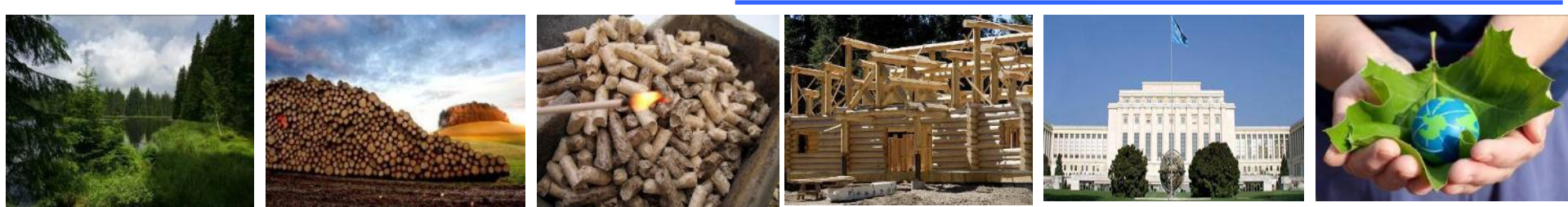




35th Session Joint FAO/UNECE Working Party on Forest Statistics, Economics and Management Geneva – 23-25 April 2013



Item 6: Guidelines for ECE/FAO Teams of Specialists Arnaud Brizay



New Programme of Work, New Teams of Specialists

2008-2013

2014-2017

ToS on Sustainable Forest Product

ToS on Monitoring Sustainable Forest Management

ToS on Forest Policy in EECCA

ToS on the Forest Sector Outlook

ToS on Forest Communication - Forest Communicators Network

ToS on Green Jobs - Joint ILO/ECE/FAO Expert Network

~~Team on Forest Fires~~



ToS on Sustainable Forest Product

ToS on Monitoring Sustainable Forest Management

ToS on Forest Policy

ToS on the Forest Sector Outlook

ToS on Forest Communication - Forest Communicators Network

ToS on Green Jobs - Joint ILO/ECE/FAO Expert Network

ToS on Wood Energy

ToS on Forest Products Statistics

ToS on Wildlife Management



**Guidelines
for Teams of Specialists**



Why develop guidelines for ECE/FAO ToS?

Origin:

- Request of the ECE/FAO joint Bureaux in the framework of the ECE/FAO Strategic Review

Objective:

- To reinforce the links between the ToS activities and the Integrated Programme of Work
- To clarify roles and responsibilities of Team Leaders, Team Members, and secretariat
- To apply and further develop for ECE/FAO ToS the ECE guidelines for the establishment and functioning of Teams of Specialists within UNECE (ECE/EX/2/Rev.1)



Role of the ECE/FAO ToS

Role:

To support the implementation of the ECE/FAO Integrated Programme of Work

All ToS:

- Established by COFFI and EFC, which approve their Terms of Reference
- For an initial period of two years, which can be extended.
- Report to the WPFSEM, which evaluates them and provides recommendation to COFFI and EFC regarding their ToR, extension or discontinuation.



Membership

Official designation by countries and other relevant stakeholders upon request by the secretariat

List of member prepared by secretariat, including expert without affiliation

Team established and list regularly updated (every 2 or 4 years)



Officers: Team Leader and Deputy Leaders

Every two years, the ToS appoints its officers:

- 1 Team Leader
- 1 or 2 Deputy Leader

After one term, it is recommended to ensure continuity:

- The outgoing Leader becomes Deputy Leader
- One of the Deputy Leader becomes Leader

Candidates for the office of Leader should:

- Obtain the relevant authorization from their organization
- Secure enough resources (time and funding)



Role of the Team Leader

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

- Conduct the Team meetings, ensure that the Team's Terms of Reference are applied and lead the Team;
- Supervise the preparation of the work plan;
- Coordinate and facilitate the implementation of the work plan, including by raising funds;
- Prepare and present annually an implementation report at the WPFSEM;
- Attend meetings of the Leaders of the Teams of Specialists.

In case of absence, he/she makes sure that one of the Deputy Leaders can replace him/her.



Role of the Team Members

Team Members are expected to actively participate in the Team activities by:

- Attending the Team meetings;
- Contributing to the work between the Team meetings;
- Answering enquiries from the Leader or the secretariat;
- Relaying the information on the Team work at the national or subnational level for country representatives or within their respective organization for other stakeholders.



Methods of work

Teams:

- Prepare/implement their work plan
- Are expected to be self-sustaining (no RB)

Meetings are:

- Convened by the secretariat
- Conducted in English (in general no interpretation)

Cross-sectoral activities:

- Teams are encouraged to seek assistance from other Teams



Role of the secretariat

In close cooperation with the Team Leader, the secretariat is responsible for:

- Contacting Member States and other relevant Stakeholders, and issuing meeting invitations;
- Assisting in the scheduling of meetings and other activities;
- Providing guidance in fulfilling the Terms of Reference;
- Facilitating the meetings, taking notes and disseminating information on the Team's activities;
- Cooperating with the Leader in preparing the reports on the Team's accomplishments;
- Posting meeting reports and main outputs of the Team's work on the web.



Thank you for your attention



35th session, FAO/UNECE Working Party on Forest Statistics, Economics and Management

