



ITTO

INTERNATIONAL TROPICAL TIMBER COUNCIL

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TWENTY-FIFTH SESSION
3 - 9 November 1998
Yokohama, Japan

DECISION 2(XXV)

ORGANIZATION OF WORK UNDER THE ITTA, 1994

The International Tropical Timber Council,

Recalling Decisions 2(XXIV) and 3(XXII) on the Organization of Work under the ITTA, 1994;

Welcoming the reports on Review and Classification of Council Decisions [ITTC(XXV)/5] and Exploring Possible Ways to Reduce Costs of Preparation, Translation and Distribution of ITTO Documents [ITTC(XXV)/11];

Noting the Report of the Chairperson on the Third Session of the Informal Advisory Group (IAG);

Decides to:

1. Request the Executive Director to archive Council decisions classified in ITTC(XXV)/5 as "implemented", "superseded" or "of no further relevance to the Organization;"
2. Also request the Executive Director to compile a report by subject of Council decisions classified as "under implementation" or "still relevant" for consideration by the Council at its Twenty-sixth Session;
3. Authorize the Executive Director to establish a Document Network System as described in ITTC(XXV)/11 which enables the protected distribution of "restricted" ITTO documents to interested Members and to seek funding from Members for this purpose;
4. Request the Executive Director to routinely translate and distribute to Members all reports and documents needed for the work of the Council and Committees as contained in the Annex to this Decision and make available on request non-essential reports and documents, such as those prepared by project implementing agencies, to Members in the working language of the ITTO in which they were prepared.

ANNEX

ESSENTIAL DOCUMENTS FOR THE COUNCIL AND COMMITTEES

Council and Committees

- Information Notes related to their Sessions
- Project Cycle Calendar
- List of Participants
- List of Observers
- Credentials Committee Report

Council

- Council Agenda
- Draft Report of the preceding Council Session
- Annual Report
- Elements for the Annual Review of the World Timber Situation
- Special reports and studies prepared in response to Council Decisions
- Council Decisions

Committees

- Committees Agendas
- Report of the Expert Panel for Technical Appraisal of Project Proposals
- Secretariat reports on implementation of approved Projects and Pre-Projects
- Secretariat reports on completed Projects and Pre-Projects
- Project Ideas
- Project and Pre-Project proposals commended by the Expert Panel for final appraisal by the Committees
- Executive summaries of independent evaluations of projects requested by Committees
- Requests from implementing agencies for significant modifications in approved Projects and Pre-Projects
- Reports of the Sessions of the Committees
- Budget proposals and reports (Committee on Finance and Administration only)
- Audited reports (Committee on Finance and Administration only)

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