

The INTEGRATE network: Supporting document on the role and tasks of members (national focal points), chairs of the network, the steering committee, and the network secretariat

Purpose of this support document: to adjust the Working Modalities agreed in July 2017 on the base of the Terms of Reference of the European network INTEGRATE adopted by the Standing Forestry Committee on the 6 March 2017, in the light of the experiences of the first years of work and result of the external network evaluation

The role of members of the network - National focal points

Member States participate on a voluntary basis. They establish national focal points within their responsible forest administrations.

The national focal point is responsible for sharing information within the country and making sure that relevant actors/stakeholders receive the information shared within the network e.g. invitation to the meetings.

The national focal point has knowledge of national marteloscopes and contact to local managers of these.

The national focal point is responsible to maintain contact information in case of change e.g. in case of a shifting job position, a new national focal point is appointed and contact information updated.

Local marteloscopes managers

Managers of local marteloscope are in direct contact with the network secretariat regarding technical matters of establishment, using and maintaining the marteloscopes and the marteloscope software.

They are willing to share their experiences in the network and participate at marteloscope workshops. This is also true for other demonstration sites in forests.

The role of the chairman of the network

The chair of the INTEGRATE network shifts at the last meeting of the previous chair. Early approval of the country to follow the next chair is recommended. It adds stability to the network.

The duration of the chairmanship is normally one year.

The acting chair hosts at least one meeting during the chairmanship in the host country, preferably with a relevant forest visit as part of the meeting.

The acting chair proposes the focus/topic/theme of the meeting(s) within the frame of forest and nature conservation (according to the Terms of Reference of the network) in dialogue with the steering committee and the secretariat (for the steering committee and secretariat see below)

The acting chair represents the network at international meetings, e.g. reports to the Standing Forestry Committee and other European fora. Members of the steering committee may be the stand-in for the chair (see paragraph on the steering committee below).

The INTEGRATE network is open for all European countries, both EU-members and non-EU-members. If the chair is a non-EU-member, the network will be represented at EU-fora and EU-meetings (e.g. the Standing Forestry Committee) by an EU-member from the steering committee.

The acting chair coordinate network activities with the secretariat in EFI-Bonn and the steering committee

The chair may invite potential new member countries to the events, in order to expand the network.

The role of the steering committee

The steering committee includes the present, previous and if possible future chair countries, as well as representatives of the network secretariat in EFI-Bonn and the main donor of the network at the time.

The steering committee assists the acting chair, inter alia, through:

- Coordination of activities in the network,
- Suggesting activities and topics for the network,
- Commenting on suggested topics and agendas for meetings,
- Representing the chair/network at international meetings or similar as agreed (if the chair is, for instance, not available),
- Sharing knowledge about international events, conferences etc. of relevance for the network.

The secretariat facilitates meetings of the steering committee. The meetings are web-meetings.

The role of the INTEGRATE secretariat in EFI-Bonn

The secretariat:

- Maintains the network website www.intergratenetwork.org,
- Maintains the list of Network members,
- Publishes a web-based network newsletter 3-4 times a year,
- Promotes network activities,
- Maintains and develops the marteloscope network together with members,
- Is seeking for resources for the network, supported by the chair

Secretariat in EFI-Bonn assists the acting chair in:

- Planning network events/meetings/webinars eg. including the option of participation in planning workshops in the chair country,
- Finding relevant international keynote speakers for network events,
- Calling in steering committee meetings, preparing the agenda and documenting the meetings (minutes)
- Presenting the network during the meetings

Appendix 1

Relevant elements from the Terms of Reference for the INTEGRATE network

- Link to the ToR: <https://resilience-blog.com/wp-content/uploads/2017/11/tor-integrate.pdf>

III) Working modus

- a) Regular meetings once per year or irregularly on specific reasons (on invitation and hosted by members)
- b) Meetings (could also be combined with meetings under a)) in conjunction with on the spot forest visits and practical demonstrations
- c) States members participate as they like and establish national focal points at their responsible forest administrations.
- d) Networking - to the extent feasible through national focal points
- e) Promotion of cross-border expert visits and exchanges
- f) Joint project work as needed and supported.

IV) Member's Contributions

- The network is voluntary, works on an informal basis and builds on effort-sharing.
- States members participate as they like and establish focal points at their responsible forest administrations.
- The European Commission as well as international research institutes that have relevant projects running in Europe can also join the network share their expertise and contribute to the discussions.
- Each Member State establishes at least one demonstration site in typical managed forest types for innovative and successful integration of nature conservation and offers an expose on it.
- Member States are invited to stand ready for hosting expert meetings on the (forest) spot as needed, following an effort- sharing approach.
- Member States are invited to promote the participation of national experts from science, administration, policy and practice in such meetings and in online-dialogues.
- All members are invited to contribute to joint reporting and feedback.