

First Session of the Assembly
12-13 November 2018, Seoul

Agenda Item 14.1

DECISION 13-I-18R

Work Plan and Budget for 2019

The Assembly of the Asian Forest Cooperation Organization (AFoCO),

Recalling Article 3 of the Agreement on the Establishment of AFoCO, regarding the objectives of AFoCO;

In accordance with Article 8 paragraph 6 of the Agreement on the Establishment of AFoCO, regarding the role of the Assembly;

Decides to:

1. Endorse the Work Plan and approve the Budget for 2019, provided in the Annex to this document;
 2. Authorize the Secretariat to solicit funds from the Parties and other sources to meet planned expenditures of FY 2019 and implement the activities planned in 2019; and
 3. Use the funds available in the Working Capital Reserve to provide sponsorship support to the 4th Asia-Pacific Forest Week.
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Work Plan and Budget for 2019

I. Introduction

1. Asian Forest Cooperation Organization (AFoCO) has been formalized as the Agreement for the Establishment of AFoCO (Agreement) entered into force on 27 April 2018. Pursuant to the Article 8 of the Agreement which states that the Assembly “shall approve the program and budget for the activities of AFoCO”, the Secretariat prepared the Work Plan and Budget for 2019

II. Principles

2. The Work Plan and Budget for 2019 contains the activities for 2019, organizational structure with staffing table, and the budget for 2019 with indicative budget envelope for 2020. With a view to provide a structure for review, the activities are grouped by four different categories – A) Normative Work or Other Strategic Work; B) Collaborative Activities with Other Organizations/Initiatives; C) Communications and Outreach Activities; and D) Recurrent Works and Core Functions of the Secretariat.

3. The costs for implementing the activities hereunder shall be regarded as “Operational Expenditure.” In accordance with the Article 12 of the Agreement, each Parties to the Agreement shall be charged with mandatory contribution assessed against the total estimated Operational Expenditure. The remained amount of the estimated Operational Expenditure after deducting the portions to be provided by the mandatory contributions shall be sought from the other sources.

4. The budget not only includes the budget for 2019 but also illustrates an indicative budget for 2020 to provide budget ceiling that can facilitate each Party’s domestic budget securing process.

5. Project works under the regular project cycle are beyond the scope of this document as they are mostly run over multi-years with the funds voluntarily provided by the Parties or from other sources.

III. Plan of Activities

<Summary of the Activities for 2019>

No.	Activity	Status
A. Normative Work or Other Strategic Work		
A-01	Development of Action Plan for the Implementation of AFoCO Strategic Plan for 2019-2023	new
A-02	Development of Internal Rules and Regulations	on-going
A-03	Headquarters Agreement between AFoCO and the Government of the Republic of Korea	on-going
A-04	Host Agreement between AFoCO and the Government of the Republic of the Union of Myanmar	on-going
A-05	Registration of AFoCO Agreement to the United Nations	new
A-06	Application to the Development Assistance Committee (DAC) List of Official Development Aid (ODA)-Eligible International Organisation	new
A-07	Application for Green Climate Fund Accredited Entity	on-going
B. Collaborative Activities with Other Organizations/Initiatives		
B-01	The 4 th Asia-Pacific Forestry Week	new
B-02	Asia-Pacific Forestry Outlook Study	on-going
B-03	Joint Workshop on Land Degradation Neutrality and Forest Landscape Restoration with the United Nations Convention to Combat Desertification (UNCCD)	new
B-04	Joint Development of Guidelines for Forest Landscape Restoration with International Tropical Timber Organization (ITTO)	on-going
C. Communications and Outreach		
C-01	AFoCO Workshop on Past Achievements and Way Forward	new
C-02	Korea Green Fund Project for 2019: Asia Young Green Tree Academy	new
C-03	Communication Activities (website, reports, public relations, etc.)	on-going
C-04	Outreach Activities (Exhibition booths and/or side events at relevant international fora)	on-going
D. Recurrent Works and Core Functions of the Secretariat		
D-01	Assembly Management	on-going
D-02	Membership Expansion	on-going
D-03	Operation of Project Appraisal Panel (PAP)	on-going
D-04	Management of On-going Projects	on-going
D-05	AFoCO Fellowship Program	new
D-06	AFoCO STEP (Science and Technology Exchange Partnership) Program	new
D-07	Operation of AFoCO Regional Education and Training Center	new
D-08	Establishment of RETC Library	new

A. Normative Work or Other Strategic Work

A-01. Development of Action Plan for the Implementation of AFoCO Strategic Plan 2019-2023

The Assembly at its inaugural session will adopt the first AFoCO Strategic Plan for 2019-2023 to provide strategic priorities for the future cooperative activities and projects towards the achievement of organizational goal and objectives. Guided by the strategic priorities identified in the Strategic Plan, the Secretariat will develop corresponding Action Plan to establish specific goals to be accomplished and viable approaches to be taken to achieve the objectives of the Strategic Plan in a given period. The Secretariat will also widely search for possible sources of funds that can be mobilized to fulfill the Strategic Plan and streamline the potential activities of AFoCO towards those funding opportunities.

The main activities foreseen under this activity are:

- Consultancy services to acquire professional expertise required for the development of the Action Plan; and
- Convening a Technical Meeting to review and refine the draft prepared by the Secretariat.

➤ Expected Outputs

- An Action Plan to supplement the approved AFoCO Strategic Plan 2019-2023

➤ Schedule of Activities

- (Jan. 2019) Review of existing tentative Action Plan included in the Strategic Plan
- (Apr. 2019) First draft of the Action Plan with specified goals, key activities, key performance indicators, and identified potential donors
- (May 2019) Circulation of draft Action Plan among the Parties and the Signatory Countries to the Agreement
- (Jun. 2019) Technical Meeting to review and refine the circulated draft at the occasion of 4th APFW
- (Oct. 2019) Submission of the final draft to the Assembly

A-02. Development of Internal Rules and Regulations

Mandated by the Assembly's decision and guided by the approved internal rules and regulations at the 1st session of the Assembly, the Secretariat will develop additional internal rules and regulations for the operation of the organization, including but not limited to Project Monitoring and Evaluation Guidelines and Corporate Identify (CI) Guidelines. In the development of the draft texts for those targeted guidelines, the Secretariat will consider general practices and standards of other international organizations.

The main activities foreseen under this activity are:

- Consultancy services to acquire professional expertise required for the development of the draft texts; and

- Convening Technical Meetings to review and refine the draft prepared by the Secretariat.

➤ Expected Outputs

- Project Monitoring and Evaluation Guidelines
- Corporate Identity (CI) Guidelines
- Other internal regulations deemed necessary to develop

➤ Schedule of Activities

- (Apr. 2019) First draft texts for two targeted guidelines
- (May 2019) Circulation of the draft texts among the Parties and Signatory Countries to the Agreement
- (Jun. 2019) Technical Meeting to review and refine the circulated draft back to back with the 4th APFW
- (Oct. 2019) Submission of the final draft to the Assembly

A-03. Headquarters Agreement between AFoCO and the Government of the Republic of Korea

According to the Article 13 of the Agreement on Privileges and Immunities of the Organization, the Headquarters Agreement is required to be put in place between AFoCO and the government of the Republic of Korea (Host Country) in order for AFoCO to enjoy express privileges and immunities as an international organization. Mandated by the Assembly's decision, the Secretariat on behalf of AFoCO will conduct formal consultations with the government of the Republic of Korea to finalize the draft legal texts for Headquarters Agreement.

➤ Expected Outputs

- Headquarters Agreement

➤ Schedule of Activities

- (Jan. 2019) Consultations with the government of the Republic of Korea on the draft texts
- (Feb. 2019) Circulation of the finalized texts to the Parties to the Agreement
- (May 2019) Signing of the Headquarters Agreement
- (Dec. 2019) Ratification by National Assembly of the Republic of Korea

➤ Estimated costs: No financial requirements expected.

A-04. Host Agreement between AFoCO and the Government of Myanmar

As the Assembly endorses Regional Education and Training Center (RETC) established in Hmawbi, Myanmar as an affiliated organ of the AFoCO Secretariat, a necessity arises to secure privileges and immunities of relevance in Myanmar for the effective functioning of the RETC. Recalling the Article 13.2 of the Agreement and pursuant to the Assembly's decision on the Host Agreement to be concluded between AFoCO and the government of the Republic of the Union of Myanmar, the

Secretariat will conduct formal consultations with the government of the Republic of the Union of Myanmar to finalize the draft legal texts for the Host Agreement.

➤ Expected Outputs

- Host Agreement between AFoCO and the Government of the Republic of Union of Myanmar

➤ Schedule of Activities

- (Jan. 2019) Consultations with the government of the Republic of Union of Myanmar on the draft texts
- (Feb. 2019) Circulation of the finalized texts to the Parties to the Agreement
- (May 2019) Signing of the Host Agreement
- (Dec. 2019) Ratification by National Assembly of Myanmar

A-05. Registration of AFoCO Agreement with the United Nations Secretariat

The Charter of the United Nations (UN) requires that *“every treaty and every international agreement entered into by any Member of the United Nations ... shall as soon as possible be registered with the Secretariat and published by it (Article 102).”* This provision is aimed to *“ensure that all treaties remain in the public domain and thus assist in eliminating secret diplomacy.”* Recognizing our Parties’ mandate, pursuant to this provision of the Charter of the UN, of registering the Agreement on the Establishment of the Asian Forest Cooperation Organization (Agreement) to the UN, the AFoCO Secretariat will facilitate the registration process of each Party by conducting formal consultations on his behalf with the UN Secretariat in due course.

➤ Expected Outputs

- Registration of the Agreement by the United Nations Treaty Section

➤ Schedule of Activities

- (Jan. 2019) Consultation with the UN Secretariat on the procedures
- (Feb. 2019) Submission for registration of the Agreement
- (Mar. 2019) Review of the Agreement for registration by the UN Secretariat
- (Jun. 2019) Registration/publication of the Agreement by the UN Secretariat

A-06. Application to the Development Assistance Committee (DAC) List of Official Development Aid (ODA)-Eligible International Organization

A list of ODA-eligible international organizations published by the DAC Working Party on Development Finance Statistics (WP-STAT) is frequently referred to by donor countries in reporting their ODA. As AFoCO foresees that a significant portion of its project funds will be provided by the ODA funds from the advanced economies, the inclusion of AFoCO on the list will broaden opportunities to secure more core funding from the donors. Many other forest-related international organizations including FAO, ITTO, CIFOR, and INBAR are registered on the list.

As a proposal to include AFoCO on the list can only be submitted by the DAC members or by the DAC Secretariat to the annual meeting of DAC WP-STAT, the AFoCO Secretariat will work closely with the government of the Republic of Korea that holds DAC membership to proceed with the relevant application process.

➤ Expected Outputs

- The inclusion of AFoCO on the DAC list of ODA-eligible international organizations

➤ Schedule of Activities

- (Jan. 2019) Consultations with the government of the Republic of Korea on submission of an application to the OECD DAC Secretariat
- (Feb. 2019) Submission of the application
- (Mar. – Apr. 2019) Review of the application by the OECD DAC Secretariat
- (May 2019) Consideration and decision on the inclusion of AFoCO to the DAC list at the meeting of the DAC Working Party on Development Finance Statistics (WP-STAT)

A-07. Application for Green Climate Fund Accredited Entity

The Green Climate Fund (GCF) is an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC) which is aimed to support the developing countries in their mitigation and adaptation efforts against the adverse impact of the climate change. The resources jointly mobilized in GCF are channeled through the Accredited Entities to finance climate change projects/programmes in developing countries. Recognizing the immense opportunities of mobilizing these funds to support the forest-based climate project interventions in Asian region, the Secretariat has been preparing application for Green Climate Fund Accredited Entity. The Secretariat will submit its accreditation application to GCF within 2019.

➤ Expected Outputs

- GCF accreditation application
- * *Grant of the accreditation will be subject to the decision of the GCF Board.*

➤ Schedule of Activities

- (Jan. - Aug. 2019) Document development in discussion with GCF National Designated Authorities (NDAs) and AFoCO Focal Officials of the Parties
- (Sep. 2019) Accreditation application to GCF
- (Oct. - Dec. 2019) Follow-up actions to the application process

B. Collaborative Activities with Other Organizations/Initiatives

B-01. The 4th Asia-Pacific Forestry Week

Asia Pacific Forestry Week (APFW) is an event attached to the Asia Pacific Forest Commission (APFC) of the United Nations Food and Agriculture Organization (FAO) which aims to promote sustainable forest management in the region by providing dialogue platforms to bring various stakeholders to discuss and exchange ideas and good cases of providing forestry and enhancing forest ecosystem services. Hosted by the government of the Republic of Korea, the 4th APFW will be held in Incheon, Korea on 17-21 June 2019 with a theme “Forests for Peace and Well-being”. AFoCO has been invited as one of the stream leaders of the 4th APFW to shape the Week event by organizing series of events and creative activities in relevance to “Restoring our forests and landscapes (Stream 1)” with the APFNet.

The main activities foreseen under this activity are:

- Participating in the process of preparation of the 4th APFW;
- Convening meetings/events during the 4th APFW; and
- Supporting participants from the Parties to the 4th APFW

➤ Expected Outputs

- Enhanced visibility of AFoCO in Asia and the Pacific
- Strengthened partnership with FAO and other international organizations

➤ Schedule of Activities

- (Nov. 2018) Expression of interests to co-lead Stream 1 of the 4th APFW
- (Dec. 2018) Participation to APFC Executive Committee Meeting to discuss and plan for the 4th APFW
- (Jan.-Feb. 2019) Planning of meetings/events
- (Mar.-May 2019) Invitation of speakers and participants
- (Jun. 2019) Participation to the 4th APFW

B-02. Asia-Pacific Forest Sector Outlook Study III

Asia-Pacific Forestry Sector Outlook Study (APFSOS) is a featured publication designed by the FAO to assess the future prospects with the identification of potential challenges and opportunities that can emerge in the forest sector. Since April 2018, AFoCO has been invited to prepare the third edition (APFSOS III) by joining Thematic Focus Group Discussion on Environmental Services of Forest, including water, biodiversity, disaster risk reduction (DRR), and soil conservation.

In 2019, AFoCO plans to host a meeting of the Thematic Focus Group and provides supports in preparing the corresponding parts of the publication. The APFSOS III is targeting to be launched at the 4th APFW to be held in Incheon, Korea.

➤ Expected Outputs

- Publication of APFSOS III featuring AFoCO’s logo
- Enhanced visibility of AFoCO in Asia and the Pacific
- Strengthened partnership with FAO and other international organizations

➤ Schedule of Activities

- (Jan. 2019) Convening of the Thematic Focus Group meeting
- (Jun. 2019) Launching of the APFSOS III at the 4th APFW

B-03. Joint Workshop on Land Degradation Neutrality and Forest Landscape Restoration with the United Nations Convention to Combat Desertification (UNCCD)

The Land Degradation Neutrality (LDN) is an initiative of the United Nations Convention to Combat Desertification which promotes prevention of deforestation and forest degradation and advocates forest rehabilitation to halt the current trends of the loss of healthy lands. Conceptually the LDN is achieved by a mechanism which offsets the loss of land-based natural capital or ecosystem services by the gain of those made via restoration and rehabilitation within the same land type. As forest is a significant part in comprising a sustainable landscape, it is worth finding strategic relationship of forest sector's restoration efforts with a global LDN policies which directly address the Sustainable Development Goal 15, Life on Land.

Through this workshop, AFoCO is expected to enhance understanding of the LDN conceptual framework and develop ideas to translate it in the forest sector to promote sustainable forest management and eventually contribute to the achievement of sustainable land use.

➤ Expected Outputs

- Enhanced knowledge on the LDN
- Enhanced partnership with the UNCCD

➤ Schedule of Activities

- (Jan. 2019) Joint planning of the workshop
- (Mar. 2019) Convening of the workshop

B-04. Joint Development of Guidelines for Forest Landscape Restoration (FLR) with International Tropical Timber Organization (ITTO)

Under the Global Environment Facility (GEF) project "Fostering Partnership to Build Coherence and Support for Forest Landscape Restoration (FLR)" which is jointly executed by, the Collaborative Partnership on Forest (CPF) members, the International Tropical Timber Organization (ITTO) has been undertaking the development of new voluntary FLR guidelines with the CPF members. Invited by the ITTO, AFoCO has been engaged in the process of reviewing existing FLR initiatives and technical guidelines of the CPF members and taking stock of ongoing FLR programs to develop the FLR guidelines by supporting convening of a few expert group meetings and promotional events.

In this context, the Secretariat will jointly organize the first Expert Group Meeting for Forest Landscape Restoration in the Tropics to set a scope and identify key elements of the new FLR guidelines on 14-16 November 2018 in Bangkok, Thailand.

In 2019, AFoCO will also arrange events/meetings to improve and advocate the draft FLR guidelines at relevant occasions.

➤ Expected Outputs

- Publication of new FLR policy guidelines featuring AFoCO logo
- Enhanced institutional capacities to develop and finance FLR projects in the Asian region
- Increased institutional visibilities in a global forest policy processes

➤ Schedule of Activities

- (Jun. 2019) Joint organization of a consultation meeting with participation of regional and international restoration experts in conjunction with FAO's Asia-Pacific Forestry Week (APFW) to be held in Incheon, Korea
- (Nov. 2019) Organization of a capacity building workshop to introduce the new FLR policy guidelines at AFoCO Regional Education and Training Center or under relevant projects of AFoCO
- (Dec. 2019) Technical support for editing, designing, and printing of FLR policy guidelines for wider publicity

C. Communications and Outreach

C-01. AFoCO Workshop on Past Achievements and Way Forward

Commemorating successful formalization of AFoCO, it is a timely arrangement to organize a workshop to disseminate achievements of ASEAN-ROK Forest Cooperation which procreated AFoCO. The ASEAN-ROK Forest Cooperation has been making visible impacts through wide-ranging forest cooperation projects implemented in the region of AFoCO member countries. The scope of projects spans from promoting sustainable forest management, enhancing forest carbon stocks and supporting initiatives, addressing deforestation and forest degradation, and strengthening capacity building and research and development in the forestry sector. Through this activity, the Secretariat plans to organize a workshop to share the past experiences and achievements of AFoCO and to find the way forward for AFoCO through the thematic presentation of past activities of AFoCO and discussions of the participants.

➤ Expected Outputs

- Enhanced public awareness of AFoCO activities and achievements
- Expanded collaboration with the other relevant stakeholders, institutions and organizations in the forest sector in the Asian region
- Lessons learned through the past activities.

➤ Schedule of Activities

- (Jan. 2019) Convening of the workshop
- (Jun. 2019) Dissemination of best cases and learned lessons from the past activities under the ASEAN-ROK Forest Cooperation and promotion of a new AFoCO Strategic Plan

C-02. Korea Green Fund Project for 2019: Asia Young Green Tree Academy

Youth are a critical agent of change. Teaching young people about the value of forests and the virtue of international cooperation is a valuable investment to bring greener future to Asia and the planet. The Korea Green Fund which is a fund established with the revenue raised from “Korean Green Lottery” is aimed at supporting the underprivileged in Korea. Making use of the fund and the expertise of AFoCO staff on knowledge of international forest cooperation, the Secretariat plans to outreach Korean teenagers from the families with multicultural background such as international marriages who are socially or economically marginalized in Korean society but having a great potential to serve as cultural envoy to promote international cooperation in the future. Through this activity, AFoCO expects that the participants can increase understanding of their parents’ home country and discover various opportunities vested in international forest cooperation.

Implementation of this activity will be subject to the final results of the grant application to the Korea Green Fund.

➤ Expected Outputs

- Awareness raising of the youth on international forest cooperation in Asia
- Mobilization of funds from other sources

➤ Schedule of Activities

- (Jan. - Feb. 2019) Announcement and selection of participants
- (Mar. - Jul. 2019) Conduct of five rounds of 4-day program in Korea
- (Aug. 2019) Conduct of a 7-day program in RETC, Myanmar
- (Oct. 2019) Report of the activities

C-03. Communication Activities (website, reports, public relations, etc.)

In order to promote the achievements of past activities/efforts of ASEAN-ROK Forest Cooperation and expectations towards AFoCO, the Secretariat will continue promotional activities through publication of regular reports and publicity materials, media exposures.

➤ Expected Outputs

- Video clips introducing AFoCO and its activities produced;
- New project brochures published and disseminated;
- 2018 annual reports published and disseminated;
- Publicity materials including souvenirs produced; and
- Advertisement released through newspaper or other media.

C-04. Outreach Activities (Exhibition booths and/or side events at relevant international fora)

The Secretariat will represent AFoCO and exhibit its work at relevant international events to raise awareness of its achievement and expand its role in global policy processes. The relevant events identified for 2019 list as follows:

- (6-10 May 2019) 14th session of the UNFF (New York, USA)

- (Jul. 2019) 22nd ASOF Meeting
- (29 Sep. - 5 Oct. 2019) XXV IUFRO World Congress 2019 “Forest Research and Cooperation for Sustainable Development” (Curitiba, Brazil)
- Other regional events of relevance organized in Asia

D. Recurrent works and core functions of the Secretariat

D-01. Assembly Management

The Assembly is one of the principal organs of AFoCO which meet at the regular session in annual basis and at the special session convened on demand. The Assembly sessions are attended by the Representatives of each Party with his/her alternates and designated experts. The session of the assembly shall be facilitated by the Secretariat providing secretariat function in accordance with the Rules of Procedure of the Assembly.

➤ Schedule of Activities

- (Aug. 2019) Invitation letter to the Parties and the Observers
- (Sep. 2019) Distribution of meeting documents
- (Oct. 2019) Convening of the 2nd Session of the Assembly (regular session)

D-02. Membership Expansion

In order to increase the organizational influence as an international organization representing Asian region, AFoCO should make an effort to constantly expand its membership across the region. The Secretariat will continuously facilitate the process of signing of the Agreement by its prospective members as well as inviting interested countries as a member of the organization. The Executive Director will also serve as the depositary for the Agreement in accordance with Article 18 of the Agreement. As of 25 October 2018, there are 7 Parties which are countries who signed the Agreement and deposited the respective instrument of ratification while another 4 countries are under the respective internal process of ratification holding the Signatory status. Kazakhstan and Thailand are under internal clearance process for the signing of the Agreement.

D-03. Operation of Project Appraisal Panel (PAP)

In accordance with the regular project cycle defined in the AFoCO Project Manual, the Secretariat will operate the Project Appraisal Panel (PAP) to technically review the project proposals submitted by the proponents and recommend the Assembly of their approval.

➤ Schedule of Activities

- (1 Mar. - 30 Apr. 2019) Submission of project proposal by the Parties
- (1 - 31 May 2019) Appraisal on the project proposals by the Project Appraisal Panel (PAP)

- (15 Sep. 2019) Deadline for the project re-appraisal
- (Oct. 2019) Project approval at the 2nd session of the Assembly

D-04. Management of On-going Projects

Authorized by the approved project documents, the Secretariat will arrange the inception meeting for the newly launched projects and monitoring and evaluation for the on-going projects. Progress of the projects will be regularly monitored and checked by the Secretariat through the review of progress/financial reports, participation to Project Steering Committee (PSC)/Project Coordination Committee (PCC), and/or the on-site monitoring.

➤ Schedule of Activities

- (Mar. 2019) On-site monitoring for the Malaysia and Thailand project
- (Jan. - Mar. 2019) Cross Country Visit for BIPS and PIT projects
- (Mar. 2019) Inception meetings for newly launched projects
- (Oct. - Dec. 2019) PSC/PCC meetings

D-05. AFoCO Fellowship Program

The AFoCO Fellowship Program is a program for junior government officials of the Parties to AFoCO, dispatched to the AFoCO Secretariat for a duration of 6 months up to a year to experience working environment and processes of the international entity.

The program is expected to:

- Build an effective communication network among the Parties and the Secretariat;
- Expand the cooperation with the Parties better understanding of the working environment and procedural matters among the Parties and the Secretariat; and
- Improve the task management of the Secretariat, and share knowledge and experiences in the Asian region.

In this context, AFoCO will invite up to 3 officials from the Parties for 2019 program which will commence on the 1 July 2019.

➤ Schedule of Activities

- (Dec. 2018) Application for the 2019 and 2020 program recommended by the Representative of each Party
- (Jan. - Feb. 2019) Selection of officials for the 2019 and 2020 program
- (1 Jul. 2019) Commencement of 2019 program
- (1 Jan. 2020) Commencement of 2020 program
- (Nov. 2019 - Jan. 2020) Recommendation of candidates for 2021 program

D-06. AFoCO Science and Technology Exchange Partnership (STEP) Program

AFoCO Science and Technology Exchange Partnership Program (STEP Program) is an one-month training program targeting governmental officials of the Parties who are interested in learning various partnership opportunities with leading science and technology institutions in forest-related sector. The STEP program will be jointly arranged with the partner organizations who are willing to provide matching contributions for the program.

In 2019, Baekdu-daegan National Arboretum (BDNA)* proposed its contribution to the STEP program to invite four (4) participants from the Parties to AFoCO and provide a special on-the-job training at the BDNA in Korea. The 2019 STEP program with BDNA will cover topics ranging from design, construction and operation of the arboretum to seed collection and reservation technologies, and biodiversity conservation strategies.

**BDNA is an arboretum established to support biodiversity conservation and ecological restoration of the Baekdu-daegan (the largest and the longest mountain ridge in Korea that provides longitudinal ecological connections of the Korean peninsula). Opened in 2018, the BDNA has been providing, domestically and internationally, omnibus services from seed and genetic resources conservations to application technologies. The Forest Seed Vault of the BDNA is the first of its kind globally, which aims to ensure preservation of forest and wild plant seeds against their loss during the regional or global crises.*

➤ Schedule of Activities

- (Apr. 2018) Application for the 2019 program recommended by the Representative of each Party
- (May 2019) Selection of officials for the 2019 program
- (1-30 Sep. 2019) 2019 program in BDNA

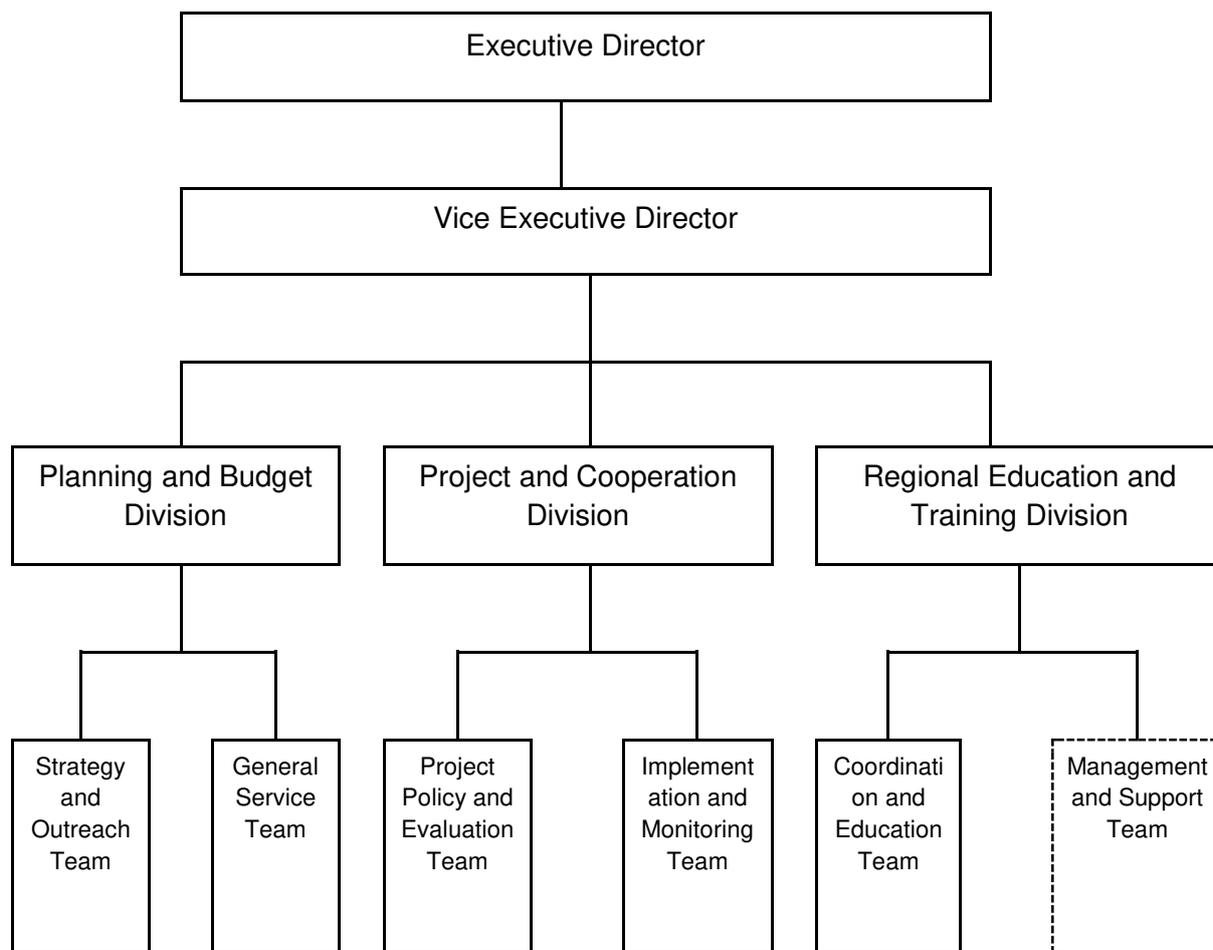
D-07. Operation of AFoCO Regional Education and Training Center

Established through the Landmark Program of the ASEAN-ROK Forest Cooperation, the AFoCO Regional Education and Training Center (RETC) will have become an affiliated organ of the AFoCO Secretariat. With established organizational structure and provision of regular budget for operation, the RETC will conduct activities to enhance its educational facilities and run various types of education and training programs throughout the year.

D-08. Establishment of RETC Library

Following the opening of the AFoCO RETC in 2018, the Secretariat established the RETC Library to cater to diverse users of the RETC. The main purpose of the RETC Library is to provide a space with a wide and inclusive range of forestry and curriculum-related resources to support learning, group study and collaboration. The library currently holds 292 reading materials. In 2019 and 2020, the Secretariat hopes to expand the library collection to reach its maximum capacity of 3,000 books by reaching out to member countries and related organizations to request for book donations.

IV. Organizational Structure of the Secretariat



	Total	ED	VED	P	GS	L	Others
Number of staffs	27	1	1	11	4	4	6
