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Yokohama, Japan

## DECISION 2(XXXIX)

### ITTO BIENNIAL WORK PROGRAMME FOR THE YEARS 2006-2007

The International Tropical Timber Council,

Recalling Decision 2(XXXI) on the adoption of the ITTO Yokohama Action Plan 2002-2006;

Appreciating the work of the Secretariat in its proposal to Council on the Biennial Work Programme for the years 2006-2007;

Noting that the implementation period of the ITTO Yokohama Action Plan 2002-2006 is extended to 2007;

Noting further that activities listed in paragraph 2 below are derived from the following: (a) ITTO Yokohama Action Plan; (b) the four ITTO Committee Reports to the Thirty-ninth Session of Council; and (c) previous Council decisions;

#### Decides to:

1. Adopt the Biennial Work Programme for the years 2006-2007, as contained in the Annex to this Decision;
2. Request the Executive Director to implement and/or facilitate the implementation of activities approved in the Biennial Work Programme for the years 2006-2007, including the following:

Activity		Estimated costs (US\$)
(i)	Consider and take measures related to Article 16 of the ITTA, 1994 (Executive Director and Staff) and ITTC Decision 3(XXV).	
	Costs for advertising the position of the Executive Director and convening the panel established under the selection procedures for an Executive Director, adopted in Decision 3(XXV).	\$80,000.00
(ii)	Consider and approve provisions for continuing to publish the ITTO quarterly Tropical Forest Update (TFU) and bi-weekly Market Information Service (MIS). [ITTA, 1994, Articles 29 and 30] [ ITTO Yokohama Action Plan, Section 2, Actions d, f, g and i]	
	Two-year extensions of Secretariat-implemented projects PD 13/99 Rev.2 (M,F,I) and PD 16/93 Rev.4 (M).	\$800,000.00 (Year 2006)
		\$800,000.00 (Year 2007)

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| (iii)  | Provide for enhanced collaboration and synergies between ITTO and CITES.<br><i>[ITTC Decisions 3(XVI), 7(XXXIV) and 2(XXXVII)]</i>  |                |
| (a)    | Improve capacity of Members to implement CITES listings of timber species.  | \$2,850,000.00 |
| (b)    | Provide for enhanced cooperation on CITES matters related to tropical timber among governments (including CITES authorities), the private sector, and civil society.  | \$200,000.00   |
| (iv)   | Continue to provide for ITTO's cooperation with the Collaborative Partnership on Forests (CPF) and support for the United Nations Forum on Forests (UNFF).<br><i>[ITTC Decision 7(XXX)]</i><br><i>[ ITTO Yokohama Action Plan, Section 2, Action c]</i>   |                |
| (a)    | Strengthen ITTO's participation in and contribution to the CPF, including continuing to second a senior official to the UNFF Secretariat in the biennium, subject to the continuation of the UNFF Secretariat.  | \$330,000.00   |
| (b)    | Support development of a CPF joint questionnaire on forest management.  | \$40,000.00    |
| (c)    | Support ITTO participation and contribution to the IUFRO-led CPF initiative "Global Forest Information Service (GFIS)".   | \$40,000.00    |
| (v)    | Conduct an evaluation of the implementation of the ITTO Yokohama Action Plan 2002-2006.   |                |
|        | Consultants would review the Action Plan implementation and carry out preparatory work for the Council evaluation.  | \$100,000.00   |
| (vi)   | Formulate and approve the ITTO Action Plan 2008-2013.   |                |
|        | Consultancy work and a working group meeting to prepare a draft of the next ITTO Action Plan for Council consideration.   | \$150,000.00   |
| (vii)  | Make provisions for Secretariat work to enhance public relations, education and outreach activities to best convey the purpose and activities of the Organization and of the fact that sustainable forest management can be an economically, socially and environmentally viable land use.<br><i>[ITTO Yokohama Action Plan, Section 2d]</i>  |                |
|        | On the basis of a communication strategy, obtain professional-level photographs of project sites, edit, publish and disseminate ITTO technical reports, produce and disseminate outreach materials such as brochures, stand-alone summaries of ITTO reports and a report documenting the achievements of ITTO over its first 20 years, upgrade the ITTO website (Japanese Language, ITTC Decisions database, etc.), exhibit ITTO outreach materials at relevant forest-related events, and develop and implement a media plan to ensure that ITTO's messages reach as wide an audience as possible, and facilitate the independent reporting of Council Sessions. | \$250,000.00   |
| (viii) | Further improve dissemination of statistics, studies and information on tropical timber and tropical forests.<br><i>[ITTA, 1994, Article 29(1)]</i>   |                |
|        | Provide support to and cooperate with UNCTAD to expand its web-based Market Information in the Commodities Area (INFO COMM) to include tropical timber.   | \$50,000.00    |

- (ix) Consider advice from and facilitate involvement of the Trade Advisory Group (TAG) and from the Civil Society Advisory Group (CSAG).  
*[ITTC Decisions 9(XXVIII) and 2(XXXII)]*  
*[Yokohama Action Plan, Section 2, Action h]*
- Support for the participation of TAG and CSAG in the Sessions and for organizing panel discussions on issues of relevance to the Organization. \$80,000.00
- (x) Consider, facilitate and monitor progress in the negotiation of a Successor Agreement to the ITTA, 1994.  
*[ITTC Decisions 4(XXXII), 8(XXXIII) and 6(XXXIV)]*
- (a) Funds needed to assist financing participation of developing member countries in and to facilitate the fourth part of the Conference (January 2006). \$280,000.00
- (b) Facilitate the independent reporting of the Conference. \$40,000.00
- (xi) Continue to promote improvement in forest law enforcement.  
*[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 3]*
- Fill key information gaps, including the collection and analysis of forest law enforcement data, make provisions for convening regional and sub-regional workshops, in coordination with regional FLEG processes, to disseminate and promote use of "Best Practices for Improving Law Enforcement in the Forest Sector", developed jointly by ITTO and FAO, and provide for feedback from the workshops. \$200,000.00
- (xii) Promote trade in sustainably produced timber by supporting provision of data and information to assist consumers to procure legally/sustainably produced and legally traded timber.  
*[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 3]*  
*[ITTC Decision 10(XXXIV)]*
- Upon request, assist countries to develop systems to demonstrate the legality of timber exports. \$240,000.00
- (xiii) With the assistance of the Expert Panel for Technical Appraisal of Project Proposals, appraise relevant committee project and pre-project proposals submitted by Member countries.  
*[ITTA, 1994, Article 27(4)]*
- The costs of convening four meetings of the Expert Panel (at \$95,000 for each). \$190,000.00 (Year 2006)
- \$190,000.00 (Year 2007)
- (xiv) Review of the timber market in two significant tropical timber importing countries.  
*[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 5].*
- Provision for further studies. \$200,000.00
- (xv) Study on subsidies affecting tropical timber products.  
*[ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 2]*  
*[ITTC Decisions 4(XXXV) and 1(XXXVII)]*
- Consider the results of the current study and the need for, and modalities of, follow-up activities \$130,000.00

- (xvi) Consider further work on forest law enforcement and illegal trade in timber and timber products.  
*[ITTC Decision 6(XXXI)]*
- Work with the private sector in producer countries to study the feasibility of adopting timber tracking systems, including provision of support for five pilot schemes. \$229,000.00
- (xvii) Enhancement of statistical work and training workshops on statistics.  
*[ITTA, 1994, Articles 29, 30]*  
*[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Actions 1,2,3]*
- Improve statistical databases, maintain access to international forest products trade databases and maintain involvement in the Intersecretariat Working Group on Forest Statistics and Joint Forest Sector Questionnaire Process. The work will include the organization of three statistical training workshops in key countries/regions. \$200,000.00
- (xviii) Monitor progress being made regarding the comparability and equivalence of certification systems.  
*[ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 3]*
- Make provisions for and consider the results of a study on monitoring progress in comparability and acceptance of forest certification systems. \$150,000.00
- (xix) Economic valuation of the forest sector with particular reference to the Amazon basin.  
*[ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 7.7]*
- Workshop to discuss common methodology based on the results of a study on forest accounting. \$50,000.00
- (xx) In cooperation with relevant organizations, monitor the potential implications for the resource base of climate change and related policy developments, and the contribution of the resource base to the mitigation of the effects of climate change.  
*[ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 3]*  
*[ITTC Decision 1(XXXVIII)]*
- The work will also include monitoring progress in the implementation of project PD 359/05 Rev.1 (F) "Building Capacity to Develop and Implement Afforestation and Reforestation Projects under Clean Development Mechanism (AR-CDM) of the Kyoto Protocol in Tropical Forestry Sector", PD54/99 Rev.2 (F) "Alternative Financing Model for Sustainable Forest Management in San Nicolas, Colombia" and PD240/03 Rev.1(F) "Alternative Financing Model for Sustainable Forest Management in San Nicolas – Phase II: Non-Kyoto Rehabilitation Areas (Colombia)."
- (xxi) Continue to monitor progress in the application of criteria and indicators for sustainable forest management  
*[ITTC Decisions 3(XXVI), 5(XXX), 9(XXX) and 4(XXXIV)]*  
*[ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 1]*
- (a) Make provision for an additional 6 national workshops on C&I under Decision 4(XXXIV), incorporating related topics such as auditing, certification, etc. into the workshop curricula. \$200,000.00
- (b) Make provision for strengthening cooperation and collaboration between ITTO and ACTO countries on C&I and related topics, including organizing a regional workshop to consolidate ITTO C&I and \$100,000.00

- the Tarapoto Process. \$150,000.00
- (c) Provide assistance to a maximum of US\$10,000, per interested producer member countries, upon request, in the preparation of baseline and updated national reports on progress of SFM based on ITTO C&I. \$50,000.00
- (d) Provide for enhanced collaboration on harmonization of key terms and definitions among existing global C&I processes and international organizations which, along with ITTO, have taken initiative towards this end.
- (xxii) Promote the implementation of guidelines for the management of secondary tropical forests, the restoration of degraded tropical forests and the rehabilitation of degraded forest land.  
*[ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 3]*  
*[ITTC Decisions 1(XXXV) and 4(XXXV)]*
- Contribute to the Global Partnership on Forest Landscape Restoration and the implementation of the outcomes from the Petropolis Workshop. \$50,000.00
- (xxiii) Review and update the ITTO Guidelines for the Conservation of Biodiversity in Tropical Timber Producing Forests.  
*[ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 1]*  
*[ITTC Decisions 4(XXXV) and 1(XXXVII)]*
- Based on the results of field test of the draft guidelines in four producer countries with a view to identify obstacles to its likely application at both field and policy level, conduct a workshop involving three producers, three consumers, two representatives of NGOs, three relevant international institutions, two private sector representatives, and representatives of the four participating countries to revise the draft Guidelines and provide recommendations for dissemination of the Guidelines among ITTO and IUCN members, members of the CPF and other relevant organizations. Additional cost of dissemination will be quantified. These revised Guidelines and dissemination recommendations will be presented to the Committee for their consideration at the Forty-third Council session in 2007. \$396,000.00
- (xxiv) Promote the exchange of experience at the regional level on the implementation of sustainable forest management through ITTO supported projects.  
*[ITTO Yokohama Action Plan, Section 2, Action i]*
- Make provisions for and consider the results of regional meetings involving executing agencies of ITTO projects related to sustainable forest management, in order to exchange experience and share lessons learned (Budget for three meetings). \$350,300.00
- (xxv) Monitor and assess the social, economic and environmental costs and benefits of sustainable management of natural forests.  
*[ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 6]*
- Cooperate with FAO's Asia-Pacific Forestry Commission, the Regional Community Forestry Training Center (RECOFTC) and other organizations to convene an international conference on managing forests for poverty reduction, capturing opportunities for the benefit of the poor. \$50,000.00
- (xxvi) Assess human resources development and institutional strengthening by conducting national, regional and international training activities and the provision of fellowships.

*[ITTO Yokohama Action Plan, Section 2, Action e]*

Cooperate with FAO's Asia-Pacific Forestry Commission in the development and conducting of a two-week forest policy short course. The course will be designed to use a range of stimulating and challenging educational techniques to upgrade forestry professionals' abilities to evaluate economic, environmental and social aspects of forest policy; to effectively communicate findings and opportunities; to formulate proposals and policy papers; and to oversee policy implementation and evaluation. \$35,000.00

- (xxvii) Support the effective enforcement of forest laws and regulations that ensure sustainable forest management and secure the production base.

*[ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 1]*

Cooperate with CIFOR, the Regional Community Forestry Training Centre (RECOFTC) and FAO's Asia Pacific Forestry Commission in the development and considering an activity that supports SFM in decentralized government bodies. The activity includes the organization of an Asian Regional Workshop organized in the framework of the AFP in Yogyakarta, Indonesia in June 2006. ITTO supports the preparation of background papers and participation from ITTO member countries in the workshop. Follow-up activities will be discussed based on the workshops recommendations and submitted to Council for further consideration. \$50,000.00

- (xxviii) Promote wood-based bioenergy using wood residues and wastes in tropical countries.

*[ITTO Yokohama Action Plan, Section 3.3, Goal 2, Action 4]*

Make provisions for and consider the results of a study and an international conference (to be organized in cooperation with FAO and UNCTAD) on wood-based bioenergy, using wood residues and wastes in tropical countries. \$200,000.00

- (xxix) Continue to promote private investment through facilitating information exchange on investment opportunities.

*[ITTO Yokohama Action Plan, Section 3.3, Goal 1, Action 1]*

*[ITTC Decisions 1(XXXV) and 4(XXXV)]*

In cooperation with UNCTAD and regional development banks, follow-up on the results of the ITTO-sponsored International Forum on Investment Promotion and make provisions for convening three regional seminars to promote investment in sustainable management of natural tropical forests and natural forest-based development. \$450,000.00

- (xxx) Assess opportunities for and promote development of non-timber forest products and forest services which can improve the economic attractiveness of maintaining the forest resource base.

*[ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 5; Section 3.3, Goal 2, Action 5]*

Make provisions to carry out studies and for convening an international conference to promote development of non-timber forest products and services, in cooperation with FAO, INBAR and other organizations as appropriate. \$250,000.00

3. Requests the relevant Technical Committee to further consider the scope of work and develop terms of reference to guide implementation of activity (xx) listed under paragraph 2 above;
4. Authorize the Executive Director to seek voluntary contributions from Member Countries to finance

implementation of the activities listed under paragraph 2 above. If sufficient contributions are not pledged by 31 January 2006, the Executive Director is requested to finance implementation of the activities listed under paragraph 2 above, using:

- (a) the Unearmarked Funds available in the Special Account to finance activities listed under sub-paragraphs 2(iii)(b), 2(iv)(a), 2(iv)(b), 2(iv)(c), 2(v), 2(vi), 2(vii), 2(viii), 2(ix), 2(xi), 2(xii), 2(xiv), 2(xv), 2(xvi), 2(xvii), 2(xviii), 2(xix), 2(xx), 2(xxi)(a), 2(xxi)(b), 2(xxi)(c), 2(xxi)(d), 2(xxii), 2(xxvi), 2(xxvii), 2(xxviii);
  - (b) the Sub-Account B of the Bali Partnership Fund to finance activities listed under sub-paragraphs 2(ii), 2(xxiii), 2(xxiv), 2(xxv), 2(xxix), 2(xxx);
  - (c) the Working Capital Account of the Administrative Account to finance activities listed under sub-paragraphs 2(i), 2(x)(a) and 2(xiii); and
5. Request the Executive Director to report to Council at its Forty-first and Forty-third Sessions on the progress in implementing the Biennial Work Programme for 2006-2007.



## BIENNIAL WORK PROGRAMME FOR 2008-2009

### INTERNATIONAL TROPICAL TIMBER COUNCIL (ITTC)

#### ADMINISTRATIVE ACTIVITIES

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(i) Hold four regular sessions: <ul style="list-style-type: none"> <li>Fortieth Session, in May/June 2006.</li> <li>Forty-first Session, in November 2006 in Yokohama, Japan.</li> <li>Forty-second Session, in May/June 2007. Convening the Forty-second Session of the ITTC in a producer member country, subject to the availability of funds to meet the session's costs.</li> <li>Forty-third Session, in November 2007 in Yokohama, Japan.</li> </ul>	Routine. Regular Sessions' work.
(ii) Review and approve the Organization's administrative budget for the Year 2007, and assess the contributions of each Member; consider and approve the budget proposal for the 2008-2009 biennium. <i>[ITTC Decision 7(XXXIII)]</i>	Routine. Regular Sessions' work.
(iii) Consider the progress in the implementation of the ITTO Biennial Work Programme for 2006-2007.	Routine. Regular Sessions' work.
(iv) Consider the Draft ITTO Biennial Work Programme for 2008-2009 <i>[ITTC Decisions 7(XXV), 2(XXXI) and 9(XXXIV)]</i>	Routine. Regular Sessions' work.
(v) Consider and take measures related to Article 16 (Executive Director and Staff) and ITTC Decision 3(XXV)	Regular Session's work. Costs for advertising the position of the Executive Director and convening the panel established under the selection procedures for an Executive Director, adopted in Decision 3(XXV), are estimated at US\$80,000  Expected funding source: Working Capital Account of the Administrative Account.

## PROJECT ACTIVITIES

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(i) Decide on eligibility of approved actions, projects and pre-projects for funding out of sub-accounts A and B of the Bali Partnership Fund. <i>[ITTA, 1994, Article 21]</i> <i>[ITTC Decisions 6(XXVI) and 9(XXVII)]</i>	Routine. Regular Sessions' work. The Panel established under ITTC Decision 4(XXX) advises the Council on eligibility of actions, pre-projects and projects for funding out of Sub-account B.
(ii) Decide on project work, including financing, taking into account the recommendations made by the Committees on project proposals and on-going and completed approved projects. <i>[ITTA, 1994, Articles 20, 21 and 25]</i>	Routine. Regular Sessions' work.
(iii) Make allocations from unearmarked funds available in the Bali Partnership Fund and/or Special Account to fund implementation of eligible approved actions, projects and pre-projects. <i>[ITTC Decision 9(XXVII)]</i>	Routine. Regular Sessions' work. The Panel established under ITTC Decision 4(XXX) advises Council on Sub-account B funding.
(iv) Consider and approve provisions for continuing to publish the ITTO quarterly Tropical Forest Update (TFU) and bi-weekly Market Information Service (MIS) <i>[ITTA, 1994, Articles 29 and 30]</i> <i>[ITTO Yokohama Action Plan, Section 2, Actions d, f, g and i].</i>	Approve and finance two-year extensions of Secretariat-implemented projects PD 13/99 Rev.2 (M,F,I) and PD 16/93 Rev.4 (M). Estimated cost: US\$1.6 million Expected funding source:
(v) Continue work to improve the ITTO project formulation and appraisal process. <i>[ITTC Decisions 11(XXXIV) and 3(XXXVII)]</i>	Regular Sessions' work.

**STRATEGIC POLICY ACTIVITIES**

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(i) Continue to monitor and promote progress in the application of criteria and indicators for sustainable forest management <i>[ITTC Decisions 3(XXVI), 5(XXX), 9(XXX) and 4(XXXIV)]</i> <i>[ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 1]</i>	Regular Sessions' work, advised by the Committee on Reforestation and Forest Management.
(ii) Continue to review the progress made by: <ul style="list-style-type: none"> <li>Member countries towards achieving the ITTO 2000 Objective; and</li> <li>The ITTO in enhancing the capacity of Member countries to implement a strategy for achieving the ITTO 2000 Objective.</li> </ul> <i>[ITTC Decisions 10(XXVI) and 9(XXX)]</i>	Regular Sessions' work.
(iii) Undertake the annual review and assessment of the international timber situation. <i>[ITTA, 1994, Article 30(a)]</i> <i>[ITTO Yokohama Action Plan, Section 3.1, Action 1]</i>	Routine. Regular Sessions' work.
(iv) Review the adequacy of the resources available in the Bali Partnership Fund and endeavour to obtain additional resources needed by producing Members to achieve the purpose of the Fund. <i>[ITTA, 1994, Article 21(5)]</i>	Routine. Regular Sessions' work.
(v) Provide for enhanced collaboration and synergies between ITTO and CITES <i>[ITTC Decision 3(XVI), 7(XXXIV) and 2(XXXVII)]</i>	<ul style="list-style-type: none"> <li>Arrange consultations on Members' proposals to list internationally traded tropical timber species in the CITES appendices. Routine. Regular Sessions' work.</li> <li>Improve capacity of Members to implement CITES listings of timber species. Estimated cost: US\$2,850,000 Expected funding source: Earmarked contributions of the Special Account</li> <li>Provide for enhanced cooperation on CITES matters related to tropical timber among governments (including CITES authorities), the private sector, and civil society. Estimated cost: US\$200,000 Expected funding source: Unearmarked funds of the Special Account</li> </ul>

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(vi) Continue to provide for ITTO's cooperation with the Collaborative Partnership on Forests (CPF) and support for the United Nations Forum on Forests (UNFF) <i>[ITTC Decision 7(XXX)]</i> <i>[ITTO Yokohama Action Plan, Section 2, Action c]</i>	<ul style="list-style-type: none"> <li>Strengthen ITTO's participation in and contribution to the CPF, including continuing to second a senior official to the UNFF Secretariat in the biennium, subject to the continuation of the UNFF Secretariat. Estimated cost: US\$330,000 Expected funding source: Unearmarked funds of the Special Account</li> <li>Support development of a CPF joint questionnaire on forest management. Estimated cost: US\$40,000 Expected funding source: Unearmarked funds of the Special Account</li> <li>Support ITTO participation and contribution to the IUFRO-led CPF initiative "Global Forest Information Service (GFIS)" Estimated cost: US\$40,000 Expected funding source: Unearmarked funds of the Special Account</li> </ul>
(vii) Consider the reports of the Informal Advisory Group (IAG). <i>[ITTC Decisions 3(XXII) and 5(XXVI)]</i>	Routine. Regular Sessions' work.
(viii) Consider the progress reports on the implementation of the ITTO Fellowship Programme. <i>[ITTC Decision 4(XXVII)]</i>	Routine. Regular Sessions' work.
(ix) Consider recommendations proposed in the reports of the Fellowship Selection Panel. <i>[ITTC Decision 4(XXVII)]</i>	Routine. Regular Sessions' work.
(x) Conduct an evaluation of the implementation of the ITTO Yokohama Action Plan 2002-2006.	<p>Regular Sessions' work. Consultants would review the Action Plan implementation and carry out preparatory work for the Council evaluation.</p> <p>Estimated cost: US\$100,000 Expected funding source: Unearmarked funds of the Special Account</p>

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ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(xi) Formulate and approve the ITTO Action Plan 2008-2013.	<p>Regular Sessions' work. Consultancy work and a working group meeting to prepare a draft of the next ITTO Action Plan for Council consideration may be needed.</p> <p>Estimated cost: US\$150,000 Expected funding source: Unearmarked funds of the Special Account</p>
<p>(xii) Make provisions for Secretariat work to enhance public relations, education and outreach activities to best convey the purpose and activities of the Organization and of the fact that sustainable forest management can be an economically, socially and environmentally viable land use. <i>[ITTO Yokohama Action Plan, Section 2d]</i></p>	<p>On the basis of a communication strategy, obtain professional-level photographs of project sites, edit, publish and disseminate ITTO technical reports, produce and disseminate outreach materials such as brochures, stand-alone summaries of ITTO reports and a report documenting the achievements of ITTO over its first 20 years, upgrade the ITTO website (Japanese language, ITTC Decisions database, etc.), exhibit ITTO outreach materials at relevant forest-related events, and develop and implement a media plan to ensure that ITTO's messages reach as wide an audience as possible, and facilitate the independent reporting of Council sessions.</p> <p>Estimated cost: US\$250,000 Expected funding source: Unearmarked funds of the Special Account</p>
<p>(xiii) Further improve dissemination of statistics, studies and information on tropical timber and tropical forests. <i>[ITTA, 1994, Article 29(1)]</i></p>	<p>Provide support to and cooperate with UNCTAD to expand its web-based Market Information in the Commodities Area (INFO COMM) to include tropical timber.</p> <p>Estimated cost: US\$50,000 Expected funding source: Unearmarked funds of the Special Account</p>
<p>(xiv) Consider results of technical diagnostic and planning missions authorized under Decision 2(XXIX). <i>[ITTC Decision 2(XXIX)]</i> <i>[ITTO Yokohama Action Plan, Section 2, Action a]</i></p>	<p>Regular Sessions' work.</p>
<p>(xv) Consider advice from and facilitate involvement of the Trade Advisory Group (TAG) and from the Civil Society Advisory Group (CSAG). <i>[ITTC Decisions 9(XXVIII) and 2(XXXII)]</i> <i>[Yokohama Action Plan, Section 2, Action h]</i></p>	<p>Regular Sessions' work. Council may wish to provide support for the participation of TAG and CSAG in the Sessions and for organizing panel discussions on issues of relevance to the Organization.</p> <p>Estimated cost: US\$80,000 Expected funding source: Unearmarked funds of the Special Account</p>

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(xvi) Consider, facilitate and monitor progress in the negotiation of a Successor Agreement to the ITTA, 1994. <i>[ITTC Decisions 4(XXXII), 8(XXXIII) and 6(XXXIV)]</i>	Regular Sessions' work. Funds needed to assist financing participation of developing member countries in and to facilitate the fourth part of the Conference (January 2006), including independent reporting of the Conference, are estimated at US\$320,000.  Expected funding source: Working Capital Account of the Administrative Account and earmarked contributions of the Special Account.
(xvii) Consider the results of the following studies and conferences/meetings: <ul style="list-style-type: none"> <li>• The study on the achievement of a synergy between the Action Plan to promote the Further Processing of Tropical Timber in Africa by the Ministerial Conference of the African Timber Organization and the Sub-regional Convergence Plan; and the development of a regional project proposal to enable ITTO to contribute to the promotion of further tropical timber processing in the countries of Central Africa <i>[ITTC Decisions 10(XXXII) and 1(XXXVIII)]</i></li> <li>• International Conference on Forests and Forest Industries Managed by Indigenous and other Local Communities <i>[ITTC Decisions 4(XXXV), 1(XXXVI) and 1(XXXVII)]</i></li> <li>• Expert meeting/conference on transportation of timber <i>[ITTC Decisions 6(XXXI) and 1(XXXVI)]</i></li> </ul>	Regular Sessions' work.
(xviii) Review the results of Civil Society/Private Sector partnerships and consider additional work if necessary. <i>[ITTC Decision 5(XXXIII)]</i>	Regular Sessions' work.
(xix) Consider further work to promote development and implementation of phased approaches to certification in the tropics. <i>[ITTC Decision 10(XXXIV)]</i>	Regular Sessions' work.
(xx) Consider further work on forest law enforcement and illegal trade in timber and timber products. <i>[ITTC Decision 6(XXXI)]</i>	Continue consideration of results of forest law enforcement case studies approved under Decision 6(XXXI).

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(xxi) Continue to promote improvement in forest law enforcement. <i>[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 3]</i>	Fill key information gaps, including the collection and analysis of forest law enforcement data, make provisions for convening regional and sub-regional workshops, in coordination with regional FLEG processes, to disseminate and promote use of “Best Practices for Improving Law Enforcement in the Forest Sector”, developed jointly by ITTO and FAO, and provide for feedback from the workshops.  Estimated cost: US\$200,000 Expected funding source: Unearmarked funds of the Special Account
(xxii) Promote trade in sustainably produced timber by supporting provision of data and information to assist consumers to procure legally/sustainably produced and legally traded timber. <i>[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 3]</i> <i>[ITTC Decision 10(XXXIV)]</i>	Upon request, assist countries to develop systems to demonstrate the legality of timber exports.  Estimated cost: US\$240,000 Expected funding source: Unearmarked funds of the Special Account

## ALL THREE TECHNICAL COMMITTEES

### PROJECT ACTIVITIES

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(i) With the assistance of the Expert Panel for Technical Appraisal of Project Proposals, appraise relevant committee project and pre-project proposals submitted by Member countries. <i>[ITTA, 1994, Article 27(4)]</i>	Routine. Regular Sessions’ work. The costs of convening four meetings of the Expert Panel are estimated at US\$380,000. Expected funding source: Working Capital Account of the Administrative Account
(ii) With assistance of the ITTO Secretariat and independent consultants (as necessary), ensure effective monitoring and evaluation of approved projects in the relevant Committees. <i>[ITTA, 1994, Article 27(4)]</i>	Routine. Regular Sessions’ work.
(iii) Review the results of relevant project work and make recommendations to Council on ITTO’s Work Programme.	Routine. Regular Sessions’ work.

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
<i>[ITTA, 1994, Article 27(4)]</i>	
(iv) Select projects for ex-post evaluation following procedures outlined in ITTC Decision 3(XXVIII). <i>[Yokohama Action Plan, Section 1.6 and ITTC Decision 3(XXVIII)]</i>	Routine. Regular Sessions' work.
(v) Provide guidance to Member countries for the formulation of relevant project proposals which meet the priorities set in the ITTO Yokohama Action Plan. <i>[Yokohama Action Plan, Section 1.6]</i>	Routine. Regular Sessions' work.
(vi) Consider and, if appropriate, take action to disseminate information on projects findings and results. <i>[ITTA, 1994, Article 27(4), ITTO Yokohama Action Plan, Section 2, Actions d and e]</i>	Routine. Regular Sessions' work.
(vii) Review the results of work related to improvement of project development, appraisal and implementation, and make recommendations to Council as appropriate. <i>[ITTC Decision 3(XXXVII)]</i>	Regular Sessions' work. The Committees will consider the results of work on project development, appraisal and implementation approved in ITTC Decision 3(XXXVII).

## STRATEGIC POLICY ACTIVITIES

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
Review the results of policy work in the relevant Committees and make recommendations to Council on ITTO's Work Programme. <i>[ITTA, 1994, Article 27(4), ITTO Yokohama Action Plan, Section 1.6]</i>	Routine. Regular Sessions' work.



**COMMITTEE ON FINANCE AND ADMINISTRATION****ADMINISTRATIVE AND FINANCE ACTIVITIES**

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(i) Review the independent audited statement for the 2005 and 2006 financial years. <i>[ITTA, 1994, Article 27(6)]</i>	Routine. Regular Sessions' work.
(ii) Make recommendations to Council on the appointment of auditors for a three-year term for the purpose of auditing the accounts of the Organization for the 2007, 2008 and 2009 financial years. <i>[ITTA, 1994, Article 27(6)]</i>	Routine. Regular Sessions' work.
(iii) Review and make recommendations to Council, as necessary, regarding the Organization's administrative budget for the year 2007 of the approved biennial administrative budget for the years 2006-2007. <i>[ITTA, 1994, Article 27(6)]</i>	Routine. Regular Sessions' work.
(iv) Examine and make recommendations to Council, regarding the approval of the Organization's biennial administrative budget proposals for the financial years 2008-2009. <i>[ITTA, 1994, Article 27(6)]</i>	Routine. Regular Sessions' work.
(v) Review the assets of the Organization to ensure prudent asset management and that the Organization has sufficient reserves to carry out its work. <i>[ITTA, 1994, Article 27(6)]</i>	Routine. Regular Sessions' work.
(vi) Examine and make recommendations to Council, on the budgetary implications of the Organization's work programme, and the actions that might be taken to secure the resources needed to implement it. <i>[ITTA, 1994, Article 27(6)]</i>	Routine. Regular Sessions' work.

## COMMITTEE ON ECONOMIC INFORMATION AND MARKET INTELLIGENCE

### STRATEGIC POLICY ACTIVITIES

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(i) Market study on tropical plantation timber. <i>[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 3]</i> <i>ITTC Decisions 1(XXXV) and 4(XXXV)]</i>	Regular Sessions' work. The Committee will consider the study report in 2006.
(ii) Assist the Trade Advisory Group (TAG) in organizing and holding the ITTO Annual Market Discussion 2006 on the world tropical timber trade during the Fortieth Session of the ITTC in May/June 2006. <i>[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 4]</i>	Regular Sessions' work. The theme for the 2006 Market Discussion will be determined during the Thirty-seventh Session of the Committee (7-12 November 2005).
(iii) Assist the Trade Advisory Group (T-A-G) in organizing and holding the ITTO Annual Market Discussion 2007 on the world tropical timber trade during the Forty-second Session of the ITTC (May/June 2007). <i>[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 4]</i>	Regular Sessions' work. The theme for the 2007 Market Discussion will be determined during the Thirty-ninth Session of the Committee (November 2006).
(iv) Review of the timber market in two significant tropical timber importing countries. <i>[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 5].</i>	Regular Sessions' work. Provisions for the studies may be proposed by the Committee.  Estimated cost: US\$200,000 Expected funding source: Unearmarked funds of the Special Account
(v) Study on subsidies affecting tropical timber products. <i>[ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 2]</i> <i>[ITTC Decisions 4(XXXV) and 1(XXXVII)]</i>	The Committee will consider the results of the current study and the need for, and modalities of, follow-up activities.  Estimated cost: US\$130,000 Expected funding source: Unearmarked funds of the Special Account
(vi) Consider further work on forest law enforcement and illegal trade in timber and timber products <i>[ITTC Decision 6(XXXI)]</i>	<ul style="list-style-type: none"> <li>Consider the results of the study on Auditing of Existing Tracking Systems in Tropical Forest Industries.</li> <li>Work with the private sector in producer countries to study the feasibility of adopting timber tracking systems, including provision of support for five pilot schemes.</li> </ul> Estimated cost: US\$229,000 Expected funding source: Unearmarked funds and Earmarked contributions of the Special Account
(vii) Enhancement of statistical work and training workshops on statistics.	The Committee will make provisions for and consider the results of

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ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
<p><i>[ITTA, 1994, Articles 29, 30]</i>  <i>[ITTO Yokohama Action Plan, Section 3.1, Goal 1, Actions 1,2,3]</i></p>	<p>activities to improve statistical databases, maintain access to international forest products trade databases and to maintain involvement in the Intersecretariat Working Group on Forest Statistics and Joint Forest Sector Questionnaire Process. The work will include the organization of three statistical training workshops in key countries/regions.</p> <p>Estimated cost: US\$200,000  Expected funding source: Unearmarked funds of the Special Account</p>
<p>(viii) Monitor progress being made regarding the comparability and equivalence of certification systems.  <i>[ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 3]</i></p>	<p>Make provisions for and consider the results of a study on monitoring progress in comparability and acceptance of forest certification systems.</p> <p>Estimated cost: US\$150,000  Expected funding source: Unearmarked funds of the Special Account</p>
<p>(ix) Economic valuation of the forest sector with particular reference to the Amazon basin.  <i>[ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 7.7]</i></p>	<p>The Committee will consider results of a study on forest accounting in a workshop to discuss common methodology.</p> <p>Estimated cost: US\$50,000  Expected funding source: Unearmarked funds of the Special Account</p>

## COMMITTEE ON REFORESTATION AND FOREST MANAGEMENT

### STRATEGIC POLICY ACTIVITIES

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
<p>(i) In cooperation with relevant organizations, monitor the potential implications for the resource base of climate change and related policy developments, and the contribution of the resource base to the mitigation of the effects of climate change. [ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 3] [ITTC Decision 1(XXXVIII)]</p>	<p>Regular Sessions' work. The work will also include monitoring progress in the implementation of project PD 359/05 Rev.1 (F) "Building Capacity to Develop and Implement Afforestation and Reforestation Projects under Clean Development Mechanism (AR-CDM) of the Kyoto Protocol in Tropical Forestry Sector", PD 54/99 Rev.2 (F) "Alternative Financing Model for Sustainable Forest Management in San Nicolas, Colombia" and PD 240/03 Rev.1(F) "Alternative Financing Model for Sustainable Forest Management in San Nicolas – Phase II: Non-Kyoto Rehabilitation Areas (Colombia).</p>
<p>(ii) Promote the conservation, rehabilitation and sustainable management of mangroves, in collaboration with relevant organizations. [ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 4] [ITTC Decisions 4(XXXIII), 1(XXXV) and 4(XXXV)]</p>	<p>Regular Sessions' work, which will include:</p> <ul style="list-style-type: none"> <li>• Receiving and contributing to disseminate the updated World Mangrove Atlas [PD 276/04 Rev.2 (F)];</li> <li>• Review of progress in the implementation of ITTO's Mangrove Work Programme 2002-2006; incorporating the experiences and lessons learned from completed and on-going ITTO mangrove projects and the ex-post evaluation on these projects.</li> <li>• Consider the results of the assessment of new methodologies and guidelines for assessing qualitative and quantitative aspects of mangroves and criteria and indicators for the sustainable management of mangrove ecosystems, and make recommendations on further work, if needed.</li> </ul>
<p>(iii) Continue to monitor progress in the application of criteria and indicators for sustainable forest management [ITTC Decisions 3(XXVI), 5(XXX), 9(XXX) and 4(XXXIV)] [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 1]</p>	<p>Regular Sessions' work, which includes monitoring the implementation of Decision 4(XXXIV) under which 18 national workshops to promote application of C&amp; I have already been implemented, with several more planned for 2006-2007.</p> <ul style="list-style-type: none"> <li>• Make provision for an additional 6 national workshops on C&amp;I under Decision 4(XXXIV), incorporating related topics such as auditing, certification, etc. into the workshop curricula.</li> </ul> <p>Estimated cost: \$200,000 Expected funding source: Unearmarked funds and earmarked</p>

## ACTIVITY

## IMPLEMENTATION APPROACH AND COST IMPLICATIONS

	contributions of the Special Account
	<ul style="list-style-type: none"> <li>• Make provision for strengthening cooperation and collaboration between ITTO and ACTO countries on C&amp;I and related topics, including organizing a regional workshop to consolidate ITTO C&amp;I and the Tarapoto Process. Estimated cost: \$100,000 Expected funding source: Unearmarked funds of the Special Account</li> <li>• Provide assistance to a maximum of US\$10,000, per interested producer member countries, upon request, in the preparation of baseline and updated national reports on progress of SFM based on ITTO C&amp;I. Estimated cost: US\$ 150,000 Expected funding source: Unearmarked funds of the Special Account</li> <li>• Provide for enhanced collaboration on harmonization of key terms and definitions among existing global C&amp;I processes and international organizations which, along with ITTO, have taken initiative towards this end. Estimated cost: \$50,000 Expected funding source: Unearmarked funds of the Special Account</li> </ul>
(iv)	<p>Promote the implementation of guidelines for the management of secondary tropical forests, the restoration of degraded tropical forests and the rehabilitation of degraded forest land. [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 3] [ITTC Decisions 1(XXXV) and 4(XXXV)]</p> <p>Regular Sessions' work, including continuation of monitoring the implementation of ten national training workshops, approved under Decisions 1(XXXV) and 4(XXXV), to promote use of the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Tropical Forests.</p> <p>Furthermore, contribute to the Global Partnership on Forest Landscape Restoration and the implementation of the outcomes from the Petropolis Workshop. Estimated cost: US\$ 50,000 Expected funding source: Unearmarked funds of the Special Account</p>
(v)	<p>Monitor and assess the environmental, social and economic costs and benefits of</p> <p>Regular Sessions' work, which will include consideration of the results of / . . .</p>

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
forest plantation development and utilize that information to promote new plantations. <i>[ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 5]</i> <i>[ITTC Decisions 4(XXXV) and 1(XXXVI)]</i>	the implementation of the on-going "Study on Encouraging Private Sector Investment in Industrial Forest Plantations in the Tropics".
(vi) Contribute appropriately to national and international efforts in the area of prevention and management of fire in relation to tropical timber-producing forests. <i>[ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 7]</i> <i>[ITTC Decision 6(XXXIII)]</i>	Regular Sessions' work, which includes monitoring the implementation of Decision 6(XXXIII) on prevention and management of forest fires. Results of assistance being provided to Peru will be available to the Committee in 2006.
(vii) Review and update the ITTO Guidelines for the Conservation of Biodiversity in Tropical Timber Producing Forests. <i>[ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 1]</i> <i>[ITTC Decisions 4(XXXV) and 1(XXXVII)]</i>	The Committee agreed to field test the draft guidelines in four producer countries to identify obstacles to its likely application at both field and policy level. Based on these results, a workshop involving three producers, three consumers, two representatives of NGOs, three relevant international institutions, two private sector representatives, and representatives of the 4 participating countries will revise the draft Guidelines and provide recommendations for dissemination of the Guidelines among ITTO and IUCN members, members of the CPF and other relevant organizations. Additional cost of dissemination will be quantified. These revised Guidelines and dissemination recommendations will be presented to the Committee for their consideration at the Forty-third Council session in 2007.  Estimated cost: US\$ 396,000 Expected funding source: Sub-account B of the Bali Partnership Fund
(viii) Promote the exchange of experience at the regional level on the implementation of sustainable forest management through ITTO supported projects. <i>[ITTO Yokohama Action Plan, Section 2, Action i]</i>	Make provisions for and consider the results of regional meetings involving executing agencies of ITTO projects related to sustainable forest management, in order to exchange experience and share lessons learned.  Estimated cost: US\$ 350,300 for three meetings Expected funding source: Sub-account B of the Bali Partnership Fund
(ix) Monitor and assess the social, economic and environmental costs and benefits of sustainable management of natural forests. <i>[ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 6]</i>	Cooperate with FAO's Asia-Pacific Forestry Commission, the Regional Community Forestry Training Center (RECOFTC) and other organizations to convene an international conference on managing forests for poverty reduction, capturing opportunities for the benefit of the poor.  Estimated cost: US\$50,000 Expected funding source: Sub-account B of the Bali Partnership Fund

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
<p>(x) Assess human resources development and institutional strengthening by conducting national, regional and international training activities and the provision of fellowships. <i>[ITTO Yokohama Action Plan, Section 2, Action e]</i></p>	<p>Cooperate with FAO's Asia-Pacific Forestry Commission in the development and conducting of a two-week forest policy short course. The course will be designed to use a range of stimulating and challenging educational techniques to upgrade forestry professionals' abilities to evaluate economic, environmental and social aspects of forest policy; to effectively communicate findings and opportunities; to formulate proposals and policy papers; and to oversee policy implementation and evaluation.</p> <p>Estimated cost: US\$35,000 Expected funding source: Unearmarked funds of the Special Account</p>
<p>(xi) Support the effective enforcement of forest laws and regulations that ensure sustainable forest management and secure the production base. <i>[ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 1]</i></p>	<p>Cooperate with CIFOR, the Regional Community Forestry Training Centre (RECOFTC) and FAO's Asia Pacific Forestry Commission in the development and considering an activity that supports SFM in decentralized government bodies. The activity includes the organization of an Asian Regional Workshop organized in the framework of the AFP in Yogyakarta, Indonesia in June 2006. ITTO supports the preparation of background papers and participation from ITTO member countries in the workshop. Follow-up activities will be discussed based on the workshops recommendations and submitted to Council for further consideration.</p> <p>Estimated cost: US\$50,000 Expected funding source: Unearmarked funds of the Special Account</p>

## COMMITTEE ON FOREST INDUSTRY

### STRATEGIC POLICY ACTIVITIES

ACTIVITY	IMPLEMENTATION APPROACH AND COST IMPLICATIONS
(i) Promote the establishment of efficient and socially sound community-based forest industries. <i>[ITTO Yokohama Action Plan, Section 3.3, Goal 2, Action 8]</i> <i>[ITTC Decisions 4(XXXV) and 1(XXXVI)]</i>	The Committee will consider the results of a study that is reviewing experiences of successful community forest-based industries.
(ii) Study and promote policies and other measures to increase the competitiveness of the tropical plywood industry. <i>[ITTO Yokohama Action Plan, Section 3.3, Goal 1, Action 2]</i> <i>[ITTC Decisions 4(XXXV) and 1(XXXVI)]</i>	Regular Sessions' work. The Committee will continue to study policies and measures to promote tropical plywood industry, taking into account the outcome of the ITTO/FAO international conference on tropical plywood held in Beijing, China, on 26-28 September 2005.
(iii) Promote wood-based bioenergy using wood residues and wastes in tropical countries. <i>[ITTO Yokohama Action Plan, Section 3.3, Goal 2, Action 4]</i>	Make provisions for and consider the results of a study and an international conference (to be organized in cooperation with FAO and UNCTAD) on wood-based bioenergy, using wood residues and wastes in tropical countries.  Estimated cost: US\$200,000 Expected funding source: Unearmarked funds of the Special Account
(iv) Continue to promote private investment through facilitating information exchange on investment opportunities. <i>[ITTO Yokohama Action Plan, Section 3.3, Goal 1, Action 1]</i> <i>[ITTC Decisions 1(XXXV) and 4(XXXV)]</i>	In cooperation with UNCTAD and regional development banks, follow-up on the results of the ITTO-sponsored International Forum on Investment Promotion and make provisions for convening three regional seminars to promote investment in sustainable management of natural tropical forests and natural forest-based development.  Estimated cost: US\$450,000 Expected funding source: Sub-account B of the Bali Partnership Fund
(v) Assess opportunities for and promote development of non-timber forest products and forest services which can improve the economic attractiveness of maintaining the forest resource base. <i>[ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 5; Section 3.3, Goal 2, Action 5]</i>	Make provisions to carry out studies and for convening an international conference to promote development of non-timber forest products and services, in cooperation with FAO, INBAR and other organizations as appropriate.  Estimated cost: US\$250,000 Expected funding source: Sub-account B of the Bali Partnership Fund



## SECRETARIAT

The Secretariat, through the Executive Director, is responsible for the day-to-day running and administration of the Organization and for preparation for meetings. The work of the Secretariat is funded by the Administrative Account (75%), through the resources of the Programme Support Fund (13%), and through projects funded under the Special Account/Bali Partnership Fund (12%). The proposed work for the Secretariat in 2006-2007 is as follows:

### ACTIVITY

#### SUPPORT TO COUNCIL AND COMMITTEE SESSIONS

1. Preparation for Sessions of Council and Committees, including the drafting and arrangements for translation and distribution of necessary documents.
2. Service Council and Committees during four Sessions scheduled in 2006-2007 (ITTC 40-43).
3. Prepare draft 2005 and 2006 Annual Reports of the Organization.
4. Develop a Draft ITTO Biennial Work Programme for 2008-2009.
5. Prepare a proposal for the administrative budget for the Biennium 2008-2009.

#### PROJECT SUPPORT

6. Organize and provide assistance to four meetings of the Expert Panel for Technical Appraisal of Project Proposals in 2006-2007.
7. Carry out project monitoring and evaluation work needed to assist the ITTO Committees' task of ensuring appropriate monitoring/evaluation of ITTO financed pre-projects and projects (199 operational pre-projects and projects as of August 2005).
8. Engage and oversee work of consultants on improvement of project design, appraisal and implementation.
9. Implement (or as appropriate arrange for implementation of), pre-projects, projects and activities placed under the Secretariat's responsibility by Council, including:
  - a. ITTO Fellowship Programme  
(Freezailah Fellowship Fund)
  - b. Project PD 73/89 (M,F,I)  
Assistance for Project Identification and Formulation
  - c. Project PD 13/99 Rev.2 (M,F,I)  
ITTO Information Network and Project Support
  - d. Project PD 16/93 Rev.4 (M) Phase IV  
Market Information Service for Tropical Timber and Timber Products
  - e. Project PD 58/97 Rev.1 (I)  
The Establishment of the Database of Tropical Industrial Lesser-Used Wood Species
  - f. Project PD 25/95 Rev.1 (M)  
Training Workshops on Tropical Forestry and Timber Trade Statistics
  - g. Pre-Project PPD 14/00 (M)  
Strengthening the Market Discussion
  - h. PD 359/05 Rev.1 (F)  
Building Capacity to Develop and Implement Afforestation and Reforestation Projects under Clean Development Mechanism (AR-CDM) of the Kyoto Protocol in Tropical Forestry Sector"

## ACTIVITY

### ACTIVITY SUPPORT

10. Organize and assist the work of panels and working groups decided by Council on an ad hoc basis.
11. Continue to arrange training workshops on criteria and indicators in producer countries.
12. Continue to arrange national-level workshops to promote the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Tropical Forests.
13. Assist reviewing, assessing and promoting experiences in civil society/private sector forest management partnerships.
14. Engage consultants to assist Producer Members to evaluate their work related to forest fire and make recommendations and proposals to enhance forest fire prevention and management programmes.
15. Assist mahogany and ramin exporting members to implement the species CITES listing in Appendix II.
16. Take action as appropriate to organize and convene an expert meeting/conference on transportation of timber.
17. Take action to organize and International Conference on Forests and Forest Industries Managed by Indigenous and other Local Communities.
18. Continue to implement other activities carried on from the 2004-2005 Work Programme, including:
  - a. Market Study on Tropical Plantations Timber
  - b. Study on Subsidies Affecting Tropical Timber Products
  - c. Auditing of Existing Tracking Systems in Tropical Forest Industries
  - d. Study on Encouraging Private Sector Investment in Industrial Forest Plantations in the Tropics
  - e. The study on the achievement of a synergy between the Action Plan to promote the Further Processing of Tropical Timber in Africa by the Ministerial Conference of the African Timber Organization and the Sub-regional Convergence Plan; and the development of a regional project proposal to enable ITTO to contribute to the promotion of further tropical timber processing in the countries of Central Africa
19. Assist convening the panel established under the selection procedures for an Executive Director, adopted in Decision 3(XXV).
20. Facilitate preparation of a proposal on actions to improve capacity of Members to implement CITES listings of timber species, and make arrangements for their implementation.
21. Implement activities, including regional workshops, to enhance cooperation on CITES matters related to tropical timber among governments (including CITES authorities), the private sector, and civil society.
22. Support development of a CPF joint questionnaire on forest management.
23. Make arrangements for ITTO participation and contribution to the IUFRO-led CPF initiative "Global Forest Information Service (GFIS)"
24. Engage consultants to review the Action Plan implementation and carry out preparatory work for the Council evaluation.

## ACTIVITY

25. Arrange for consultancy work and convene a working group meeting to prepare a draft of the next ITTO Action Plan for Council consideration may be needed.
26. Make arrangements to provide support to and cooperate with UNCTAD to expand its web-based Market Information in the Commodities Area (INFO COMM) to include tropical timber.
27. Make arrangements to convene regional and sub-regional workshops, in coordination with regional FLEG processes, to disseminate and promote use of "Best Practices for Improving Law Enforcement in the Forest Sector", developed jointly by ITTO and FAO, and provide for feedback from the workshops.
28. Make arrangements to assist countries to develop systems to demonstrate the legality of timber exports.
29. Engage consultants to carry out market studies in two significant tropical timber importing countries.
30. Take action as appropriate to work with the private sector in producer countries to study the feasibility of adopting timber tracking systems, including provision of support for five pilot schemes.
31. Implement activities to improve statistical databases, maintain access to international forest products trade databases and to maintain involvement in the Intersecretariat Working Group on Forest Statistics and Joint Forest Sector Questionnaire Process. The work will include the organization of three statistical training workshops in key countries/regions.
32. Make provisions for the implementation of a study on monitoring progress in comparability and acceptance of forest certification systems.
33. Arrange for the implementation of a study and convening a workshop on economic valuation of the forest sector with particular reference to the Amazon basin.
34. Make arrangement to convene a three-day expert meeting to develop knowledge and approaches to carbon credits from degraded forests and issues on adaptation in relation to climate change.
35. Make provision for strengthening cooperation and collaboration between ITTO and ACTO countries on C&I and related topics, including organizing a regional workshop to consolidate ITTO C&I and the Tarapoto Process.
36. Take action as appropriate to provide assistance to producer member countries, upon request, for the preparation of baseline and updated national reports on progress of SFM based on ITTO C&I.
37. Provide for enhanced collaboration on harmonization of key terms and definitions among existing global C&I processes and international organizations which, along with ITTO, have taken initiative towards this end.
38. Take action as appropriate to contribute to the Global Partnership on Forest Landscape Restoration and to promote the implementation of the outcomes from the Petropolis Workshop.
39. Make arrangements to field test the ITTO Guidelines for the Conservation of Biodiversity in Tropical Timber Producing Forests in four producer countries. Based on results of the field test, organize a workshop to further revise the Guidelines.
40. Organize regional meetings involving executing agencies of ITTO projects related to sustainable forest management.
41. Cooperate with FAO's Asia-Pacific Forestry Commission, the Regional Community Forestry Training Center (RECOFTC) and other organizations to convene an international conference on

## ACTIVITY

managing forests for poverty reduction.

42. Cooperate with FAO's Asia-Pacific Forestry Commission in the development and conducting of a two-week forest policy short course.
43. Cooperate with CIFOR, the Regional Community Forestry Training Centre (RECOFTC) and FAO's Asia Pacific Forestry Commission in the organization of activities to support work related to decentralization of sustainable forest management.
44. Make arrangements for undertaking a study and convening an international conference (to be organized in cooperation with FAO and UNCTAD) on wood-based bioenergy.
45. In cooperation with UNCTAD and regional development banks, make provisions for convening three regional seminars to promote investment in sustainable management of natural tropical forests and natural forest-based development.
46. Make provisions to carry out studies and for convening an international conference to promote development of non-timber forest products and services, in cooperation with FAO, INBAR and other organizations as appropriate.

## COMMUNICATION AND OUTREACH

47. Carry out communication and outreach activities, including obtaining professional-level photographs of project sites, editing, publishing and disseminating ITTO technical reports, producing and disseminating outreach materials such as brochures, stand-alone summaries of ITTO reports and a report documenting the achievements of ITTO over its first 20 years, upgrading the ITTO website (Japanese language, ITTC Decisions database, etc.), exhibiting ITTO outreach materials at relevant forest-related events, and developing and implementing a media plan to ensure that ITTO's messages reach as wide an audience as possible, and facilitating the independent reporting of Council sessions.
48. Encourage the participation of non-government stakeholders, including industry and trade associations, environmental organizations and indigenous groups, in the activities of the Organization, with a view to promoting transparency and dialogue.
49. Continue to work with the secretariats of CPF member organizations to deepen cooperation between ITTO and these organizations with a view to enhancing cooperation and improving awareness among the general public of those areas where the objectives, policies and activities of the organizations coincide.

## OTHER

50. Carry out statistical work and preparation of draft Annual Review and Assessment of the International Timber Situation.
51. Assist Council in preparations for and on the negotiations of a Successor Agreement to the ITTA, 1994.
52. Provide assistance to individual producer countries, on request, in setting up ITTO Objective 2000 Boards [*ITTC Decision 2(XXIX)*] and to identify in each country those factors which most severely limit progress towards achieving ITTO Objective 2000 and sustainable forest management, and to formulate an action plan to overcome these constraints.
53. Continue to implement international cooperation actions identified in Annexes A and B of ITTC Decision 7(XXX), taking into account the Council review of these Annexes.
54. Provide support for the participation of TAG and CSAG in the Sessions and for organizing panel discussions on issues of relevance to the Organization.

### ACTIVITY

55. Prepare a report on the implications of the entry into force of a successor agreement to the ITTA, 1994 on the work of the Organization, and make recommendations to Council on the arrangements and measures that may be required for implementation of the new agreement, including transitional measures.

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