



**INTERNATIONAL TROPICAL
TIMBER COUNCIL**

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FORTY-NINTH SESSION
25-30 November 2013
Libreville, Gabon

REPORT OF THE INFORMAL ADVISORY GROUP (IAG)

AT ITS TWENTY-SEVENTH MEETING

**24 November 2013
Libreville, Gabon**

**Twenty-Seventh Meeting of the Informal Advisory Group (IAG)
Libreville, Gabon, 24 November 2013**

Report of the Chairperson

Introduction

1. The Twenty-seventh Meeting of the IAG was convened on Sunday, 24 November 2013 at the Héliconia Suites Hotel at 10:00 a.m., chaired by Mr. José Trinidad Suazo Bulnes (Honduras), Chairperson of the Council. The meeting was attended by Mr. Rob Busink (Netherlands), Vice-chairperson of the Council, Dr. Ruth Caroline Hitahat Turia (Papua New Guinea), Chairperson of the Committee on Forest Industry (CFI), Mr. Björn Merzell (Sweden), Vice-chairperson of the Committee on Forest Industry (CFI), Ms. Ellen Shaw (U.S.A.), Consumer Spokesperson, Mr. Kazuhiko Takahashi (Japan), Representative of the Host Government of the Headquarters, Mr. Akira Yamada (Japan), and Mr. Emmanuel Ze Meka, the Executive Director, together with other senior members of the Secretariat.
2. The IAG considered and adopted the following agenda for discussion:
 - i. Brief background of the IAG:
 - Decision 5(XXVI);
 - Report of the IAG at its Twenty-sixth Meeting, 4 November 2012;
 - General observation by IAG Members;
 - ii. Election of the Producers' Spokesperson and Vice-Chairperson of the Committee on Economics, Statistics and Markets.
 - iii. Final status of the parties to the International Tropical Timber Agreement, 2006.
 - iv. Functions of the Informal Advisory Group.
 - v. Consideration of draft decisions/elements of decisions, if any, submitted pursuant to ITTC Decision 7(XXXIII)
 - Projects, Pre-Projects and Activities [Decision 1(XLIX)];
 - Reassessment of the functions of the Informal Advisory Group -- *submitted by the Secretariat*;
 - Matters related to Article 14 of the ITTA, 2006 -- *submitted by the Secretariat and supported by Switzerland (version also submitted by Japan)*;
 - ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests -- *submitted by the Secretariat*;
 - Procedures to Respond to Additional Funding Opportunities -- *submitted by the Secretariat*;
 - Creation of the Regional ITTO Office for Africa as part of the Restructuring of ITTO Secretariat to increase the Efficiency of the Organization -- *submitted by the Government of Gabon*;
 - Organization of a Regional Forum on Forest Education and Research in commemoration of the 50th anniversary of forestry faculties in Latin America -- *submitted by the Government of Peru*.
 - vi. List of possible decisions for the Forty-ninth Session of the ITTC and report to the Council; and
 - vii. Other matters.
3. In its deliberations, the IAG noted and made reference to Decision 5(XXVI) and the Report of the Informal Advisory Group (IAG) at its Twenty-sixth Meeting held on 4 November 2012 in Yokohama, Japan as contained in document ITTC(XLVIII)/2 dated 5 November 2012. The IAG also recalled the consensus regarding the extension of its mandate and the continuation of its existence and role reached by the Council at its Thirtieth Session.

Election of the Producers' Spokesperson and Vice-Chairperson of the Committee on Economics, Statistics and Markets

4. The IAG duly noted that the position of the Producer Spokesperson has become vacant following the resignation of Mr. Agus Sarsito (Indonesia). The IAG also noted that neither the Chairperson (Mr. Harrison S. Karnwea, Sr. - Liberia) nor the Vice-Chairperson (Mr. Osamu Hashiramoto - Japan) of CEM would attend the Forty-ninth ITTC. The IAG recommended that the Producer Caucus should at the earliest opportunity select a new Producer Spokesperson and that the Consumer Caucus should nominate a new candidate to be elected by the Council as the new Vice-Chairperson of CEM for 2013

(and who would act as Chairperson of the Committee at the current session). Ms. Shaw also noted that she would vacate her position as consumer spokesperson following this IAG meeting since she would commence duties at this session as vice-chairperson of the Committee on Finance and Administration. She urged dialogue between the caucuses on filling these important positions and suggested more informal dialogue between the caucuses to ensure there was an equitable sharing of responsibilities in serving as officers of Council. The IAG urged the consumer caucus to nominate a new consumer spokesperson.

The IAG further discussed the logistics of convening the caucuses without spokespersons. The IAG recommended that the two caucuses meet separately at the first scheduled meeting on Monday, 25 November 2013 in order to discuss these issues, including the possibility of meeting jointly subsequently.

Final Status of the Parties to the International Tropical Timber Agreement, 2006

5. The IAG noted that following the definitive entry into force of ITTA, 2006 on 7 December 2011, a total of sixty-seven (67) countries including the European Union (EU) have become parties to the Agreement, comprising thirty-seven (37) consumer member countries including the EU and thirty (30) producer member countries.
6. The Executive Director reported that Brazil, Colombia and Costa Rica had become members of ITTO since the Forty-eighth ITTC and had been assessed for contributions to the 2013 administrative budget on a pro rata basis as per the ITTA, 2006. The issues of membership and assessed contributions to the administrative budget would be further discussed in the Committee on Finance and Administration (CFA).

Functions of the Informal Advisory Group

7. The IAG noted that its role and continuation were to be discussed as per Decision 5(XXI). The Secretariat pointed out that the current terms of reference for the IAG refer to the ITTA 1994 and there may be a need to update these terms of reference, including the possibility for input to the process of drafting agendas for sessions of Council. The role of the IAG is to guide the work of the Council in regard to its decisions and prioritization of work under the ITTA, including relevant action plans. The IAG recommended that Council approve continuation of the IAG as proposed in draft decision (ii) below.

Consideration of draft decisions/elements of decisions, if any, submitted pursuant to ITTC Decision 7(XXXIII)

8. The IAG considered the draft decisions/elements of decisions submitted pursuant to ITTC Decision 7(XXXIII) as follows:
 - i. Projects, Pre-projects and Activities [Decision 1(XLIX)];
 - ii. Reassessment of the functions of the Informal Advisory Group -- *submitted by the Secretariat*;
 - iii. Matters related to Article 14 of the ITTA, 2006 -- *submitted by the Secretariat and supported by Switzerland*;
 - iv. Matters related to Article 14 of the ITTA, 2006 -- *(submitted by Japan)*;
 - v. ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests -- *submitted by the Secretariat*;
 - vi. Procedures to respond to additional funding opportunities -- *submitted by the Secretariat*;
 - vii. Creation of the regional ITTO Office for Africa as part of the restructuring of ITTO Secretariat to increase the efficiency of the Organization -- *submitted by the Government of Gabon*;
 - viii. Organization of a Regional Forum on Forest Education and Research in commemoration of the 50th anniversary of forestry faculties in Latin America -- *submitted by the Government of Peru*.
9. The IAG noted that draft decision (ii) has been submitted by the Secretariat in order to review and continue the mandate of the IAG from 2014.
10. The IAG noted that draft decision (iii) has been submitted by the Secretariat as an effort to ensure a timely succession to the current Executive Director, whose term expires on 7 November 2015. Draft decision (iv) has been submitted by the government of Japan with the same goal but with more details on qualifications and open to a wider field of candidates (no nationality restrictions). Japan explained that its decision was aimed at ensuring the next Executive Director should have fund-

raising experience regardless of which country they come from. Experience should be from a wide range of relevant fields including but not limited to ITTO's direct work areas. The IAG recommended that the consumer caucus undertake consultations with a goal to arriving at a single decision that could be considered by the Chairman's drafting group.

11. The IAG noted that draft decision (v) has been submitted by the Secretariat to allow for publication, dissemination and to promote adoption of the draft ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests, to be considered by the CRF during this session. The required funding would be from voluntary contributions.
12. The IAG noted that draft decision (vi) has been submitted by the Secretariat to allow for more flexible approaches to fund-raising, including for projects/activities prior to approval by Council.
13. The IAG was informed by the Executive Director that draft decision (vii) was submitted by Gabon without consultation with the Secretariat. The IAG felt that some explanation is required from Gabon including on the background and financial aspects of its proposal, as required under the rules for submitting draft decisions. The attention of the IAG was also drawn to paragraph 5, Article 3 of ITTA, 2006 which stipulates that regional offices of the Organization may be established if the Council so decides by special vote in accordance with Article 12 of the Agreement. Accordingly, the IAG recommended that the delegation of Gabon be requested to provide relevant information and clarification concerning its draft decision (particularly financial aspects) prior to any further consideration of this draft decision. The IAG also recommended that Council consider the need for and desirability of any regional offices.
14. The IAG noted that draft decision (viii) has been submitted by Peru without consultation with the Secretariat. The required funding would be from voluntary contributions.
15. The IAG noted that the deadline for receiving draft decisions for the consideration of the Council is at 22:00 hours on Wednesday, 27 November 2013.

List of possible decisions for the Forty-ninth Session of the ITTC and report to the Council

16. The IAG considered the possible list of decisions to be considered and adopted by the Council at its Forty-ninth Session as follows:
 - i. Projects, Pre-projects and Activities [Decision 1(XLIX)];
 - ii. Reassessment of the functions of the Informal Advisory Group;
 - iii. Matters related to Article 14 of the ITTA, 2006;
 - iv. ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests;
 - v. Procedures to Respond to Additional Funding Opportunities;
 - vi. Organization of a Regional Forum on Forest Education and Research in commemoration of the 50th anniversary of forestry faculties in Latin America.

These draft decisions are included in Annex A to this report. The draft decision on Creation of the Regional ITTO Office for Africa as part of the Restructuring of ITTO Secretariat to increase the Efficiency of the Organization is included in Annex B since further consideration of this decision depends on further input from the government of Gabon.

Other Matters

17. The IAG took note of the proposal from the governments of Republic of Congo and Gabon for support for the Pan-African Forest Certification process (Annex C). It noted that there was no indication of the level or nature of support requested. The Secretariat clarified that there may be links between the PAFC initiative and work underway on criteria and indicators, including under ITTO project PD 124/01 Rev. 4 (M).

The IAG also took note of the request from the government of Bolivia for debt relief from and/or a new repayment plan for its arrears in its assessed contributions from 1986-2011 which total over US\$1.1 million as of November 2013 (Annex D). It also took note of the response of the Secretariat to Bolivia's request indicating that the only existing avenue for relief from their obligations would be contingent on Bolivia acceding to the ITTA, 2006. It noted that no response from Bolivia had yet been received. The IAG recommended that the Secretariat contact the government of Bolivia to request it to propose a repayment plan and to urge it to complete its accession to the ITTA, 2006 so that its

request for debt relief could be considered. The IAG agreed to revisit this matter when/if a response from Bolivia is received and/or when Bolivia completes its accession to the ITTA, 2006. The IAG noted that several other countries were in the same situation as Bolivia (former members with arrears) and recommended that the CFA discuss whether the proposal suggested for Bolivia might also be applied to other countries.

Adjournment

18. The Twenty-seventh meeting of the IAG was adjourned at 12:40 p.m. with a vote of thanks to the Chairperson of the meeting.

ANNEX A
Draft Decisions



**INTERNATIONAL TROPICAL
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DRAFT
DECISION ----(XLIX)

INFORMAL ADVISORY GROUP (IAG)

The International Tropical Timber Council,

Recalling Decision 3(XXII) which established the Informal Advisory Group (IAG) and called for a reassessment of its role and continued existence at the Twenty-sixth Session of the Council;

Recognising the supreme role of the Council to provide effective leadership within the ITTO and to make decisions which direct the work of the Organization;

Welcoming the contribution which the IAG has made in providing advice to Council;

Noting the continuing need for Council to proactively identify and discuss relevant policy issues;

Decides to:

1. Renew the mandate of the IAG up to the xxxxxxx Session of the Council and reassess its role and continued existence at that Session;
2. Continue to apply the Terms of Reference of Decision 3(XXII) as attached to this decision.

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DRAFT BY ITTO
DECISION ---(XLIX)

MATTERS RELATED TO ARTICLE 14 OF THE ITTA, 2006

The International Tropical Timber Council,

Recalling Article 14 of the ITTA, 2006;

Further recalling Decisions 3(XXV) Annex and 4(XXIV) on "Selection procedures for an Executive Director"; including the transitional rules in Annex 2 of Decision 4(XXIV);

Also recalling Decisions 5(XLII) and 2(XLVI) which appointed and renewed the mandate of the current Executive Director with effect from 6 November 2011 to 5 November 2015;

Noting that the position of Executive Director of ITTO will become vacant on 6 November 2015;

Decides to:

1. Request the Executive Director to take action to advertise the position, using the text in the Annex to this Decision, in the ITTO Tropical Forest Update, in the ITTO website, in "The Economist", in "Le Monde" and in "El País" (Madrid), and through national governments. The advertisement shall be placed by 17 January 2014;
2. Establish a Panel composed of four producer members, plus the caucus spokesperson, and four consumer members, plus the caucus spokesperson, to examine the applications and agree on an indicative short list of no more than six names, with at least half of these to be from producer Members, and each candidate must be endorsed by his/her government. Each Member is entitled to endorse only one candidate. The Panel shall meet and finalize its work before 29 August 2014 and shall circulate its report to Members by 5 September 2014. The Panel will elect co-chairs from the producer and consumer Panel Members;
3. Urge Members to inform their candidates to submit their applications by 31 July 2014 by 17:00 hours (Japan time), taking into account that each Member is entitled to endorse only one candidate;
4. Instruct the Panel to consider only applications accompanied by endorsement from the government of the ITTO Member country of which the applicant is a national;
5. Request the producer and consumer caucuses to discuss the indicative short list of candidates prepared by the Panel and to present their conclusions to the Council at its Fiftieth Session;
6. Select the Executive Director at its Fiftieth Session, if not by consensus, by special vote;
7. Authorize the Executive Director to transfer an amount not exceeding US\$ 100,000.00 from the Working Capital Account to the Administrative Account to meet the costs of advertising the position of Executive Director and the work of the Panel.

ANNEX FOR DECISION --- (XLIX)

VACANCY FOR THE POSITION OF THE EXECUTIVE DIRECTOR OF ITTO

The International Tropical Timber Organization (ITTO), a commodity organization headquartered in Yokohama, Japan is in the process of appointing a new Executive Director. The ITTO mission is to facilitate discussion, consultation and international cooperation on issues relating to the international trade and utilization of tropical timber and the sustainable management of its resource base.

The Executive Director is the chief administrative officer of the International Tropical Timber Organization and is responsible to the International Tropical Timber Council for the administration and operation of the International Tropical Timber Agreement, 2006, in accordance with decisions of the Council.

Candidates with the following qualifications may apply:

a. Professional experience

- (i) Managerial experience - a proven track record in managing programs, staff and finances preferably in matters relevant to the work of the ITTO*;
- (ii) International experience - previous governmental work and experience in dealing with international organizations.

b. Background

Advanced degree, preferably in matters relevant to the work of the ITTO.

c. Language

Proven ability in both oral and written communication in one or preferably more of the working languages (English, French and Spanish) of the ITTO.

d. Nationality

Candidates should be nationals of ITTO Member countries and should be endorsed by their respective governments. Only one candidate per country can be endorsed.

**/ Bearing in mind the mission of the Organization, the ability to seek additional financial resources is an advantage, although it is not a pre-requisite for qualification of candidates.*

Salary and Emoluments

Salary is equivalent to that of an Assistant Secretary General (ASG) in the scale of the United Nations, including benefits such as removal expenses, home leave travel every 24 months, children's education grant, rental subsidies, etc.

Any national of an ITTO Member country (see list) may apply. Interested persons must submit their applications for ITTO consideration accompanied by a letter of formal endorsement from the Government of their respective countries. A list of ITTO contact points in member countries can be obtained upon request from the ITTO Secretariat at:

International Tropical Timber Organization (ITTO) International Organizations Center, 5th Floor Pacifico-Yokohama, 1-1-1, Minato-Mirai Nishi-ku, Yokohama, Japan 220-0012

Tel: (+81-45) 223-1110; Fax: (+81-45) 223-1111; E-mail: itto@itto.int

Applicants should seek Government endorsement by 16 July 2014. Government endorsed applications should be received at ITTO headquarters by 31 July 2014.



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DRAFT BY JAPAN
DECISION ---(XLIX)

MATTERS RELATED TO ARTICLE 14 OF THE ITTA, 2006

The International Tropical Timber Council,

Recalling Article 14 of the ITTA, 2006;

Noting that the position of Executive Director of ITTO will become vacant on 6 November 2015;

Decides to:

1. Request the Executive Director to take action to advertise the position, using the text in the Annex to this Decision, in the ITTO Tropical Forest Update, in the ITTO website, and through notification to national governments and international organizations including the United Nations. The advertisement shall be placed by 30 December 2013;
2. Establish a panel, with proper gender balance, composed of two co-chairs (chair and vice-chair of Committee on Finance and Administration(CFA)), three producer members including the caucus spokesperson, and three consumer members including the caucus spokesperson, to examine the applications and agree on an indicative short list of no more than six names. The panel shall meet and finalize its work before 30 June 2014 and shall circulate its report to members by 7 July 2014.
3. Instruct the Executive Director to inform candidates to submit their applications by 30 April 2014 by 17:00 hours (Japan time);
4. Request the CFA to discuss the indicative short list of candidates prepared by the panel and to present their conclusions to the Council at its Fiftieth Session;
5. Select the Executive Director, if possible at its Fiftieth Session, if not by consensus, by special vote;
6. Authorize the Executive Director to transfer an amount not exceeding US\$ 70,000.00 from the Working Capital Account to the Administrative Account to meet the costs of advertising the position of Executive Director and the work of the Panel in the most efficient and cost-effective manner.

ANNEX FOR DECISION --- (XLIX)

VACANCY FOR THE POSITION OF THE EXECUTIVE DIRECTOR OF ITTO

The International Tropical Timber Organization (ITTO), a commodity organization headquartered in Yokohama, Japan is in the process of appointing a new Executive Director. The ITTO mission is to promote the expansion and diversification of international trade in tropical timber from sustainably managed and legally harvested forests and to promote the sustainable management of tropical timber producing forests.

The Executive Director is the chief administrative officer of the International Tropical Timber Organization and is responsible to the International Tropical Timber Council for the administration and operation of the International Tropical Timber Agreement, 2006, in accordance with decisions of the Council.

Candidates with the following qualifications may apply:

1. Competencies

- (i) Professionalism: Demonstrates professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- (ii) Accountability: Operates in compliance with organizational rules and regulations, delivers outputs within prescribed time, cost and quality standards.
- (iii) Communication: Listens to others, correctly interprets messages from others and responds appropriately. Demonstrates openness in sharing information and keeping people informed.
- (iv) Networking: Able to create and maintain a network of external contacts and a coalition with other relevant organizations, in a manner that enables the ITTO to play a leadership role internationally on matters relevant to its mandate.
- (v) Leadership: Is experienced and proactive in developing goals and strategies to accomplish the organization's objectives.
- (vi) Drives for change and improvement: does not accept the status quo. Empowers others to translate vision into results.
- (vii) Managing performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Monitors progress against milestones and deadlines.
- (viii) Integrity and Tolerance: Has a proven track record of promoting a climate of tolerance and diversity in the workplace, ensuring respect for all people regardless of gender, race, nationality, religious affiliation, sexual orientation, disabilities or other differences. Ensures a climate of ethical conduct in all business matters adhering to the values and standards of the organization.

2. Professional experience

- (i) Managerial experience - a proven track record in managing programs, staff and finances, preferably in matters relevant to forestry, trade, environment or other equivalent field;
- (ii) International experience - previous public or private sector work and experience in dealing with international organizations; and
- (iii) Fundraising experience - the ability to seek additional financial resources.

3. Education

Master's or preferably Ph.D degree in environment, economics, business administration, finance, or any other relevant field.

4. Language

Fluency in oral and written English is required.

5. Nationality

Open to nationals of any country (whether or not an ITTO member country).

6. Salary and Emoluments

Salary is equivalent to that of an Assistant Secretary General (ASG) in the scale of the United Nations, including benefits such as removal expenses, home leave travel every 24 months, children's education grant, rental subsidies, etc.

*Salary and emoluments are subject to the decision of the Council and could be adjusted on the basis of the financial situation of the organization.

Applications

Applications should be received at ITTO headquarters by 30 April 2014. Applications may be submitted electronically or by mail or fax and should be sent to:

International Tropical Timber Organization
International Organizations Center, 5th Floor
Pacifico-Yokohama, 1-1-1, Minato-Mirai
Nishi-ku, Yokohama, Japan 220-0012
Tel: (81-45) 223-1110
Fax: (81-45) 223-1111
E-mail: itto@itto.or.jp

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DRAFT **DECISION ---(XLIX)**

ITTO PRINCIPLES AND GUIDELINES FOR THE SUSTAINABLE MANAGEMENT OF NATURAL TROPICAL FORESTS

The International Tropical Timber Council,

Recalling the ITTO Guidelines for the Sustainable Management of Natural Tropical Forests published in 1990 as ITTO's first policy guidance document on the management of natural tropical forests;

Also recalling the ITTO Action Plan 2008-2011 which calls for review, revise and promote the use of the ITTO guidelines, the ITTO Biennial Work Programme for the Years 2010-2011 which makes specific reference to the review and update of the ITTO "Guidelines for the Sustainable Management of Natural Tropical Forests (1990)" by taking into account recent developments in tropical forestry as well as ITTO Biennial Work Programme for the Years 2013-2014 urges to facilitate the final revision of the draft revised ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests for approval at the Forty-ninth Session of the Council;

Further recalling the draft of the revised ITTO Guidelines for the Sustainable Management of Natural Tropical Forests [Document CRF(XLV)/7] and the comments on the draft from Member Countries as well as the report of the draft revised ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests [Document CRF(XLVI)/8a] and the report of validating the Draft Revised ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests [Document CRF(XLVI)/8b];

Welcoming the report of the final draft ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests [Document CRF(XLVII)/6];

Also welcoming the additional comments on the report of the draft revised ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests made during the Forty-seventh Session of the Committee on Reforestation and Forest Management and the Forty-ninth Session of the Council;

Acknowledging the outcomes of the Rio+20 United Nations Conference on Sustainable Development which highlight the social, economic and environmental benefits of forests to people and the contributions of sustainable forest management to the themes and objective of the Conference;

Recognizing the current and potential contributions of sustainable forest management to the conservation of forest biodiversity, climate change mitigation and adaptation, livelihoods of forest-dependant people, and the sustainable supply of timber and non-timber forest products;

Also recognizing the need for ITTO to assist Member Countries to build capacity and help accelerate progress towards sustainable forest management;

Noting that the “ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests” will assist Member Countries in the development of forest policies and best practices of forest management in the tropics;

Decides to:

1. Adopt the ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests contained in Document CRF(XLVII)/6;
2. Request the Executive Director to prepare and publish the ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests, and to distribute the publication widely to Members and other interested parties;
3. Request the Executive Director to undertake the following actions to promote the Principles and Guidelines and their application by Members:
 - a. Publish an information brochure summarizing the Principles and Guidelines (“Guidelines at a Glance”) in the three official languages of ITTO to be widely distributed;
 - b. Hold three regional capacity building training workshops to promote the understanding of the Principles and Guidelines and encourage country-level initiatives, according to the attached Terms of Reference
 - c. Encourage Member Countries to apply the Principles and Guidelines and to submit project proposals to ITTO where appropriate;
4. Commend the Principles and Guidelines as an international reference standard to Members and the international community in general as a major contribution towards the sustainable management of tropical forests;
5. Authorize the Executive Director to seek voluntary contributions from Member Countries to meet the financial requirements of this Decision, not exceeding US\$340,000.00.

Terms of Reference for the Workshop

Three regional capacity building training workshops (one in each tropical region) will be held to facilitate the effective and wider application of the ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests.

The objectives of the workshop are:

- To facilitate consultations and promote a better understanding of the Principles and Guidelines for Sustainable Management of Natural Tropical Forests in particular to revitalize and renew the basics of sustainable forest management especially among professional foresters of producer countries
- To raise awareness among governments, donor agencies, NGOs and international organizations on the benefits of sustainable forest management to the conservation of forest biodiversity, climate change mitigation and adaptation, livelihoods of forest-dependant people, and the sustainable supply of timber and non-timber forest products
- To encourage the effective implementation of the ITTO Principles and Guidelines for the Sustainable Management of Natural Tropical Forests
- To enhance partnerships with relevant agencies engaged in sustainable forest management in the tropics

Participants in the workshop should include representatives from:

- ITTO producing member countries
- Trade Advisory Group and Civil Society Advisory Group
- Local educational and research institutions

Costs of each workshop will be not exceeding US\$80,000 and three workshops will be running under the amount of US\$240,000.

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DRAFT DECISION --(XLIX)

PROCEDURES TO RESPOND TO ADDITIONAL FUNDING OPPORTUNITIES

The International Tropical Timber Council,

Noting that the possible sources of financing for the Special Account and the Bali Partnership Fund may include contributions and resources from other private and public sources in accordance with Articles 20(2) and 21(2), respectively, of the International Tropical Timber Agreement, 2006:

Further Noting the adoption of the ITTO Strategic Action Plan 2013 – 2018 and the ITTO fund mobilization and partnership strategy and Action Plan adopted at the Forty-ninth Session of the ITTC;

Recognizing that the Common Fund for Commodities and a number of other donor entities such as Member governments, including their appropriate agencies, international organizations, non-governmental organizations, and private sector entities, have co-financed approved ITTO projects;

Also Noting that a number of Member government agencies, international organizations, and other donors are supporting activities through their funding mechanisms, which could also be a potential funding source for ITTO projects;

Recognizing the need to give ITTO the opportunity to access such funding mechanisms with a view to expanding the funding sources of the Organization;

Decides to authorize the Executive Director to:

1. Conduct consultations with Member government agencies, international organizations, and other donors regarding any ITTO project or pre-project proposal or any approved ITTO project or pre-project with a view to modifying the proposal, the project or pre-project to comply with their requirements, as necessary;
2. Prepare, for any action under paragraph (1), a revised project document in consultation with the submitting government as applicable and all relevant parties to the project or pre-project;
3. Participate in additional funding mechanisms that donors make available, such as calls for proposals, which would be appropriate for ITTO project work, and complete the necessary implementation and financial arrangements;
4. Notify Members on actions proposed to be taken under paragraphs (1) and (2), and request Members to approve the action subject to a time-bound, electronic no-objection procedure with an approval period of not less than fourteen(14) days; and
5. Report to Members on actions taken under paragraphs (1) and (2), or under paragraph (3) at the first subsequent session of the relevant Committee or the Council.

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ORGANIZATION OF A REGIONAL WORKSHOP ON SFM AND FOREST EDUCATION IN LATIN AMERICA

The International Tropical Timber Council,

Noting the major achievements and contributions made by various forest education and research institutions to global sustainable forest management, which significantly contributes to the consolidation of ITTO's Objective 2000;

Noting further that during the current five-year period, most Latin American universities in ITTO member countries will celebrate 50 years of service to the forest development of their countries and region;

Considering the outstanding involvement of universities in the tropical region of Latin America, for example, in developing guidelines for forest management, conservation of forest ecosystems, biodiversity research, community forest management, CITES, FLEG, forest industries, and timber technology;

Recalling that one of the two overall objectives of the ITTA 2006 is to promote sustainable management of tropical timber producing forests, and that this can only be achieved with the involvement of high-level institutions and professionals;

Recalling further the ITTO Action Plan 2013-2018 whose priorities include to build and develop human resource capacity to implement SFM, and that in this framework, ITTO is essentially an organization that generates and distributes expertise and assistance to its members in order to develop the capacity needed to deal with the complex problems affecting forests;

Recognizing the importance of supporting initiatives to strengthen forest education institutions in Latin America through the organization of regional events that promote SFM, in collaboration with the efforts made by the United Nations Food and Agriculture Organization - FAO;

Welcoming the draft decision submitted by the Peruvian delegation with the support of other delegations at the XLIX ITTC Session and FAO, to organize a regional workshop on the current status and outlook of forest education in Latin America over the next few decades, which will study the contribution made by forest education to SFM, to be held in Lima, Peru, in June 2014 at the Faculty of Forestry, National Agrarian University of La Molina;

Decides:

1. To support the initiative to organize the above event and to make a contribution by allocating a budget of up to US\$ 75,000.00 to this end, including:
 - i. 2 consultant months to prepare documents, program and agenda for the meeting,
 - ii. funding of 25 participants from Latin America and the Caribbean;

2. To request the Executive Director to promote this initiative and to manage the financial contribution of ITTO member countries;
3. To invite ITTO members and relevant organizations to support this activity within the framework of the Action Plan 2013-1018.

ANNEX

TENTATIVE PROGRAM

| Day 1 | |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:30 - 9:00 | Registration |
| 9:00 - 9:30 | Opening |
| | Chancellor of UNALM – Welcoming address |
| | Minister of Agriculture and Irrigation - Statement on the significance of the event |
| | Dean of the Faculty of Forestry - Official Opening |
| Keynote Speeches | |
| 9:30 - 10:30 | Status of forest education in Latin America and the Caribbean (FAO) |
| 10:30 - 11:00 | Coffee Break |
| 11:00 - 12:00 | A study of forest training in Latin America (paper published by the University of Concepción) - Latin American Forest Education Network (RELAFOR) |
| 12:00 - 13:00 | Forest education for sustainable forest management (ITTO) |
| 13:00 - 14:30 | Lunch Break |
| 14:30 - 15:30 | Forest research outlook in academia (IUFRO) |
| 15:30 - 16:30 | Forest knowledge strengthening plan - Advisory Panel on Forest Knowledge, FAO |
| 16:00 - 17:30 | Profile of future foresters - FCF-UNALM |
| Day 2 | |
| Country presentations (introduction to panel topics) | |
| 08:30 - 09:00 | Supply and demand of forest professionals in Peru |
| 09:00 - 09:30 | Emerging fields for forest professional action in Brazil |
| 09:00 - 10:00 | Developing forest professional profiles in Chile |
| 10:00 - 10:30 | Coffee Break |
| i. 10:30 - 11:00 | Emerging fields for forest professional action in Colombia |
| 11:00 - 11:30 | Post-graduate specialized forest education in Honduras |
| 11:30 - 12:00 | Strengthening strategies in forest science schools in Mexico |
| 12:00 - 12:30 | Challenges facing the forest professional and the Millennium Development Goals, Argentina |
| 12:30- 14:30 | Lunch Break |
| Expert panels | |
| 14:30 - 15:30 | Panel 1: The future of foresters in the region - Academic outlook (job supply) |
| | Peru - Dean of the Faculty of Forestry - UNALM |
| | Brazil - Dean of the Faculty of Forestry - UFPR |
| | Mexico - Dean of the Faculty of Forestry – UANL |
| | Debate |
| 15:30 - 16:30 | Panel 2: The future of foresters in the Region - Outlook of job demand |
| | Government sector - Minister of Agriculture and Livestock of Peru |
| | Private sector - Brazilian Association of Cellulose and Paper (BRACELPA) |
| | Non-Government sector - WWF Peru |
| | Debate |
| 16:30 - 17:30 | Panel 3: Basic profile of regional foresters |
| | Development of public policy |
| | Forest management and forest industry |
| | Community and rural forest development |
| | Debate |
| 17:30 -18:00 | Coffee Break |
| 18:30 - 19:00 | Panel 4: Emerging fields for forest professional action |
| | Forests and climate change |
| | Forests, food security and livelihood resilience |
| | Forests and energy (biofuels) |
| | Debate |

| | |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Day 3 | |
| 9:00 - 10:30 | Panel 5: Post-graduate specialized forest education Priority forest topics for master's and PhD degrees Regionally relevant university forest research lines Necessary specializations for university forest teachers Debate |
| 10:30 -11:00 | Coffee Break |
| 11:00 - 12:00 | Panel 6: Academic strengthening and cooperation strategies for forestry faculties Cooperation agreements for joint forest research. Mutual recognition and equivalence for forest student exchange Forestry teacher exchange and agreements for post-doctoral training Debate |
| 12:00-13:00 | Organization of working groups |
| 13:00 - 14:30 | Lunch Break |
| 14:30 - 18:30 | Group 1: Professional forester profile and the new global challenges Group 2: Major professional action fields in the region. Group 3: Strengthening strategies for forest education in the region and draft action plan (intended outcomes, activities, indicators and goals). |
| Day 4 | Working group reports and final plenary |
| 08:30 — 11:00 | Presentation of working group outcomes in plenary |
| 11:00 - 13:00 | Final plenary and closing session |

ANNEX B

**Proposal from the Governments of Gabon on
Creation of the Regional ITTO Office for Africa as part of the
Restructuring of ITTO Secretariat to Increase the Efficiency of the Organization**



**INTERNATIONAL TROPICAL
TIMBER COUNCIL**

Distr.
GENERAL

ITTC(XLIX)/---
30 November 2013

Original: ENGLISH

FORTY-NINTH SESSION
25-30 November 2013
Libreville, Gabon

DRAFT
DECISION ---(XLIX)

**CREATION OF THE REGIONAL ITTO OFFICE FOR AFRICA
AS PART OF THE RESTRUCTURING OF ITTO SECRETARIAT TO
INCREASE THE EFFICIENCY OF THE ORGANIZATION**

The International Tropical Timber Council

Referring to the provisions of Paragraph 5 of Article 3 of ITTA, 2006;

Recalling the recommendations of the Committee on Finance and Administration and the subsequent approval by the Council on the appointment of Regional Officers for Africa and Latin America [Document CFA(X)/8 Rev.2] of November 2001;

Further recalling the report of the consultant, Mr. Kyran Thelen, on the performance of the ITTO Regional Officer System and the findings and recommendations contained therein discussed during the Thirty-eighth Session of ITTC held in Brazzaville, the Congo Republic;

Acknowledging the services provided to Members by the Secretariat through the ITTO Regional Officer for Africa, under the management of the Executive Director, in relation to the project cycle, thematic programmes and the general representation of the Organization;

Reaffirming the need to continue enhancing the efficiency and productivity of the Organization as a whole, and the need to reduce overhead costs as far as possible;

Decides to:

1. Establish a Regional ITTO Office for Africa in accordance with paragraph 5, article 3 of the ITTA, 2006;
2. Approve the agreement to create and establish the Regional ITTO Office in Africa;
3. Authorize the Executive Director to sign the agreement with the Gabonese authorities;
4. Authorize the Executive Director to undertake the negotiations of arrangements required to make the ITTO Regional Office for Africa operational with the Gabonese government.

ANNEX

HEADQUARTERS AGREEMENT

BETWEEN

THE GOVERNMENT OF THE GABONESE REPUBLIC

AND

THE INTERNATIONAL TROPICAL TIMBER ORGANIZATION
(ITTO)

PREAMBLE

The Government of the Gabonese Republic on the one hand ; and

The International Tropical Timber Organization (O.I.B.T), on the other hand ;

Committed as they are to set forth the terms and conditions regulating the establishment of the Headquarters of ITTO Regional Office for Africa in the Gabonese Republic, have agreed upon the following:

ARTICLE 1

Definitions

Section 1

For the purpose of this Agreement, the following terms following terms and expressions shall have the meanings given below

- (a) “Government” means the Government of the Gabonese Republic;
- (b) “ITTO” means the International Tropical Timber Organization;
- (c) “Headquarters” means the premises occupied by the ITTO Regional Office for Africa, as defined under this Agreement;
- (d) “Regional Representative” means the Regional ITTO representative and, in his/her absence, the Deputy-Regional Representative or any other official appointed by him/her to act in his/her behalf;
- (e) “Competent Gabonese authorities” means the national authorities, or any other authorities under the Gabonese Republic which are competent in the context in accordance with the laws and practices in force in the Gabonese Republic;
- (f) “Laws” means the pieces of legislation themselves as well as any regulations or orders issued by the Government or competent authorities;
- (g) “Member” means a member country of the ITTO;
- (h) “Members’ representatives” means all representatives of member countries;
- (i) “Meeting convened by ITTO” means the meetings of the International Tropical Timber Council, any international conferences or meetings convened by ITTO or by any committee or body associated with or subsidiary to the ITTO;
- (j) “ITTO Archives” means the document and correspondence files, manuscripts, photographs, films and audio recording which are the properties of ITTO or in the possession of ITTO whether in electronic format or otherwise;

- (k) “ITTO official” means any member of ITTO Personnel appointed by the Regional Representative or on his/her behalf, regardless of his/her rank or category but not including any worker or labourer hired locally;
- (l) “Assets” means all properties, including funds, incomes and any other capital assets owned by the ITTO, held in its possession or placed under its administration as part of the accomplishment of its missions.

ARTICLE II

Legal Entity Status and Freedom of Assembly

Section 2

The Government recognize the Legal Entity Status of ITTO and its capacity to:

- (a) enter into agreements;
- (b) purchase and assign movable and immovable properties;
- (c) take part in legal actions and court proceedings.

Section 3

The Government recognizes the right of ITTO to convene meetings at its Headquarters or, with the approval of the competent Gabonese authorities, at any point of the territory of the Gabonese Republic. For meetings convened by the ITTO, the Government takes any measures required to ensure that the freedom of discussion and decision remains full and unimpeded, *in compliance with the laws and regulations in force in the Gabonese Republic.*

ARTICLE III

Inviolability of Headquarters

Section 4

4.1 The Government recognizes the inviolability of Headquarters, which is placed under the control and authority of the ITTO in accordance with the provisions of this Agreement.

4.2 No Government official or employee, whether from the Administration of the Judiciary, the Defense Department or Security forces and no other person exercising any official duty on the territory of the Gabonese Republic shall enter the premises of Headquarters to perform any official duty except with the consent of and in accordance with conditions approved by the Regional Representative.

4.3 Subject to the provisions of article IX of this Agreement, the ITTO shall prevent its premises from being used as a refuge by persons who are avoiding arrest or the proper administration of justice under any law of the Gabonese Republic, or by persons who likewise seek to avoid extradition to another country or who seek to flee from the enforcement of a court decision or legal proceedings.

ARTICLE IV

Protection of Headquarters Premises

Section 5

5.1 The competent authorities shall take all effective and adequate measures to ensure the security of Headquarters and to ensure that the tranquility of the Headquarters is not disturbed by the intrusion of persons or groups from outside the premises of the Headquarters without due authorization or by causing disturbances in Headquarters immediate vicinity

5.2 If so requested by the Regional Representative, the competent authorities shall provide adequate police force necessary for the preservation of law and order on premises of the Headquarters or in the immediate vicinity thereof, and for the removal therefrom of any persons in breach of the laws of the Gabonese Republic.

ARTICLE V

Public Utilities

Section 6

The competent Gabonese authorities shall make use of their respective powers to secure, upon the request of the Regional Representative, adequate access to the public utilities required for Headquarters to operate; and these utilities and services shall be provided on the basis of terms and conditions that are no less favourable than those applied to any other intergovernmental organization having its office or headquarters in Gabon. In case of any interruption or threatened interruption of any such utility, the competent Gabonese authorities shall regard the needs of ITTO as equal in importance to those of the essential Government bodies and they shall take steps accordingly to ensure that the activities of ITTO are not prejudiced.

ARTICLE VI

Communication

Section 7

The Court shall enjoy for the purposes of its official communications and correspondence treatment not less favourable than that accorded by the Government to any intergovernmental organization or any other Government, including diplomatic mission in the matter of priorities and rates applicable to mail, cablegrams, telegrams, telephotos, telephone communication and others, as well as press communiqués for information addressed to the press and radio networks.

Section 8

8.1 No censorship shall be applied to the official communications or correspondence from the ITTO nor to any correspondence or other forms of communication addressed the ITTO or to any of its officials. This immunity is extended without limitations to electronic mails, cablegrams, telegrams, telephotos, telephone communications, publications, photographs, films, videograms and audio recording.

8.2 The ITTO may use codes or cipher for its official communications and correspondence. It shall have the right to dispatch and receive correspondence and other materials or communications by courier or in sealed bags, which shall enjoy the same privileges, immunities and facilities as diplomatic couriers and bags.

8.3 No provision of this section shall be interpreted in any way as forbidding any steps appropriate to ensure the security policies in force in the Gabonese Republic.

ARTICLE VII

Assets owned by ITTO and Taxation Policy

Section 9

The ITTO, its properties and assets remain inviolable at all times and wherever they are.

Section 10

The archives of the ITTO and all documents therein may not be searched, seized, confiscated or expropriated and they shall not be the subject of any administrative, judicial or legislative executive order of constraint.

Section 11

ITTO and its assets, incomes and properties are exempted from:

- (a) any income tax, any value-added tax, any duty, excise, toll and any levies. It is however understood that ITTO shall not claim exemption from taxes that only constitute the fair payment of a public utility ;
- (b) any customs duties and import or export prohibitions and restrictions for objects and goods imported or exported by the ITTO for its own official use. It is understood however that any items imported duty free shall not be sold on the territory of the Gabonese Republic, except in accordance with conditions agreed upon by the ITTO and the competent Gabonese authorities ;
- (c) any customs duties and import or export prohibitions and restrictions on publications, photographs, films and other videograms and audio recording.

Section 12

The Government grants quotas on hydrocarbons such as fuel oils and motor fuels and lubricants for official ITTO vehicles, under similar conditions and at the similar rates as those accorded to permanent accredited diplomatic missions in Gabon.

ARTICLE VIII

Financial facilities

Section 13

14.1 Notwithstanding any such measures as may be taken relating to financial control, regulation or moratoria, the ITTO may:

- (a) hold funds, gold or currencies of any kind and hold bank accounts in any currency;
- (b) transfer its funds, gold and currencies from one country to another and to and/or from the territory of the Gabonese Republic and move funds within this territory and change any currency held by it in any other currency, in conformity *with the laws and regulations in force* in the Gabonese Republic.

14.2 In exercising the rights granted to it under this Section, the ITTO shall give due consideration to any suggestions as may be put forward to it by the Government in so far as ITTO deems it can follow such suggestions without prejudicing its own interests.

ARTICLE IX

Transit and permit of stay

Section 14

15.1 The competent Gabonese authorities shall take all measures required to facilitate the entry and stay in, as well as departure from Gabon for individuals included in the groups listed below, regardless of their nationality, who shall perform duties with ITTO, and the Gabonese authorities shall not constrain or impede their transit to or from the Headquarters and they will grant all required protection to these individuals:

- (a) ITTO officers and their families;
- (b) Headquarters officers and their families ;
- (c) Any persons other than ITTO officers who perform missions for the ITTO
- (d) Any guests who shall visit the Headquarters for official activities.

15.2 The Regional Representative shall provide the Government, within a reasonable period of notice, the identity particulars of the persons referred to in this Section.

15.3 Any visas as may be required for the persons referred to in this section shall be issued free of charge and as promptly as possible.

15.4 The activities undertaken by these persons in their official capacity, as provided for in paragraph 18.1 of this Section, shall in no case constitute a motive for impeding their entry into, or compelling their exit from the territory of the Gabonese Republic.

15.5 No person referred to in paragraph 18.1 of this section may be forced to leave the territory of the Gabonese Republic unless he/she has exceeded his/her right of stay through engaging in activities not related to his/her official duties and subject to the following conditions:

- (a) No action shall be taken under the Law to force any one of these persons to leave the Gabonese Republic without the prior agreement of the Ministry of Foreign Affairs of the Gabonese Republic;
- (b) If the person is a Member's Representative, this agreement may only be issued after due consultations with the competent authorities of the Member concerned ;
- (c) If the person belong to any other group referred to in paragraph 18.1 of this Section, this agreement can only be issued after due consultation with the Executive Director of ITTO;
- (d) One representative of the Member concerned, or the Executive Director, as appropriate, has the right to be heard on behalf of the person against whom such proceedings have been instigated ;
- (e) The persons who enjoy diplomatic privileges and immunities shall not be required to leave the territory of the Gabonese Republic otherwise than in pursuance of the usual procedure applicable to diplomatic envoys accredited with the Gabonese Republic;

15.6 The provisions contained in this Section do not dispense from producing upon request reasonable evidences to establish that the persons who claim any rights recognized under this section indeed fall under the respective categories listed in paragraph 18.1. And these provisions do not provide a waiver of the reasonable enforcement of relevant quarantine and public health regulations.

ARTICLE X

ITTO Officials, Experts of the ITTO Mission and Official Guests of the Headquarters

Section 15

ITTO Officials within the territory of and towards the Gabonese Republic shall enjoy privileges, immunities and facilities recognized to diplomatic agents, including the following:

- (a) immunity from personal arrest or detention;
- (b) exemption from inspection of their personal and official baggage;
- (c) immunity from legal process of every kind in respect of words spoken or written and all acts performed by them in the performance of their functions under the present Agreement;
- (d) exemption from taxation on salaries, emoluments and allowances paid to them by the ITTO;

- (e) exemption for ITTO Officials who are not Gabonese nationals of all forms of direct taxation on incomes from external sources;
- (f) exemption for themselves, their spouses and children of any restrictive measures in terms of immigration and any alien resident registration procedures;
- (g) freedom, for Officials who are not Gabonese nationals to hold, within the territory of the Gabonese Republic and in any other places, foreign assets and other movable or immovable properties and, while in the service of the ITTO or when their period of service is completed, to transfer or to move out of the territory of the Gabonese Republic the funds they hold in any currencies, without restriction or limitation, notwithstanding the fact that they may be required, as appropriate, to provide the origin of such funds. In particular, they are entitled to move out of the territory of the Gabonese Republic the same amount of funds they had introduced through authorized means and in the same currencies;
- (h) together with members of their family forming part of their household, the same repatriation facilities in time of international crisis as are accorded to diplomatic agents;
- (i) the right to import free of duties and taxes, their furniture and effects within the six-month period after first taking up their post on the territory of the Gabonese Republic or, for Officials who have not yet completed their probation period, within the six months following the confirmation of their employ with ITTO. The rule applicable to the import, transfer and replacement of automotive vehicles is the same as the one in force for Resident members, of comparable rank, of diplomatic missions accredited to Gabon.
- (j) *A social security cover for ITTO officials who are not Gabonese or who are not permanent residents in Gabon and who will be placed under the same social security scheme as that applicable to similar personnel based at the central ITTO Headquarters in Yokohama, Japan*
- (k) *A social security cover for other members of the personnel who are Gabonese or foreign nationals who are permanent residents in Gabon, provided by the ITTO in pursuance of the Gabonese policy covering these matters and in terms no less favourable than those applicable to similar personnel working in any other intergovernmental organization having its headquarters in Gabon*

Section 16

The names of ITTO officials shall be notified to the Ministry of Foreign Affairs and so shall be, as appropriate, any changes in personnel. Whenever possible, the staff arrival and final departure shall be notified in advance

Section 17

18.1 The Government shall accord diplomatic privileges and immunities to the Regional Representative and high-ranking officials of the headquarters appointed by the Regional Representative. The latter and his/her deputy, acting on his behalf during his/her absence, shall enjoy the status of a head of diplomatic mission.

18.2 For this purpose, the Regional Representative and high-ranking officials of the Headquarters are considered by the Ministry of Foreign Affairs, after consultation with the Regional Representative, as diplomatic corps members and they enjoy all exemptions usually granted to diplomatic staff by the Gabonese Republic under similar conditions.

18.3 In pursuance of relevant diplomatic usages, ITTO officials shall be issued a special identity card certifying their quality of ITTO officials and they shall enjoy all privileges and immunities specified in this Agreement.

Section 18

The persons who are not ITTO officials, who are part of the ITTO mission or who are invited by ITTO to visit the Headquarters for official reasons enjoy the privileges and immunities provided for under Section 20 of this Agreement.

Section 19

20.1 The privileges and immunities pursuant to the provisions of this article shall be granted in the interest of the ITTO and not for the personal benefit of the individuals concerned. The Regional Representative shall lift the immunities enjoyed by an official whenever in his/her opinion, such immunities prevent the due process of the law and/or whenever they may be lifted without harming the interests of the ITTO. *Such rescinding of immunity shall always be formally declared.*

20.2 The ITTO and its officials shall at all times collaborate and cooperate fully with competent Gabonese authorities to facilitate the enforcement of the laws, to secure the observance of police regulations and to prevent the occurrence of any abuse in connection with the privileges, immunities and facilities accorded under this Agreement.

ARTICLE XI

General provisions

Section 20

21.1 The Regional representative shall take all measures required to prevent any abuse of privileges and immunities accorded and for this purpose he/she shall apply to ITTO official and the persons who perform missions and duties for the ITTO, rules and regulations which he/she deems necessary and appropriate.

21.2 If the Government deems a privilege or immunity granted in pursuance of the provisions of this Agreement has been abused, consultations shall take place, on request of the ITTO Regional Representative for Africa and the competent Gabonese authorities so as to assess whether the alleged abused was factual.

ARTICLE XII

Final provisions and settlement of disputes

Section 21

The Government and the ITTO may enter into any additional agreements as the need thereof may arise under the execution of this Agreement.

Section 22

23. 1 This Agreement is to be interpreted in the light of its essential object which is to enable the *Regional Office* to accomplish its duties and to fully and efficiently carry out its mission.

23.2 Any dispute arising out of the interpretation or application of this Agreement or additional arrangements or agreements and/or any issue in connection with the Headquarters or the relations between the ITTO and the Government shall be dealt with through diplomatic negotiation.

ARTICLE XIII

Entry into force, implementation and termination of the Agreement

Section 23

24.1 This Agreement shall enter into force upon completion of all internal procedures required for this purpose from each contracting party.

24.2 This agreement shall be amended, as appropriate, by mutual consent after due consultation between the ITTO and the Government, by request from either party.

24.3 The ITTO shall be entitled to display its flag, emblem and markings at the Headquarters premises and to post them during official events organized by the ITTO.

IN WITNESS WHEREOF, the Government and the ITTO have signed this Agreement in two *original* copies in French language.

Signed in Libreville on

For the Government of
The Gabonese Republic

For the International Tropical
Timber Organization

Emmanuel ISSOZE NGONDET
Ministry of Foreign Affairs,
International Cooperation
And Francophonie, in charge of
Nepad and the Regional Integration

Emmanuel ZE MEKA
Executive Director of ITTO

* * *

ANNEX C

**Proposal from the Governments of Congo and Gabon for
Support for the Pan-African Forest Certification Process**

MINISTRY OF FOREST ECONOMY
AND SUSTAINABLE DEVELOPMENT

THE CONGO REPUBLIC

Brazzaville, 4th September 2013

Dear Mr. Executive Director,

I have the pleasure to convey in attachment the fact sheet on the resumption of the Pan-African Forest Certification Process (PAFC).

In accordance with the road map designed to resume the process, which was agreed at the meeting held in Paris on 9th August 2013, this fact sheet should be submitted to the International Tropical Timber Council to be held between 25th and 30th November 2013 in Libreville, Gabon, as request for your institution support.

Please be assured of my distinguished consideration.

[signed : Minister Henri Djombo]

Fact Sheet on the resumption of the Panafrican Forest Certification process

This fact sheet is submitted for review to the International Tropical Timber Council (ITTC) to be held in Libreville, Gabon in November 2013.

It is submitted by the Republic of Congo and Gabon, two member countries of the African Timber Organization (ATO), to inform the ITTC and to seek its approval and support from the International Tropical Timber Organization (ITTO) to ATO and its member countries; its main purpose is to update ATO/ITTO's PCIs for the sustainable management of African natural forests and the development of national certification systems.

After the United Nations Conference on Environment and Development (UNCED), held in June 1992 in Rio de Janeiro in Brazil, many initiatives have been taken by Governments, international organizations and NGOs. In response to calls for a boycott of the tropical timber trade, there was a development of standards involving principles, criteria and indicators (PCIs) to enable the uniform appraisal of forest management practices. Such was the case of PCIs for the sustainable management of tropical forests, developed by ITTO. Similarly, forest certification programmes have been implemented.

Since 1994, ITTO has developed a comparative analysis of certification schemes, while contributing to the development of relevant countries' capacities.

The 19th African Ministerial Conference held in October 2000 in Brazzaville agreed on the principle to establish an African certification scheme -- the Pan African Forest Certification (PAFC).

With support from the International Centre for Forestry Research (CIFOR), ATO developed the principles, criteria and indicators for the sustainable management of natural forests, with funding from the European Union.

In 2001, ATO's PCIs were harmonized with those of ITTO, through funding received from this organization, giving rise to the ATO-ITTO's PCIs – the generic standard for the sustainable management of Africa's natural forests. The 20th Ministerial Conference of the ATO, which took place in October 2002 in Kinshasa, Democratic Republic of the Congo, approved ATO's PCIs.

A feasibility study on the Pan-African Certification process was conducted by consulting firm Indufor, with the support of the French Ministry of Foreign Affairs. This study was discussed at a workshop held on 5 and 6 December 2002 in Libreville. The workshop reaffirmed the need to set up a pan-African certification scheme, in order to promote sustainable forest management and to respond to market requirements. Developing a regional framework for certification in the first place and then supporting relevant national projects was the option selected. In this context, PAFC is to define the regulations applicable to the development of national certification projects and to grant its approval to them. However, the accreditation of each national scheme is to be granted by independent international organizations.

In addition, a regional workshop on progressive approaches to African certification was held from 24 to 25 March 2003 in Libreville, with the support of ITTO. The approach aimed at establishing a reference standard to be achieved within a given time frame and to assess the progress achieved by the producer.

During the workshop, ITTO Assistant Director for Forest Industries introduced a project proposal prepared by the Organization, amounting to U.S. \$ 634,683, which aimed at building the institutional capacity of ATO and its member countries for the application of PCIs and relevant audit missions. Sixty (60) persons were scheduled to be trained by country and sector.

After training, ITTO supported the establishment of the "National Working Groups", the structures responsible for adapting ATO-ITTO's PCIs to specific country conditions. Thus, PCIs were developed both at national and Forest Management Unit levels (FMUs).

Gabon has set up a national certification scheme -- PAFC-Gabon --, in the form of an association responsible for the development and upholding of the certification scheme standards. This scheme has been endorsed by PEFC. Cameroon is in the process of finalizing the development of PCIs in the context of the establishment of a national certification scheme. Congo has completed the development of its certification standards using PCIs of sustainable natural forest management both at the national and UFA levels. As part of the implementation of a national certification scheme in the Congo Republic, a consultation meeting was held on 9 June 2013 in Geneva, between the Ministry of Forest Economy and Sustainable Development and the Pan-European Forest Certification (PEFC) programme. A roadmap was adopted.

In recent years, ATO has been in hibernation. The Ministerial Conference of the Central African Forest Commission (COMIFAC), based on the findings of an institutional review conducted under the auspices of the Economic Community of Central African States (ECCAS), has mandated Gabon – the country hosting the headquarters of the ATO --, to prepare an ordinary session of this institution.

A consultation on the resumption of the PAFC establishment process was held on August 9, 2013 in Paris under the chairmanship of Henri DJOMBO, Minister of Forest Economy and Sustainable Development of the Republic of Congo. The consultation meeting was attended by ITTO, the International Technical Tropical Timber Association (ATIBT), ECCAS, COMIFAC and PEFC. The meeting agreed upon the principle that the ATO, who supported the implementation of the PAFC project should continue to perform this task, subject to restructuring.

Another recommendation is to update ATO-ITTO's PCIs, which are the standard for PAFC. Since ATO-ITTO's PCIs were adopted, novel forest-related issues have emerged, including (i) the "Forest Law Enforcement, Governance and Trade" process (FLEGT) which many African countries, particularly those Congo Basin countries have joined in signing Voluntary Partnership Agreements (VPAs), (ii) the process of Reducing Emissions from Deforestation and Forest Degradation, including the sustainable management of forests and enhancement of Carbon stocks (REDD +); the Agreement on access to genetic resources and sharing of benefits arising from their use.

An agreement in principle has been given by the Executive Director of ITTO for the implementation of this recommendation.

Similarly, ITTO could provide support to African countries in collaboration with other cooperation mechanisms undertaken by African-timber consumer countries, to enable them to develop or complete their own national certification scheme.

Done in Brazzaville, 31 August 2013

ANNEX D

Request from the Government of Bolivia



Plurinational State of Bolivia
Ministry of Foreign Affairs
Embassy of Bolivia
Japan

N° EBJA - 125/13

| ITTO <small>mail/fax/e-mail/by hand</small> | | | |
|---------------------------------------------|-------|--------|----------|
| Date: 9 Sep 2013 | | | |
| File: Letter - Emb. Bolivia | | | |
| Executive Director | Info. | Action | Per/date |
| | | | |
| Management Services | | ✓ | |
| EIMI | | | |
| Forest Management | | | |
| Forest Industry | | | |
| Communications Unit | | | |

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NOTE VERBAL

The Embassy of the Plurinational State of Bolivia presents its compliments to the International Tropical Timber Organization (ITTO), and has the honor to inform that this Diplomatic Mission received again an official request from the Bolivian government to achieve a debt relief in the delayed contributions or to negotiate a new payment plan of these contributions to the annual administrative budget with the ITTO, that can be fulfilled from 2014.

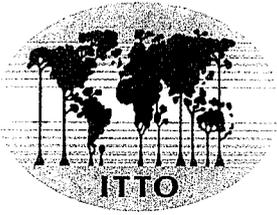
This official request is consequence of the note Ref. No L.13-158 that ITTO sent to this Mission on June 20th 2013, that has been sent together with a copy of the note Ref. L.12-040 dated May 01st 2012, to the Ministry of Foreign Affairs in Bolivia.

The Embassy of the Plurinational State of Bolivia avails itself of this opportunity to renew to the ITTO the assurances of its highest consideration.

Tokyo, September 6th 2013



To
INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)



INTERNATIONAL TROPICAL TIMBER ORGANIZATION

1 November 2013
Ref. L.13-102

Your Excellency,

I am pleased to acknowledge with appreciation receipt of the Note Verbal No. EBJA-125/13 of 6 September 2013 from the Embassy of the Plurinational State of Bolivia.

In response to the official request by the Government of Bolivia for debt relief from obligations/negotiate a new payment plan in respect of its unpaid contributions to the Administrative Budgets of International Tropical Timber Organization (ITTO), I wish to draw your kind attention to Article 30 of the International Tropical Timber Agreement (ITTA) 2006 which states that:

“ 1. Where it is necessary on account of exceptional circumstances or emergency or force majeure not expressly provided for in this Agreement, the Council may, by special vote in accordance with article 12, relieve a member of an obligation under this Agreement if it is satisfied by an explanation from that member regarding the reasons why the obligation cannot be met.

2. The Council, in granting relief to a member under paragraph 1 of this article, shall state explicitly the terms and conditions on which, and the period for which, the member is relieved of such obligation, and the reasons for which the relief is granted. ”

The International Tropical Timber Council (ITTC), the governing body of ITTO, had on 9 November 2002 adopted Decision 7(XXXIII) ‘Measures to Reduce Costs and Improve the Efficiency and Effectiveness of the Organization’ which, *inter alia*, provides for measures regarding arrears to the Administrative Account under Annex 1, Part C as follows:

“ 1. The Executive Director is authorized to write off, on an annual basis, one-fifth of a Member’s arrears of the period 1986-1996 for any Member which has no arrears in its contributions to the Administrative Budget in respect to its obligations related to the year 2002 and beyond; and

2. The Secretariat will not process project and pre-project proposals submitted by Members with cumulative arrears to the Administrative Account beginning from 2002 which are equal to or in excess of three times the Member’s annual assessed contribution in the year proposals are submitted. ”

/...

His Excellency
Mr. Carlos Girona
Charge d’Affaires
Embassy of the Plurinational State of Bolivia
No. 38 Kowa Building, 8th Floor, Room 804
12-24, Nishi-Azabu 4-chome
Minato-ku, TOKYO 106-0031

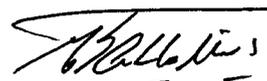
Against the preceding background, I wish to further inform you that the total amount due from the Government of Bolivia since the establishment of ITTO in 1986 as at 1 November 2013 is US\$1,106,980.84 comprising arrears in contributions amounting to US\$1,076,054.00 and interest levied on arrears during the period under ITTA, 1983 from 1986 to 1996 amounting to US\$30,926.84. The statement showing the current status of the contributions of the Government of Bolivia to the Administrative Budgets of ITTO is attached for your kind perusal.

I have to emphasize that the provisions for relief from obligations under Article 30 of ITTA, 2006, and ITTC Decision 7(XXXIII) are exclusively applicable only to member countries of ITTO by virtue of them being parties to the Agreement. While the Government of Bolivia was a member of ITTO under ITTA, 1983 and ITTA, 1994, it has neither signed nor ratified the ITTA, 2006, and is currently, therefore, not a party to the Agreement which entered into force from 7 December 2011. The only remaining option for the Government of Bolivia to become a party to ITTA, 2006 is by way of accession pursuant to Article 37 of the Agreement upon conditions established by the Council. These conditions are: "All States accept all the obligations of ITTA, 2006 and the time limit for deposit of instruments of accession shall be the duration of the ITTA, 2006."

I presume that the request from the Bolivian Government to negotiate a new payment plan for its outstanding contributions to the ITTO Administrative Budgets to be fulfilled beginning from 2014 is an indication of its intention to become a party to ITTA, 2006. The ITTO Secretariat shall bring the request of the Bolivian Government to the attention of the ITTC through the Informal Advisory Group, scheduled to meet at the forthcoming session of the ITTC at Libreville, Gabon in the last week of November 2013. The Secretariat shall communicate the recommendations of the ITTC in due course.

I look forward to the Government of Bolivia rejoining the Organization and contributing to promoting the cause of ITTO.

Yours sincerely,



E. Collins Ahadome
Assistant Director
Division of Operations

Copy: H.E. Maria Esther Udaeta
Ministra de Medio Ambiente y Agua
Ministerio de Desarrollo Rural y de Tierras
Estado Plurinacional de Bolivia
Av. Camacho No. 1471, entre calle Bueno y Loayza
La Paz
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Ing. Beymar R. Villarroel Dominguez
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Viceministerio de Gestión y Desarrollo Forestal
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Bolivia

INTERNATIONAL TROPICAL TIMBER ORGANIZATION
CONTRIBUTION POSITION OF MEMBERS TO THE ADMINISTRATIVE BUDGETS
INCLUDING INTEREST CHARGES LEVIED ON LATE CONTRIBUTIONS
AS STIPULATED IN PARAGRAPH 7, ARTICLE 19, OF ITTA, 1983
(in United States dollars)

MEMBER: **BOLIVIA**

POSITION AS AT: Date: 1 November 2013

| FINANCIAL PERIOD | CONTRIBUTION | | | | INTEREST | | | | TOTAL AMOUNT DUE |
|-----------------------------|-----------------------|---------------------|------------------------------|-----------------------|--------------------|---------------|------------------------------|--------------------|-----------------------|
| | Assessed | Paid | Dec.7(XXXIII) Written-off | Balance | Charged | Paid | Dec.7(XXXIII) Written-off | Balance | |
| ITTA, 1983 | | | | | | | | | |
| Initial Period (1986) | \$5,375.00 | \$5,375.00 | | \$0.00 | \$190.36 | | | \$190.36 | \$190.36 |
| Remainder of 1986 (Nov/Dec) | 4,883.00 | 4,883.00 | | 0.00 | 183.11 | | | 183.11 | 183.11 |
| First Half 1987 | 16,758.00 | 16,758.00 | | 0.00 | 523.69 | | | 523.69 | 523.69 |
| Second Half 1987 | 23,332.00 | 23,332.00 | | 0.00 | 437.48 | | | 437.48 | 437.48 |
| Financial Year 1988 | 41,382.00 | 41,382.00 | | 0.00 | 258.64 | | | 258.64 | 258.64 |
| Financial Year 1989 | 46,734.00 | 46,734.00 | | 0.00 | 4,614.99 | | | 4,614.99 | 4,614.99 |
| Financial Year 1990 | 49,265.00 | 3,726.00 | | 45,539.00 | 9,107.97 | | | 9,107.97 | 54,646.97 |
| Financial Year 1991 | 46,220.00 | | | 46,220.00 | 6,567.09 | | | 6,567.09 | 52,787.09 |
| Financial Year 1992 | 46,263.00 | | | 46,263.00 | 4,028.74 | | | 4,028.74 | 50,291.74 |
| Financial Year 1993 | 47,600.00 | | | 47,600.00 | 2,856.00 | | | 2,856.00 | 50,456.00 |
| Financial Year 1994 | 47,600.00 | | | 47,600.00 | 1,408.17 | | | 1,408.17 | 49,008.17 |
| Financial Year 1995 | 52,884.00 | | | 52,884.00 | 639.02 | | | 639.02 | 53,523.02 |
| Financial Year 1996 | 53,560.00 | 53,560.00 | | 0.00 | 111.58 | | | 111.58 | 111.58 |
| ITTA, 1994 | | | | | | | | | |
| Financial Year 1997 | 65,450.00 | | 0.00 | 65,450.00 | | | | 0.00 | 65,450.00 |
| Financial Year 1998 | 58,200.00 | 58,200.00 | | 0.00 | | | | 0.00 | 0.00 |
| Financial Year 1999 | 59,769.00 | | | 59,769.00 | | | | 0.00 | 59,769.00 |
| Financial Year 2000 | 60,480.00 | 60,480.00 | | 0.00 | | | | 0.00 | 0.00 |
| Financial Year 2001 | 59,540.00 | 59,540.00 | | 0.00 | | | | 0.00 | 0.00 |
| Financial Year 2002 | 52,800.00 | | | 52,800.00 | | | | 0.00 | 52,800.00 |
| Financial Year 2003 | 55,680.00 | | | 55,680.00 | | | | 0.00 | 55,680.00 |
| Financial Year 2004 | 60,674.00 | | | 60,674.00 | | | | | 60,674.00 |
| Financial Year 2005 | 64,460.00 | | | 64,460.00 | | | | | 64,460.00 |
| Financial Year 2006 | 59,532.00 | | | 59,532.00 | | | | | 59,532.00 |
| Financial Year 2007 | 61,083.00 | | | 61,083.00 | | | | | 61,083.00 |
| Financial Year 2008 | 68,950.00 | | | 68,950.00 | | | | | 68,950.00 |
| Financial Year 2009 | 72,100.00 | | | 72,100.00 | | | | | 72,100.00 |
| Financial Year 2010 | 78,875.00 | | | 78,875.00 | | | | | 78,875.00 |
| Financial Year 2011 | 90,575.00 | | | 90,575.00 | | | | | 90,575.00 |
| TOTAL: | \$1,450,024.00 | \$373,970.00 | \$0.00 | \$1,076,054.00 | \$30,926.84 | \$0.00 | \$0.00 | \$30,926.84 | \$1,106,980.84 |



Certified:

R. M. Manohar

R.M. Manohar
Finance/Administrative Officer
Division of Operations, ITTO, Yokohama, Japan

CALCULATION OF INTEREST CHARGES

MEMBER: **BOLIVIA**
 POSITION AS AT: Date: 1 November 2013

| | | |
|-----------------------------|-------------------------------|--------------------------------------------------|
| Initial Period (1986) | \$5,375.00 x 2.50% x 17/12 = | \$0.00 (for 17 months = from 1/6/87 to 31/10/88) |
| Remainder of 1986 (Nov/Dec) | \$4,883.00 x 2.50% x 18/12 = | \$0.00 (for 18 months = from 1/5/87 to 31/10/88) |
| First Half 1987 | \$16,758.00 x 2.50% x 15/12 = | \$0.00 (for 15 months = from 1/8/87 to 31/10/88) |
| Second Half 1987 | \$23,332.00 x 2.50% x 9/12 = | \$0.00 (for 9 months = from 1/2/88 to 31/10/88) |
| Financial Year 1988 | \$41,382.00 x 2.50% x 3/12 = | \$0.00 (for 3 months = from 1/8/88 to 31/10/88) |
| Financial Year 1989 | \$46,734.00 x 3.25% x 12/12 = | \$0.00 (for 12 months = from 1/8/89 to 31/07/90) |
| + | \$46,734.00 x 5.25% x 12/12 = | \$0.00 (for 12 months = from 1/8/90 to 31/07/91) |
| + | \$46,734.00 x 5.50% x 3/12 = | \$0.00 (for 3 months = from 1/8/91 to 31/10/91) |
| Financial year 1990 | \$49,265.00 x 5.25% x 12/12 = | \$0.00 (for 12 months = from 1/8/90 to 31/07/91) |
| + | \$49,265.00 x 5.50% x 3/12 = | \$0.00 (for 3 months = from 1/8/91 to 31/10/91) |
| + | \$45,539.00 x 5.50% x 9/12 = | \$0.00 (for 9 months = from 1/11/91 to 30/07/92) |
| + | \$45,539.00 x 3.25% x 12/12 = | \$0.00 (for 12 months = from 1/8/92 to 31/07/93) |
| + | \$45,539.00 x 2.50% x 12/12 = | \$0.00 (for 12 months = from 1/8/93 to 31/07/94) |
| + | \$45,539.00 x 1.75% x 12/12 = | \$0.00 (for 12 months = from 1/8/94 to 31/07/95) |
| + | \$45,539.00 x 1.00% x 12/12 = | \$0.00 (for 12 months = from 1/8/95 to 31/07/96) |
| + | \$45,539.00 x 0.50% x 5/12 = | \$0.00 (for 5 months = from 1/8/96 to 31/12/96) |
| Financial year 1991 | \$46,220.00 x 5.50% x 12/12 = | \$0.00 (for 12 months = from 1/8/91 to 31/07/92) |
| + | \$46,220.00 x 3.25% x 12/12 = | \$0.00 (for 12 months = from 1/8/92 to 31/07/93) |
| + | \$46,220.00 x 2.50% x 12/12 = | \$0.00 (for 12 months = from 1/8/93 to 31/07/94) |
| + | \$46,220.00 x 1.75% x 12/12 = | \$0.00 (for 12 months = from 1/8/94 to 31/07/95) |
| + | \$46,220.00 x 1.00% x 12/12 = | \$0.00 (for 12 months = from 1/8/95 to 31/07/96) |
| + | \$46,220.00 x 0.50% x 5/12 = | \$0.00 (for 5 months = from 1/8/96 to 31/12/96) |
| Financial year 1992 | \$46,263.00 x 3.25% x 12/12 = | \$0.00 (for 12 months = from 1/8/92 to 31/07/93) |
| + | \$46,263.00 x 2.50% x 12/12 = | \$0.00 (for 12 months = from 1/8/93 to 31/07/94) |
| + | \$46,263.00 x 1.75% x 12/12 = | \$0.00 (for 12 months = from 1/8/94 to 31/07/95) |
| + | \$46,263.00 x 1.00% x 12/12 = | \$0.00 (for 12 months = from 1/8/95 to 31/07/96) |
| + | \$46,263.00 x 0.50% x 5/12 = | \$0.00 (for 5 months = from 1/8/96 to 31/12/96) |
| Financial year 1993 | \$47,600.00 x 2.50% x 12/12 = | \$0.00 (for 12 months = from 1/8/93 to 31/07/94) |
| + | \$47,600.00 x 1.75% x 12/12 = | \$0.00 (for 12 months = from 1/8/94 to 31/07/95) |
| + | \$47,600.00 x 1.00% x 12/12 = | \$0.00 (for 12 months = from 1/8/95 to 31/07/96) |
| + | \$47,600.00 x 0.50% x 9/12 = | \$0.00 (for 5 months = from 1/8/96 to 31/12/96) |
| Financial year 1994 | \$47,600.00 x 1.75% x 12/12 = | \$0.00 (for 12 months = from 1/8/94 to 31/07/95) |
| + | \$47,600.00 x 1.00% x 12/12 = | \$0.00 (for 12 months = from 1/8/95 to 31/07/96) |
| + | \$47,600.00 x 0.50% x 5/12 = | \$0.00 (for 5 months = from 1/8/96 to 31/12/96) |
| Financial year 1995 | \$52,884.00 x 1.00% x 12/12 = | \$0.00 (for 12 months = from 1/8/95 to 31/07/96) |
| + | \$52,884.00 x 0.50% x 5/12 = | \$0.00 (for 5 months = from 1/8/96 to 31/12/96) |
| Financial year 1996 | \$53,560.00 x 0.50% x 5/12 = | \$0.00 (for 5 months = from 1/8/96 to 31/12/96) |

Interest rates (Art.19, para.7): 2.50% for period from 1/5/87 to 31/7/89;
 5.25% for period from 1/8/90 to 31/7/91;
 3.25% for period from 1/8/92 to 31/7/93;
 1.75% for period from 1/8/94 to 31/7/95;
 0.50% for period from 1/8/96 to 31/12/96.

3.25% for period from 1/8/89 to 31/7/90;
 5.50% for period from 1/8/91 to 31/7/92;
 2.50% for period from 1/8/93 to 31/7/93;
 1.00% for period from 1/8/95 to 31/7/96;