**Asia Pacific Forest Genetic Resources Programme (APFORGEN)  
Process for accepting new members***Approved in National Coordinators meeting in Kuala Lumpur, Malaysia, 20 March 2017*

Forestry authorities, national and regional research organisations in Asia and the Pacific may apply to join APFORGEN to benefit from the network’s activities.

Process

* Applicant organisation sends a formal letter of interest to APFORGEN Secretariat
* Applications may be pre-screened by the Secretariat in consultation with Chairs
* The Secretariat will inform APFORGEN’s National Coordinators and other members about the application, and it is made open for discussion by existing members for at least 2 weeks
* Based on the discussion, Chairs make a final decision about membership
* Applicant organisation is informed about the decision, and if positive, invited to nominate a National Coordinator (country members) or a Coordinator (institutional members)
* If the applicant organisation is the national authority regarding forest genetic resources in the country, the country will become a member country of APFORGEN after a successful application.

Annex: Terms of reference for office holders

Annex.

Asia Pacific Forest Genetic Resources Programme (APFORGEN)

Terms of reference for office holders

**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