



**ITTO**

**INTERNATIONAL TROPICAL  
TIMBER COUNCIL**

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THIRTY-THIRD SESSION  
4 - 9 November 2002  
Yokohama, Japan

**DECISION 3(XXXIII)**

**ITTO WORK PROGRAMME FOR THE YEAR 2003**

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 the Council on the Work Programme for the Year 2003;

Decides to:

1. Endorse the Work Programme for the year 2003 as contained in the Annex to this Decision and modified by the Executive Director to incorporate consequential changes reflecting the Decisions by Council at its Thirty-third Session; and
2. Request the Executive Director to report to the Council at its Thirty-fourth and Thirty-fifth Sessions on the progress in implementing the Work Programme.



## ANNEX

### ITTO WORK PROGRAMME FOR THE YEAR 2003

#### INTERNATIONAL TROPICAL TIMBER COUNCIL (ITTC)

##### ADMINISTRATIVE ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Hold two regular sessions (the Thirty-fourth in Panama City, Panama, from 12 to 17 May 2003, and the Thirty-fifth in Yokohama, Japan from 3 to 8 November 2003) [ITTA, 1994, Article 9].	Routine. Regular Sessions' work.
(ii) Consider and approve the Organization's administrative budget for the Year 2004, and assess the contribution of each Member [ITTA, 1994, Article 19 (3)].	Routine. Regular Sessions' work.
(iii) Consider the results of the work of the CFA on Members' arrears in contribution to the Administrative Account and, if appropriate, take follow-up action.	Routine. Regular Sessions' work.
(iv) Consider the Draft Work Programme for the Year 2004 [Decision 7(XXVII)].	Routine. Regular Sessions' work.
(v) Consider the progress of implementation of the ITTO Work Programme for the Year 2003.	Routine. Regular Sessions' work.

##### 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 [ITTA, 1994, Article 21, ITTC Decisions 6(XXVI) and 9(XXVII)].	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 [ITTA, 1994, Articles 20, 21 and 25].	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 [ITTC 9(XXVII)].	Routine. Regular Sessions' work. The Panel established under ITTC Decision 4(XXX) advises Council on Sub-account B funding.

## STRATEGIC POLICY ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Decide on format presentation and type of information Members shall furnish on timber, its trade and the activities aimed at achieving sustainable management of timber producing forests [ITTA, 1994, Article 29 (a)].	Regular Sessions' work.
(ii) Promote the exchange of views among Member countries regarding: <ul style="list-style-type: none"> <li>➤ The status of sustainable management of timber producing forests and related matters in Member countries;</li> <li>➤ Resource flows and requirements in relation to objectives, criteria and guidelines set by the Organization.</li> </ul> [ITTA, 1994, Article 30 (4)]	Routine. Regular Sessions' work.
(iii) Continue to monitor developments related to the prevention and management of forest fire [ITTC Decision 8(XXIV)] and decide on follow-up actions as appropriate [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 7].	Regular Sessions' work. Eventual decision on follow-up actions may have additional cost implications.
(iv) Consider results of national training workshops on the "Application of Criteria and Indicators for Sustainable Management of Natural Tropical Forests" [ITTC Decision 9(XXX), ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 1] .	Regular Sessions' work.
(v) Consider the results of assistance to producer countries for establishing credible forest auditing systems [ITTC Decision 4(XXXI), ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 1 and Goal 2, Action 4].	Regular Sessions' work.
(vi) Review progress in the work to promote understanding and use of the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Forests [ITTC Decision 3(XXXII), ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 4 and Goal 2, Action 3].	Regular Sessions' work. Council decided to undertake the review at its Thirty-fifth Session.
(vii) Continue to review the progress made by: <ul style="list-style-type: none"> <li>➤ Member countries towards achieving the Year 2000 Objective; and</li> <li>➤ The ITTO in enhancing the capacity of Member countries to implement a strategy for achieving the Year 2000 Objective.</li> </ul> [ITTC Decisions 10(XXVI) and 9(XXX)]	Regular Sessions' work.
(viii) Undertake the annual review and assessment of the international timber situation [ITTA, 1994, Article 30(a), ITTO Yokohama Action Plan, Section 3.1, Action 1].	Routine. Regular Sessions' work.

Activity	Implementation Approach and Cost Implications
(ix) 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 [ITTA, 1994, Article 21(5)].	Routine. Regular Sessions' work.
(x) Arrange consultations on members' proposals to list internationally traded tropical timber species in the CITES Appendices that have been reported to the Secretariat since the last Session [Decision 3(XVI)].	Routine. Regular Sessions' work.
(xi) Consider the reports of the Informal Advisory Group (IAG), in order to organize Sessions work [ITTC Decisions 3(XXII) and 5(XXVI)].	Routine. Regular Sessions' work.
(xii) Consider the progress reports on the implementation of the ITTO fellowship programme [ITTC Decision 4(XXVII)].	Routine. Regular Sessions' work.
(xiii) Consider recommendations proposed in the reports of the Fellowship Selection Panel [ITTC Decision 4(XXVII)].	Routine. Regular Sessions' work.
(xiv) Review of Progress in the implementation of the ITTO Yokohama Action Plan.	Regular Session's work.
(xv) Consider the results of cooperation with FAO on the organization of an international conference on criteria and indicators for sustainable forest management [ITTC Decision 5(XXX)].	Regular Session's work.
(xvi) Review progress in the ITTO cooperation with IUCN [ITTC Decision 8(XXX)].	Regular Session's work.
(xvii) Consider the results of technical diagnostic and planning missions authorized under Decision 2(XXIX) [ITTC Decision 2(XXIX), ITTO Yokohama Action Plan, Section 2, Action a].	Regular Session's work.
(xviii) Review progress in the implementation of the WSSD Type II Initiative on the Congo Basin, including ITTO's initial contributions: <ul style="list-style-type: none"> <li data-bbox="280 1499 873 1583">➤ Workshop for the development of an applied research programme on sustainable forest management.</li> <li data-bbox="280 1602 873 1654">➤ Review and assessment of experiences in forest management partnerships.</li> <li data-bbox="280 1673 873 1726">➤ Training workshops for trainers in forest management.</li> </ul> [ITTC Decision 10(XXXII)]	Regular Session's work.
(xix) Review results of the African Forest Law Enforcement Conference and consider further actions ITTO could take within its mandate [ITTC Decision 9(XXXII)].	Regular Session's work.

Activity	Implementation Approach and Cost Implications
(xx) Consider advice from the Trade Advisory Group (TAG) and from the Civil Society Advisory Group (CSAG) [ITTC Decisions 9(XXVIII) and 2(XXXII) and Yokohama Action Plan, Section 2, Action h].	Regular Session's work.
(xxi) Consider the report of the study approved to assist Council in the preparations for the renegotiation of the ITTA, 1994 [ITTC Decision 4(XXXII)].	Regular Session's work.
(xxii) Consider the results of the study on timber export and import data and of other forest law enforcement-related case studies [ITTC Decision 6(XXXI), ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 7].	Regular Session's work.
(xxiii) Consider the results of six regional workshops on the promotion of the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Forests [ITTC Decision 3(XXXII), ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 3].	Regular Session's work.
(xxiv) Consider the report of the Working Group on the Organization of Work under the ITTA, 1994 [ITTC Decision 8(XXXII)].	Regular Session's work.

## 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 [ITTA, 1994, Article 27(4)].	Routine. Regular Sessions' work.
(ii) With assistance of the ITTO Secretariat and independent consultants (as necessary), ensure effective monitoring and evaluation of approved projects in the relevant Committees [ITTA, 1994, Article 27(4)].	Routine. Regular Sessions' work.
(iii) Review the results of project work in the relevant committees and make recommendations to Council on ITTO's Work Programme for the Year 2004 [ITTA, 1994, Article 27(4)].	Routine. Regular Sessions' work.
(iv) Select projects for ex-post evaluation following procedures outlined in ITTC Decision 3(XXVIII) [Yokohama Action Plan, Section 1.6 and ITTC Decision 3(XXVIII)].	Routine. Regular Sessions' work.
(v) Consider project ideas and provide guidance to Member countries for the formulation of relevant committee project proposals which meet the	Routine. Regular Sessions' work.

priorities set in the ITTO Yokohama Action Plan [Yokohama Action Plan, Section 1.6].

- (vi) Consider and, if appropriate, take action to disseminate information on projects findings and results [ITTA, 1994, Article 27(4), ITTO Yokohama Action Plan, section 2, actions d and e].
- Routine. Regular Sessions' work.

### **STRATEGIC POLICY ACTIVITIES**

<b>Activity</b>	<b>Implementation Approach and Cost Implications</b>
(i) Review the results of policy work in the relevant Committees and make recommendations to Council on ITTO's Work Programme for the Year 2004 [ITTA, 1994, Article 27(4), ITTO Yokohama Action Plan, Section 1.6].	Routine. Regular Sessions' work.

### **COMMITTEE ON ECONOMIC INFORMATION AND MARKET INTELLIGENCE**

#### **STRATEGIC POLICY ACTIVITIES**

<b>Activity</b>	<b>Implementation Approach and Cost Implications</b>
(i) Consider activities to promote awareness of progress made in implementing sustainable forest management and in the increased availability of tropical timber from sustainably managed sources [ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 3]	Regular Sessions' work.
(ii) Continue to examine the role of Life Cycle Analysis as a potential tool for assessing the competitiveness of tropical timber in the market place. [ITTO Yokohama Action Plan, Section, 3.1, Goal 2, Action 4]	The Committee will consider the results of regular Sessions' work of a pre-project study [PPD 48/02 (M) "Review of Information on Life Cycle Analysis of Tropical Timber Products"] to assist its examination of Life Cycle Analysis.
(iii) In cooperation with industry and trade associations, organize and hold the ITTO Annual Market Discussion 2003 on the World Tropical Timber Trade – during the Thirty-fourth Session of the ITTC, Panama City, Panama, 14-19 May 2003. [ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 4]	Regular Sessions' work. The theme for the Market Discussion will be finalised during the Thirty-first Session of the Committee (4-9 November 2002).
(iv) Undertake regular studies on the medium and long term outlook for the tropical timber market [ITTO Yokohama Action Plan, Section 3.1, Action 5].	

## **COMMITTEE ON REFORESTATION AND FOREST MANAGEMENT**

### **STRATEGIC POLICY ACTIVITIES**

<b>Activity</b>	<b>Implementation Approach and Cost Implications</b>
(i) Continue to monitor progress in the application of criteria and indicators for sustainable forest management [ITTC Decisions 5(XXX) and 9(XXX), ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 1].	Routine. Regular Session's work.
(ii) In cooperation with relevant organizations, monitor the political 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].	The Committee will initiate monitoring work by considering presentations of experts from relevant organizations on priority issues and recent developments related to climate change.
(iii) 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, <a href="#">ITTC Decision 4(XXXIII)</a> ].	ITTO will jointly sponsor with other organizations a regional workshop of experts on mangroves in February 2003, which is a country-led initiative within the framework of the UNFF to facilitate the transfer of environmentally sound technologies (TESTs).
(iv) Monitor and assess the environmental, social and economic costs and benefits of forest plantation development and utilize that information to promote new plantations [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 5].	The Committee will discuss the terms of reference/ budget and propose a study for Council consideration to analyze the key factors for successful plantation development with the aim to encourage private sector investment in industrial forest plantations in the tropics.

## **COMMITTEE ON FOREST INDUSTRY**

### **STRATEGIC POLICY ACTIVITIES**

<b>Activity</b>	<b>Implementation Approach and Cost Implications</b>
(i) Consider the benefits of funding downstream processing for high value, internationally competitive products [ITTO Yokohama Action Plan, Section 3.3, Goal 1, Action 1].	Council approved a pre-project study proposed by the Committee [PPD 35/01 (I)] to assist its consideration of downstream processing benefits. The Committee will consider the pre-project results.
(ii) Develop, publish and disseminate information on increasing timber processing and utilization efficiency and reducing waste [ITTO Yokohama Action Plan, Section 3.3, Goal 2, Action 1 and 4].	The Council, <a href="#">at its Thirty-third Session</a> , approved a pre-project study proposed by the Committee [PPD 66/02 (I)] <a href="#">to implement this activity</a> . <a href="#">The Committee will consider the pre-project results</a> .



- (iii) Work directed at technical and environmental standards and international standard activities.

The Committee, at its Thirty-first Session, approved the Terms of Reference to support the proposed work related to technical and environmental standards. The Committee will identify priority specific activities from the Terms of Reference and develop detailed for their implementation for submission Terms of Reference and budget to Council's approval and funding.

## **COMMITTEE ON FINANCE AND ADMINISTRATION**

### **ADMINISTRATIVE AND FINANCE ACTIVITIES**

<b>Activity</b>	<b>Implementation Approach and Cost Implications</b>
(i) Review the independent audited statement for the 2002 financial year [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.
(ii) Make recommendations to the Executive Director on the re-engagement of auditors for the purpose of auditing the accounts of the Organization for the 2003 financial year [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.
(iii) Examine and make recommendations to Council regarding the approval of the Organization's administrative budget proposals for the year 2004 [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.
(iv) Review the assets of the Organization to ensure prudent asset management and that the Organization has sufficient reserves to carry out its work. [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.
(v) Examine and make recommendations to the Council on the budgetary implications of the Organization's annual work programme, and the actions that might be taken to secure the resources needed to implement it [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.

## **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 proposed work for the Secretariat in 2002 is as follows:

- (i) Preparation for Sessions of Council and Committees, including the drafting and arrangements for translation and distribution of necessary documents.
- (ii) Service Council and Committees during Sessions scheduled in 2003.
- (iii) Preparations for negotiating a Successor Agreement to the ITTA, 1994, including the organization of an inter-sessional Working Group and two PrepCom meetings [ITTC Decision 8(XXXIII)].

- (iv) Organize and provide assistance to two meetings of the Expert Panel for Technical Appraisal of Project Proposals in 2003.
- (v) Organize and assist the work of panels and working groups decided by Council on an *ad hoc* basis.
- (vi) Carry out statistical work and preparation of draft Annual Review and Assessment of the International Timber Situation [and make proposals to Council for carrying out statistical training in Member Countries to improve the quality and timeliness of data provided by Members to ITTO.](#)
- (vii) 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 (158 operational pre-projects and projects as of September 2002)
- (viii) Preparation of draft 2002 Annual Report of the Organization.
- (ix) Develop a Draft Annual Work Programme for the Year 2004.
- (x) Prepare a proposal for the administrative budget for the Year 2004.
- (xi) Take necessary actions for printing, translation and dissemination of ITTO publications.
- (xii) Implement (or arrange for implementation as appropriate), 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 8/93 (F)  
Demonstration Areas for Sustainable Management of Production Forests
  - h. Pre-Project PPD 50/91 (I)  
Provision of Assistance for Reassessment and Reformulation of Project Proposals PD 205/91 (I) "National Saw Maintenance Centre", and PD 209/91 (I) "Study of Zairian Timber with a View to Promoting Certain Species"
  - i. PP-A/23-63  
Activity to Facilitate Development of a Joint ITTO/ECE-FAO/EUROSTAT Forest Statistics Questionnaire (ITTO)
  - j. Pre-Project PPD 14/00 (M)  
Strengthening the Market Discussion
  - k. PPD 26/01 (M)  
Assessing the Feasibility of and Support for a Tropical Timber Promotional Campaign
  - l. PPD 34/01 (M)  
Study to Identify Measures to Bring Increased Transparency to Tropical Hardwood Plywood Trade and Analyse the Causes of Market Fluctuations and Price Instability
  - m. PPD 25/01 (I,M)  
Review of International Wooden Furniture Markets
  - n. PPD 35/01 (I)

Assessment of the Multiple Benefits of Downstream Processing of Tropical Timber in Producer Countries

- o. PPD 48/02 (M)  
Review of Information on Life Cycle Analysis of Tropical Timber Products
  - p. PPD 49/02 (M)  
Review of the Indian Timber Market
  - q. PPD 66/02 (I)  
[Develop, Publish and Disseminate Information on Increasing Timber Processing and Utilization Efficiency and Reducing Waste \[ITTO Yokohama Action Plan, Section 3.3, Goal 2, Actions 2 and 4\]](#)
- (xiii) Carrying out public relations, awareness and education activities in order to better inform people about the objectives and activities of the Organization, [including through the restructuring of the ITTO website](#).
- (xiv) 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.
- (xv) Provide assistance to individual producer countries, on request, in setting up ITTO Objective 2000 Boards [ITTC Decision 2(XXIX)].
- (xvi) Render assistance to producer countries, on request, to identify in each country those factors which most severely limit progress towards achieving Objective 2000 and sustainable forest management, and to formulate an action plan to overcome these constraints [ITTC Decision 2(XXIX)].
- (xvii) Continue work related to identification of messages on progress made to date and develop outputs that promulgate these messages, particularly those that address advances related to Objective 2000 [ITTC Decision 3(XXIX)].
- (xviii) Arrange training workshops on criteria and indicators in ten producer countries [ITTC Decision 9(XXX)].
- (xix) Report to Council on the results on the International Conference on Criteria and Indicators for Sustainable Forest Management [ITTC Decision 5(XXX)].
- (xx) 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.
- (xxi) Work with the IUCN Secretariat to deepen cooperation between ITTO and IUCN with a view to:
- Improve awareness among the general public of those areas where the objectives, policies and activities of the two organizations coincide;
  - Strengthen cooperation between ITTO and IUCN in the formulation, implementation, monitoring, evaluation and co-financing of ITTO projects, pre-projects and activities, in areas where ITTO could benefit from IUCN's technical expertise;
  - Ensure the appropriate participation of ITTO in the 2003 IUCN World Parks Congress by, for example, convening a satellite meeting and displaying publications and posters to provide information on ITTO's programmes and activities; and
  - Convene an international workshop in order to share experiences gained in areas of common interest.
- [ITTC Decision 8(XXX)]
- (xxii) Engage consultants to assist ITTO to prepare a report on the "Status of Tropical Forest Management" [ITTC Decision 9(XXX)].

- (xxiii) Distribute report on Guidelines for Establishing Auditing Systems for ITTO's Criteria and Indicators for Sustainable Forest Management and assisting producing members upon request to establish credible auditing systems [ITTC Decision 4(XXXI)].
- (xxiv) Engage consultants and undertake case studies on Forest Law Enforcement in the Context of Sustainable Timber Production and Trade – Phase I and Phase II [ITTC Decision 6(XXXI)].
- (xxv) Hold sub-regional workshops to promote the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Forests [ITTC Decision 3(XXXII)].
- (xxvi) Facilitate ITTO participation in the WSSD Type II Congo Basin Forest Partnership [ITTC Decision 10(XXXII)].
- (xxvii) Organize a workshop to develop a regional applied research programme focusing on social, economic and environmental aspects of tropical forest management and trade [ITTC Decision 10(XXXII)].
- (xxviii) Review and assess experiences in forest management partnerships [ITTC Decision 10(XXXII)].
- (xxix) Convene a training workshop for trainers in forest management [ITTC Decision 10(XXXII)].
- (xxx) Oversee the work of consultants engaged to conduct three regional workshops on phased approaches to certification [ITTC Decision 11(XXXII)].
- (xxxi) Organizing an ITTO side event at the Third Session of the United Nations Forum on Forests in Geneva, Switzerland (May-June 2003) [ITTC Decision 4(XXXIII)].
- (xxxii) Staging an ITTO side event and exhibition at the World Forestry Congress in Québec, Canada (September 2003) [ITTC Decision 4(XXXIII)].
- (xxxiii) Convene a Working Group to provide guidance for ITTO's support for Civil Society/Private Sector Partnerships [ITTC Decision 5(XXXIII)].
- (xxxiv) Facilitate the implementation of three Civil Society/Private Sector Partnerships [ITTC Decision 5(XXXIII)].
- (xxxv) 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 [ITTC Decision 6(XXXIII)].
- (xxxvi) Facilitate participation of selected experts from producer Member Countries in the Workshop of Experts on Mangroves in Nicaragua (February 2003) [ITTC Decision 4(XXXIII)].
- (xxxvii) Facilitate participation of selected experts from producer Member Countries in the International Conference on the Role of Planted Forests in Sustainable Forest Management in Wellington, New Zealand (March 2003) [ITTC Decision 4(XXXIII)].

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