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**Joint ECE/FAO Working Party on Forest Statistics,**

**Economics and Management**

**Forty-fourth session**

Geneva, 31 May -2 June 2023

Item 3 of the provisional agenda

**Rules of Procedure for the Joint Working Party**

## **Draft Rules of Procedure for the Joint Working Party**

**Note by the secretariat**

### *Summary*

This document reflects the discussions at the forty-third session of the Joint The Joint United Nations Economic Commission for Europe (ECE)/Food and Agriculture Organization of the United Nations (FAO) Working Party on Forest Statistics, Economics and Management (Joint Working Party). It is based on the post-session version of document ECE/TIM/EFC/WP.2/2022/Inf.1/ and includes revisions proposed by member States.

The Joint Working Party is strongly advised to adopt the Rules of Procedure as contained in this document and inform the Joint session of the Committee on Forests and the Forest Industry (COFFI) and the European Forestry Commission (EFC) accordingly. Should no consensus be found on the Rules of Procedures, the applicable paragraphs of the Committee on Forests and the Forest Industry Rules of procedure would be applied as those of the direct higher-ranking body which are applicable also to the lower ranking subsidiary body in the absence of the lower ranking subsidiary body not having their own.



# Draft Rules of Procedure for the Joint Working Party on Forest Statistics, Economics and Management

## Background

### 1. Introduction

1. The Joint UNECE/FAO Working Party on Forest Statistics, Economics and Management (Joint Working Party) is a subsidiary body of the ECE Committee on Forests and the Forest Industry (COFFI) and the FAO European Forestry Commission (EFC). It contributes to the implementation of the Integrated Programme of Work.

2. While since 2013, the ECE “Guidelines on procedures and practices for ECE bodies” (E/2013/37-E/E/ECE/1464, Annex III, Appendix III, adopted by the Economic Commission for Europe at its sixty-fifth session, 9-11 April 2013) allow for subsidiary bodies to apply their own set or partial set of Rules of Procedures, until November 2019, the direct parent body of the Joint Working Party, COFFI, had no separate Rules of Procedure. The Joint Working Party too has so far not adopted its own Rules of Procedure and has been applying the Economic Commission for Europe ECE Rules of Procedure.

3. In general, in the United Nations, the Rules of Procedure of the direct higher-ranking body are applicable also to the lower ranking subsidiary body in the absence of the lower ranking subsidiary body not having its own.

### 2. Review of developments so far

4. At its forty-first session in March 2019, the secretariat informed the Joint Working Party that COFFI had approved new Rules of Procedure during its seventy-sixth session (November 2018). Given the above-mentioned principle, the secretariat explained that COFFI’s Rules should also be applied to the Joint Working Party. The Joint Working Party, considering that the COFFI Rules of Procedure were to undergo further discussion decided to postpone a decision on the adoption of the COFFI Rules of Procedure as their own Rules of Procedure to its next session. The ECE Rules of Procedure continued to apply.

5. In November 2019, at its seventy-seventh session, COFFI adopted the final version of its Rules of Procedure (see Annex VI of document ECE/TIM/2019/2–FO:EFC/2019/2).

6. The Joint Working Party in its 2021 session found no consensus on the application of the COFFI Rules of Procedure. Delegations requested the secretariat to develop a set of new draft Rules of Procedure on the basis of consultations with the Heads of Delegations and members of the Joint Working Party to be tabled for consideration and possible adoption in 2022.

7. Based on feedback received the secretariat prepared new draft Rules of Procedure for the 2022 session of the Joint Working Party which were amended in-session and resulted in post-session document ECE/TIM/EFC/WP.2/2022/Inf.1. The following document contains the amended text highlighted in bold.

8. The Joint Working Party is strongly advised to adopt the text below and table it for information during the 2023 Joint session of COFFI and EFC. Should no consensus be found, the applicable paragraphs of the COFFI Rules of Procedure would be applied as those of the direct higher-ranking body which are applicable also to the lower ranking subsidiary body in the absence of the lower ranking subsidiary body not having its own.

# Proposed draft Rules of Procedure for the Joint United Nations Economic Commission for Europe /Food and Agriculture Organization of the United Nations Working Party on Forest Statistics, Economics and Management

## 1. Introduction

9. The following Joint Working Party draft rules of procedure have been prepared in accordance with the **Terms of Reference and Rules of Procedure of the Economic Commission for Europe (E/ECE/778/Rev.5, 2009) Rule 20: “Subsidiary Bodies shall adopt their own rules of procedure unless otherwise decided by the Commission”**. ~~Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe /37 E/ECE/1464, Annex III, Appendix III).~~<sup>1</sup> ~~In any area not covered in this document, the Rules of Procedure of the Economic Commission for Europe shall apply, as appropriate, the Rules of Procedure of the Economic and Social Council, taking into account the Guidelines on Procedure and Practices for ECE bodies mutatis mutandis. In any area not covered in this document, the Rules of Procedure of the Economic Commission for Europe Committee on Forests and the Forest Industry shall apply.~~

## 2. Organization of the Joint Working Party sessions

10. Sessions of the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management (Joint Working Party) shall be held regularly once a year. Additional meetings may be convened by the Bureau<sup>2</sup> in consultation with the Joint Bureau of the ECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission and the secretariat.

11. At its session, the Joint Working Party decides on the dates of the next session. Changes in previously agreed dates of sessions due to unforeseen circumstances can be initiated by the Bureau in consultation with the secretariat.

12. The provisional agenda for the upcoming sessions of the Joint Working Party shall be drawn up by the secretariat in consultation with the Bureau and shall be circulated to member States at least six weeks<sup>3</sup> in advance of the meeting.

~~13. The agenda of the individual sessions of the Joint Working Party shall cover, inter alia, a review of the implementation of the **Integrated Programme of Work of the ECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission (IPoW)**, including a review of capacity building activities, policy relevant documents developed in the context of the **IPoW**, as well as deliberations on future activities in accordance with its mandate and terms of reference, as contained in the **IPoW**.~~

14. The Bureau in consultation with the secretariat shall suggest substantive issues within the aforementioned terms of reference to be addressed during the substantive segment of the sessions.

## 3. Representation and accreditation

15. The rules for representation and participation in the Economic Commission for Europe (E/ECE/778/Rev.5)<sup>4</sup> and the Guidelines on Procedures and Practices for ECE bodies adopted by the Economic Commission for Europe (E/2013/37-E/ECE/1464, Annex III, Appendix III) shall be applied.

<sup>1</sup> ~~Outcome of the review of the 2005 reform of ECE (E/2013/37 E/ECE/1464, annex III).~~

<sup>2</sup> See section 5.

<sup>3</sup> ~~Rules of procedures of ECE, Decision 2010/19, Rule 7.~~

<sup>4</sup> Terms of Reference and Rules of Procedure of **COFFI based on** the Economic Commission for Europe – Fifth edition (E/ECE/778/Rev.5).

16. Representatives of non-governmental organizations, private sector and academia and other entities whose work is relevant to the forest sector and the **Joint Working Party**, which do not have consultative status with the Economic and Social Council<sup>5</sup>, and have informed the secretariat of their desire to be represented at least 20 days in advance of the meeting may be allowed to participate as observers without a right to vote, subject to the approval of the secretariat.

17. The list of participants in the Joint Working Party sessions shall be communicated by the secretariat to the Permanent Representations of member States to the United Nations Organizations in Geneva at the latest five working days prior to the starting date of the session.

#### **4. Officers**

18. The Joint Working Party shall elect a Chairperson and two Vice-Chairpersons among individuals officially representing a member States of ECE in the Joint Working Party. The Joint Working Party Bureau shall consist of those three officers.

19. The term of office shall be one year. Bureau members can be re-elected for maximum five additional terms. Efforts shall be made to ensure continuity within the Bureau, as appropriate. The terms of office of elected officials will begin at the end of the session in which they are elected. This will allow the current officers to preside over the session that they have prepared and organized.

20. Candidates for the Bureau of the Joint Working Party shall be nominated by member States based on the person's expertise, professionalism, and expected support from the membership.

21. Geographical balance should be taken into due consideration when examining the candidatures of potential Bureau members.

22. Member States, while making their nomination, shall ensure that candidates or their employers have no contractual agreement with ECE, from which they or their employers may financially benefit, in order to avoid conflicts of interest.

23. The elections for the Bureau will take place in accordance with the Guidelines on Procedures and Practices for ECE bodies (E/2013/37-E/ECE/1464, Annex III, Appendix III).

24. If the Chairperson is absent from any meetings or part thereof, a Vice-Chairperson shall perform the functions of the Chairperson. If no Vice-Chairperson is present, the Joint Working Party shall elect an interim Chairperson for that meeting or that part of the meeting.

25. If the Chairperson can no longer perform the functions of the office, the Bureau of the Joint Working Party shall designate one of the Vice-Chairpersons as interim Chairperson to perform those functions pending the election of a new Chairperson by the Joint Working Party. The interim Chairperson shall have the same powers and duties as the Chairperson.

26. The Chairperson and Vice-Chairpersons serve collectively in the interest of all member States of the Joint Working Party and not as official representatives of their governments, and act within the Terms of Reference of the Joint Working Party and these Rules of Procedures. The work of the Bureau is carried out in a way that is member driven, consensus-oriented, transparent and accountable.

#### **5. Functions of the Bureau**

27. The key functions of the Bureau are those detailed in the Guidelines on Procedures and Practices for ECE bodies (E/2013/37-E/ECE/1464, Annex III, Appendix III).

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<sup>5</sup> Non-governmental organizations recognized by the Economic and Social Council are covered in document E/ECE/778/Rev.5, which is referred to in paragraph 8.

28. In addition to these key functions, the Chairperson of the Joint Working Party Bureau will be invited as an observer to attend the meetings of the joint Bureaux meetings of the **COFFI** bureau with the **FAO EFC** Executive Committee.

29. The Bureau shall report to the Joint Working Party.

## **6. Procedures for the adoption of decisions and Joint Working Party meeting reports**

30. The Joint Working Party shall make all possible efforts to take decisions on the basis of consensus. If voting is used, the Chapter on Voting in the Rules of Procedure of the ECE shall apply.

31. A draft report of the meeting, which reflects in a concise and factual manner the discussion and the views expressed by participants, should be circulated before the end of the meeting for comments and adoption by member States at the end of the meeting.

32. If the draft report cannot be circulated at or adopted during the meeting for technical reasons, the Joint Working Party will distribute it to all Geneva Permanent Representations for subsequent approval no later than ten days after the conclusion of the meeting.

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