



**Forest Sector Technical Working Group in Solomon Islands
Ministry of Forest and Research (MOFR) & Stake holders**

Solomon Islands Forest Sector Technical Working Group Terms of Reference (DRAFT)

6th Forest Sector Technical Working Group Meeting

Secretariat of the FS-TWG

28th January 2020



**Forest Sector Technical Working Group in Solomon Islands
Ministry of Forest and Research (MOFR) & Stake holders**

Terms of Reference

Solomon Islands Forest Sector Technical Working Group

Name:

Solomon Islands Forest Sector Technical Working Group
("Forest Sector Technical Working Group, FS-TWG")

Objective:

Provide advice and support to the Solomon Islands forest sector to improve forest governance towards economically, socially and environmentally responsible, sustainable forest management and conservation in the Solomon Islands.



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Functions:

- ✓ Serve as a platform for stakeholders' engagement and facilitate discussions regarding the forest sector related issues among stakeholders, led by Ministry of Forestry and Research ("MOFR").
- ✓ Promote exchange of information and knowledge on activities, achievements, challenges and lessons learned among stakeholders.
- ✓ Facilitate collaboration and cooperation opportunities among stakeholders to channel assistance, investment and resources for the benefit of people of the Solomon Islands.
- ✓ Provide technical advice as well as support to any multisectoral committees in the Solomon Islands, on topics specifically related to the forest sector.



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Eligible Organizations:

Any stakeholder engaged in the forest sector can participate in the Technical Working Group meetings. Following are eligible organizations;

- 1) Solomon Islands Government Agencies,
- 2) Development Partners,
- 3) Non-governmental Organizations and Non-profit Organizations,
- 4) Community-based Organizations,
- 5) Private Companies and Associations, and
- 6) Academic Institutes



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Roles and Responsibilities:

The Permanent Secretary of MOFR holds the chair of FS-TWG and following are his/her roles and responsibilities;

- ✓ Convene meetings,
- ✓ Approve meeting agendas,
- ✓ Lead the meeting or appoint a moderator,
- ✓ Ensure meetings are properly conducted,
- ✓ Represent FS-TWG to the public,
- ✓ Approve the minutes of the meeting, and
- ✓ Secure annual budget allocation from Solomon Islands Government to hold the meetings.



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Roles and Responsibilities:

The Secretariat of FS-TWG (“the Secretariat”) is appointed by the Chairperson with a 2-year term (extendable and renewable) and following are its roles and responsibilities;

- ✓ Organize logistical arrangements for the meeting,
- ✓ Draft meeting agenda,
- ✓ Invite the members to the meetings,
- ✓ Take notes of the meeting and prepare minutes,
- ✓ Manage the mailing group of FS-TWG,
- ✓ Moderate communications amongst members, and
- ✓ Serve as a communication focal point of FS-TWG.



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Roles of FS-TWG Members:

- ✓ Attend FS-TWG meetings and participate in discussions,
- ✓ Present and exchange work-related information and knowledge,
- ✓ Communicate with the Secretariat to update the registry, named “the Forest Sector Stakeholder’s Programme Spreadsheet”,
- ✓ Contribute technical expertise and innovative recommendations and ideas to forest sector related developments, and
- ✓ Upon request, review and validate forest sector related programmes.



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Rules of Procedure:

Meeting Frequency:

- ✓ Regular meetings should be held 3 times a year and those schedules are arranged by MOFR and the Secretariat,
- ✓ Extraordinary meetings can be held by request from any FS-TWG member and are subject to approval by the Chairperson,

Seating Allowance:

- ✓ No seating allowance will be disbursed for participation,
- ✓ If the Chairperson can not attend to the meeting, co-chair shall be appointed in advance,



Rules of Procedure: (Continue)

Quorum and Voting process:

- ✓ A quorum constitutes no less than 10% of invited FS -TWG members in attendance,
- ✓ Decisions and recommendations are made by simple majority vote of the members in attendance. In the case of a tied vote, the Chairperson or co-chairperson shall be entitled to a second or casting vote,

Mailing Group:

- ✓ All members of FS-TWG are encouraged to register their email addresses with the Secretariat for participating in mailing list of FS-TWG (“mailing group”),



Rules of Procedure (Continue):

Mailing Group (Continue):

- ✓ In case that any registered participant wishes to withdraw from mailing group, he/she should notify the Secretariat to remove his/her email address from the group,

Distribution of Meeting Agenda:

- ✓ Meeting agenda is drafted by the Secretariat in consultation with MOFR and finalized by the Chairperson after circulating the draft to FS-TWG members via mailing group,
- ✓ In case that any FS-TWG member would like to discuss specific topics, he/she can propose the inclusion of these into the agenda.



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Amendment, Modification and Variation:

- ✓ These Terms of Reference may be amended, varied and modified in writing after consultation and agreement at the meeting and endorsement given by the Chairperson.



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Thank you