

### **III. Guidelines for ECE/FAO Teams of Specialists**

#### **A. Introduction**

127. These draft guidelines were adopted by “Las2017”, the joint session of the Committee and the Commission, held from 9 to 13 October 2017 in Warsaw, Poland. The guidelines shall apply to the ECE/FAO Teams of Specialists, which contribute to the implementation of the Integrated Programme of Work.

128. These draft guidelines are in line with, and are complementary to, the guidelines for the establishment and functioning of Teams of Specialists within ECE as contained in document ECE/EX/2/Rev.1.

#### **B. Role of the Teams of Specialists**

129. The ECE/FAO Teams of Specialists are recommended by the Committee and the Commission and established by the ECE Executive Committee to support the work of the Integrated Programme of Work for an initial period of two years, which can be extended, after review every two years, for as long as required. The Committee and the Commission approve the Terms of Reference for all Teams of Specialists at their joint session.

130. The primary role of the Teams of Specialists is to support the implementation of the Integrated Programme of Work as expressed in their respective Terms of Reference. All Teams of Specialists report annually to the Joint ECE/FAO Working Party of Forest Statistics, Economics and Management, which gives them guidance and evaluates their work based on their Terms of Reference and Work Plan. In addition, the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management provides recommendations to the Committee and the Commission for updating the Terms of Reference of the Teams of Specialists and for their extension or discontinuation.

131. The Teams of Specialists should contribute to the mainstreaming and dissemination of the work of the ECE/FAO Forestry and Timber Section at national and sub-national levels, as well as into the agendas of other regional and global organizations. They are also expected to contribute to the Forest Information Billboard.

#### **C. Membership and Officers**

132. For each Team of Specialists, the secretariat circulates the Terms of Reference to Committee/Commission members and all relevant stakeholders in the region and asks them to nominate their official representative, should they wish to participate in the Team activities. Member States and stakeholders are expected to nominate their representative to a Team based on their interest in the issues covered by this Team and their capacity to support the participation of their representative in the Team’s work. On the basis of the answers received, the secretariat prepares a list of Team members and establishes the Team. The request for nomination may be repeated at the end of the first two-year duration or at the beginning of the next Integrated Programme of Work, as appropriate. When member States and stakeholders wish to nominate another or an additional representative to a Team, they notify this proposal to the secretariat, which informs the Team at its next meeting.

133. Experts without official affiliation can also contribute to the Team work at the invitation of the Team leader, in close consultation with the secretariat. To the extent possible, due consideration should be given to ensuring geographical and gender balance.

134. Each Team of Specialists appoints its officers for a duration of two years: a leader and, if deemed necessary, one or two deputy leaders. After one term of two years, one of the deputy leaders is usually appointed leader. When the Team appoints two deputy leaders, to ensure adequate continuity, the outgoing leader is usually re-appointed as deputy leader.

Under special circumstances (e.g. absence of candidates), leader and deputy leaders can be re-appointed if the Team wishes to do so. Candidates for the office of leader should obtain the relevant authorization and secure the necessary resources (time and funding), from their government or organization, to fulfil their responsibilities during their elected terms.

#### **D. Role of the Team leaders and Team members**

135. With the assistance of and in close cooperation with the secretariat, the leader's responsibilities are to:

- (a) Ensure that the Team's Terms of Reference are applied and lead the Team;
- (b) Conduct the Team meetings and draft meeting reports, in consultation with participants of the meetings;
- (c) Coordinate the preparation of the work plan;
- (d) Coordinate and facilitate the implementation of the work plan, including by raising funds, where appropriate;
- (e) Coordinate the preparation and presentation of annual implementation reports at the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management; and
- (f) Organize and attend meetings of the leaders of the Teams of Specialists.

136. When the leader is not able to attend a Team meeting or to represent the Team at a parent body meeting, the leader makes sure that one of the deputy leaders can replace him/her. In addition, deputy leaders may assist the leader with certain tasks such as preparing the work plan or reports, making contacts or fund raising.

137. Team members are expected to actively participate in the Team activities by:

- (a) Attending the Team meetings;
- (b) Contributing to the work between the Team meetings;
- (c) Answering enquiries from the leader or the secretariat; and
- (d) Relaying information on the Team's work at the national and subnational level.

#### **E. Methods of Work**

138. Under the guidance of the leader and with the support of the secretariat, the Team prepares its work plan for a two year period defining, for each activity from its Terms of Reference, the time schedule and the resources needed, including those resulting from fund raising. Teams can create task-oriented groups for a limited period of time (e.g. to advise for the organization of an event or the preparation of a publication). Teams are expected to be self-sustaining and regular budget funds will not be available to support the Teams. Teams use the work plan format and the report template that are provided by the secretariat.

139. Team meetings are convened by the secretariat in Geneva or any other place where the meetings can be hosted by a member State or a partner organization. Each Team should meet at least once a year for one day or have several shorter online meetings. Teams of Specialists should consider meeting on the margins of, or back-to-back to, meetings where members of the Team participate. It is suggested to utilize electronic means (e-mail, Skype or Webex meetings, etc.) when appropriate. The working language of Teams of Specialists is English. In general, no interpretation will be provided. More detailed methods of work may be developed by the Team.

140. The only websites of each Team of Specialists is the one hosted by the ECE/FAO Forestry and Timber Section ([www.unece.org](http://www.unece.org)) and/or FAO ([www.fao.org](http://www.fao.org)). All relevant

information on Team of Specialists meetings (agenda, presentations, meeting report, list of participants, pictures, etc.) must be made available to the secretariat for posting on the website.

141. The Team leader, deputies or any other member of the Team need to ask permission to the secretariat of the Committee and the Commission for using ECE and FAO logos.

142. Teams are encouraged to seek assistance from other Teams of Specialists especially for cross-sectoral activities that are mentioned in their Terms of Reference.

## **F. Role of the secretariat**

143. In close cooperation with the Team leader, the secretariat is responsible for:

(a) Contacting member States and other relevant stakeholders, including for the nomination of Team members, for updating of the lists of Team members and issuing meeting invitations;

(b) Assisting in the scheduling of meetings and other activities, in consultation with the Team;

(c) Providing technical means and innovative solutions to facilitate cost-effective meetings and possibility for remote access to meetings for members who cannot attend the meeting personally;

(d) Providing guidance in fulfilling the Terms of Reference;

(e) Facilitating the meetings and assisting the leader in preparing the meeting reports, by taking notes and drafting the main conclusions and next steps;

(f) Cooperating with the leader in preparing the reports on the Team's accomplishments; and

(g) Uploading any relevant documentation to the Team website before and after the meetings and disseminating information on the Team's activities.