

Annex G
TERMS OF REFERENCE

**Liaison Office for the Working Group on Criteria and Indicators for the Conservation
and Sustainable Management of Temperate and Boreal Forests
(Montreal Process)**

21st Montréal Process Working Group Meeting

1-4 June 2010

Institute of Pacific Islands Forestry

Hilo, Hawaii

Background

The **Santiago Declaration** endorsing 7 criteria and 67 indicators for the conservation and sustainable management of temperate and boreal forests (Montréal Process criteria and indicators) was adopted at the sixth meeting of the Montréal Process Working Group (hereinafter referred to as “the MPWG”) in February 1995 and additional tasks around co-ordination, its publication and translation were also identified.

At its 6th meeting the MPWG also accepted the offer of Canada to host a Liaison Office for the Group to facilitate future efforts of the Montréal Process. The Canadian Forest Service hosted the Liaison Office in Ottawa continuously from 1995 to 2006. Responding to the call on the handover at its 17th meeting, Japan offered to host the Liaison Office, which was accepted at its 18th meeting. Since 2006 the Forestry Agency, Ministry of Agriculture, Forestry & Fisheries, Japan, has hosted the Liaison Office in Tokyo.

Functions of the Liaison Office

The Liaison Office supports the work of the MPWG and facilitates communication among members. Specific functions are to:

- report to, and take direction from, the MPWG;
- co-ordinate member country involvement in all Montréal Process activities;
- help host countries convene Montréal Process Working Group meetings, including developing and circulating draft agendas for comment, meeting announcements and background documents;
- help the Convenor of the Technical Advisory Committee (TAC) to organize TAC meetings and related workshops on specific issues, as requested;
- arrange for the translation, printing and dissemination of Montréal Process documents and publications;
- keep members informed on international developments relevant to criteria and indicators and sustainable forest management, including regional and international meetings, and maintain close contact with other criteria and indicators processes, including the Ministerial Conference on the Protection of Forests in Europe (MCPFE), International Tropical Timber Organisation (ITTO) and Food and Agricultural Organisation on the United Nations (FAO);
- coordinate actions as needed to develop formal statements, presentations and side events on behalf of the Montréal Process during relevant international meetings;
- record the financial contribution for the meetings and other activities by the members, except the host country, to cover such costs;

- maintain and update the Montréal Process web page and other written and e-mail communication mechanisms, and
- operate independently of the host country's views as a member of the MPWG.

Location

The Liaison Office host country shall, in accordance with its own requirements, determine the location of the Liaison Office within that country, and also determine the internal administrative and operational arrangements for the Liaison Office.

Support for the Liaison Office by its host country

The Liaison Office host government agrees to provide the partial services of one officer's time and to cover, to the extent possible within budget limitations, the costs associated with the translation, printing and dissemination of official Montréal Process documents and publications.

The host country's support for the Liaison Office host to the Liaison Office is independent of other voluntary contributions to the Montréal Process Working Group, financial or otherwise, that the host country may choose to make.

Contributions by Other Members in support of the Liaison Office

Liaison Office shall receive base-line funding from its host country, supplemented as required, by financial and in-kind support from the other member countries to help cover the costs borne by the Liaison Office, including costs related to the preparation, translation, printing and distribution of publications.

To determine the level of supplementary support required the host country will pre-circulate, for the MPWG meetings, relevant information on supplementary budgeting for the Liaison Office.