



**INTERNATIONAL TROPICAL  
TIMBER COUNCIL**

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FORTY-SEVENTH SESSION  
14-19 November 2011  
La Antigua Guatemala, Guatemala

**REPORT OF THE INFORMAL ADVISORY GROUP (IAG)**

**AT ITS TWENTY-FIFTH MEETING**

**13 November 2011  
La Antigua Guatemala, Guatemala**



**Twenty-fifth Meeting of the Informal Advisory Group (IAG)  
La Antigua Guatemala, Guatemala, 13 November 2011**

**Report of the Chairperson**

**Introduction**

1. The Twenty-fifth Meeting of the IAG was convened on Sunday, 13 November 2011 at the Del Obispo Room of the Porta Hotel Antigua at 11:00 a.m., chaired by Mr. Joachim Bile Allogho (Gabon), Chairperson of the Council. The meeting was attended by Mr. Josue Ivan Morales Dardon (Guatemala), Chairperson of the Committee on Economic Information and Market Intelligence (CEM), Dr. Samuel Ebia Ndongo (Cameroon), Chairperson of the Committee on Forest Industry (CFI), Dr. Agus Sarsito (Indonesia), Chairperson of the Committee on Finance and Administration (CFA), Ms. Carolina Castellini (Brazil), Producer Spokesperson, Dr. Atsushi Suginaka (Japan), Representative of the Host Government of the Headquarters and Mr. Emmanuel Ze Meka, the Executive Director.

The IAG was informed of the vacancy of the post of Vice-Chairperson of the Council following the resignation of Ms. Carla Boonstra (The Netherlands) and the absence of Ms. Jennifer Conje, the Consumer Spokesperson. The Chairperson requested Dr. Atsushi Suginaka to advise the Consumer Caucus of the immediate need to select the replacement for Ms. Carla Boonstra and Ms. Jennifer Conje as the Vice-Chairperson of the Council and the Consumer Spokesperson respectively for the current session of the Council.

2. The IAG considered and adopted the following agenda for discussion:
  - i. Brief background of the IAG:
    - Decision 5(XXVI);
    - Report of the IAG at its Twenty-fourth Meeting, 12 December 2010;
    - General observation by IAG Members;
  - ii. Election of the Vice-Chairperson of the Council for 2011.
  - iii. Briefing on the outcomes of the informal teleconference held on 13 September 2011:
    - Entry into force of the ITTA, 2006
    - ITTO Biennial Work Programme 2012-2013
    - Briefing on preparations for the Forty-seventh Session of the Council in Guatemala
    - ITTO Biennial Work Programme 2010-2011  
*Activity 12: Requirements of Legality and Procurement Policies for Timber Products*
    - Any other issues
  - iv. Consideration of draft decisions/elements of decisions, if any, submitted pursuant to ITTC Decision 7(XXXIII) – “Measures to Reduce Costs and Improve the Efficiency and Effectiveness of the Organization”;
    - Projects, Pre-Projects and Activities [Decision 1(XLVII)]
    - ITTO Biennial Work Programme 2012-2013
    - New ITTO Action Plan
    - Further Guidance on Monitoring and Evaluation
    - Establishment of Conditions for Accession of the International Tropical Timber Agreement, 2006
    - Functions of the Committees
    - Rules of Procedure of Financial Rules and Rules Relating to Projects of the ITTO
  - v. List of possible decisions for the Forty-seventh Session of the Council and report to the Council; and
  - vi. Other matters.
3. In its deliberations, the IAG noted and made reference to Decision 5(XXVI) and the Report of the Informal Advisory Group (IAG) at its Twenty-fourth Meeting held on 12 December 2010 in Yokohama, Japan as contained in document ITTC(XLVI)/2 dated 12 December 2010. The IAG also recalled the consensus regarding the extension of its mandate and the continuation of its existence and role reached by the Council at its Thirtieth Session.

#### **Election of the Vice-Chairperson of the Council for 2011**

4. The Executive Director informed the IAG that Ms. Carla Boonstra (The Netherlands) had submitted her resignation from the post of Vice-Chairperson of the Council for 2011 on health grounds. In accordance with paragraph 3, Article 8 of ITTA, 1994, the IAG recommended to the Consumer Caucus to nominate a new candidate to be elected by the Council at the first meeting of its current session as the Vice-Chairperson of the Council for 2011. The Chairperson requested Dr. Atsushi Suginaka to advise the Consumer Caucus in this regard.

#### **Briefing on the outcomes of the informal teleconference held on 13 September 2011**

5. The Executive Director briefed the IAG on the deliberation and outcomes of the informal teleconference held on 13 September 2011. Following the briefing, the IAG discussed and considered the outcomes, focussing on the following issues.

#### Entry into Force of the ITTA, 2006

6. The IAG noted the concern expressed during the teleconference that while the threshold for the entry into force of the ITTA, 2006 had been met in respect of the Consumer Member Countries, there was a shortfall of 53 votes from the threshold for the Producing Member Countries. More crucially, some key producing countries were not in the list of the Parties to the ITTA, 2006 as this would affect the assessment of the contributions of the Producing Member Countries to the Administrative Budget under the ITTA, 2006. The IAG was updated by the Executive Director that there were currently sixty (60) Parties to the ITTA, 2006 comprising thirty-seven (37) Consumer Member Countries and twenty-three (23) Producing Member Countries. While the Producing Member Countries exceeded the number of 12 Governments of Producers as the threshold, these countries accounted for 580 votes, 20 votes short of the threshold of 60 percent of the total votes as set out in Annex A to the ITTA, 2006. Accordingly, the conditions for the entry into force of the ITTA, 2006 had yet to be met during the current session of the Council. The Executive Director further informed the IAG that several producing countries including Brazil, Honduras, Nigeria, Colombia and the Central African Republic were making progress towards completing their internal processes of becoming Parties to the ITTA, 2006. In view of the latest situation, the IAG recommended to the Council that the operation of ITTO and the consideration of its Administrative Budget for 2012 be based on the provisions of the ITTA, 1994. The IAG also took note of the likelihood of the ITTA, 2006 entering into force during the course of 2012. In the event, the IAG recommended to the Council that the ITTO Administrative Budget for 2012 to be considered and approved by the Council at its current session be maintained till the end of 2012 and that the ITTO Administrative Budget for 2013 based on the ITTA, 2006 be considered and approved by the Council at its Forty-eighth Session in November 2012.

#### ITTO Biennial Work Programme 2012-2013

7. The Executive Director briefed the IAG on the Draft ITTO Biennial Work Programme for the Years 2012-2013 as contained in document ITTC(XLVII/8). The programme had been prepared, taking into account the ITTA, 2006, the ITTO Action Plan 2008-2011 and the Progress Report on the Implementation of the ITTO Biennial Work Programme for 2010-2011 as contained in document ITTC(XLVII)/7. The IAG recommended to the Council that the programme be given due consideration under item 13(b) of its agenda.

#### Briefing on Preparations for the Forty-seventh Session of the Council in Guatemala

8. The IAG was briefed by the Executive Director on the preparations for the Forty-seventh Session of the Council in La Antigua Guatemala, Guatemala. Mr. Josue Ivan Morales Dardon informed the IAG that the Host Country had extended invitations to ministers and high ranking officials in the Latin America and Caribbean region to attend the session but no responses had been received. The IAG noted with appreciation the elaborate preparations that had been made and the generous hospitality being extended by the Government of Guatemala as Host of the Forty-seventh Session of the Council. The IAG recommended to the Council to duly put on record its sincere appreciation to the Government of Guatemala for hosting the event.

ITTO Biennial Work Programme 2010-2011

*Activity 12: Requirements of Legality and Procurement Policies for Timber Products*

9. The IAG noted that activity 12 was included in the ITTO Biennial Work Programme for the Years 2010-2011 that was approved by the Council at its Forty-fifth Session in 2009. It was given further consideration by the CEM at its Forty-fourth Session in 2010 resulting in its terms and reference and budget being approved by the Committee and endorsed by the Council at its Forty-sixth Session. The IAG further noted the strong views expressed by the Producer Members during the teleconference for the activity to be financed. The Executive Director informed the IAG that the activity had been included as activity 38 in the draft ITTO Biennial Work Programme for the Years 2012-2013 under the CEM as the responsible body. The IAG recommended that the activity be given due consideration by the Council under item 13(b) of its Agenda.

Any other issues

10. The IAG noted the proposal made by Japan during the teleconference that ITTO should consider participating in the United Nations Conference on Sustainable Development (UNCSD)(Rio+20) to be held in Rio de Janeiro, Brazil from 20 to 22 June 2012 and co-hosting a side-event with the Government of Japan at the Conference. The Executive Director informed the IAG that following the proposal, activity 5 'Provide for ITTO's participation in and visibility at the United Nations Conference on Sustainable Development (UNCSD)(Rio+20)' had been included in the Draft ITTO Biennial Work Programme for 2012-2013 as contained in document ITTC(XLVII)/8. Dr. Atsushi Suginaka indicated the interest of the Government of Japan in funding the activity and invited other ITTO Member Countries to participate in the side-event. The IAG recommended to the Council that this activity be given due consideration under item 13(b) of its agenda.

**Consideration of draft decisions/elements, if any, submitted pursuant to ITTC Decision 7(XXXIII) – “Measures to Reduce Costs and Improve the Efficiency and Effectiveness of the Organization”**

11. The IAG considered the draft decisions/elements of decisions submitted pursuant to ITTC Decision 7(XXXIII) as follows:
- (i) Projects, Pre-Projects and Activities
  - (ii) ITTO Biennial Work Programme for the Years 2012-2013
  - (iii) New ITTO Action Plan
  - (iv) Further Guidance on Monitoring and Evaluation
  - (v) Establishment of Conditions for Accession of the International Tropical Timber Agreement, 2006
  - (vi) Functions of the Committees
  - (vii) Rules of Procedure of Financial Rules and Rules Relating to Projects of the ITTO
12. The IAG recommended to the Council to consider decisions on topics (i), (ii), (iii) and (iv) and to defer consideration of topics (v), (vi) and (vii). In addition, the IAG recommended to the Council to consider a decision authorising the retainment of the ITTO Administrative Budget 2012 to be considered and approved by the Council at its current session under the provision of ITTA, 1994 in the event that ITTA, 2006 was to enter into force during the course of 2012.

**List of possible decisions for the Forty-seventh Session of the Council and report to the Council**

13. The IAG considered the possible list of decisions to be considered and adopted by the Council at its Forty-seventh Session as follows:
- (i) Projects, Pre-projects and Activities
  - (ii) ITTO Biennial Work Programme for the Years 2012-2013
  - (iii) New ITTO Action Plan
  - (iv) Further Guidance on Monitoring and Evaluation
  - (v) Entry into Force of the International Tropical Timber Agreement, 2006.

These draft decisions are included in Annex A to this report.

**Other Matters**

14. No other matters were discussed and considered by the IAG.

**Adjournment**

16. The Twenty-fifth meeting of the IAG was adjourned at 11:45 a.m. with a vote of thanks to the Chairperson of the Council.

**ANNEX A**



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***DRAFT***  
**DECISION 2(XLVII)**

**ITTO BIENNIAL WORK PROGRAMME FOR THE YEARS 2012-2013**

The International Tropical Timber Council,

Appreciating the work of the Secretariat in its proposal to Council on the Biennial Work Programme for the years 2012-2013;

Noting further that activities listed in paragraph 2 below are derived from the following: (a) ITTO Action Plan 2008-2011; (b) the four ITTO Committee Reports to the Forty-seventh Session of Council; and (c) previous Council decisions;

Decides to:

1. Adopt the Biennial Work Programme for the years 2012-2013 as contained in the Annex to this Decision, subject to revision as appropriate, should the ITTA, 2006, enter into force provisionally or definitively within this biennial period;
2. Authorize the Executive Director to seek voluntary contributions from Member Countries and other funding sources to finance implementation of the activities listed in the Annex.
3. Request the Executive Director to implement and/or facilitate the implementation of activities in the approved Biennial Work Programme for the years 2012-2013, as contained in the Annex; and
4. Request the Executive Director to report to Council on the progress in implementing the Biennial Work Programme for 2012-2013.





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### **DRAFT DECISION 3(XLVII)**

#### **NEW ITTO ACTION PLAN**

The International Tropical Timber Council,

Recognizing the objectives of the ITTO as set out in Article 1 of the ITTA, 1994 and ITTA, 2006;

Reaffirming the overall aim defined in ITTO Objective 2000;

Recalling the ITTO Action Plan 1990, the ITTO Libreville Action Plan (1998-2001), the ITTO Yokohama Action Plan (2002-2006) and the ITTO Action Plan 2008-2011;

Noting that the implementation period of the ITTO Action Plan 2008-2011 would expire at the end of the year;

Recognizing the importance and urgency of adopting a new Action Plan to guide the work of the Organization;

Noting that the ITTA, 2006 would soon enter into force;

Decides to:

1. Extend the implementation period of the ITTO Action Plan 2008-2011 for one year;
2. Request the Executive Director to prepare a working paper on the new ITTO Action Plan with the assistance of two consultants, one each from producer and consumer countries, and to circulate it to members by 30 April 2012;
3. Request the Executive Director to convene a Working Group comprising six members from producer countries, six members from consumer countries, two representatives from the Civil Society Advisory Group (CSAG) and two from Trade and Industry Advisory Group (TAG) to consider the working paper and any comments and suggestions by ITTO members. The members of the Working Group will act in their expert or personal capacity and prepare a draft Action Plan for the period from 2013-2018, which will be circulated to Members for consideration prior to review by Council at its Forty-eight Session in November 2012.
4. Authorize the Executive Director to seek voluntary contributions from Member countries to meet the financial requirements of this decision, not exceeding US\$150,000. If sufficient contributions are not received by 31 January 2012, the Executive Director is requested to use funds from the Working Capital Account of the Administrative Account.

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### ***DRAFT*** **DECISION 4(XLVII)**

#### **FURTHER GUIDANCE ON ITTO PROJECT MONITORING AND EVALUATION**

The International Tropical Timber Council,

Recalling Decision 3(XXVIII) on the Ex-Post Evaluation of Projects and its Annex presenting options for selection and funding of ex-post evaluations,

Taking note of the recommendations of the report on 'Meta Evaluation of previously evaluated ITTO projects' [ITTC-JC(XLV)/2],

Noting the need to further strengthen the monitoring and evaluation practice of ITTO projects, as a strategic tool for learning and accountability,

Decides to:

1. Request the Committees in its selection for evaluation, to take into account the project's strategic importance to the achievement of the objectives of the International Tropical Timber Agreement in its potential for learning, replication, innovation and impacts;
2. In addition to the criteria contained in Decision 3(XXVIII), Annex 1; request the Committees to give appropriate consideration to the grouping of projects for ex-post evaluation as a cost-effective measure to enhance learning from project results, including grouping by a) substantive theme; b) by country or region; or c) based on specific relevant criteria;
3. Consider carrying out mid-term evaluations as a strategic monitoring tool to assess the achievements and provide guidance for the project towards attaining its objectives, especially in (i) phased projects, (ii) large projects (e.g. US\$ 500,000 or above), and (iii) in specific situations to proactively improve project performance or if a revision of the project design may be required;
4. Request the ITTO Secretariat to provide a written management response to project evaluation reports;
5. Include a specific clause into Project Agreements establishing an obligation for Executing Agencies to:
  - (a) Routinely report on post-project follow-up activities after project completion as well as on any post-evaluation action, upon request by the Secretariat and within a defined time limit,
  - (b) Submit a written management response to project evaluation reports;

6. Foster the utilization of lessons learned from monitoring and evaluation by requiring project proponents to consider them as an input to the formulation of new projects;
7. Request the Expert Panel and the Thematic Programme Advisory Committees to verify that relevant lessons learned from past (ex-post) evaluations have been considered in the proposal formulation;
8. Reinforce the role of the Secretariat in monitoring and evaluation for:
  - (a) Continuous development of the monitoring and evaluation system of the Organization, including strengthening of staff capacity in proactive monitoring
  - (b) Organization and supervision of mid-term and ex-post evaluations
  - (c) Updating the guidance for monitoring and evaluation in the Organization
  - (d) Analysis and systematization of monitoring and evaluation results for lessons learned in cooperation with the Divisions
  - (e) Ensuring that the Expert Panels and Thematic Programme Advisory Committees are informed on the relevant lessons learned related to the project proposals subject to their appraisal
  - (f) Ensuring effective dissemination of lessons learned from monitoring and evaluation in cooperation with the Communication Unit;
9. Encourage donors to provide adequate resources for improved dissemination of lessons learned from monitoring and evaluation, preparation of communication products, and organization of training events.

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***DRAFT***  
**DECISION 5(XLVII)**

**ENTRY INTO FORCE OF THE INTERNATIONAL TROPICAL TIMBER AGREEMENT, 2006**

The International Tropical Timber Council,

Recalling its Decisions 3(XV) of November 2009, 3(XLI) of 11 November 2006 and 7(XLIV) of 8 November 2008, which decided to extend the International Tropical Timber Agreement, 1994, until the entry into force of the International Tropical Timber Agreement, 2006;

Having reviewed the status of deposits of instruments of ratification, acceptance, approval or accession to the ITTA, 2006 as contained in document ITTC(XLVII)/6;

Welcoming that many Governments have taken the necessary measures to become parties to the ITTA, 2006 since last Session of the Council in December 2010;

Confirms its intention to maintain the extension of the ITTA, 1994, beyond 2011;

Also appreciating the work of the Secretariat and the Committee on Finance and Administration during the current session with preparation and adoption of the administrative budget for the year 2012, as an interim measure, on the basis of operating under the ITTA, 1994;

Decides to:

1. Encourage all governments who have not yet signed or completed the necessary procedures to become parties to the ITTA, 2006 to accelerate their efforts to do so;
2. Maintain the administrative budget for the year 2012 until the end of year, in the event that the ITTA, 2006 should come into force definitively before the next Session of the Council on 5-10 November 2012 in accordance with Article 39(1) of the ITTA, 2006; and
3. Authorize the ED to convene the Forty-eighth Session of the Council in November 2012 under the ITTA, 2006, in the event that the ITTA, 2006 should enter into force before November 2012.

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