



United Nations Environment Programme
Training Resource Materials

TRAINING MODULE

*Integrated Assessment of Trade-related
Policies and Biodiversity in the
Agricultural Sector*

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Produced by the UNEP Economics and Trade Branch, Geneva

Introduction:

This following Training Module was produced to build capacities on Integrated Assessment of Trade-related Policies and Biodiversity in the Agricultural Sector. It was developed as an activity of UNEP's Trade and Biodiversity Initiative (Integrated Assessment of Trade-Related Policies and Biological Diversity in the Agriculture Sector; (<http://www.unep.ch/etb/areas/biodivAgriSector.php>)).

This Initiative was launched in July 2005 in response to the call by the CBD COP to study the impact of trade liberalization on agricultural biodiversity (Decision VI/5). The initiative aims to enhance capacity in developing countries to develop and implement policy recommendations that safeguard biological diversity while maximizing sustainable development gains from trade liberalization in the agriculture sector. The outcomes will help clarify the relationships between biodiversity and trade-related policies and also contribute to a more comprehensive understanding of biodiversity assessment and valuation. The four-year initiative (2005-2009) is funded by the EU and SIDA and implemented in close collaboration with UNEP-WCMC and the CBD Secretariat.

Building on the key activity of the first phase, notably development of a reference manual for conducting integrated assessment of agriculture trade policies and biodiversity, the initiative has entered its second phase in 2006 with the selection of 6 country projects in ACP countries (Jamaica, Cameroon, Mauritius, Madagascar, Uganda and Papua New Guinea). These countries receive financial and technical support to assess the economic, social and environmental impacts of agricultural trade policies with specific attention being paid to the impacts and opportunities for biodiversity. Based on the outcomes of the country-based assessments, the national teams will implement National Action Plans, which seek to balance trade, development and biodiversity goals.

The Module was developed for a 3-day capacity building workshop held in October 2006 for the representatives of the country project teams that participate in this initiative and was subsequently used in national level capacity building workshops. The Module comprises a set of power point presentation (for which Url links are provided) and group exercises to cover 10 sessions, references to further material and additional training material (such as session outline, pre-workshop questionnaire and evaluation questionnaire).

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1 Objective of Capacity Building Workshop

The workshop should equip participants with the knowledge and skills to implement the next steps of the country projects at national level.

Specific objectives:

At the end of this workshop participants should be able to:

- 1) Present the main focus, objectives and planned actions of the project to a broader audience
- 2) Explain the rationale and objectives of doing an integrated assessment of a trade-related policy in the agricultural sector to a broader (uninformed) audience (other ministries, relevant stakeholders, etc.) (*have a few «selling points»*)
- 3) Explain the linkages between trade policies, agriculture, environment and biodiversity.
- 4) Explain the main stages of an integrated assessment to a broader (uninformed) audience
- 5) Explain how to focus the integrated assessment on biodiversity aspects
- 9) Implement the next steps of the country projects (in organizational terms) (plan design and conduct capacity building and launching workshop at national level)

Participants should have:

- 6) A general understanding of the tools used for an integrated assessment with focus on indicators, scenario building, and valuation
- 7) An idea of how they will go about implementing the first stages of the IA in their country
- 8) An idea about which stakeholders to involve in the project and how to involve them

Documents that participants will prepare and take home from the workshop:

- Draft conceptual framework for the country project
- Action plan for the next steps to be taken at national level (what, when, who, how?)
- Preliminary agenda for capacity building and launching workshop

See also the following Power Point Presentations:

URL:

http://www.unep.ch/etb/events/events2006/25-27octCB_Workshop/Introduction%20to%20Workshop.ppt
http://www.unep.ch/etb/events/events2006/25-27octCB_Workshop/Overview%20of%20initiative.ppt

2 Session Outline

Capacity Building Workshop on Integrated Assessment of Trade-related Policies and Biological Diversity in the Agricultural Sector

Day 1

Time	Session
8:30- 9:00	Registration
9:00-9:15	
9:15-9:30	Welcome remarks Introduction to workshop (objectives and programme)
9:30-9:45	Overview of UNEP initiative on Integrated Assessment of Trade-related Policies and Biological Diversity in the Agricultural Sector
9:45-11:00	Session 1: Presentation of country project proposals Six country project teams (Cameroon, Madagascar, Mauritius, Uganda, Papua New Guinea, Jamaica)
11:00-11:15	Coffee break
11:15-11:45	Session 2: Trade and trade-related policies – Presentation and discussion
11:45-12:30	Session 3: Economic, social and environmental impacts of trade policies – Group exercise and discussion
12:30-13:30	Lunch in cafeteria (International Environment House 1)
13:30-14:30	Session 4: Introduction to biodiversity issues – Presentation and discussion
14:30-16:15	Session 5: Introduction to integrated assessment and conceptual framework – Presentation and discussion – <u>Group work</u> : Country teams to prepare conceptual framework for the suggested country projects.
16:15-16:30	Coffee break

- 16:30-18:00 **Session 5 (continued): Introduction to integrated assessment and conceptual framework**
- Presentation and discussion of group work results

Day 2

Time	Session
9:00-9:15	Summary of the first day and programme for the second day
9:15-9:30	<i>Session 6: Introduction to integrated assessment</i>
9:30-10:00	<p>Session 7: How to do an integrated assessment (analytical process) <i>(This session will continue step by step from morning to afternoon with presentations and discussion as well as several breakout groups giving participants the opportunity to work on the analytical process within the context of their country project.)</i></p> <ul style="list-style-type: none"> – Stage A: Understanding the policy context – Stages B: Determining the focus
10:00-10:30	<p><i>Session 7 (continued): How to do an integrated assessment</i></p> <ul style="list-style-type: none"> – Stage C: Assessing the impacts (criteria and indicators)
10:30-10:45	Coffee break
10:45-12:30	<p><i>Session 7 (continued): How to do an integrated assessment</i></p> <ul style="list-style-type: none"> – Stage C: Assessing the impacts (criteria and indicators) – <u>Group work</u>: Country teams to work on criteria, social, economic and environmental indicators and biodiversity indicators for their projects.
12:30-13:30	Lunch in cafeteria (International Environment House 1)
13:30-16:00	<p><i>Session 7 (continued): How to do an integrated assessment</i></p> <ul style="list-style-type: none"> - Stage C (continued): Assessing the impacts (policy options (scenarios), tools and techniques, valuation) - <u>Group work</u>: Country teams to work on policy options, appropriate tools and techniques, including valuation, and national level capacity building workshops.
16:00-16:15	Coffee break
16:15-18:00	<p><i>Session 7 (continued): How to do an integrated assessment</i></p> <p>Presentations by country teams on the main results from the two group work sessions</p>

Day 3

Time	Session
9:00-9:15	Programme of third day
9:15-9:45	<i>Session 7 (continued): How to do an integrated assessment</i> <ul style="list-style-type: none">- Stage D: Issuing policy recommendations- Stage E: Implementing policy recommendations- Stage F: Monitoring and evaluation
9:45-11:00	<i>Session 8: Introduction to main aspects of stakeholder participation</i> <ul style="list-style-type: none">- Presentation and discussion- <u>Group work</u>: Country teams to do a stakeholder mapping and analysis for their suggested country projects.
11:00-11:15	Coffee break
11:00-12:00	<i>Session 8 (continued): Introduction to main aspects of stakeholder participation</i> <ul style="list-style-type: none">- Presentation of group work results
12:00-13:00	Lunch in cafeteria (International Environment House 1)
13:00–13:45	Session 9: Project implementation and organisational aspects <ul style="list-style-type: none">- Presentation and discussion (Setting up national steering committees, launching workshops, country project report, etc.)
13:45-16:00	Session 10: Planning of next steps: national level capacity building and launching workshops <ul style="list-style-type: none">- <u>Group work</u>: Country project teams to prepare plan for the national level launching and capacity building workshops.- Presentation and discussion of group work results
16:00-16:15	Closing of workshop and evaluation
16:15	Coffee break

3 Training Material for Session 1: Presentation of Country Project Proposals

Template for presentation by participants on country project proposal

In order to help all participants get information on the six different country projects covered by the trade and biodiversity initiative, we will ask one representative from each country to make a short presentation on their country project proposal during the capacity building workshop to be held in Geneva end of October.

Please find below a suggested template to help you prepare the presentation. Note that the presentation should be prepared using powerpoint. It should be short (no more than 10 slides) and it will last about 10 minutes.

Introduction

- State the title of the project, its location and the implementing partners involved
- Provide short information on the sector(s) and main issue(s) that will be covered

Objectives and impacts

- Describe the main objectives of the project
- Detail the concrete impacts/results to be achieved by the project

Activities

- Provide an overview of the main activities conducted during this two-year project
- Describe who are the main target groups

Challenges and next steps

- Describe the main challenges you foresee in implementing this project
- Provide information on the next steps to get this project started at the country-level.

4 Training Material for Session 2: Trade and Trade-related Policies

See Power Point Presentation:

URL:

http://www.unep.ch/etb/events/events2006/25-7octCB_Workshop/trade_Policies_presentation_draft2_23.10.2006.ppt

5 Training Material for Session 3: Economic, Social and Environmental Impacts of Trade Policies

Group Work Exercise:

SESSION 3: Presentation on interlinkages and instructions for group work

Case Exercise: Integrated Assessment of Trade-related Policies

(The following case is hypothetical for the purpose of this exercise only)

The European Commission (EC) has planned not to buy sugar at above the world price from a Caribbean country “Tropica” following reform of the EU Sugar Protocol, which includes liberalisation of EU trade policies and abolition of EC’s preferential treatment for Tropica’s sugar. Such reform will have significant impacts on the sugar industry in Tropica, because its production cost is above the world price. Part of the industry may survive through cutting down cost, adopting modern technologies, and producing a high-value derivative from the sugarcanes that can be mixed with gasoline for use to run automobiles. Other parts of the Industry may collapse.

The sugar industry in Tropica has been associated with major environmental problems. Its expansion has led to large-scale forestland conversion, including on pristine ecosystems, and excessive use of water and pesticides. The soil under sugarcane cultivation has become so compact that there has been a continuous decline in the yield. The industry is dying even with continued EC support.

There are a lot of poor people – mostly over 50 years old – employed in the sugar industry. But their livelihoods have not improved at all for decades and sugar’s contribution to national economy is minimal despite EC’s preferential treatment. The industry is controlled by less than a handful of well-connected companies.

Tasks and instructions for group work:

1. Break into three groups
2. You have 10 minutes to read the above case study.
3. Once you have read the case study, you have 15 minutes to list on a flipchart the impacts you have identified.
 - a. Group 1 will discuss how are changes associated EU trade policies in the sugar sector going to affect the economy of Tropica?
 - b. Group 2 will discuss how are such changes likely to affect poverty and related social/development issues?
 - c. Group 3 will discuss what will be the impacts of these changes on the environment

6 Training Material for Session 4: Introduction to Biodiversity Issues

See Power Point Presentation:

URL:

http://www.unep.ch/etb/events/events2006/25-27octCB_Workshop/WCMC_Biodiv_Intro_v2.ppt

7 Training Material for Session 5: Introduction to Integrated Assessment and Conceptual Framework

Group Work Exercise:

Session 5: Group Work on Conceptual Framework

(Participants work in country teams for one hour)

Main Task:

Modifying the conceptual framework introduced in Session 5 to suit the specific project proposed for your country, taking the targeted trade policy measure and crop as the starting point.

Steps of Group Work:

1. Select a speaker for your group;
2. Brainstorm and use imagination to modify the conceptual framework to address the questions below
3. Prepare and present a 10-minute presentation of the modified conceptual framework on a flipchart

Questions to work with:

1. Which specific trade policy are you looking at? Indicate one specific policy measure (e.g. changes in levels of tariff, non-tariff barriers, and subsidies) and one specific crop related to that measure.
2. How would the selected policy measure affect the demand for and supply of the targeted crop? Indicate the direction of change in the level of production.
3. What would be the change in land use due to the change in production (e.g. intensification, extensification, changing to another crop, land-abandoning)? Who would be the winners and losers from the change in land use?
4. Given the likely change in land use, what would be the change in biodiversity and ecosystem services, using knowledge acquired from Session 4?
5. Given the likely change (positive or negative) in biodiversity and ecosystem services, what major dimensions of human welling would be affected? Who would be the winners and losers from the possible change in aspects of human well-being?
6. Which kinds of information would you need for such an assessment? Where could you get the information?
7. How would you introduce the conceptual framework to your colleagues back home?

Reference: Biodiversity in integrated assessment of trade policies in the agricultural sector, vol.I, reference manual, chapter 3

8 Training Material for Session 6: Introduction to Integrated Assessment

See Power Point Presentation:

URL:

http://www.unep.ch/etb/events/events2006/25-27octCB_Workshop/UNEP%20Introduction%20IA%20-%20Oct%202006.ppt

9 Training Material for Session 7: How to do an Integrated Assessment (Analytical Process)

See Power Point Presentations:

URL:

[http://www.unep.ch/etb/events/events2006/25-27octCB_Workshop/How%20To%20\(Stage%20A%20and%20B\).ppt](http://www.unep.ch/etb/events/events2006/25-27octCB_Workshop/How%20To%20(Stage%20A%20and%20B).ppt)

http://www.unep.ch/etb/events/events2006/25-27octCB_Workshop/policy_recommendations_presentation_draft2_23.10.2006.ppt

Group Work Exercise:

Session 7:

Group Work: Integrated Assessment – Analytical Process

(Participants work in country teams)

STEP 1: Group Work on Criteria and Indicators

Main Task:

Take the policy measure(s) that your project will focus on and discuss your concerns and expectations with respect to the outcome of this policy measure. Based on this, develop the criteria and indicators for the purpose of the integrated assessment. Put yourself in the perspective of different stakeholder groups for this.

Imagine you are representing ...

- 1) the biodiversity community, with an orientation toward either conservation or sustainable use or both.
- 2) the trade ministry with a mandate to promote your country's trade interest.
- 3) the interest of large farmers who are currently dominating the production of the targeted product for export.
- 4) the interest of small farmers, who are currently marginal to the production of the targeted product.
- 5) the related processing industry.
- 6) Finally, select one more sector that is important but not represented yet. Imagine you are now representing the interest of this sector.

For each of these groups, propose one most important criterion that reflects the concerns or wishes of this group related to the targeted policy measure, and 1 to 2 most important indicators that can express the criterion.

- 7) Consider the data requirements for all the indicators you have identified. If there are data constraints (in terms of data availability and time required to collect data), please revisit the indicators and replace them with others as appropriate.
- 8) How would you determine which groups of stakeholders to involve at this stage and why?

(there will be only one presentation at the end after both steps of the group work have been completed)

STEP 2: Developing Options and Identification of Analytical Tools

Main Task:

Building on the earlier group work, develop up to three policy options (not including the option of doing nothing) and identify appropriate analytical tools for assessing each option.

Specific Tasks:

- 1) Consider the targeted trade policy measure for assessment in your country project. Describe the type of these policy options – whether they belong to policy variations or alternative policies as discussed in this session.
- 2) What do you think the reactions from 1-2 major stakeholder groups would be to your proposed policy options? How would you defend your selection?
- 3) How realistic are your proposed options in terms of their potential for implementation?
- 4) Take one of the options you have proposed and describe the major analytical steps as well as the major types of analytical tools associated with each step. Think about how you could assemble a multidisciplinary team consisting of economists, trade economists, environmental/ecological economists, agroeconomists, agricultural specialists, land use analysts, biologists, ecologists, sociologists, etc.
- 5) If there are human resource constraints, how would you like to simplify the analytical process while still generating useful analytical results?
- 6) Explain why we need to value changes in biodiversity and ecosystem services and what are the limitations of such valuation?
- 7) Review the criteria and indicators developed earlier for your country project and articulate them in terms of different dimensions of human well-being.
- 8) Consider how you would introduce the various analytical stages and their components such as criteria, indicators, policy options, and analytical tools to other stakeholders back home

Presentation of results:

- After having completed the second step, jointly prepare a 10-15 min presentation of your results on flipchart paper
- Select a speaker for your group
- Present your results in the plenary

References:

Biodiversity in Integrated Assessment of Trade Policies in the Agricultural Sector, Volume I, Reference Manual, UNEP (Version October 2006)

Biodiversity in Integrated Assessment of Trade Policies in the Agricultural Sector, Volume II, Chapter II: The Integrated Assessment Process, UNEP (Version October 2006)

10 Training Material for Session 8: Introduction to Main Aspects of Stakeholder Participation

See Power Point Presentation:

URL:

http://www.unep.ch/etb/events/events2006/25-27octCB_Workshop/stakeholder_participation_Oct2006.ppt

Group Work Exercise:

SESSION 8. Introduction to the main aspects of stakeholder participation

Group work instructions

- Break into groups per country.
- Using relevant information from the group work exercise conducted on Thursday afternoon on stakeholders, and the work already conducted when drafting the project proposals, consider the following questions below. These questions relate to *stakeholders likely to be affected by trade policy under review in your respective integrated assessment project*.
- When discussing these questions, think that as project managers you will need to take decisions on the number of stakeholders you consult with, which groups you select, etc. It is therefore key that you identify **criteria** to help make you take such decisions. For example, you may consider that large landowners are an important stakeholder group because they represent a strong position/view in the sector covered.
- Prepare a 5-10 minute presentation. You will be asked to report on two groups of stakeholders you have considered in your discussion (one negatively and one positively affected by the trade policy), providing answers to the questions below, as well as giving examples of indicators you have used to help you take the decisions required to answer these questions.
 1. Which stakeholders are likely to be positively affected by the trade measure/policy chosen as a focus of the integrated assessment?
 2. Which stakeholders are likely to be negatively affected by the trade measure/policy?
 3. Which stakeholders in these two categories are likely to be most relevant/important to the project development and why?
 4. How will you consult with these two different groups of stakeholders?
 5. Which consultation techniques/tools/processes are you likely to use?
 6. At what point in the development of the project will you seek their participation/hold consultation?
 7. How will you get these stakeholders' views represented in the project, notably in the context of the development of policy recommendations stemming from the assessment's results?

8. What important actions/steps remain to be taken to ensure that you have a satisfactory level of consultation/participation from the stakeholders you have identified in this exercise?

You may wish to consider answering the above questions by completing the boxes of the table below. This is an option and it is not mandatory.

Stakeholders negatively affected by policy	Are they relevant stakeholders and why?	How will their views be represented in project?	What type of consultation is likely to take place?	How often will they be consulted?	What is their influence on policy/decision making process?	Specific remarks to ensure/strengthen their participation
Stakeholders positively affected by policy	Are they relevant stakeholders and why?	How will their views be represented in project?	What type of consultation is likely to take place?	How often will they be consulted?	What is their influence on policy/decision making process?	Specific remarks to ensure/strengthen their participation

SESSION ON STAKEHOLDER PARTICIPATION

- **Using the list of stakeholders developed and presented in your project proposals and in the presentation you made on the first day, consider and discuss the questions below. These questions relate to stakeholders involved in the integrated assessment process/project.**
 1. Which stakeholder/groups of stakeholders are currently involved in the project (consider even the stage of project proposal development)?
 2. What are their interests/perceptions about the project? And what do they know about the project?
 3. How are they involved in the project (e.g. formally/informally, type of consultation process)?
 4. Which stakeholders (if any) should/need to be involved in the project?
 5. What consultation process do you envisage to put in place to ensure participation of these stakeholders?
 6. How do you envisage to deal with 'hostile' stakeholders?
 7. What important actions/steps remain to be taken to ensure that you have a satisfactory level of participation from the stakeholders you have identified in this exercise?

You may wish to consider answering the above questions by completing the boxes of the table below. This is an option and it is not mandatory.

Stakeholders involved in project	Level of interest in project/integrated assessment (IA)	Perception about the project/IA	Knowledge about the project/IA	How are they involved in project?	How often are they/will they be consulted?	Influence on policy/decision making process	Specific remarks to strengthen their participation
Stakeholders not currently involved in	Likely level of interest in	Likely perception about the	Likely knowledge about the	How should they be	How often should they be	Likely influence on policy/decision	Specific remarks to ensure their

project?	project	project	project	involved in project?	consulted?	making process	participation

11 Training Material for Session 9: Project Implementation and Organisational Aspects

See Power Point Presentation:

URL:

http://www.unep.ch/etb/events/events2006/25-27octCB_Workshop/Session%209-Project%20Imp%20and%20Org%2027.10.ppt

12 Training Material for Session 10: Planning of Next Steps: National Level Capacity Building and Launching Workshops

Group Work Exercise:

Session 10: Group work: Preparation of Capacity Building Workshop and Launching Workshop at National Level

Main Task:

Develop a workshop design for (1) the capacity building workshop and (2) the launching workshop at national level by answering the below questions:

(1) Capacity Building Workshop

Objective:

1. What will be the objective of the capacity building workshop? *Try to describe the objectives in 2 to 3 lines.*

Participants and their background:

2. Who and how many people should be invited? Explain why these people should be invited?
3. What should the participants (at least) be able to do or understand at the end of the workshop? *Think in terms of the support and contributions that you will need for the country project or for the further promotion of integrated assessment in your country.*
4. How much do you know about the current level of knowledge on the topics/issues relevant for the projects of the targeted participants? If you are not sure, how could you find out?

Content and methodologies:

5. Which topics should be covered in the capacity building workshop? Explain why.
6. How could you best cover them? Which training methodologies could you use?
7. What material/techniques and group exercises could you use and adapt from the capacity building workshop you just attended?
8. What kind of background material do you think you need to prepare?

Duration:

9. How long should the capacity building workshop be? *Explain why.*

Responsibilities:

10. Who will take the lead in putting the workshop together? Please think in terms of content and logistics. *Explain who will be doing what.*
11. How else should be involved? *Think in terms of someone that can bring in certain expertise, someone that can provide political backing, someone that may have sensitivities if not invited or involved, etc.*

Agenda:

12. What will the agenda of the capacity building workshop look like? *Try to draft a rough agenda for the capacity building workshop filling the main morning and afternoon sessions.*

(2) Launching Workshop

Objective:

13. What will be the objective of the launching workshop? *Try to describe the objectives in 2 to 3 lines.*

Participants:

14. Who and how many people should be invited? *Explain why these people should be invited.*

15. What message should participants take from the launching workshop?

Content and methodologies:

16. What should be presented and discussed in the launching workshop? *Explain why.*

17. How could you best do this? Which workshop tools could you use?

Duration:

18. How long should the launching workshop be? *Explain why.*

Responsibilities:

19. Who will take the lead in putting the launching workshop together? *Please think in terms of content and logistics. Explain who will be doing what.*

20. How else should be involved? What role will these people play?

Agenda:

21. What will the agenda of the launching workshop look like? *Try to draft a rough agenda for the launching workshop filling the main sessions.*

Contingency/risk aspects:

22. What are critical things/decisions/issues that need to happen or need to be resolved for the workshops to take place at all? *Think in terms of important approvals by a government official, the political situation in your country, financial matters, etc.*

13 Further References and Background Material

Hardcopies of the following publications are handed out to all participants:

- Reference Manual for Integrated Assessment of Trade-Related Policies, UNEP, 2001 (available in English and French).
- Integrated Assessment of the Impact of Trade Liberalization on the Rice Sector, UNEP Country Projects Round III, Synthesis Report, UNEP, 2005.
- Handbook on Integrated Assessment of Trade-related Measures: The Agricultural Sector, UNEP, 2005.
- Trade and Environment Handbook, UNEP, 2005, 2nd edition.

Draft copies of the following documents are also distributed:

- Biodiversity in Integrated Assessment of Trade Policies in the Agricultural Sector, Reference Manual, Vol.I
- Biodiversity in Integrated Assessment of Trade Policies in the Agricultural Sector, Reference Manual, Vol.II

List of other relevant publications:

- Sustainable Trade and Poverty Reduction, New Approaches to Integrated Policy Making at the National Level, UNEP, 2006 (<http://www.unep.ch/etb/publications/intAssessment.php>)
- UNEP Training Resource Manual on Integrated Assessment of Trade-Related Policies, Draft, 2004 (http://www.unep.ch/etb/events/events2004/July2004/DraftIA_TraResoMan.pdf)
- Environmental Impact Assessment and Strategic Environmental Assessment: Towards an Integrated Approach, UNEP, 2004 (<http://www.unep.ch/etb/publications/enviImpAsse.php>)
- Integrated Assessment of the Impact of Trade Liberalisation: Country Studies on the Rice Sector in China, Colombia, Indonesia, Nigeria, Senegal and Vietnam, 2005 (<http://www.unep.ch/etb/publications/riceStudies.php>)
- Integrated Assessment of Trade Liberalisation and Trade-Related Policies: UNEP Country Projects – Round II, Synthesis Report, 2002 (<http://www.unep.ch/etb/publications/intAssessment/Synth2.pdf>)
- Implementing Sustainable Development: Integrated Assessment and Participatory Decision-Making Processes, UNEP, 2002 (<http://www.unep.ch/etb/publications/impSD.php>)
- Ecosystems and Human Well-being, vol.1-4, Millennium Ecosystem Assessment (<http://www.millenniumassessment.org/en/Products.Synthesis.asp>)
- Evaluation de la Libéralisation du Commerce : Une Etude de Cas sur la Mauritanie, UNEP, 2002 (<http://www.unep.ch/etb/publications/fishierSubEnvi.php>)

- Integrated Assessment of Trade Liberalization and Trade-Related Policies; A Country Study on the Argentina Fisheries Sector, UNEP, 2002
(<http://www.unep.ch/etb/publications/fishierSubEnvi.php>)
- Integrated Assessment of Trade Liberalization and Trade-Related Policies; A Country Study on the Fisheries Sector in Senegal, UNEP, 2002
(<http://www.unep.ch/etb/publications/fishierSubEnvi.php>)
- Handbook for Trade Sustainability Impact Assessment, European Commission, External Trade, March 2006
(http://trade.ec.europa.eu/doclib/docs/2006/march/tradoc_127974.pdf)

Useful websites:

www.iaia.org
<http://www.sed.manchester.ac.uk>
www.unep.ch/etb
<http://www.millenniumassessment.org>
www.biodiv.org
www.wto.org
<http://ec.europa.eu/trade/issues/bilateral/regions/acp>

References for Specific Sessions

SESSION ON TRADE AND TRADE-RELATED POLICIES

- Handbook on Integrated Assessment of Trade-Related Measures: The Agricultural Sector, UNEP, 2005, see chapter 3, pages 33-47.
- Integrated assessment of the Impact of Trade Liberalization on the Rice Sector, UNEP Country Projects Round III, Synthesis Report, UNEP, 2005, see chapter 1-3, pages 1-13 and country specific examples.

SESSION ON INTERLINKAGES BETWEEN TRADE, AGRICULTURE AND BIODIVERSITY

- Biodiversity in Integrated Assessment of Trade Policies in the Agricultural Sector, Reference Manual, Vol.I, see chapter 2.
- Handbook on Integrated Assessment of Trade-Related Measures: The Agricultural Sector, UNEP, 2005, see chapter 2, pages 11-25.
- Biodiversity in Impact Assessment, IAIA, July 2005, special publication series no.3.
- Trade and Environment Handbook, UNEP, 2005, chapters 1, 4 and 5.

SESSION ON CONCEPTUAL FRAMEWORK

- Biodiversity in Integrated Assessment of Trade Policies in the Agricultural Sector, Reference Manual, Vol.I, see chapter 3.

SESSION ON INTEGRATED ASSESSMENT

- Reference Manual for Integrated Assessment of Trade-Related Policies, UNEP, 2001, see chapter 3, pages 15-51.
- Contents and Methods of Integrated Assessment, powerpoint presentation, sourced from UNEP Training Resource Manual on Integrated Assessment of Trade-related Policies.
- EIA and SEA: Towards an Integrated Approach, Chapter 6: Towards Integrated Approaches to Impact Assessment, pages 113-135.
- Biodiversity in Integrated Assessment of Trade Policies in the Agricultural Sector, Reference Manual, Vol.I, see chapter 3.
- Integrated Assessment and Planning for Sustainable Development, Key features, Steps, Tools, Version 1, April 2005.

SESSION ON STAKEHOLDER PARTICIPATION

- Participatory Methods Toolkit: A Practitioners' Manual, UNU, 2003. (Can be downloaded at: http://www.kbs-frb.be/code/page.cfm?id_page=153&ID=361)
- Public participation: International Best Practice Principles, IAIA, 2006, special publication series no.4.

SESSION ON PROJECT IMPLEMENTATION

- The Procedural Aspects of UNEP's Country Projects on Integrated Assessment.
- Project Summary for National Partners, Integrated Assessment of Trade Policies in the Agricultural Sector – Supporting the Implementation of the Convention on Biological Diversity.
- Logical Framework, EC document, Europeaid.

14 Pre Workshop Questionnaire

You have been invited by UNEP's Economic and Trade Branch to a Capacity Building Workshop on Integrated Assessment of Trade-related Policies and Biodiversity in the Agricultural Sector on 25-27 October 2006 in Geneva.

The main objective of the workshop is to prepare the country project teams for the implementation of the integrated assessment project at national level, including the launching workshop, capacity building activities, participatory processes and applied research. The workshop will cover various aspects of integrated assessment, the inter-linkages between trade, agriculture and biodiversity and the main challenges of project implementation and stakeholder participation.

In order to help you and us best prepare for this workshop, we have developed the following questionnaire. We would be grateful that you spare some time to complete the questionnaire providing specific and updated information on your background, institution and experience in working on trade, agriculture, environment and biodiversity issues, assessment and capacity building.

We thank you in advance for your cooperation.

QUESTIONNAIRE – TO BE COMPLETED BY ALL WORKSHOP PARTICIPANTS (individually)

Information about yourself

1. Your name
2. Position/function
3. Specify your areas of expertise and skills (tick most appropriate)
 - Trade
 - Development
 - Environment
 - Biodiversity
 - Agriculture
 - Assessment
 - Others (please specify): _____

 - Research
 - Project management
 - Policy-related work
 - Sectoral work
 - Advocacy
 - Capacity building / Training
 - Others (please specify): _____

Information about your Institution (ministry or research institute)

4. Full name of your institution
5. Country
6. Areas of specialisation of your institution (tick most appropriate)
 - Trade
 - Development
 - Environment
 - Biodiversity
 - Agriculture
 - Assessment
 - Others (please specify): _____
7. Types of activity(ies) your institution undertakes and typical target audience (tick all appropriate categories)
 - Research
Target audience: _____
 - University education
Target audience: _____
 - Policy development, coordination and analysis
Target audience: _____
 - Training
Target audience: _____
 - Technical assistance and capacity building
Target audience: _____
 - Others (please specify): _____
Target audience: _____

Your experience in agriculture, trade policy, environment and biodiversity issues

Please answer the questions below briefly (no more than 5 sentences per question) focusing on concrete examples illustrating your knowledge of the different issues concerned.

8. What, if any, agricultural-related issue(s) do you work on?
9. What, if any, trade-related policy issue(s) do you work on?
10. What, if any, environment related issue(s) do you work on?

11. What, if any, biodiversity-related issue(s) do you work on?
12. Do you have experience working on linkages between agriculture, trade and biodiversity?
If yes, please describe:

Your experience with integrated assessment

Integrated assessment (IA) is a tool aimed at analysing the social, environmental and economic impacts of a policy plan or programme. A range of techniques, tools and methods can be used to undertake the assessment. Please answer the questions below briefly (no more than 5 sentences per question) focusing on the techniques and processes you are familiar with.

13. Do you have experience working on integrated assessment?
14. If not, do you have experience working on other types of assessment (strategic environmental assessment, environmental impact assessment, social assessment, poverty assessment, etc.)
I If yes:
15. What experience do you have in integrated assessment?
16. Has your organisation already been involved in undertaking an integrated assessment?
If yes, please specify
17. What do you know about the process of conducting an integrated assessment of trade-related policies?
18. What knowledge (if any) do you have about the methods, analytical tools and techniques used to undertake an integrated assessment?

Your experience with the coordination of stakeholder processes

Involvement of stakeholders is key when conducting an integrated assessment. Stakeholder participation helps ensure that different views and issues are represented. It is also a prerequisite for discussing and agreeing on policy recommendations stemming from the assessment, as well as putting them into place. Please answer the questions below briefly focusing on your experience with stakeholder processes.

19. Do you (personally) have experience in organising multi-stakeholder processes?
20. Are you aware of techniques used to organise stakeholder processes?
If yes, please specify which ones.

21. Are stakeholder processes (of any form) regularly used in the work of your institution (ministry or research institute)? If yes, please give one specific example.

Your experience with capacity building

This workshop aims, amongst others, to prepare country project teams to conduct capacity building activities at national level on integrated assessment. Please answer the questions below briefly focusing on your experience and skills in capacity building.

22. Do you have experience in preparing and conducting capacity-building workshops?
23. If not, do you have experience in organizing other types of workshops, seminars, university courses, etc.? Please describe what you have done.
24. If yes, please describe the role you have taken (facilitator, presenter, preparing workshop design, preparing training material, workshop logistics, etc.).
25. Which training methods are you familiar with?
- a. Presentations by trainers
 - b. Brainstorming to collect experiences
 - c. Group work on case-studies
 - d. Presentations by participants
 - e. Facilitating discussions
 - f. Role plays
 - g. Others (please specify): _____

Your expectations

26. What are your expectations about this capacity-building workshop?
27. What background documentation/information do you wish to receive prior to the workshop?
28. Any other specific comment or suggestion? _____

15 Workshop Evaluation

I. Assessment of the Sessions

Tick the box that best describes your assessment of the Session Presentations (Poor, Fair, Good, Very Good, Excellent):

	Poor	Fair	Good	Very Good	Excellent
Coverage of subject					
Ease of comprehension					
Sufficiency of information					
General organization (timing)					
Trainer's knowledge of topic					
Trainer's presentation skills					

Any additional comments / suggestions:

Is there any information that you think should be added to or deleted from the Sessions? (Please specify.)

Is there any topic that you think should be expanded or shortened in the Sessions? (Please specify.)

II. Assessment of the Group Work / Exercises

Tick the box that best describes your assessment of the group work / exercises

(Poor, Fair, Good, Very Good, Excellent):

	Poor	Fair	Good	Very Good	Excellent
Relevance of Group activity					
Ease of comprehension					
Sufficiency of information					
General organization (timing)					
Duration of Group activity					
Facilitation by trainer(s)					

Any additional comments / suggestions:

Do you think that working on a conceptual framework was a useful exercise?

Do you think that working on the analytical process of an integrated assessment was a useful exercise?

Do you think that working on stakeholder mapping and analysis was a useful exercise?

Do you think that working on an action plan for national level activities was a useful exercise?

III. Workshop Material

Do you think the material distributed in the workshop (publications, binder, case study exercises, group work suggestions, etc.) will be useful for your work?

How could you use it?

Further suggestions with respect to the material?

IV. Objectives / Learning Experience

Do you think the objectives of the workshop were clearly stated?

Do you think the workshop achieved the objectives?

V. Follow-up:

Will the experience from the capacity building workshop help in the implementation of the country projects? If yes, how?

As leader/member of the country team, how will you use the experience gained in the capacity building workshop in your country?

What further technical support would you like to request from UNEP for the IA process in your country?

VI. Workshop Administration and Facilities

Tick the box that best describes your assessment of the workshop administration and facilities (Poor, Fair, Good, Very Good, Excellent):

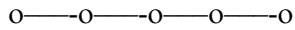
poor workshop administration — — — — excellent workshop administration

— — — —

poor workshop facilities

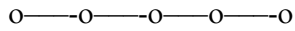
excellent workshop facilities

poor accommodation



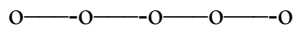
excellent accommodation

poor travel arrangement



excellent travel arrangement

poor meals and refreshments



excellent meals and refreshments

Any additional comments / suggestions:

Optional: Your name and institution:
