



# INTERNATIONAL TROPICAL TIMBER COUNCIL

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13 - 18 December 2010  
Yokohama, Japan

## DECISION 7(XLVI)

### PROCEDURE FOR THE FINANCIAL ARRANGEMENTS RELATED TO HOSTING COUNCIL SESSIONS OUTSIDE THE HEADQUARTERS OF THE ORGANIZATION

The International Tropical Timber Council,

Considering Article 9 of the International Tropical Timber Agreement, 1994 and Decisions 5(XXIX), 9(XXXI), 7(XXXIII) and 4(XLII) on the frequency, hosting and financing of Council sessions;

Further considering Article 9 of the International Tropical Timber Agreement, 2006 on the frequency, hosting and financing of Council sessions;

Appreciating the generous offers of Members to host Council sessions, and recognizing the significance of holding sessions in Producer countries on a rotational basis;

Recalling that the Government of Japan has generously confirmed its commitment to support the costs of one Council session per year to be held at the Headquarters of the Organization from January 2007 onward;

Underscoring the need to ensure that appropriate arrangements for hosting Council sessions outside Headquarters are in place before the Council decides the dates and venues for such sessions;

Decides that:

1. Annual Council sessions shall rotate between Headquarters and a Producer member country;
2. Any Producer member desiring to host a Council session outside Headquarters during an upcoming biennial period shall submit an invitation in writing no later than the first day of the Council session that is two years prior to the session that the member proposes to host and shall include the member's confirmation of its contributions as set out in paragraph 3;
3. Funding provided by the country proposing to host the session shall cover at least:
  - o Security
  - o Local logistic and administrative support
  - o Field trip and reception at discretion of the host
  - o Refreshments
4. Funding provided through ITTO shall cover the following costs:
  - o Interpretation and translation
  - o Travel costs of Secretariat
  - o Conference facilities if not provided by the host country
  - o Services and personnel
  - o Printing and copying
5. Costs, as mentioned in paragraph 4, for convening Council sessions outside Headquarters shall be shared equally among Producer and Consumer members and assessed in the proportion the number of each member's votes bears to the total votes of the member's group;

6. The costs for convening a Council session outside Headquarters, covered by the administrative budget, in any two-year period shall be budgeted equally between the two years and shall not exceed US\$ 400,000 in total;
7. The above limit shall be reviewed periodically; and
8. Council shall make every endeavour to reduce the costs of its sessions.

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