



Annex 7: Terms of Reference for the Liaison Office for the Montréal Process

Source: Montréal Process Working Group 21 – 2010 update 2015, updated 2017

Functions of the Liaison Office

The Liaison Office supports the work of the Montréal Process Working Group and facilitates communication among members.

Specific functions are to:

- report to, and take direction from, the Montréal Process Working Group;
- 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 to organize Technical Advisory Committee 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 Technical Advisory Committee with other criteria and indicators processes, including the Ministerial Conference on the Protection of Forests in Europe, International Tropical Timber Organisation and Food and Agricultural Organisation on the United Nations;
- 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, and;
- operate independently of the host country's views as a member of the Montréal Process Working Group.

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 coordination and the translation, printing and dissemination of official Montréal Process documents and publications.

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 in supporting the work of the Montréal Process Working Group.

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