

ITTO THEMATIC PROGRAMMES CYCLE CALENDAR, 1st Cycle 2011

ITTO member countries are invited to submit proposals on the following two ITTO Thematic Programmes, viz,

- (i) Thematic Programme on Reducing Deforestation and Forest Degradation and Enhancing Environmental Services in Tropical Forests (REDDES).
- (ii) Thematic Programme on Trade and Market Transparency (TMT)

The respective Thematic Programme Documents (TPDs) are available on the ITTO website. http://www.itto.int/thematic_programme_general/. The sections on Activities in the TPD provide an indicative non-exhaustive list of activities that can be supported by the Programme. Thematic priorities under this cycle are highlighted in the respective 'Call for Proposals', see http://www.itto.int/calls_proposals/id=2595

All proposals are to be prepared adhering to the guidelines provided in the ITTO Manual for Project Formulation (2009) which is supported by ITTO Pro Tool software. The proposal must be consistent with the format recommended in the Manual. All necessary information is provided in the 'Call for Proposals' and available on the ITTO website.

All proposals must be submitted directly by the "Official Contact Point" of an ITTO Member (or provide proof of endorsement). The official ITTO Contact Point must be the person and/or institution designated by the Member country and registered by the Secretariat to handle ITTO matters. Proposals that are not following the above cannot be considered under this opportunity.

If a proposal has already been submitted under earlier calls (TP or ITTO regular cycle) and/or includes recommended revisions by the Thematic Programme Advisory Committee (TPAC) and/or the Secretariat you must highlight all additions/deletions or amendments in the revised version. Such highlighting may take the form of underlining, using **boldtype** or a different color. Highlighted sections must be clearly distinguishable from the original text. Furthermore the proposal ID of the previous submission must be provided.

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25 Feb 2011 (Fri)	1 st Cycle 2011 Call for Proposals posted on the ITTO website
22 April 2011 (Fri)	Deadline for receipt of proposals
25 – 26 Apr 2011	Screening of proposals received for completeness of documentation
27 Apr – 16 May 2011	Pre-Appraisal by the Secretariat. During this period TPAC members will also be informed about their review assignment
18 May 2011(Wed)	Distribution of completed pre-appraisal forms and proposal documents to TPAC members for review
3 June 2011 (Fri)	Deadline for receipt of reviews from TPAC members
6-8 June 2011	Integration of comments
10 June 2011 (Fri)	Pre-selection by the Executive Director – List of pre-selected proposals sent to TPAC members for comments. Pre-selected proposals receive reviewer comments to be addressed and integrated
24 June 2011 (Fri)	Deadline for receipt of revised proposals from proponents and for comments from TPAC members.
27 June - 1 July 2011	Secretariat review of revised (pre-approved) proposals
4 July 2011 (Mon)	Final Decision of the Executive Director and allocation of funds
5 July 2011 (Tue)	Final funding decision is circulated to all submitting Governments and Executing Agencies together with instructions on next steps for project implementation.