



## **Annex 8: Terms of Reference for the Technical Advisory Committee of the Montréal Process**

Source: Montréal Process Working Group 21 – 2010

### **Background**

At the eighth meeting of the Montréal Process, an ad hoc and informal Technical Advisory Committee (hereinafter referred to as “the Technical Advisory Committee”) was created. The Technical Advisory Committee was designed to be task-oriented and worked to reach agreement on definitions of terms and approaches to data collection. At the ninth meeting of the Montréal Process, held in July 1997 in Seoul, Republic of Korea, it was decided that the Technical Advisory Committee should be maintained in an on-going role in support of the Montréal Process.

### **Role of the Technical Advisory Committee**

The Technical Advisory Committee activities are directed by, and reported back to, the Montréal Process Working Group through the Technical Advisory Committee Convenor.

The Technical Advisory Committee provides recommendations and advice to the Montréal Process Working Group on scientific and technical issues related to the measurement, monitoring, and reporting on sustainable forest management under the criteria and indicators framework.

The Technical Advisory Committee is task-oriented, informal and technical in nature and works between Montréal Process Working Group meetings to address both Montréal Process Working Group-assigned tasks and technical issues of common interest to the Montréal Process Working Group.

The recommendations and advice provided to the Montréal Process Working Group by the Technical Advisory Committee shall cover;

- definition of terms and rationales for indicators
- addressing data collection, measurement and technical reporting issues
- addressing technical implementation issues relating to criteria and indicators
- acting in a technical liaison function with other criteria and indicators processes, with the Interagency Task Force on Forests and with other relevant organizations or processes as necessary
- assisting the Liaison Office in maintaining the integrity over time of the published reference material relating to the Montréal Process; and
- providing technical support in capacity building in member countries as needed.

## **Membership of the Technical Advisory Committee and Participation at Technical Advisory Committee Meetings**

The membership of the Technical Advisory Committee will include one representative from each member country.

Depending on the issue, the Technical Advisory Committee Convenor may invite representatives from other organisations, such as the International Union of Forest Research Organizations, non-government organisations and science organisations, to participate in meetings.

## **Meeting Frequency, Time-lines and Assignments**

The Technical Advisory Committee meets at the request of the Montréal Process Working Group to work on tasks documented in the Aide-Memoire and the Montréal Process Working Group Strategic Plan and Implementation Schedule.

The time-lines and deadlines for specific assignments are documented in the Aide-Memoire and Montréal Process Working Group Strategic Plan and Implementation Schedule

## **Funding**

Participants and member countries will bear the participation and organizational costs associated with Technical Advisory Committee meetings.

Any additional support required for the Technical Advisory Committee to meet its assigned tasks will be addressed by the Montréal Process Working Group during discussion of the Technical Advisory Committee implementation plan presented by the Technical Advisory Committee Convenor, in accordance with the Technical Advisory Committee Convenor Terms of Reference.

## **Working Methods**

To the extent possible, the Technical Advisory Committee will use electronic means of communication and minimize the need for meetings.

## **Reporting**

Reports of the Technical Advisory Committee will be distributed to member countries and other interested parties for comment through the Liaison Office and will be submitted to the Montréal Process Working Group for review and approval.