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1 - 6 November 1999
Yokohama, Japan

DECISION 4(XXVII)

IMPROVEMENTS TO THE ITTO FELLOWSHIP PROGRAMME

The International Tropical Timber Council,

Recalling Project Document PD 1/93 Rev.1 (M,F,I) to promote human resource development and institutional strengthening in the forestry sectors of Member countries through the establishment of an ITTO Fellowship Programme,

Also recalling Decision 2(XXIV) requesting the Chairman of the Fellowship Selection Panel to report directly to Council and Decision 4(XXIV) on adoption of the Libreville Action Plan,

Further recalling the Twenty-fourth Report of the Committee on Forest Industry requesting the convening of an Expert Panel to review the history and experience of the Fellowship Programme with a view to proposing improvements in its promotion, development and management,

Welcoming the Report of the Expert Panel on the Review of the ITTO Fellowship Programme [CFI(XXV)/5],

Underscoring the substantial benefits provided by the Fellowship Programme to the professional development of qualified individuals in ITTO Member countries and the Organization as a whole,

Recognizing the comparative advantage of the Fellowship Programme lies in developing the expertise of individuals, rather than providing grants to support activities more appropriately undertaken as ITTO projects or pre-projects or through home institutions or governments,

Welcoming the voluntary contributions to the Fellowship Programme made to date by the Governments of Australia, Japan, the Netherlands and the United States,

Noting the excellent work of the Secretariat in administering the Fellowship Programme,

Decides to:

1. Revise the objective, eligible activities, priority areas, selection criteria and screening process of the ITTO Fellowship Programme as contained in **Annex 1** to this Decision;
2. Request the Executive Director to implement these revisions, including with respect to the Fellowship Programme Advertisement and Application Form, in time for the Fellowship application round which concludes with selections by Council at its Twenty-ninth Session;
3. Also Request the Executive Director to further revise the Application Form to include an Information Note as contained in **Annex 2** to this Decision;

4. Establish: (a) a temporary budget maximum of US\$150,000.00 per Council session for Fellowship awards until such time as appreciable increases in funding become available, (b) a maximum of US\$10,000.00 for any one award, and (c) an indicative number of 25-30 awards made per Council Session, depending on funds available and amounts of individual awards;
5.
 - i. Eliminate PD 1/93 as the Programme's funding source and establish instead a special fund as a sub account of the Special Account, known hereafter as the "Freezailah Fellowship Fund," to be financed through voluntary Contributions from member countries;
 - ii. Consider at the Twenty-eighth session the possibility of the use of income earned as a result of activities to the Special Account, to fund the Fellowship Programme;
6. Authorize the Executive Director to seek funding from Members and other sources for the Freezailah Fellowship Fund and encourage Members to contribute to the Fund;
7. Request the Executive Director to regularly publish in the Tropical Forest Update (TFU) a subject list of selected reports available from the ITTO Secretariat, as well as brief articles relevant to themes of TFU issues, on recent Fellowship activities;
8. Also request the Executive Director to prepare progress reports on implementation of the ITTO Fellowship Programme for Council review during its regular sessions, beginning with a progress report at the Twenty-eighth Session on implementing improvements in the Programme as called for in this Decision; and
9. Review the effectiveness of the improved ITTO Fellowship Programme two years following commencement of its full implementation in order to assess: (a) the need for further improvements, and (b) the desirability of expanding the Programme through promotional activities to attract more applicants and additional sources of funding, including the implications of expansion on the Administrative Budget.

ANNEX 1

Improved ITTO Fellowship Programme

The objective, eligible activities, priority areas, selection criteria and screening process of the ITTO Fellowship Programme are as follows:

1. Objective

"To develop human resources and enhance professional expertise in member countries in tropical forestry and related disciplines, with a view to promoting sustainable management of tropical forests, efficient utilization and processing of tropical timber, and better economic information on the international trade in tropical timber. "

2. Eligible Activities (in no priority order):

- a. Participation in short term training courses, training internships, study tours, lecture/demonstration tours and international/regional conferences;
- b. Technical document preparation, publication and dissemination, such as manuals and monographs;
- c. post graduate studies.

3. Priority Areas

Based on the goals and cross-cutting strategies identified in the ITTO Libreville Action Plan eligible activities will aim at developing human resources and professional expertise in one or more of the following areas (in no priority order):

- a. Improving the transparency of the tropical timber market;
- b. Improving marketing and distribution of tropical timber species from sustainably managed sources
- c. Improving market access for tropical timber exports from sustainably managed source ;
- d. Securing the tropical timber resource base;
- e. Improving the tropical timber resource base, including through the application of criteria and indicators for sustainable forest management;
- f. Enhancing, technical, financial and human capacities to manage the tropical timber resource base;
- g. Promoting increased and further processing of tropical timber from sustainably managed sources;
- h. Improving marketing and standardization of tropical timber exports;
- i. Improving efficiency of processing tropical timber from sustainable sources; and
- j. In any of the above areas (a-i), the following are relevant:
 - i. Enhancing public relations, awareness and education;
 - ii. Improving statistics;
 - iii. Research and development; and
 - iv. Sharing information, knowledge and technology.

4. Selection Criteria

Fellowship applications will be assessed against the following selection criteria (in no priority order):

- a. Consistency of the proposed activity with the Programme's objective and priority areas as outlined respectively in 1 and 3 above;
- b. Qualifications of the applicant to undertake the proposed Fellowship activity;
- c. The potential of the skills and knowledge acquired or advanced under the Fellowship activity to lead to wider applications and benefits nationally and internationally;
- d. Reasonableness of costs in relation to the proposed Fellowship activity.

5. Selection Screening Process

- a. The Secretariat will consider only applications that:
 - i. are from a national of an ITTO member country;
 - ii. are received via mail by the advertised deadline;
 - iii. are complete;
 - iv. qualify as an eligible activity under 2 above;
 - v. clearly meet the selection criteria under 4 above;
 - vi. are typed or neatly printed in dark ink.
- b. The Secretariat will undertake and forward to the Fellowship Selection Panel a pre-evaluation of all applications not eliminated under 5 (a), ranking them as "high," "medium" or "low" in quality relative to each of the selection criteria in 4 above and provide a brief justification for the ranking level;
- c. The Fellowship Selection Panel will review all applications forwarded to it by the Secretariat and recommend a final selection of awardees, drawing on the Secretariat's pre-evaluation and taking into account the importance of regional, country and gender balance, as well as their own experience and perspectives;
- d. The Council will approve the final selection of awardees based on the report of the Chairman of the Fellowship Selection Panel;
- e. In the interval between regular Council sessions, the Executive Director may consider, on an exceptional basis, applications for Fellowship awards for short term training opportunities that arise unexpectedly and/or were not scheduled sufficiently in advance by organizers to allow for submission of applications in time for consideration by the Fellowship Selection Panel;
- f. The Fellowship Selection Panel will be comprised of representatives of three producer and three consumer member countries selected by respective caucuses at the first meeting during a regular Council session, taking into account the need for and benefits of continuity and experience. The Panel will continue to be chaired by the Vice-Chairman of the Council.

ANNEX 2**Information Note to the ITTO Fellowship Programme Application Form**

The Application Form for the ITTO Fellowship Programme will contain an "Information Note" which clearly indicates (in no priority order):

1. That in selecting Fellowship awards, consideration will be given to:
 - a. geographic and gender balance;
 - b. balance among the ITTO priority areas (contained in Annex 1); and
 - c. competency in the language in which the training will be given, where applicable (e.g. courses, conferences, study tours).
2. That Fellowship awardees may not again apply for an ITTO Fellowship Award, within two years of receiving an award and submitting to the Secretariat his/her final report on the activity for which the award was made.
3. That applications missing the deadline for Secretariat receipt for a particular Council Session will not be automatically forwarded to the Fellowship Selection Panel for consideration at the next round of Fellowship awards. If an applicant is interested in having his/her application considered for a subsequent round(s), having been informed by the Secretariat that he/she missed the deadline, he/she will need to resubmit his/her application.
4. The budgetary information needed from applicants to allow an assessment of the proposed activity against Selection Criteria 4 on "Reasonableness of Costs. "
5. "Non-allowable costs, such as equipment purchase, personnel hiring and health insurance."

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