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5-10 November 2012
Yokohama, Japan

PROJECT CYCLE CALENDAR FOR SPRING 2013

THE DEADLINE FOR RECEIPT BY THE SECRETARIAT OF BOTH
NEW AND REVISED PROJECT AND PRE-PROJECT PROPOSALS
FOR THIS PROJECT CYCLE IS:

***** **26 November 2012** *****

[pursuant to Decision 7(XXI)]

The Secretariat wishes to give Members early details of the Project Cycle Calendar for Spring 2013.

MEMBERS ARE RESPECTFULLY REQUESTED TO NOTE THE FOLLOWING:

- 1) Pursuant to Council Decision 5(XLIV), member countries are requested to submit from May 2009 new project and pre-project proposals exclusively based on the Third Edition of the ITTO Manual for Project Formulation approved under this Decision.
- 2) All pre-project and project proposals must be submitted directly by the "Official Contact Point" of an ITTO Member [Decision 4(XXV), Annex A, Section III]. Any pre-project and/or project proposal not channeled through the "ITTO Official Contact Point" will not be accepted. The official ITTO Contact Point must be the person and/or institution designated by the Member country and registered by the Secretariat to handle ITTO matters. For further information please contact the Secretariat.
- 3) In view of the limited number of project proposals that the Expert Panel for Technical Appraisal of Project Proposals can appraise, the official contact point responsible for ITTO matters shall provide a list of project proposals in order of priority for consideration by the Expert Panel, if the Member is submitting more than one (pre)project proposal [Decision 4(XXV), Annex A, Section III]. Official Contact points are also kindly reminded of the recommendations made by the Expert Panel on Measures to Improve Project Formulation and Appraisal [Document ITTC(XXXVI)/5], particularly with regard to the advise to set up "National Clearing House" mechanism for the screening of project or pre-project proposals taking into account national priorities and relevance to ITTO goals, prior to submission.
- 4) Members who decide to withdraw project proposals after submission are reminded that substantial translation costs and handling time will already have been expended on these proposals. Please make a firm decision to support any proposal before submitting it, and kindly note that amendments will not be accepted after the deadline, since proposals are immediately processed and sent to Expert Panel members.

- 5) Large number of proposals, unduly lengthy proposals, and errors of spelling, syntax, and calculation within proposals impose an unmanageable burden on ITTO's translators and on the Secretariat owing to the time constraints of the twenty-two week cycle. Project proposals should not exceed 33 single sided pages, while pre-project proposals should not exceed 12 single sided pages (Reference: *ITTO Manual for Project Formulation 3rd Edition*). Additional supporting information should be contained in Annexes. (It is also strongly requested that proposals be prepared in font "Arial", size 10.)
- 6) Members are kindly requested to dispatch by courier a clean hardcopy on A4-sized paper, free of hand-written amendments, and an electronic copy in Microsoft Word format saved on a compact disk or another convenient format. File names should clearly specify the order of presentation.
- 7) All proposals should be sent to the following email address:

proposals@itto.int
- 8) If an Expert Panel recommends a proposal to be revised, the submitting Member must highlight all additions, deletions, or amendments in the revised version for the benefit of translators. Such highlighting may take the form of underlining, for example, or use of **boldtype**. Highlighted sections should be clearly distinguishable from the original text. Explanatory notes on the changes made should be attached to the proposal. Please note that resubmitted project proposals whose revised sections are not highlighted will not be considered by the Expert Panel and/or Technical Committees.
- 9) The PD format must be consistent with the format recommended in the ITTO Manual for Project Formulation, Third Edition, 2008 [Decision 5(XLIV)]. Full guidance on project formulation is provided in the Manual. In particular, budgets should follow the headings shown in Table 7 (p.47) of the Manual.
- 10) The *ITTO Manual for Project Formulation 3rd Edition* is available at:

http://www.itto.int/policypapers_guidelines/

PROJECT CYCLE CALENDAR FOR SPRING 2013

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| 26 November 2012 | <p>Deadline for receipt of new project and pre-project proposals.</p> <p>Also deadline for receipt of all revised project and pre-project proposals being submitted to the Expert Panel for a second or subsequent appraisal.</p> |
| 7 December 2012 | <p>All proposals sent to all Panel Members in the original language of submission.</p> |
| 21 January 2013 | <p>English translations of Spanish and French proposals sent to all Panel Members.</p> |
| 4-8 February 2013 | <p>Meeting of the Forty-fifth Expert Panel for Technical Appraisal of Project Proposals in Yokohama.</p> |
| 15 February 2013 | <p>Comments of the Forty-fifth Expert Panel on each proposal sent to all submitting Members in English.</p> |
| 8 March 2013 | <p>Last date for receipt of revised proposals recommended by the Forty-fifth Expert Panel.</p> |
| 1 April 2013 | <p>Revised Category 1 proposals and the Expert Panel's Report thereon posted on the ITTO Homepage.</p> |
| 15 April 2013 | <p>Deadline for members to state objections to:</p> <ul style="list-style-type: none">(i) The Expert Panel ratings.(ii) Approved projects/pre-projects requesting for additional funding;(iii) Revised project proposals approved at earlier Sessions and pending finance. <p>Members are reminded that, in the absence of objections, the following category of proposals will be considered approved and eligible for funding:</p> <ul style="list-style-type: none">(i) Projects rated by the Expert Panel as category 1 and revised according to the recommendations of the Expert Panel(ii) Projects/pre-projects requesting for additional funding(iii) Revised proposals approved at earlier Sessions and pending finance <p>(Note: in the event of any project or pre-project having objection, it will be referred to the Forty-ninth Session of the Council and Associated Sessions of the Committees for final decision.)</p> |
| 19 April 2013 | <p>A list of all approved projects, pre-projects and activities requiring financing, including the new and earlier approved and pending financing, is posted on the ITTO website.</p> |
| 22 April 2013 | <p>Chairperson of the Council consults with donors regarding donors' pledges on financing of approved projects.</p> |
| 14 May 2013 | <p>Chairperson communicates to the Executive Director on projects, pre-projects and activities funded.</p> |
| 17 May 2013 | <p>All funded projects, pre-projects and activities are posted on the ITTO website and submitting governments informed accordingly.</p> |