

**AFWC/EFC/NEFC COMMITTEE ON MEDITERRANEAN FORESTRY QUESTIONS**  
**SILVA MEDITERRANEA**

**TERMS OF REFERENCE<sup>1</sup>**

- (a) To review periodically the trends in the use of forest land in the Mediterranean area and to analyze the impact on this use of changes in the agricultural, industrial and urban sectors, with a view to advising member governments on the reorientation or improvements required in forestry techniques and practices in order to adapt them to changed situations or enable them to serve newly emerging needs; conversely, to examine periodically the progress taking place in the field of forestry technology as applicable to the ecological conditions of the region, with a view to analyzing its possible impact on the present use of forest land in the region.
- (b) To identify forestry research priorities in the Mediterranean area, determine forestry research projects of common interest to member governments in the region and recommend to the Director-General of FAO and member governments the adoption of the measures necessary to coordinate the concerted execution of these projects by the forestry research institutes in the region.
- (c) To determine and carry out, in collaboration with member countries and with the support of the appropriate national forestry agencies, the technical studies and surveys which are deemed necessary in order to help the governments of the region in formulating national forest policies or to facilitate their implementation.

**RULES OF PROCEDURE**

**Rule I      Membership**

1. Membership in the AFWC/EFC/NEFC Committee on Mediterranean Forestry Questions - *Silva Mediterranea* - is open to all Member Nations and Associate Members of the African, European and Near East Forestry Commissions of the Food and Agriculture Organization of the United Nations, the territories of which are situated wholly or partly in the Mediterranean basin proper or whose forest, agricultural and grazing economies are intimately associated with those of the Mediterranean region. Membership shall comprise such eligible Nations as have notified the Director-General of the Organization of their desire to be considered as Members.

**Rule II      Officers**

1. The Committee shall elect a Chairman and two or three Vice-Chairmen from among the delegates at the end of each session, who shall remain in office until the election of the new Chairman and new Vice-Chairmen at the next session. The outgoing Chairman and Vice-Chairmen shall be eligible for re-election.

*Amendment: 1. The Committee shall elect a Chairman and two or three Vice-Chairmen from among the delegates at the beginning of each session, who shall remain in office until the election of the new Chairman and new Vice-Chairmen at the next session. The outgoing Chairman and Vice-Chairmen shall be eligible for re-election.*

2. The Chairman, or in his absence a Vice-Chairman, shall preside at meetings of the Committee and exercise such other functions as may be required to facilitate the work of the Committee. The Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

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<sup>1</sup> Revised by the eleventh session of the Joint Sub-Commission on Mediterranean Forestry Problems, October 1970.

3. In the event that both the Chairman and Vice-Chairmen are unable to serve, the Director-General of the Organization or his representative shall act as Chairman, until new officers have been elected.

4. The Director-General of the Organization shall appoint from among the staff of the Organization a Secretary of the Committee who shall be responsible to him. The Secretary shall perform such duties as the work of the Committee may require.

5. The Committee may elect from among the delegates one or more rapporteurs.

### **Rule III**            **Executive Committee**

1. There shall be an Executive Committee consisting of the Chairman and Vice-Chairmen of the Committee, and the Chairmen of its subsidiary bodies. When the Executive Committee deals with special problems its Chairman may invite additional qualified persons to attend, in an advisory capacity, the sessions of the Executive Committee at which such problems are considered.

2. The Executive Committee shall, between sessions of the Committee, act on behalf of the Committee as its executive organ. It shall, in particular, implement the programme of work as approved by the Committee, study technical questions, and make proposals to the Committee regarding the general orientation of the Committee's programme of work.

3. The Chairman of the Committee shall be the Chairman of the Executive Committee.

4. Sessions of the Executive Committee may be convened as often as necessary by the Director-General of the Organization, in consultation with the Chairman. The Executive Committee shall meet in connection with each session of the Committee.

5. The Executive Committee shall report to the Committee.

### **Rule IV**            **Sessions**

1. The Committee shall normally hold one session every two years, unless otherwise requested by a majority of the Members of the Committee or considered necessary by the Director-General.

2. The sessions of the Committee shall be convened, and the place where they are to be held shall be determined, by the Director-General in consultation with the Chairman of the Committee.

3. Notice of the date and place of each session shall be communicated to all the Members of the Committee at least two months before the session.

4. Each Member of the Committee shall have one representative, who may be accompanied by an alternate and advisers. An alternate or adviser shall not have the right to vote except when substituting for the representative.

5. Meetings of the Committee shall be held in public unless the Committee decides otherwise.

6. A majority of the Members of the Committee shall constitute a quorum.

### **Rule V**            **Agenda**

1. The Director-General, in consultation with the Chairman, shall prepare a provisional agenda for each session of the Committee.
2. The first item on the provisional agenda shall be the adoption of the agenda.
3. Any Member of the Committee may request the Director-General to include specific items in the provisional agenda.
4. The provisional agenda shall be circulated by the Director-General to all the Members of the Committee at least two months before the opening of the session.
5. Any Member of the Committee, and the Director-General, may, after the despatch of the provisional agenda, propose the inclusion of specific items in the agenda with respect to matters of an urgent nature. These items shall be placed on a supplementary list, which, if time permits before the opening of the session, shall be despatched by the Director-General to all Members of the Committee, failing which the items shall be communicated to the Chairman for submission to the Committee.
6. After the agenda has been adopted, the Committee may, by a two-thirds majority of the votes cast, amend the agenda by the deletion, addition or modification of any item. No matter referred to the Committee by the Conference or Council of the Organization may be omitted from the agenda.
7. Documents to be submitted to the Committee at any session shall be furnished by the Director-General to the Members of the Committee, the other Member Nations of the Organization attending the session and to the non-member nations and international organizations invited to the session, at the time the agenda is despatched or as soon as possible thereafter.

#### **Rule VI          Voting and procedures**

1. Each Member of the Committee shall have one vote.
2. Decisions of the Committee shall be taken by a majority of the votes cast, unless otherwise provided in the Rules.
3. Upon the request of any Member of the Committee, voting shall be by roll-call, in which case the vote of each Member shall be recorded.
4. When the Committee so decides, voting shall be by secret ballot.
5. Formal proposals relating to items on the agenda and amendments thereto shall be introduced in writing and handed to the Chairman, who shall circulate copies to the representatives.
6. In addition to the above Rules, the provisions of Rule XII of the General Rules of the Organization shall apply *mutatis mutandis*.

#### **Rule VII          Observers**

1. Member Nations of the Organization that do not qualify for membership of the the Committee under the provisions of Rule I but in whose territories ecological conditions similar to those obtaining in the Mediterranean region prevail, may be invited by the

Director-General to participate in the Committee's activities as appropriate and to attend in an observer capacity sessions of the Committee and its subsidiary bodies.

2. Any Member Nation of the Organization that is not a Member of the Committee and any Associate Member that has a special interest in the work of the Committee, may, upon request communicated to the Director-General, attend as observer sessions of the Committee and its subsidiary bodies. It may submit memoranda and participate without vote in the discussions.

3. States which, while not Member Nations or Associate Members of the Organization, are Members of the United Nations, any of its Specialized Agencies or the International Atomic Energy Agency, may, upon their request and subject to the provisions relating to the granting of observer status to nations, adopted by the Conference of the Organization, be invited to attend in an observer capacity sessions of the Committee and its subsidiary bodies. The status of nations invited to such sessions shall be governed by the relevant provisions adopted by the Conference of the Organization.

4. Subject to the provisions of Rule VII, paragraph 5, of these Rules, the Director-General may invite international organizations to attend sessions in an observer capacity.

5. Participation of international organizations in the work of the Committee and the relations between the Committee and such organizations shall be governed by the relevant provisions of the Constitution and the General Rules of the Organization, as well as by the general regulations of the Organization on relations with international organizations. All such relations shall be dealt with by the Director-General of the Organization.

#### **Rule VIII      Records and reports**

1. At each session the Committee shall approve a report embodying its views, recommendations and decisions, including, when requested, a statement of minority views. Such other records for its own use, as the Committee may on occasion decide, shall also be maintained.

2. The conclusions and recommendations of the Committee shall be transmitted to the Director-General of the Organization at the close of each session, who shall circulate them to Members of the Committee, nations and international organizations that were represented at the session for their information and, upon request, to other Member Nations and Associate Members of the Organization.

3. Recommendations having policy, programme or financial implications for the Organization shall be brought by the Director-General to the attention of the Conference or Council of the Organization for appropriate action.

4. Subject to the provisions of the preceding paragraph, the Director-General may request Members of the Committee to supply the Committee with information on action taken on the basis of recommendations made by the Sub-Commission.

#### **Rule IX              Subsidiary bodies**

1. The Committee may establish such subsidiary bodies as it deems necessary for the accomplishment of its tasks.

2.Membership in these subsidiary bodies shall comprise such Members of the Committee as have notified the Director-General of the Organization of their desire to be considered as Members of the subsidiary bodies, or shall consist of selected Members of the Committee as determined by the Committee itself.

3.The representatives of the Members of subsidiary bodies shall, insofar as possible, be specialists in the fields of activity of their respective subsidiary bodies.

4.The terms of reference and reporting procedures of the subsidiary bodies shall be determined by the Committee.

5.The establishment of subsidiary bodies shall be subject to the availability of the necessary funds in the relevant chapter of the approved budget of the Organization. Before taking any decision involving expenditure in connection with the establishment of subsidiary bodies, the Committee shall have before it a report from the Director-General on the administrative and financial implications thereof.

6.Each subsidiary body shall elect its own officers who shall be eligible for re-election.

7.The Rules of the Committee shall apply *mutatis mutandis* to its subsidiary bodies.

#### **Rule X Expenses**

1.Expenses incurred by representatives of Members of the Committee and by their alternates or advisers, when attending sessions of the Committee, the Executive Committee and the subsidiary bodies, as well as the expenses incurred by observers at sessions, shall be borne by the respective governments or organizations. Should experts be invited by the Director-General to attend sessions in their individual capacity, their expenses shall be borne by the Organization.

2.Any financial operations of the Committee and its subsidiary bodies shall be governed by the appropriate provisions of the Financial Regulations of the Organization.

#### **Rule XI Languages**

1.Arabic, English, French and Spanish shall be the official languages of the Committee.

2.The Committee shall, at the beginning of each session, decide which of the official languages shall be used as working language or languages. Any representative using a language other than one of the working languages shall provide for interpretation into one of the working languages.

#### **Rule XII Amendment and suspension of Rules**

1.Amendment of, or additions to, these Rules may be adopted by a two-thirds majority of the membership of the Committee, provided that 24 hours' notice of the proposal for the amendment or addition has been given. Amendments or additions to these Rules shall come into force upon approval by the Director-General of the Organization, subject to confirmation by the Conference or Council, as appropriate.

*Amendment: 1. Amendment of, or additions to, these Rules may be adopted by a two-thirds majority of the membership of the Committee, provided that 24 hours' notice of the proposal for the amendment or addition has been given. Amendments or additions to these Rules shall come into force upon approval by the Director-General.*

2. Any of the above Rules of Procedure of the Sub-Commission, other than Rules I-1, II-4, IV-2 and IV-6, V-6, VI-2, VII, VIII-3 and VIII-4, IX-4, X and XII-1, may be suspended by the Committee by a two-thirds majority of the votes cast, provided that 24 hours' notice of the proposal for the suspension has been given. Such notice may be waived if no representative of the Members of the Committee objects.