Asia Pacific Forest Genetic Resources Programme (APFORGEN)

Terms of reference for office holders

March 2017

**National Coordinators**

* Serve as focal point between their country and APFORGEN
* Communicate about APFORGEN’s activities to policy-makers, researchers, forest managers and other relevant partners and organizations in their country
* Contribute to planning and reviewing APFORGEN’s activities and their impacts
* Proactively provide APFORGEN with information about national priorities and activities related to forest genetic resources
* Seek support for APFORGEN’s activities within their own countries and contribute to APFORGEN’s fundraising efforts at regional level
* Attend APFORGEN’s meetings

***Chair and Vice Chairs***

* Actively communicate about APFORGEN and its work to policy-makers, funding agencies and other potential partner organizations
* Represent APFORGEN and its interests at relevant regional and international events
* Initiate periodic reviews of and planning processes for APFORGEN’s strategy and activities
* Identify issues for discussion and decision-making, based on input from National Coordinators, partners and other sources as relevant
* Identify potential funding and other resources to support APFORGEN’s work, in collaboration with National Coordinators and APFORGEN Secretariat
* Liaise with APFORGEN’s Secretariat to request and guide its activities for implementing APFORGEN’s agenda

***Secretary***

* Attend APFORGEN’s meetings as representative of the Secretariat and documents the discussions
* Prepare background documents and materials for discussion at the request of the Chairs