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**Food and Agriculture Organization  
of the United Nations****Economic Commission for Europe**

Committee on Forests and the Forest Industry

**Joint ECE/FAO Working Party on Forest Statistics,  
Economics and Management**

**Forty-first session**

Geneva, 27-29 March 2019

Item 1 of the Provisional Agenda

**Adoption of the Agenda****Food and Agriculture Organization**

European Forestry Commission

**Annotated provisional agenda for the forty-first session<sup>1</sup>**

Session to be held at the Palais des Nations (Room VIII), Geneva, starting at 10 a.m. on Wednesday, 27 March 2019.

This annotated agenda provides guidance to delegates to the Joint Economic Commission for Europe (ECE) and Food and Agriculture Organization of the United Nations (FAO) Working Party on Forest Statistics, Economics and Management (Joint Working Party) on the structure of the meeting and main topics to be discussed.

The Joint Working Party will be invited to provide guidance on the implementation of all areas of the Warsaw Integrated Programme of Work, supervise the work of Teams of Specialists and facilitate the exchange of information on their work, and identify priorities for action and relevant emerging issues. The Joint Working Party will suggest priorities and specific recommendations to the Committee on Forests and the Forest Industry and the European Forestry Commission for consideration and shall, for each Work Area, on the basis of the background documents prepared by the secretariat, review and comment on the activities undertaken during the past year, the current year and the plans for the forthcoming year.

Work delivered by the secretariat since the fortieth session of the Joint Working Party can be found in the meeting documents, which will be made available on the website of the Forestry and Timber Section before the meeting ([www.unece.org/index.php?id=48832](http://www.unece.org/index.php?id=48832)). Presentations by the secretariat will not repeat the content of the background documents, but rather highlight main achievements by the secretariat under each Work Area.

Besides the review of the work accomplished the secretariat, this year's session of the Joint Working Party is planned to focus discussion on the following main issues: Boreal forests, Green jobs in the forest sector, Forest Sector Outlook and how to use electronic means for sharing forest relevant information.

<sup>1</sup> Documents and more information, including the registration form, at <http://www.unece.org/forests/wpfssem2019>



## **I. Provisional agenda**

1. Adoption of the agenda.
2. Outcomes of the seventy-sixth session of the Economic Commission for Europe Committee on Forests and the Forest Industry – including new Rules of Procedure.
3. Information on the outcome of the Forest Europe Expert Level Meeting.
4. Discussion on boreal forests.
5. Green jobs in the forest sector.
6. Discussion on Forest Sector Outlook.
7. Discussion on electronic means for sharing forest relevant information.
8. Guidance on Work Areas (not already contained in previous items):
  - (a) Work Area 1: Data, monitoring, reporting and assessment;
  - (b) Work Area 2: Policy dialogue and advice;
  - (c) Work Area 3: Communication and outreach;
  - (d) Work Area 4: Capacity-building.
9. Overview on forest related work by the Economic Commission for Europe and the Food and Agriculture Organization of the United Nations and list of Warsaw Integrated Programme of Work activities for 2020.
10. Election of officers.
11. Date and place of next meeting.
12. Any other business.
13. Adoption of the report.

## II. Background information

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

(d) The Joint Working Party 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 Joint Working Party 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 Working Party 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.

3. The Joint Working Party, as part of its work for the 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 the 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) Invite other sectors to the sessions to discuss issues related to forest information and management matters of common interest, including best practices in sustainable forestry management and their impact on the overall sustainability of forests, natural resources management, and other issues such as biodiversity and climate change; and

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

### **III. Annotations to the Provisional Agenda**

#### **1. Adoption of the agenda**

*Documentation :* ECE/TIM/EFC/WP.2/2019/1

4. The Chair will introduce the agenda and ask for its adoption.

#### **2. Outcomes of the seventy-sixth session of the Economic Commission for Europe Committee on Forests and the Forest Industry – including new Rules of Procedure**

*Documentation :* ECE/TIM/2018/2

5. The secretariat will present a summary of the discussions and will highlight implications for the work of the Joint Working Party.
6. The summary will include an update on the Rules of Procedure that have been adopted by the COFFI during its seventy-sixth session, held on 5-8 November 2018 in Vancouver, Canada.
7. Taking into account the Guidelines on procedures and practices for ECE bodies adopted by the Economic Commission for Europe at the fifth meeting of its sixty-fifth session on 11 April 2013 (E/ECE/1664) the Working Party may wish to decide to be governed by the Rules of Procedure of the Committee on Forests and the Forest Industry and, where applicable, Rules of Procedure of ECE (E/ECE/778/Rev.5) *mutatis mutandis*.
8. Information on progress achieved on the Vancouver Invitation will also be provided to the meeting.

#### **3. Information on the outcome of the Forest Europe Expert Level Meeting**

9. At its seventy-sixth session, held on 5-8 November 2018 in Vancouver, Canada, the COFFI requested the secretariat to provide information to the next meeting of the Joint Working Party “*on the outcome of the Forest Europe Expert Level Meeting (Bratislava on 5-6 December 2018) and developments of the Legally Binding Agreement (it was noted that Forest Europe will be invited to inform the meeting)*”.
10. Information will be provided in accordance with the COFFI request.
11. The Joint Working Party is expected to take note of the information provided.

#### **4. Discussion on boreal forests**

*Documentation :* ECE/TIM/EFC/WP.2/2019/Inf.1

12. At its seventy-sixth session, held on 5-8 November 2018 in Vancouver, Canada, the COFFI requested the secretariat to include an item in the agenda of the Joint Working Party on “*boreal forests and the possible establishment of a Team of Specialists on Boreal Forests. In particular, the Committee requested that the secretariat prepare, together with interested parties, the draft Terms of Reference for a possible Team of Specialists on Boreal Forests prior to the Joint Working Party (to allow sufficient time for presenting and discussing the item during the meeting). The Joint Working Party will have to report back to the joint meeting of the UNECE Committee on Forests and the Forest Industry (COFFI) and the FAO European Forestry Commission (EFC) on the matter.*”

13. In response to the above request, the secretariat is preparing draft Terms of Reference for the possible Team of Specialists on Boreal Forests, which will be contained in the document Document: ECE/TIM/EFC/WP.2/2019/Inf.1 for the consideration of the meeting.

14. The Joint Working Party is invited to discuss the proposed establishment of a Team of Specialists on Boreal forests and its Terms of Reference and make recommendations accordingly to the joint session of the COFFI/EFC in 2019.

## 5. Green jobs in the forest sector

*Documentation :* ECE/TIM/EFC/WP.2/2019/Inf.2

ECE/TIM/SP/45 Forest sector workforce in the UNECE region: overview of social and economic trends with impact on the forest sector

ECE/TIM/DP/76 Green jobs trends' and their implications for the forest sector in achieving the objectives of the Rovaniemi Action Plan

ECE/TIM/DP/77 Policy Brief: Green jobs trends' and their implications for the forest sector in achieving the objectives of the Rovaniemi Action Plan

ECE/TIM/DP/78 - Draft Guidelines on the promotion of green jobs in forestry

15. The COFFI, during its seventy-sixth session, requested the secretariat to include an agenda item on *"A discussion on green jobs in the forest sector. In particular, the Committee discussed the need to avoid overlaps and join forces between ECE/FAO and Forest Europe in the development of guidelines for green jobs in the forest sector. It was agreed that the secretariat will liaise with Forest Europe to merge the current drafts and present joint guidelines for the consideration of the Joint Working Party. Moreover, the Joint Working Party will discuss the possible development by ECE/FAO and Forest Europe of case studies in support of the guidelines."*

16. The transition to a green economy offers new prospects to the forest sector and leads to the creation of new jobs and development of new economic activities in the forests, including in recreation or forest ecosystems management. These new activities can retain the existing forest workforce, revitalize rural areas and create attractive career paths for young people.

17. However, the full potential of green jobs in the forest sector can be realised only if the social dimension of forest work is fully taken into account. In that context, making forest jobs safer, better paid and more attractive to all workers, including women and young generations, is the first step to ensuring that the forest workforce is fit for purpose, so the forest sector can play its due role in a green economy and support the implementation of all SDGs.

18. This session will provide an overview of social and economic trends which have an impact on the forest sector workforce and will present an outlook on development of green jobs in the forest sector. Special consideration will be given to the discussion of the draft of the guidelines on the promotion of green jobs in the forest sector (ECE/TIM/DP/78), a joint effort between UNECE/FAO Forestry and Timber Section and Forest Europe, and possibilities of future cooperation between these organisations.

19. The Team of Specialists on Green Jobs in the forest sector (Joint ILO/ECE/FAO Expert Network) will be invited to present the results of work that have been completed since the previous session and plans for work under the current mandate (until 2019).

20. Delegates are expected to review the guidelines (ECE/TIM/DP/78) and approve them as an official publication and provide guidance to the future work of the Joint Section and the Team of Specialists in this thematic area.

## 6. Discussion on Forest Sector Outlook

*Documentation :* ECE/TIM/EFC/WP.2/2019/Inf.3

21. The secretariat and the Team of Specialists on Forest Sector Outlook are currently working intensively on the next Forest Sector Outlook Study (FSOS). During the 40<sup>th</sup> session of the Joint Working Party, participants provided input with respect to time frame, geographic coverage and policy priorities. Taking these inputs into account, a first set of scenarios has been modelled. Their assumptions and results will have been discussed both during an online conference of the Team of Specialists as well as during two FSOS-focussed meetings in Koli, Finland, in February 2019.

22. During this session, the Team of Specialists and the secretariat will present the outcome of the scenario modelling work and the expert discussions as well as the planned next steps to the delegates under the current mandate (until 2019).

23. Delegates will be invited to participate in an interactive group session to discuss the scenarios, provide feedback and suggest further improvements to the planned outline for the outlook study.

## 7. Discussion on electronic means for sharing forest relevant information

24. Delegates recommended the secretariat *“improve the homepage of ECE/FAO website in terms of user-friendliness and in order to better promote work outputs”* During the 39<sup>th</sup> session of the Joint Working Party in 2017(ECE/TIM/EFC/WP.2/2017/2). In the same year *“delegates expressed their satisfaction with the FPAMR and mentioned that more could be done for its dissemination”*.

25. The secretariat is currently considering developing an application for modern electronic portable devices, such as smartphones, tablet, smart watches, etc. The secretariat invites member states to submit information about relevant tools, applications, interactive websites or infographics that have the aim to better share forest and forest product relevant information with the wider public. The secretariat seeks guidance on how to use one of these tools for improving the sharing of information contained in the Forest Products Annual Market Review.

26. The secretariat will compile a list of these applications prior to the meeting. The secretariat will invite a small number of delegates to present the applications in an interactive group work of the Joint Working Party.

27. Delegates will be invited to provide guidance to the secretariat whether they consider new means of outreach relevant. Delegates will be further invited to provide guidance to the secretariat which of the presented tools they would recommend using for further outreach.

28. In particular, the Joint Working Party will be invited to agree on a pilot project for the FPAMR 2018-2019, to be issued in electronic format (as an application) and agree that the next meeting of the Joint Working Party would assess what format is more suitable and preferable for the future.

## 8. Guidance on Work Areas (not already contained in previous items)

*Documentation :* ECE/TIM/EFC/WP.2/2019/Inf.4

ECE/TIM/EFC/WP.2/2019/Inf.5

ECE/TIM/EFC/WP.2/2019/Inf.6

ECE/TIM/EFC/WP.2/2019/Inf.7

29. Delegates will be requested to review the activities of 2018 and the first quarter of 2019. They will also be expected to review future work plans for 2019 and indicate their support or

where changes are needed. This guidance should cover both the work of the secretariat as well as the work of the Teams of Specialists.

30. The secretariat has invited each Team of Specialists to prepare a report to the Joint Working Party by 15 February 2019 and will publish these separate reports on the website of the meeting. The leader or a designated member of member each team will be invited to present the work of their Team of Specialists under the Work Area.

31. The Teams of Specialists were recommended for an initial period of two years during the last joint session of the two bodies in 2017. The joint COFFI/EFC session – Las2017 – held in Warsaw, Poland, from 9 to 13 October 2017 noted that “*the Joint Working Party provides recommendations to the COFFI/EFC for updating the Terms of Reference of the Teams of Specialists and for their extension or discontinuation*”. The Joint Working Party is invited to make suggestions to the Joint COFFI/EFC about whether to extend or end the term for each Team of Specialists.

32. Work delivered by the secretariat since the fortieth session of the Joint Working Party can be found in the four “*Reports by the secretariat*” on Work Areas 1-4, which will be made available prior to the meeting. The secretariat presentation at the meeting “*Implementation by the secretariat*” will highlight only the major achievements in order to allow for more discussion time. The reports will not repeat the items and achievements presented and discussed under headings 4-7. The documentation will contain a detailed description on the topics.

33. Some highlights from the work areas are listed below.

**(a) Work Area 1: Data, monitoring, reporting and assessment**

*Documentation :* ECE/TIM/EFC/WP.2/2019/Inf.4

34. The secretariat will update the Joint Working Party on the progress of ongoing work and planned activities for 2019, regarding reporting on forests, forest management, forest products markets and the analysis of these data.

35. The secretariat will only provide a short overview on the items outlined in document “Report by the secretariat – Work Area 1” and will offer the opportunity to comment on the Work Area in general and including the following items:

- (a) Forecast study – preliminary results;
- (b) Forest ownership – results of the study on forest tenure;
- (c) Update on the study on state of the forests in Caucasus and Central Asia;
- (d) Wood energy – Joint Wood Energy Enquiry 2017;
- (e) Engineered wood products;
- (f) Status of Harmonized System (HS) 2022.

36. Information on the detailed setup of the different focused discussions will be included in document ECE/TIM/EFC/WP.2/2019/Inf.4 “*Report by the secretariat – Work Area 1*”. The outcomes of the group work will be presented to the plenary and upon approval included in the report of the meeting.

37. The following Teams of Specialists will be invited to present the results of work completed since the previous session of the Joint Working Party, and plans for work under the current mandate (until 2019):

- (a) Team of Specialists on Monitoring Sustainable Forest Management;
- (b) Team of Specialists on Forest Products Statistics;
- (c) Team of Specialists on Sustainable Forest Products; and
- (d) Team of Specialists on Wood Energy.

**(b) Work Area 2: Policy dialogue and advice**

*Documentation :* ECE/TIM/EFC/WP.2/2019/Inf.5

38. The secretariat will update the Joint Working Party on the progress of ongoing work and planned activities for 2019, regarding forest policies and forest sector outlook.

39. The secretariat will only provide a short overview on the items outlined in the background paper “*Report by the secretariat – Work Area 2*”. Delegates will be offered the opportunity to comment on the Work Area in general including the following topics:

- (a) Forest Landscape Restoration in the ECE region;
- (b) 2019 Regional Forum on Sustainable Development for the UNECE region.

40. A detailed set-up of the different focused discussions will be included in document ECE/TIM/EFC/WP.2/2019/Inf.5, “*Report by the secretariat – Work Area 2*”. The outcomes of the group work will be presented to the plenary and upon approval included in the report of the meeting.

41. The Team of Specialists on Forest Policy (Forest Policy Network) will be invited to present the results of work that have been completed since the previous session and plans for work under the current mandate (until 2019).

**(c) Work Area 3: Communication and outreach**

*Documentation :* ECE/TIM/EFC/WP.2/2019/Inf.6

42. The secretariat will update the Joint Working Party on progress of work and planned activities for 2019, regarding communication and outreach. Delegates will be invited to comment on the work are in general, including the following items:

- (a) Discussion on the Warsaw Integrated Programme of Work and its possible contribution to the UN Strategic Plan for Forests;
- (b) Videos published by the secretariat;
- (c) International Day of Forests 2019 “Forest and Education”;
- (d) Topic to be suggested for International Day of Forests 2020.

43. The Team of Specialists on Forest Communication (Forest Communicators’ Network) will be invited to present the results of work that have been completed since the previous session and plans for work under the current mandate (until 2019).

**(d) Work Area 4: Capacity-building**

*Documentation :* ECE/TIM/EFC/WP.2/2019/Inf.7

44. The secretariat will update the Joint Working Party on progress of work and planned activities for 2019, regarding capacity building.

45. The secretariat will only provide a short overview on the items outlined in document ECE/TIM/EFC/WP.2/2019/Inf.7 “*Report by the secretariat – Work Area 4*”. Delegates will be given the possibility to comment on the Work Area in general, including the United Nations Development Account (UNDA) Project on “Accountability Systems for Sustainable Forest Management in the Caucasus and Central Asia (2016-2019)”;



## 9. Overview on forest related work by the Economic Commission for Europe and the Food and Agriculture Organization of the United Nations and list of Warsaw Integrated Programme of Work activities for 2020

Documentation : ECE/TIM/EFC/WP.2/2019/Inf.8

46. The joint seventy-fifth session of the ECE Committee on Forests and the Forest Industry and the thirty-ninth session of the FAO European Forestry Commission requested in the Warsaw Integrated Programme of Work [ECE/TIM/2017/2–FO:EFC/2017/2] Annex I para 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”*.

47. The secretariat will present a preliminary list of activities planned for 2020 to the Joint ECE/FAO Working Party (ECE/TIM/EFC/WP.2/2019/Inf.8). In line with the Warsaw Integrated Programme of Work 2018-2021, the Joint Working Party is invited to review and agree on the list. *“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 will be prepared and shared with the Joint Bureaux, member States and regional economic integration organizations after the approval of the list to understand the feasibility of activities and identify funding needs”*.

48. In accordance with this request, the secretariat will invite ECE and FAO to compile such an overview and present this list of activities planned for 2020 to the Joint ECE/FAO Working Party. The information will be compiled in a separate informal document titled *“Overview on ECE and FAO’s forest-related work in the region”*.

## 10. Election of officers

49. The Joint Working Party will be expected to elect a Chair and two Vice-Chairs, who will hold office until the end of the forty-second session. At its fortieth session, the Joint Working Party elected Mr. M. Dieter (Germany) as Chair and Mr. J. Prestemon (United States of America) and Ms. M. Wolicka (Poland) as Vice-Chairs until the end of the forty-first session.

50. Should the Joint Working Party decide to adopt be guided by the Rules of Procedures of COFFI the Joint Working Party should elect a Chairperson and three Vice-Chairpersons among individuals nominated by member States of UNECE. The Joint Working Party Bureau shall consist of those four officers in accordance with the COFFI Rules of Procedure:

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

(b) *Candidates for the Bureau of the Committee and other subsidiary bodies shall be nominated by member States based on the person’s expertise, professionalism, and expected support from the membership.*

(c) *Geographical balance should be taken into due consideration when examining the candidatures of potential Bureau members.*

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

(e) *The elections for the Bureau will take place in accordance with the Guidelines on Procedures and Practices for ECE bodies (E/2013/37-E/ECE/1464, annex III, appendix III)''.*

51. The Joint Working Party is reminded that the selection of the incoming Vice-Chair should take in consideration gender and regional balance. The secretariat will circulate a communication on this to the Heads of Delegation.

52. The Joint Working Party would therefore be expected to elect one chair and three vice chairs.

## **11. Date and place of next meeting**

53. The secretariat proposes 24-25 March 2020 in Geneva, Palais des Nations for the forty-second session of the Joint Working Party. The International Day of Forests will fall on a Saturday in 2020 and the secretariat proposes to observe the celebration on 20 March 2020. Delegates will be invited to discuss the idea, dates, and the structure of the Joint Working Party session in 2020.

## **12. Any other business**

54. None at the time of writing. Delegates may propose topics for discussion prior to the meeting.

## **13. Adoption of the report**

55. The Joint Working Party will be invited to adopt the report of its session based on a draft prepared by the secretariat.

## IV. Tentative timetable<sup>2</sup>

The forty-first session of the Joint Working Party will take place from 27 to 29 March 2019. A Team of Specialists will meet on Wednesday, 26 March 2019. The secretariat proposes the following tentative timetable:

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*Tuesday, 26 March 2019 (not part of the official meeting)*

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|               |  |
|---------------|--|
| 10:00 – 13:00 | Meeting of the Team of Specialists on Forest Products Statistics |
| 13:00 – 15:00 | Break  |
| 15:00 – 18:00 | Meeting of the Team of Specialists on Forest Products Statistics |

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***Joint ECE/FAO Working Party on Forest Statistics, Economics and Management,  
forty-first session (Salle VIII)***

**Wednesday, 27 March 2019**

|               |  |
|---------------|--|
| 10:00 – 13:00 | 1 (adoption of the agenda) – 5 (green jobs in the forest sector) |
| 15:00 – 18:00 | 5 continued – 6 (discussion on Forest Sector Outlook)            |
| 18:00         | Reception  |

**Thursday, 28 March 2019**

|               |  |
|---------------|--|
| 9:30 – 12:30  | 6 continued – 8 (guidance on Work Areas) |
| 14:30 – 17:30 | 8 continued                              |

**Friday, 29 March 2019**

|               |   |
|---------------|---|
| 9:30 – 12:30  | 8 continued – 9 (overview on forest related work and list of activities for 2020) |
| 14:30 – 17:30 | 10 (election of officers) – 13 (adoption of the report)                           |
| 17:30         | Closing of forty-first session of the Joint Working Party                         |

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## V. List of important abbreviations and acronyms

|       |  |
|-------|--|
| COFFI | Committee on Forests and the Forest Industry                               |
| ECE   | United Nations Economic Commission for Europe                              |
| EFC   | European Forestry Commission   |
| FAO   | Food and Agriculture Organization of the United Nations                    |
| HS    | Harmonized Commodity Description and Coding System                         |
| JWP   | Joint ECE/FAO Working Party on Forest Statistics, Economics and Management |
| RoP   | Rules of Procedure   |
| UNDA  | United Nations Development Account   |
| ToR   | Terms of Reference   |
| ToS   | Team of Specialists  |

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<sup>2</sup> The timetable is purely indicative and may change in the course of planning of the event. It reflects the planning of the meeting on the day of the submission of the document.