

Solomon Islands Forest Sector Technical Working Group

Terms of Reference (DRAFT)

Name:

Solomon Islands Forest Sector Technical Working Group (hereinafter referred to as “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.

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 (hereinafter referred to as “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.

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

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.

- the Secretariat of FS-TWG (hereinafter referred to as “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,**
 - ✧ Serve as a communication focal point of FS-TWG.

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 expertises and innovative recommendations and ideas to forest sector related developments, and**
- Upon request, **review and validate forest sector related programmes.**

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,
- Absence of Chairperson:
 - ✓ If the Chairperson can not attend to the meeting, co-chair shall be appointed in advance,
- 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 (hereinafter referred to as “mailing group”),
 - ✓ 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.

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.