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**Joint Committee/Commission matters: Integrated
Programme of Work 2022-2025**

**Food and Agriculture Organization
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Draft Integrated Programme of Work 2022-2025 (Part II)**Note by the Secretariat***Summary*

This document complements Part I of the draft Integrated Programme of Work 2022-2025 as contained in ECE/TIM/2021/6-FO/EFC/2021/6, and contains the second part, namely the draft Terms of Reference of the ECE/FAO Teams of Specialists and of the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management. The document was developed as a result of the Strategic Review process and contains recommendations by the Joint Working Party on Forests Economics, Statistics and Management.

More information about the Strategic Review process can be found in the information document ECE/TIM/2021/Inf.2-FO/EFC/2021/Inf.2.



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

1. The Joint ECE/FAO Working Party on Forest Statistics, Economics and Management is a subsidiary body of the Committee and the Commission and contributes to the implementation of the Integrated Programme of Work (IPoW) of those two bodies. It does so by coordinating the Teams of Specialists (ToS) in line with the activities of the IPoW as well as providing technical advice. It takes instructions from the Committee and the Commission and meets annually to:

- (a) Provide implementation guidance for all areas of the IPoW;
- (b) Supervise the work of Teams of Specialists and facilitate the exchange of information on their work; and
- (c) Identify priorities for action and relevant emerging issues; and transmit suggested priorities and specific recommendations to COFFI and the EFC for consideration.

2. The Joint ECE/FAO Working Party on Forest Statistics, Economics and Management 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 Joint ECE/FAO Working Party on Forest Statistics, Economics and Management 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 Joint ECE/FAO Working Party on Forest Statistics, Economics and Management 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; and
- (c) Increase the visibility and impact of the work of Teams of Specialists among member States, regional economic integration organizations and within the relevant bodies in the United Nations.

4. The Joint ECE/FAO Working Party on Forest Statistics, Economics and Management, as part of its work for the Committee and the Commission, shall:

- (a) Propose priorities for activities in the Work Areas and on relevant emerging issues;
- (b) Provide, 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) Initiate, 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 Outlook Studies and the Forest Products Annual Market Reviews;
- (e) Invite other sectors to the sessions 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; and
- (f) Invite other international bodies, including the International Tropical Timber Organization, the Conference of European Statisticians, Forest Europe and Eurostat, to the sessions, with a view to coordinating activities and avoiding any duplication of effort.

5. The work of the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management should be assessed in line with the Strategic Review of the Integrated Programme of Work process, which will take place in 2023.

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

6. In order to support the implementation of the IPoW, the following Teams of Specialists are established for the period 2022-2025.

<i>Name of Team of Specialists</i>	<i>Contribution to the Programme of Work</i>
Team of Specialists on Monitoring Sustainable Forest Management	Work Area 1, Work Area 2, and Work Area 4: to focus on sustainable forest management monitoring, assessment and reporting and work on criteria and indicators. This ToS will be serviced by the Joint Section.
Team of Specialists on Boreal Forests	Work Area 1 and Work Area 2: to contribute to science and policy cooperation on boreal forests and improve overall awareness of boreal forests. This ToS will be serviced by the Joint Section.
Team of Specialists on Sustainable Forest Products	Work Area 1 and Work Area 4: to focus on forest products and markets. This ToS will be serviced by the Joint Section.
Team of Specialists on Forest Products- and Wood Energy- Statistics	Work Area 1, Work Area 2, and Work Area 4: to support the work on statistics for forest products and wood energy. This ToS will be serviced by the Joint Section.
Team of Specialists on Forest Communication	Work Area 3: to provide advice to the ECE/FAO Forestry and Timber Section in support of relevant events, campaigns and public relations efforts. This ToS will be serviced by FAO HQ.

7. The Team of Specialists on Forest Sector Outlook is suspended for the duration of the Integrated Programme of Work 2022-2025, given the completion of the Forest Sector Outlook Study 2021. Work on dissemination of the results of the outlook study and related capacity building activities will be continued by the Joint Section.

8. The ToS on Green Jobs is discontinued¹.

¹ The Joint Section will continue to contribute to the work on green jobs in the forest sector in collaboration with relevant actors within the scope of the Integrated Programme of Work. In addition, an expert network on green jobs in the forest sector might be established under Forest Europe. More information about this conclusion can be found in background document ECE/TIM/2021/Inf.2-FO:EFC/2021/Inf.2

A. ECE/FAO Team of Specialists on Monitoring Sustainable Forest Management

Reference to the Integrated Programme of Work: Work Area 1, “Data, monitoring, reporting and assessment”, Work Area 2, “Policy dialogue and advice” and Work Area 4, “Capacity-building”

1. Objectives

9. To strengthen the work on: (i) forest monitoring and reporting, (ii) assessing the state of forests and sustainability of forest management and (iii) monitoring the role of the forest sector in a green circular and bio-economy in the region;

10. To advise the ECE/FAO Forestry and Timber Section on the implementation of activities in Work Area 1 “Data, monitoring, reporting and assessment”, with regard to the collection, harmonization, review, analysis and dissemination of information on forests and sustainable forest management in the region.

2. Activities and functions

11. The Team will support the data collection process of the FAO Global Forest Resources Assessment 2025 reporting process (including the Collaborative Forest Resources Questionnaire);

12. Contribute to the joint ECE/FAO/Forest Europe data collection on forests and forest management in the pan-European region and assist the preparatory process of the Forest Europe State of Europe’s Forests 2025 (support data collection, analysis, drafting and review).

13. Contribute to the work on criteria and indicators for sustainable forest management agreed by Forest Europe and the Montréal Process.

14. Contribute to the work on the development and implementation of global and regional forest indicators under the 2030 Agenda on Sustainable Development and the United Nations Strategic Plan for Forests 2017-2030.

15. Contribute to further work on the assessment of the sustainability of forest management.

16. Contribute to the development of the concepts and methodologies for monitoring, assessment and reporting on forest resources, functions and services and sustainable forest management, including forest damage and disturbance.

17. Contribute to the conceptualization of monitoring, analysis and reporting systems on forest resources, functions and services and sustainable forest management.

18. Support international work and cooperation on monitoring of forest resources and sustainable forest management, including the European Union (i.e. Eurostat, the European Environment Agency and the Joint Research Centre) and other organizations (i.e., the International Union of Forest Research Organizations, the International Co-operative Programme on Assessment and Monitoring of Air Pollution Effects on Forests and the European Forest Institute) in this area.

19. Collaborate with other ECE/ FAO Teams of Specialists on cross-cutting issues.

3. Expected major outputs and contributions

20. Review and contribute to documents, reports, and meetings related to the global reporting framework – in cooperation with the FAO Global Forest Resources Assessment Team.

21. Review and contribute to documents, reports, and meetings, especially related to the activities of the Workstream 1 “A dynamic concept of Sustainable Forest Management in Europe” under Forest Europe. Support the organization of the workshop for authors and

national correspondents in the region; support the production and dissemination of the State of Europe's Forests.

22. Review and contribute to documents, reports, and meetings on global and regional forest indicators to support the implementation of the 2030 Agenda on Sustainable Development and the United Nations strategic plan for forests 2017-2030.

23. Advise on criteria & indicator processes, as well as designing an improved statistical data management system on forest resources, their functions and services, and forest management.

24. Advise on the other data-related work within other Work Areas, and in particular the measurement of the forest sector contribution to a circular and bio-economy and capacity development.

4. Background

Established/ Approved by: Joint session of the Committee and the Commission, Rome, Italy, 2021.

Duration: From January 2022 to December 2023. Renewable to 2025.

Methods of work: Regular (at least annual) Team of Specialists meetings (including its steering group and thematic sub-groups meetings).

Thematic, subregional workshops, seminars, events.
Participation in workshops with Global Forest Resources Assessment 2025 national correspondents.

Reviews and consultations, in person, via videoconference and electronic means.

Review and, if feasible, preparation of background materials, discussion papers, enquiries.

Other forms of work can be determined by the Team of Specialists, if needed.

Reporting: Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management

Team leader: To be elected at the first Team meeting

B. ECE/FAO Team of Specialists on Boreal Forests

Reference to the Integrated Programme of Work: Work Area 1, "Data, monitoring, reporting and assessment", and Work Area 2, "Policy dialogue and advice"

1. Objective(s)²

25. Contribute to science and policy cooperation on boreal forests, while reducing duplication of effort and encouraging the pursuit of cost-effective approaches for circumboreal cooperation;

26. Increase collaboration with the International Boreal Forest Research Association (IBFRA) and other boreal-related research organizations, in order to strengthen science and policy cooperation with regards to the boreal biome;

27. Improve awareness and understanding of the role boreal forests play in global issues such as climate change and sustainable economic development, as well as in addressing the challenges reflected in the 2030 Agenda for Sustainable Development;

² As outlined in the Haparanda Declaration of 2018.

28. Advise the ECE/FAO Forestry and Timber Section on any matters related to boreal forests within the Integrated Programme of Work.

2. Activities and functions

29. Contribute to the exchange of information, experiences and best practices on boreal forests;

30. Facilitate a science policy dialogue on boreal forest issues;

31. Where appropriate, contribute to identifying knowledge gaps that – when addressed – can provide policy responses to international challenges;

32. Work with other international bodies, including the International Boreal Forest Research Association (IBFRA), with a view to achieving coordination of initiatives;

33. Collaborate with other ECE/ FAO Teams of Specialists on cross-cutting issues.

3. Expected Major Outputs

34. The Team of Specialists on Boreal Forests will identify priority issues for the sustainable management of boreal forests, taking into account regional realities and differences. The Team will focus on increasing knowledge and understanding of issues related to boreal forests.

35. It will:

(a) Produce (and contribute to the production of) information products that reflect collaborative efforts on boreal forest issues, e.g. in relation to the 2030 Agenda for Sustainable Development, the United Nations Strategic Plan for Forests 2017-2030, and the ECE/FAO Integrated Programme of Work;

(b) Produce, based on existing information, assessment and scoping documents, presentations and other information products describing existing conditions in boreal forests, and identifying important issues and opportunities in their management;

(c) Provide consultation and advice on boreal-related issues as needed.

4. Background

Established/ Approved by:	Joint session of the Committee and the Commission, Rome, Italy 2021.
Duration:	From January 2022 to December 2023. Renewable to 2025.
Methods of work:	Annual meeting or 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

C. ECE/FAO Team of Specialists on Sustainable Forest Products

Reference to the Integrated Programme of Work: Work Area 1, “Data, monitoring, reporting and assessment” and Work Area 4, “Capacity-building”

1. Objectives

36. To advise and support work on the sustainable development of forest products markets and related policies in the region.

37. To raise awareness on the role that sustainable forest products can play in greening economies and in providing sustainable products and livelihoods.

2. Activities and functions

38. Provide guidance and referral to the best available experts and/or sources of information for the organization of:
- (a) Market Discussions; and
 - (b) Workshop(s) on all topics related to forest products including the role of forest products in a green circular and bioeconomy, the sustainable production, trade and consumption of wood energy, the use of wood for so-called “green buildings construction”, innovative wood products and other topics in line with the work programme.
39. 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.
40. Advise the secretariat on the organization of meetings related to the sustainable use of forest products.
41. Advise the secretariat on strategies to carry out the Programme of Work in the forest products marketing area, in particular to assist in strengthening the focus on innovative forest products and on improving knowledge on wood sustainability credentials.
42. Build links with standard/certifying organizations, as well as forest products trade associations, to promote the use of forest products as a sustainable material for construction and other uses.
43. Build linkages with non-forest bodies within the UN, including with the ECE Committee on Housing and Land Management.
44. Build links, both informal and formal, with other Teams of Specialists in areas where cross-cutting issues are shared and where assistance and coordination can be mutually beneficial.
45. Build upon the work of previous capacity-building workshops and consider organizing similar events in association with regional bodies.
46. Organize an annual workshop on enhancing societal awareness of the contribution of the forest products industry to a sustainable economy; subject to availability of funds.
47. Work with the secretariat to attract and enhance the involvement of the forest products industry in official meetings, aiming at:
- (a) Enhancing societal awareness of the forest products industry in sustainable economies;
 - (b) Holding a full day session focusing on market/industry issues;
 - (c) Organizing industry visits; and
 - (d) Organizing side events that involve the forest products industry sector.
48. Provide a network of expertise and advice, including on priorities.
49. Collaborate with other ECE/ FAO Teams of Specialists on cross-cutting issues

3. Expected major outputs and contributions

50. Market Discussions covering forest product market topics that are current and relevant to the region and contribute to the Market Statement.
51. Bi-annual meetings 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 of Specialists meeting that is held at the time of Committee, Commission and Working Party meetings).

4. Background

Established/ Approved by:	Joint session of the Committee and the Commission, Rome, Italy, 2021.
Duration:	From January 2022 to December 2023. Renewable to 2025.
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 secretary should ensure close communication and collaboration with the Teams of Specialists on Forest Products Statistics and Wood Energy.

D. ECE/FAO Team of Specialists on Forest Products- and Wood Energy- Statistics

Reference to the Integrated Programme of Work: Work Area 1, "Data, monitoring and assessment" and Work Area 4, "Capacity-building"

1. Objectives

52. To advise and support work on forest products statistics, including data coverage and collection, validation and classifications used in the region;
53. To advise and support work on wood energy data statistics, namely the Joint Wood Energy Enquiry, including data coverage, collection and validation of data;
54. To suggest and support proposals for increasing the reliability, visibility and usefulness of forest products- and wood energy- statistics.
55. To advise on implementation of activities in Work Area 1 relating to forest products- and wood energy- statistics.

2. Activities and functions

56. Review materials and provide guidance on questionnaires such as the Joint Forest Sector Questionnaire (JFSQ), Timber Forecast Questionnaire (TFQ), Engineered Wood Products (EWP) and the Joint Wood Energy Enquiry (JWEE) and associated procedures;
57. Develop methods to possibly expand the scope to include production and trade of other secondary wood products (furniture, joinery, etc.) and develop methodology for data collection on these products;
58. Actively cooperate and partner with other organizations involved in wood energy with the aim of sharing and improving wood energy data and information;
59. Investigate required changes in the Harmonized System classification; prepare for the implementation of 2027 Harmonized System and future potential changes to Harmonized System and other classifications;
60. Continue development of conversion factors for secondary forest products (Engineered Wood Products, joinery, furniture) and energy products;
61. Support possible publication of a roundwood balance study and continue to develop methodology;
62. Strengthen capacities in member States to submit improved data quality and increased data coverage through knowledge sharing and capacity-building events;
63. Disseminate information on forest products- and wood energy- statistics further through the ToS network;

64. Advise on issues to coordinate with other members of the Inter-secretariat Working Group on Forest Sector Statistics;
65. Recommend improvements to data systems, including data capture;
66. Recommend methods for improving data reliability;
67. Coordinate and communicate with other Teams of Specialists on areas where appropriate and as requested.

3. Expected major outputs and contributions

68. Recommendations for revisions to the JFSQ, TFQ and JWEE questionnaires;
69. Submission of potential input for the 2027 revision of the Harmonized System and further revisions in later years;
70. Proposal for improvements for national and international practices in data validation and, if required, a working paper describing best practices;
71. Revision of the list of recommendations on the methods for, analysis and conduct of the relevant questionnaires;
72. A recommended procedure for estimating wood balance, including the desirable level of detail to include and conversion factors to use;
73. Contributions to possible studies on conversion factors, improving post-consumer recovered wood data, roundwood balance and double counting issue, in collaboration with other Teams of Specialists;
74. Organization of two to three capacity building events on forest products- and wood energy- statistics resulting in improved quality and quantity of national reports;
75. Contribute relevant data to SDG reporting at any level.

4. Background

Established/ Approved by:	Joint session of the Committee and the Commission, Rome, Italy, 2021.
Duration:	From January 2022 to December 2023. Renewable to 2025.
Methods of work:	Annual meeting of the ToS, online webinars and discussions and capacity building events. 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 the first Team meeting
Communication:	The Team Leader and secretariat should ensure close cooperation with the ToS on Sustainable Forest Products, and the ToS on Sustainable Forest Management. The Team should also seek to communicate and collaborate in other fora working in this area, and to collaborate with others (e.g. Forest Europe, IEA, IPCC, IRENA, OECD, Eurostat, ITTO, EFI etc.).

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

Reference to the Integrated Programme of Work: Work Area 3, "Communication and outreach" and Work Area 4, "Capacity-building"

1. Objectives

76. To improve the ability of the forest sector to communicate effectively within and outside the sector on the role of forests in sustainable development.

77. To advise the ECE/FAO Forestry and Timber Section and support communication activities in all Work Areas.

2. Activities and functions

78. The Team of Specialists provides services and advice in the communication field to benefit the forest and non-forest community and raise awareness about sustainable forest management by:

(a) Supporting forest-related ECE/FAO intergovernmental bodies in reaching out to relevant constituencies, within and outside the forest sector;

(b) Providing a forum for international interaction and cooperation in forest related communications;

(c) Developing the professionalism of forest communicators by introducing and encouraging state of the art and innovative communication approaches, strengthening networking and supporting capacities in the region;

(d) Providing advice for communication activities around the International Day of Forests and European Forest Weeks, upon request by the organizers;

(e) Raising awareness of the significance of forests and sustainable forest management in achieving the SDGs;

(f) Contribution to the communication and outreach strategies of ECE, FAO and the United Nations Forum on Forests, in support of the implementation of the United Nations Strategic Plan for Forests 2017-2030, in particular its communication and outreach strategy;

(g) Conducting a survey among forest communicators on current trends and the latest developments and communication challenges in the sector;

(h) Sharing information and experience with forest communicators' networks established by FAO in other regions;

(i) Supporting capacity-building activities in cooperation with all other Teams of Specialists, as appropriate;

(j) Providing advice for communication campaigns and strategies to communicate outputs of other Teams of Specialists to a target audience, upon request by the respective Team of Specialists;

(k) Developing further approaches and tools for educational work on forests by continued involvement of the FCN-Subgroup-Forest Pedagogics;

(l) Cooperating with the Forest Europe Liaison Unit and other relevant institutions, organizations, processes and initiatives, on matters relevant to forest communication;

(m) Identifying other communication work of relevance to forests as well as information-sharing platforms developed by civil society; and

(n) Developing a proposal for a possible survey on the public perception of forests and the forest sector in the region for submission to potential donors.

3. Expected major outputs and contributions

79. An annual proposal for communication activities and messages for each International Day of Forests.

80. Proposals for communication activities and communication sessions around the European Forest Weeks, World Forestry Congress and international events as appropriate.

81. Proposals for highlighting the significance of forests and sustainable forest management for achieving the SDGs.

82. Contributions to the development and implementation of the communication and outreach strategies of ECE, FAO and the United Nations Forum on Forests in support of the implementation of the United Nations Strategic Plan for Forests 2017-2030.

83. An information note on activities carried out with the other regional communicators' networks with a focus on global interconnection and outreach – to be included in the annual Team activities' report.

4. Background

**Established/
Approved by:** Joint session of the Committee and the Commission, Rome, Italy, 2021.

Duration: From January 2022 to December 2023. Renewable to 2025.

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.

III. Guidelines for ECE/FAO Teams of Specialists

A. Introduction

84. These guidelines were adopted by the joint session of the Committee and the Commission, held from 22 to 25 November 2021 in Rome, Italy. The guidelines shall apply to the ECE/FAO Teams of Specialists, which contribute to the implementation of the IPoW.

85. These 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

86. 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 IPoW 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.

87. The primary role of the Teams of Specialists is to support the implementation of the IPoW 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.

88. 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. The Teams are also expected to contribute to the Forest Information Billboard.

89. Intellectual property of the Team's output remains with the ECE and FAO.

C. Membership and Officers

90. 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 IPoW, 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.

91. Experts who were not officially nominated can also contribute to the Team's work, at the invitation of the Team leader and in close consultation with the secretariat. To the extent possible, due consideration should be given to ensuring geographical and gender balance.

92. 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.

93. Experts contribute to the work of the Teams on the voluntary basis and in their personal capacity, they are not considered part of the ECE and FAO secretariat staff and do not represent ECE or FAO to external world. Presentations of the Team's work to external fora can be done by experts only in their personal capacity and after the consultation with the secretariat.

D. Role of the Team leaders and Team members

94. 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) Undertake substantive work, in particular the preparation of substantive documentation, publications etc. linked to the ECE/FAO Forestry and Timber Section List of Activities³;
- (e) Coordinate and facilitate the implementation of the work plan, including raising funds (where appropriate and within limitations set by the UN and FAO);

³ List of Activities – official document approved annually by the Joint ECE/FAO Working Party of Forest Statistics, Economics and Management,

(f) Coordinate the preparation and presentation of annual implementation reports at the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management; and

(g) Organize and attend meetings of the leaders of the Teams of Specialists.

95. 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.

96. 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

97. Under the guidance of the leader and with the support of the secretariat, the Team prepares its work plan for a two year period from its Terms of Reference, which includes: (1) tangible outputs that are linked to the ECE/FAO Forestry and Timber Section List of Activities, (2) the time schedule, and (3) the resources needed to implement the plan, including those resulting from fund raising. Teams can create task-oriented groups for a limited period of time (e.g. to advise on 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.

98. 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, Microsoft Teams, Zoom or Webex meetings, webinars, and other online formats, 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.

99. The only website for each Team of Specialists will be the one hosted by the ECE/FAO Forestry and Timber Section (www.unece.org) and/or FAO (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.

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

101. 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

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

(a) Coordinating the nomination of Team members with member States and working with the Team leaders on invited experts, for updating of the lists of Team members and issuing meeting invitations;

(b) Conducting the elections of team leader and co-leaders;

- (c) Handling official contacts on behalf of the team including correspondence with governmental and nongovernmental experts as well as experts from international organisations and agencies involved;
 - (d) Presenting the work of the team to external fora.
 - (e) Assisting in the scheduling of meetings and other activities, in consultation with the Team;
 - (f) Providing technical means and innovative solutions to facilitate cost-effective meetings and the possibility for remote access to meetings for members who cannot attend the meeting personally;
 - (g) Providing guidance in fulfilling the Terms of Reference;
 - (h) Facilitating meetings and assisting the leader in preparing meeting reports, by taking notes and drafting the main conclusions and next steps;
 - (i) Cooperating with the leader in preparing reports on the Team's accomplishments; and
 - (j) Uploading any relevant documentation to the Team website before and after Team meetings and disseminating information on the Team's activities.
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