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Yokohama, Japan

DECISION 6 (XIII)

PROJECT WORK AND PROJECT CYCLE MANUALS

The International Tropical Timber Council decides to:

- i) adopt the proposals and recommendations made by the Independent Consultants on Project Work and the Project Cycle Manuals, set out in ITTC(XII)/6 Rev.1, as amended by ITTC(XII)/6 Rev.1 and Add.1/Amend.1 and Annex 1 to this Decision;
- ii) request the Executive Director to proceed immediately, under PD 73/89 (M,F,I) (Assistance for Project Identification and Formulation), with publication of a Manual for Project Formulation and a Manual for Project Monitoring, Review and Evaluation containing the relevant parts of the above document, together with an appropriate supply of the new Project Document and other forms;
- iii) request the Executive Director to institute a programme to disseminate the Manuals, and to train project formulators in their use, in all three producing Member regions, along the lines in Annex 2 to this Decision, under PD 73/89 (M,F,I), and to propose, if necessary, an extension of that project;
- iv) invite donor Members and other sources to contribute the necessary resources to finance the work set out above from the Special Account;
- v) adopt the other procedures and arrangements recommended in ITTC(XII)/6 Rev.1, as amended by ITTC(XII)/6 Rev.1 and Add.1/Amend.1 and Annex 1 to this Decision, insofar as they have not already been dealt with in Decision 5(XII);
- vi) examine further at its next Session the proposals and recommendations of the Independent Consultants on guidelines for the employment of consultants and guidelines for the procurement of goods and services, as set out in documents ITTC(XII)/6 Add.1 and ITTC(XII)/6 Add.2, as amended by ITTC(XII)/6 Rev.1 and Add.1/Amend.1.

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ANNEX 1

The Appraisal and Approval Procedures recommended by the Independent Consultants in Attachment 4 to their Report [ITTC(XII)/6 Rev.1] are adopted with the following changes:

Role of the Expert Panel [paragraph 26 (iv) and (v)]

The Expert Panel will comment to the Council on the adequacy and completeness of the PD, on whether it is advisable to have specific Pre-Project activities to complete the definition of the project, and on whether such Pre-Project activities should therefore be immediately agreed by ITTO; but all PD proposals will nevertheless continue to be circulated to the Council for decision, as at present.

Unearmarked Pledges [paragraph 31 (viii)]

The Council shall encourage donors to make preferably at least 10% of any pledge made to the Special Account unearmarked, on a voluntary basis, in which case each donor may stipulate to which Sub-Account this percentage is to be allotted.

Model Project Agreement (Annex B)

Individual agreements will vary as necessary from this Model in accordance with the particular features of each project and any legal requirements of the relevant member or members.

ANNEX 2Elements of a Programme for  
Training in the Use of the Manuals

1. The aim of the programme will be to make potential proposers of Projects and Pre-Project activities fully familiar with the use of the Manuals.
2. The new PD format would be applied, so far as practicable, to proposals submitted to ITTC(XV) in November 1993, but would become standard only for proposals submitted to the following Council Session.
3. A specialized institution or firm would be employed as consultants to prepare a series of workshops (more than one in each Region, if necessary), in the appropriate languages, to be run by the above consultants in Africa, Asia/Pacific and the Latin America/Caribbean Regions. Participants in the workshops from individual Member countries would belong to one appropriate national institution, chosen by the relevant government as the focal point for disseminating knowledge of the procedures and concepts contained in the Manuals to other institutions within that country.
4. Appropriate training materials, in all relevant languages, including audio-visual materials as necessary, would be produced by the consultants mentioned above, based upon the Manuals, and used in the workshops.
5. Subsequently a series of national workshops would be requested by individual Members, at their wish, to transfer the training technique fully to the national institution mentioned in paragraph 3 above, and to assist it to disseminate the concepts and procedures for ITTO project formulation, and for project monitoring, review and evaluation, among all concerned. This would include trade associations, academic institutions and NGOs. These workshops would also use the materials mentioned in paragraph 4 above, and provided under the Programme, supplemented as necessary with the help of the consultants who would participate, as appropriate, in the proposed national workshops.

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