

Annex I

Warsaw Integrated Programme of Work

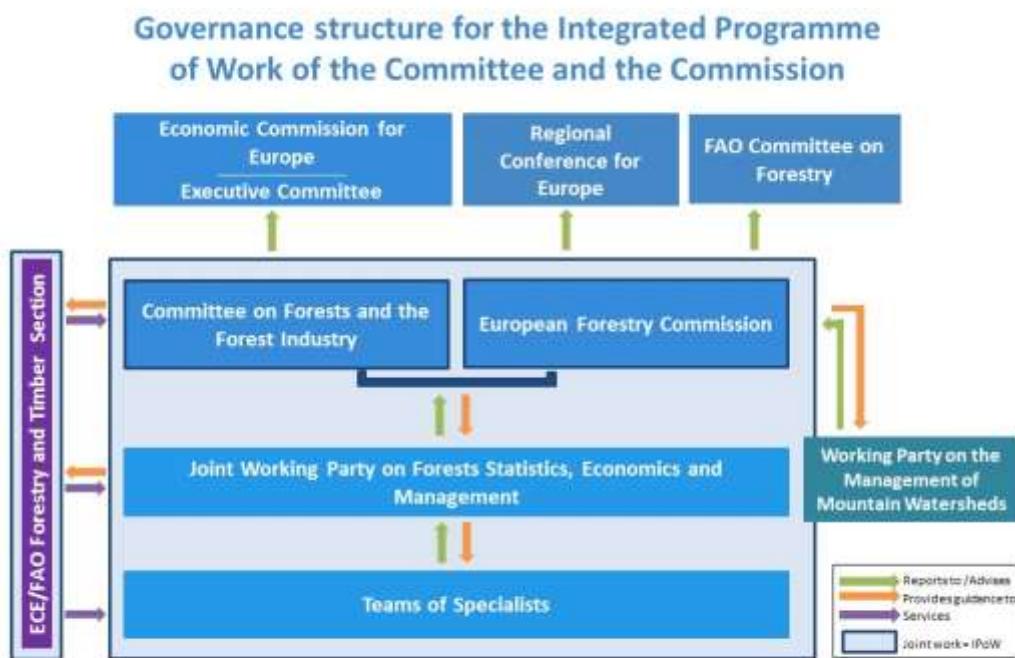
I. Recommendations and decisions in support of the implementation of the Warsaw Integrated Programme of Work

1. The “Las2017”, the joint session of the ECE Committee on Forests and the Forest Industry and the FAO European Forestry Commission, which took place in Warsaw, Poland from 9 to 13 October 2017, adopted the attached Warsaw Integrated Programme of Work for the period 2018-2021.

2. Formal governance is undertaken by the two parent bodies, the ECE Committee and the FAO Commission, which have the ultimate oversight responsibility for the implementation of the Warsaw Integrated Programme of Work. The frequency of meetings is decided in accordance with their respective rules of procedure. According to established practice, the Committee meets annually. The Commission’s Rules of Procedure indicate that the Commission in principle meets every second year. The Committee and the Commission expect to hold joint sessions in 2019 and 2021 with the aim to further strengthen cooperation, build on synergies and ensure cost efficiency. During joint meetings, matters of relevance to the Committee or the Commission 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 Committee and the Commission, which contributes to the implementation of the Warsaw Integrated Programme of Work, meets annually.

3. The Warsaw Integrated Programme of Work will be implemented respecting mandates of FAO and ECE and based on comparative advantages in order to reach efficiency and avoid duplication. FAO and ECE will strive to avoid duplication amongst their respective activities and with other forest-related regional initiatives and projects.

4. A specific list of activities to implement the Programme is agreed on an annual basis by the Working Party and the Committee and the Commission. ECE and FAO are asked, in line with their governance structures, to present an overview of their forest-related work in the region to each session of the Working Party in order to facilitate the review of the proposed list.



5. The Bureau of the Committee and the Executive Committee of the Commission are entrusted with providing guidance on the implementation of the Warsaw Integrated Programme of Work as needed. They should meet jointly at least twice annually and inform the member States and regional economic integration organizations about their decisions. The minutes of the meetings will be made available on the websites of both organizations.

6. 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.

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

8. Member States and regional economic integration organizations are encouraged to strengthen coordination between delegates of the Committee and of the Commission at the national level in implementation of the Warsaw Integrated Programme of Work (for example, by appointing the same Head of Delegation for both).

9. The Committee and the Commission should encourage their members in linking the ECE and FAO work to activities at the national level in order to ensure feedback on the Warsaw Integrated Programme of Work and encourage the cooperation between countries in this regard.

Data management

10. At supranational level, 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 at that level.

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

Private sector

12. 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 encouragement of participation in existing subsidiary and expert bodies, and by maintaining high relevance of the market discussions for the private sector at the sessions while noting the essential benefits that forests goods and services provide to the public at large, which could then provide advice to the ECE and FAO regarding further private sector engagement. The market discussions should at least last one day.

Funding

13. The final list of activities prepared every year should help member States and regional economic integration organizations to further prioritize the work of the secretariat. A related budget is prepared and shared with the Joint Bureaux, member countries and regional economic integration organizations after the approval of the list to understand the feasibility of activities and identify funding needs. Additional sources of funding will be sought from relevant global, regional and national donor organizations.

Outreach

14. To the upmost extent possible, communication activities shall be implemented with due regard to keeping a balance between subregions, Work Areas and between official languages of the Committee and the Commission in order to increase the impact and visibility of work.

Partnerships

15. Partnerships, within the scope of ECE and FAO relevant policies, should be established with other sectors, including through cooperation with other ECE Committees and FAO Commissions. 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.) and consider the impacts of other sectors on the forest sector.

16. Cooperation with other intergovernmental organizations and processes, including the European Union, the Intergovernmental Council on Forestry and the Forest Industry of the Commonwealth of Independent States, Forest Europe, the United Nations Forum on Forests, the International Tropical Timber Organization, the International Union of Forest Research Organizations and the European Forest Institute, amongst others, should be fostered.

17. Good examples and best practices of cross-sectoral cooperation should be highlighted and showcased whenever possible.

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

II. Warsaw Integrated Programme of Work (Part I)

19. The oversight responsibility for the implementation of the Warsaw Integrated Programme of Work of the Committee on Forests and the Forest Industry and the European Forestry Commission remains with the members of the Committee and the Commission.

20. The implementation and coordination responsibilities for the Warsaw Integrated Programme of Work of the Committee and the Commission rests primarily with ECE and FAO through the ECE/FAO Forestry and Timber Section. The implementation is supported by the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management, 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 and regional economic integration organizations, in close cooperation with relevant organizations and processes at all levels and other relevant stakeholders participating in the Committee and Commission intergovernmental processes.

21. It will contribute to the implementation of: (i) the United Nations 2030 Agenda for Sustainable Development and the achievement of the SDGs, (ii) the United Nations strategic plan for forests 2017-2030, (iii) the United Nations Forum on Forests Quadrennial Programme of Work 2017-2020, (iv) the Aichi Biodiversity Targets, (v) the Paris Agreement adopted under the United Nations Framework Convention on Climate Change and (vi) other international objectives and processes relevant to forests, including the Bonn Challenge and the Rovaniemi Action Plan for the Forest Sector in a Green Economy.

A. Scope

22. The Warsaw Integrated Programme of Work covers all fifty-six member States of the ECE region, in line with the Committee's membership². Thirty-nine member States, which are all ECE member States, and the European Union, are members of the Commission³.

23. The Programme encompasses the following main topics related to forests, sustainable forest management and the forest sector:

- (a) The state of forests and the state of sustainable forest management;
- (b) The implementation and promotion of sustainable forest management, according to the seven thematic elements of the United Nations Forest Instrument;
- (c) Forest related industries, the use of forest products, as raw material, construction, and energy; and related innovation perspectives;

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 Yugoslav Republic of Macedonia, Turkey, Ukraine, United Kingdom, Uzbekistan and the European Union.

- (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; and
- (f) To contribute to the implementation of the United Nations 2030 Agenda for Sustainable Development and the achievement of the forest-related Sustainable Development Goals as well as the implementation of United Nations strategic plan for forests 2017-2030, within the existing mandates of ECE and FAO.

B. Overall goal

24. The overall goal of the Warsaw Integrated Programme of Work 2018-2021 of the Committee and the Commission is to support member States and regional economic integration organizations in their efforts to sustainably manage forests so that they provide forest goods and services to benefit society.

C. Objective of the Warsaw Integrated Programme of Work

25. The Warsaw Integrated Programme of Work aims to assist member States and regional economic integration organizations 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

26. The Warsaw Integrated Programme of Work remains structured around four main functions, or work areas, as follows:

- Work Area 1: Data, monitoring, reporting and assessment**
- Work Area 2: Policy dialogue and advice**
- Work Area 3: Communication and outreach**
- Work Area 4: Capacity-building**

27. Actions contained in the Rovaniemi Action Plan and attributed to the 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 Warsaw Integrated Programme of Work 2018-2021, subject to availability of financial and human resources.

28. Specific activities and outputs proposed for the four Work Areas are outlined below.

Work Area 1: Data, monitoring, reporting and assessment

29. 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; and

(c) Cooperation and contribution to international processes on sustainable forest management, including on 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.

30. 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; and
- (e) Jobs, employment and working conditions.

31. Data are collected in partnership with member States and regional economic integration organizations, 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, Global Forest Resources Assessment 2020 process). Activities under Work Area 1 are also expected to improve the quality of information, ensuring international compatibility, storage, dissemination and analysis of the information, and to assist member States and regional economic integration organizations in strengthening their capacity in this area (see Work Area 4 on capacity-building).

32. 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; the Timber Forecast Questionnaire; the Joint Wood Energy Enquiry; the Collaborative Forest Resources Questionnaire; the regional input to the FAO Global Forest Resource Assessment 2020 in cooperation with Forest Europe; associated databases of the previously mentioned outputs; Market Statement, forecast tables; the reporting of progress towards implementation of the 2030 Agenda on Sustainable Development and achievement of forest-related SDGs, and the United Nations 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 above in paragraph 30, upon decision by the Committee and the Commission.

Work Area 2: Policy dialogue and advice

33. This component involves the organization of regional policy dialogues and specific studies and the facilitation of national dialogues on request from member States and regional economic integration organizations. The subjects to be covered will address issues mentioned in the scope of the Warsaw Integrated Programme of Work. This work will contribute to the implementation of the 2030 Agenda and forest related SDGs, the United Nations strategic plan for forests 2017-2030 and the United Nations Forum on Forests Quadrennial Programme of Work 2017-2020, and to the relevant global (mainly the United Nations Forum on Forests

and the FAO Committee on Forestry, regional and national forest dialogues. Activities in this Work Area also contribute to efforts to promote cross-sectoral cooperation.

34. Outputs from this Work Area include:

- (a) Analyses, guidelines and recommendations to support member States and regional economic integration organizations in implementing the above mentioned initiatives and plans;
- (b) Contributions to the Forest Europe Work Programme;
- (c) Policy dialogues and workshops for the region;
- (d) Forest Sector Outlook Studies; and
- (e) 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.

Work Area 3: Communication and outreach

35. 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 regional 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 Work Area 1, Work Area 2 and Work Area 4;
- (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 Warsaw 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 regional economic integration organizations and the dissemination of their forest-related announcements (e.g. capacity-building workshops, special public relations events) in cooperation with member States, regional economic integration organizations 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); and
- (h) Communicating effectively the news and updates from the work at other forest-related international fora.

36. Outputs from this Work Area include:

- (a) Events and campaigns (e.g. contribution to the organization of International Forest Day events, contribution to the organization of the European Forest Week, etc.);
- (b) Policy briefs;
- (c) Press briefs;
- (d) Contribution to the Forest Information Billboard;
- (e) Contribution to, and dissemination of, ad hoc studies through communication channels; and
- (f) Inputs to the website.

Work Area 4: Capacity-building

37. While all member States and regional economic integration organizations benefit from international cooperation through the Warsaw 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 activities relevant to the region. It covers the themes encompassed in the scope of the Warsaw Integrated Programme of Work, including:

- (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 and the Bonn Challenge;
- (e) The implementation of the United Nations strategic plan for forests 2017-2030 and countries' voluntary national contributions; and
- (f) The contribution of the forest sector to:
 - i. a green economy;
 - ii. the implementation of the 2030 Agenda for Sustainable Development and the achievement of forest-related SDGs;
 - iii. the implementation of the Paris Agreement.

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

39. Outputs from this Work Area include:

- (a) Publications;
- (b) Capacity-building workshops;
- (c) Training material and recommendations;
- (d) Technical assistance;
- (e) Provision of specific, targeted expertise; and
- (f) Enhanced cooperation and development of contacts in the target countries.

E. Principles guiding implementation

40. Implementation should be guided by the following principles:

Partnership

41. 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. The Committee and the Commission will seek and welcome cooperation for any of the relevant outputs under the four Work Areas.

Outreach to other constituencies

42. In the implementation of the Warsaw Integrated Programme of Work, 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

43. The work and expected outputs of the Teams of Specialists will be fully aligned with the Warsaw 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 Committee and Commission official languages when organizing meetings and issuing publications and documents, as appropriate.

Involvement of the private sector

44. The Warsaw 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 including in the market discussions will be actively sought, in line with the ECE and FAO organizational policies. Increased participation from various relevant stakeholders should be encouraged.

Gender mainstreaming

45. The Warsaw 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 Warsaw Integrated Programme of Work and related resources

46. Progress in the implementation of the Warsaw Integrated Programme of Work will be reported annually. The Warsaw 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.

47. Implementation will depend on regular programme funding levels and to a large extent on extrabudgetary resources, as well as available human resources. Member States, regional economic integration organizations 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 the Working Party and subsequently to the Committee and the Commission for their approval, will show clearly the areas of work (e.g. capacity-building) or activities where extrabudgetary funding will be needed.

48. A broader engagement by member States and regional economic integration organizations 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

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

50. 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 the secretariat can be found in Part 2.

Warsaw Integrated Programme of Work (Part II)

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 is a subsidiary body of the Committee and the Commission 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 Commission and meets annually to:

(a) Provide guidance on the implementation of all areas of the Integrated Programme of Work;

(b) Supervise the work of Teams of Specialists and facilitate the exchange of information on their work; and

(c) Identify priorities for action and relevant emerging issues; and transmit suggested priorities and specific recommendations to COFFI and the EFC for consideration.

2. The Joint ECE/FAO Working Party on Forest Statistics, Economics and Management shall, for each Work Area, on the basis of a report from the secretariat, review and comment on the activities undertaken during the past year and the plans for the forthcoming year.

3. The Joint ECE/FAO Working Party on Forest Statistics, Economics and Management shall review, on an ongoing basis, the work of the Teams of Specialists and their contribution to the Work Areas as well as work between the Teams of Specialists to ensure the most effective and efficient implementation of their activities. It will:

(a) Receive and discuss the reports from the Teams of Specialists in order to enhance the understanding of their activities and assess their work plans; when needed, the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management may review and recommend updated mandates for endorsement by the parent bodies;

(b) Identify possible synergies; and facilitate the exchange of experiences between Teams of Specialists and delegations from member States; and

(c) Increase the visibility and impact of the work of Teams of Specialists among member States and within the relevant bodies in the United Nations.

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

(a) Propose priorities for activities in the Work Areas and on relevant emerging issues;

(b) Provide, upon request from the parent bodies, methodologies for use in economic analysis of the sector, as well as techniques for collecting, validating, 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 the Committee and the Commission on issues under consideration by those bodies, including the preparation of studies on the status and future of forests and on the forest industry such as the Outlooks and the Forest Products Annual Market Reviews;

(e) Inviting other sectors to the sessions to discuss issues related to forest information and management matters of common interest, including best practices in sustainable forestry management and their impact on the overall sustainability of forests, natural resources management, and other issues such as biodiversity and climate change; and

(f) Inviting other international bodies, including the International Tropical Timber Organization, the Conference of European Statisticians, Forest Europe and Eurostat, to the sessions, with a view to coordinating activities and avoiding any duplication of effort.

5. The work of the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management will be assessed after the next two sessions of this body.

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

6. In order to support the implementation of the Integrated Programme of Work, the following Teams of Specialists are established for the period 2018-2021.

Name of the Team	Contribution to the Programme of Work
Team of Specialists on Monitoring Sustainable Forest Management	Work Area 1, Work Area 2 and Work Area 4: to focus on sustainable forest management monitoring for different ECE and FAO studies and reviews, sustainable forest management assessment and work on criteria and indicators
Team of Specialists on Sustainable Forest Products	Work Area 1 and Work Area 4: to focus on forest products and markets, market statements
Team of Specialists on Forest Products Statistics	Work Area 1 and Work Area 4: to support the work on statistics in the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management, in order for the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management to focus on its coordinating function for Team of Specialists and Work Area review
Team of Specialists on Wood Energy	Work Area 1, Work Area 2 and Work Area 4: to support the development of data and relevant advice on wood energy in the region
Team of Specialists on Forest Sector Outlook	Work Area 1, Work Area 2 and Work Area 4: to support the development of Outlook Studies
Team of Specialists on Forest Policy (Forest Policy Network)	Work Area 2 and Work Area 4: to focus on forest policies in the region and provide capacity-building
Team of Specialists on Forest Communication (Forest Communicators' Network)	Work Area 3 and Work Area 4: to provide advice to the ECE/FAO Forestry and Timber Section in support of relevant events, campaigns and public relations efforts, support the dissemination of results of other Teams of Specialists
Team of Specialists on Green Jobs in the Forest Sector (Joint ILO/ECE/FAO Expert Network)	Work Area 2 and Work Area 4: to focus on green jobs and capacity-building activities in support of sustainable forest management

ECE/FAO Team of Specialists on Monitoring Sustainable Forest Management

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

A. Objectives

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

B. Activities and functions

9. Contribute to the Global Forest Resources Assessment 2020 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.
10. Contribute to the work on criteria and indicators for sustainable forest management agreed by Forest Europe and the Montréal Process.
11. 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.
12. Contribute to further work on the assessment of the sustainability of forest management.
13. 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 for forests 2017-2030.
14. Contribute to the development of the concept and modalities for a statistical data management system on forest resources, functions and services and sustainable forest management.
15. Provide input to other Work Areas on issues relevant to data, monitoring, reporting and assessment including related capacity-building, in particular to the United Nations Development Account project on “Accountability Systems for Sustainable Forest Management in the Caucasus and Central Asia”.
16. Support international work and cooperation on monitoring of forest resources and sustainable forest management, including the European Union (i.e. Eurostat, the European Economic Area and the Joint Research Centre) and other organizations (i.e., the International Union of Forest Research Organizations, the International Co-operative Programme on Assessment and Monitoring of Air Pollution Effects on Forests and the European Forest Institute) in this area.

C. Expected major outputs and contributions

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

18. 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 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.
19. 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 United Nations strategic plan for forests 2017-2030.
20. Advice on issues relevant to the criteria & indicators processes in the region.
21. Advice on designing an improved statistical data management system on forest resources, their functions and services, and forest management.
22. 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 session of the Committee and the Commission, Warsaw, Poland, 2017.
Duration:	From January 2018 to December 2019. Renewable to 2021.
Methods of work:	Regular Team of Specialists meetings (including steering group and thematic sub-groups meetings). Participation in workshops with Global Forest Resources Assessment 2020 national correspondents. Reviews and consultations, in person, via videoconference and electronic means. Review and, if feasible, preparation of background materials, discussion papers, enquiries. Other forms of work can be determined by the Team of Specialists, if needed.
Reporting:	Annually, to the Joint ECE/FAO Working Party on Forest Statistics, Economics and Management
Team leader:	To be elected at the first Team meeting

ECE/FAO Team of Specialists on Sustainable Forest Products

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

A. Objectives

23. To advise and support work on the sustainable development of forest products markets and related policies in the region.
24. 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

25. Provide guidance and referral to the best available experts and/or sources of information for the organization of:
 - Market Discussions; and
 - Workshop(s) on all topics related to forest products including the role of forest products in a green economy, the use of wood for so-called “green buildings construction”, innovative wood products and other topics in line with the work programme.
26. 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.
27. Advise the secretariat on the organization of meetings related to the sustainable use of forest products.
28. 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.
29. 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.
30. Build linkages with non-forest bodies within the UN, including with the ECE Committee on Housing and Land Management.
31. 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.
32. Build upon the work of previous capacity-building workshops and consider organizing similar events in association with regional bodies.
33. Organize an annual awareness raising workshop; subject to availability of funds.
34. Work with the secretariat to attract and enhance the involvement of the forest products industry, aiming at:
 - Holding a full day session focusing on market/industry issues;
 - Organizing industry visits; and
 - Organizing side events that involve the forest products industry sector.
35. Provide a network of expertise and advice, including on priorities.

C. Expected major outputs and contributions

36. Market Discussions covering forest product market topics that are current and relevant to the region and contribute to the Market Statement.
37. Bi-annual meetings to discuss a list of recommendations on how to improve the content, structure and focus of the forest products marketing Work Area in general and the Forest Products Annual Market Review in particular (typically during the Team of Specialists meeting that is held at the time of Committee, Commission and Working Party meetings).

D. Background

- Established/ Approved by:** Joint sessions of the Committee and the Commission, 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.
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ECE/FAO Team of Specialists on Forest Products Statistics

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

A. Objectives

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

B. Activities and functions

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

C. Expected major outputs and contributions

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

D. Background

Established/	Joint session of the Committee and the Commission, Warsaw,
Approved by:	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 Team of Specialists on Sustainable Forest Products, the Team of Specialists on Wood Energy and the Team of Specialists 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 on criteria and indicators and the Intergovernmental Panel on Climate Change on harvested wood products).

ECE/FAO Team of Specialists on Wood Energy

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

A. Objectives

62. To advise the 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.
63. To contribute to a better understanding of wood energy statistics as a basis for sound policymaking.

B. Activities and functions

64. Monitor and analyse the policy aspects of the use of wood for energy generation and the implications for the forest sector, including carbon accounting.
65. Provide guidance on the Joint Wood Energy Enquiry data collection and analysis process including on indicators, the structure of the Joint Wood Energy Enquiry questionnaire, and the review of wood energy parameters (such as heating values and conversion factors).
66. Actively disseminate the publication and key messages synthesized in first issue of “Wood Energy in the ECE region” series.
67. Coordinate and complete a second issue of “Wood Energy in the ECE region” publication series.
68. Enhance capacity of member States to develop reliable wood energy statistics through knowledge sharing and capacity-building workshops.
69. Actively cooperate and partner with other organizations involved in wood energy with the aim of sharing and improving wood energy data and information.
70. 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

71. Release of the second issue of series “Wood Energy in the ECE region” with the most recent available data.
72. Publication of scholarly manuscripts examining longitudinal trends in the data of the Joint Wood Energy Enquiry 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.
73. Revision of the list of recommendations on the methods for, analysis and conduct of the Joint Wood Energy Enquiry.
74. 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).
75. Improved quality and quantity of national reports to the Joint Wood Energy Enquiry.

76. Provide input to the chapter on wood energy for the Forest Products Annual Market Review.

D. Background

Established/ Approved by: Joint session of the Committee and the Commission, 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 Team of Specialists on Forest Products Statistics.

ECE/FAO Team of Specialists on Forest Sector Outlook

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

A. Objectives

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

B. Activities and functions

78. Provide support and expertise to the secretariat to conduct forest sector outlook studies in at least two of the ECE subregions.

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

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

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

82. 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.

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

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

85. Provide an overview on alternative forest sector models.

86. Inform member States and regional economic integration organizations regularly about the status of ongoing outlook studies and the next steps of the process.

C. Expected major outputs and contributions

87. Publication of North America Forest Sector Outlook study and Europe Forest Sector Outlook Study, and possibly a Russian Forest Sector Outlook study, by 2019, subject to availability of funds.

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

D. Background

- Established/ Approved by:** Joint session of the Committee and the Commission, 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.
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ECE/FAO Team of Specialists on Forest Policy (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

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

B. Activities and functions

91. Advise and support the ECE/FAO Forestry and Timber Section on:
 - The collection, review, and dissemination of information on forest policies, institutions and instruments in the region; and
 - The contribution to policy dialogues at the regional and national level (including National Forest Policy Dialogues).
92. Contribute to strengthen policy-related components of ECE and FAO studies.
93. Contribute to the implantation of the United Nations strategic plan for forests 2017-2030, 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 the United Nations Forum on Forests Secretariat).
94. Contribute to achieving a balanced approach to the development of a bioeconomy and nature protection/conservation of biodiversity (study, linkage to outlooks).
95. 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, the Paris Agreement, the United Nations strategic plan for forests 2017-2030, the Rovaniemi Action Plan for the Forest Sector in a Green Economy).
96. 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).
97. Provide national experts with case studies, trainers and content for capacity-building activities.
98. Provide ad-hoc studies on request by countries.
99. Contribute to the work of other Teams of Specialists and build cooperation in this regard.

C. Expected major outputs and contributions

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

- (a) Contribution to the organization of national/regional policy dialogues (themes, speakers, etc.) and provide recommendations on the further development of national forest policy dialogues (contents, methods, etc.); and
- (b) Policy briefs.

D. Background

Established/Approved by: Joint session of the Committee and the Commission, 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

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

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

B. Activities and functions

103. The Team of Specialists 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) Raising awareness of the significance of forests and sustainable forest management in achieving the SDGs;

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

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

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

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

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

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

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

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

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

C. Expected major outputs and contributions

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

105. Proposals for communication activities around the European Forest Weeks, as appropriate.

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

107. Contributions to the development and implementation of the communication and outreach strategies of ECE, FAO and the United Nations Forum on Forests in support of the implementation of the United Nations strategic plan for forests 2017-2030.

108. A report on communication challenges for the forest sector, based on a survey conducted among forest communicators by the end of 2018.

109. A revised version of the Strategic Framework for Forest Communication in Europe by the end of 2019.

110. 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 session of the Committee and the Commission, 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 (Joint ILO/ECE/FAO Expert Network)

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

A. Objectives

111. To contribute to the improvement of working conditions and the development of Green Jobs in the forest sector.
112. To advise and support the ECE/FAO Forestry and Timber Section and member States and regional economic integration organizations on employment-related issues such as needed competencies including education and training for the forest sector in the context of a green economy.
113. 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

114. Collaborate with relevant stakeholders (e.g. the International Labour Organization (ILO) and Forest Europe) on a joint definition of Green Jobs in the forest sector.
115. Identify and describe forest workforce-related trends and developments (trend monitoring) and analyse the strengths, weaknesses, opportunities and threats associated with the sustainability of this workforce.
116. Analyse 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.
117. 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.
118. 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.
119. Advise and support the 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.
120. Identify present and future skill requirements for forestry professionals, map and describe forest jobs and related education curricula in collaboration with other relevant organizations.
121. Contribute to development and sharing of best practice for environmentally efficient, productive, safe and sustainable forest operations.
122. 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

123. 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.
124. Trend scenario workshops on the future forest workforce, for instance in collaboration with the ECE/FAO Team of Specialists on Forest Sector Outlook.
125. Policy briefs outlining rationales for choosing particular workforce policy strategies.
126. Reviews and recommendations addressing main forest sector workforce issues.

D. Background

- Established/** Joint session of the Committee and the Commission, Warsaw, Poland,
Approved by: 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

127. These draft guidelines were adopted by “Las2017”, the joint session of the Committee and the Commission, 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 Integrated Programme of Work.

128. 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

129. The ECE/FAO Teams of Specialists are recommended by the Committee and the Commission and established by the ECE Executive Committee to support the work of the 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. The Committee and the Commission approve the Terms of Reference for all Teams of Specialists at their joint session.

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

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

C. Membership and Officers

132. For each Team of Specialists, the secretariat circulates the Terms of Reference to Committee/Commission members and all relevant stakeholders in the region and asks them to nominate their official representative, should they wish to participate in the Team activities. Member States and stakeholders are expected to nominate their representative to a Team based on their interest in the issues covered by this Team and their capacity to support the participation of their representative in the Team’s work. On the basis of the answers received, the secretariat prepares a list of Team members and establishes the Team. The request for nomination may be repeated at the end of the first two-year duration or at the beginning of the next Integrated 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.

133. 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.

134. 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

135. 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 Joint ECE/FAO Working Party on Forest Statistics, Economics and Management; and
- (f) Organize and attend meetings of the leaders of the Teams of Specialists.

136. 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.

137. Team members are expected to actively participate in the Team activities by:

- (a) Attending the Team meetings;
- (b) Contributing to the work between the Team meetings;
- (c) Answering enquiries from the leader or the secretariat; and
- (d) Relaying information on the Team's work at the national and subnational level.

E. Methods of Work

138. 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.

139. 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.

140. The only websites of each Team of Specialists is the one hosted by the ECE/FAO Forestry and Timber Section (www.unece.org) and/or FAO (www.fao.org). All relevant

information on Team of Specialists meetings (agenda, presentations, meeting report, list of participants, pictures, etc.) must be made available to the secretariat for posting on the website.

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

142. 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

143. 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; and

(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 Warsaw Integrated Programme of Work

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

1. The Committee on Forests and the Forest Industry, as a Sectoral Committee of ECE, constitutes a forum for cooperation and consultation among its member States. Its objective is to strengthen the forest sector and its contribution to sustainable development throughout the region, through monitoring, analysis, capacity-building and the provision of a forum for discussion, taking into account the changing policy environment, notably as regards climate change and bioenergy. The Committee focuses on the sound and legal use of forest products, for raw material or energy, and on forest services.

2. The Committee 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 ECE or the Committee as being of priority, including the facilitation of subregional cooperation and activities in support of the economies of eastern Europe, the Caucasus and central Asia and the Mediterranean region; and

(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 Commission, 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 Commission.

3. The Integrated Programme of Work of the Committee and the Commission has four Work Areas:

- Work Area 1: Data, monitoring, reporting and assessment;
- Work Area 2: Policy dialogue and advice;
- Work Area 3: Communication and outreach; and
- Work Area 4: Capacity-building.

II. Mandate of the FAO European Forestry Commission

Name	<u>European Forestry Commission</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 Marianské Lázne (former 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