

## Annex F

### Montreal Process – Sub- committee on developing Rules of Procedure and revised Terms of Reference for the technical Advisory Committee and Liaison Office

21<sup>st</sup> Montréal Process Working Group Meeting

1-4 June 2010

Institute of Pacific Islands Forestry

Hilo, Hawaii

#### Introduction

At its 20th meeting the Montreal Process Working Group decided that a sub-group (Canada, USA, New Zealand - Chair) should prepare a paper for consideration by the 21<sup>st</sup> Working Group meeting setting out;

- draft rules of procedure for the Montréal Process, in conjunction with,
- appropriate updates of the terms of reference for the Technical Advisory Committee and Liaison Office.

In general the Working Group thought that the work on this item should focus on using the existing documentation and record an up-to-date set of straight-forward rules to reflect the way the MPWG currently functions.

The 21<sup>st</sup> adopted the Rules of Procedure with the exception of the paragraph on Purpose of the Working Group that was agreed as interim subject to further consideration.

The 22<sup>nd</sup> Montreal Process Working Group (Victoria, BC, Canada, October 2011) agreed a final version of the paragraph on Purpose of the Working Group. This paragraph has been included in the final version of the Rules of Procedure set out below.

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#### Background

##### ***MPWG Founding Principles***

At its inaugural meeting in July 1994 the MPWG members supported a **flexible, transparent and informal but mutually supportive** approach to its work. This posed a relatively light burden and commitment on member countries while enabling their efforts to be directed to the protracted and difficult task of developing and agreeing to a technically complex and often politically challenging C&I framework.

During the development of the C&I the external influences on, perceptions of and issues around the principles of sustainable forest management have evolved. This is reflected in the procedural approach in the MPWG especially through the addition of the TAC and LO.

The First meeting of the MPWG noted that:

*“The Working Group will be **informal in nature** and will **pursue its work on an ad hoc basis** as agreed by participants. Therefore, **only minimum support will be needed** to handle logistical arrangements. Canada will facilitate this support, with assistance from others. The Chair will be decided on a meeting by meeting basis. To further facilitate its work, the Working Group will seek to meet in conjunction with already scheduled international forest meetings. When the group decides to have a **written result of its meeting**, the text will be agreed by participants at the close of the meeting. Participants agree to distribute the results of the group's deliberations to interested countries, international organizations and*

nongovernmental organizations. **The guiding principles of the group will be transparency and flexibility.** “

At its sixth meeting in February 1995 the MPWG **adopted the Santiago Declaration** and additional tasks around co-ordination, its publication and translation were identified. At that meeting MPWG also agreed that Canada should serve as Liaison Office for the Group.

*The meeting welcomed the report "Status of data and ability to report on the Montreal Process Criteria and Indicators" by the Montreal Process Liaison Office summarising the key issues raised by countries on data availability and the capacity to report on the criteria and indicators. – 8<sup>th</sup> MPWG.*

*The Montreal Process countries agreed to **establish an informal ad-hoc technical advisory committee** to provide technical advice to the Montreal Process Working Group as requested. Countries will submit comments on the draft terms of reference at Attachment B as well as the name of their representative to the Liaison Office by 15 July 1996. – 8<sup>th</sup> MPWG.*

## **Rules of Procedure - Rationale**

The Rules of Procedure (ROP) should **guide the planning, operation and reporting process of the MPWG and its interaction with the TAC and Liaison Office.**

It is intended that the ROP should:

- reflect the founding principle of the Montreal Process Working Group (MPWG) that it is a voluntary membership organisation that has adopted a consensus approach towards agreement on and enhancement of criteria and indicators for sustainable forest management;
- be consistent with the Terms of Reference (TOR) applying to the LO and TAC;
- ensure that new member-country representatives can quickly familiarise themselves with the way the Working Group operates and the relationship between the MP bodies, and
- not add any administrative burden to the work of MP participants.

## **Procedural Principles – key elements**

### ***Purpose of Working Group***

- The purpose of the Working Group (MPWG) is to advance the development and refinement of internationally agreed criteria and indicators (C&I) for the conservation and sustainable management of temperate and boreal forests. The MPWG fosters consensus among its members on a common understanding, language and definition of what constitutes conservation and sustainable management of those forests with the intention of wider application of the MPWG C&I framework and of working with other C&I processes and global forestry forums, and including through:
  - the participation of, and national reporting by, the MPWG members who represent countries with temperate and boreal forests;
  - considering approaches for membership of the MPWG from prospective member countries;
  - voluntary and inclusive membership of such countries, including prospective new members;
  - directing the work of and considering the recommendations of the Technical Advisory Committee (TAC);

- establishing, as needed, sub-groups of the MPWG to undertake MPWG-assigned tasks during MPWG inter-sessional periods;
- liaison with other regional C&I processes and international forestry forums, and
- promoting the Groups views through the MP website and other information managed by the Liaison Office (LO).

### ***Meeting procedure***

- The MPWG shall meet annually or as agreed by members
- The host country for successive meetings shall be determined by offers to host and agreement at each preceding meeting
- The host country is tasked with determining the dates, venue and notification of the meeting and works with the LO (in accordance with the LO TOR) is achieving this.
- The draft agenda for MPWG meetings shall be prepared, consultation with members and finalised by the host country and advised to members through the LO and be based on;
  - actions items agreed at previous MPWG meetings;
  - tasks assigned to the TAC for investigation and reporting-back;
  - reporting-back by member countries;
  - presentations and external speakers, and
  - other matters for reporting or discussion as required.

### ***Chairing of MPWG meetings***

- The Chair of each meeting:
  - shall be selected by the MPWG member hosting the meeting;
  - shall ensure that the meeting is conducted with full and fair contribution by members and resolution of issues through consensus;
  - may, during the meeting, delegate items for further discussion to sub-groups of the MPWG, and
  - may with the agreement of the MPWG, either prior to the meeting during the agenda consultation, or by members at the meeting, invite the attendance of observers.

### ***Reporting and records***

- Proceedings of meetings shall be recorded and presented in summary form as an aide-memoire.
- the aide-memoire shall be finalised before the meeting conclusion
- The record of MPWG meetings and other reporting and information relevant to the conduct of the MPWG shall be uploaded, and updated, as necessary, on the Montreal Process website by the LO.

### ***Budgets and financing***

- The business of the MPWG shall be conducted through funding from:
  - Individual country funding for its participation at meetings;
  - financial contributions and support among members, as needed, to ensure an equitable opportunity for members to participate at such meetings, and
  - budgeted funds identified by the MPWG as required to assist in sustaining the business of the LO and TAC.

***MP Bodies***

- The MPWG has established, and agreed separate Terms of References (TOR) for, the MP Liaison Office (LO), the MP Technical Advisory (TAC) Committee and the TAC Convenor.
- Each of these offices operates in accordance with these TOR but under direction as required from the MPWG.