

Third Session of the Assembly
28-29 October 2019, Seoul

Agenda Item 3.5

Operation of the Secretariat

A. Headquarters Agreement

1. Recalling the Decision 12-I-18R, the Secretariat's proposal of the draft text of the Headquarters Agreement between the Republic of Korea and AFoCO to the Ministry of Foreign Affairs of the Republic of Korea, the Government of the ROK is undertaking the necessary internal process.

B. Registration to UN

2. Also recalling the Decision 12-I-18R, the Secretariat has submitted the official request to UN Treaties Section for registration of AFoCO in the UN Treaty Collection. The Treaty Section of UN informed that it is in the process and further informed that it will honor the date of receipt of the agreement as the official date of registration (14 June 2019).

C. Staff Recruitment

3. The Secretariat recruited a Professional Staff Member out of nine (9) applicants for the post of the Director of the Cooperation and Project Division in October 2019 in accordance with the Staff Regulations of AFoCO. The new incumbent will be given a two (2)-year Fixed-Term appointment and commence his duty at the Secretariat as from early January 2020.

D. Operation and Management of Regional Education and Training Center

4. Since the First Session of the Assembly in November 2019, the RETC organized a total of 38 training and education programs: six (6) short-term training course, 26 community development training and six (6) customized training course in accordance with the education and training plan for 2019. The detailed table is listed in Attachment-1.

5. According to the 2019 internship program supported by the Korea Forest Service and Korea Forest Promotion Institute, two (2) interns have been selected for AFoCO. They have been carrying out their missions at the RETC since 13 May 2019.

6. Following the Decision 20-II-19S, 11 forest fire vehicles and 65 computers were donated by the Korean Government. Of the 11 vehicles, one was distributed to the RETC, five (5) to Myanmar, and five (5) to Cambodia, in consideration of car import permits of the concerned Parties. Four (4) vehicles and 65 computers were delivered to Myanmar in September and the remaining vehicle will be transported to Myanmar in November.

E. 2019 AFoCO Science and Technology Exchange Partnership (STEP) Program

7. In accordance with the work plan for 2019, the Secretariat organized the first STEP Program with Baekdu-daegan National Arboretum (BDNA) with a title of “The Role of Arboretums in the Conservation of Forest Plant Biodiversity” from 17 September to 17 October 2019. Total five (5) technical level government officials/researchers in the field of forest plant biodiversity successfully completed the Program.

F. Update on the Operation of the 2019 AFoCO Fellowship Program

8. Pursuant to the AFoCO Fellowship Program approved by the First Session of the Assembly (DECISION 11-I-18R), the Secretariat invited candidate nominations simultaneously for 2019 and 2020 batches. For the 2019 batch, all four (4) candidates each nominated from Bhutan, Cambodia, Myanmar, and Vietnam were selected as Fellowship Official. Their service term is six to eight months until the end of December 2019 depending on the date of entry on duty.

G. Website Renewal

9. The official website of the Organization has renewed in August 2019 with the new design, function, and structure to accommodate various devices and platforms such as smartphones, tablet PCs and the conventional desktop PCs as well. The RETC website was merged into the main website for user-friendly and easier access.

H. Goodwill Ambassador

10. The Secretariat, as a cultural approach to increase visibility of AFoCO, has established a goodwill partnership with Camerata Salzburg, a prestigious chamber orchestra on 20 August 2019.

I. Budget Reallocation for Operational Expenditures in FY2019

11. Subject to the Staff Regulation 11, the new incumbent for the post of the Director of the Cooperation and Project Division will be provided with an official residence to ensure smooth relocation and settlement in Korea. In this regard, the Secretariat, in accordance with the Financial Regulation 2.5, proposes the reallocation of 2019 budget assigned for the operational expenditures to secure necessary budget for the rental deposit for the official residence of the new incumbent.

12. Upon the approval by the Assembly, estimated unobligated balance in the budgetary heading *A.1 Salary and Benefit* which amounts USD454,545 will be reallocated to the budgetary heading *A.4 General Operating Expenses*.

J. Annual and Financial Report 2018

13. The annual report and financial report 2018 is attached as Attachment-2.

K. Point for Consideration

14. The Assembly is may wish to:
- a. Take note of the information; and
 - b. Consider and approve the budget reallocation for the FY 2019 according to the Financial Regulations.

Attachment-1 (A-19): List of Trainings the Regional Education and Training Center (RETC)

Attachment-2 (A-19): Annual Report and Financial Report 2018

List of Trainings the Regional Education and Training Center (RETC)

Table 1. Short-term training course

No.	Title	Time	Participants (Countries)	Gender Ratio
1	(High-level) Forest Restoration and Reforestation	28-30 Nov. 2018	20 (10)	M15/F5
2	Forest Reforestation and Food Security in Korea	18-22 Feb.	22 (10)	M14/F8
3	Development of AFoCO Project Proposals	8-12 Apr.	24 (11)	M12/F12
4	Policy Makers on Beyond Planting Trees: Forest Pathways to No Poverty and Zero Hunger	21-23 May	20 (10)	M18/F2
5	Forest Fire Management	24-28 Jun.	22 (10)	M19/F3
6	Sustainable Use of Biodiversity for Livelihood Improvements	26-30 Aug	22 (10)	M13/F9
	Total		130	M91/F39

Table 2. Community Development Training

No.	Title	Time	Participants	Gender Ratio
Education program for Student and Teachers				
1	Local teachers : 60persons x 4times	Jan.-Jul.	240	M29/F211
2	Local students : 120persons x 18times	Jan.-Jul.	2,160	M937/F1223
Livelihood Improvements				
3	Making Bamboo Furniture	18-22 Mar.	31	M27/F4
4	Making Bamboo Handcrafts 1	27-31 May	31	M28/F3
5	Making Bamboo Handcrafts 2	1-5 Jun.	31	M28/F3
6	Making bamboo soaps and packing with bamboo handicrafts	8-12 Jul.	31	M18/F13
	Total		2,524	M1067/F1457

Table 3. Customized Training Course

No.	Title	Time	Participants	Gender Ratio
1	Young Forester Program with Chonnam National University	20-27 Jan.	16	M9/F7
2	Workshop for Training of Trainers with RECOFTC	26-30 Aug.	10	M4/F6
3	Young Forester Program with Korea Forest Promotion Institute	18-22 Sept.	22	M10/F12
4	ITTO Regional Workshop on Sustaining Teak Forests in Mekong Basin	24-27 Sept.	40	M29/F11
5	Young Forester Program with Chungnam National University	29 Sept.-5 Oct	12	M10/F2
6	Workshop on Community-based Enterprise with RECOFTC	2-4 Oct.	10	M3/F7
	Total		110	M65/F45