Introduction


Attendance

2. Delegations from the following member States participated: Austria, Belgium, Croatia, Czechia, Estonia, Finland, France, Germany, Ireland, the Netherlands, Norway, Poland, Portugal, Romania, the Russian Federation, Serbia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, the United Kingdom and the United States of America.

3. A representative of the European Environment Agency participated in the session.

4. The following United Nations (UN) bodies and agencies attended the session: The United Nations Economic Commission for Europe (ECE), the Food and Agriculture Organization of the United Nations (FAO), International Labour Organisation (ILO).

5. Representatives of the Liaison Unit Bratislava of Forest Europe attended the session.

6. Representatives of the following non-governmental organizations attended the session: European Organization of the Sawmill Industry, Programme for the Endorsement of
Forest Certification Schemes (PEFC), Sustainable Forestry Initiative (SFI), European Biomass Association (AEBIOM), Crann-Trees for Ireland, European State Forest Association (EUSTAFOR), Institute of Forest, Forestry Experts’ Association (METO), Pan Bern, Union of European Foresters (UEF), and Wood Technology Institute.

7. Representatives of the following educational organizations were present: Alterra, University of Freiburg, University of Helsinki, and University of Zurich.
8. Representatives of the following private sector companies and associations attended the session: Central Union of Agricultural Producers and Forest Owners (MTK), PHBois Forest Office.

**Item 1: Adoption of the agenda**

9. The meeting was opened by Mr. Jeffrey Prestemon of the United States of America, Chair of the Working Party. Opening remarks were made by Ms. Ivonne Higuero, Director of the UNECE Forests, Land and Housing Division and Mr. Peter Csoka, Team Leader, Statutory bodies, CPF and Outreach, Forestry Department, Food and Agriculture Organization of the United Nations. After opening remarks, the Chair introduced the agenda, which was adopted without amendments. The order of items was changed in accordance with a request by the secretariat.

**Item 2: Report from the seventy-fourth session of the Committee on Forests and the Forest Industry**

10. The outcomes of the seventy-fourth session of the ECE COFFI, which took place in Geneva, Switzerland, from 18 to 20 October 2016 were reported by Mr. Christoph Dürr, Vice-Chair of the Committee on Forests and the Forest Industry (COFFI). He highlighted implications for the COFFI work for the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management.
11. He highlighted the major outcomes of the COFFI session, including, among others, the review of progress related to the 2030 Agenda on Sustainable Development, the United Nations Strategic Programme on Forests, and Forest Europe. Other topics discussed included forest ownership, green jobs in the forest sector and forest products markets and trends. Mr. Dürr highlighted that the 74th session focused on the private sector, and included discussion panels on (i) opportunities and barriers for forest products and (ii) wood construction in the region. The COFFI session was followed by the workshop on measuring the value of forests in a green economy.

**Item 3: Report from the International Day of Forests “Forests and Energy”**

12. The Secretariat presented activities undertaken by the secretariat to celebrate International Day of Forests on the chosen theme of “Forests and Energy” on Tuesday, 21 March 2017.

**Item 4: 70 Years of the ECE-FAO cooperation on forests and forest sector**

13. The secretariat provided an overview of the history and milestones of the 70 years of the joint work of the ECE and FAO on forests and the forest sector, based on an anniversary publication to be presented at Las2017, the joint session of COFFI and the EFC that will take
place in Warsaw, Poland, from 9 to 13 October 2017. The Secretariat also informed delegates about planned activities to celebrate the 70th anniversary of the ECE-FAO cooperation, as well as the 70th anniversary of the ECE and its Committee on Forests and the Forest Industry. It was also mentioned that Czechia will host an international conference to celebrate the 70th anniversary of the cooperation of ECE and FAO in Marianske Lazne, the same venue of the very first international timber conference of 1947. The Czech representative informed that the dates of the meeting will be communicated in due course.

In response to suggestions from the Russian Federation and Czechia, the Secretariat noted they stand ready to assist with the preparation of a declaration to be adopted by the meeting.

Item 5: Update on the 2030 Agenda for Sustainable Development and other international policy processes with impact on forests

14. Delegates were informed about:

a) The latest developments related to the 2030 Agenda for Sustainable Development, with an impact on forest statistics, economy and management, in particular the monitoring and review system of the 2030 Agenda and the recent adoption by the UN Statistical Commission of the global indicator framework for the SDGs and SDG targets.


c) The organization led initiative of the Collaborative Partnership on Forests (CPF) in support of the United Nations Forum on Forests, held 28 - 30 November 2016 on “Development of global forest indicators to support the implementation of the 2030 Agenda for Sustainable Development and the international arrangement on forests Strategic Plan”.

d) The results of the thirteenth Conference of the Parties to the Convention on Biological Diversity (Cancun, Mexico, 2-17 December 2016), including the mainstreaming of biodiversity in different sectors, such as forestry, agriculture and fisheries.

15. The Working Party considered the outcomes of these policy processes and their relevance to its future work. The Working Party welcomed the positive and supportive comments regarding the joint reporting at the global and regional levels and took note of the good cooperation between Forest Europe and the Joint ECE/FAO Forestry and Timber Section.

Item 6: Guidance on work areas

16. Under this agenda item, leaders or the co-leaders of each team or a member of the team presented the work of their Team of Specialists under the respective work area and reviewed activities of 2016 and the first quarter of 2017. The secretariat also delivered a short presentation on main achievements. Detailed information on the content of all presentations is available in the background documents for the meeting, and highlights are available in the annotated agenda for the meeting (ECE/TIM/EFC/WP.2/2017/1). All documents can be found on the ECE website.

1 All presentations are available at: http://www.unece.org/forests/wpsem2017.html#/
Work area 1: Data monitoring and assessment

Forest resources
17. The secretariat informed the Joint Working Party about the status of work and plans for activities for 2017, including the publication of the results of the pilot application of the System for Evaluation of Management of Forests (SEMAFOR) study and the study on forest ownership in the ECE region. Under this work area, special attention is being paid to the cooperation between FAO, ECE and Forest Europe on the 2020 regional and global reporting on forests and sustainable forest management.

18. Mr. Stein Tomter, Leader of the ECE/FAO Team of Specialists on Monitoring Sustainable Forest Management, presented the outputs achieved during the last year by the Team, and the expected outputs and impacts for the next year. Mr. Tomter informed the Joint Working Party that they are planning to organize the next meeting of the Team in Tromsø, Norway on 22-24 May 2017.

19. The Joint Working Party welcomed the progress of work and supported the plans for its continuation as presented by the secretariat and the Leader of the Team. Delegates supported the plans for the streamlining of the global and regional reporting and appreciated the role the ECE/FAO Team of Specialists plays in the implementation of this and other activities of the ECE/FAO Integrated Programme of Work (IPoW) related to the Forest Resources Assessment (FRA). The Working Party suggested reflecting better the role of the joint work on the collaborative forest reporting in the ECE/FAO Integrated Programme of Work 2018-2021.

20. The Working Party noted the excellent cooperation between the FAO FRA Team, the Forest Europe Liaison Unit Bratislava and the Joint ECE/FAO Forestry and Timber Section on integrated data collection. Delegates expressed support for extending cooperation on data collection in the preparation of the next edition of the State of Europe’s Forests report (SoEF). The delegates of the Russian Federation and Switzerland underlined the importance of producing the State of Europe’s Forests under the UN umbrella. The delegate of Belgium stated that the task of producing SoEF should remain with Forest Europe.

Forest product markets
21. The Joint Working Party was briefed on the plans for the Forest Products Annual Market Review (FPAMR) 2016-2017, and were asked to provide guidance on its quality, content and timing. The secretariat outlined that there are no plans for significant changes to the format and structure of the forthcoming FPAMR. The plan for this year’s special chapter is to cover tariff and non-tariff barriers affecting forest products trade.

22. The secretariat informed the Joint Working Party that they would make every effort to have the FPAMR available at Las2017. However, this will be a challenge given the early meeting date and the two weeks production time needed for a professional layout of the publication as done since 2013. Additionally, there is little flexibility to get an earlier start, given the release date of the validated Joint Forest Sector Questionnaire (JFSQ) data.

23. The secretariat discussed the continuation of the significant delays in the release of a French version of the FPAMR and asked the Joint Working Party to consider the option of using the translation allocation from the FPAMR for other publications that are not as time-sensitive. There was no further discussion on this topic.

24. The secretariat thanked the Russian Federation for providing funding, the ToS on Sustainable Forest Products for proofing and providing expertise, the University of Helsinki for providing interns, and the JFSQ correspondents, authors and partners.
Mr. Eoin O'Driscoll, Team Leader of the ECE/FAO Team of Specialists on Sustainable Forest Products, presented the achievements and activities of the Team in 2016 and their tentative plans looking forward through 2017.

Delegates expressed their satisfaction with the FPAMR, and mentioned that more could be done for its dissemination.

Ms. Thaís Linhares-Juvenal, FAO, gave a brief overview of the forthcoming global workshop, “Sustainable Wood for a Sustainable World”, to be held in Rome, Italy, 17-18 October 2017. The workshop aims at bringing together relevant international organizations, experts on sustainable forest products, as well as consumers of these products. It is hoped that this initiative will be a first step towards creating a global advocacy platform and will feed into other global environmental and forestry initiatives.

Delegates expressed some concern regarding the timing, as the workshop will be the third international meeting involving sustainable forest products that is scheduled to be held in October 2017. However, it was noted that a key aim was to have the meeting in time to provide input to the UNFCCC COP23 and the FAO COFO24.

Forest products statistics

The secretariat presented its plans on this theme for 2017. These plans include the collection and dissemination of data based upon the Joint Forest Sector Questionnaire (JFSQ) and the Timber Forecast Questionnaire (TFQ). Additional work plans include updating price statistics, working on the wood resource balance and preparing a draft engineered wood products questionnaire.

Plans for the JFSQ 2017, to be issued in 2018, were discussed. Aside from incorporating the Harmonised System (HS) 2017 correspondence tables, several changes were planned, including dropping part of the pulp items and adding items on tropical roundwood, recovered wood and making veneer sheets a separate item. The draft would be circulated to help correspondents prepare for the change in 2018.

The secretariat explained current plans for the HS 2022 revision. Following extensive consultations, the Intersecretariat Working Group on Forest Sector Statistics (IWG), at its February 2017 meeting, prepared a list of initial proposals for the World Customs Organization meeting in May 2017. This list will be circulated to the Team of Specialists and the Joint Working Party.

The Deputy Leader of the ToS on Forest Products Statistics, Ms. Sheila Ward (UK Forestry Commission), presented the work done in 2016, plans for 2017 and the results of the ToS meeting on 28 March 2017. The ToS had agreed to the proposed changes for the JFSQ 2017 (and circulate the draft) and suggested the use of metric tonnes for measuring recovered wood. The ToS also supported the development of a trial questionnaire for Engineered Wood Products. It called for use of TFQ data to cover gaps in current year JFSQ figures. The ToS urged the publication of the game-meat survey results. It supported the proposal for a wood fibre balance workshop in December 2017. The HS 2022 work was discussed in some detail. During the ToS meeting, the Team was briefed on the FAO Forest Products Classification update and the status of the conversion factors study. They also reviewed the current version of the Terms of Reference for the ToS and proposed some edits.

The Joint Working Party delegates expressed their appreciation for the work of the ToS and encouraged continued efforts to improve forest products statistics. The many and substantial outputs were an important component of the work programme and had a positive impact at the national level. Several countries pointed out the importance of the HS 2022 work and called on countries to support the changes mentioned with their national customs focal points.

In response to a question, the secretariat explained the cooperation on data via the IWG and with FAO, including the FAOSTAT database and the use of JFSQ removals data in
the Forest Resources Assessment. A representative of FAO underlined the good cooperation with ECE and other members of the IWG and the support this provided to sustainable development goals.

**Wood Energy**

35. The secretariat updated the Joint Working Party on the dissemination of the film, “More heat with less wood”, issued during the previous session of the Working Party. It has been translated into Albanian, Georgian, and Turkish using local resources. A version in Serbian is expected later this year. The secretariat expressed its thanks for these contributions and to the German Government for the financial contribution to produce the original film.

36. Sebastian Glasenapp, Thünen Institute - the Federal Research Institute for Rural Areas, Forestry and Fisheries, presented the preliminary results of the Joint Wood Energy Enquiry with 2015 data and highlighted the improved response rate. This higher response rate is likely the direct effect of the successfully conducted joint FAO/ECE/IRENA capacity-building workshop in Budapest, Hungary.

37. Mr. Matthias Dees, Freiburg University, provided an overview of the ToS on Wood Energy’s past and planned activities. The ToS reported that they are currently in the review process of the publication “Wood energy in Europe, CIS and North America”. All presenters highlighted that good cross-sectoral cooperation on wood energy is crucial and thanked the International Energy Agency, the International Renewable Energy Agency, AEBIOM, FAO and the World Bank.

38. The Joint Working Party thanked the secretariat for their successful work on wood energy and the updates provided. Several member States expressed their strong appreciation for the data collected and the scope for improving collaboration provided by the JWEE. The Joint Working Party expressed its particular appreciation for the capacity-building workshop.

39. The Working Party requested that the ToS use the latest data from the JWEE2015 in the upcoming publication. Member States were supportive of the future plans presented by the secretariat and highlighted particularly the proposed approach to bring data of the JFSQ and JWEE together and to improve the linkage with international energy data providers. Member States and stakeholders highlighted the importance of assessing wood biomass policies and their potential impacts on wood products and the forest sector.

**Work Area 2: Policy Dialogue and Advice**

40. The secretariat presented the upcoming activities on forest policy. It will continue monitoring developments of global and regional policy level relevant to forests and will provide information about them to member States.

41. The ECE-FAO Forestry and Timber Section is developing a regional study on “Forests and Water: Valuation and Payments for Forest Ecosystem Services”. The objective of this study is to demonstrate in which ways forests and water are interconnected, how ecosystems can be valued and how successful payment for ecosystem services schemes can work.

42. As regards further follow-up to the Rovaniemi Action Plan for the Forest Sector in a Green Economy (RAP), the activities of the secretariat will include support for implementation of the RAP and dissemination of information. The RAP mid-term review will be conducted under the guidance of and in coordination with the Team of Specialists on Forest Policy.

43. Ms. Marta Gaworska, Team Leader of the ECE/FAO Team of Specialists on Forest Policy, presented the achievements and activities of the Team in 2016 and their tentative
plans looking forward through 2017, including strengthening cooperation with other Team of Specialists and stakeholders such as Forest Europe.

44. The delegates recognised the importance of the work done by the secretariat and the Team of Specialists on Forest Policy, and encouraged continued efforts in that area. Several countries (Finland, Ireland, Poland, the Russian Federation, Switzerland, Ukraine and the United States) recommended narrowing the activities to allow more tangible outcomes of the future ToS work.

45. The Joint Working Party supported the plan of the mid-term review of the RAP. The Russian Federation also highlighted the relevance of monitoring of global and regional policy developments with impact on forests. In this regard, more flexible work modalities for the ToS, such as introducing ad hoc studies on specific topics, were proposed. A recommendation was made to change the name of the ToS to “Forest Policy Network”, to reflect a more dynamic and inclusive nature of the work undertaken.

46. Ukraine welcomed the work on the study on “Forests and Water: Valuation and Payments for Forest Ecosystem Services” and expressed interest in including in the study information about methodologies on how to introduce payment for ecosystem services. Ukraine also stressed the importance of conducting National Forest Dialogues.

47. The United States suggested that the ToS produce and disseminate plain language summary briefs and similar communication materials to inform better the stakeholders outside the ToS at the regional and national level. The Forest Communication Network may be able to help in this activity.

**Forest Sector Outlook**

48. The secretariat presented the work on the Forest Sector Outlook, on behalf of the Team Leader, Mr. Mart-Jan Schelaas (Alterra) highlighting the recent interest in the topic from member States and the industry. To facilitate funding, the secretariat has set up a multi-donor trust fund for the implementation of the European Forest Sector Outlook Study III. The Executive Committee of the ECE approved the trust fund on Friday, 24 March 2017 and the secretariat explained that Switzerland already kindly provided funding and other countries were invited to consider contributing to the project.

49. The Team of Specialists on Forest Sector Outlook thanked the Russian Federation for the successful workshop on “Streamlining Forest Sector Outlook Studies in the ECE region”, which was held in Moscow, Russian Federation (December 2016).

50. The Team, in close cooperation and coordination with the secretariat, is planning to organize at least one Team meeting in 2017 as well as capacity building events on how to model forest growth and forest products markets.

51. The Joint Working Party confirmed the importance of Forest Sector Outlook Studies and highlighted the importance of considering biodiversity, climate change adaptation and mitigation, as well as the role of SDG’s, in future studies. Member States urged the secretariat and the ToS to be fully transparent about the process of the upcoming Outlook Studies and to keep member States informed. Delegates suggested using national focal points as a means to maintain close communication on the progress of the study and for improving the accuracy and quality of model input data. In addition, member States asked for national level study results. The Joint Working Party asked the secretariat and the ToS to work at building capacity on the outlook methodology with colleagues from EECCA and CIS countries.
Work Area 3: Communication and outreach

52. The Joint Working Party was informed about major events, publications and outreach activities planned for 2017. This included a summary of planned activities for the 70th anniversary of ECE and FAO collaboration and the 4th European Forest Week to be held in conjunction with Las2017 at the European level.

53. The secretariat, on behalf of Mr. Ingwald Gschwandtl, Team Leader of the ECE/FAO Team of Specialists on Forest Communications - the Forest Communicators’ Network, presented the achievements and activities of the Team in 2016 and the plans for 2017.

54. Delegates expressed their appreciation of publications and informative meeting websites and they recommended producing summaries of publications to improve the availability of information, the visibility and outreach. In addition, it was recommended to improve the homepage of ECE/FAO website in terms of user-friendliness and in order to better promote work outputs.

55. Delegates expressed their satisfaction with communication material and information provided on the International Day of Forests and highlighted the usefulness of the “More Heat with Less Wood” video.

56. Poland is looking forward to joint work on the European Forest Week communication campaign and the promotion of Las2017.

57. FAO clarified that the Collaborative Partnership on Forests will meet at the end of April/beginning of May and after will circulate the theme for the International Day of Forests 2018.

Work area 4: Capacity-building

58. The capacity-building project, “Accountability Systems for Sustainable Forest Management in the Caucasus and Central Asia”, which is funded through the UN Development Account was presented; activities which have been undertaken in 2016/2017 were reported and the time plan until 2019 was shared.


60. Delegates urged that capacity building include not only Central Asia and Caucasus but also Eastern Europe. The secretariat indicated this was already a priority for the entire UN system.

61. The secretariat presented joint activities in the area of green jobs in the forest sector. It will complete the study on social aspects of the forest sector workforce with more national examples on the state of the forest workers in the ECE region. On 4 May 2017, a joint side-event of ECE, FAO and Forest Europe on green jobs in the forest sector will be organised at the UNFF12. In addition, a joint workshop with Forest Europe on Promoting Green Jobs in the Forest Sector will be organised in Bratislava, Slovakia, on 27-28 June 2017. Further cooperation at the regional level in these areas, as mandated by the Madrid Ministerial Resolution, will both fulfil the objectives of Forest Europe Work Programme and will contribute to the implementation of the Rovaniemi Action Plan.

62. The secretariat, on behalf of Mr. Andreas Bernasconi, Deputy Leader of the ECE/FAO Team of Specialists on Green Jobs in the Forest Sector, presented the upcoming activities of the ToS. This included the completion of the study on green jobs and its dissemination as well as further support to joint ECE/FAO and Forest Europe activities, as planned.
63. Forest Europe thanked the secretariat for the communication and coordination work on the topic of green jobs and invited the delegates to participate in the workshop in Bratislava on 27-28 June 2017. The workshop will directly address the mandate of the Madrid Ministerial Resolution 1, which places forests in the centre of green economy.

64. The Russian Federation was grateful for receiving information in advance on upcoming events and appreciated the communication material that was distributed.

65. The United States stressed the need for studying the issue of the forest sector workforce welfare in the context of the activities presented by the secretariat, and expressed support for acquiring necessary data, but recognized the difficulties associated with data acquisition.

Item 7: Strategic Review of the Integrated Programme of Work, including discussion about the Terms of Reference of the Teams of Specialists in the 2018-2021 Integrated Programme of Work, and their outputs and activities

66. The Joint Working Party discussed and reviewed the draft, including the scope, structure and content of the Integrated Programme of Work, as well as the Terms of Reference of the Working Party and the Teams of Specialists. The recommendations of the Working Party are contained in the Annex.

67. The secretariat introduced the agenda item. The moderator (of the session, Mr. Gerben Jansen (Sweden), stressed that the document has an inclusive character, covering areas of interest of different member States. He also indicated that the IPoW focuses on areas of work and that a list of specific activities to be implemented on an annual basis is provided to member States in a separate document.

68. Furthermore, in response to a question on the procedure proposed to discuss the draft IPoW, the Secretariat clarified that consultations held so far were informal, as undertaken through surveys, electronic consultations and a workshop. The first formal opportunity for member countries to review the draft is provided by the Working Party, a subsidiary body to both COFFI and EFC. Participants in the Working Party had agreed to discuss and review the IPoW in accordance with its agenda (document ECE/TIM/EFC/WP.2/2017/1), which was adopted at the start of its session. Several member States noted this was in line with UN procedures and practices, also followed by other UN processes.

69. Several countries also noted their satisfaction with the joint work and stressed the importance of holding joint sessions of COFFI and EFC, including for cost efficiency. It was noted that separate meetings of of the EFC executive committeeand the COFFI bureau should be held when necessary. Finland expressed the need for holding more meetings of the joint bureaux. Regarding the activities of the Teams of Specialists (ToS), Poland stressed the need for ToS to improve coordination, and Austria expressed support for the extension of the mandate of all ToS. Several countries noted the role that the IPoW can have in contributing to the implementation of other international commitments, such as the UN Strategic Plan for Forests and the Quadrennial Programme of Work, the relevant SDGs and the Paris Agreement. Belgium and France underscored the need to clarify mandates of each forest organization in the Pan-European region. In this regard, both FAO and UNECE clarified the process for the amendment of mandates of COFFI and EFC.

70. The Working Party reviewed the Terms of Reference (ToRs) of the eight Teams of Specialists through an interactive group exercise. Delegates were invited to discuss the ToRs of the Teams of Specialists for the IPoW regarding “Outputs and Activities”, “Strengths and Weaknesses”, “External Risks” and “Potential for cooperation”. The following members of the Teams briefly presented the current state of the ToR as it was contained in part two of the IPoW: Mr. Stein Tomter, Ms. Annamarie Bastrup-Birk, Ms. Sheila Ward, Mr. Eoin
O’Driscoll, Mr. Mart-Jan Schelhaas, Mr. Matthias Dees, Mr. Andreas Bernasconi, Mr. Ingwald Gschwandtner and Ms. Marta Gaworska. The results of the discussion provided valuable feedback to the Team of Specialists as well as delegates. The outcomes of the exercise are reflected in the revised ToRs of the ToS in Annex I to the report.

71. The representative of Belgium stated that, as she was unclear about the procedure to discuss the draft integrated programme of work, her country was not participating in the exercise. Finland proposed the preparation of a detailed calendar of events and activities, in order to prepare experts at the national level. It was also requested that the list of ToS members be updated every two years. Switzerland appreciated the interactive modalities for the discussion of terms of reference of ToS, and thanked the Chair and the Secretariat for it. USA recognized the significant resources put by the Secretariat in servicing ToS and suggested that other means to support the work of the teams be identified. Forest Europe confirmed the good cooperation they had established with the ECE/FAO Forestry and Timber Section and Teams of Specialists (e.g. on SFM and green jobs).

Item 8: Any other business

72. The Working Party confirmed, upon request by the Secretariat, issuing only the annotated agenda and the meeting report as official documents, while the other meeting documents would be issued as informal documents.

Item 9: Date and place of next meeting

73. The Working Party agreed to hold its next session from 22 to 23 March 2018 in Geneva, Palais des Nations. The fortieth session of the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management will be organized around the International Day of Forests that will take place on 21 March 2018. The Working Party encouraged the secretariat to further explore the possibility to hold joint meetings with the Housing and Land Management Committee and its subsidiary bodies in the future.

Item 10: Election of officers

74. The Joint Working Party re-elected Mr. Jeffrey Prestemon (United States of America) as Chair, and Mr. Johannes Hangler (Austria) and Mr. Matthias Dieter (Germany) as Vice-Chairs. They will hold office until the end of the fortieth session.

Item 11: Adoption of the report

75. The Joint Working Party adopted the report of the session on the basis of a draft prepared by the secretariat and expressed appreciation to the Chair.
Annex I

I. Draft decisions in support of the implementation of the Integrated Programme of Work

1. The “Las2017”, the Joint Session of COFFI and EFC which took place in Warsaw, Poland from 9 to 13 October 2017 made the following decisions:


3. Formal governance is undertaken by the two parent bodies, the ECE COFFI and the FAO EFC, which have the ultimate oversight responsibility for the implementation of the Integrated Programme of Work. The frequency of meetings is decided in accordance with their respective rules of procedure. According to established practice, COFFI meets annually, while the EFC meets every second year. COFFI and EFC will hold joint sessions [in 2019 and 2021] with the aim to further strengthen cooperation, build on synergies and ensure cost efficiency. /Mid-term review and other amendments in the Integrated Programme of Work would be considered during the COFFI sessions with participation of the EFC Executive Committee]. During joint meetings, matters of relevance to COFFI or the EFC only would be considered separately and under specific agenda items during these sessions. The Joint ECE/FAO Working Party on Forest Statistics, Economics and Management, a subsidiary body of the COFFI and the EFC which contributes to the implementation of the Integrated Programme of Work, meets annually.

4. The Bureau of COFFI and the Executive Committee of the EFC are entrusted with overseeing the implementation of the Integrated Programme of Work and with providing guidance as needed. They have the authority to take decisions to support the implementation of the Integrated Programme of Work between sessions of the parent bodies. They should meet jointly at least twice annually and inform the member States about their decisions as appropriate.
5. Joint sessions should have the same name for each session – “forest” in the language of the country hosting the session and then the year of the session, when taking place outside ECE and FAO Headquarters.

6. Continue and maintain the joint preparation and implementation of the Integrated Programme of Work. The joint secretariat will service the joint sessions of the two intergovernmental bodies, the joint meetings of the Bureaux, produce joint publications and have a joint profile.

7. Encourage member States to strengthen coordination between COFFI and EFC delegates at the national level in implementation of the Integrated Programme of Work (for example, by appointing the same Head of Delegation for both).

8. Engage COFFI and EFC members in linking the ECE and FAO work to activities at the national level in order to ensure feedback on the Integrated Programme of Work and encourage the cooperation between countries in this regard.

Data management

9. Data on forests and forest management are collected through regular and ad hoc processes. They are often collected, stored and disseminated separately, through different means and formats. Taking into account relatively long data collection cycles, this situation seriously hampers continuity, inter-connectivity, and planning for data collection and its management. This also limits the availability and usability of the information collected.

10. It is recommended that the organization and structure of data on forests (collected and retained by the Joint ECE/FAO Forestry and Timber Section), their management, their functions and their services be analyzed. While avoiding any duplication with existing similar repositories, the results of this analysis would provide the basis for the establishment of an electronic repository, enhancing the efficiency of data collection, management and dissemination.

Private sector

11. The involvement of the private sector, given its relevance to the work undertaken by the Committee and the Commission, should be increased, including through the enhanced participation in existing subsidiary and expert bodies, which could then provide advice to the ECE and FAO regarding further private sector engagement.

Funding

12. The final list of activities prepared every year should contain a related budget (and should include both human and financial resource needs) to help member States recognize funding needs and understand the feasibility of activities. Additional sources of funding will be sought from relevant global, regional and national donor organizations.

Outreach

13. To the utmost extent possible, communication activities shall be implemented with due regard to keeping a balance between subregions and between official languages of COFFI and the EFC in order to increase the impact and visibility of work. Outreach activities might include a high level segment in key meetings, which would bring together ministers and chief executive officers of private companies, and heads of other organizations.

Partnerships

14. Partnerships, within the scope of ECE and FAO relevant policies, should be established with other sectors, including through cooperation with other ECE Committees.
Partnerships should be designed to serve to demonstrate the value of forests and forest products for other sectors (energy, environment, housing, employment, climate change, etc.).

15. Cooperation with other intergovernmental organizations and processes, including Forest Europe, the European Union, the CIS Intergovernmental Council on Forestry and the Forest Industry, the European Forest Institute (EFI), IUFRO, the United Nations Forum on Forests and the International Tropical Timber Organization (ITTO), amongst others, should be fostered.

16. Good examples of cross-sectoral cooperation should be highlighted and showcased whenever possible.

17. Partnerships are expected to enhance synergies of work and cooperation amongst relevant organizations to avoid fragmentation of regional work on forests.

II. Integrated Programme of Work

Part 1

1. The oversight responsibility for the implementation of the Integrated Programme of Work of the Committee on Forests and the Forest Industry (COFFI) and the European Forestry Commission (EFC) remains with the members of the Committee and the Commission.

2. The implementation and coordination responsibilities for the Integrated Programme of Work of the Committee on Forests and the Forest Industry (COFFI) and the European Forestry Commission (EFC) rests primarily with ECE and FAO through the Joint ECE/FAO Forestry and Timber Section. The implementation is supported by the ECE/FAO Joint Working Party on Forest Statistics, Economics and Management (JWP), the ECE/FAO Teams of Specialists, as well as relevant units of the ECE and FAO. The Programme is also implemented with the support of member States, in close cooperation with relevant organizations and processes at all levels and other relevant stakeholders participating in the Committee and Commission intergovernmental processes.

A. Scope

3. The Integrated Programme of Work covers all fifty-six member States of the ECE region, in line with the ECE COFFI membership\(^2\). Thirty-nine member States, which are all ECE member States, and the European Union, are members of the EFC\(^3\).

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\(^2\) Albania, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Luxembourg, Malta, Republic of Moldova, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, The former Yugoslav Republic of Macedonia, Turkey, Turkmenistan, Ukraine, United Kingdom, United States and Uzbekistan.

\(^3\) Albania, Austria, Belarus, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, Slovakia, Slovenia, Spain, Sweden, Switzerland, The former...
4. The Programme encompasses the following main topics related to forests, sustainable forest management and the forest sector:

a) The state of forests and forest management, biodiversity conservation, mitigation of and adaptation to climate change, restoration of forests and other forest-related environmental issues;

b) The implementation and promotion of sustainable forest management;

c) Forest related industries, the use of forest products, as raw material, construction, and energy; and related innovation perspectives;

d) Forest and forest sector policies, institutions and instruments, including the linkages between forest and timber policies and other sectoral policies;

e) The contribution of the forest sector in the transition towards a green economy, forest products and ecosystem services, employment and other socio-economic aspects; including economic viability of the sector;

f) The implementation of the United Nations 2030 Agenda for Sustainable Development (2030 Agenda) and the achievement of the forest-related Sustainable Development Goals (SDGs) as well as the implementation of UN Strategic Plan for Forests 2017-2030.

B. Overall goal

5. The overall goal of the Integrated Programme of Work 2018-21 for COFFI and the EFC, the Joint ECE-FAO Working Party for Forests Statistics, Economics and Management and the Teams of Specialists, is to support member States, international organizations and relevant stakeholders in their efforts to sustainably manage and use forests so that they provide products and ecosystem services to benefit society.

C. Objective of the Integrated Programme of Work

6. The Integrated Programme of Work aims to assist member States to achieve the overall goal described above by: providing the best available information; facilitating policy dialogues and communication; and building capacity.


D. Structure and work areas

8. The Integrated Programme of Work remains structured around four main functions, or work areas (WA), as follows:

Yugoslav Republic of Macedonia, Turkey, Ukraine, United Kingdom, Uzbekistan and the European Union.
9. The Programme refers to the Rovaniemi Action Plan for the Forest Sector in a Green Economy, which was adopted by the ECE COFFI and the FAO EFC at their joint sessions in December 2013 (Metsa2013). Actions contained in that Plan and attributed to the joint ECE/FAO Forestry and Timber Section are indicated in an annex to the Plan with an asterisk and are reflected in the annual list of activities as part of the Integrated Programme of Work 2018-2021, subject to availability of financial and human resources.

10. Specific activities and outputs proposed for the four work areas are outlined below.

WA 1: Data, monitoring and assessment

11. The data collection and reporting work in the region consists of the following:
   a) Collection, validation and dissemination of statistics and other information on: forest resources, forest products (wood and non-wood), forest functions and services, progress toward sustainable forest management, forest policies, institutions and instruments, and the contribution of the forest sector to a green economy;
   b) Analysis and assessment of the state of forests, sustainability of forest management and forest products markets; and monitoring the role of the forest sector in a green economy;
   c) Cooperation and support to international processes on sustainable forest management, including the development and use of regional Criteria and Indicators and collaboration with Forest Europe in the preparation of the report on the State of Europe’s Forests.

12. The monitoring and analysis of developments in various forest-related areas and cooperation with other relevant organizations working in these areas, while avoiding duplication. This includes the gathering of comprehensive statistics and data (quantitative and qualitative), and developing methodologies for data collection, analysis and assessments on:
   a) Forest product markets and services;
   b) Current forest conditions, sustainable forest management, and the functions and services forests provide;
   c) Long-term supply of and demand for wood and other forest goods and services;
   d) Use of wood energy and its implications for sustainable forest management;
   e) Jobs, employment and working conditions.

13. Data are collected in partnership with member States, international organizations and the scientific community, based on agreed standards and rules. The Team of Specialists will pay particular attention to the integration and consolidation of reporting activities with other processes in the region (e.g. Forest Europe, FRA process). Activities under WA1 are also expected to improve the quality of information, ensuring international compatibility, storage, dissemination and analysis of the information, and to assist member States in strengthening their capacity in this area (see WA 4 on capacity-building).

14. Outputs from this work area include: the Forest Products Annual Market Reviews; the State of Europe’s Forests (in collaboration with Forest Europe); the Joint Forest Sector Questionnaire (JFSQ); Timber Forecast Questionnaire (TFQ); Joint Wood Energy Enquiry (JWEE); the Collaborative Forest Resources Questionnaire (CFRQ); the regional input to the FAO Global Forest Resource Assessment (FRA) in cooperation with Forest Europe; associated databases of the previously mentioned outputs; forecast tables; the reporting of progress towards implementation of the 2030 Agenda on Sustainable Development and
achievement of forest–related SDGs, and the UN Strategic Plan for Forests 2017-2030; studies on forest employment and working conditions; assessment of the contribution of the forest sector to a green economy; and ad hoc enquiries and studies contributing to areas mentioned under items 9 and 10, upon decision by COFFI and the EFC.

WA 2: Policy dialogue and advice
15. This work area includes contributions to the implementation of the 2030 Agenda for Sustainable Development and forest related SDGs, the UN Strategic Plan for Forests 2017-2030 and to the global (mainly UNFF and FAO Committee on Forestry (COFO)), regional (in particular, CIS Intergovernmental Council on Forestry and Forest Industry, Eurasian Economic Commission, European Commission, European Forest Institute (EFI) and Forest Europe) and national forest dialogues. Activities in this work area also contribute to efforts to promote cross-sectoral cooperation.

16. This component also involves the organization of policy dialogues and specific studies in the ECE region, and at the national level on request from member States. The subjects to be covered will, depending on availability of financial and human resources, address issues mentioned in the scope of the Integrated Programme of Work (part I.A).

17. Outputs from this work area include: analyses, guidelines and recommendations to support member States in implementing the 2030 Agenda and achieving its forest related SDGs, the UN Strategic Plan for Forests 2017-2030 and countries Voluntary Planned Contributions for its achievement, the UNFF Quadrennial Programme of Work 2017-2020, the Rovaniemi Action Plan for the Forest Sector in a Green Economy and the Paris Agreement; contributions to the Forest Europe Work Programme 2016-2020; National Forest Policy Dialogues and other policy dialogues and workshops for the ECE region; the next Forest Sector Outlook Studies; and the policy-related parts of relevant ECE and FAO joint work/studies, such as relevant reviews and reports on the status and trends in forests and sustainable forest management.

WA 3: Communication and outreach
18. Communicating effectively within and outside the forest and forest products sector is essential to promote sustainable forest management. Enhancing the efforts of the Committee and the Commission to reach out to relevant constituencies to draw attention to the regional priorities in the forest sector and to increase the dissemination of the information and tools produced, at the national, regional and global levels, will make an important contribution to this end. This will be achieved through:

a) Providing a platform for international cooperation in forest related communication (through the Forest Communicators Network Team of Specialists);

b) To contribute to the dissemination of information on and the implementation of WA1, WA2 and WA4;

c) Organizing events and campaigns in support of sustainable forest management and forest products and services (e.g. the International Day of Forests, the European and Global Forest Weeks);

d) Dissemination of information produced under the Integrated Programme of Work via policy briefs, press briefs, the Forest Information Billboard, social media/networks, videos and ad hoc studies, whenever results are available and new information released;

e) Maintaining and improving the ECE/FAO website especially regarding user-friendliness and design;
f) Contributing to the organization of relevant events in member States and the dissemination of their forest-related announcements (e.g., capacity building workshops, special public relations events) in cooperation with member States and other stakeholders;

g) Carrying out outreach activities beyond the forest sector for disseminating information that highlights the relevance of forests and forest products and services to other sectors (e.g., energy events, biodiversity and environment meetings, sustainable construction and buildings);

h) Communicating effectively the news and updates from the work at other forest-related international fora.

19. Outputs from this work area include: events and campaigns (e.g., contribution to the organization of International Forest Day events, contribution to the organization of the European Forest Week, etc.); policy briefs; press briefs; contribution to the Forest Information Billboard; contribution to, and dissemination of, ad hoc studies through communication channels; and inputs to the website.

WA 4: Capacity-building

20. While all member States benefit from international cooperation through the Integrated Programme of Work, technical assistance is available to countries in Eastern and South Eastern Europe, the Caucasus and Central Asia. This work on capacity-building aims at encouraging sustainable forest management, data collection, monitoring and analysis as well as promoting the engagement of national experts from the region in international activities relevant to the region, including issues such as forest restoration and the Bonn Challenge. It covers the themes encompassed in the scope of this Integrated Programme of Work, with a particular focus on:

a) National systems for forest monitoring and statistical reporting;

b) Forest communication strategies;

c) Mitigation of and adaptation to climate change;

d) Forest Landscape Restoration (FLR) and the “Bonn Challenge”;

e) The contribution of the forest sector to a green economy.

21. The implementation of the 2030 Agenda for Sustainable Development and the achievement of forest-related SDGs, the UN Strategic Plan for Forests 2017-2030 and countries’ Voluntary Planned Contributions, and the Paris Agreement.

22. This work area also benefits from the implementation of the United Nations Development Account (UNDA) project on “Accountability Systems for Sustainable Forest Management in the Caucasus and Central Asia” (2016-2019).

23. Outputs from this work area include: publications; capacity building workshops; training material and recommendations; technical assistance; provision of specific, targeted expertise; enhanced cooperation and development of contacts in the target countries.

E. Principles guiding implementation

24. Implementation should be guided by the following principles, while building in flexibility when needed to achieve optimal results:

Partnership

25. There will be a strong focus on working in partnerships with international and regional actors as the most effective way of optimizing benefits and avoiding potential
duplication of activities. COFFI and the EFC will seek and welcome cooperation for any of the relevant outputs under the four work areas.

Outreach to other constituencies

26. In the implementation of the IPoW, the Committee and the Commission will look beyond the traditional forest constituency to make sure the relevance of the forest sector and its contribution to other sectors is well recognized and understood. They will coordinate relevant actions with, for example, the environment, biodiversity, energy, water, agriculture, construction and building sectors, using the potentials offered by the ECE and FAO.

Expert advice

27. The work and expected outputs of the Teams of Specialists will be fully aligned with the Integrated Programme of Work and its objectives and will support the related areas of work, recognizing the importance of the involvement of the scientific community. In this context, the Forest Communicators Network should support other Teams on outreach efforts and for the dissemination of relevant products. Due regard should be given to the COFFI and EFC official languages when organizing meetings and issuing publications and documents, as appropriate.

Involvement of the private sector

28. The Integrated Programme of Work recognizes the private sector as a key actor for developing sustainable forest management, sustainable forest products and services and the transition towards a green economy. The participation of the private sector in the work of the Committee and the Commission will be actively sought, in line with the ECE and FAO organizational policies.

Gender mainstreaming

29. The Integrated Programme of Work gives due consideration to making the concerns and experiences of women and men an integral part of the design, implementation, monitoring and evaluation of its activities, so that women and men benefit equally and inequality is not perpetuated (UN ECOSOC, 1997). Gender mainstreaming is a central part of ECE and FAO’s strategic frameworks and their policies and programmes.

F. Support to the Integrated Programme of Work and related resources

30. Progress in the implementation of the Integrated Programme of Work will be reported annually. The Integrated Programme of Work should have the flexibility to allow addressing from a technical perspective emerging issues of policy relevance and interest or influence to forestry and the forest industry. Activities not yet planned in this Integrated Programme of Work could be agreed on by the Committee and the Commission (or its Executive Committee, within the scope of the Commission’s decisions).

31. Implementation will depend on regular programme funding levels and to a large extent on extrabudgetary resources, as well as available human resources. The member States and other donors are encouraged to support such activities in kind and/or with the necessary level of financial resources. The annual list of activities, which is submitted on an annual basis to member States for their approval, will show clearly the areas of work (e.g. capacity-building) or activities where extrabudgetary funding will be needed.

32. A broader participation and more strategic engagement by member States and stakeholders should be sought. In particular, resources should be identified to finance the participation of delegates from eligible countries with economies in transition.
G. Expert support

33. The Teams of Specialists, composed of experts in particular fields, provide advice or undertake activities that support the implementation of the Integrated Programme of Work. Teams of Specialists may also provide guidance to the ECE/FAO Timber and Forestry Section on relevant work areas, help with outreach activities to country-level experts, and produce team-specific outputs in support of the Integrated Programme of Work. Teams of Specialists are established by the ECE EXCOM and human and financial resources are provided by both ECE and FAO through their separate budgetary processes. Their terms of reference are approved by COFFI and the EFC. The Teams of Specialists report annually to the Working Party on Forest Statistics, Economics and Management.

34. Guidelines for the Teams of Specialists clarifying the Teams’ mandates and procedures, and the role and responsibilities of Team Leaders, and Deputy Leaders, Team Members and secretariat can be found in Part 2.

Part 2


1. The Joint ECE/FAO Working Party on Forest Statistics, Economics and Management (JWP) is a subsidiary body of the ECE COFFI and the FAO EFC and 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 COFFI and the EFC 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 COFFI and the EFC for consideration.

d) The JWP 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.

2. The JWP 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 JWP 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.

3. The JWP, as part of its work for COFFI and the EFC, 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, analyzing 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 COFFI and the EFC 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.

4. The work of the JWP will be assessed after the next two sessions of this body.

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

1. In order to support the implementation of the ECE/FAO Integrated Programme of Work, the following Teams of Specialists (ToS) are established for the period 2018-2021.

<table>
<thead>
<tr>
<th>Name of the Team</th>
<th>Contribution to the Programme of Work</th>
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<tbody>
<tr>
<td>ToS on Monitoring Sustainable Forest Management (SFM)</td>
<td>WA1: to focus on SFM monitoring for different ECE and FAO studies and reviews, SFM assessment and work on criteria and indicators</td>
</tr>
<tr>
<td>ToS on Sustainable Forest Products</td>
<td>WA1: to focus on forest products and markets, market statements</td>
</tr>
<tr>
<td>ToS on Forest Products Statistics</td>
<td>WA 1 and WA4: to support the work on statistics in the JWP, in order for the JWP to focus on its coordinating function for ToS and work area review.</td>
</tr>
<tr>
<td>ToS on Wood Energy</td>
<td>WA1 and WA2 and WA4 to support the development of data and relevant policy advice on wood energy in the region.</td>
</tr>
<tr>
<td>ToS on the Forest Sector Outlook</td>
<td>WA1 and WA2: to support the development of Outlook Studies</td>
</tr>
<tr>
<td>ToS on Forest Policy</td>
<td>WA2 and WA4: to focus on the development of forest policies in the region and provide capacity building</td>
</tr>
<tr>
<td>ToS on Forest Communication - Forest Communicators Network</td>
<td>WA1, WA2 and WA4 to provide advice to the joint ECE/FAO Forestry and Timber Section in support of relevant events, campaigns and public relations efforts, support the dissemination of results of other</td>
</tr>
<tr>
<td>ToS on Green Jobs - Joint ILO/ECE/FAO Expert Network</td>
<td>WA4: to focus on green jobs and capacity-building activities in support of SFM</td>
</tr>
</tbody>
</table>
ECE/FAO Team of Specialists on Monitoring Sustainable Forest Management


A. Objectives

1. To 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 a green economy in the ECE region;

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

B. Activities and functions

1. Contribute to the global Forest Resources Assessment (FRA) and the Collaborative Forest Resources Questionnaire 2020; support the data collection process, analysis of the status and trends, and the drafting and reviewing of the final report.

2. Contribute to the work on criteria and indicators (C&I) for sustainable forest management by Forest Europe and the Montréal Process.

3. Assist the preparatory process of the State of Europe’s Forests 2020: contribution to the reporting on quantitative indicators, analysis of information, coordination of inputs, authors’ contributions and dissemination of results.

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

5. Contribute to the work on the development of global and regional forest indicators to support the implementation of the 2030 Agenda on Sustainable Development and the United Nations Strategic Plan on Forests.

6. Contribute to the development of the concept and modalities for a statistical data management system on forest resources, functions and services and SFM.

7. Provide input to other work areas on issues relevant to data, monitoring and assessment including related capacity building, in particular to the UNDA project on “Accountability Systems for Sustainable Forest Management in the Caucasus and Central Asia”.

8. Support international work and cooperation on monitoring of forest resources and SFM, including the European Union (i.e. Eurostat, EEA, JRC) and other organizations (i.e. EFI, IUFRO, ICP) in this area.

C. Expected major outputs and contributions

1. Review of, and input to documents, reports, and meetings related to the global reporting framework – in cooperation with the FAO Forest Resources Assessment Team.

2. Review of, and input to documents, reports, and meetings, especially those related to the activities “Further development and updating of policies and tools for sustainable forest management” and “Forest monitoring and reporting” under Forest Europe. Provide support in the organization of the workshop for authors and national correspondents in the ECE region;
review of and, whenever possible, involvement in writing, support the drafting of report on
the State of Europe’s Forests. Involvement in dissemination of results.

3. Review of, and input to documents, reports, and meetings on the development of
global and regional forest indicators to support the implementation of the 2030 Agenda on
Sustainable Development and the UN Strategic Plan on Forests.

4. Advice on issues relevant to the C&I processes in the ECE region.

5. Advice on designing an improved statistical data management system on forest
resources, their functions and services, and forest management.

6. Advice on the other data-related work within Work Areas 1, 2, 3 and 4, in particular
related to the measurement of the forest sector contribution to a green economy and forest
sector outlook studies.

D. Background

Established/ Approved by: Joint Sessions of ECE COFFI and FAO EFC, Warsaw,
Approved by: Poland, 2017.


Methods of work: Regular ToS meetings (including steering group and
thematic sub-groups meetings).

Participation in workshops with FRA 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 ToS, 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
ECE/FAO Team of Specialists on Sustainable Forest Wood Products

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

A. **Objectives**

1. To advise and support work on the sustainable development of forest products markets and related policies in the ECE region.
2. To raise awareness on the role that sustainable forest products can play in greening economies and in providing sustainable products and livelihoods.

B. **Activities and functions**

3. Provide guidance and referral to the best available experts and/or sources of information for the organization of:
   - Market Discussions during COFFI sessions;
   - 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”, innovative wood products and other topics in line with the work programme.
4. 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.
5. Advise the secretariat on the organization of meetings related to the sustainable use of forest products.
6. 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.
7. 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.
8. Build linkages with non-forest bodies within the UN, including with the ECE Committee on Housing and Land Management.
9. 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.
10. Build upon the work of previous capacity building workshops and consider organizing similar events in association with regional bodies.
11. Organize an annual awareness raising workshop; subject to availability of funds.
12. Work with the secretariat to attract and enhance the involvement of the forest products industry in COFFI sessions, aiming at:
   - holding a full day session focusing on market/industry issues;
   - organizing industry visits during the COFFI session;
   - organizing side events that involve the forest products industry sector.
13. Provide a network of expertise and advice, including on priorities.
C. **Expected major outputs and contributions**

1. COFFI Market Discussions covering forest product market topics that are current and relevant to the region and contribute to the Market Statement.

2. 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 ToS meeting that is held at the time of COFFI meeting).

D. **Background**

<table>
<thead>
<tr>
<th>Established/Approved by:</th>
<th>Joint Sessions of ECE COFFI and FAO EFC, Warsaw, Poland, 2017.</th>
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<tbody>
<tr>
<td>Methods of work:</td>
<td>Annual meeting. Other methods to be determined by the Team.</td>
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<tr>
<td>Team leader:</td>
<td>To be elected at first Team meeting</td>
</tr>
<tr>
<td>Communication:</td>
<td>The Team Leader and secretary should ensure close communication and collaboration with the Teams of Specialists on Forest Products Statistics and Wood Energy</td>
</tr>
</tbody>
</table>
ECE/FAO Team of Specialists on Forest Products Statistics

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

A. Objectives
1. To advise and support work on forest products statistics, including data coverage and collection, validation and classifications used in the ECE region.
2. To suggest and support proposals for increasing the reliability and visibility of forest products statistics.
3. To advise on implementation of activities in Work Area 1 relating to forest products statistics.

B. Activities and functions
1. Review materials such as the Joint Forest Sector Questionnaire (JFSQ) and Timber Forecast Questionnaire (TFQ) and associated procedures, reviewing items in forest products statistics.
2. Develop methods to expand the scope to include production and trade of secondary wood products (Engineered Wood Products, furniture, joinery) and develop methodology for data collection on these products.
3. Investigate required changes in the Harmonized System classification; prepare for the implementation of 2022 Harmonized System and future potential changes to Harmonized System.
4. Follow up on the conversion factor questionnaire and study; develop conversion factors for secondary forest products (Engineered Wood Products, joinery).
5. Assist in the development of a forest food products section in collaboration with the Common Forest Reporting Questionnaire (CFRQ), and consider framework and specifications for non-wood forest products.
6. Support publication of the roundwood balance study and continue to develop methodology.
7. Strengthen capacities in statistics through a capacity-building workshop.
8. Disseminate information on forest products statistics further through the ToS network.
9. Advise on issues to coordinate with other members of the Intersecretariat Working Group on Forest Sector Statistics.
10. Consider improving product definitions and collect metadata (including accuracy).
11. Consider development of price portal.
12. Recommend improvements to data systems, including data capture.
13. Review ways to promote data and make it more accessible.

C. Expected major outputs and contributions
1. Recommendations for revisions to the JFSQ and TFQ questionnaires.
2. Submission of potential input for 2022 revision of Harmonized System and further revisions in later years.
3. A paper on the extent of potential double counting problem (including issue of forest/non-forest sources) and how to avoid it. Contact national data users for input.

4. Proposal for improvements for national and international practices in data validation and, if required, a working paper describing best practices.

5. A recommended procedure for estimating wood balance, including the desirable level of detail to include and conversion factors to use.

6. Contributions to studies on conversion factors, roundwood balance and double counting issue, in collaboration with other Teams.

7. Support to capacity building workshop on statistics.

D. Background

Established/ Approved by: Joint Sessions of ECE COFFI and FAO EFC, Warsaw, Poland, 2017.


Methods of work: Annual meeting. Further methods to be determined by the Team


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, the ToS on Wood Energy and the ToS on Sustainable Forest Management. The Team should also seek to communicate and collaborate with other fora working in this area, and to collaborate with others (e.g. Forest Europe Criteria and Indicators, IPCC Harvested Wood Products).
ECE/FAO Team of Specialists on Wood Energy


A. Objectives

1. To advise the joint ECE/FAO Forestry and Timber Section and support activities in Work Areas 1 and 2 on the methodology for, the implementation of and the follow-up to the Joint Wood Energy Enquiry and specific studies related to wood energy;

2. To contribute to a better understanding of wood energy statistics as a basis for sound policymaking.

B. Activities and functions

1. Monitor and analyse the policy aspects of the use of wood for energy generation and the implications for the forest sector, including carbon accounting.

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. Actively disseminate the publication and key messages synthesized in first issue of “Wood Energy in ECE region” series.

4. Coordinate and complete a second issue of “Wood Energy in ECE region” publication series.

5. Enhance capacity of member States to develop reliable wood energy statistics through knowledge sharing and capacity building workshops.

6. Actively cooperate and partner with other organizations involved in wood energy with the aim of sharing and improving wood energy data and information.

7. Coordinate and communicate with other Teams of Specialists on areas where there is commonalities and beneficial to share information.

C. Expected major outputs and contributions

1. Release of the second issue of series “Wood Energy in ECE region” with the most recent available data.

2. Publication of scholarly manuscripts examining longitudinal trends in JWEE data and socio-economic and environmental aspects of wood energy use in ECE member States, including its contribution towards the achievement of SDGs and mitigation of climate change.

3. Revision of the list of recommendations on the methods for, analysis and conduct of the Joint Wood Energy Enquiry.

4. Organization of one or two capacity building workshops on wood energy statistics, possibly including the sharing of best practices for household surveys (to obtain data on non-commercial wood energy (such as private household use of wood energy).

5. Improved quality and quantity of national reports to the JWEE.

6. Provide input to the chapter on wood energy for the Forest Products Annual Market Review.
D. Background

Established/Approved by: Joint Sessions of ECE COFFI and FAO EFC, Warsaw, Poland, 2017.


Methods of work: Annual meeting. Other methods to be determined by the Team.


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
ECE/FAO Team of Specialists on Forest Sector Outlook


A. Objectives

1. To advise and support the joint ECE/FAO Forestry and Timber Section on the methodology, preparation and implementation of outlook studies. Serve as a repository of global, regional, sub-regional and national forest sector outlook studies; and facilitate exchange of knowledge.

B. Activities and functions

1. Provide support and expertise to the secretariat to conduct forest sector outlook studies in at least two of the ECE sub-regions.
2. Present the findings of the studies in public forums, such as scientific and professional meetings.
3. Provide guidance on methods, analysis and conduct of forest sector outlook studies.
4. Provide support to the secretariat for enhancing member States’ capacities on forest sector outlook studies.
5. Identify scenarios based on: structural developments in the forest sector; long-term supply and demand of wood and other goods and services; as well as impacts and implications of international and national policy developments.
6. Advise on timeline for new outlook studies and identify potential contributors and donors.
7. Undertake research in support of forest sector outlook studies.
8. Provide an overview on alternative forest sector models.
9. Inform member States regularly about the status of ongoing outlook studies and the next steps of the process.

C. Expected major outputs and contributions

1. Publication of North America Forest Sector Outlook study (NAFSOS) and Europe Forest Sector Outlook Study (EFSOS), and possibly a Russian Forest Sector Outlook study, by 2019, subject to availability of funds.
2. Provide national level results of outlook studies, if resources are made available.
### D. Background

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<thead>
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<td>Methods of work:</td>
<td>Annual meeting or other methods to be determined by the Team.</td>
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<td>Team leader:</td>
<td>To be elected at first Team meeting</td>
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ECE/FAO Forest Policy Network

Reference to the Integrated Programme of Work: Work Area 2 “Policy dialogue and advice” and Work Area 4 “Capacity-building”

A. Objectives

1. To contribute to the implementation of tools to support sound policy in the forest sector in the ECE region.
2. To build capacity to support sound policies in the forest sector in Eastern Europe, Caucasus and Central Asia.

B. Activities and functions

1. Advise and support the secretariat on:
   • The collection, review, and dissemination of qualitative information on forest policies, institutions and instruments in the ECE region.
   • The contribution to policy dialogues at the regional and national level (including National Forest Policy Dialogues).
2. Contribute to strengthen policy-related components of ECE and FAO studies
3. Contribute to the UN Strategic Plan on Forests, including by taking part in exchange of experience and lessons learned and providing technical advice and input especially to the odd-year sessions of the Forum (workshops, submissions to UNFF Secretariat).
4. Contribute to achieving a balanced approach to the development of a bioeconomy and nature protection/conservation of biodiversity (study, linkage to outlooks).
5. Strengthen capacity building and experience exchange, best practices and mechanisms to help in tackling national challenges, and promote communication and information exchange associated with implementation of international agreements (e.g. 2030 Agenda on Sustainable Development, the Aichi Targets, Paris Agreement, the UN Strategic Plan on Forests, the Rovaniemi Action Plan for the Forest Sector in a Green Economy).
6. Contribute to the dissemination of information in support of decision making processes with regards to international forest policy developments (creation of policy briefs, sharing of informative materials).
7. Provide national experts with case studies, trainers and content for capacity building activities.
8. Provide ad-hoc studies on request by countries
9. Contribute to the work of other ToSs and build cooperation in this regard.
C. Expected major outputs and contributions

1. Contribution to the experience exchange on forest policies implementation and development (to be developed in close cooperation with the ToS on Monitoring Sustainable Forest Management and Forest Europe) with a view to:

   a) Contribution to the organization of national/regional policy dialogues (themes, speakers…) and provide recommendations on the further development of national forest policy dialogues (contents, methods…);

   b) Policy briefs.

D. Background

Established/Approved by: Joint Sessions of ECE COFFI and FAO EFC, Warsaw, Poland, 2017.
Methods of work: Annual meeting or other methods to be determined by the Team.
Team leader: To be elected at first Team meeting
ECE/FAO Team of Specialists on Forest Communication (Forest Communicators’ Network)


A. Objectives

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

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

B. Activities and functions

1. The ToS provides advice in the communication field to benefit the forest community 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) Conducting a survey among forest communicators on current trends and the latest developments and communication challenges in the sector.

   f) Sharing information and experience with forest communicators’ networks established by FAO in other regions.

   g) Supporting capacity building activities in cooperation with all other ToS, as appropriate.

   h) Providing advice for communication campaigns and strategies to communicate outputs of other ToS to a target audience, upon request by the respective ToS.

   i) Developing further approaches and tools for educational work on forests by continued involvement of the Forest Pedagogics Group.

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

   k) Identifying other communication work of relevance to forests as well as information-sharing platforms developed by civil society.

   l) Developing a proposal for a possible survey on the public perception of forests and the forest sector in the ECE Region for submission to potential donors.
C. **Expected major outputs and contributions**

1. An annual proposal for communication activities and messages for each International Day of Forests.
2. Proposals for communication activities around the European Forest Weeks, as appropriate.
3. A report on communication challenges for the forest sector, based on a survey conducted among forest communicators by the end of 2018.
5. 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.

D. **Background**

- **Established/Approved by:** Joint Sessions of ECE COFFI and FAO EFC, Warsaw, Poland, 2017.
- **Duration:** From January 2018 to December 2019. Renewable to 2021.
- **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 the Integrated Programme of Work: Work Area 2 “Policy dialogue and advice” and Work Area 4, “Capacity-building”

A. Objectives

1. To contribute to the improvement of working conditions and the development of Green Jobs in the forest sector.

2. To advise and support the joint ECE/FAO Forestry and Timber Section and member States on employment-related issues such as needed competencies including education and training for the forest sector in the context of a green economy.

3. To review forest sector workforce issues at policy, management and operational level, in order to recommend priorities and communicate their importance.

B. Activities and functions

1. Collaborate with relevant stakeholders (e.g. ILO and Forest Europe) on a joint definition of Green Jobs in the forest sector.

2. Identify and describe forest workforce-related trends and developments (trend monitoring) and analyze the strengths, weaknesses, opportunities and threats associated with the sustainability of this workforce.

3. Analyze the green jobs potential as well as the green jobs curricula in the forest sector, define the needed competencies as a basis for education and training for adopted regional policies and provide support for the implementation of these policies at all levels.

4. Improve the monitoring and analysis of the forest sector workforce including those involved with new green forest jobs while taking into account occupational health and safety.

5. Develop recommendations for the consideration of member states on preventive and remedial actions in order to ensure the sustainability of the forest workforce, including ways to attract young people to work in the forest sector and to improve the gender balance.

6. Advise and support the joint ECE/FAO Forestry and Timber Section on the organization of meetings and workshops related to forest workforce issues in the context of a green economy.

7. Identify present and future skill requirements for forestry professionals, map and describe forest jobs and related education curricula in collaboration with other relevant organizations.

8. Contribute to development and sharing of best practice for environmentally efficient, productive, safe and sustainable forest operations.

9. Monitor and analyze at the policy level the impact of green economy policy on employment in the forest sector, possibly with a cross-sectoral approach.
C. Expected major outputs and contributions

1. Periodic qualitative and quantitative surveys of major trends and challenges associated with the sustainable forest workforce and green jobs in support of existing reporting activities in the forest sector.

2. Trend scenario workshops on the future forest workforce, for instance in collaboration with the ECE/FAO ToS on Forest Sector Outlook.

3. Policy briefs outlining rationales for choosing particular workforce policy strategies.

4. Reviews and recommendations addressing main forest sector workforce issues.

D. Background

Established/Approved by: Joint Sessions of ECE COFFI and FAO EFC, Warsaw, Poland, 2017.


Methods of work: Annual Team meeting, scenario trend workshops, online surveys (national contact points), and other appropriate methods to be determined by the Team.


Team leader: To be elected at first Team meeting
III. Guidelines for ECE/FAO Teams of Specialists

A. Introduction

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

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

2. 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 JWP, which gives them guidance and evaluates their work based on their Terms of Reference and Work Plan. In addition, the JWP provides recommendations to the COFFI and the EFC for updating the Terms of Reference of the ToS and for their extension or discontinuation.

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

C. Membership and Officers

1. For each Team of Specialists, the secretariat circulates the Terms of Reference to COFFI/EFC members 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.

2. 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.

3. 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**

1. With the assistance of and in close cooperation with the secretariat, the Leader’s responsibilities are to:
   
a) Ensure that the Team’s Terms of Reference are applied and lead the Team;

b) Conduct the Team meetings and draft meeting reports, in consultation with participants of the meetings;

c) Coordinate the preparation of the work plan;

d) Coordinate and facilitate the implementation of the work plan, including by raising funds, where appropriate;

e) Coordinate the preparation and presentation of annual implementation reports at the JWP;

f) Organize and attend meetings of the Leaders of the Teams of Specialists.

2. 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.

3. 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**

1. 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.

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

3. The only websites of each Team of Specialists is the one hosted by the Joint UNECE/FAO Forestry and Timber Section (www.unece.org) and/or FAO (www.fao.org). All relevant information on ToS meetings (agenda, presentations, meeting report, list of participants, pictures, etc.) must be made available to the secretariat for posting on the website.
4. The Team leader, deputies or any other member of the Team need to ask permission to the ECE/FAO Secretariat for using ECE and FAO logos.

5. 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**

1. In close cooperation with the Team Leader, the secretariat is responsible for:
   a) Contacting member States and other relevant Stakeholders, including for the nomination of Team members, for updating of the lists of Team Members and issuing meeting invitations;
   b) Assisting in the scheduling of meetings and other activities, in consultation with the Team;
   c) Providing technical means and innovative solutions to facilitate cost-effective meetings and possibility for remote access to meetings for members who cannot attend the meeting personally;
   d) Providing guidance in fulfilling the Terms of Reference;
   e) Facilitating the meetings and assisting the Leader in preparing the meeting reports, by taking notes and drafting the main conclusions and next steps;
   f) Cooperating with the Leader in preparing the reports on the Team’s accomplishments;
   g) Uploading any relevant documentation to the Team website before and after the meetings and disseminating information on the Team’s activities.
Annex to the Integrated Programme of Work

I. Terms of Reference of the ECE Committee on Forests and the Forest Industry

1. COFFI, as a Sectoral Committee of ECE, constitutes a forum for cooperation and consultation among its member States. 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. COFFI shall, within the context of sustainable development, provide member States 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 States, 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 States 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 States;

d) Carry out tasks identified by the ECE or COFFI 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 EFC, the International Labour Organisation (ILO) and with Forest Europe, 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 COFFI and the EFC has four work areas (WA):

   WA 1: Data, monitoring and assessment;

   WA 2: Policy dialogue and advice;

   WA 3: Communication and outreach;

   WA 4: Capacity-building.
II. Mandate of the FAO European Forestry Commission

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<tr>
<td>Purpose</td>
<td>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.</td>
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<td>First Session</td>
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<td>Membership</td>
<td>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.</td>
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