

4. In collaboration with IUFRO and IFSA, map and describe forestry education curricula and identify present and future skill requirements for forestry professionals in the region;
5. Contribute to the capacity building activities (work area 4) that are related to forest competences and training;
6. Disseminate information on the network's activities and results.

C. Expected major outputs

1. Recommendations, developed in close cooperation with the Team of Specialists on Monitoring Sustainable Forest Management, on ways and means to improve data collection and analysis on jobs, health and safety in the forest sector in order to support better policy making (including for indicators 6.5 and 6.6 of the Pan-European Criteria and Indicators);
2. Assessment of the relevance of a recommendation on a framework for national action plans for decent green jobs in the forest sector (e.g. development and enforcement of occupational safety and health regulations, communication campaigns targeting potential candidates, training) with examples and case studies and, if appropriate, the development of this recommendation;
3. One meeting to review and formulate recommendations to address main forest sector workforce issues, including training, education and gender issues;
4. Assessment and dissemination of information on existing competency certification schemes such as ConCert (Certification of Competency for forestry entrepreneurs), ECC (European Chainsaw users' Certification), WETNet (Wood Energy Training Network) and other tools that could be developed by EFESC (European Forestry and Environmental Skills Council), while extending the competency approach to the whole ECE region;

D. Background

Established/ Approved by:	The ECE Committee on Forests and the Forest Industry, and the FAO European Forestry Commission, Rovaniemi, Finland, December 2013.
Duration:	From January 2014 to December 2015. Renewable
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

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.

IV. Terms of Reference of the ECE Committee on Forests and the Forest Industry (previously Timber Committee)

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

2. The Committee on Forests and the Forest Industry shall, within the context of sustainable development, provide member countries 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 countries, 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 countries 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 countries;
- (d) Carry out tasks identified by the 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;
- (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 European Forestry Commission (EFC), the International Labour Organisation (ILO) and with Forest Europe (the Ministerial Conference for the Protection of Forests in Europe, previously MCPFE), in order to ensure complementarity and to avoid duplication, thereby optimizing the use of resources. Its work programme is fully integrated with that of the EFC.