

TWENTY-SECOND SESSION  
21-29 May 1997  
Santa Cruz de la Sierra, Bolivia

## **DECISION 4(XXII)**

### **ORGANIZATION OF WORK UNDER THE ITTA, 1994 PART II**

#### **ROLE OF COMMITTEES AND STREAMLINING OF COMMITTEES' WORK**

Recalling Decision 4(XXI) 1996 on the establishment of an Expert Panel on the Organization of Work under the ITTA, 1994;

Further recalling Article 24 of the ITTA, 1994, to undertake policy work and project activities in the areas of Economic Information and Market Intelligence, Reforestation and Forest Management and Forest Industry, in a balanced manner, to the extent possible integrating policy work and project activities;

Further recalling Decision 5(XXII) on duration of Council Sessions;

Recognizing the need for the Committees to assess and streamline their organization of work and to restructure their agenda to ensure an appropriate balance;

Further recognizing the need for the work of the Committees to reflect an appropriate balance between project and policy work in order to attain the overall objectives of the ITTA, 1994;

Decides to:

1. Request Committees to identify issues for policy work and those arising from assessment by Expert Panels and the Secretariat for Council consideration;
2. Propose ways to streamline their work in accordance with the Annex to this Decision;
3. Convene for its Twenty-third Session in Yokohama, beginning three days prior to the Session, an informal working group to evaluate reports on on-going and completed pre-projects and projects to assist the Committees on Economic Information and Market Intelligence, Reforestation and Forest Management and Forest Industry;
4. Adopt the Terms of Reference for the informal working group included in the Annex to this Decision;
5. Review the experience of the informal working group at the Twenty-third Session of the Council and consider further measures of strengthening and streamlining the work of the Committees;
6. Request the Executive Director to allocate the financial resources from the Special Account to implement this Decision.

## **ANNEX**

### **STREAMLINING PROCEDURE FOR THE FUNCTIONS OF COMMITTEES**

#### **Pre-projects and Project Proposals**

1. Pre-projects and project proposals shall be assessed by the Expert Panel for Technical Appraisal of Pre-project and Project Proposals;
2. In cases where, in the opinion of an Expert Panel, pre-projects and project proposals do not fall within the scope of the ITTO or do not contain all of the sections required by the ITTO Manual for Project Formulation, these projects shall be returned to proponents with a note explaining why the project was denied;
3. For pre-projects and project proposals assessed by Panels to require essential modification, revised projects received by the Secretariat shall be assessed at the beginning of Council Sessions by the informal working group, which shall then report back to Committees;
4. Pre-projects and project proposals assessed by the Expert Panel or the informal working group to have met all the requirements (including those requiring only minor amendments) shall be presented to Committees by proponents, to expose them to members, including potential donors, and the Committee may recommend these project proposals to Council for approval.

#### **Policy Identification**

Committees may meet during Council sessions to identify common policy issues, and ensure integrated perspectives in policy proposals for Council consideration.

#### **Informal Working Group to Assist the Committees on Economic Information and Market Intelligence, Reforestation and Forest Management and Forest Industry - Terms of Reference**

In order to improve the substance and quality of Committee discussions, and accommodate shorter Committee sessions, the informal working group shall reduce the burden to Committees by:

1. Evaluating if completed pre-project and project proposals have met the objectives stated in the project proposal approved and funded by the Council;
2. Identifying projects and pre-projects under implementation and/or awaiting agreement that require discussion by the Committees and Council. Projects requiring further attention by the Committees include those facing technical, administrative, institutional, or external difficulties that prevent or delay implementation of project activities;
3. Highlighting projects which have produced results that may provide valuable lessons for other member countries and bringing them to the attention of the Committees for further discussion and dissemination;
4. Identifying opportunities to streamline the project monitoring and evaluation process and suggesting that these be discussed by the Committees;
5. Producing a report to the Committee on the items mentioned above including potential issues for policy work;
6. Evaluating revised project proposals to determine if they have adequately addressed the recommendations of the Expert Panel for the Technical Appraisal of Project Proposals;

7. Assigning each revised project proposal one of the following categories of decision:
  - (a) The Expert Panel for the Technical Appraisal of Pre-project and Project Proposals did not recommend essential modifications, and a revised document is not required;
  - (b) All of the recommendations of the Expert Panel for the Technical Appraisal of Pre-project and Project Proposals have been adequately addressed;
  - (c) Many of the recommendations of the Expert Panel for the Technical Evaluation of Project Proposals have been addressed, however, some recommendations have not been addressed;
  - (d) The revised project proposal does not adequately address the recommendations of the Expert Panel for the Technical Evaluation of Project Proposals;
  - (e) A revised project proposal has not been submitted to ITTO.
8. The informal working group shall submit a report on the analysis to Committees to assist with their discussions and decisions on projects.

The informal working group shall be made up of six experts: three nominated by producer countries and three nominated by consumer countries. The members of the informal working group shall have expertise in project monitoring and evaluation and technical experience, at least , in one of the areas of the Committees of the Council (Economic Information and Market Intelligence, Reforestation and Forest Management and Forest Industry).

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