



Dear Associate Members of EFI,

12 June 2017

I am writing to you in order to **launch the process for electing a new Deputy Members' Auditor.**

The current Members' Auditor, Michał Zasada of the Warsaw University of Life Sciences, Poland, shall retire from the post after the 2017 accounts have been audited in early 2018. It is then intended that the current Deputy Members' Auditor, Bo Jellesmark Thorsen of the University of Copenhagen, Denmark, will become the new Members' Auditor of 2018 and 2019 accounts.

The new Deputy Members' Auditor will support the Members' Auditor in 2018 and 2019 and then assume the position of Members' Auditor for the audits of the 2020 and 2021 accounts. **The election of the new Deputy Members' Auditor will take place at the 2017 Conference in Oslo, Norway.**

Please find attached the full description of the appointment process, and the Terms of Reference for the role. From these I highlight some key elements for consideration:

- The nominee must be an employee of one of the Member organisations, and not be a Board member or an employee of the EFI Secretariat.
- The nominee must have a basic understanding of the principles and procedures of financial audits
- Nomination shall be addressed to the Board and submitted to the Director and shall, **to be considered eligible**, include:
 - A curriculum vitae (CV) of not more than one page
 - A statement of not more than one page clarifying the relevant experience
 - Letters of support of at least two Associate Members

I kindly request that you submit your nominations for a new Deputy Members' Auditor to Director Marc Palahí (marc.palahi@efi.int) no later than 31 July 2017.

Please do not hesitate to contact the Secretariat with any questions that you have in regards to this process.

Kind regards,

Mr. Knut Øistad
Chair of the Board of the European Forest Institute

Cc: Affiliate Members of EFI

Encl.: Rules to the appointment of EFI Members' Auditor and Deputy Members' Auditor appointed by the Conference