



Management Board meeting

Berovo, 14th May 2016

Meeting started at 8:30.

Proposed agenda:

1. Opening of meeting;
 - Facilitator
 - Minutes
2. Acknowledgement of present participants
3. Approval of the agenda
4. Discussion of the REFORD's Statute amendments and internal regulation
5. General discussion

Minutes

Ad1)

M. Županić open the meeting and propose that he will be facilitator and also take the minutes. Proposal was accepted unanimously.

Ad2)

Acknowledgement of present participants:

1. Vojo Sokolovski, MB member
2. Arjol Lila, MB member
3. Duško Topić, MB member
4. Miljenko Županić, MB member
5. Stoicho Gluhov
6. Marko Hajduković

Present participants from CNVP:

1. Peter Kampen
2. Mensura Nuhodžić
3. Sheza Tomcini
4. Sašo Petrovski

As the 4 from 7 elected MB members was present, decisions taken on this meeting are legitimate.

Ad3)

Proposed agenda was accepted unanimously.

Ad4)

Before the discussion P. Kampen transmit the message from NAPFO Kosovo in which they express willingness for further cooperation and development in REFORD.

After this all present representatives from NAPFO members take the same position and support REFORD as a organisation and network for issuing common problems in rural areas.

All MB members present in the MB meeting, (including Kosovo which was not present) unanimously decided for REFORD to continue its functioning and strengthened.

A. Lila present the proposal from NAPFO Albania to establish REFORDs technical secretariat in one of member associations. Their proposal are in Annex 1.

After discussion proposal was accepted and next decisions were taken:

- To be established the Technical Secretariat of REFORD in one of REFORD member associations country
- REFORD appreciate the help from CNVP, who perform financial and administrative task up to this time, but it is time to establish independent secretariat in one of the members associations
- All members should check possibilities to establish REFORD technical secretariat which will include at least one person and all material costs and within two weeks to make a written proposal to the MB
- The proposal should also include terms of registration REFORD as a international organization in this country
- The member association which will take over the responsibility of the Technical Secretariat to deal with all legal and bank procedures for registration of REFORD as an international organization in its country and should take into consideration working even on voluntary basis, since there is no planned budget to cover the costs of functioning of the Technical Secretariat for 2016
- All costs for deregistration of REFORD in Macedonia and registration in the new country will be afforded by CNVP.

Concerning the situation in Montenegro and according to the statute and REFORD goals and visions all participants agree on next decisions:

- It is possible to have more than one member organisation per country
- Management board will have only one representative per country
- Each country will have equal number of delegates in general assembly regardless the number of members organizations
- All members organizations from one country should agree about their representatives in MB and delegates in GA
- If they could not agree the President of REFORD will mediate in negotiations.

A. Lila and M. Županić are in charge to prepare Statute amendments and than adjust this decisions with Manual of administrative procedures which both should be accepted on next GA meeting.

Ad 5)

S. Petrovski announce that CNVP together with REFORD apply for two year project on PEFC collaboration found. This project will probably be approved and one of activities will be conference in Albania and it will be also financialy supported by FAO. Project proposal is in Annex 2 but it could be some changes in the proposal before signing the agreement.

M. Nuhodžić announce that there will be activity implemented by SIDA projects in Montenegro which could be also used to host the REFORDs General assembly meeting. This activity should take place in Žabljak at the end of June or beginig of July.

M. Županić announce that CROUPFOA together with NAPFO Slovenia start with activity of recognition of ownership rights in private forestry in SE Europe, especialy in countries with socialistic history. This activity include preparation one online questionnaire which will be asked to fulfill by all NAPFO in Europe and the results will be presented on EP conference in Bruxelles at the end of the 2016.

REFORD President

Miljenko Županić



Annex 1)

NAPFO Albania proposal:

1.8. Technical Secretariat

The Technical Secretariat is an executive body within REFORD organization, with a managerial and technical character comprised of experts in forestry and rural development fields consisting in day to day work of REFORD.

The Technical Secretariat is located in one of REFORD member countries which fulfils the requirements with the approval of a majority by two-third of votes of the General Assembly and it is legally registered conform respective country's laws.

Duration of operation of the Technical Secretariat is indefinite.

Requirements for approval of the Technical Secretariat:

- To be an active member association of REFORD;
- To provide a permanent office;
- Skilled staff in forestry and/or rural development and good knowledge in English language;

Tasks and responsibilities of the Technical Secretariat:

1. Realizes the work programme approved by the General Assembly;
2. Proactively drafts projects within the scope of REFORD and applies to potential donors;
3. Manages the projects and respective budgets;
4. Pursues the dynamics of activities of member associations and provides technical assistance;
5. Proposes promoting activities at regional and national levels;
6. Organizes promotional regional and national activities;
7. Facilitates member associations in implementation of projects;
8. Compiles the narrative and financial reports;

The structure of the Technical Secretariat is comprised by the Manager of the Technical Secretariat, finance person and forestry and/or rural development experts as by the needs.

The Manager is appointed by the Management Board through an open and transparent process with a majority of two-third of votes with a ? year contract, with the right of renovation and reports directly to the Management Board at least twice a year, when MB meetings.

The Manager and other staff of the Technical Secretariat can be paid functions.

Specific tasks and responsibilities of the Manager:

- The Manager is functioning as day to day manager of the association and is responsible for implementation of the REFORD programme.
- The Manager may hire contract-based and dismiss staff as needed for implementation of the programme and with respect of the associations' regulation.
- The Manager reports directly to the Management Board and is an advisory member to the Management Board, with no right of vote.
- The Manager follows and analyses the conditions and problems in the activities of the association, gives opinions expresses expectations for the future conditions, problems and possibilities.
- The Manager covers the strategic planning and prepares perspective annual and periodic programmes and activity plans, as well as financial plans. The Manager is responsible for the execution of the programme and the activity plan, and the financial plan and reports periodically, annually to the Assembly of the association, through the Management Board.
- The Manager signs the bank account, as well as the financial acts of the association. The signatory of the bank account and the financial acts can also be an individual authorized by the Manager.
- The Manager manages the executive office, plans, organizes and implements the activities of the office, establishes adequate work procedures, establishes indicators for the work achievements and evaluates and corrects the work achievements.
- The Manager also performs other duties in his/her authority, according to the law, Statute and general acts of the association.

The Manager of the Technical Secretariat or one of its staffs can be dismissed from their positions before the expiry of the contract in cases as specified in the respective contracts.

Annex 2)

Project proposal: **Supporting Small Forest Holders in the Balkan countries as Drivers for the development of Forest Certification schemes**

Project Objectives

The project objective is to increase the knowledge and to support initiatives on forest certification of forest actors in the Balkans including assuring the interest of small forest holders through sharing of experiences and cooperation.

Through sharing of experiences the project will secure **increased learning** among forest actors on the Balkans. Experiences that are obtained in Macedonia from the ongoing development of national forest certification scheme according to PEFC and from the recently implemented project in Montenegro on drafting SFM criteria will allow forest actors from the region, especially small forest holders from non EU countries (Albania, Bosnia-Herzegovina, Kosovo, Macedonia, Montenegro and Serbia) to learn about the process of development of national scheme. Using the experience of partners that went through the process will encourage initiation of processes in other countries. The system documents development and drafting of criteria for SFM is a time consuming process. Similarities of forest management practices will be used as starting point in sharing SFM criteria and national scheme documents from one country to other countries through the REFORD - network of family forest owners associations in the Balkan.

Improved cooperation and facilitation among forest actors through PEFC certification processes is foreseen in the project. The project will facilitate sharing of experiences in forest certification from the Balkan countries, identifying opportunities, obstacles and future steps, promote cooperation and providing assistance to forest actors, especially small forest holders in different Balkan countries to start the process for forest certification in places where a positive dynamic is available. The project will provide support where the response is positive through drafting an action plan for development of forest certification scheme, establishing the initiative group as well as coaching to forest actors engaged.

The REFORD network, a regional network representing family forest in the Balkan, will be used to provide **connection of forest actors from the Balkans**. REFORD network is serving as platform for sharing experiences, joint learning and lobbying and representation for the small forest holders from the region. CNVP foundation will provide overall project lead, expert knowledge and experience on forest certification.

Project Outcomes & Activities

Activities foreseen in the project will be implemented using experiences from the ongoing process in Macedonia and previous experience in Montenegro. REFORD network will be used for sharing and cooperation in development of other Balkan countries certification schemes. The project will further support the process where positive initiatives are received, in starting the process of certification. CNVP is responsible in the management of this project, providing support and expert knowledge.

Activities foreseen in the project are:

- Initiation of the PEFC forest certification process will be secured through conduction of REFORD's network meeting where family forest associations from the Balkan region will define the steps to be taken and forest actors to be engaged in their countries.
- Forest certification in-depth awareness raising and presentation of PEFC certification rules and

procedures will be provided through the REFORD network and CNVP engagement. A number of awareness and promotional events on national level will be organized at Balkan countries where forest actors will learn in more detail about PEFC certification rules and procedures, with the aim to help them identify the need and opportunities for forest certification.

- Identification of opportunities and bottlenecks for forest certification in the Balkan countries will be elaborated from the results of the same methodology applied: web questionnaires, interviews with key stakeholders and desk research. That will provide identification of interest and level of support to forest certification processes.*
- Regional event for sharing of experiences in forest certification and joint reflection for a way forward will be organized in Tirana, Albania. The event will serve to present and discuss on the country findings from the previous action and conclude on the next steps forward to forest certification.*
- Initiatives on national level on creation of work groups in the Balkan countries to start the certification process where feasible and stakeholder mapping and/or continue lobbying.*
- Assistance in drafting action plan for development of PEFC forest certification schemes in countries where positive response of forest actors is met will be provided by CNVP and REFORD's network members.*