

United Nations Nations Unies

SECRETARIAT OF THE UNITED NATIONS FORUM ON FORESTS
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Excellency,

I have the honor to refer to Resolution 2000/35 where ECOSOC decided that the main objective of the international arrangement on forests is to promote the management, conservation and sustainable development of all types of forests and to strengthen long-term political commitment to this end. In order to achieve this objective it further decided to establish the United Nations Forum on Forests (UNFF) and to invite the executive heads of relevant organizations of the United Nations system and heads of other relevant international and regional organizations, institutions and instruments to form a collaborative partnership on forests (CPF). ECOSOC also decided that the international arrangement on forests should be dynamic and adapt to evolving conditions and that the effectiveness of this arrangement would be reviewed in five years, and decided further, that the five year review of this arrangement will also address the institutional framework of the UNFF, including its position within the United Nation system.

In order to facilitate this review process the UNFF in its fourth session (Geneva, 3-14 May 2004) requested the UNFF Secretariat, as consistent with resolution 2/3, to transmit to member States, the following documents:

- a) Guidelines for reports on implementation of IPF/IFF proposals for action;
- b) The annexed questionnaire based on the Specific Criteria for the review of the effectiveness of the international arrangement on forests as contained in paragraph 4 of UNFF resolution 2/3. Respondents, as appropriate, may choose to select activities related to their experiences. The degree of influence of such selections shall not form a comparative assessment in the final synthesis report of the Secretary General;
- c) Baseline information, developed in cooperation with the CPF members, relevant to the Specific Criteria, compiled from existing information, taking into account the work of the relevant Ad Hoc Expert Group.

In response to this request, the UNFF Secretariat has developed guidelines, including a suggested reporting format, to serve as a basis for member States to report on their implementation of the IPF/IFF proposals for action at the fifth session of the Forum (New York, 16-27 May 2005). Furthermore, a note has been prepared to assist member States in responding to the voluntary questionnaire based on the Specific Criteria. Member States are encouraged to consult the baseline information document, which serves as a reference source to facilitate the review of the effectiveness of the international arrangement on forests. The listed documentation above is enclosed within, on diskette.

Member States are invited to submit to the UNFF Secretariat their report on the implementation of the IPF/IFF proposals for action and their response to the questionnaire, voluntarily and within their capacities, by **31 October 2004**.

His Excellency
The Permanent Representative of ...
to the United Nations
New York, NY

Electronic versions of the guidelines, reporting format, and voluntary questionnaire, including the note, are also posted on the UNFF Secretariat's website and are available in all UN official languages (<http://www.un.org/esa/forests/>). I hope that you find the guidelines and suggested reporting format of assistance to your Government in preparing your country's submission to the fifth session of UNFF.

Should you have any questions, please do not hesitate to contact me at the above phone or fax number or by e-mail (unff@un.org). It is requested that the completed report and response to the questionnaire be submitted to the UNFF Secretariat, preferably in both electronic form and hard copy, by the date mentioned above.

Please accept, Excellency, the assurances of my highest consideration.

Pekka Patosaari
Coordinator and Head
Secretariat of the United Nations Forum on Forests

Cc: UNFF National Focal Points