

**United Nations Forum on Forests
Bureau of the Tenth Session (UNFF10 Bureau)
Minutes of the Fifth Meeting
6-7 February 2013**

Participation

Bureau Members: Mr Mario Ruales Carranza (Ecuador), Mr Srecko Juricic (Croatia), Ms Shuli Davidovich (Israel), Mr Saiful Awam Martinus Abdullah (Malaysia) and Ms Anna Masinja (Zambia)

UNFF Secretariat: The UNFF Director, Ms. Jan L. McAlpine, and the UNFF Staff

Secretary of the Forum: Ms Jennifer De Laurentes and Ms Sangeeta Sharma

Others: Mr. Joan Andres Salvador (Ecuador), and Mr Altay Altınörs (Turkey)

Key Decisions/ Actions by the Bureau

1. **The provisional organisation of work of UNFF10 was agreed upon by the UNFF10 Bureau. UNFF10 includes a Ministerial Segment (MS) on 8 and 9 April 2013, starting at 3 PM in the afternoon of 8 April.**
2. **The Ministerial Segment consists of plenary sessions with statements by the ministers and heads of delegation on : Monday afternoon from 3 to 7 pm, one hour on Tuesday morning session from 12 to 1 pm, and Tuesday afternoon from 2 to 5:30 pm The Ministerial Segment also includes two parallel roundtables (RT) on Tuesday morning from 9 to 10 :30 am. RT1 is on forests and economic development, and roundtable 2 on the international arrangement on forests, outcome of the Rio+20 conference and the post 2015 UN development agenda. Ministers and Heads of Delegation plus one can participate. These roundtables will be followed from 10 :30 am to 12 pm by a high level dialogue with the Executive Head of the member organisations of the Collaborative Partnership on Forests,**
3. **Member States should inscribe the name of the minister or their heads of delegation on the list of speakers for the plenary sessions on Monday and Tuesday afternoon (8 and 9 April 2013). This list will be established and announced through the UN Journal.**
4. **Member States should also indicate their preference in participating in one of the roundtables to be held on Tuesday morning through the procedures that will be announced in the UN Journal. One concept note for each roundtables of the Ministerial Segment will be prepared and sent to the Permanent Missions in NY. These concept notes will specify the modalities for conducting the discussion during the roundtables.**
5. **The plenary sessions of the Ministerial Segment will be co-chaired by the UNFF10 Chair and the Minister of Water and Forests of Turkey. Each roundtable will be co-chaired by two ministers/ vice-ministers, one from the South and one from the North.**
6. **Side-events or any other type of event could only be held outside of the official working hours of the UNFF sessions *i.e.*, from 10 am to 1 pm and from 3 to 6 pm. On Monday 8 April 2013 and Tuesday 9 April, side events in the evening will be held only after the adjournment of the plenary.**
7. **Ms Davidovich and Ms Masinja were nominated as the vice-chairs for Working Group 1, and Mr Juricic and Mr Abdullah as the vice-chairs for Working Group 2. The division of**

agenda items for working group one and two will remain the same as originally decided by the Bureau.

- 8. The next Bureau meeting will be held on 7 April 2013 in Istanbul, Turkey.**
- 9. The UNFF10 Bureau adopted the provisional agenda of the eleventh session of the Forum, and decided to further consult with their respective constituencies so as to finalize the nomination of the Bureau of the eleventh session, before UNFF10.**

Agenda of the Fifth Meeting of the UNFF10 Bureau

6 February 2013 (10:30 am-1 pm & 3-7 pm)

7 February (10 am-3 pm)

2 UN Plaza, Room DC2-1684 – UNHQ New York

1. Final Preparation for the Tenth Session of the United Nations Forum on Forests
 - i. UNFF10 Documentation
 - ii. Review of the organization of work of UNFF10 including the ministerial segment
 - iii. Vice-chairs of the Working Groups/Rapporteur
 - iv. Registration
 - v. Side-events and Receptions
 - vi. Accreditation of organization
 - vii. UNFF10 Logistical Information
 - viii. Time and venue of daily meetings of the UNFF10 Bureau
2. UNFF11 issues
 - i. Consideration of the draft provisional agenda of UNFF11
 - ii. Nomination of UNFF11 Bureau Members
3. Other matters
 - i. Trust fund including travel support for delegates participating at UNFF10

Opening of the Fifth Meeting of the UNFF10 Bureau

Mr Mario Ruales, chair of the UNFF10 Bureau opened the meeting and welcomed the Bureau Members, UNFF Secretariat and other participants. He invited the Bureau to adopt the provisional agenda of the 5th meeting. The agenda for the Bureau meeting was approved. Mr Ruales invited Ms McAlpine to provide an overview of the agenda for the meeting.

1. Final Preparations for the Tenth Session of the United Nations Forum on Forests

i. UNFF10 Documentation

Ms McAlpine informed the Bureau that the Host Country Agreement was signed by the Ambassador of Turkey and the Undersecretary General of DESA. It includes the fact that Turkey will fund one Minister plus one participant for 3 days, as well as one representative from each qualifying country. However, the Secretary General declined to participate in UNFF10. A note verbale will act as an invitation to be sent out shortly to Member States by the Department for the General Assembly Conference Management, containing information about the date, venue of UNFF10 and the Ministerial Segment. Another note verbale concerning travel arrangements and requesting the composition of delegations has been sent by the UNFF Secretariat to Permanent Missions in NY.

UNFF staff updated the Bureau on the UNFF10 documentation. 14 documents have been submitted – seven Secretary General’s Reports, the report of AHEG2, three Secretariat’s Notes (on IYF, Multi-Stakeholder Dialogue and the Forum Trust Fund), an information note by the CPF, one discussion paper by major groups and the report of the OLI. Advance-unedited version of these documents are available on the UNFF website. Remaining documents include the reports of the CLIs (from Japan, Vietnam, Germany and Ukraine). Additional background documents are available online including AHEG2 presentations, background studies on forests and economic development, the 2012 AGF study on forest finance and the reports of the facilitative process workshops. UNFF10 official documents will be translated in all UN official languages before the end of February 2013.

ii. Review of the provisional organisation of work of UNFF10, including the Ministerial Segment

The Bureau hold a thorough discussion on the provisional organization of work of UNFF10 including the Ministerial Segment. The Bureau agreed that after the opening of UNFF10 on the morning of 8 April, a Ministerial Segment will take place on Monday 8 April in the afternoon, as well as all day on 9 April. The Bureau of UNFF10 decided that the chair of UNFF10, Mr Ruales and the Minister of Forests and Water of Turkey will open and co-chair the afternoon Ministerial Segment on Monday 8 April 2013. This will be followed by opening statements by the Prime Minister of Turkey (tbc), the President of the General Assembly (tbc), the President of ECOSOC 9 (tbc) and the Under-Secretary-General for Economic and Social Affairs of the United Nations (DESA). The session is due to last until 7 pm for the statements by the Ministers and Heads of Delegations, with the possibility of further extension until 9 pm.

On Tuesday 9 April, the session will open at 9 am with the two parallel round tables lasting until 10:30. The theme for roundtable one is forests and economic development, and the theme for roundtable two is the international arrangement on forests, outcome of Rio+20 conference and the post 2015 UN development agenda. These parallel roundtables will be followed by a high level dialogue with the heads of the member organizations of the Collaborative Partnership on Forests in the plenary from 10:30 am to 12 noon. From 12 to 1 pm, statements by the ministers and heads of delegation from Monday afternoon will continue. These statements will continue in the afternoon plenary session from 2 pm to 5:30 pm, and the closing ceremony of the Ministerial Segment will be from 5:30 to 5:45 pm.

The Director of the Forum’s Secretariat informed the Bureau that the ministerial segments are usually chaired by ministers themselves. Ms. McAlpine added that it would be wise for Member States to

inscribe the name of the minister or their heads of delegation on the list of speakers for the plenary sessions on Monday and Tuesday afternoon (8 and 9 April 2013). This list will be established and announced through the UN Journal. Through the announcement in the UN Journal, Member States will be also invited to indicate on which roundtables they wish to participate. She also referred to the practice of allowing Member States to make statements for 5 minutes, and statements on behalf of groups for 7 minutes. The Bureau agreed to these suggestions.

The UNFF Secretariat also informed the Bureau that one concept note for each roundtable of the Ministerial Segment will be prepared and sent to the Permanent Missions in NY. These concept notes will specify the details and modalities for conducting the discussions during the roundtables.

In light of the changes made to the provisional organization of work on 8 and 9 April, the Secretary of the Forum pointed out that going beyond three hours for every half day would incur additional interpretation charges as it would mean that an extra team of interpreters would need to be brought in. Ms. McAlpine informed the Bureau that the Secretariat is ready to accept covering these additional costs should they arise. However, the Secretariat later confirmed that these items can be covered in the existing budget.

Mr Altınörs explained that an informal ministerial event hosted by the Government of Turkey will take place from 6 to 8 pm on Tuesday 9 April on International cooperation on combating desertification and deforestation. It remains to be determined whether food will be provided. However, invitations will be sent out and all ministers participating in the Forum plus one may participate. This event is chaired by the Turkish Minister of Forests. There will be no declaration – only a short summary of the meeting which is not an outcome of UNFF10.

The Bureau took note of this informal ministerial event and stressed that the event is not part of the UNFF10 Ministerial Segment and is an informal event, organized by the host country. As a general principle, the Bureau also decided that no event could take place during the official plenary or working group sessions of the UNFF. In light of the heavy schedules of Monday 8 and Tuesday 9 April, the Bureau requested that the evening side-events on these days would be maintained but organizers should be warned of the changes in the organization of work.

On Wednesday, items 4 on regional and sub-regional inputs and item 8 on enhanced cooperation will be discussed in the morning from 10 to 1 and item 7 on multi-stakeholders in the afternoon, with the introduction of the Secretariat's note, the introduction of Major Group papers and an interactive dialogue between major groups, Member States and CPF member organizations. Short reports on four country-led initiatives in Japan, Germany, Viet Nam and Ukraine will be presented to the plenary by the respective representatives of the host countries of those meetings. Countries can also take advantage of this opportunity to announce any planned country-led initiatives (CLIs) in preparation for UNFF11. Any country submitting a request for holding a CLI after UNFF10 will be subject to the approval by the UNFF11 Bureau.

On Thursday 11 April, the Bureau agreed to hold a plenary session for the entire day. The morning will be split between items 6 (emerging issues) and 9 (means of implementation) in two equal periods (10-11:30 and 11:30-1). Under item 6 in the morning, the interconnectedness of the outcome of Rio+20 and the post 2015 UN development agenda will be discussed. Under item 9, the plenary will discuss the progress on the issue of forest financing and the way forward. In the afternoon, and under agenda item 6, the Forum will hold preliminary discussions on the roadmap to the eleventh session of the Forum, UNFF11, and the future of the International arrangement on forests including the future of the UNFF process. The Bureau also requested the Secretariat to make small modification in the provisional agenda and annotation of UNFF10 (document E/CN.18/2013/1) under item 6 to reflect this change in the organization of work of UNFF10. The Secretary General reports contained in document E/CN.18/2013/6 on Emerging Issues and E/CN.18/2013/9 on Means of Implementation are the respective background documents for the discussions on Thursday 11 April 2013. In order to avoid duplication, discussions on the IAF will only take place in the afternoon.

On Friday, working group 1 and 2 begin their work in two parallel sessions. On Friday, items 3, 4 and 8 will be addressed by Working Group 1 while Working Group 2 will discuss item 9. The organization of work for the second week of UNFF10 remains unchanged.

iii. Vice-Chairs of the Working Groups and Rapporteur

The Bureau decided that Ms Davidovich and Ms Masinja will chair Working Group 1, and Mr Juricic and Mr Abdullah will chair Working Group 2. The Bureau also agreed that the division of agenda items among the working groups should remain the same as originally decided. Accordingly, working group one will discuss agenda items 3, 4, 5 and 8, and working group 2 will discuss items 6 and 9.

The UNFF Secretariat also informed the Bureau that according to the rotation, the Asian representative of the UNFF10 Bureau, Mr. Abdullah from Malaysia, one of the vice-chairs of UNFF10, should also serve as the rapporteur of the tenth session.

iv. Registration

UNFF Secretariat informed the Bureau of the plan to establish an online registration system for UNFF10. This plan will be coordinated by the host country under the overall responsibility of the United Nations.

v. Side events

A form is available on the website to register a side-event for UNFF10. A total of 18 side-events have been submitted so far.

It was agreed by the Bureau that side events scheduled for Monday and Tuesday evenings may begin later than the scheduled 6:15PM depending on scheduling during the Ministerial Segment. Those groups that wish to host side events during those times will be notified of this possibility.

vi. Accreditation of organizations

The UNFF Secretariat informed the Bureau that, as a subsidiary body of the ECOSOC, only the ECOSOC accredited major groups (and civil society organizations) can attend the Forum's session. Intergovernmental organisations seeking observer status in the Forum session may be considered for accreditation by the Forum, based on the recommendation of the Bureau of the Forum. Currently, there has been no such request by any intergovernmental organisation.

vii. UNFF10 logistical information

Mr Ruales pointed out the high cost of accommodation in Istanbul during UNFF10, pointing out that this could have an impact on participation. The additional issue of the short deadline of March 8 to guarantee the discounted rates for hotels was also raised. Mr Altınörs acknowledged the issue and stated that the Mission is following up on the issue to push back the deadline. Meanwhile, the Bureau stressed the importance for all countries to make early hotel reservation as soon as possible, as the deadline for the discounted rate is only 8 March 2013.

Ms. Sharma updated the Bureau on the seating arrangements for the tenth session of the Forum, in light of recent developments in the GA with regard to the status of Palestine, and also in light of operative Paragraph 4 of ECOSOC resolution 2000/ 35 which decided "... to establish the Forum as a subsidiary body of the Council composed of all States Members of the United Nations and States members of specialized agencies with full and equal participation, including voting rights ...". Under these arrangements, four non-Member States of the United Nations which are States members of specialized agencies would be able to participate fully in the upcoming UNFF session, including with

voting rights. In relation to their seating, they would be seated among Member States as follows: Holy See seated under "H", Cook Islands under "C", Niue under "N" and State of Palestine under "S".

Ms. Davidovich informed the Bureau that the position of her country concerning participation of Palestine remained unchanged. Ms. McAlpine suggested that Israel and other nations will be informed in advance so as to avoid a procedural issue during the meeting.

viii. Time and Venue of Daily Meetings of the UNFF10 Bureau

The next Bureau meeting will be held on Sunday 7 April 2013 at 7 pm in Istanbul. The venue will be announced. Daily Bureau meetings will then take place throughout UNFF10 from 9 to 10 am with the exception of Monday 8 April.

2. UNFF11 Issues

i. Consideration of the draft provisional agenda of UNFF11

The UNFF Secretariat informed the Bureau that the provisional agenda for the eleventh session of the UNFF should be adopted by the UNFF10 under agenda item 13. The Secretariat distributed the draft provisional agenda for UNFF11. The Secretariat informed that the draft was prepared based on the multi-year programme of work of the Forum. The UNFF10 Bureau reviewed and adopted the provisional agenda for the eleventh session of the Forum.

ii. Nomination of UNFF11 Bureau Members

The Secretariat reminded the Bureau of the letter of the Chair of UNFF10 Bureau that was sent to the UN geographical regions for nomination of candidates for the membership in the Bureau of eleventh session of the Forum. The election of the members of the UNFF11 Bureau will be done immediately after the closure of UNFF10 in Istanbul.

Ms. Davidovich, Ms Masinja and Mr Ruales all informed the Bureau of their respective regions' impending appointments for the UNFF11 Bureau. Members of the UNFF10 Bureau stressed on the importance of having the nominations for the UNFF11 Bureau as soon as possible. The UNFF10 Bureau members also agreed to consult with their respective constituencies so as to have the nominations from their respective regions for the membership in the UNFF11 Bureau to be ready before the beginning of UNFF10.

3. Other Matters

i. Trust Fund including travel support for delegates participating at UNFF10

In accordance with the Host Country Agreement signed between the United Nations and the Government of Turkey, the travel cost and DSA and terminal expenses at the UN rates for one representative from each eligible country will be paid by the Government of Turkey for the entire session (13 days). In addition, the Government of Turkey will cover travel cost and DSA for participation of one minister attending UNFF10, plus one accompanying official from eligible countries for three days.

Closing of the meeting

It was agreed that any further and emergency issue can be addressed by the Bureau in advance of the UNFF10 via conference call. Mr. Ruales thanked the Bureau for their work and closed the meeting at 3pm.