

## **RULES OF PROCEDURE OF THE ADVISORY COMMITTEE ON SUSTAINABLE FOREST-BASED INDUSTRIES (ACSF)**

The functioning of the Advisory Committee on Sustainable Forest-based Industries (“the ACSFI” or “the Committee”) is governed by the Statutes of the ACSFI. These Rules of Procedure have been adopted by the ACSFI to facilitate the work of the Committee. In case of any discrepancy between these Rules and the Statutes of the ACSFI, the latter shall prevail. The General Rules of the Organization shall apply *mutatis mutandis* to all matters which are not specifically dealt with under these Rules of Procedure.

### **1 Membership**

1.1 The ACSFI shall consist of not less than 15 and not more than 30 leading experts, familiar with problems of forest industries.

1.2 The members of the ACSFI serve in their personal capacity and bear their own costs.

1.3 The overall membership should reflect the interests of producer and consumer countries broadly. To the extent possible, the ACSFI should also strive at having a membership representing all FAO regions (Africa, Asia and the Pacific, Europe, Latin America and the Caribbean, Near East, North America and Southwest Pacific), and, particularly, those regions with substantial forest sectors. The ACSFI’s overall membership should also represent the various relevant branches of the forest industries, including the pulp and paper industry, the board industry, forestry including private forest owners, the biofuels industry, sawmilling and house construction.

1.4 To become members of the ACSFI, names of experts are proposed to the Committee by FAO and/or ACSFI members. The Committee shall endorse them at its annual session before submitting a recommendation to the Director-General. On an exceptional basis, if the number of members falls close to the minimum number of 15, or if the regional or branch representation calls for immediate correction, the Steering Committee may propose names of experts to the ACSFI members by electronic means, organize an electronic vote, and subsequently submit a recommendation to the Director-General. The first term of these members shall start immediately following their designation by the Director-General and last until the end of the current two-year period.

1.5 Members are designated by the Director-General on a personal basis for a period of two calendar years, after which their mandate may be renewed for subsequent two-year periods. Members must inform the Chairperson when they leave their executive position in the forest industry sector. There will not be an automatic right of replacement from within the employing organization when the term of the concerned member expires.

## **2 Chairperson and Vice-Chairperson**

2.1 At its annual session, the ACSFI elects a Chairperson and a Vice-Chairperson from its members for a two-year term. The Vice-Chairperson shall normally succeed the Chairperson at the conclusion of the Chairperson's term.

2.2 The Chairperson or, in his/her absence, the Vice-Chairperson, shall preside the sessions of the ACSFI and the meetings of its Steering Committee, and exercise such other functions as may be required to facilitate their work.

2.3 In case of temporary absence of both the Chairperson and the Vice-Chairperson during a session of the ACSFI or a meeting of the Steering Committee, the ACSFI or the Steering Committee, as the case may be, shall appoint one of its members to act as Chairperson until the Chairperson or Vice-Chairperson is able to serve again.

2.4 If the Chairperson is unable to exercise his/her function for the full two-year term, the Vice-Chairperson shall replace him for the remainder of the term. In such case, the Secretariat shall, after consultation with the new Chairperson, organize the election of a new Vice-Chairperson, either through electronic vote or at the next ACSFI session. The new Vice-Chairperson shall exercise his/her functions for the remainder of the term of the Vice-Chairperson. The new Chairperson and the new Vice-Chairperson may be eligible for re-election for a subsequent two-year term.

2.5 If the Vice-Chairperson is unable to continue for the full two-year term, the Secretariat shall, after consultation with the Chairperson, organize the election of a new Vice-Chairperson, either through electronic vote or at the next ACSFI session. The new Vice-Chairperson shall exercise his/her functions for the remainder of the term and shall be eligible for re-election for a subsequent two-year term.

## **3 Steering Committee**

3.1 The ACSFI shall elect a Steering Committee from among its members, which, in addition to the Chairperson, shall consist of four to six members, including the Vice Chairperson.

3.2 Steering Committee members shall serve for two years. In the interest of balancing the needs for both renewal and continuity, it shall be possible to reelect a member for one further period of two years.

3.3 The Steering Committee normally meets once annually, with the main purpose of planning and preparing the following ACSFI session and handling any matters arising in between sessions.

## **4 Sessions**

4.1 The ACSFI shall normally hold one session every year.

4.2 Upon agreement of the Chairperson, members attending a session may bring advisors. Advisors do not have the right to vote.

4.3 Experts and representatives of international financial institutions, civil society and the private sector, may be invited by the Chairperson, or upon the Chairperson's approval, to attend a session of the ACSFI and may also, upon the approval of the Chairperson, participate in the discussion of one or more specific items on the agenda of a session. Representatives shall be invited to participate in view of their particular qualifications and/or any other considerations relevant to the work of the ACSFI.

4.4 Members cannot be replaced by other persons at meetings of the Committee.

4.5 The provisional agenda for each session shall be communicated by the Secretary to all members and posted on FAO's website.

4.6 The first item of the provisional agenda shall be the adoption of the agenda.

4.7 The majority of ACSFI members should be present during a session. If a session is attended by less than the majority of the members, absent members shall be provided with the necessary information on all decisions taken during the session and be requested to submit their comments and/or vote, if necessary, within one week. The report of the session shall subsequently be finalized, taking the absent members' comments and votes, if any, into account.

4.8 During each annual session, the ACSFI should strive at proposing the location and preliminary date of the following session, subject to the approval of the Organization and the hosting country. If no location or date can be agreed during the session, or if the location or date need to be changed, it shall be the task of the Steering Committee to organize the location and date of the next session.

4.9 Notice of the date of each session shall be communicated to members at least two months in advance of the session. In case of urgency, this notice may be reduced to no less than two weeks.

## **5 Decision-making**

5.1 Efforts should be made to reach decisions by consensus.

When voting is necessary, voting will be organized in accordance with the provisions of Rule XII of the General Rules of the Organization.

## **6 Records and Reports**

6.1 Written records shall be kept of all sessions of the ACSFI. The draft report of the session shall be circulated to all members having participated at the session in order to give them an opportunity to provide comments. The final version of the written records shall be sent as soon as possible after the closure of the session to all members and be posted on FAO's website.

## **7 Amendment of Rules**

7.1 The ACSFI session may decide to amend its Rules of Procedure.