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COMMITTEE ON FORESTRY

Twenty-seventh Session

Rome, 22–26 July 2024

Note on the working method of the Committee on Forestry

Executive summary

This document summarizes the working method of the 27th Session of the Committee on Forestry (hereinafter referred to as “the Session”), to be held on 22–26 July 2024 in a hybrid physical - virtual modality.

Measures to enhance the efficiency in the conduct of the Session, *inter alia* to streamline the conduct of proceedings, include a Written Correspondence Procedure for six agenda items, as well as time limits for interventions, and advance availability of introductory presentations.

Members of the Committee will be invited to endorse these procedures under Item 1 of the Provisional Agenda of the Session. The Report of the Session will record the Committee’s endorsement of these procedures to ensure the integrity of the Report of the Session and of all recommendations and decisions contained therein.

Queries on the content of this document may be addressed to:

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I. Introduction

1. The Secretariat has consulted with members of the Steering Committee of the 27th Session of the Committee on Forestry on the modalities of the forthcoming session. The outcome of these consultations is reflected in the procedures outlined in this document. Members of the Committee will be invited to endorse these procedures under Item 1 of the Provisional Agenda of the 27th Session of the Committee (COFO/2024/1).
2. The adoption of such procedures shall not create a precedent for the working method of the Committee for its future sessions. The Report of the Session will record the Committee's endorsement of these procedures to ensure the integrity of the Report of the Session and of all recommendations and decisions contained therein.

II. Conduct of debate

3. All meetings of the Session will be conducted in a hybrid modality with both physical presence in FAO headquarters and attendance through the Zoom videoconferencing platform, ensuring participation of all Members on an equal footing.
4. Members and Observers of the Committee attending the Session virtually will be granted equal accessibility and capability inside the Zoom meeting platform. They will be able to address the Committee by requesting the floor using the "raise hand" function in the Zoom platform.
5. The draft conclusions of the agenda items will be displayed to all Members and Observers of the Committee. The conclusions will also be visible on dedicated screens in the meeting room for participants attending the meeting in person.
6. The meetings of the Drafting Committee will be held in a hybrid modality.

III. Written Correspondence Procedure

7. The following items on the Agenda of the Committee shall be addressed through a Written Correspondence Procedure:

Item 8.3. The UN Decade on Ecosystem Restoration 2021-2030 and mainstreaming biodiversity in forestry

Item 8.4. FAO's work on integrated wildfire management

Item 8.5. Dialogue with FAO Statutory Bodies in Forestry

Item 8.6. Decisions and recommendations of FAO Bodies of interest to the Committee

- i. Five Years of Action for the Development of Mountain Regions
- ii. Voluntary Code of Conduct on the sustainable use and management of plastics in agriculture

Item 9.1. Multi-year Programme of Work of the Committee on Forestry 2024–2027

Item 9.2. Strengthening FAO's contribution to the international arrangement on forests, including the Collaborative Partnership on Forests, and the implementation of the United Nations Strategic Plan for Forests 2017–2030

8. The Written Correspondence Procedure aims to allow more time during the discussions of the Committee in Plenary and to allow the Committee to address all items on its Agenda in a timely manner.
9. Under this procedure, Members will be asked to submit any comments and questions in writing to the Secretariat and will be provided with written responses where applicable.

10. Members are invited to submit written inputs by Friday, 28 June 2024, to cofo@fao.org. All inputs received will be published on the website of the 27th Session of the Committee on Forestry. The Secretariat will provide written responses, where necessary, which will be made available ahead of the Committee's discussion in Plenary.

11. The Chairperson of the Committee will draft summary conclusions for the agenda items considered through the Written Correspondence Procedure on the basis of this written exchange. The Committee will address these draft conclusions at a Plenary meeting of the Committee as indicated in the Timetable (COFO/2024/INF/1). As per the established practice of the Written Correspondence Procedure, the sovereign right of Members to discuss agenda items in Plenary meetings is not strained.

12. The Committee will be invited to endorse this procedure under Item 1 of the Provisional Agenda of the Committee (COFO/2024/1).

IV. Reports and Records

13. The Draft Report for Adoption will be prepared by the Drafting Committee of the Session and will be circulated to the Members of the Committee as soon as possible before the adoption of the report, as per established practice.

14. The Report of the Session will be communicated as per Rule VI.2 of the Rules of Procedure of the Committee.

15. The Report of the Session will record the Committee's consensus on the amended modalities for the Session outlined in this note.

16. The Report of the Session will record the Committee's agreement that participation by virtual means constituted attendance at the Session.

V. Other Matters

17. All documents for the Session are prepared and disseminated by the Secretariat, as per established practice, in all six languages of the Organization.

18. In order to streamline the proceedings of the Session, introductions to agenda items considered under the Written Correspondence Procedure shall be made available on the Committee's website in advance of the Session.

19. Brief oral introductions to agenda items may also be delivered in Plenary, at the opening of any agenda item, including on any new developments since the publication of the written introductions.

20. Interventions by Members will be limited to a maximum of three minutes, and multimember statements will be limited to a maximum of five minutes. The Chairperson of the Committee will enforce such time management.

21. The time zone applicable to the Session Timetable will be Central European Summer Time (UTC +2). The meetings of the Session will be scheduled from 9.30 to 12.00 hours in the morning, from 14.00 to 16.30 hours in the afternoon, and from Monday to Thursday, 22–25 July 2024 from 17.00 to 19.30 hours in the evening.

22. The Chairperson of the Committee may call for a short break of up to ten minutes at any time during the meeting.

23. The Drafting Committee of the Session will convene its meeting after the conclusion of the afternoon sessions on Wednesday, 24 July and Thursday, 25 July 2024.

24. Simultaneous interpretation in all six languages of the Organization will be provided for all Plenary meetings of the Session and of the Drafting Committee.