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