



ITTO

**INTERNATIONAL TROPICAL
TIMBER COUNCIL**

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29 October – 3 November 2001
Yokohama, Japan

DECISION 3(XXXI)

ITTO WORK PROGRAMME FOR THE YEAR 2002

The International Tropical Timber Council,

Recalling Decision 9(XXIV);

Taking note of Decision 2(XXXI) on the ITTO Yokohama Action Plan;

Appreciating the work of the Secretariat in its proposal to the Council on the Work Programme for the year 2002;

Decides to:

1. Endorse the Work Programme for the year 2002 as contained in the Annex to this Decision as modified by the Executive Director to incorporate consequential changes reflecting the Decisions by Council at its Thirty-first Session;
2. Urge Members to pay any arrears in the assessed contributions to the Administrative Account and encourage Members to contribute to the Special Account and to the Bali Partnership Fund to facilitate implementation of the Work Programme; and
3. Request the Executive Director to report to Council at its Thirty-second and Thirty-third Sessions on the progress in implementing the Work Programme.

ANNEX

ITTO WORK PROGRAMME FOR THE YEAR 2002

INTERNATIONAL TROPICAL TIMBER COUNCIL (ITTC)

ADMINISTRATIVE ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Continue and conclude the work on intellectual property rights [ITTC Decision 10(XXII)] and ITTC report contained in document ITTC(XXIV)19.	Regular Session's work. Council agreed to reconsider the matter after the issue is discussed by producer and consumer caucuses.
(ii) Hold two regular sessions (the Thirty-second in Indonesia, from 13 to 18 May 2002, and the Thirty-third in Yokohama, Japan from 4 to 9 November 2002 [ITTA, 1994, Article 9].	Routine. Regular Session's work.
(iii) Consider and approve the Organization's administrative budget for the Year 2003, and assess the contribution of each Member [ITTA, 1994, Article 19 (3)].	Routine. Regular Session's work.
(iv) Appoint independent auditors for the purpose of auditing the accounts of the Organization for the 2002 financial year [ITTA, 1994, Article 23 (1)].	Routine. Regular Session's work.
(v) 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 Session's work.
(vi) Consider the progress of implementation of the ITTO Work Programme for the Year 2002.	Routine. Regular Session's work.
(vii) Consider the Draft Work Programme for the Year 2003 [Decision 7(XXVII)].	Routine. Regular Session's work.
(viii) Consider the work of the ad hoc Advisory Group on Matters Relating to hosting Sessions of Council as and when necessary [Decision 9(XXXI)].	Routine. Regular Session's 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 Session's 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 Session's work.

Activity	Implementation Approach and Cost Implications
(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 Session's 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 Session's work.
(ii) Promote the exchange of views among Member countries regarding: <ul style="list-style-type: none">➤ The status of sustainable management of timber producing forests and related matters in Member countries;➤ Resource flows and requirements in relation to objectives, criteria and guidelines set by the Organization. [ITTA, 1994, Article 30 (4)]	Routine. Regular Session's 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.	Regular Session's 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)].	Regular Session's work.
(v) Review the work on Guidelines for Establishing Auditing Systems for ITTO's Criteria and Indicators for Sustainable Forest Management [ITTC Decision 4(XXXI)].	Regular Session's work.
(vi) Review and update as needed the measures contained in Annex A and B of ITTC Decision 7(XXX) – The Role of ITTO in International and Regional Organizations and Fora [ITTC Decision 7(XXX)].	Regular Session's work. Council decided to undertake the review at its Thirty-third Session.
(vii) Consider the draft guidelines for the management of secondary tropical forests, tropical forest restoration and rehabilitation of degraded forest lands [ITTC Decision 6(XXX)].	Regular Session's work. Draft guidelines for Council consideration will be prepared with the assistance of international consultants and an expert panel.
(viii) Continue to review the progress made by: <ul style="list-style-type: none">➤ Member countries towards achieving the Year 2000 Objective; and➤ The ITTO in enhancing the capacity of Member countries to implement a strategy for achieving the Year 2000 Objective. [ITTC Decisions 10(XXVI) and 9(XXX)]	Regular Session's work.

Activity	Implementation Approach and Cost Implications
(ix) Undertake the annual review and assessment of the international timber situation [ITTA, 1994, Article 30(a)].	Routine. Regular Session's work.
(x) 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 Session's work.
(xi) 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 Session's work.
(xii) Consider measures to further encourage the participation of non-government stakeholders, including industry and trade associations, environmental organizations and indigenous groups, in the activities of the Organization [cross cutting strategies (section 2) in the Libreville Action Plan].	Regular Session's work.
(xiii) Consider the reports of the Informal Advisory Group (IAG), in order to organize Sessions work [ITTC Decisions 3(XXII) and 5(XXVI)].	Routine. Regular Session's work.
(xiv) Consider the progress reports on the implementation of the ITTO fellowship programme [ITTC Decision 4(XXVII)].	Routine. Regular Session's work.
(xv) Consider recommendations proposed in the reports of the Fellowship Selection Panel [ITTC Decision 4(XXVII)].	Routine. Regular Session's work.
(xvi) Review of Progress in the implementation of the ITTO Yokohama Action Plan 2002-2006.	Regular Session's work.
(xvii) Consider 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.
(xviii) Review progress in the ITTO cooperation with IUCN [ITTC Decision 8(XXX)].	Regular Session's work.
(xix) Consider the results of the International Workshop on Comparability and Equivalence of Certification Schemes [ITTC Decision 10(XXX)].	Regular Session's work.
(xx) Consider the results of the technical mission established to strengthen sustainable management in Central African Countries [ITTC Decision 11(XXX)].	Regular Session's work.
(xxi) Consider the results of technical diagnostic and planning missions authorized under Decision 2(XXIX) [ITTC Decision 2(XXIX)].	Regular Session's work.

Activity	Implementation Approach and Cost Implications
(xxii) Finalize work on the Mangrove Forest Ecosystem Work Plan [ITTC Decision 7(XXXI)].	Regular Session's work.
(xxiii) Review progress in the work on forest law enforcement in the context of sustainable timber production and trade [ITTC Decision 6(XXXI)].	Regular Session's work.
(xxiv) Review progress in work on the establishment of database of statistics on trade in bamboo and rattan [ITTC Decision 8(XXXI)].	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 Session's 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 Session's 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 2003 [ITTA, 1994, Article 27(4)].	Routine. Regular Session's work.
(iv) Select projects for ex-post evaluation following procedures outlined in ITTC Decision 3(XXVIII).	Routine. Regular Session's work.
(v) Consider project ideas and provide guidance to Member countries for the formulation of relevant committee project proposals which meet the priorities set in the ITTO Yokohama Action Plan [CEM: Action Plan, section 3.1, goal 1 action 7 and goal 2, action 7,; CRF: Action Plan, section 3.2, goal 1, action 7 and goal 2, action 10 ; CFI: Action Plan, Section 3.3 goal 1, action 5 and goal 2, action 8,].	Routine. Regular Session's work.
(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].	Routine. Regular Session's work.

STRATEGIC POLICY ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Review the results of policy work in the relevant Committees and make recommendations to Council on ITTO's Work Programme for the Year 2003 [ITTA, 1994, Article 27(4)].	Routine. Regular Session's work.

COMMITTEE ON ECONOMIC INFORMATION AND MARKET INTELLIGENCE

STRATEGIC POLICY ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Consider activities to fill gaps in data and include "collecting and analysing data on plantation resources and enhancing analysis of data on undocumented trade [ITTO Action Plan, Section 3.1, Goal 1]	Regular Session's 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 Action Plan, Section, 3.1, Goal 2]	Regular Session's work.
(iii) In cooperation with industry and trade associations, organise and hold the ITTO 2002 Annual Market Discussion on the World Tropical Timber Trade – during the Thirty-second Session of the ITTC, Bali, Indonesia, 13-18 May 2001. [ITTO Action Plan, Section 3.1, Goal 1]	Regular Session's work. "Tropical Timber Trade: Review and Prospects" and "Creating Opportunities for the Trade from ITTO's Work" have been selected as the themes for the ITTO 2002 Annual Market Discussion.

COMMITTEE ON REFORESTATION AND FOREST MANAGEMENT

STRATEGIC POLICY ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Continue to monitor progress in the application of criteria and indicators for sustainable forest management [ITTC Decisions 5(XXX) and 9(XXX)].	Routine. Regular Session's work.

COMMITTEE ON FOREST INDUSTRY

STRATEGIC POLICY ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Review of international wooden furniture markets [PPD 25/01 (I,M)].	The pre-project will build on the results and follow-up on the first study of major markets of wooden household furniture published in 1990. At its Thirtieth Session, the Council approved this activity, under pre-project PPD 25/01 (I,M). The Council approved the pre-project, which is awaiting financing (US\$169,065.00).
(ii) A study to clarify the benefits of funding downstream processing for high value, internationally competitive products [Action Plan: Goal 1, Action 5].	The Council may wish to request the Secretariat to prepare and submit the terms of reference for this study, and the budget for its implementation. Provided that these terms of reference and budget are approved by the Council, the study can be initiated as soon as the Council provides the funds for its implementation.
(iii) Further work in increasing utilization efficiency and reduction of losses and waste throughout the production chain [Action Plan: Goal 2, Action 1, 4].	The Committee on Forest Industry will continue discussion on utilization efficiency and reduction of losses and waste throughout the production chain at its Thirtieth Session in May 2002, in order to identify practical activities to further its work in this domain.

COMMITTEE ON FINANCE AND ADMINISTRATION

ADMINISTRATIVE AND FINANCE ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Review the independent audited statement for the 2001 financial year [ITTA, 1994, Article 27(6)].	Routine. Regular Session's work.
(ii) Make recommendations to Council on the appointment of auditors for the purpose of auditing the accounts of the Organization for the 2001 financial year [ITTA, 1994, Article 27(6)].	Routine. Regular Session's work.
(iii) Examine and make recommendations to Council regarding the approval of the Organization's administrative budget proposals for the year 2003 [ITTA, 1994, Article 27(6)].	Routine. Regular Session's 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 Session's work.

Activity	Implementation Approach and Cost Implications
(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 Session's work.
(vi) To form a Working Group which is to meet during the Thirty-second Session of the Council in mid-2002, preferably one-half day prior to the commencement of the Session, to deliberate on the outcome of the donors' meeting in the USA, new and increased funding to the Organization, support for the Secretariat and efficient use of its resources [CFA(X)].	Report to the Eleventh Session of the CFA and make recommendations to the Thirty-second Session of the Council.

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 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 2002.
- (iii) Organize and provide assistance to two meetings of the Expert Panel for Technical Appraisal of Project Proposals in 2002.
- (iv) Organize and assist the work of panels and working groups decided by the Council on an *ad hoc* basis.
- (v) Carry out statistical work and preparation of draft Annual Review and Assessment of the International Timber Situation.
- (vi) 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 (146 operational pre-projects and projects as of September 2001).
- (vii) Preparation of draft 2001 Annual Report of the Organization.
- (viii) Implementation of the Secretariat's part of the ITTO Work Programme for 2002.
- (ix) Develop a Draft Annual Work Programme for the Year 2003.
- (x) Prepare a proposal for the administrative budget for the Year 2003.
- (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 the 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. Pre-Project PPD 27/99 (M)
Medium and Long-term Outlook for the Tropical Timber Market.
 - j. PP-A/23-63
Activity to Facilitate Development of a Joint ITTO/ECE-FAO/EUROSTAT Forest
Statistics Questionnaire (ITTO)
 - k. Pre-Project PPD 14/00 (M)
Strengthening the Market Discussion
 - l. PPD 26/99 (M)
The Competitiveness of Tropical Timber and Tropical Timber Products vis-à-vis
Timber and Non-timber Substitutes
 - m. PPD 26/01 (M)
Assessing the Feasibility of and Support for a Tropical Timber Promotional Campaign
 - n. 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
 - o. PPD 25/01 (I,M)
Review of International Wooden Furniture Markets
 - p. PPD 35/01 (I)
Assessment of the Multiple Benefits of Downstream Processing of Tropical Timber in
Producer Countries
- (xiii) Providing and facilitating access to relevant information and knowledge contained in ITTO publications and project findings.
- (xiv) Carrying out public relations, awareness and education activities in order to better inform people about the objectives and activities of the Organization.
- (xv) 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.
- (xvi) Continue to improve use of the ITTO website as an outreach tool to ensure regular dissemination of information and linkages to relevant organizations.

- (xvii) Provide assistance to individual producer countries, on request, in setting up ITTO Objective 2000 Boards [ITTC Decision 2(XXIX)].
 - (xviii) 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)].
 - (xix) 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)].
 - (xx) Arrange training workshops on criteria and indicators in ten producer countries [ITTC Decision 9(XXX)].
 - (xxi) In cooperation with FAO, organize an international conference on criteria and indicators for sustainable forest management [ITTC Decision 5(XXX)].
 - (xxii) Organize and convene an international workshop on comparability and equivalence of certification systems [ITTC Decision 10(XXX)].
 - (xxiii) Organize and convene an expert panel to consider draft guidelines for the management of secondary tropical forests, tropical forest restoration and rehabilitation of degraded forest lands [ITTC Decision 6(XXX)].
 - (xxiv) Implement international cooperation actions identified in Annexes A and B of ITTC Decision 7(XXX).
 - (xxv) 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)]
- (xxvi) Engage consultants to assist ITTO to prepare a report on the "Status of Tropical Forest Management" [ITTC Decision 9(XXX)].
 - (xxvii) Organize a technical mission to assist the five ITTO Congo Basin nations [ITTC Decision 11(XXX)].
 - (xxviii) Arrange for the publication and dissemination of the ITTO Yokohama Action Plan 2002-2006 [ITTC Decision 2(XXXI)].
 - (xxix) 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)].

- (xxx) Arrange for the convening of a workshop to disseminate findings of ITTO Mission on Strengthening Sustainable Forest Management and Controlling Illegal Logging in Indonesia [ITTC Decision 5(XXXI)].
- (xxxii) 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)].
- (xxxiii) Engage consultants to conduct a case study on assessing export and import data on tropical timber and timber products in the context of international trade [ITTC Decision 6(XXXI)].
- (xxxiv) Compile and analyze information on relevant issues affecting market access for tropical timber [ITTC Decision 6(XXXI)].
- (xxxv) Convene workshop and expert panel on Mangrove Forest Ecosystem Workplan [ITTC Decision 7(XXXI)].
- (xxxvi) Engage consultants on Establishment of Database on Statistics in Trade of Bamboo and Rattan [ITTC Decision 8(XXXI)].
- (xxxvii) Recruitment of ITTO's Regional Officers, (A) – Africa & (B) – Latin America
- (xxxviii) Carrying out any other tasks decided by Council on an *ad hoc* basis through Decisions adopted.

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