

**Economic and Social Council**Distr.: General
27 September 2013

Original: English

**Food and Agriculture
Organization****Economic Commission for Europe****Food and Agriculture Organization****Committee on Forests and the Forest Industry****European Forestry Commission**

Seventy-first session

Rovaniemi, 9-13 December 2013

Thirty-seventh session

Rovaniemi, 9-13 December 2013

Item 6(c) of the provisional agenda

Joint Committee/Commission matters**Proposed Terms of Reference for the ECE/FAO Joint
Working Party and the ECE/FAO Teams of
Specialists****Note by the secretariat***Summary*

This document contains the proposed new and revised Terms of Reference required for supporting the ECE/FAO Integrated Programme of Work, as well as draft guidelines for the ECE/FAO Team of Specialists, as proposed by the special session of the Committee with the Commission. This document also provides background information to support the discussion under agenda item 6(c) on the ECE/FAO Integrated Programme of Work for 2014-2017. The Committee and the Commission are invited to review these Terms of Reference, taking into account their decisions regarding the new Programme of Work (see document ECE/TIM/2013/13-FO:EFC/2013/13), and adopt them.

**I. Terms of Reference of the Joint FAO/ECE Working Party on
Forest Statistics, Economics and Management¹**

1. The Working Party is a subsidiary body of the ECE Committee on Forests and the Forest Industry (COFFI) and the FAO European Forestry Commission (EFC) and

¹ The Terms of Reference of the Working Party were discussed at the special session of the ECE Committee on Forests with the Forest Industry and the FAO European Forestry Commission held in June 2013 in Geneva. The proposed Terms of Reference reflect the input from the special session.

contributes to the implementation of the integrated programme of work of those two bodies. It does so by coordinating the Teams of Specialists and the activities of the Integrated Programme of Work as well as providing technical advice. It takes instructions from the Committee and the Commission and meets annually to:

- (a) Provide guidance on the implementation of all areas of the programme of work;
 - (b) Supervise the work of Teams of Specialists and facilitate the exchange of information on their work;
 - (c) Identify priorities for action and relevant emerging issues; and transmit suggested priorities and specific recommendations to the Committee and the Commission for consideration.
2. The Working Party shall, for each work area, on the basis of a report from the secretariat, review and comment on the activities undertaken during the past year and the plans for the forthcoming year.
3. The Working Party shall review, on an ongoing basis, the work of the Teams of Specialists and their contribution to the work areas as well as work between the Teams of Specialists to ensure the most effective and efficient implementation of their activities. It will:
 - (a) Receive and discuss the reports from the Teams of Specialists in order to enhance the understanding of their activities and assess their work plans; when needed, the Working Party may review and recommend updated mandates for endorsement by the parent bodies;
 - (b) Identify possible synergies; and facilitate the exchange of experiences between Teams of Specialists and delegations from member States;
 - (c) Increase the visibility and impact of the work of Teams of Specialists among Member States and within the relevant bodies in the United Nations.
4. The Working Party, as part of its work for the Committee and Commission, shall:
 - (a) Propose priorities for activities in the work areas and on relevant emerging issues;
 - (b) Develop, upon request from the parent bodies, methodologies for use in economic analysis of the sector, as well as techniques for collecting, validating, analysing and disseminating information and statistics;
 - (c) Undertake, upon request from the parent bodies, ad hoc projects in economics and statistics related to forestry, forest products and forest policies and institutions;
 - (d) Contribute and provide technical advice to the Committee and the Commission on issues under consideration by those bodies, including the preparation of studies on the status and future of forests and on the forest industry such as the Outlooks and the Forest Products Annual Market Reviews;
 - (e) Reach out to other sectors to discuss issues related to forest information and management matters of common interest, including best practices in sustainable forestry management and their impact on the overall sustainability of forests, natural resources management, and other issues such as biodiversity and climate change;
 - (f) Work together with other international bodies, including Forest Europe, Eurostat, the International Tropical Timber Organization and the Conference of European Statisticians, with a view to coordinating activities and avoiding any duplication of effort.

II. Terms of Reference of the ECE/FAO Teams of Specialists²

In order to support the implementation of the ECE/FAO Integrated Programme of Work, it is suggested to establish the following Teams of Specialists (ToS):

- (a) ToS on Monitoring Sustainable Forest Management;
- (b) ToS on Sustainable Forest Products;
- (c) ToS on Forest Products Statistics;
- (d) ToS on Wood Energy;
- (e) ToS on the Forest Sector Outlook;
- (f) ToS on Forest Policy;
- (g) ToS on Forest Fires;
- (h) ToS on Forest Communication - Forest Communicators Network;
- (i) ToS on Green Jobs - Joint ILO/ECE/FAO Expert Network.

ECE/FAO Team of Specialists on Monitoring Sustainable Forest Management

Reference to Integrated Work Programme:

Work Area 1, "Data, monitoring and assessment"

A. Objectives

1. Strengthen the work on: (i) forest reporting, (ii) assessing the state of forests and sustainability of forest management and (iii) monitoring the role of the forest sector in the green economy in the ECE region;
2. Advise the ECE/FAO on the implementation of activities in Work Area 1 "Data, monitoring and assessment", with regard to the collection, review, analysis and dissemination of quantitative information on forests and sustainable forest management (SFM) in the ECE region.

B. Activities

1. Provide contributions to the global Forest Resources Assessment (FRA) and the Collaborative Forest Resources Questionnaire 2015: support the data collection process, analysis of the situation and trends, and drafting of the final report;
2. Assist in the process for the preparation of the report: State of Europe's Forests 2015: contribute to the reporting on quantitative indicators, analysis of information, coordination of inputs, authors' contributions and dissemination of results;
3. Contribute to the pilot project on assessing the sustainability of forest management;

² The Terms of Reference for ECE/FAO Teams of Specialists were discussed and reviewed at the COFFI special session with EFC, which was held on 17 and 18 June 2013 in Geneva. The versions that are presented in this document reflect the input from the special session. The special session also recommended extending the work of the ToS on Forest Fires until the end of July 2014 to allow completion of the project, "Safeguarding Sustainable Forest Management in the ECE Region through International Cooperation in Fire Management" after which the Team will be discontinued.

4. Contribute to the work on criteria and indicators (C&I) for SFM by Forest Europe and the Montréal Process;
5. Contribute to the preparation of a report on forest ownership in the ECE region: development of concept, contribution to data collection, analysis of information and dissemination of results;
6. Contribute to the preparation of a report on the role of the forest sector in a green economy: development of concept, contribution to data collection, analysis of information and dissemination of results;
7. Contribute to the development of the concept and modalities for a statistical data management system on forest resources, functions and services and SFM;
8. Support other work areas and ToS on issues relevant to data, monitoring and assessment, including related capacity building;
9. Support international work and cooperation on monitoring of forest resources and sustainable forest management (SFM), including the European Union and other organizations in this area;
10. Support communication and dissemination, including by contributing to the forest information billboard.

C. Expected major outputs

1. Review of, and input to documents, reports, and meetings related to global reporting framework – in cooperation with the FAO Rome FRA Team;
2. Review of, and input to documents, reports, and meetings; involvement in the organisation of the workshop for authors and National Correspondents in the ECE region; review of and, whenever possible, involvement in writing, the final report on state of Europe's forests; involvement in dissemination of results;
3. Consultation and advice on the pilot project on assessing the sustainability of forest management;
4. Consultation and advice on issues relevant to the C&I processes in the ECE region – if requested;
5. Consultation and advice on the underlying analytical concepts, and survey as well as the review of the draft report on forest ownership in the ECE region;
6. Consultation and advice on the underlying analytical concepts, and the survey as well as the review of the draft report on the role of the forest sector in a green economy – in cooperation with other ToS;
7. Consultation and advice on designing an improved statistical data management system on forest resources, their functions and services, and forest management;
8. Consultation and advice on the data-related work within Work Areas 1, 2, 3 and 4 – if requested;
9. Advice on communication activities, dissemination of information in countries/organisations and participation (sharing of information) through the forest information billboard.

D. Background

Established/ Approved by:	The Committee on Forests and the Forest Industry and the FAO European Forestry Commission, Rovaniemi, Finland, 2013.
Duration:	From January 2014 to December 2015. Renewable
Methods of work:	Regular ToS meetings (including steering group and thematic sub-groups meetings); Workshops with participation of the ToS members and the FRA national correspondents; Direct and indirect (electronic) reviews and consultations; Review and, if feasible, preparation of background materials, discussion papers, enquiries. Other forms of work can be determined by the ToS, if needed.
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at first team meeting

ECE/FAO Team of Specialists on Sustainable Forest Products

Reference to Integrated Work Programme:

Work Area 1, “Data, monitoring and assessment”

A. Objectives

1. To advise and support work on the sustainable development of forest products markets and related policies in the ECE region through a network that provides expertise and advice, including on priorities.
2. To carry the message that sustainable forest products can play an important role in greening economies and in providing sustainable products and livelihoods.

B. Activities

1. Provide guidance and referral to the best available experts and/or sources of information for the organization of:
 - Market Discussions during the meeting of the Committee on Forests and the Forest Industry;
 - workshop(s) on all topics related to forest products including the role of forest products in a green economy, the use of wood for “green buildings”, wood energy³, innovative wood products and other topics, in line with the work programme.
2. Provide expertise and outreach to experts for drafting market-related publications and products, including the technical reviews contained in and the production of the Forest Products Annual Market Review.

³ Wood energy may be dealt with by the ToS on Wood Energy, in case the Committee on Forests and the Forest Industry approves the establishment of such a group.

3. Propose and assist in conducting capacity building workshops in order to further the development of sustainable forest product manufacturing and use.
4. Guide the secretariat in the organization of meetings related to the sustainable use of forest products.
5. Advise the secretariat on strategies to carry out the Programme of Work in the forest products marketing work area.

C. Expected major outputs

1. Committee on Forests and the Forest Industry market discussions (one each in 2014 and 2015) which cover forest product market topics that are current and relevant to the region.
2. Yearly meeting to discuss a list of recommendations on how to improve the content, structure and focus of the forest products marketing work area in general and the Forest Products Annual Market Review in particular. (typically during the team meeting that is held at the time of the Committee on Forests and the Forest Industry meeting).
3. Two capacity-building workshops for countries of Eastern Europe, the Caucasus and Central Asia (one each in 2014 and 2015)

D. Background

Established/ Approved by:	The ECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission, Rovaniemi, Finland, 2013.
Duration:	From January 2014 to December 2015. Renewable
Methods of work:	Annual meeting. Other methods to be determined by the Team.
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader⁴:	Leader: Eoin O’Driscoll (Ireland). Deputy Leaders: Jeremy Wall (European Commission), Branko Glavonjic (Serbia)
Communication:	The Team Leader and secretary should ensure close communication and collaboration with the Teams of Specialists on Forest Products Statistics and Wood Energy

ECE/FAO Team of Specialists on Forest Products Statistics

Reference to Integrated Work Programme:

Work Area 1, “Data, monitoring and assessment”

A. Objectives

1. Advise and support work on forest products statistics, including data coverage and collection, validation and classifications used in the ECE region;

⁴ Eoin O’Driscoll, Team Leader, and Jeremy Wall and Branko Glavonjic, Deputy Team Leaders were recently elected at the last meeting of the Team in October 2012.

2. Suggest and support proposals for increasing the reliability and visibility of forest products statistics;
3. Advise on implementation of activities in Work Area 1 relating to forest products statistics.

B. Activities

1. Review materials such as questionnaires and procedures circulated by the secretariat and Team members;
2. Contact national data users for input;
3. Raise issues of concern related to forest products statistics;
4. Disseminate information on forest products statistics further through the ToS network.
5. Coordinate issues with other members of the Intersecretariat Working Group on Forest Sector Statistics.

C. Expected major outputs

1. Recommendations for revisions to the Joint Forest Sector Questionnaire and Timber Forecast Questionnaire;
2. Proposed improvements for national and international practices in data validation and, if required, a working paper describing best practices;
3. A recommended procedure for estimating wood balance, including the desirable level of detail to include and conversion factors to use.

D. Background

Established/ Approved by:	The ECE Committee on Forests and the Forest Industry and FAO European Forestry Commission, Rovaniemi, Finland, 2013.
Duration:	From January 2014 to December 2015. Renewable
Methods of work:	Annual meeting. Further methods to be determined by the Team
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at first Team meeting
Communication:	The Team Leader and secretariat should ensure close cooperation with the Teams of Specialists on Sustainable Forest Products and the Team of Specialists on Wood Energy.

ECE/FAO Team of Specialists on Wood Energy

Reference to Integrated Work Programme:

Work Area 1, “Data, monitoring and assessment” and Work Area 2, “Policy dialogue and advice”

A. Objectives

1. Advise and support the ECE/FAO secretariat activities in Work Areas 1 and 2 on the methodology for, the implementation of and the follow-up on the ECE/FAO Joint Wood Energy Enquiry and specific studies related to wood energy;
2. Contribute to a better understanding of wood energy statistics as a basis for sound policy making.

B. Activities

1. Monitor and analyse the policy aspects of the use of wood for energy generation and the implications for the forest sector;
2. Provide guidance on the Joint Wood Energy Enquiry (JWEE) data collection and analysis process including on indicators, the structure of the JWEE questionnaire, and the review of wood energy parameters (such as heating values and conversion factors);
3. Build the capacity of ECE member states to develop reliable statistics on wood energy sources and uses;
4. Disseminate information on wood energy and liaise with relevant ToS and other organizations concerned with wood energy statistics.

C. Expected major outputs

1. List of recommendations on the methods for, analysis and conduct of the Joint Wood Energy Enquiry;
2. Suggestions on the focus of work on wood energy-related publications and products;
3. Improved quality and quantity of replies to the JWEE.

D. Background

Established/ Approved by:	The ECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission, Rovaniemi, Finland, 2013.
Duration:	From January 2014 to December 2015. Renewable
Methods of work:	Annual meeting. Other methods to be determined by the Team.
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at first Team meeting
Communication:	The Team Leader and secretariat should ensure close cooperation with the Teams of Specialists on Sustainable Forest Products and the Team of Specialists on Forest Products Statistics.

ECE/FAO Team of Specialists on Forest Sector Outlook

Reference to Integrated Work Programme:

Work Area 1, “Data, monitoring and assessment” and Work Area 2, “Policy dialogue and advice”

A. Objectives

1. Advise and support the ECE/FAO secretariat on the methodology, implementation and follow-up of outlook studies.

B. Activities

1. Review lessons learned from the EFSOS (European Forest Sector Outlook Study), NAFSOS (North American Forest Sector Outlook Study) and RFFSOS (Russian Federation Forest Sector Outlook Study) processes and explore the feasibility and scope of forthcoming joint studies.
2. Improve the methodology for outlook studies in collaboration/harmonisation with other stakeholders e.g. COST (European Cooperation in Science and Technology) Actions.
3. Improve involvement of national experts throughout the process, from scenario elaboration to analysis of projections.
4. Disseminate information on the forest sector outlook studies.

C. Expected major outputs

1. Guidance on methods, analysis and conduct of forest sector outlook studies.
2. Identification of scenarios based on: structural developments in the forest sector; long-term supply and demand of wood and other goods and services; as well as policy impacts and implications.
3. Timeline for new outlook studies and identification of contributors and donors.
4. Research in support of forest sector outlook studies and other relevant support to policy making.

D. Background

Established/ Approved by:	The ECE Committee on Forests and the Forest Industry and FAO European Forestry Commission, Rovaniemi, Finland, 2013.
Duration:	From January 2014 to December 2015. Renewable
Methods of work:	Annual meeting. Other methods to be determined by the Team.
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at first team meeting

ECE/FAO Team of Specialists on Forest Policy

Reference to Integrated Work Programme:

Work Area 2 “Policy dialogue and advice” and Work Area 4 “Capacity-building”

A. Objectives

1. To contribute to the development of tools and capacity-building to support sound policy making for the Forest Sector in the ECE Region.

2. To advise the secretariat on implementation of Work Areas 2 and 4 of the Joint Programme of Work.

B. Activities

1. Advise and support the secretariat on:
 - a. The collection, review, analysis and dissemination of qualitative information on forest policies, institutions and instruments in the ECE region;
 - b. The organization of policy dialogues at the regional and national level (including National Forest Policy Dialogues);
2. Contribute to:
 - a. The development of policy tools such as guidelines and recommendations and strengthen policy-related components of ECE/FAO studies (SoEF, FPMR, Outlook studies, etc.);
 - b. Capacity-building activities (work area 4) that are related to forest policy development, institutions and green economy measures. While all countries of the ECE region should benefit from capacity-building activities, special attention will be paid to the needs of the countries in Eastern Europe, the Caucasus and Central Asia.
3. Provide advice and support to the follow-up on the Action Plan for the Forest Sector in a Green Economy
4. Development of guidance for policy makers to foster sustainable wildlife management in the framework of sustainable forest management, also in view of avoiding conflict over different types of land use and/or damage caused by wildlife.

C. Expected major outputs

1. Contribution to a framework for collecting and analysing information on forest policies, institutions and instruments (to be developed in close cooperation with the ToS on Monitoring Sustainable Forest Management) with a view to:
 - a. Producing a publication (an overview and analysis of existing forest policy and institution models and main trends);
 - b. Contributing to the forest policy part of the FAO country profiles for the ECE region;
2. Support to the organization of regional policy dialogues (themes, speakers...) and provide recommendations on further development of the national forest policy dialogues (contents, methods...);
3. Support to the drafting and review of the policy outputs in the ECE/FAO Programme of Work in order to tailor their messages to country needs and/or target groups;
4. Dissemination of ECE/FAO policy related work at national and sub-national levels;
5. Provision of national experts and case studies, trainers and content for capacity building activities;
6. Policy brief on the interface and possible synergies between forest and wildlife management.

D. Background

Established/ Approved by:	The ECE Committee on Forests and the Forest Industry, and the FAO European Forestry Commission, Rovaniemi, Finland, December 2013.
Duration:	From January 2014 to December 2015. Renewable
Methods of work:	Annual meeting. Other methods to be determined by the Team
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at first Team meeting

ECE/FAO Team of Specialists on Forest Fire

Reference to Integrated Work Programme:

Work Area 2, "Policy dialogue and advice"

A. Objectives

1. To promote a continuous exchange of (new) knowledge on and practices in fire management through the organization of meetings on Fire Management issues in the ECE region;
2. To provide guidance to ECE member states on forest fire management and forest fire policies, including on bilateral / international cooperation, in close cooperation and coordination with the UNISDR Wildland Fire Advisory Group / Global Wildland Fire Network, FAO, UNISDR, Council of Europe and other partners;
3. To organise regional seminars and training workshops in fire management;
Note: In the context of this mandate the Team will continue to address all vegetation fires ("wildland fires"), including fires in the agricultural sector and in peatland / wetland biomes.

B. Activities

1. Development of policy recommendations for fire management in the UNECE region to be summarized in a "White Paper on the State of Wildfires and Fire Management in Forests and other Vegetation Resources in the UNECE Region".

C. Expected major outputs

1. A Regional Forum on Cross-boundary Fire.
2. A Resolution of the Forum on a proposal for a voluntary or legal protocol on cross-boundary cooperation in fire management.
3. White Paper on the State of Wildfires and Fire Management in Forests and other Vegetation Resources in the UNECE Region".

D. Background

Established/ Approved by:	Joint session of the ECE Timber Committee and FAO European Forestry Commission, Rome, 23-24 October 2008
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Duration:	January 2014 – July 2014
Methods of work:	To be determined by the Team
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	Leader: Johann G. Goldammer (Germany)
	Deputy Leaders: Andrey Eritsov (Russian Federation) Professor Nikola Nikolov (FYR Macedonia)

ECE/FAO Team of Specialists on Forest Communication (Forest Communicators' Network)

Reference to Integrated Work Programme:

Work Area 3, "Communication and outreach"

A. Objectives

To improve the ability of the forest sector to communicate effectively within and outside the sector, by:

1. Providing a forum for international interaction and cooperation in forest related communications;
2. Strengthening the ability of the Committee, the Commission and the Working Party on Forest Statistics, Economics and Management to reach out to relevant constituencies, within and outside the forest sector, including through cooperation with other Teams of Specialists;
3. Developing the professionalism of forest communicators by introducing and encouraging state of the art and innovative communication approaches.

B. Activities

The ToS provides advice in the communication field to benefit of the forest community by:

1. Supporting ECE/FAO intergovernmental bodies in reaching out to relevant constituencies, within and outside the forest sector;
2. Developing a revised version of the Strategic Framework for Forest Communication in Europe that addresses current trends and the latest developments in the forest scene;
3. Developing a fact sheet or leaflet on the role of forests and forests products in contributing to a green economy – These materials could be used to support future forest-related awareness campaigns (i.e. International Day of Forests, European Forest Week, and other related events);
4. Advising FAO on the establishment of forest communicators networks in other world regions as well as sharing information and experience with such networks;
5. Developing a set of recommendations for promoting the educational tool on the state of forests in Europe and relevant publications or material on forest pedagogics.

Involve the Forest Pedagogics Group in disseminating the tool and identifying relevant stakeholders to further develop the tool and/or translate it into other languages;

6. Cooperating with the Forest Europe Liaison Unit and other relevant institutions, organisations, processes and initiatives, on matters relevant to forest communication;
7. Identifying other communication work of relevance to forests as well as information-sharing platforms developed by civil society;
8. Developing a concept and seeking funding for a possible second (follow-up) survey on the public perception of forests and the forest sector in Europe.

C. Expected major outputs

1. Revised version of the Strategic Framework for Forest Communication in Europe by the end of 2015;
2. Fact sheet or leaflet with key messages on the role of forests, forest products and their role in a green economy by the end of 2014;
3. Information note on the development of other regional forest communicators networks – to be included in the annual team activities' annual report;
4. Draft set of recommendations for the promotion of forest education and pedagogics by the end of 2014.

D. Background

Established/ Approved by:	The ECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission, Rovaniemi, Finland, 2013.
Duration:	From January 2014 to December 2015. Renewable
Methods of work:	Networking, meetings, workshops, advice on forest communication related issues, including for awareness campaigns.
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at first Team meeting

ECE/FAO Team of Specialists on Green Jobs in the Forest Sector (ILO/ECE/FAO Joint Expert Network)

Reference to Integrated Work Programme:

Work Area 4, "Capacity-building"

A. Objectives

1. Advise and support the secretariat on the implementation of the ECE/FAO Programme on employment-related issues such as: jobs, needed competencies, education and training for the forest sector in the context of a green economy

B. Activities

1. Contribute to, and support the secretariat in, the implementation of activities in the Action Plan for the Forest Sector in a Green Economy under Pillar C (decent green jobs) by:
 - a. Contributing to improving the monitoring and analysis of the forest sector workforce (including occupational health and safety),
 - b. Reviewing forest sector workforce issues at all levels (policy, management, operations...) and discussing the main threats to the sustainability of the workforce,
 - c. Providing recommendations for the consideration of parent bodies to develop preventive and remedial actions, including ways to attract young people to work in the forest sector.
2. Assess and disseminate existing tools and, when appropriate, contribute to developing new tools to train the existing and future forest workforce and certify competencies in the forest sector;
3. Advise and support the secretariat on the organization of meetings related to forest competencies and training;
4. In collaboration with IUFRO and IFSA, map and describe forestry education curricula and identify present and future skill requirements for forestry professionals in the region;
5. Contribute to the capacity building activities (work area 4) that are related to forest competences and training;
6. Disseminate information on the network's activities and results.

C. Expected major outputs

1. Recommendations, developed in close cooperation with the Team of Specialists on Monitoring Sustainable Forest Management, on ways and means to improve data collection and analysis on jobs, health and safety in the forest sector in order to support better policy making (including for indicators 6.5 and 6.6 of the Pan-European Criteria and Indicators);
2. Assessment of the relevance of a recommendation on a framework for national action plans for decent green jobs in the forest sector (e.g. development and enforcement of occupational safety and health regulations, communication campaigns targeting potential candidates, training) with examples and case studies and, if appropriate, the development of this recommendation;
3. One meeting to review and formulate recommendations to address main forest sector workforce issues, including training, education and gender issues;
4. Assessment and dissemination of information on existing competency certification schemes such as ConCert (Certification of Competency for forestry entrepreneurs), ECC (European Chainsaw users' Certification), WETNet (Wood Energy Training Network) and other tools that could be developed by EFESC (European Forestry and Environmental Skills Council), while extending the competency approach to the whole ECE region;

D. Background

Established/ Approved by:	The ECE Committee on Forests and the Forest Industry, and the FAO European Forestry Commission, Rovaniemi, Finland, December 2013.
Duration:	From January 2014 to December 2015. Renewable
Methods of work:	Annual meeting. Other methods to be determined by the Team
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at first Team meeting

III. Proposed Guidelines for ECE/FAO Teams of Specialists

A. Introduction

1. These draft guidelines were prepared at the suggestion of the ECE/FAO joint Bureaux in the framework of the on-going ECE/FAO Strategic Review and were discussed at the special session of the ECE Committee on Forests and the Forest Industry (COFFI) with the FAO European Forestry Commission (EFC) held in Geneva in June 2013. The special session endorsed these guidelines with some amendments. Once adopted, the guidelines shall apply to the ECE/FAO Teams of Specialists (ToS), which contribute to the implementation of the integrated ECE/FAO Programme of Work.

2. 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

3. The ECE/FAO Teams of Specialists are established by the COFFI and EFC for an initial period of two years, which can be extended, after review by the COFFI and EFC every two years, for as long as required. The COFFI and EFC also approve the Terms of Reference for all Teams of Specialists.

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

C. Membership and Officers

5. For each Team of Specialists, the secretariat circulates the Terms of Reference to ECE Member States and all relevant Stakeholders in the ECE 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 joint 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.

6. 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.

7. 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

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

- (a) Conduct the Team meetings, ensure that the Team's Terms of Reference are applied and lead the Team;
- (b) Supervise the preparation of the work plan;
- (c) Coordinate and facilitate the implementation of the work plan, including by raising funds, where appropriate;
- (d) Prepare and present implementation reports at the WPFSEM: a one-year report at the end of the first year and a two-year report ("full report") at the end of its term;
- (e) Attend meetings of the Leaders of the Teams of Specialists.

9. 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.

10. 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;
- (d) Relaying information on the Team's work at the national and subnational level.

E. Methods of Work

11. 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.

12. 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. It is suggested to utilize electronic means 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.

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

F. Role of the secretariat

14. 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 guidance in fulfilling the Terms of Reference;
- (d) Facilitating the meetings, taking notes and disseminating information on the Team's activities;
- (e) Cooperating with the Leader in preparing the reports on the Team's accomplishments;
- (f) Posting meeting reports and main outputs of the Team's work on the web.

III. Adoption of the Terms of Reference and of the Guidelines for ECE/FAO Teams of Specialists

The Committee and the Commission are invited:

- **To review the proposed Terms of Reference and adopt them.**
- **To review the proposed Guidelines for ECE/FAO Teams of Specialists and adopt them.**

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Annex

Mandates of the ECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission remain unchanged. They are reported below for ease of reference.

Terms of Reference of the ECE Committee on Forests and the Forest Industry (previously Timber Committee)

The Terms of Reference of the Committee have been updated to reflect the change of name that was decided by the 65th session of the ECE and the proposed work areas.

1. The Committee on Forests and the Forest Industry, as a Sectoral Committee of ECE, constitutes a forum for cooperation and consultation among its member countries. Its objective is to strengthen the forest sector and its contribution to sustainable development throughout the ECE region, through monitoring, analysis, capacity building and the provision of a forum for discussion, taking into account the changing policy environment, notably as regards climate change and bioenergy. The Committee focuses on the sound and legal use of forest products, for raw material or energy, and on forest services.
2. The Committee on Forests and the Forest Industry shall, within the context of sustainable development, provide member countries with the information and services which they need for policy- and decision-making as regards their forest and forest industry sector (“the sector”), including the trade and use of forest products and, when appropriate, formulate recommendations addressed to member Governments and interested organizations. To this end, it shall:
 - (a) With the active participation of member countries, undertake short-, medium- and long-term analyses of developments in, and having an impact on, the sector, including those offering possibilities for the facilitation of international trade and for enhancing the protection of the environment;
 - (b) In support of these analyses, collect, store and disseminate statistics and other information relating to the sector, and carry out activities to improve their quality and comparability;
 - (c) Provide a framework for cooperation, e.g. by organizing seminars, workshops and ad hoc meetings and setting up time-limited teams of specialists, for the exchange of economic, environmental and technical information between Governments and other institutions of member countries that is needed for the development and implementation of policies leading to the sustainable development of the sector and to the protection of the environment in their respective countries;
 - (d) Carry out tasks identified by the ECE or the Committee as being of priority, including the facilitation of subregional cooperation and activities in support of the economies of eastern Europe, the Caucasus and central Asia and the Mediterranean region;
 - (e) It should also keep under review its structure and priorities and cooperate with other international and intergovernmental organizations active in the sector, and in particular with the FAO and its European Forestry Commission (EFC), the International Labour Organisation (ILO) and with Forest Europe (the Ministerial Conference for the Protection of Forests in Europe, previously MCPFE), in order to ensure complementarity and to avoid duplication, thereby optimizing the use of resources. Its work programme is fully integrated with that of the EFC.

3. The integrated work programme of the Committee on Forests and the Forest Industry and the European Forestry Commission has four work areas (WA):

- (a) WA 1: Data, monitoring and assessment;
- (b) WA 2: Policy dialogue and advice;
- (c) WA 3: Communication and outreach;
- (d) WA 4: Capacity-building.

Mandate of the FAO European Forestry Commission

The Mandate of the Commission also remains unchanged:

Name	<u>European Forestry Commission (EFC)</u> (FO-726) (1) (Article VI-1 of the Constitution)		
Origin	Established by the Conference at its Third Session (1947) on the recommendation of the FAO Mariánské-Lázně (Czechoslovakia) Forestry Conference in 1947.		
Purpose	To advise on the formulation of forest policy and to review and coordinate its implementation at the regional level; to exchange information and, generally through special subsidiary bodies, advise on suitable practices and action with regard to technical and economic problems, and make appropriate recommendations in relation to the foregoing.		
First Session	July 1948		
Membership	Open to all Member Nations and Associate Members whose territories are situated wholly or in part in the European Region or who are responsible for the international relations of any non-self-governing territories in that region. Membership comprises such eligible Nations that have notified the Director-General of their desire to be considered as members.		
Present membership	Albania Austria Belarus Belgium Bulgaria Croatia Cyprus Czech Republic Denmark Estonia European Community Finland France Germany	Greece Hungary Iceland Ireland Israel Italy Latvia Lithuania Luxembourg Malta Netherlands Norway Poland Portugal Romania	Russian Federation Serbia Slovakia Slovenia Spain Sweden Switzerland The former Yugoslav Republic of Macedonia Turkey Ukraine United Kingdom Uzbekistan