



**ITTO**

## **INTERNATIONAL TROPICAL TIMBER COUNCIL**

Distr.  
GENERAL

ITTC(XXVII)/16 Rev.1  
6 November 1999

Original: ENGLISH

---

TWENTY-SEVENTH SESSION  
1 - 6 November 1999  
Yokohama, Japan

### **DECISION 7(XXVII)**

#### **ITTO WORK PROGRAMME FOR THE YEAR 2000**

The International Tropical Timber Council,

Recalling Decision 9(XXIV) on adoption of the Libreville Action Plan and Decision 7(XXV) on endorsement of the ITTO Programme of Work for 1999,

Welcoming the Draft Work Programme for Year 2000 [ITTC(XXVII)/9 Rev.1] prepared by the Officer-in-Charge,

Decides to:

1. Endorse the Work Programme for the Year 2000 as contained in the Annex to this Decision as modified by the Officer-in-Charge to incorporate consequential changes reflecting the Decisions by Council at its Twenty-seventh Session;
2. Urge Members to pay arrears in the assessed contributions to the Administrative Account and encourage Members to contribute to the Special Account and the Bali Partnership Fund to facilitate implementation of the Work Programme;
3. Request the Executive Director to develop a draft annual Work Programme consistent with the Libreville Action Plan, which prioritizes and allocates resources and takes account of progress from previous work programmes; and
4. Request the Executive Director to report to Council at its Twenty-eighth and Twenty-ninth Sessions progress in implementing the programme of work as a separate agenda item for Council consideration.

## ANNEX

### **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 Sessions' work. Supplementary work through an intersessional panel may be needed, with estimated costs amounting to US\$40,000 – US\$60,000.
(ii) Hold two regular sessions (the Twenty-eighth in Peru from 24 to 30 May 2000, and the Twenty-ninth in Yokohama, Japan from 30 October to 4 November 2000) [ITTA, 1994, Article 9].	Routine. Regular Sessions' work.
(iii) Consider and approve the Organization's administrative budget for the Year 2001, and assess the contribution of each Member [ITTA, 1994, Article 19 (3)].	Routine. Regular Sessions' work.
(iv) Appoint independent auditors for the purpose of auditing the accounts of the Organization for the 2000 financial year [ITTA, 1994, Article 23 (1)].	Routine. Regular Sessions' work.
(v) Review the frequency and duration of the Sessions of Council and Committees [Decisions 5(XXII) and 4(XXVI)].	Routine. Regular Sessions' work. Supplementary work through an intersessional panel may be needed, with estimated costs amounting to US\$40,000 – US\$60,000
(vi) Continue to monitor the resources of the "translation costs" component in the Programme Support Fund [Decision 7(XXVI)].	Routine. Regular Sessions' work.
(vii) Consider and, if appropriate, take action, the results of the work of the CFA on Members arrears to the Administrative Account.	Routine. Regular Sessions' work.
(viii) Consider the results of discussions of the Committee on Finance and Administration on the Organization's information policy, strategy and work, and if appropriate take follow-up action.	Routine. Regular Sessions' work. Eventual decision on follow-up actions may have additional cost implications.

### **PROJECT ACTIVITIES**

Activity	Implementation Approach and Cost Implications
(i) Consider proposals to modify the ITTO Manual for Project Formulation, 1999 and the ITTO Manual for Project Monitoring, Review and Evaluation, 1999 [Decision 2(XXVI), IAG 4: para 8].	Regular Sessions' work.

- |       |  |   |
|-------|--|---|
| (ii)  | 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, IAG 4: para 3,4].   | Routine. Regular Sessions' work.  |
| (iii) | 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.  |
| (iv)  | On the advice of the Committee on Finance and Administration 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 [IAG 4: para 4]. | Routine. Regular Sessions' work.  |
| (v)   | Consider and, if appropriate, take action to revise Decision 2(X) and to improve the Organization's work related to ex-post evaluation of projects.  | The Secretariat and the three technical Committees will carry out preparatory work to assist Council subsequent consideration of the issue at its regular Sessions. |

### **STRATEGIC POLICY ACTIVITIES**

- | <b>Activity</b>  | <b>Implementation Approach and Cost Implications</b>   |
|--|--|
| (i) Conclude any outstanding matters arising from ITTC Decision 4(XXII) related to Article 16 of the ITTA, 1994 concerning the appointment of the Executive Director.  | Regular Sessions' work.  |
| (ii) Review experience to date from selection processes for the position of the Executive Director.  | Regular Sessions' work (Twenty-eighth Session). Supplementary work through an intersessional panel may be needed, with estimated costs amounting to US\$ 40,000.00 –60,000.00. |
| (iii) Commence consideration of extension, renegotiation or termination of the ITTA, 1994 [Article 46].  | Regular Sessions' work.  |
| (iv) Commence consideration of the review of the scope of the ITTA, 1994 [Article 35].   | Regular Sessions' work.  |
| (v) 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.  |
| (vi) 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> </ul> | Regular Sessions' work.  |

- Resource flows and requirements in relation to objectives, criteria and guidelines set by the Organization.  
[ITTA, Article 30 (4)]
  
- (vii) 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 [IAG 4: para 11].  
Regular Sessions' work. Eventual decision on follow-up actions may have additional cost implications.
  
- (viii) Consider the results of the field testing of and training workshops on the "Manual for Application of Criteria and Indicators for Sustainable Management of Natural Tropical Forests"; and review the Manual as appropriate [ITTC Decision 3(XXVI), IAG 4: para 7].  
Regular Sessions' work.
  
- (ix) Review the results of the study on the sustainability of tropical forests [Decision 9(XXVI)], and consider follow-up action as appropriate.  
Regular Sessions' work. Eventual decision on follow-up actions may have additional cost implications.
  
- (x) Review the progress made by:
  - 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 Decision 10(XXVI), IAG 4: para 6] .  
Regular Sessions' work.
  
- (xi) Consider and, if appropriate, take action to follow-up on information provided by Members on the progress made with regard to market access for tropical timber as a possible means to facilitate sustainable forest management [ITTC Decision 9(XXVI)].  
Regular Sessions' work. Eventual decision on follow-up actions may have additional cost implications.
  
- (xii) Undertake the annual review and assessment of the international timber situation [ITTA, 1994, Article 30(a)].  
Routine. Regular Sessions' work.
  
- (xiii) Consider at the Twenty-eighth Session of Council information to be provided by Members, by 1 April 2000, on the issues arising in the forest and forest-product related international agenda, focusing on the role of ITTO and to maintain its relevance in the developing international agenda.  
Regular Session. The Secretariat will request, compile and distribute this information to Members prior to the Twenty-eighth Session.
  
- (xiv) 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), IAG 4: para 4].  
Routine. Regular Sessions' work.
  
- (xv) Consider and, if appropriate, take decision on actions to further strengthen cooperation between ITTO and IFF, FAO, UN/ECE and EUROSTAT [cooperation related to ITTC Decisions 6(XXII) and 6(XXV), and cross cutting strategies (section 2) in the Action Plan].  
Routine. Regular Sessions' work.
  
- (xvi) Arrange consultations on members' proposals to list internationally traded tropical timber species in the CITES Appendices that have been reported to the  
Routine. Regular Sessions' work.

Secretariat since the last Session [Decision 3(XVI)].

- |         |   |                                  |
|---------|---|----------------------------------|
| (xvii)  | Consider the report of the Informal Advisory Group (IAG), in order to organize Session work [IAG 4: para 12]. | Routine. Regular Sessions' work. |
| (xviii) | Consider recommendations proposed in the report of the Fellowship Selection Panel.                            | Routine. Regular Sessions' 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. Decisions on implementation of ex-post evaluations may require additional funds.
(iii) Review the results of project work in the relevant committees and make recommendations to Council on ITTO's work program for the year 2001 [ITTA, 1994, Article 27(4)].	Routine. Regular Sessions' work.
(iv) In conjunction with the other two technical committees, the relevant committee to assess fellowship applications and decide on fellowships to be granted by ITTO under project PD 1/93 Rev.1 (M,F,I).	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 priorities set in the Libreville Action Plan [CEM: Action Plan, section 3.1 goal 1 action 6, goal 2 action 8, and goal 3 action 4; CRF: Action Plan, section 3.2, goal 1 action 7, goal 2 action 5 and goal 3 action 6; CFI: Action Plan, Section 3.3 goal 1 action 6, goal 2 action 3, and goal 3 action 5].	Routine. Regular Sessions' work.
(vi) Consider and, if appropriate, take action to disseminate information on projects findings and results [ITTA, 1994, Article 27(4), Action Plan, section 2].	Routine. Regular Sessions' work.
(vii) Assist Council to review Section 7 in Annex 2 of Decision 2(X) on ex-post evaluations with a view to define a simple procedure for identifying projects or group of projects requiring ex-post evaluations and define a simple and cost effective procedure to carry out ex-post evaluations, including alternative ways for financing ex-post evaluation work.	Regular Sessions' 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 2001 [ITTA, 1994, Article 27(4)].	Routine. Regular Sessions' work.

## COMMITTEE ON ECONOMIC INFORMATION AND MARKET INTELLIGENCE

### STRATEGIC POLICY ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Monitor the implementation and consider results of the study on the competitiveness of tropical timber and tropical timber products with timber and non-timber substitutes [Action Plan, section 3.1, goal 2, action 7].	Regular Sessions' work. Assumes terms of reference and cost estimates for the study will be proposed by the Committee and agreed upon by Council at its Twenty-seventh Session (1-6 November 1999).
(ii) Continue monitoring of development of forest certification and timber labeling [Action Plan, section 3.1, goal 3].	Regular Sessions' work.
(iii) Consider and make recommendations to Council on future actions to further cooperate with FAO, UN/ECE, and EUROSTAT to improve the availability of trade and economic data relevant to the global timber market and avoid duplication and overlap [Action Plan, section 3.1, goal 1 action 3].	Recommendations to be made by the Committee for approval by the ITTC at its Twenty-seventh Session (1-6 November 1999).
(iv) Propose ways to streamline the collection and dissemination of statistical data [Action Plan, section 3.1, goal 1 action 2].	Regular Sessions' work.
(v) In cooperation with industry and trade associations, organize and hold the ITTO 2000 Annual Market Discussions on the world tropical timber trade – during the Twenty-eighth Session of the ITTC, Peru, 24-30 May 2000 [Action Plan, section 3.1, goal 2, action 1].	Regular Session' work. The theme for the discussion to be finalized during the Twenty-fifth Session of the Committee (1-6 November 1999).
(vi) Monitor and analyze statistical data and other relevant information, including any information on undocumented trade [Action Plan, section 3.1, goal 1 action 2].	Routine. Regular Sessions' work.
(vii) Monitor the implementation and consider results of the study on the medium and longer term outlook for the tropical timber market [Action Plan, section 3.1, goal 2 action 2].	Routine. Regular Sessions' work. Assume terms of reference and cost estimates for the study will be proposed by the Committee and agreed upon by Council at its Twenty-seventh Session.

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

### **STRATEGIC POLICY ACTIVITIES**

<b>Activity</b>	<b>Implementation Approach and Cost Implications</b>
(i) Update and revise the ITTO Guidelines on Sustainable Management of Natural Tropical Forest taking into account reduced impact logging, rehabilitation of degraded forests and forest lands, and management of secondary forests [CRF(XXIV)/14 Rev.1, item 9].	Regular Sessions' work. Assumes terms of reference and cost estimates for the initial work was proposed by the Committee and agreed upon by Council at its Twenty-seventh Session (1-6 November 1999).

## **COMMITTEE ON FOREST INDUSTRY**

### **STRATEGIC POLICY ACTIVITIES**

<b>Activity</b>	<b>Implementation Approach and Cost Implications</b>
(i) Consider the results of initial work carried out to develop and publish guidelines on increasing utilization efficiency and the reduction of losses and waste throughout the production chain [Action Plan, section 3.3, goal 3, action 1].	Regular Sessions' work. Assumes terms of reference and cost estimates for the initial work proposed by the Committee will be agreed upon by Council at its Twenty-seventh Session (1-6 November 1999).
(ii) Review the status of tropical timber further processing in producer countries [Action Plan, section 3.3, goal 1, action 2].	Regular Sessions' work. Assumes terms of reference and cost estimates for the survey and consultancy work will be proposed by the Committee will be agreed upon by the Council at its Twenty-seventh Session (1-6 November 1999).

## **COMMITTEE ON FINANCE AND ADMINISTRATION**

### **ADMINISTRATIVE ACTIVITIES**

<b>Activity</b>	<b>Implementation Approach and Cost Implications</b>
(i) Consider the working documents on intellectual property rights and make recommendations to Council on intellectual property rights [ITTC Decision 10(XXII)] and ITTC report contained in document ITTC(XXIV)/19.	Regular Sessions' work.
(ii) Make recommendations to Council on the appointment of auditors for the purpose of auditing the accounts of the Organization for the 2000 financial year [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.

- |       |  |                                  |
|-------|--|----------------------------------|
| (iii) | Review the independent audited statement for the 1999 financial year [ITTA, 1994, Article 27(6)].  | Routine. Regular Sessions' work. |
| (iv)  | Examine and make recommendations to the Council regarding the approval of the Organization's administrative budget proposals for the year 2001 [ITTA, 1994, Article 27(6)].  | 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. [ITTA, 1994, Article 27(6)].   | Routine. Regular Sessions' work. |
| (vi)  | 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. |
| (vii) | Continue its work with a view to make recommendations to Council on the Organization's information Policy, strategy and work.  | 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 preparations for meetings. The proposed work for the Secretariat in 2000 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 2000.
- (iii) Organize and provide assistance to two meetings of the Expert Panel for Technical Appraisal of Project Proposals in 2000.
- (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 (116 operational pre-projects and projects as of September 1999).
- (vii) Assist Committees and Council to review Section 7 in Annex 2 of Decision 2(X) on ex-post evaluations with a view to define a simple procedure for identifying projects or group of projects requiring ex-post evaluations and define a simple and cost effective procedure to carry out ex-post evaluations, including alternative ways for financing ex-post evaluation work.
- (viii) Preparation of draft 2000 Annual Report of the Organization.
- (ix) Prepare a proposal for the Administrative budget for the Year 2001.
- (x) Take the necessary actions for printing, translation and dissemination of ITTO publications.



- (xi) Represent and provide for ITTO contribution in meetings, conferences, seminars and other activities implemented by relevant cooperating agencies and forums such as the Common Fund for Commodities, UN/ECE, UNCTAD, WTO, FAO, CITES, IFF, World Bank, IUFRO, GEF, UNFCCC, IUCN, ATO, etc.
- (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
  - b. Project PD 73/89 (M,F,I)  
Assistance for Project Identification and Formulation
  - c. Project PD 17/93 Rev.3 (M,F,I)  
ITTO Network for Information Sharing and Project Support
  - d. Project PD 16/93 Rev.4 (M) IV  
Market Information Service for Tropical Timber and Timber Products
  - e. Assisting the organization of the ITTO 2000 Annual Market Discussion
  - f. Project PD 58/97 Rev.1 (I)  
The Establishment of the Database of Tropical Industrial Lesser Used Wood Species
  - g. Project PD 25/95 Rev.1 (M)  
Training Workshops on Tropical Forestry and Timber Trade Statistics
  - h. Pre-Project PPD 8/93 (F)  
Demonstration Areas for Sustainable Management of Production Forests
  - i. Pre-Project PPD 50/91 (I)  
Provision of Assistance for Reassessment and Reformulation of Zairian 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"
- (xiii) Providing and facilitating access to relevant information and knowledge contained in ITTO publications and project findings.
- (xiv) Carrying out any other tasks decided by Council on an *ad hoc* basis through Decisions adopted. These tasks include, *inter alia*, the following activities approved by Council:
  - Engage consultants and undertake a study on the assessment of the sustainability of tropical forests [Decision 9(XXVI)].
  - Engage consultants and make arrangements for the preparation of reports needed for the Council preliminary review of progress towards achieving the Year 2000 Objective [Decision 10(XXVI)].
  - Organize four regional workshops to train the trainers for the wide use and implementation of the Manual for the Application of Criteria and Indicators for Sustainable Management of Natural Tropical Forests [Decision 3(XXVI)].
  - Engage consultants and arrange for the field test of the Manual for the Application of Criteria and Indicators for Sustainable Management of Natural Tropical Forests [Decision 3(XXVI)].