :

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	Technical support	0.2 full-time equivalent professional position	30 000
2015	Technical support	0.2 full-time equivalent professional position	30 000
2016	Technical support	0.2 full-time equivalent professional position	30 000
2017	Technical support	0.2 full-time equivalent professional position	30 000
2018	Technical support	0.2 full-time equivalent professional position	30 000
Total			**150 000**

Deliverable 4 (b)
Catalogue of policy support tools and methodologies (*developed in 2014 and made available as of 2015*)

Assumptions

42. A wide range of tools and methodologies are relevant to the Platform and related activities, including but not restricted to the following: modelling and monitoring of production and consumption patterns and their impacts on biodiversity and ecosystem services; scenarios and other forecasting techniques; risk analysis; cost-benefit analysis; valuation and accounting methods; indicators; and assessment methodologies. It is assumed that the dynamic catalogue of policy tools and methodologies will become an important clearing-house mechanism for relevant information on policy tools and methodologies relevant to biodiversity and ecosystem services. A time-bound and task-specific expert group, led by the Multidisciplinary Expert Panel and the Bureau, will be established for one year for the purpose of developing the catalogue and guidance on how the further development of policy support tools and methodologies could be promoted and catalysed in the context of the Platform. The group will consist of 50 experts and be constituted of members of the Bureau, the Panel, the task force on capacity-building, the task force on knowledge and data and additional nominated experts. The expert group will be supported by the secretariat. Responsibility for and the maintenance of the catalogue of the relevant policy support tools and methodologies, as well as the review of lessons learned, will rest with the secretariat, under the auspices of the Panel and Bureau.

Actions, milestones and institutional arrangements

43. The actions to be taken are set out below:

Time frame		Actions/institutional arrangements
2013	Fourth quarter	The Plenary at its second session requests the Multidisciplinary Expert Panel and the Bureau, supported by a one-year time-bound and task-specific expert group, to develop a catalogue of policy tools and methodologies, to provide guidance on how the further development of such tools and methodologies could be promoted and catalysed in the context of the Platform and to submit the catalogue and guidance for review by the Plenary at its third session
2014	First quarter	The Panel and the Bureau call for nominations of experts and select experts in accordance with Platform rules
	Second/third/ fourth quarters	The expert group, led by Panel and the Bureau, develops a catalogue of policy support tools and methodologies to form the basis of an evolving portfolio of policy support tools and methodologies. The expert group also provides guidance on how the further development of such tools and methodologies could be promoted and catalysed in the context of the Platform
2015	First quarter	The catalogue and guidance are submitted to the Plenary at its third session for approval
	First quarter	The Plenary at its third session reviews and approves the catalogue and guidance and requests the secretariat to make publically available and to maintain a dynamic catalogue of policy tools and methodologies, to collaborate with existing networks and initiatives to further enhance the catalogue of policy tools and methodologies and to provide a review

Time frame		Actions/institutional arrangements
		of the landscape of such tools and methodologies and of lessons learned in time to inform the review of the Platform (see deliverable 4 (d)) and discussions on the next work programme
	Second/third/ fourth quarters	The secretariat makes the catalogue of policy tools and methodologies publically available so that decision-makers can gain access to them as a source of information in support of the development and use of other Platform deliverables. The secretariat maintains the dynamic catalogue of policy tools and methodologies, collaborates with existing networks and initiatives to further enhance the online catalogue of policy tools and methodologies and provides reviews of the landscape of policy tools and methodologies and of lessons learned, as needed
2016	First/second/ third/fourth quarters	The secretariat continues to maintain the online catalogue of assessments, to collaborate with existing networks and initiatives to further enhance the catalogue and to undertake a review of the landscape of policy tools and methodologies and of lessons learned, as needed
2017	First/second/ third/fourth quarters	The secretariat continues to maintain the online catalogue of assessments, to collaborate with existing networks and initiatives to further enhance the catalogue and to undertake a review of the landscape of policy tools and methodologies and of lessons learned in time to inform the review of the Platform (deliverable 4 (d))
2018	First/second/ third/fourth quarters	The secretariat continues to maintain the online catalogue of assessments, to collaborate with existing networks and initiatives to further enhance the catalogue and to undertake a review of the landscape of policy tools and methodologies and of lessons learned, in time to inform the discussions on the next work programme

Cost estimate

44.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	Expert group meeting (10 Multidisciplinary Expert Panel and Bureau members, plus 40 experts/strategic partners)	Meeting costs (1 week, 50 participants) (25 per cent in kind)	11 250
		Travel and DSA (25 x $3,000)	75 000
	Technical support	0.2 full-time equivalent professional position	30 000
2015	Translation, publication, outreach	10-page guide	50 000
	Technical support	0.2 full-time equivalent professional position	30 000
2016	Technical support	0.2 full-time equivalent professional position	30 000
2017	Technical support	0.2 full-time equivalent professional position	30 000
2018	Technical support	0.2 full-time equivalent professional position	30 000
Total			**286 250**

Deliverable 4 (c)
Set of communication, outreach and engagement strategies, products and processes (*developed as of 2014*)

Assumptions

45.   Communication, outreach and stakeholder engagement have been identified as key elements for the relevance, effectiveness, credibility and overall success of the Platform. It is assumed that the Plenary will consider adopting the principles, guidelines and framework for Platform communications (see IPBES/2/12) and the stakeholder engagement strategy (see IPBES/2/13) with a view to ensuring that they are implemented through the work programme in an integrated and synergistic manner. It is envisaged that the strategies will be kept under review and complemented with an engagement plan. Opportunities and channels for engagement in Platform activities and for the use of Platform products will be promoted through e-conferences and online tools. Stakeholder involvement will be facilitated through support for the development of institutional capacity in the form of regional/subregional platforms, networks and centres

of excellence (see deliverable 1(b)). The principles, guidelines and framework will form the basis for the development of successive Platform communication and outreach strategies for specific deliverables. Communication will target all relevant Platform stakeholders, including the media and the general public. It is assumed that the secretariat will coordinate the implementation of the deliverable, under the supervision of and with active contributions by the Bureau and with the active involvement of the Multidisciplinary Expert Panel, in particular with regard to communication on scientific issues and to the engagement of the expert communities, reflecting the multidisciplinary approach of the Platform. The deliverable will involve cooperation with strategic partners, including external communication/media agencies.

Actions, milestones and institutional arrangements

46.   The actions to be taken are set out below:

Time frame		*Actions/institutional arrangements*
2013	Fourth quarter	The Plenary at its second session considers adopting the stakeholder engagement strategy with a view to ensuring its implementation through the work programme of the Platform as well as initiating the development of a stakeholder engagement plan with estimated costs for consideration by the Plenary at its third session
		The Plenary at its second session considers adopting the principles, guidelines and framework for Platform communications with a view to ensuring its implementation through the work programme.
		The Plenary at its second session considers requesting the secretariat, under the supervision of the Bureau and in cooperation with the Multidisciplinary Expert Panel, to draft the first Platform communication and outreach strategy for consideration by the Plenary at its third session on the basis of an analysis of information needs by key Platform audiences and of existing communication initiatives by relevant organizations from which the Platform could learn
		The Plenary at its second session considers adopting the Platform logo and the draft policy for its use, as contained in annex III to the principles, guidelines and framework for Platform communications
		The Plenary at its second session considers potential strategic partners for the implementation of both the stakeholder engagement strategy and the communications and outreach strategy
		The Plenary at its second session considers the potential offers of respective in-kind technical support, and requests the Bureau and the secretariat to establish the necessary institutional arrangements to operationalize the technical support
2014	First quarter	The Bureau and the secretariat establish the respective strategic partnership agreements with the selected institutions, networks and initiatives, and the necessary institutional arrangements to operationalize the technical support
	First/second/ third/fourth quarters	The secretariat, under the supervision of the Bureau and in cooperation with the Panel, drafts the communications and outreach strategy in accordance with the request by the Plenary at its second session, for consideration by the Plenary at its third session
		The stakeholder engagement plan is developed in accordance with the request by the Plenary at its second session, for consideration by the Plenary at its third session
2015	First quarter	The Plenary at its third session considers adopting the first communications strategy
		The Plenary at its third session considers adopting the stakeholder engagement plan
	First/second/ third/fourth quarters	The secretariat, in cooperation with the Bureau, the Panel, potential strategic partners and relevant stakeholders, as appropriate, implement both the stakeholder engagement plan and the communications and outreach strategy
2016	First quarter	The Plenary at its fourth session, on the basis of the midterm review of the Platform, considers the need for revisions to the stakeholder engagement plan and the communications and outreach strategy, in particular to address upcoming deliverables
	First/second/ third/fourth quarters	The secretariat, under the supervision of the Bureau and in cooperation with the Panel, strategic partners and relevant stakeholders, as appropriate, revises the stakeholder engagement plan and the communications and outreach strategy in accordance with a request by the Plenary at its fourth session
2017	First quarter	The Plenary at its fifth session considers progress on the implementation and evolution

Time frame		Actions/institutional arrangements
		of the stakeholder engagement plan and the communications and outreach strategy
	First/second/ third/fourth quarters	The secretariat, in cooperation with the Bureau, the Panel and potential strategic partners and with the support of relevant stakeholders, as appropriate, continues implementation
2018	First/second/ third/fourth quarters	The secretariat, in cooperation with the Bureau, the Panel and potential strategic partners, and with the support of relevant stakeholders, as appropriate, continues implementation

Cost estimate

47.   The cost estimate is set out below:

(United States dollars)

Year	Cost item	Assumptions	Cost
2014	Web and social media support	Hosting, technical management, maintenance and support for content management, including set-up and management of online forums, production and dissemination of newsletters, et cetera	45 000
	Audiovisual support	Interviews, public service announcements, curtain-raiser, photography and clips, in all United Nations languages, as appropriate	100 000
	Media support	Organization of media events, launches of Platform products, development of media briefs and kits, press conferences in connection with Platform meetings, et cetera	40 000
	Printed communication and outreach material, excluding official reports and documents	Printing of leaflets, banners, posters and fact sheets in all United Nations languages, as appropriate	90 000
2015	Web and social media support	As above	45 000
	Audiovisual support	As above	50 000
	Media support	As above	30 000
	Printed communication and outreach material, excluding official reports and documents	As above	90 000
2016	Web and social media support	As above	45 000
	Audiovisual support	As above	50 000
	Media support	As above	30 000
	Printed communication and outreach material, excluding official reports and documents	As above	90 000
2017	Web and social media support	As above	45 000
	Audiovisual support	As above	50 000
	Media support	As above	30 000
	Printed communication and outreach material, excluding official reports and documents	As above	90 000
2018	Web and social media support	As above	45 000
	Audiovisual support	As above	120 000
	Media support	As above	30 000
	Printed communication and outreach material, excluding official reports and documents	As above	90 000
Total			**1 205 000**

Deliverable 4 (d)
Reviews of the effectiveness of guidance, procedures, methods and approaches to inform future development of the Platform (*undertaken midterm in 2016 and at the end by December 2018*)

Assumptions

48.   At midterm and towards the end of the period 2014–2018, the Platform will benefit from lessons learned that will help in the design of subsequent work programmes. It is anticipated that this activity will be ongoing throughout the period of the work programme, with particular emphasis in the later stages on reviewing lessons learned. Key lessons will be identified as they emerge so as to ensure that they are addressed in a timely manner and do not have a negative impact on the relevance, credibility and legitimacy of the Platform.

Actions, milestones and institutional arrangements

49.   The actions to be taken are set out below:

Time frame		*Actions/institutional arrangements*
2013	Fourth quarter	The Plenary at its second session requests the Bureau and the Panel to draft a procedure, a framework and the terms of reference for an independent midterm review of the Platform and to submit to the Plenary at its third session a proposal on the composition of an independent review team
2014	First/second/ third/fourth quarters	The Bureau and the Panel draft a response to the request by the Plenary at its second session for submission to the Plenary at its third session
2015	First quarter	The Plenary at its third session considers adopting the procedure, framework and terms of reference for the independent midterm review of the Platform. It also considers constituting an independent review team to undertake the review and report back to the Plenary at its fourth session
	Second/third/ fourth quarters	The independent review team undertakes the midterm review of the Platform and reports back to the Plenary at its fourth session
2016	First quarter	The Plenary at its fourth session considers the midterm review and any actions related to recommendations contained in the review report. It also considers requesting the Bureau and the Panel to draft the procedure, the framework and the terms of reference for an independent end of work programme review and to submit a proposal on the composition of an independent review team to the Plenary at its fifth session
	Second/third/ fourth quarters	The Bureau and the Panel draft a response to the request by the Plenary at its fourth session for submission to the Plenary at its fifth session
2017	First quarter	The Plenary at its fifth session considers adopting the procedure, the framework and the terms of reference for the independent end-of-work-programme review of the Platform. It also considers constituting an independent review team to undertake the review and report back to the Plenary at it sixth session
	Second/third/ fourth quarters	The independent review team undertakes the end of work programme review and reports back to the Plenary at it sixth session to inform the discussions of the following work programme
2018	First quarter	The Plenary at it sixth session considers the end of work programme review and any actions related to recommendations contained in the review report, in particular as they relate to the following work programme

Cost estimate

50.   The cost estimate is set out below:

(United States dollars)

Year	*Cost item*	*Assumptions*	*Cost*
2015	Technical support (consultancy)	Midterm review	36 000
2017	Technical support (consultancy)	End review	84 000
Total			**120 000**

Table 1
Cost estimates for implementing the work programme for the period 2014–2018, by deliverable

(United States dollars)

Deliverable	2014	2015	2016	2017	2018	2014–2018
1 (a)	258 750	172 500	258 750	172 500	258 750	**1 121 250**
1 (b)	450 000	450 000	450 000	450 000	450 000	**2 250 000**
1 (c)	209 250	249 750	50 000	-	-	**509 000**
1 (d)	172 500	258 750	172 500	258 750	172 500	**1 035 000**
2 (a)	86 250	50 000	-	-	-	**136 250**
2 (b)	396 250	1 931 250	3 585 000	1 830 000	-	**7 742 500**
2 (c)	-	146 250	712 500	712 500	1 432 500	**3 003 750**
3 (a)	690 750	126 000	-	-	-	**816 750**
3 (b) (i)	383 250	562 500	126 000	-	-	**1 071 750**
3 (b) (ii)	273 750	399 000	126 000	-	-	**798 750**
3 (c)	663 750	340 500	150 000	50 000	-	**1 204 250**
3 (d)	741 750	340 500	150 000	50 000	-	**1 282 250**
4 (a)	30 000	30 000	30 000	30 000	30 000	**150 000**
4 (b)	116 250	80 000	30 000	30 000	30 000	**286 250**
4 (c)	275 000	215 000	215 000	215 000	285 000	**1 205 000**
4 (d)	-	36 000	-	84 000	-	**120 000**
Total	**4 747 500**	**5 388 000**	**6 055 750**	**3 882 750**	**2 658 750**	**22 732 750**

Table 2
Indicative list of opportunities for in-kind contributions and support for early capacity-building needs

Objective 1: Strengthen the capacity and knowledge foundations of the science-policy interface to implement key functions of the Platform
Hosting of meetings of the forum with conventional and potential sources of funding, which would consider prioritizing and catalysing capacity-building
Providing technical support for the task force on capacity-building
Contributing to meeting capacity-building needs by supporting a fellowship programme to train young professionals from different backgrounds in the practice of interfacing science and policy, building the necessary human capacity for regions, subregions and countries to effectively engage in the work under the Platform
Contributing to meeting capacity-building needs by supporting the development of regional or subregional networks/platforms, building the necessary institutional capacity for regions, subregions and countries to better self-organize their involvement in the work under the Platform
Hosting of the horizon-scanning and knowledge-prioritization meetings
Providing technical support for the task force on knowledge and data management
Objective 2: Strengthen the science-policy interface on biodiversity and ecosystem services at and across the subregional, regional and global levels
Hosting expert group meetings related to regional/subregional and global assessment
Providing technical support related to regional/subregional and global assessment
Objective 3: Strengthen the science-policy interface on biodiversity and ecosystem services with regard to thematic and methodological issues
Hosting expert group meetings related to thematic and methodological issues
Providing technical support related to thematic and methodological issues
Objective 4: Communicate and evaluate Platform activities, deliverables and findings
Hosting an expert group meeting related to the development of a guide on policy support tools and methodologies
Providing technical support for communication and stakeholder engagement