



Annex 6: Terms of Reference of the Montréal Process Working Group

Source: Montréal Process Working Group 27 – 2017;

Purpose of the Terms of Reference of the Montréal Process Working Group

The Terms of Reference guides the planning, operation and reporting process of the Montréal Process Working Group, the preparation and conduct of its meetings, and its interaction with the Technical Advisory Committee and Liaison Office, and changes to the membership of the Working Group

It is intended that the Terms of Reference should:

- reflect the founding principle of the Montréal Process Working Group that it is a voluntary and inclusive membership organization;
- reflect that the Working Group has adopted a consensus approach towards agreement on, and enhancement of, criteria and indicators for sustainable forest management;
- reflect the guiding principles of the Working Group; transparency and flexibility;
- be consistent with the Terms of Reference applying to the Liaison Office and Technical Advisory Committee;
- ensure that new member-country representatives can quickly familiarise themselves with how the Montréal Process Working Group operates and the relationships between the Montréal Process bodies, and
- not add administrative burden to the work of Montréal Process participants.

Purpose of Montréal Process Working Group

The purpose of the Montréal Process Working Group is to:

- advance the development and implementation of internationally agreed criteria and indicators for the conservation and sustainable management of temperate and boreal forests;
- foster 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 Montréal Process Working Group Criteria and Indicators Framework; and
- work with other criteria and indicator processes and global forestry forums to advance criteria and indicators for the conservation and sustainable management of temperate and boreal forests.

Role of the Montréal Process Working Group

The Montréal Process Working Group is responsible for:

- Considering approaches for membership of the Montréal Process Working Group from prospective member countries.
- Directing the work of, and considering the recommendations of, the Technical Advisory Committee.
- Establishing, as needed, sub-groups of the Montréal Process Working Group to undertake Montréal Process Working Group assigned tasks during Montréal Process Working Group inter-sessional periods.
- Liaising with other regional criteria and indicators processes, international forestry forums and participating at major international forestry events; and
- Promoting the Montréal Process Working Group's views through the Montréal Process website and other media managed by the Liaison Office.

Additionally, Member States are responsible for undertaking national reporting at five-year intervals and communicating with their public about forest issues in their country.

Membership

Joining the Montréal Process Working Group

- The process for joining the Montreal Process is a diplomatic one. An interested country should, by diplomatic channels, inform the government of the current Montreal Process Chair that its government endorses the current Montreal Process Declaration. The Montreal Process Chair will then inform the Liaison Office, which will inform the other Montréal Process countries.
- When joining, members agree to contribute to furthering the work of the Working Group and the country's representative will have the authority of the agency that is responsible for forests within their country to represent their country and report on behalf of their country.
- Prior to joining the Montréal Process as a member country, one or two representatives from countries interested in joining the Montreal Process may attend Working Group meetings as invited observers.

Observing Montréal Process Working Group Meetings

- The Chair, with the agreement of the Montréal Process Working Group, can invite the attendance of observers. Agreement to issue invitations can be reached during the agenda consultation or during the meeting.
- Invited observers may participate fully in the Working Group meeting, except on those items agenda items where a decision is to be taken. For such items observers may contribute to the discussion but not take part in the decision.

- Countries or other organisations interested in attending as observers should contact the Liaison Office, who will put them in touch with the host country of the next Working Group meeting so a formal invitation can be issued.

Meeting procedure

- The Montréal Process Working Group shall meet annually or as agreed to by members.
- The Montréal Process Working Group is informal and mutually-supportive in nature. It makes decisions by consensus.
- The host country for succeeding meetings shall be determined by considering offers to host and reaching agreement at each preceding meeting.
- The host country is tasked with determining the dates and venue of the meeting, as well as providing notification of the meeting to members three months in advance. The host country is to work with the Liaison Office (in accordance with the Liaison Office Terms of Reference) in achieving this.
- The draft agenda for Montréal Process Working Group meetings shall be developed by the Liaison Office in consultation with members, then finalised by the host country and sent to members through the Liaison Office.
- Draft agendas should be based on:
 - actions items agreed at previous Montréal Process Working Group meetings;
 - tasks assigned to the Technical Advisory Committee for investigation and reporting-back;
 - reporting by member countries;
 - presentations and external speakers; and
 - other matters for reporting or discussion as periodically determined.
- All documentation to be reviewed and discussed at a Montreal Process Working Group meeting will be distributed to members at least 20 calendar days prior to the meeting. This includes all documents prepared by the Technical Advisory Committee, Liaison Office, meeting host and individual member countries.
- Non-attending members can provide comments to the Liaison Office to coordinate the transmission of the information at the meeting.
- Ad hoc meetings of the Montreal Process Working Group can be opportunistic when members are in the same location and can be proposed by any members through the Liaison Office. Official decisions will not be taken at ad-hoc meetings.

Chairing of Montréal Process Working Group meetings

- The Chair of each meeting:

- shall be selected by the Montréal Process Working Group member hosting the meeting;
- shall ensure that the meeting is conducted with full and fair contribution by members, with the resolution of issues through consensus;
- may, during the meeting, delegate items for further discussion, consideration or deliberation to sub-groups of the Montréal Process Working Group, including as agreed any individual member country or body, and

Reporting and records

- Proceedings of meetings shall be recorded and presented in summary form as an aide-memoire.
- Paper presenters will provide to the Liaison Office a 100 to 150 word summary of their paper for inclusion in the aide-memoire.
- The aide-memoire shall be finalised before the meeting conclusion.
- The record of Montréal Process Working Group meetings and other reporting and information relevant to the conduct of the Montréal Process Working Group shall be uploaded, and updated as necessary, on the Montréal Process website by the Liaison Office as soon as possible after each meeting.

Budgets and financing

The operations of the Montréal Process Working Group shall be conducted through:

- each individual country funding 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 from member countries identified by the Montréal Process Working Group as required to assist in sustaining the business of the Liaison Office and Technical Advisory Committee.

Member countries are encouraged to provide translations of documents into their native languages as needed.

Montréal Process Bodies

The Montréal Process Working Group has established, and agreed upon, separate Terms of Reference for:

- the Montréal Process Liaison Office,
- the Montréal Process Technical Advisory Committee, and
- the Technical Advisory Committee Convenor.

Each of these offices operates in accordance with these Terms of Reference under direction, as required, from the Montréal Process Working Group.