



Asia-Pacific Network for Sustainable Forest Management and Rehabilitation

Working Mechanism for APFNet Focal Points

I. Rationale

Since 2008, APEC and non-APEC economies, and international/regional organizations in the Asia-Pacific region have been involved in APFNet activities and in shaping its institutional development. By 2010, 16 APEC member economies and 10 non-APEC economies have formally appointed APFNet focal points to facilitate APFNet work.

With this APEC-based foundation, a working mechanism for APFNet focal points is established to:

- a) Assist with APFNet institutional development, including enlisting membership/partnership and implementing a long term strategy;
- b) Serve as the extensions of APFNet at the local level;
- c) Facilitate information-sharing and strengthen cooperation.

II. APFNet focal point designation

All APEC economies are invited to join the working mechanism. Non-APEC economies and organizations/institutes willing to establish regular linkages with APFNet are encouraged to designate focal points as well.

It is requested to identify in each economy/organization an agency with a contact person. Back-up contact persons are requested if necessary. In the interest of keeping the focal point list updated, all changes should be reported to APFNet as soon as possible. In case of regional economies, it is suggested that forestry or relevant government agencies be involved in communications aspects to promote maximum efficiency.

For focal point designation, each APFNet partner is requested to send a letter to the Secretariat.

III. Roles of APFNet focal points

Based on annual APFNet activity calendar to be circulated at the end of each year, main contact persons representing focal point agencies will:

- a) Circulate information on APFNet activities and pre-select candidates and projects proposals;

Periodically distribute information on upcoming activities, to appeal for targeted participants, whose knowledge and experience

will add value to the future training, workshops and scholarship programs;

Recommend qualified candidates for APFNet programmes and to pre-select eligible project proposals consistent with APFNet priorities and needs at local level; Recommendation on resources persons to APFNet activities is also welcome.

b) Help with APFNet image promotion

As a new regional initiative, APFNet needs to raise its visibility and profile internationally. Contact persons can provide valuable assistance in this regard, including by making maximum use of the local media and by keep APFNet progress to date in public.

c) Provide information and data

Given regional needs, both general and specific data on forestry and cooperation in the field, as well as achievements, innovations and best practices would be collected to set up an accurate database to share information among economies, to demonstrate and to support APFNet research and publications. It is hoped that focal points could assist in this area.

d) Explore potential cooperation

Focal points are instrumental in exploring opportunities to strengthen cooperation in projects based on regional/ national needs and generate local partners, including research institutes and enterprises.

Focal points are requested to annually report progress on and problems of facilitating APFNet tasks to the Secretariat, and suggest ways to improve future work by filling and returning the reporting sheet.

V. Meeting mechanism

Focal points are convened once in the early month of each year, ideally around the same time and, when feasible, on the margins of other regional or international gatherings. Additional meetings would be organized if necessary. Focal points are suggested to attend meetings in person, or shall designate representatives in case of need.

Agendas will be circulated to 4-6 weeks prior to annual meetings. Focal points are encouraged to propose APFNet-related issues to the Secretariat

for further discussion 2 months before a meeting, where APFNet activities and performance will be assessed and next period work to be discussed.

The Secretariat will chair meetings and compose summary reports in reference to the Steering Committee.

VI. Funding mechanism

APFNet intends to financially support the focal points from developing economies in the region. A more feasible funding mechanism together with the guidance on the use of fund will be formulated soon.

The APFNet Secretariat uses e-mail as the primary communication means, and then telephone and fax, and is available regarding focal points issues at lu_qian@apfnet.cn, and chen_lin@apfnet.cn.

Annex:

1. Focal point list
2. Annual reporting sheet