

III. Guidelines for ECE/FAO Teams of Specialists

A. Introduction

1. These draft guidelines were adopted by “Metsä2013”, the joint session of the ECE Committee on Forests and the Forest Industry (COFFI) and the FAO European Forestry Commission (EFC) held from 9 to 13 December 2013 in Rovaniemi, Finland. The guidelines shall apply to the ECE/FAO Teams of Specialists (ToS), which contribute to the implementation of the integrated ECE/FAO Programme of Work.

2. These draft guidelines are in line with, and are complementary to, the guidelines for the establishment and functioning of Teams of Specialists within ECE as contained in document ECE/EX/2/Rev.1.

B. Role of the Teams of Specialists

3. The ECE/FAO Teams of Specialists are established by the COFFI and EFC for an initial period of two years, which can be extended, after review by the COFFI and EFC every two years, for as long as required. The COFFI and EFC also approve the Terms of Reference for all Teams of Specialists.

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

C. Membership and Officers

5. For each Team of Specialists, the secretariat circulates the Terms of Reference to ECE Member States and all relevant Stakeholders in the ECE region and asks them to nominate their official representative, should they wish to participate in the Team activities. Member States and Stakeholders are expected to nominate their representative to a Team based on their interest in the issues covered by this Team and their capacity to support the participation of their representative in the Team’s work. On the basis of the answers received, the secretariat prepares a list of Team Members and establishes the Team. The request for nomination may be repeated at the end of the first two-year duration or at the beginning of the next joint Programme of Work, as appropriate. When Member States and stakeholders wish to nominate another or an additional representative to a Team, they notify this proposal to the secretariat which informs the Team at its next meeting.

6. 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.

7. 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

8. With the assistance of, and in close cooperation with, the secretariat, the Leader's responsibilities are to:

- (a) Conduct the Team meetings, ensure that the Team's Terms of Reference are applied and lead the Team;
- (b) Supervise the preparation of the work plan;
- (c) Coordinate and facilitate the implementation of the work plan, including by raising funds, where appropriate;
- (d) Prepare and present implementation reports at the WPFSEM: a one-year report at the end of the first year and a two-year report ("full report") at the end of its term;
- (e) Attend meetings of the Leaders of the Teams of Specialists.

9. 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.

10. Team Members are expected to actively participate in the Team activities by:

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

E. Methods of Work

11. 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.

12. 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. It is suggested to utilize

electronic means 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.

13. Teams are encouraged to seek assistance from other Teams of Specialists especially for cross-sectoral activities that are mentioned as in their Terms of Reference.

F. Role of the secretariat

14. 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 guidance in fulfilling the Terms of Reference;
- (d) Facilitating the meetings, taking notes and disseminating information on the Team's activities;
- (e) Cooperating with the Leader in preparing the reports on the Team's accomplishments;
- (f) Posting meeting reports and main outputs of the Team's work on the web.