

SUPPORT TO LOW FOREST COVER COUNTRIES SECRETARIAT

I. CURRENT STATUS OF THE SECRETARIAT

1.1 Strengths:

- The Secretariat has pledged the cause of the LFCCs at all UNFF, FAO and UNEP meetings;
- Through its taking part in various international convention meetings, the LFCCs' Secretariat has included in its agenda concerns of other UN conventions, i.e. UNCCD and UNCBD;
- The Secretariat has been a successful co-organizer and contributor to three LFCCs' workshops, whose conclusions and recommendations lay the foundations for LFCCs' future programme of action;
- Recommendation by the Economic and Social Council¹ to grant LFCCs observer status in the United Nations Forum on Forests, in a letter of accreditation referenced (E/CN.18/2003/12).

1.2 Weaknesses²:

- Limited progress has been made in implementing the Tehran Process. The strategy formulated in 2000 has not been submitted for approval. Only a few recommendations of the Action Plan have been implemented since its formulation three years earlier;
- The Tehran Process as an organization lacks clear institutional and legal frameworks and governing bodies. The mandate of the Secretariat remains unclear. Its role as an international organization has yet to be defined and approved by member countries and international partners. Its responsibilities towards member countries must be clarified. The LFCCs Secretariat needs to report to a governing body representing member countries;
- Composed solely of Iranian experts, the LFCCs Secretariat is under-staffed and not representative of the LFCC regions;
- There is limited follow-up of the overall process at international level, as well as little inter-action between the Secretariat and member countries. In particular, focal points, mostly workshop participants, have no official representative or executive role;
- Funding of the Secretariat has not been diversified. It remains limited and is still highly dependent upon two main financial sources, e.i. FAO and the Government of the I.R. Iran (Since the launch of the TP³ the I.R. Iran has invested significant human, material and financial resources in supporting the Secretariat);
- Very little has been achieved, in terms country programmes' support and follow-up, project and National Forest Programme formulation, fund mobilization etc.

II. PROGRESS TO BE MADE BY UPGRADING LFCCs CAPACITY

- Submission and implementation of the LFCCs Strategy and Action Plan;
- Proposal, follow-up and approval of the LFCCs' institutional and legal frameworks;
- Provision of international and national senior experts to support the Secretariat;
- Nomination of Focal Points to the Secretariat by member countries;

¹ ECOSOC

² Notes from "Back to Office Report" by Syaka Sadio, 25/04/2003

³ Tehran Process

- Resource mobilization and fund raising diversification;
- Facilitating preparation and formulation of nfps for member countries and drafting cooperation projects for the Secretariat.

III. CURRENT NEEDS OF THE SECRETARIAT⁴

Given its current status, the Secretariat needs to be strengthened through additional staff and equipment, and assisted with a full-time international expert to enhance its capacity.

3.1 Task assignments:

3.1.1 Present staffing and task assignments:

- Dr. Mostafa Jafari → Head of the Secretariat
- Mr. Kourosch Kabiri Koupaei → Chief Programme Management Division
- Ms. Fatemea Hatami → Chief Admin & Com. Div. - Senior Forestry Expert
- Mr. Majid Seyfollahian → Senior Forestry Expert
- Mr. Ahmad Lahouti → Chief Financial Affairs Division
- Caretaker – Janitor → Mr. Hassan Abbas Zadeh

3.1.2 Assignments to fulfil in 2003-2004 by main area:

- **Head of the Secretariat** → Dr. Mostafa Jafari
- National Forest Programmes → Dr. Mostafa Jafari
- Forest Resources Assessment – 2005 → Dr. Moatafa Jafari
- Secretary → *To be filled*
- **International expert** → *To be filled*
- **Programme Management Division** → *To be filled*
- Natural Forests S.M.⁵ → Mr. Majid Seyfollahian
- Planted Forests S.M. → Ms. Fatemea Hatami⁶
- Trees Outside Forests S.M. → Mr. Kourosch Kabiri⁷
- UPUFGS S.M. → *To be filled*
- Water & Watershed Management S.M. → *To be filled* [Mr. Mir Ghassemi]
- Nfp → Dr. Mostafa Jafari
- **Finance, Budget & Administration Division** → *To be filled*
- Budget → *To be filled*
- Finance → *To be filled* [Mr. Ahmad Lahouti]
- Administration and Personnel → Mr. Ahmad Lahouti
- **Information, Education & Com. Division** → *To be filled*
- Forest Resources Assessment S.M. → *To be filled*
- Computer Service → *To be filled* [Mr. Nima Biglarbeigi]
- Communication & Networking Service → *To be filled*
- **Policy, Institution & Legal Affairs Division** → Mr. Naser Moghaddasi
- NGOs → *To be filled*
- Legal Service → *To be filled*
- Policy → *To be filled*
- Conventions and Agreements → *To be filled*
- **Caretaker** → Mr. Hassan Abbas Zadeh

⁴ Notes from “Back to Office Report” by Syaka Sadio, 25/04/2003

⁵ Subject matter

⁶ A Forestry graduate, Ms. F. Hatami will resign her current position as Chief Administration and Communication Division to be in charge of Planted Forests.

⁷ Mr. K. Kabiri Koupaei will resign his current position as Head of the Programme Management Division, to be in charge of TOFs, and pursue his PH.d preparation on TOFs.

3.1.3 Additional staff to be assigned to LFCC:

- 1 Secretary
- 1 International Expert
- 1 Expert in UPUFGS
- 1 Expert in watershed management [*possibly Mr. Mir Ghassemi*]
- 1 Computer science specialist [*possibly Mr. Nima Biglarbeigi*]
- 1 Information, Education and Communication Expert [*to head the division*]
- 1 Education and training Specialist
- 1 Communication and Networking Specialist
- 1 Expert in charge of FRA
- 1 Expert to head the Finance and Budget Division
- 1 Budget Specialist
- 1 Finance Specialist
- 1 Legal affairs' Expert
- 1 Policy Expert
- 1 Expert in charge of Conventions and Agreements
- 1 Expert in charge of NGO cooperation

3.1.4 Functioning of the LFCC: The LFCC would function as an autonomous body with the support of an international expert and the assistance of UNEP and FAO.

3.2 Office space:

3.2.1 Office space available: Presently, the LFCCs Secretariat is sharing office space with TPN⁸, DPO⁹ and FCIC¹⁰. The infrastructure consists of 8 office rooms, 1 meeting room and 1 service room. LFCC occupies presently 4 office rooms and shares a meeting room and a service room with the other organizations.

3.2.2 Office space needed for 2003-2004: Organized as proposed above, the Secretariat would need the following office rooms:

▪ Head of Secretariat	→	1 office space	=	1 room
▪ Secretary	→	1 office space	=	1 room
▪ International expert	→	1 office space	=	1 room
▪ Programme Management Division	→	1 office space	=	1 room
▪ Nat. forests + Watershed Management	→	2 office spaces	=	1 room
▪ Trees Outside Forests	→	1 office space	=	1 room
▪ NFP	→	1 office space	=	1 room
▪ UPUFGS + Planted forests	→	2 office spaces	=	1 room
▪ Financial, Budget & Administr. Division	→	1 office space	=	1 room
▪ Finance & Budget Services	→	2 office spaces	=	1 room
▪ Administration & Personnel	→	1 office space	=	1 room
▪ Information, Education & Com. Div.	→	1 office space	=	1 room
▪ Education and training Service	→	1 office space	=	1 room
▪ Computer & Network Services	→	2 office spaces	=	1 room
▪ FRA	→	1 office space	=	1 room
▪ Policy/Inst./Legal Affairs Division	→	1 office space	=	1 room
▪ Legal & Policy Services	→	2 office spaces	=	1 room
▪ NGOs & Convent. & Agreement Services	→	2 office spaces	=	1 room
▪ Library + Meeting room	→	1 office space	=	1 room

⁸ Thematic Programme Network for Rangeland Rehabilitation and Sand Dune Fixation (UNCCD)

⁹ Desertification Control Asia and Pacific Programming Office.

¹⁰ FRWO Centre for International Cooperation

- “Service” room → 1 Service room = 1 room
- Total** → **20 office rooms**

3.2.2 Office space to be provided: Considering that in general 2 persons or experts can cohabit in 1 office room, the deficit in office space would be:

- Sixteen (16) rooms if the Secretariat is to remain at the present location;
- Twenty (20) rooms if the Secretariat were to change location.

3.3 Equipment

3.3.1 Equipment available at LFCCs:

- Up-to-date computers → 5 units
- Computer to be updated → 1 unit
- Printers → 2 units
- Scanner → 1 unit (out of order)
- Fax machine → 1 unit
- Telephone sets → 3 units
- Telephone line → 1 unit
- Office desks → 6 units
- Chairs → 6 units
- Book shelves → 3 units
- Coffee table → 2 units

3.3.2 Equipment needed for 2003-2004:

- **Head of Secretariat + Secretary office + International Expert**
 - Telephone line → 1 unit
 - Telephone sets → 3 units
 - Computers → 3 units
 - Printer → 1 unit
 - Fax machine → 1 unit
 - Desks → 3 units
 - Chairs → 10 units
 - Book shelves → 3 units
 - Coffee table → 2 unit
- **Programme Management Division**
 - Computers → 7 units
 - Central Printers → 2 unit
 - Scanner A4 format → 1 unit
 - Desks → 7 units
 - Chairs → 9 units
 - Book shelves → 4 units
 - Coffee table → 1 unit
- **Finance, Budget & Administration Division**
 - Computers → 4 units
 - Desks → 4 units
 - Chairs → 6 units
 - Book shelves → 3 units
 - Coffee table → 1 unit

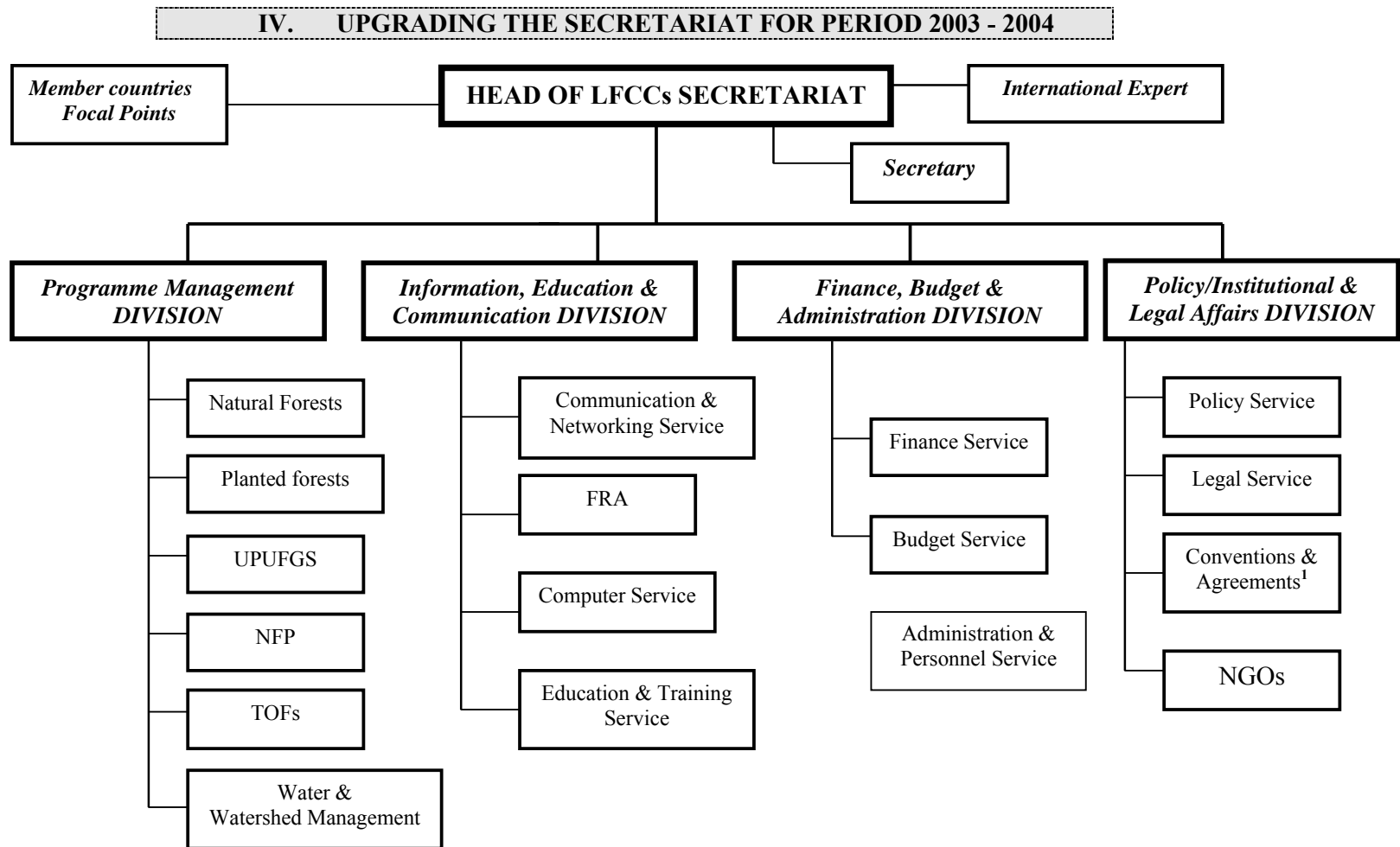
- **Information, Education & Communication Division**
- Computers → 5 units
 - Desks → 5 units
 - Chairs → 7 units
 - Book shelves → 3 units
 - Coffee table → 1 unit
 - Notebooks → 2 units
 - Powerful server → 1 unit
 - Rack and partition for server → 1 unit
- **Policy/institution/Legal Division**
 - Computers → 5 units
 - Desks → 5 units
 - Chairs → 7 units
 - Book shelves → 3 units
 - Coffee table → 1 unit
- **Common equipment**
 - Telephone lines → 3 units
 - Telephone sets → 14 units
 - Photocopy machine → 1 unit (Heavy duty)
 - White boards → 3 units
 - Meeting table → 1 unit
 - Library book shelves → 4 units
 - Large table → 1 unit
 - Chairs → 44 units
 - Video projector → 1 unit
 - Digital camera → 1 unit

3.3.3 Additional equipment to be provided to LFCC:

Item	Units	Unit cost US \$	Total cost US \$
Computers (Pentium 4/2.2 Ghz) →	18 units	1,125	20,250
Central Printers →	1 unit	1,125	1,125
Scanner A4 format →	1 unit	437.5	437.5
Desks →	18 units	75	1,350
Chairs →	38 units	56.25	2,137.50
Book shelves →	17 units	100	1,700
Coffee table →	4 units	81.35	325
Telephone sets →	17 units	100	1,700
White boards →	3 units	75	225
Notebooks (computers) →	2 units	2,625	5,250
Telephone lines →	3 units	437.50	1,312.50
Large table →	1 unit	106.25	106.25
Meeting table →	1 unit	200	200
Digital camera →	1 unit	1,000	1,000 Sony DR_TOR
Video projector¹¹ →	1 unit	5,000	5,000 Sony VPL-PX10
Photocopy machine →	1 unit	6,187.50	6,187.50
Powerful internet server¹² →	1 unit	68,000	68,000
TOTAL COST ESTIMATE			116,306.25

¹¹ Items in bold could be provided through a partner agency.

¹² Rack and partition for server included in price estimate of server.



¹ All Conventions and Agreements to, which the I.R. of Iran is signatory, including Desertification control, Climatic change, biodiversity etc.

V. PROFILE OF THE SECRETARIAT'S MAIN LINES OF INTERVENTION FOR THE SHORT TERM

5.1 **Head of the Secretariat:** The Head of the Secretariat would:

- Lead the strategic and priority actions to champion the cause of low forest countries, support the Tehran Process and address key issues identified in the 1999 expert meeting, in the LFCCs case studies and in the workshops held subsequently in Tehran (Oct. 2002), Nairobi (Dec. 2002) and Tehran (July 2003);
- Strengthen the policy, legal and regulatory framework of the Secretariat, formulate its mandate and take action to convene and constitute a council of members that would agree to these;
- Take action to address the specific needs of developing countries with low forest cover and to place the issue of LFCCs on the political and policy agenda of future international deliberations on forests and other development issues;
- Take steps to ensure recognition of the full mandate of the Secretariat to represent low forest cover countries at international processes and meetings and upgrade its profile to international status;
- Proceed to ensure formal registration of member countries as well as the nomination of national focal points to live up to membership political and financial commitment and responsibilities;
- Enhance cooperation among LFCCs, partnerships with multilateral organizations and instruments, as well as with the donor community;
- Devise appropriate follow-up mechanisms to pursue implementation and further development of the outcome of the Tehran Process;

The Head of the Secretariat is also responsible for:

- Resource mobilization;
- Proposing annual budgets to the Council and their management, according to approved annual work plans;
- Reporting on all activities, including financial matters, periodically to the Council.

5.2 **International expert:** To enhance the Secretariat's capacity, the international expert would:

- Assist the Head of the Secretariat in the development, coordination and follow-up of the programme of action for the period 2003-2004;
- Support member countries in identifying and formulating projects, policies, strategies and national forest programmes;
- Assist in addressing all urgent development issues faced by the Secretariat;
- Contribute to LFCCs workshops, as a resource person and/or as guest speaker;
- Empower the Secretariat's and LFCCs' staff in their respective field of action;
- Make recommendations to LFC countries, through the Secretariat, related to their priority actions;
- Report on a quarterly basis to the Head of the Secretariat and submit a final report to the Secretariat and FAO at the end of the mission;
- Carry out specific consultancies, as requested by the Head of the Secretariat.

5.3 **Secretary:** The Secretary is in charge of:

- The head office of the Secretariat;
- Organizing day-to-day programmes and activities;
- Typing and filing;
- Public relations.

5.4 **Finance/Budget and Administration Division:**

- Collect, analyse relevant information and coordinate with member countries for the identification of priority actions;

- Submit dependable justifications and proposals to National Governments and international donors and funding agencies reflecting the full benefits (social, economic and environmental) of planted forests and tree resources;
- Mobilize and diversify financial resources to enhance the role of the Secretariat and that of the member countries;
- Submit programmes/projects prepared by the Programme Management Division for funding by the international donor community;
- Assist LFCCs in requesting the assistance of relevant partners, such as the World Bank, FAO, UNEP, IFAD and UNDP to explore opportunities for further investment in the forest sector;
- Deal with all aspects related to personnel recruitment, salary payment, insurance, retirement etc. according to the Secretariat's mandate and status;
- Report periodically to the Head of the Secretariat.

5.4.1 Budget Service:

Collect budget proposals from all Divisions and the Head of the Secretariat;
Analyse/balance the proposed budget and submit it to the Head of the Secretariat for approval;
Supervise budget expenditures;
Report to the Head of the Secretariat on budget allocation and expenditures

5.4.2 Finance Service:

Mobilize and diversify financial resources;
Promote partnership building between LFCCs and the Donor Community;
Promote bilateral and multilateral financial cooperation;
Implement financial guidelines (work plan) submitted by the Secretariat and approved by the Council;
Report on financial expenditures and budget balance to the Division.

5.4.3 Administration and Personnel Service: The Administration and Personnel service in charge of:

Recruitments;
Welfare;
Insurance;
Discipline;
Salary payment;
Leave, sickness;
Career management.

5.5 Programme Management Division: The Division's role is to:

- Collect, analyse relevant information and coordinate with member countries for the identification of priority actions;
- Assist members in preserving the existing forests;
- Promote natural forests, planted forests and trees outside forests as appropriate tools to increase forest cover and sustainable forest resource management;
- Devise appropriate follow-up mechanisms to pursue implementation and further development of sustainable forest resource management;
- Assist in enhancing public participation and NGO involvement;
- Devise appropriate mechanisms to generate revenues and employment for the forest populations.

5.5.1 Natural Forests:

5.5.2 Planted Forests:

Promote planted forests as an accelerator and correct means to achieve sustainable forest management, which is the backbone of sustainable livelihoods (ex Tehran workshop);
Promote the use of planted forests for the rehabilitation of degraded lands, enhancing biodiversity conservation, protection of soil and water, and diversifying the landscape;
Encourage planted forests as a source of income generation, poverty alleviation and food security

Develop planted forests for the provision of a sustainable supply of wood and non-wood forest products to forest-based industries and communities

5.5.3 *Trees Outside Forests:*

Promote, through information exchange, awareness raising and education curricula, a better understanding of the new concept Trees Outside Forests among member countries and seek to develop, based on FAO definition a widely accepted description of TOF;

Develop a comprehensive collection, analysis and interpretation methodology of the presently widely scattered data and information on TOF;

Document and disseminate knowledge about the role of indigenous knowledge in TOF establishment and management, particularly with regard to tree species' selection and domestication, tree resource valuation etc.;

Promote the use of non conventional water resources in TOF development;

5.5.4 *Urban & Peri-Urban Forestry and Green Spaces:*

5.5.5 *National Forest Programmes*

Promote integration of tree planting and management into forest and agricultural national development plans;

Support the incorporation of tree planting and management into national forestry, poverty alleviation and food security strategies;

Enhance the voice of the national forestry sectors, which need to be mainstreamed in inter-sectoral planning committees to derive national development priorities and national forest development strategies;

Provide assistance (with FAO and UNEP) in the preparation of projects/programmes related to planted forests, trees outside forests and urban and peri-urban forests, which address climatic change, combating desertification, rehabilitating degraded lands, poverty alleviation etc.

Assist countries benefiting from external investment or aid, to maintain country ownership and leadership of the development and implementation of national forest programmes;

5.5.6 *Water and Watershed Management:*

5.6 *Information, Education and Communication Division:* The Division role is to:

- Collect, analyse relevant information and coordinate with member countries for the identification of priority actions;
- Strive to ensure that forest and tree resource data (planting type, purpose, ownership, species, areas, growth and increment rates, rotations, harvest, yields, protection, regeneration, management etc.) and information on social (dependence levels, incomes, forest use, conflicts etc.) and environmental (soil, air and water quality, biodiversity etc.) features are available, consistent reliable and used to conduct sound planning, management and monitoring;
- Provide facilities for training and education in member countries.

5.6.1 *Computer Service:*

Develop a dynamic and proactive and abundantly illustrated LFCCs information website with the following initial contents: Definitions, Scope and Mission of Secretariat, Strategy and

Action Plan, Governing bodies of Secretariat, LFCCs membership, Country profiles, Meetings, Publications, links etc.

5.6.2 Communication and Networking Service:

Establish a preliminary LFCCs network around participants who attended the Tehran and Nairobi workshops in 2002, considering them as the Secretariat's interim focal points;
Establish an up-to-date roster or profile book of country experts on, which to draw and determine the needs for specific technical capacity building;
Develop questionnaire forms and provide support to enhance the skills of country focal points in collecting and disseminating data and information to be processed by the Secretariat;
Share information on low forest cover countries issues, data, lessons learned;

5.7 Policy/Institution/Legal Affairs Division:

- Collect, analyse relevant information and coordinate with member countries for the identification of priority actions;
- Support member countries in developing consistent policy, legal, planning, regulatory and institutional frameworks as well as in undertaking institutional reforms when necessary, in line with decentralized and participatory approaches to development;
- Strive to restructure and strengthen institutions concerned with forests, rangelands, TOFs and UPUFGS in accordance with the newly defined needs to serve people's needs;

5.7.1 Legal Service:

Elaborate a constitution with appropriate governing and technical bodies for both Council and Secretariat, and prepare a registration form to be sent as soon as possible by the Government of the I.R. of IRAN to all potential members;
Assist countries in developing legally binding instruments that would raise the profile of key issues and provide the means to implement policy at the highest levels;
Assist member countries in securing tenure rights to land and trees that lay the foundation to secure private investment in tree planting, supply of wood and non-wood forest products and other environmental and social services;
Assist member countries in granting a legally recognized status to trees outside forests and their derived products and services;

5.7.2 Policy:

Assist member countries in reviewing their forest policy, taking into account broader perspectives and the wide variety of needs/demands to be fulfilled by the forest sector;
Support decentralization, inter-sectoral, participatory and multi-disciplinary approaches to policy, planning, implementation and monitoring;
Help member countries clarify the roles of the State, the private sector, communities, NGOs and other stakeholders in tree planting and management and forest development;
Assist member countries in appealing to private investment (smallholder and corporate) by providing unimpeded access to technical support systems, affordable rural credit and rights to manage, transport and market crops;
Assist member countries in building sustainable and mutually beneficial partnerships between collaborative stakeholders and in reducing conflicts with other sectors;

5.7.3 Conventions and Agreements:

VI. INTERIM WORK PLAN OF THE SECRETARIAT FOR 2003 - 2004

The following interim work plan for the period 2003-2004 is derived from a joint FAO-Secretariat proposal made in April 2003 and recommended actions formulated during the Tehran and Nairobi workshops on “*The Contribution of Planted Forests, Trees Outside Forests and Urban/Peri-Urban Forests on Sustainable Forestry and Livelihoods in Low Forest Cover Countries*”.

6.1 YEAR 2003

6.1.1 The Secretariat: The Secretariat’s work plan for 2003 would include:

- Strengthen the policy, legal and regulatory framework of the Secretariat, formulate its mandate and institutional framework;
- Draft country membership registration forms and liaise with the interim member countries focal points (participants in workshops) as well as with FAO and UNEP designated officers to enhance membership registration;
- Take initial steps to ensure recognition of the full mandate of the Secretariat to represent low forest cover countries at international processes and meetings and upgrade its profile to international status;
- Prepare and conduct a regional workshop for the Near East, on National Forest Programmes and Criteria and Indicators in Lebanon, tentatively in December 2003;
- Develop the LFCCs website¹³;
- Request FAO, UNEP and the Government of the I.R. of Iran to allocate resources and assist in supporting the development of the LFCC to a full global Secretariat;
- Maintain lobbying for LFCC issues at international processes and meetings;
- Enhance collaboration and sharing between LFCCs;
- Seek FAO and UNEP assistance in providing background and justification to LFCCs Governments for benefits of membership to the LFCC Secretariat;

6.1.2 International Expert: The international expert’s work plan for the period 2003-2004 includes:

- Amending, completing and approving the programme of work proposed by the Secretariat;
- Putting together the basic conditions for efficient implementation of the programme of activities;
- Enhancing the Secretariat’s capacity and training its staff in their respective field of action, where needed;
- Assisting in the implementation, coordination and follow-up of the programme of action for the period 2003-2004.

6.1.3 Secretary: The programme of action for 2003 included:

- Appoint qualified and experienced technical and administrative staff to the proposed posts indicated in the organizational chart for the period 2003-2004;
- See to it that the Secretariat is endowed with adequately equipped office accommodation as indicated in chapter 3 of the present document;

6.1.4 Finance/Budget Division: The activities of the Division for 2003 include:

- Collect, update and analyse relevant information from member countries and partners;
- Taking into consideration the Secretariat’s commitments and based on information analysis, propose, in cooperation with member countries and partners, priority actions for 2004;
- Coordinate with member countries for technical matters;

¹³ See Annex 1

- Preparing dependable justifications and proposals to National Governments, international donors and funding agencies on the necessity to support LFCCs ongoing and future sustainable planted forests and tree resources management programmes;
- Informing international donors and funding agencies by reflecting the full social, economic, environmental and political benefits of planted forests and tree resources;
- Assisting countries in identifying potential donors and in requesting assistance;

6.1.5 Programme Management Division: The activities in 2003 include:

- Collect, update and analyse relevant information from member countries and partners;
- Taking into consideration the Secretariat's commitments and based on information analysis, propose, in cooperation with member countries and partners, priority actions for 2004;
- Coordinate with member countries for technical matters;
- Promoting planted forests and trees outside forests as appropriate tools to increase forest cover and sustainable forest resource management;

6.1.5.1 Natural Forests:

6.1.5.2 Planted Forests:

Document success stories and failures in planted forest and tree resources development in the regions;
Initiate, with the active cooperation of selected member countries, a process of investigations to value planted forests' resources (products, processing, value adding, etc.);
Endeavor to network appropriate knowledge and technologies in LFCCs, through the Information, Education and Communication Division's facilities.

6.1.5.3 Urban/Peri-Urban Forests and Green Spaces:

Nominate and elect the Tehran Parks and Green Spaces Organization as "**Centre of Excellence and Lead on UPUFGS**" to promote capacity building and information exchange in LFCCs and assist them in establishing databases of scientific and technical material, training country experts through study tours and exchange of experts and providing technical assistance in urban planning and organization, urban and peri-urban forestry establishment and management, green spaces and parks, recreation, combating air pollution etc.
Access information centres with the aim of developing data collection mechanisms and promoting regional networks on UPUFG;
Document and disseminate success stories and failures in UPUFG design, implementation and management and advise member countries on how to make best use of the above;

6.1.5.4 Trees Outside Forests:

Preparing a standard country enumeration and investigation form on traditional knowledge in TOFs, to be implemented in 2004, through involvement of all stakeholders, with CBD, CCD, IUCN, LFCC, and NGOs focal points;
Initiating investigations procedures towards improving traditional knowledge relating to TOFs;
Initiate, with the active cooperation of selected member countries, a process of investigations to value TOF resources (processing, value adding, etc.);
Consider ways and means to enhance the role of TOFs as part of farming systems;

6.1.5.5 Water and Watershed Management:

6.1.5.6 National Forest Programmes:

Devising an approach to promote the integration of tree planting and management into forest and agricultural national development plans and to support the incorporation of tree planting and management into national forestry, poverty alleviation and food security strategies;
Assisting the Secretariat in preparing and conducting a regional workshop for the Near East, on national forest programmes and criteria and indicators in Lebanon, in December 2003;
Raising awareness among member countries as to the need to integrate land-use and sustainable development policies, strategies, legislation and regulations to include forestry and poverty reduction and food security strategies in National Development Plans;

6.1.6 Information and Communication Division:

- Collect, update and analyse relevant information from member countries and partners;
- Taking into consideration the Secretariat's commitments and based on information analysis, propose, in cooperation with member countries and partners, priority actions for 2004;
- Coordinate with member countries for technical matters;
- Assist member countries in preparing FRA 2005 and monitor closely their progress, particularly with regard to the assessment of their planted forests, trees outside forests and urban and peri-urban forests;
- Design a dynamic, proactive and abundantly illustrated LFCCs information website describing the status of planted forests and tree resources in member countries and the major actions and events taking place within the Secretariat and the LFCCs;
- Initiate the establishment of a preliminary LFCCs network around participants who attended the Tehran and Nairobi workshops in 2002, considering them as the Secretariat's interim focal points;
- Prepare a questionnaire relative to country expertise, that would lead to the establishment of a roster of experts of the LFCCs;

6.1.7 Policy, Institution and Legal Affairs Division:

- Collect, update and analyse relevant information from member countries and partners;
- Taking into consideration the Secretariat's commitments and based on information analysis, propose, in cooperation with member countries and partners, priority actions for 2004;
- Coordinate with member countries for technical matters;

6.1.7.1 Legal Service:

Elaborating a constitution with appropriate governing and technical bodies for both Council and Secretariat, and prepare a registration form to be sent as soon as possible by the Government of the I.R. of IRAN to all potential members;

6.1.7.2 Policy:

Helping member countries clarify the roles of the State, the private sector, communities, NGOs and other stakeholders in tree planting and management and forest development;

6.1.7.3 Conventions and Agreements:

6.2 YEAR 2004

6.2.1 The Secretariat: The proposed work plan for 2004 includes the following:

- Maintaining efforts to ensure recognition of the full mandate of the Secretariat to represent low forest cover countries at international processes and meetings and upgrade its profile to international status;
- Taking action to convene and constitute a council of members that would endorse the Secretariat's mandate, approve its plan of action and recognize its policy, legal, regulatory and institutional frameworks;
- Proceeding to finalize the formal registration of member countries as well as the nomination of national focal points to live up to membership commitment and responsibilities;
- Developing a short term programme to support member countries in developing consistent policy, legal, planning, regulatory and institutional frameworks, in line with decentralized and participatory approaches to development;
- Urging wealthy LFCCs allocate funds for initiatives in training, afforestation, reforestation, TOFs, watershed management and national forest programme formulation in developing LFCCs;
- Promoting exchange of knowledge and capacity building through workshops, training courses, technical expertise and education opportunities;
- Preparing and conducting regional workshop for Africa (tentatively in Sudan, March 2004) on National Forest Programmes and Criteria and Indicators and translate C & I into proposed actions with regard to sustainable management of planted forests;
- Preparing and conducting regional workshop for Asia (tentatively in Mongolia, May 2004) on National Forest Programmes and Criteria and Indicators;
- Preparing and conducting a workshop for LFCCs on Monitoring, Assessment and Reporting on IPF/IFF Proposals for Action to be held tentatively in Morocco, in April 2004;
- Preparing and conducting a workshop for LFCCs on Forest Resources Assessment to be held in Tunisia, tentatively in September 2004;
- Preparing a training workshop for LFCCs on Forests and Trees Outside Forests resources to be held tentatively in Tunisia, in February 2004;
- Preparing an Expert Meeting of 3 days' duration to immediately precede the Ministerial Conference to be held in Iran, tentatively by the end of 2004;
- Urging LFCCs Governments to share in a partnership with the LFCC Secretariat and the Islamic Republic of Iran in providing personnel and other resources;
- Adopting Arabic, French and English as languages for communication with the LFCC Secretariat;
- Playing a major role in promoting the implementation of the recommendations of the 6 LFCC country case studies supported by FAO-FNPP;
- FAO and UNEP to support LFCC Secretariat, through the Government of Iran, regional and bilateral financial agencies in its approach to substantiate and validate afforestation, reforestation and TOFs as vehicles for rural development and poverty alleviation in developing LFCCs;
- Assisting LFCCs to prepare proposals to international donor agencies on projects and programmes related to planted forest, TOFs and UPUFs, including climate change, combating desertification, rehabilitating degraded lands, forestry and poverty alleviation;
- Providing policy and technical assistance to countries in achieving forest resources assessment, nfp formulation, and providing management tools and technical support to the development of planted forests and tree resources within their respective capacity;
- Publishing a newsletter on LFCC issues, research, new technologies, success stories, linkages with NGOs, international processes and other agencies etc.
- Updating and expanding LFCCs website on a regular basis, with the full collaboration and contribution of member countries;
- Inviting NGOs to contribute to the Near East Forestry Commission for exchange of knowledge and experiences;
- Requesting support from FAO and UNEP, the Government of the I.R. of Iran (and others as appropriate) to assist in formalizing at high political level, the adhesion of member countries to

the “Teheran Process” and make official their respective levels of commitment to implementing its programmes;

- Requesting member countries to formally nominate a focal point to the LFCC Secretariat and ensure his/her commitment and responsibility to share appropriate information to network with other LFCCs;
- Raising awareness and preparing proposals to national Governments to access funding and technical assistance from international donors for priority LFCC issues, including access to CDM, WEHAB and other new initiatives;
- Researching and advising LFCC countries on procedures to access funding under the CDM, WEHAB and other new initiatives;

6.2.2 The International Expert:

- Training LFCCs staff during various regional and international events;
- Assisting countries in identifying key areas of intervention and in addressing urgent development issues as well as targeting short, mid and long term priority actions;
- Supporting (upon request) member countries in identifying and formulating projects, policies, strategies and national forest programmes;
- Contributing to LFCCs workshops, as a resource person and/or as guest speaker;
- Assisting in the implementation, coordination and follow-up of the programme of action for the period 2003-2004.

6.2.3 Secretary and Administration:

6.2.4 Finance – Budget Division:

- Mobilizing and diversifying financial resources to enhance the role of the Secretariat and that of planted forests and tree resources in member countries;
- Submitting programmes and projects related to planted forests, trees outside forests and urban and peri-urban forest in member countries, for international funding under the CDM, WEHAB, NEPAD, GEF and other funds;
- Urging member countries to make special budget allocations for afforestation, reforestation and TOF development;
- Urging member countries to provide funds to be loaned by agricultural banks or similar agencies on long term low interest rate basis;

6.2.5 Programme Management Division: The activities in 2004 would include:

- Assist member countries in establishing forest resources (natural and man-made) and TOFs identification and mapping programmes (2004);

6.2.5.1 Natural Forests:

6.2.5.2 Planted Forests:

Raise awareness among country decision-makers to gear interventions in planted forests and tree resources to the specific needs of people in particular ecological zones and to mobilize the necessary human and financial resources and capacity building to enhance the role of planted trees and forests’ contribution to sustainable forest management;

Encourage afforestation and reforestation on private and collective lands by promoting the provision of adequate loans, tenure and users’ rights and incentives according to context;

Establish alternative demonstrations relating to planted forest and tree resources development mechanisms, in countries with obvious need and commitment;

Document and disseminate further success stories and failures in planted forest and tree resources development in the regions;
Assist countries prepare sound justifications and proposals to national Governments and international donors and funding agencies, reflecting the full benefits (environmental, social, economic) of planted forests;
Provide training to change the homogeneous (engineering) approaches to planted forest development (primarily exotic species in monocultures) and respond to the more diverse, flexible, heterogeneous, (multiple species) approaches to planted forests, including agroforestry and multiple indigenous and exotic species as appropriate;
Enhance countries' capabilities in conducting periodic (baseline and follow up) surveys on the true costs, impacts and contributions of planted forests in terms of social, environmental and economic benefits to the national economy;

6.2.5.3 *Urban and Peri-Urban Forests and Green Spaces:*

Access information centres with the aim of developing data collection mechanisms and promoting regional networks on UPUFGS;
Conduct studies comparing UPUFGS activities, experiments, models, results and impacts;
Prepare for the Organization in 2005 of workshops or expert meetings on indicators and criteria for a proper balance between UPUFGS and urban spaces, appropriate functions for UPUFGS, and design and programming;
Initiate a regional awareness campaign by the LFCCs Secretariat, based on information provided between countries/Municipalities;
Work towards creating appropriate conditions for the launching in 2005, of twinning operations between South-South and North-South municipalities to promote exchange of experience and expertise and mutual support in enhancing UPUFG development;
Developing, with the assistance of FAO and UNEP, UPUFGS inventory methods/models and including UPUFGS inventory data and information in national forest inventories;
Assisting member countries to use treated wastewater effluents in UPUFGS and adapted efficient irrigation systems;
Disseminate good practices and success stories and promote, with the support of TPGSO, exchanges and visits as well as cooperation between LFCCs;
Take the opportunity of the Network of Mayors of French Speaking Municipalities as well as similar networks in the Commonwealth Organization to strengthen cooperation between UPUFGS agencies;
Initiate within selected countries, studies/investigations relating to the benefits of trees, urban and peri-urban forests and green spaces to communities;
Formulate a programme of sensitization of politicians and other senior decision-makers to the cause of trees, urban and peri-urban forests and city parks and green spaces;
Assist in the formulation and implementation of partnerships in forestry in general, and in trees, urban and peri-urban forest, city parks and green spaces in particular;
Organize Regional Champions of innovative and new breed foresters to mainstream the role rural as well as urban of trees and forests into National Thinking;
Urge member countries to establish high-level national teams on city/town forests, parks and green spaces to promote national UPUFGS and coordinate implementation;

6.2.5.4 *Trees Outside Forests:*

Assisting the Secretariat in preparing and conducting a training workshop on Forests and Trees Outside Forests resources to be held tentatively in Tunisia, in February 2004;

Preparing a standard country enumeration and investigation form on traditional knowledge in TOFs, to be implemented in 2004, through involvement of all stakeholders, with CBD, CCD, IUCN, LFCC, and NGOs focal points;
Initiating investigations procedures towards improving traditional knowledge relating to TOFs;

6.2.5.5 Water and Watershed Management:

Assist countries achieve efficient water management in nurseries (large scale central and village based), planted forests and green spaces and to make optimum use of safe treated wastewater effluents, particularly in urban and peri-urban forests and greenbelts;
Contribute in raising awareness about the roles of forests and trees in watershed management and to better understand forest and trees hydrological processes and forest/trees management impacts on land resources (rural and urban) management;
Contribute to promoting the development and a wider adoption of holistic approaches to trees, forests and water management that integrate the needs of the environment and the requirements and obligations of downstream and upstream people;
Assist member countries contribute to the better understanding of the economic costs and benefits of forests and watershed services, as well as to appreciating the impact of different forest/water policies on the livelihoods and interests of upstream and downstream stakeholders;
Contribute in developing improved procedures for managing upstream/downstream linkages, interactions and interests and in understanding their economic, environmental and social relations to formulate equitable and effective compensation mechanisms;
Contribute actively to the advent of stronger attention to the upland environments and farmers and payment for environmental services provided to lowlanders;
Support members in addressing forest and water interactions in forest resources assessment, and request that the international community provides sufficient resources to accomplish the task;

6.2.5.6 National Forest Programmes:

Providing assistance to enhance the voice of the national forestry sectors and mainstream them in inter-sectoral planning committees to derive national development priorities and national forest development strategies;
Providing assistance (with FAO and UNEP) in the preparation of national forest programmes and other projects related to planted forests, trees outside forests and urban and peri-urban forests, which contribute to combating desertification, rehabilitating degraded lands, poverty alleviation etc.
Assisting the Secretariat in preparing and conducting a regional workshop for Africa (tentatively in Sudan, March 2004) on National Forest Programmes and criteria and indicators;
Assisting the Secretariat in preparing and conducting a regional workshop Asia (tentatively in Mongolia, May 2004) on National Forest Programmes and criteria and indicators;
Assisting members in including the enhanced role of planted forests and TOFs into national forest programmes in LFCCs;
Assisting member countries integrate land-use and sustainable development policies, strategies, legislation and regulations to include forestry and poverty reduction and food security strategies in National Development Plans;
Assisting members change the foresters mindset from owning forests and NFPs, to providing enabling conditions¹⁴ and support services¹⁵ to enhance private (corporate and smallholder) owners' active contribution to NFPs, combining technical, scientific and traditional knowledge

¹⁴ Policy, laws, regulations, strategic planning, monitoring

¹⁵ Extension services, success stories, demonstrations, training etc.

in decentralized and participatory approaches to achieve forestry development objectives, while meeting people's livelihood needs and responding to market demands;

6.2.6 Information and Communication Division:

- Complete and update the LFCCs website to include the following contents: Definitions, Scope and Mission of Secretariat, Strategy and Action Plan, Governing bodies of Secretariat, LFCCs membership, Country profiles, Meetings, Publications, links, Success stories, fiascos and lessons learned etc.;
- Complete the LFCCs network around officially designated country focal points;
- Establish an up-to-date roster or profile book of country experts on, which to draw and determine the needs for specific technical capacity building;
- Develop questionnaire forms and provide support to enhance the skills of country focal points in collecting and disseminating data and information to be processed by the Secretariat;
- Share information on low forest cover countries issues, data, lessons learned;
- Assist the Secretariat in preparing and conducting a workshop for LFCCs on Forest Resources Assessment to be held in Tunisia, tentatively in September 2004;
- Assist countries prepare justifications for national forest assessments, including planted forests, TOFs and UPUFs;
- Network appropriate knowledge and technologies in low forest cover countries through electronic and other mass media distributions systems using the LFCC Secretariat with support from FAO and UNEP;

6.2.7 Policy, Institution and Legal Affairs Division:

6.2.7.1 Legal Service:

Assisting member countries in analysing their forestry legal framework, and propose reforms to include opportunities for decentralized and participatory planning, access to credit and private investment, ownership and tenure security etc.

Assisting member countries in promoting tenure rights to land and trees and in laying the foundation to secure private investment in tree planting, supply of wood and non-wood forest products and other environmental and social services;

Assisting member countries in granting a legally recognized status to trees outside forests and their derived products and services;

6.2.7.2 Policy:

Assisting member countries in defining decentralized, inter-sectoral, participatory and multi-disciplinary approaches to policy, planning, implementation and monitoring;

Assisting member countries in appealing to private investment (smallholder and corporate) by providing access to technical support systems, by militating for affordable rural credit and rights to manage, transport and market crops;

Assisting member countries in laying the foundations for the development of equitable, sustainable and mutually beneficial partnerships between collaborative stakeholders;

Assisting member countries develop inter-sectoral planning procedures to integrated land-use policies and implementation mechanisms, ensuring that these are achieved through a more proactive forestry representation, integrating forestry issues into the rural landscape;

Assisting countries in promoting institutional and legal environments favourable to

6.2. 7.3 Conventions and Agreements:

6.3 YEAR 2005

6.3.1 The Secretariat: The training programme initiated in 2004 will be completed in 2005 by the following:

- Preparing a training workshop for LFCCs on Tree Planting and Management to be held tentatively in Egypt, in February 2005;
- Preparing a training workshop for LFCCs on Sustainable Forest Management to be held tentatively in Africa or Asia, in April 2005;
- Implementing the recommendations of the FAO (McConnell and Abdel Nour) consultancy report on the LFCC Secretariat with respect to support for afforestation, reforestation, TOFs and nfps;
- Establishing a steering committee for the LFCCs Secretariat including host country Iran, selected LFCC members, FAO and UNEP to facilitate support systems to achieve actions in afforestation, reforestation and TOFs;

6.3.2 Programme Management Division:

6.3.2.1 Natural Forests:

Assist the Secretariat in preparing and conducting a training workshop for LFCCs on Sustainable Forest Management to be held tentatively in Africa or Asia, in April 2005;

6.3.2.2 Planted Forests:

Assist the Secretariat in preparing and conducting a training workshop for LFCCs on Tree Planting and Management to be held tentatively in Egypt, in February 2005;

6.3.2.3 Trees Outside Forests:

Finalize efforts towards improving traditional knowledge in TOFs and publish the results;

