



ITTO

**INTERNATIONAL TROPICAL
TIMBER COUNCIL**

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TWENTY-SIXTH SESSION
28 May – 3 June 1999
Chiang Mai, Thailand

DECISION 2(XXVI)

REVISION OF PROJECT RELATED GUIDELINES AND MANUALS

The International Tropical Timber Council,

Recalling Decision 8(XXII) on the revision of project related Guidelines and Manuals,

Welcoming the Report on the revision of project-related Guidelines and Manuals [ITTC(XXVI)/8] as produced by two consultants and presented to the Council at its Twenty-sixth Session and which contains the revised *ITTO Manual for Project Formulation*, the revised *ITTO Manual for Project Monitoring, Review and Evaluation* and the *Manual on Rules and Procedures for Project Implementation*.

Considering the comments and the advice of the Open-ended Informal Working Group, which evaluated the report during the Twenty-sixth Session of the Council,

Decides to:

1. Adopt the revised ITTO Manual for Project Formulation and the revised ITTO Manual for Project Monitoring, Review and Evaluation subject to amendments proposed by Members during the Twenty-sixth Session.
2. Recommend to member countries to promote the use of the revised manuals and to request member countries to submit from December 1999 new (pre)project proposals exclusively based on the revised ITTO Manual for Project Formulation approved under this Decision.
3. Request member countries to provide any feedback on the use of the revised manuals to the Secretariat before 1 February 2000 to further improve the manuals.
4. Request the Executive Director to evaluate suggestions for improvement and to propose consequently any modifications to the revised manuals at the Twenty-eighth Council Session.
5. Request the Executive Director to assess the new Manual on Rules and Procedures for Project Implementation and to propose any modifications, which are deemed necessary at the next Council Session.
6. Recommend the immediate training for the use of the revised manuals among others through the facilities provided by the project PD 73/89 (M,F,I) "Assistance for Project Identification and Formulation."
7. Invite donor members and other sources to contribute the necessary resources to the Special Account to finance the training workshop set out above.

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