

## **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