

DECISION 6 (IX)

ESTABLISHMENT OF EXPERT PANEL FOR  
TECHNICAL APPRAISAL OF PROJECT PROPOSALS AND REVIEW OF PROJECT CYCLE

The International Tropical Timber Council,

Affirming the importance of project activities as outlined in Article 23 of the ITTA,

Having considered the recommendation to the Council of the Committee on Reforestation and Forest Management, at its Sixth Session in May 1990, "... to evaluate all aspects of the Project Cycle and the mandate of the Secretariat with respect to the different stages of the Cycle and to adjust the Project Cycle wherever desirable, in order to improve the quality and relevance of the project proposals and to streamline the procedure for approval",

Reiterating the wish of Member Countries to strengthen the capacity of the Secretariat to coordinate and assist in the effective implementation of the Project Cycle,

Decides to establish an Expert Panel to assist the Secretariat in the technical appraisal of project proposals prior to their presentation to the Permanent Committees. The experts on the Panel will be appointed by the Council in accordance with the attached Terms of Reference (Appendix 1). The Project Cycle will be revised, with immediate effect, in accordance with the "New Cycle for Submission and Approval of Project Proposals" (Appendix 2);

Decides to appoint two independent consultants, one from a producer country and one from a consumer country, in accordance with the Terms of Reference attached hereto (Appendix 3), for the review of existing procedures under the ITTO Project Cycle, and to prepare a report for the consideration of the Council at its Tenth Session;

Appreciates that this Decision will receive adequate financial support from Member Countries;

Understands that the Expert Panel will be of an interim nature. Its functioning will be evaluated after consideration by the Council of the above consultant's report on the review of existing procedures under the ITTO Project Cycle.

TERMS OF REFERENCE FOR EXPERT PANEL FOR  
THE TECHNICAL APPRAISAL OF ITTO PROJECT PROPOSALS

1. Objectives

The Expert Panel shall appraise new project proposals. It may make recommendations for adjustments to these proposals in order to ensure their technical soundness. The Panel shall also screen the project proposals, taking particularly into account the ITTO Action Plans and Work Programmes, but it shall not prioritize them.

2. Background

The Council has expressed a growing concern about the increasing number of projects which have been approved, but have not yet received an appropriate financial allocation or which have encountered serious impediments in their implementation. These project proposals may require relevant adjustments to enable their eventual implementation.

Moreover, it is expected that the substantial increase of funds in the Special Account will lead to a growing number of ITTO projects being proposed to the ITTO Council. An added burden on the appraisal process can be expected. Therefore, the Council may require additional technical advice.

3. Activities

The Expert Panel will convene at ITTO Headquarters for intensive sessions. These meetings will be held as soon as possible but not later than fourteen weeks in advance of the next committee Session. The participants should be appointed by the Council on the basis of their technical expertise. The Expert Panel should be regionally balanced. The number of experts will be limited to twelve persons.

The Chairman of the Panel will be elected for a period of one year. At the end of each one-year period, for as long as the ITTO Council decides to convene the Expert Panel, all members of the Panel would resign, with the understanding that the Council may reappoint these members or appoint twelve new members for the following term.

4. Output

A brief technical report on each project proposal will be submitted by the Secretariat to the proposing Government immediately after the meeting of the Expert Panel. This will enable the submitting Government to amend the project proposal, if it so desires, before consideration by the Permanent Committees. The Panel may further express technical viewpoints on improving ITTO's procedures for the development of technically sound projects and the relevance of projects to the ITTO Action Plans.

5. Work Plan

The Expert Panel will be established during the Ninth Session of the

Council. The first Expert Panel meeting shall take place at least fourteen weeks in advance of the Tenth Session of the Council.

APPENDIX 2

NEW CYCLE FOR SUBMISSION AND APPROVAL OF PROJECT PROPOSALS

	WEEKS				
	-16	-12	-8	-4	0
Latest date of submission to ITTO Secretariat		X			
Distribution of project proposals to Panel Members		X			
Panel meeting for technical appraisal of project proposals					X
Distribution of Panel report to submitting countries wishing reformulation of their project proposals			X		
Reformulation and redrafting of project proposals by submitting country (6 week period)			XXXXXXXX		
Submission of revised proposals to the Secretariat					X
Preparation of project brief and translations					XXX
Distribution of project proposal to all Member Countries (5 weeks in advance of Council Session)					X
Review by Member Countries					XXXXX
Appraisal and decision by Committees and Council					X

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## APPENDIX 3

TERMS OF REFERENCE FOR INDEPENDENT CONSULTANTS TO REVIEW  
POSSIBLE MECHANISMS FOR THE IMPROVEMENT OF THE ITTO PROJECT CYCLE

1. Objectives and Terms of Reference

The review has the following objectives and Terms of Reference:

- produce a report which reviews existing procedures of the ITTO Project Cycle from identification through design, appraisal, approval, implementation, monitoring and evaluation, and provide costed options for the improvement of ITTO's Project Cycle;
- assess ITTO's unique responsibilities, with particular reference to the ITTA and the Action Plans and Work Programmes that were adopted by the Council during its Eighth Session;
- review current and future projected volumes of projects, their timing and period of project approval, as well as funding arrangements;
- provide a report to the Tenth Session of the Council.

2. Background

Members of the Council have variously expressed concern about the delay in the preparation, technical assessment, approval, financing, implementation, monitoring and evaluation of ITTO projects. Recommendations made by the Permanent Committees during their Sixth and Seventh Sessions should be taken into account. The review is aimed at providing a comprehensive study to improve the quality and timely consideration and execution of ITTO projects by setting out a series of costed options for the Council to consider.

3. Activities

The independent consultants will need to consult Members in writing and to consult directly a representative sample of Members as well as organizations experienced in the project cycle such as the UNDP, World Bank, and Regional Development Banks. The consultants may invite comments from other institutions and the NGO community.

The independent consultants should be selected on the basis of their experience and knowledge of the ITTO project cycle and organizational matters and other organizations experienced in the project cycle. The consultants should be representative of both producer and consumer countries.

4. Output

A review report of the ITTO Project Cycle with costed options for the improvement of the Cycle to be discussed no later than the Tenth Session of ITTO's Council.

5. Work Plan

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At this Session, the Council will nominate a lead Producer and a lead Consumer Country. The lead Countries will each designate one candidate and inform the Secretariat by 31 December 1990 of their respective nominees. Subsequently, the Executive Director, in consultation with and with the consent of the Chairmen of the Council and the Permanent Committees, will appoint the independent consultants not later than 15 January 1991. The consultants should produce their final report by the end of March 1991. This report should be distributed to Members at least one month before the Tenth Session of the ITTO Council.

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