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Joint Committee/Commission matters:**Integrated Programme of Work****Food and Agriculture Organization****European Forestry Commission****Thirty-ninth session**

Warsaw, Poland 9-13 October 2017

**Establishment of ECE/FAO Teams of Specialists
and renewal of Terms of Reference of the Joint
ECE/FAO Working Party on Forest Statistics,
Economics and Management****Note by the Secretariat***Summary*

Further to a thorough review of the 2013-2017 Integrated Programme of Work (IPoW) to extract lessons learned and several consultations consistent with a Roadmap proposed by the Joint Bureaux (the Committee Bureau and the Commission Executive Committee), a draft 2018-2021 IPoW was presented and reviewed at the thirty-ninth session of the Working Party on Forest Statistics, Economics and Management in Geneva from 29 to 31 March 2017. This document contains the draft Terms of Reference of the ECE/FAO Teams of Specialists and of the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management, as recommended by the Joint Working Party on Forests Economics, Statistics and Management. At the time of writing of this note, the COFFI Bureau was in agreement with transmitting this draft text to Las2017, while EFC was consulting and may propose amendments to the text. In that case, proposals for amendments will be submitted separately as an addendum.

Document ECE/TIM/2017/7- FO:EFC/2017/7 contains draft decisions in support of the implementation of the IPoW as well as the IPoW's Scope; Overall Goal; Objective; Structure and Work Areas; Principles guiding implementation, Support and Resources; and Expert Support.

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The Committee and the Commission are invited to review the Terms of Reference for their adoption.

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

1. The Joint ECE/FAO Working Party on Forest Statistics, Economics and Management (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

5. 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.

Name of the Team	Contribution to the Programme of Work
ToS on Monitoring Sustainable Forest Management (SFM)	WA1: to focus on SFM monitoring for different ECE and FAO studies and reviews, SFM assessment and work on criteria and indicators
ToS on Sustainable Forest Products	WA1: to focus on forest products and markets, market statements
ToS on Forest Products Statistics	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.
ToS on Wood Energy	WA1, WA2 and WA4: to support the development of data and relevant policy advice on wood energy in the region.
ToS on the Forest Sector Outlook	WA1 and WA2: to support the development of Outlook Studies
ToS on Forest Policy	WA2 and WA4: to focus on the development of forest policies in the region and provide capacity building
ToS on Forest Communication - Forest Communicators Network	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 ToS
ToS on Green Jobs - Joint ILO/ECE/FAO Expert Network	WA4: to focus on green jobs and capacity-building activities in support of SFM

ECE/FAO Team of Specialists on Monitoring Sustainable Forest Management

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

A. Objectives

6. 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;
7. 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

8. 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.
9. Contribute to the work on criteria and indicators (C&I) for sustainable forest management by Forest Europe and the Montréal Process.
10. 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.
11. Contribute to further work on the assessment of the sustainability of forest management.
12. 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.
13. Contribute to the development of the concept and modalities for a statistical data management system on forest resources, functions and services and SFM.
14. 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”.
15. 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

16. Review of, and input to documents, reports, and meetings related to the global reporting framework – in cooperation with the FAO Forest Resources Assessment Team.
17. 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.

18. 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.

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

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

21. 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, Poland, 2017.

Duration: From January 2018 to December 2019. Renewable to 2021.

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

22. To advise and support work on the sustainable development of forest products markets and related policies in the ECE region.
23. 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

24. 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.
25. 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.
26. Advise the secretariat on the organization of meetings related to the sustainable use of forest products.
27. 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.
28. 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..
29. Build linkages with non-forest bodies within the UN, including with the ECE Committee on Housing and Land Management.
30. 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.
31. Build upon the work of previous capacity building workshops and consider organizing similar events in association with regional bodies.
32. Organize an annual awareness raising workshop; subject to availability of funds.
33. 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.
34. Provide a network of expertise and advice, including on priorities.

C. Expected major outputs and contributions

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

36. 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

**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: Annual meeting. Other methods to be determined by the Team.

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

Team leader: To be elected at first Team meeting

Communication: The Team Leader and secretary should ensure close communication and collaboration with the Teams of Specialists on Forest Products Statistics and Wood Energy

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

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

B. Activities and functions

40. Review materials such as the Joint Forest Sector Questionnaire (JFSQ) and Timber Forecast Questionnaire (TFQ) and associated procedures, reviewing items in forest products statistics
41. 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.
42. Investigate required changes in the Harmonized System classification; prepare for the implementation of 2022 Harmonized System and future potential changes to Harmonized System.
43. Follow up on the conversion factor questionnaire and study; develop conversion factors for secondary forest products (Engineered Wood Products, joinery).
44. 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.
45. Support publication of the roundwood balance study and continue to develop methodology.
46. Strengthen capacities in statistics through a capacity-building workshop.
47. Disseminate information on forest products statistics further through the ToS network.
48. Advise on issues to coordinate with other members of the Intersecretariat Working Group on Forest Sector Statistics.
49. Consider improving product definitions and collect metadata (including accuracy).
50. Consider development of price portal.
51. Recommend improvements to data systems, including data capture.
52. Review ways to promote data and make it more accessible.
53. Recommend methods for improving data reliability.

C. Expected major outputs and contributions

54. Recommendations for revisions to the JFSQ and TFQ questionnaires.

55. Submission of potential input for 2022 revision of Harmonized System and further revisions in later years.
56. 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.
57. Proposal for improvements for national and international practices in data validation and, if required, a working paper describing best practices.
58. A recommended procedure for estimating wood balance, including the desirable level of detail to include and conversion factors to use.
59. Contributions to studies on conversion factors, roundwood balance and double counting issue, in collaboration with other Teams.
60. Support to capacity building workshop on statistics.

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:	Annual meeting. Further methods to be determined by the Team
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at 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

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

A. Objectives

61. 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;
62. To contribute to a better understanding of wood energy statistics as a basis for sound policymaking.

B. Activities and functions

63. Monitor and analyse the policy aspects of the use of wood for energy generation and the implications for the forest sector, including carbon accounting.
64. 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).
65. Actively disseminate the publication and key messages synthesized in first issue of “Wood Energy in ECE region” series.
66. Coordinate and complete a second issue of “Wood Energy in ECE region” publication series
67. Enhance capacity of member States to develop reliable wood energy statistics through knowledge sharing and capacity building workshops.
68. Actively cooperate and partner with other organizations involved in wood energy with the aim of sharing and improving wood energy data and information.
69. 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

70. Release of the second issue of series “Wood Energy in ECE region” with the most recent available data.
71. 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.
72. Revision of the list of recommendations on the methods for, analysis and conduct of the Joint Wood Energy Enquiry.
73. 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) .
74. Improved quality and quantity of national reports to the JWEE.
75. 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.
- Duration:** From January 2018 to December 2019. Renewable to 2021.
- Methods of work:** Annual meeting. Other methods to be determined by the Team.
- Reporting:** Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
- Team leader:** To be elected at first Team meeting
- Communication:** The Team Leader and secretary should ensure close communication and collaboration with the Teams of Specialists on Forest Products Statistics and Wood Energy

ECE/FAO Team of Specialists on Forest Sector Outlook

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

A. Objectives

76. 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

77. Provide support and expertise to the secretariat to conduct forest sector outlook studies in at least two of the ECE sub-regions.

78. Present the findings of the studies in public forums, such as scientific and professional meetings.

79. Provide guidance on methods, analysis and conduct of forest sector outlook studies.

80. Provide support to the secretariat for enhancing member States’ capacities on forest sector outlook studies.

81. 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.

82. Advise on timeline for new outlook studies and identify potential contributors and donors.

83. Undertake research in support of forest sector outlook studies.

84. Provide an overview on alternative forest sector models.

85. Inform member States regularly about the status of ongoing outlook studies and the next steps of the process.

C. Expected major outputs and contributions

86. 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.

87. Provide national level results of outlook studies, if resources are made available.

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:	Annual meeting or other methods to be determined by the Team.
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at first Team meeting

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

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

B. Activities and functions

90. 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).
91. Contribute to strengthen policy-related components of ECE and FAO studies
92. 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).
93. Contribute to achieving a balanced approach to the development of a bioeconomy and nature protection/conservation of biodiversity (study, linkage to outlooks).
94. 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).
95. 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).
96. Provide national experts with case studies, trainers and content for capacity building activities.
97. Provide ad-hoc studies on request by countries
98. Contribute to the work of other ToSs and build cooperation in this regard.

C. Expected major outputs and contributions

99. 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.
Duration:	From January 2018 to December 2019. Renewable to 2021.
Methods of work:	Annual meeting or other methods to be determined by the Team.
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at first Team meeting

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

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

A. Objectives

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

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

B. Activities and functions

102. 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

103. An annual proposal for communication activities and messages for each International Day of Forests.
104. Proposals for communication activities around the European Forest Weeks, as appropriate.
105. A report on communication challenges for the forest sector, based on a survey conducted among forest communicators by the end of 2018.
106. A revised version of the Strategic Framework for Forest Communication in Europe by the end of 2019 and the development of guidelines for Forest Communicators' Network.
107. 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/ Joint Sessions of ECE COFFI and FAO EFC, Warsaw, Poland, 2017.

Approved by:

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

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

109. 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.

110. 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

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

112. 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.

113. 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.

114. 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.

115. 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.

116. 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.

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

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

119. Monitor and analyse 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

120. 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.

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

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

123. 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.

Duration: From January 2018 to December 2019. Renewable to 2021.

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

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

Team leader: To be elected at first Team meeting

III. Guidelines for ECE/FAO Teams of Specialists

A. Introduction

124. 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.

125. 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

126. 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.

127. The primary role of the Teams of Specialists is to support the implementation of the ECE COFFI and FAO EFC Integrated 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.

128. 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

129. 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.

130. 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.

131. 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

132. 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.

133. 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.

134. 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

135. 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.

136. 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.

137. 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.

138. 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.

139. 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

140. 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

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