



ITTO

# INTERNATIONAL TROPICAL TIMBER COUNCIL

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THIRTIETH SESSION  
28 May – 2 June 2001  
Yaoundé, Cameroon

## DECISION 2(XXX) PROGRAMME SUPPORT FUND OF THE SPECIAL ACCOUNT AND THE BALI PARTNERSHIP FUND

The International Tropical Timber Council,

Recalling its Decision 8(XXVIII) which approved, for an initial period of one year a post of Finance/Administrative Officer, under the resources of the Programme Support Fund, to oversee administrative and financial control of projects financed from the Special Account and the Bali Partnership Fund;

Recognizing the need to strengthen the administrative and financial control of projects financed from the Special Account and the Bali Partnership Fund;

Recalling its Decisions 5(XI), 4(XV) and Rule 16 of the "Financial Rules Relating to Projects of the International Tropical Timber Organization" regarding the resources of the Programme Support Fund, which decided that 5.5% of the basic budget of projects, pre-projects, and Council-approved activities (all budget components which are not the Programme Support charge), except in the case of ITTO-executed projects, pre-projects, and Council-approved activities, when this figure will be 10.5% (including monitoring and evaluation costs), shall be deposited as Programme Support in the Special Account;

Recalling also that 0.5% of the basic project or pre-project budget, being part of the aforementioned programme support charge, shall be utilised to defray part of the expenses of translation of Council and Committee documents, and projects and pre-project documents, into ITTO's working languages;

Recalling also its Decision 7(XXVI) which decided to review the costs of translation at the Thirtieth Session;

Acknowledging with gratefulness the continued willingness of the Government of Japan to bear translation costs of project and pre-project proposals, Council and other Committee documents;

Noting that the translation costs as at the end of year 2000 exceeded by an amount of US\$217,732.09 the funds for translation costs provided by Japan and the 0.5% programme support charge allocated to defray such expenses;

Taking note of the report of the Inter-Sessional Working Group on Financial and Administrative Matters [CFA(IX)/7], in which the Secretariat provided information regarding two completed projects and one activity where excess expenditures were incurred during 1996 to 1999;

Acknowledging that the Inter-Sessional Working Group commended the Secretariat for its effort in limiting the unresolved financial matters to only a few, while dealing with a huge number of activities, pre-projects and projects;

Noting the recommendations made by the Committee on Finance and Administration at its Ninth Session regarding its review of the personnel costs chargeable to the resources of the Programme Support Fund, inadequacy of the resources allocated for document translation costs in the Programme Support and to write-off the excess expenditure incurred under the completed project and activity;

Decides to:

The Post of Finance/Administrative Officer:

1. Authorize the Executive Director to continue with the employment of a qualified person to the post of Finance/Administrative Officer, taking into account the availability of resources in the Programme Support Fund of the Special Account;

Document Translation Costs:

2. Authorize the transfer of an amount of US\$217,732.09 from the General Programme Support to the component of "Translation Costs" in the Programme Support to eliminate most of the deficit incurred in that account as at the end of the financial year 2000;
3. Increase the charges to be deducted in all budgets of projects, pre-projects and activities, to defray the costs of translating project and pre-project proposals to the percentage of 1.0% [from the current 0.5% decided in Decision 4(XV)]; and
4. Accordingly, to increase the total charges to be deducted in all budgets of projects, pre-projects and activities, to the percentage of 6.0% [from the current percentage of 5.5%], except in the case of ITTO-executed Pre-Projects, Projects, and Council-approved activities, when this figure will be 11% [from the current percentage of 10.5%], to be deposited as Programme Support in the Special Account;

To Offset Excess Expenditure incurred under completed project and activity:

5. Authorize the Executive Director to write off the excess expenditure to the Programme Support Fund under the Special Account for the following:
  - (i) PD 2/95 Rev.1 (F,I)  
Book and Databank on the Lesser-Known Timbers of South-East Asia: Volume 5(3) within the PROSEA Programme  
Amount to be written off: US\$51,660.00
  - (ii) PP-A/20-50  
Update of Study on Certification of all Internationally Traded Timber and Timber Products [Decision 4(XX)]  
Amount to be written off: US\$11,780.79
  - (iii) PD 26/92 Rev.1 (F,I)  
Development of Methods and Strategies for Sustained Management of Moist Tropical Forest in Cameroon  
Amount to be written off: US\$70,361.58