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TWENTY-THIRD SESSION
1 - 6 December 1997
Yokohama

DECISION 4(XXIII)

STREAMLINING THE WORK OF COMMITTEES

The International Tropical Timber Council,

Recalling Decision 4(XXII), 1997 which called for the convening of an informal working group, to evaluate reports on ongoing and completed pre-projects and projects to assist the committees on Economic Information and Market Intelligence, Reforestation and Forest Management, and Forest Industry;

Welcoming the report of the Informal Working Group contained in Document ITTC(XXIII)/13;

Decides to:

1. Reconvene the informal working group, terms of reference for which are attached in the Annex, for its Twenty-fourth Session, to evaluate reports on on-going and completed pre-projects and projects to assist the Committees on Economic Information and Market Intelligence, Reforestation and Forest Management and Forest Industry, beginning four days prior to the Session;
2. Review the experience with the informal working group at the Twenty-fourth Session and consider measures for further strengthening and streamlining of the work of the Committees;
3. Request the Executive Director to allocate the financial resources from the Special Account to implement this Decision.

ANNEX

STREAMLINING PROCEDURE FOR THE FUNCTIONS OF COMMITTEES

Pre-Projects and Project Proposals

1. Pre-projects and project proposals shall be assessed by the Expert Panel for Technical Appraisal of Pre-Project and Project Proposals;
2. In cases where, in the opinion of an Expert Panel, pre-projects and project proposals do not fall within the scope of the ITTO or do not contain all of the sections required by the ITTO Manual for Project Formulation, these projects shall be returned to proponents with a note explaining why the project was denied;
3. For pre-projects and project proposals assessed by Panels to require essential modification, revised projects received by the Secretariat shall be assessed at the beginning of Council Sessions by the informal working group, which shall then report back to Committees;
4. Pre-projects and project proposals assessed by the Expert Panel or the informal working group to have met all the requirements (including those requiring only minor amendments) shall be presented to Committees by proponents, to expose them to members, including potential donors, and the Committee may recommend these project proposals to Council for approval.

Policy Identification

Committees may meet during Council sessions to identify common policy issues, and ensure integrated perspectives in policy proposals for Council consideration.

Informal Working Group to Assist the Committees on Economic Information and Market Intelligence, Reforestation and Forest Management and Forest Industry - Terms of Reference

In order to improve the substance and quality of Committee discussions, and accommodate shorter Committee sessions, the informal working group shall reduce the burden to Committees by:

1. Evaluating if completed pre-project and projects have met the objectives stated in the project documents approved and funded by the Council;
2. Identifying projects and pre-projects under implementation and/or awaiting agreement that require discussion by the Committees and Council. Projects requiring further attention by the Committees include those facing technical, administrative, institutional, or external difficulties that prevent or delay implementation of project activities;
3. Highlighting projects which have produced results that may provide valuable lessons for other member countries and bringing them to the attention of the Committees for further discussion and dissemination;
4. Identifying opportunities to streamline the project monitoring and evaluation process and suggesting that these be discussed by the Committees;
5. Producing a report to the Committee on the items mentioned above including potential issues for policy work;
6. Evaluating revised project proposals to determine if they have adequately addressed the recommendations of the Expert Panel for the Technical Appraisal of Project Proposals;

7. Assigning each revised project proposal one of the following categories of decision:
 - a. The Expert Panel for the Technical Appraisal of Pre-Project and Project Proposals did not recommend essential modifications, and a revised document is not required;
 - b. All of the recommendations of the Expert Panel for the Technical Appraisal of Pre-Project and Project Proposals have been adequately addressed;
 - c. Many of the recommendations of the Expert Panel for the Technical Evaluation of Project Proposals have been addressed, however, some recommendations have not been addressed;
 - d. The revised project proposal does not adequately address the recommendations of the Expert Panel for the Technical Evaluation of Project Proposals;
 - e. A revised project proposal has not been submitted to ITTO.
8. The informal working group shall submit a report on the analysis to Committees to assist with their discussions and decisions on projects.

The informal working group shall be made up of six experts: three nominated by producer countries and three nominated by consumer countries. The members of the informal working group shall have expertise in project monitoring and evaluation and technical experience, at least , in one of the areas of the Committees of the Council (Economic Information and Market Intelligence, Reforestation and Forest Management and Forest Industry).

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