

# COLLABORATIVE PARTNERSHIP ON FORESTS

## POLICY DOCUMENT



**CPF**

Collaborative Partnership  
on Forests

**March, 2017**

## **Preamble**

The Collaborative Partnership on Forests (CPF) is an innovative voluntary interagency partnership on forests that was established in April 2001 in response to an invitation issued in the resolution 2000/35 by the Economic and Social Council of the United Nations (ECOSOC) that established the International Arrangement on Forests and the United Nations Forum on Forests (UNFF) therein. ECOSOC gave further guidance for CPF through its resolution 2015/33 by, inter alia, reaffirming the principles and defining the core functions of the CPF as a component of the International Arrangement on Forests. The Partnership is currently comprised of fourteen international organizations, institutions and secretariats that have substantial programmes on forests.

The CPF supports the UNFF and its member countries including by supporting the implementation of the UN Forest Instrument and the Global Forest Financing Facilitation Network and by providing expertise and advisory services to UNFF. CPF also supports the implementation of the United Nations Strategic Plan for Forests 2017-2030 and enhances cooperation and coordination on forests by carrying out joint initiatives, collaborating in many activities, and sharing information in order to capitalize on synergies and avoid duplication of effort. CPF seeks innovative ways to facilitate interaction with a wide range of interested parties involved in forests, including major groups and other stakeholders.

## **Name**

The name of the partnership is the Collaborative Partnership on Forest, hereinafter referred to as the CPF or the Partnership.

## **Mission**

The mission of the CPF is to help enhance the contribution of all types of forests and trees outside forests to the 2030 Agenda for Sustainable Development and other internationally agreed development goals, promote the sustainable management of all types of forests and to strengthen long-term political commitment to that end.

## **Functions**

The core functions of the CPF are to:

- support the work of UNFF and its member countries;
- provide scientific and technical advice to the Forum and governing bodies of other CPF members, at their request;
- enhance coherence, cooperation as well as policy and programme coordination at all levels, including through joint programming and the submission of coordinated proposals to members' governing bodies, consistent with their mandates;
- promote the implementation of the UN Forest Instrument and the United Nations Strategic Plan for Forests as well as the contribution of forests and trees to the 2030 Agenda for Sustainable Development and other major forest-related agreements.

## **Membership**

The Collaborative Partnership on Forests currently consists of fifteen international organizations, institutions and secretariats (hereafter referred to as CPF members), that have substantial programmes on forests. Members have considerable capacity to deliver on CPF's core functions. It is widely recognized that no single body or organization has the capacity or mandate to respond to the multiple demands of forests in a comprehensive

manner. Collectively, CPF members, building on their comparative advantages, support the implementation of sustainable forest management worldwide.

The Partnership may periodically review its composition *vis a vis* its evolving mandate and decide on changes in its membership or establish temporary arrangements for the involvement of third parties to expand its capacities as needed.

### **CPF delivery mechanisms**

#### **a) Focal agencies**

The Collaborative Partnership on Forests may designate focal agencies for the elements addressed in its workplan, following a principle of shared responsibility. This division of responsibility is based on the mandate, competence, resources and comparative advantage of each member.

The role of each focal agency is to coordinate the Partnership's work on the respective programme elements, strengthen collaboration among members, as well as with other partners, in order to mobilize resources and expertise, avoid duplication of effort and maximize efficiencies and synergies in performing its core functions. CPF also identifies supporting agencies that work closely with focal agencies.

#### **b) CPF Dialogue**

CPF seeks collaboration with a wide range of partners and stakeholders in furthering sustainable management of all types of forests. To this end a CPF Dialogue may be established to facilitate collaboration and communication between the Partnership and interested parties including major groups and other stakeholders.

The CPF Dialogue could bring together a broad range of expertise, resources and perspectives to enhance collaborative actions to promote sustainable forest management.

The CPF Dialogue could operate through meetings held on the sidelines of the sessions of UNFF and/or other governing bodies of CPF members and through a communication platform in between meetings.

#### **c) Joint initiatives**

Joint initiatives are a major delivery mechanism for CPF and important vehicles for strengthening collaboration within and beyond the Partnership and mobilizing political, scientific, technical and financial support in this regard. CPF may establish joint initiatives to implement its core functions, in accordance with the CPF workplan.

### **CPF workplan**

CPF shall work on the basis of a workplan. The workplan is developed on a periodic basis and is aligned with the United Nations Strategic Plan for Forests and its Quadrennial Programmes of Work, and, taking also into account relevant workplans of members, identifies priorities for collective actions by all members or subsets of members. The workplan also includes the resource implications of the planned actions.

### **Governance of the Partnership**

The Partnership performs its activities according to its Rules of Procedure, which forms an integral part of the current document as contained in Annex 1. The Partnership may adopt and amend its Rules of Procedure.

2019 revision

## Annex 1

### Rules of Procedure of the Collaborative Partnership on Forests

#### Rule I Principles of operations

In carrying out its functions, the CPF:

- operates in an open, transparent and flexible manner;
- shares information on policies, programmes and activities among its members;
- develops and maintains close communication and collaboration between its members and other partners, including participants in the CPF Dialogue;
- regularly holds meetings that are organized in conjunction with other forest-related meetings, to the extent possible;
- encourages senior-level participation of its members in CPF meetings and UNFF sessions in order to demonstrate commitment and facilitate rapid decision-making.

#### Rule II Review of membership

1. CPF periodically reviews its capacities and prepares a gap analysis *v.a.v* its evolving mandate. Based on the findings the CPF may decide on addressing gaps through changes in membership or establishing time bound collaboration with third parties.
2. CPF may also receive formal applications from international organizations for joining the partnership. Such requests should be evaluated on the basis and at the time of the analysis described in 1. above.
3. Decisions on cases described in 1. and 2. above shall be taken according to Rule XI.

#### Rule III Reporting to UNFF and to members' governing bodies

4. The CPF reports annually to the UNFF on its activities, taking into account the **focus** of the odd-year and even-year sessions of the UNFF on implementation and technical advice, and policy matters, respectively, in a document entitled The Collaborative Partnership on Forests' Framework. It is prepared as a collaborative effort by all CPF members and compiled with the support of the UNFF Secretariat to highlight major initiatives carried out jointly; provide an update on individual and collaborative activities of CPF members in support of UNFF; and to report on actions taken in response to guidance given by UNFF, and efforts to enhance cooperation on forest issues. The report also informs about the resource implications of the actions taken.

5. The CPF may prepare, at their request, reports to governing bodies of its member organizations. The CPF may also prepare ad hoc reports to inform other intergovernmental bodies on issues within its mandate if members deem necessary.

6. As and when needed, the CPF may prepare specific reports to inform donors and to generate additional funding for its activities.

#### **Rule IV CPF Dialogue**

1. The CPF may decide to organize a Dialogue on the sidelines of the UNFF sessions or those of other governing bodies of CPF members. The Dialogue may be initiated by the CPF, a governing body of its members, major groups or other stakeholders.
2. The Dialogue will be convened by the CPF Chair, in consultation with the executive head of the secretariat of the governing body whose session accommodates it. The CPF Dialogue should be open to all registered participants of that session.
3. The agenda/programme of the Dialogue will be developed by the CPF, in consultation with major groups and other stakeholders. The outcome of the Dialogue shall be brought to the attention of governing bodies of CPF members, and of other governing bodies, as appropriate.
4. The CPF will establish an online platform on its website for the CPF Dialogue to serve as a primary source of information and an interactive means of communication.

#### **Rule V Joint initiatives**

1. Joint initiatives can be established to respond to invitations received by the Partnership, or recommended by any member of the CPF to address key issues in the CPF Workplan or to respond to an emerging challenge. The recommendation should be made on a template developed for this purpose (Annex) and include description of the objective, outcome, outputs, working modalities, time frame, resource requirements and options to meet them, identification of the lead agency and expected partners of the initiative.
2. The CPF shall review the recommendation and decide on granting the joint initiative status based on the quality of the proposal and the relevance for the Partnership's mandate, objectives, core functions and workplan. Once approved, a joint initiative will be recognized as a corporate response mechanism of CPF, which will operate under the guidance of its own management structure and under the general supervision of the CPF. A joint initiative does not require all members to be part of it, but should be approved according to Rule XI.
3. The CPF shall receive regular progress reports from the joint initiatives and take decisions on their future as needed, including allowing to retire those, which have fulfilled their mandate.

#### **Rule VI Chair**

1. CPF members have agreed that FAO chairs the Partnership. The tasks of the Chair include:
  - facilitating cooperation among CPF members;
  - planning and chairing meetings;

- representing the CPF at UNFF sessions and other international meetings;
  - participating, on behalf of CPF members, in UNFF Bureau meetings when invited;
  - publicizing the work of the CPF;
  - performing other functions as may be required to facilitate the work of the CPF.
2. The Chair can ask another CPF member to co-chair or facilitate a meeting, or to chair a meeting in his/her and the Vice-Chair's absence.

## **Rule VII**

### **Vice-Chair**

1. The CPF shall elect a vice-chair from among its members at its last meeting of each year. The term in office of the vice-chair is one calendar year and the post is not eligible for re-election. The Partnership shall seek equitable rotation of the position among its members.
2. The functions of the vice-chair include:
- substituting the chair as and when needed;
  - publicizing the work of CPF; and
  - performing other functions as may be required to facilitate the work of the CPF.

## **Rule VIII**

### **Secretariat**

1. The UNFF Secretariat, a member of the CPF, serves also as its secretariat. In this capacity it supports the Partnership by:
- facilitating joint activities;
  - acting as a focal point for information dissemination and communication among members;
  - coordinating the CPF's contributions to UNFF sessions, including the preparation of information on CPF activities;
  - participating, as needed, in technical meetings and governing bodies' sessions of members;
  - assisting the Chair in planning and conducting meetings of the Partnership and the CPF Dialogue.
2. CPF members contribute to the work of the UNFF Secretariat to enhance the interagency character of its work.

## **Rule IX**

### **Meetings**

1. CPF meetings are convened by the Chair or at the request of the majority of members.
2. Meetings are held in conjunction with major events of members. The Partnership aims to have at least two meetings per year, one of which is to be organized on the sidelines/occasion of the UNFF sessions. In case of rapidly emerging issues, the Chair may seek concurrence for convening extraordinary meetings. Additionally, the CPF may work through electronic communication.

3. CPF may, on a biennial basis or as and when developments require, also hold a special meeting, called Retreat, for the purpose of policy and operational planning.
4. Presence of representatives of a majority of the members of the Partnership shall constitute a quorum for any formal action by the CPF.
5. Members are notified about meetings and provided with a provisional agenda not later than one month prior to the date of the meeting to the extent possible. The Secretariat prepares the provisional agenda in consultation with the Chair. Documents for deliberation or decision are provided at least two weeks prior to the date of the meeting to the extent possible.

#### **Rule X Language**

The working language of the CPF is English.

#### **Rule XI Decision making**

Members make every effort to take decisions by consensus, however in case a consensus cannot be reached or upon request of 2/3 of members, voting will be conducted. Decisions will be taken by a 2/3 majority by members present or represented at the meeting, and casting a vote, provided that such majority is more than half of the members.

#### **Rule XII Positions and public statements**

1. Any public statement, or policy attributed to the CPF must be unanimously supported and approved by all CPF members. On the basis of approval/agreement from all members, the CPF Chair will provide final clearance.
2. Publications prepared by CPF members or a subset of members can be published under the CPF logo based on a decision taken by members according to Rule XI.

#### **Rule XIII Communication and outreach**

1. CPF seeks ways to engage stakeholders and share relevant information of its activities including through reports specified in Rule III and through maintaining the CPF website.
2. CPF collaborates to facilitate the implementation of the International Day of Forests as the most robust opportunity to raise awareness of the importance of all types of forests and of trees outside forests.

#### **Rule XIV Funding**

1. CPF operates as a cost-effective arrangement to optimize the use of any financial resources allocated to it. Joint initiatives and other collaborative activities will be funded from voluntary contributions of members as well as by contributions made through



fundraising activities. Members may also make their expert staff available for the work of the CPF, at no cost to the CPF.

2. External donor funds could be solicited for specific tasks according to the workplan, which would also be the basis for joint fundraising.

**Rule XV**

**Amendment of the Rules of Procedure**

The Rules of Procedure come into force upon adoption by the CPF, and remain valid unless amended by decision of the members.

2019 revision

**Annex to the Rules of Procedure**

**Proposal for a  
JOINT INITIATIVE  
of the Collaborative Partnership on Forests**

<b>Title:</b>
<b>Background/rationale:</b>
<b>Objectives:</b>
<b>Reference to UNFF or other governing body decisions:</b>
<b>Relevance for Global Forest Goals and Sustainable Developments Goals and their associated targets:</b>
<b>Expected results/outputs:</b>
<b>Target groups/audience/beneficiary:</b>
<b>Time frame:</b>
<b>Main tasks and resource needs:</b>
<b>Sources of finance and in-kind contributions (total and annual):</b> <ul style="list-style-type: none"><li>• Total:</li><li>• Own, in kind:</li><li>• Own, cash:</li><li>• Raised, cash:</li></ul>
<b>Lead agency:</b>
<b>Steering Committee (if applicable):</b>
<b>CPF partners:</b>
<b>External partners:</b> <ul style="list-style-type: none"><li>• Intergovernmental and governmental organizations:</li><li>• Non-governmental partners:</li></ul>