



ITTO

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Yokohama, Japan

DECISION 7(XXV)

ITTO PROGRAMME OF WORK FOR 1999

The International Tropical Timber Council,

Recalling Decision 9(XXIV) on the adoption of the Libreville Action Plan;

Welcoming the Draft Work Programme for the Year 1999 prepared by the Executive Director in consultation with the Chairpersons and Vice-Chairpersons of the Council and Committees;

Decides to:

1. Endorse the Work Programme for 1999 as contained in the Annex to this Decision as a working draft;
2. Urge Members to pay any arrears of their assessed contributions to the Administrative Account and encourage Members to contribute to the Special Account and the Bali Partnership Fund, in order to facilitate implementation of the Work Programme;
3. Request the Executive Director in formulating future proposed Work Programmes to identify and group new and routine Council, Committee, and Secretariat activities under the following three headings:
 - (i) Strategic policy activities;
 - (ii) Project activities;
 - (iii) Administrative activities;

This should include relevant crossreferences to the ITTA, 1994; the Libreville Action Plan; Council Decisions and recommendations of the Informal Advisory Group.

4. Also request the Executive Director regarding the proposed activities to provide information on the cost implications, including human resources, and proposed method of implementation including where appropriate draft terms of reference, funding sources, and estimated time frame.

ANNEX

ITTC

The highest authority of the Organization is the Council, which is empowered to perform or arrange for the performance of all such functions as are necessary to carry out the provisions of the ITTA. The following activities are proposed for the Council in 1999:

- (i) Hold two regular sessions (the Twenty-sixth, in Chiang Mai, Thailand from 28 May - 3 June 1999, and the Twenty-seventh, in Yokohama, Japan from 1-6 November 1999).
- (ii) Decide on format of 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, Article 29 (a)].
- (iii) Undertake the annual review and assessment of the international timber situation [ITTA, Article 30 (a)].
- (iv) Promote the exchange of views among Member countries regarding:
 - the status of sustainable management of timber producing forests and related matters in Member countries;
 - resource flows and requirements in relation to objectives, criteria and guidelines set by the Organization.

[ITTA, Article 30 (4)]

- (v) 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, Articles 20, 21 and 25].
- (vi) Continue and conclude the work on the Manual on ITTO's rules and procedures for project implementation, and the up-dated versions of the ITTO Manual for Project Formulation, ITTO Manual for Project Monitoring, Review and Evaluation, and the Guidelines for the Selection and Employment of Consultants and Guidelines for the Procurement and Payment of Goods and Services Financed from the Special Account [related to ITTC Decision 8(XXII)].
- (vii) Reassess the role and continued existence of the Council's Informal Working Group (IAG) pursuant to ITTC Decision 3(XXII).
- (viii) Review the results of the market access study carried out under ITTC Decision 2(XXIII) and consider follow-up action as appropriate.
- (ix) Continue and conclude the work on the Manual on the methods that could be used to compile data on indicators in applying the ITTO Criteria and Indicators for sustainable management of natural tropical forests [ITTC Decision 3(XXIV)].
- (x) Consider and if appropriate take action on the study on the downturn in the international tropical timber market, undertaken under ITTC Decision 6(XXIV).
- (xi) Consider and approve the Organization's administrative budget for the Year 2000, and assess the contribution of each Member [ITTA, Article 19 (3)].
- (xii) Appoint independent auditors for the purpose of auditing the accounts of the Organization for the 1998 financial year [ITTA, Article 23 (1)].
- (xiii) Continue and conclude the work on intellectual property rights [ITTC Decision 10(XXII)].
- (xiv) Continue and conclude the work to establish policies for the operation of the Bali Partnership Fund [ITTA, Article 21 (6)].

- (xv) Review the adequacy of the resources available in the Bali Partnership Fund and endeavor to obtain additional resources needed by producing Members to achieve the purpose of the Fund [ITTA, Article 21 (5)].
- (xvi) Consider and, if appropriate, take decisions on actions to further strengthen cooperation of ITTO with IFF, ATO, FAO, UN/ECE and EUROSTAT [cooperation related to ITTC Decision 7(XXIV) and Cross Cutting Strategies (section 2) in the Action Plan].
- (xvii) Consider the results of the technical consultation on the prevention and management of forest fire [ITTC Decision 8(XXIV)] and decide on follow-up actions as appropriate.
- (xviii) 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.
- (xix) Based on the results of the trial authorized under ITTC Decision 2(XXIV), approve use of electronic mail and the ITTO home page as the principal means of document transmission to interested countries, and consider and undertake appropriate cost savings measures with respect to document production, translation and distribution.
- (xx) Consider and take appropriate action on measures to further improve the effectiveness and efficiency of the Organization, including streamlining the work of the committees [ITTC Decision 5(XXIV)]. Consider ways to encourage greater participation in the work of ITTO of non-government stakeholders and relevant international organizations [Action Plan, cross cutting strategies (section 2)].

Committees

Economic Information and Market Intelligence

- (i) In cooperation with industry and trade associations, organize and hold the ITTO 1999 Annual Market Discussions on the world tropical timber trade [Action Plan, section 3.1, goal 2 action 1].
- (ii) Monitor and analyze statistical data and other relevant information, including any information on undocumented trade [Action Plan, section 3.1, goal 1 action 4].
- (iii) Consider (and make recommendations to Council) the undertaking of studies of the competitiveness of tropical timber and tropical timber products with timber and non-timber substitutes [Action Plan, section 3.1, goal 2 action 7].
- (iv) Prepare terms of reference and make recommendations to Council on a study on the medium and longer term outlook for the tropical timber market.
- (v) With the assistance of the Expert Panel for Technical Appraisal of Project Proposals, appraise Economic Information and Market Intelligence project and pre-project proposals submitted by Member countries [ITTA, Article 27 (4)].
- (vi) With assistance of the ITTO Secretariat and independent consultants (as necessary), ensure effective monitoring and evaluation of approved projects in the field of Economic Information and Market Intelligence [ITTA, Article 27 (4)].
- (vii) Continue monitoring of development of forest certification and timber labelling [Action Plan, section 3.1, goal 3].
- (viii) Review the results of project and policy work in the field of Economic Information and Market Intelligence and make recommendations to Council on ITTO's work program for the year 2000 [ITTA, Article 27 (4)].
- (ix) In conjunction with the Committee on Forest Industry and the Committee on Reforestation and Forest Management, assess fellowship applications and decide on fellowships to be granted by ITTO under project PD 1/93 Rev.1 (M,F,I).

- (x) Consider project ideas and provide guidance to Member countries for the formulation of Economic Information and Market Intelligence project proposals which meet the priorities set in the Libreville Action Plan [Action Plan, section 3.1, goal 1 action 6, goal 2 action 8, and goal 3 action 4].
- (xi) In cooperation with FAO, UN/ECE and EUROSTAT and the private sector, develop a common questionnaire to obtain information for the Annual Review and Assessment of the World Timber Situation, with a view to minimizing duplication in country information requirements [Decision 8(XXI)],
- (xii) 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].
- (xiii) Propose ways to streamline the collection and dissemination of statistical data [Action Plan, section 3.1, goal 1 action 2].
- (xiv) Consider and if appropriate take action to disseminate information on projects findings and results [ITTA, Article 27 (4), Action Plan, section 2].

Reforestation and Forest Management

- (i) Prepare terms of reference and make recommendations to Council for work to develop and refine guidelines on reduced-impact logging [Action Plan, section 3.2, goal 2 action 2].
- (ii) Prepare terms of reference and make recommendations to Council on work to compile and publish guidelines for the rehabilitation of degraded forests and forest lands, including guidelines on the management of secondary forests [Action Plan, section 3.2, goal 2 action 3].
- (iii) With the assistance of the Expert Panel for Technical Appraisal of Project Proposals, appraise Reforestation and Forest Management project and pre-project proposals submitted by Member countries [ITTA, Article 27 (4)].
- (iv) With assistance of the ITTO Secretariat and independent consultants (as necessary), ensure effective monitoring and evaluation of approved projects in the field of Reforestation and Forest Management [ITTA, Article 27 (4)].
- (v) Review the results of project and policy work in the field of Reforestation and Forest Management and make recommendations to Council on ITTO's work program for the year 2000 [ITTA, Article 27 (4)].
- (vi) In conjunction with the Committee on Economic Information and Market Intelligence and the Committee on Forest Industry, assess fellowship applications and decide on fellowships to be granted by ITTO under project PD 1/93 Rev.1 (M,F,I).
- (vii) Consider project ideas and provide guidance to Member countries for the formulation of Reforestation and Forest Management project proposals which meet the priorities set in the Libreville Action Plan [Action Plan, section 3.2, goal 1 action 7, goal 2 action 5, and goal 3 action 6].
- (viii) Consider and if appropriate take action to disseminate information on projects findings and results [ITTA, Article 27 (4), Action Plan, section 2].

Forest Industry

- (i) Monitor and review the need for work on tropical timber standardization and harmonization, including the area of tropical timber nomenclature [Action Plan, section 3.3, goal 2 action 1]. The Committee will carry out the review in its May 1999 Session. To assist the review the Secretariat will compile information on ITTO previous work on standardization and

nomenclature, including type and number of projects ITTO financed in this field.

- (ii) Prepare terms of reference and make recommendations to Council on work 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]. The Committee will briefly discuss the issue in its May 1999 Session. The Secretariat will compile information on previous work in this field (both by ITTO and other organizations) and prepare draft terms of reference. The Committee will finalize the terms of reference and recommendations to Council in its November 1999 Session.
- (iii) Consider and hold discussions on the need for and desirability of work on a voluntary code of conduct for the forest industry [Decision by the Forest Industry Committee in its Twenty-second Session]. A background paper will be prepared by the Secretariat and distributed in May 1999. The Committee will hold its discussions on the issue in its November 1999 Session.
- (New) (iv) **Prepare terms of reference for and recommend to Council the implementation of a study to review the status of tropical timber further processing in producer countries. The Committee will implement the activity in its November 1999 Session the Committee will consider the procedures to get the information on the situation of further processing in each producing country.**
- (v) Review ITTO's work in the area of non-wood forest products (NWFP) and consider the possibilities of cooperation with other relevant organizations, to promote NWFP processing and use, in the context of NWFP potential for international trade and relevance to local communities [Decision by the Forest Industry Committee in its Twenty-second Session].
- (vi) With the assistance of the Expert Panel for Technical Appraisal of Project Proposals, appraise Forest Industry project and pre-project proposals submitted by Member countries [ITTA, Article 27 (4)].
- (vii) With assistance of the ITTO Secretariat and independent consultants (as necessary), ensure effective monitoring and evaluation of approved projects in the field of Forest Industry [ITTA, Article 27 (4)].
- (viii) Review the results of project and policy work in the field of Forest Industry and make recommendations to Council on ITTO's work program for the year 2000 [ITTA, Article 27 (4)].
- (ix) In conjunction with the Committee on Economic Information and Market Intelligence and the Committee on Reforestation and Forest Management, assess fellowship applications and decide on fellowships to be granted by ITTO under project PD 1/93 Rev.1 (M,F,I).
- (x) Consider project ideas and provide guidance to Member countries for the formulation of Forest Industry project proposals which meet the priorities set in the Libreville Action Plan [Action Plan, section 3.3, goal 1 action 6, goal 2 action 3, and goal 3 action 5].
- (xi) Consider and if appropriate take action to disseminate information on projects findings and results [ITTA, Article 27 (4), Action Plan, section 2].

Finance and Administration

- (i) Consider the working documents on intellectual property rights and make recommendations to Council on intellectual property rights [ITTC Decision 10 (XXII)].
- (ii) Make recommendations to Council on the appointment of auditors for the purpose of auditing the accounts of the Organization for the 1998 financial year [ITTA, Article 27 (6)].
- (iii) Review the independent audited statement for the 1998 financial year [ITTA, Article 27 (6)].
- (iv) Examine and make recommendations to the Council regarding the approval of the Organization's administrative budget proposals for the year 2000 [ITTA, Article 27 (6)].

- (v) Make recommendations to Council on policies for the operation of the Bali Partnership Fund, [ITTC Decision 6(XXIII) and ITTA Article 27 (6)].
- (vi) Review the assets of the Organization to ensure prudent asset management and that the Organization has sufficient reserves to carry out its work [ITTA, Article 27 (6)].
- (vii) 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 [Article 27 (6)].

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 1999 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 1999.
- (iii) Organize and provide assistance to the two 1999 meetings of the Expert Panel for Technical Appraisal of Project Proposals.
- (iv) Organize and assist the work of panels and working groups decided by the Council on an ad hoc basis (3 to 4 annually in the period 1995- 1998).
- (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 (137 operational pre-projects and projects as of 15 August 1998).
- (vii) Preparation of draft 1998 Annual Report of the Organization.
- (viii) Prepare a proposal for the administrative budget for the Year 2000.
- (ix) Take the necessary actions for printing, translation and dissemination of ITTO publications.
- (x) Prepare a paper on options for a possible review of the progress made towards achieving Year 2000 Objective.
- (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, 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. Project PD 1/93 Rev.1 (M,F,I)
ITTO Fellowship Programme - Phase II
 - 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 1999 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"
- j. Reporting to Council on the findings, recommendations and conclusions of the
missions and technical consultation on Forest Fire [Decision 8(XXIV)].
- k. Providing and facilitating access to relevant information and knowledge contained in
ITTO publications and project findings.
- l. Carrying out any other tasks decided by Council on an *ad hoc* basis through
Decisions adopted.

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