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Yokohama, Japan

DECISION 4(XLVIII)

STRENGTHENING ITTO THEMATIC PROGRAMMES

The International Tropical Timber Council,

Recalling Decision 8(XLIV) establishing the Thematic Programmes Sub-Account under the Special Account, Decision 9(XLIV) on operational procedures and guidelines for Thematic Programmes on a pilot basis, and Decision 10(XLIV) approving Thematic Programme Profiles for five thematic areas;

Welcoming the subsequent launch of ITTO Thematic Programmes on Forest Law Enforcement, Governance and Trade (TFLET), Reducing Deforestation and Forest Degradation and Enhancing Environmental Services (REDDES), Community Forest Management and Enterprises (CFME), and Trade and Market Transparency (TMT);

Recalling that the International Tropical Timber Agreement (ITTA), 2006, the Successor Agreement to the ITTA, 1994, entered into force definitively on 7 December 2011;

Also recalling the provisions of Articles 20, 24 and 25 of the ITTA, 2006 on the establishment and implementation of Thematic Programmes;

Noting the Draft Report on the Effectiveness of Pilot Operation of ITTO Thematic Programmes;

Considering experiences gained in developing and implementing Thematic Programmes during the pilot phase;

Decides to:

1. Adopt the procedures and guidelines for Thematic Programmes contained in Annexes 1 and 2 of this decision, and the terms of reference for Thematic Programme Advisory Committees (TPACs) contained in Annex 3 of this decision;
2. Utilize the Thematic Programme procedures, guidelines and terms of reference for the continued implementation of TFLET, REDDES, CFME and TMT and for any new Thematic Programmes that may be established;
3. Initiate a process to review and, as needed, update or supplement existing ITTO project-related manuals to ensure their full relevance to Thematic Programmes;
4. Urge Members to contribute to the Thematic Programmes Sub-Account in order to fully implement ongoing Thematic Programmes as soon as possible;
5. Urge Members to submit high quality, well-focused Thematic Programme proposals and, as needed, seek assistance from the Secretariat in this regard;
6. Urge ITTO Focal Points to ensure that proposals submitted to the Secretariat are complete, properly-formatted and contribute to national priorities in the thematic area;

7. Review and evaluate the effectiveness of individual Thematic Programmes when decided by Council; and
8. Request the Executive Director to:
 - a) Include activities in the Biennial Work Programme to implement paragraph 3 of this Decision and encourage Members to make voluntary contributions for this purpose;
 - b) Update existing Thematic Programme Profiles and Thematic Programme Documents and adjust the composition of TPACs, as needed, to reflect paragraph 2 above;
 - c) Identify reasons for the lack of donor interest in the Thematic Programme on Industry Development and Efficiency (IDE), consider ways to address these issues, and report to Council at its Forty-ninth Session on options for moving forward;
 - d) Utilize a flexible Thematic Programme project cycle calendar based on the level of funding available and the number of proposals received;
 - e) Facilitate the effective functioning of the TPACs in accordance with Annex 3;
 - f) Work with the TPACs, ITTO Focal Points and implementing agencies to seek opportunities to maximize synergies within each Thematic Programme, particularly during the appraisal stage;
 - g) Establish a weighting system for Thematic Programme proposal selection criteria to reflect their relative importance to programme success, drawing on the weighting system used by the Expert Panel on Technical Appraisal of Projects and giving due consideration to the criteria contained in Annex 3 (paragraph 2) of this decision;
 - h) Screen all proposals submitted for funding under the Thematic Programmes Sub-Account and identify for appraisal only those proposals that meet the formatting and basic information requirements set out in the Manual for Project Formulation and other requirements outlined in calls for proposals;
 - i) Refine, in consultation with TPACs, the Thematic Programme Monitoring Protocols to identify key indicators which can signal early successes or problems and, as needed, better align target values with the issues the Thematic Programme seeks to address;
 - j) Raise awareness on lessons learned and best practices from the implementation of Thematic Programme projects, pre-projects and activities as part of ITTO's knowledge management strategy; and
 - k) Report at each Council session on progress in implementing and managing Thematic Programmes, including impacts and outcomes, and keep Members informed inter-sessionally through the ITTO website.

ANNEX 1

PROCEDURES FOR OPERATION OF
THEMATIC PROGRAMMES (TPs) FOR APPROVED THEMATIC PROGRAMME AREAS

| ACTION AND SEQUENCE | RESPONSIBILITY |
|---|---|
| 1. Development of a Thematic Programme Profile (TPP) | Executive Director (ED) in consultation with interested donors, Members and relevant stakeholders |
| 2. Approval of the TPP | Council |
| 3. Preparation of a Thematic Programme Document (TPD) based on the approved TPP | ED with assistance of donors, other interested Members and to the extent possible the Trade Advisory Group and the Civil Society Advisory Group |
| 4. Development of proposals for financing under the TP | Members, ED |
| 5. Submission of proposals | ITTO Focal Points, ED |
| 6. Proposal screening (for compliance with basic requirements) | Secretariat |
| 7. Proposal appraisal | Thematic Programme Advisory Committee (TPAC), Secretariat |
| 8. Selection of proposals for financing under the TP based on appraisals | ED |
| 9. Notification of Members of the ED's selection two weeks prior to the endorsement by the TPAC | Secretariat |
| 10. Review and endorsement of selection of proposals | TPAC |
| 11. Financing decision | ED |
| 12. Implementation of financed projects, pre-projects, activities | Implementing agencies, Secretariat |
| 13. Monitoring & evaluation of TP implementation | Secretariat, implementing agencies, TPAC |
| 14. Reporting on TP implementation | Annual reporting to Council by ED Bi-annual reporting by implementing agencies and Secretariat |
| 15. Revision/amendment of a TPP or TPD as needed | Council |

ANNEX 2

GUIDELINES FOR THEMATIC PROGRAMME PROFILES AND THEMATIC PROGRAMME DOCUMENTS

1. Thematic Programme Profile (TPP)

A TPP is a concise scoping document that provides an initial description of the Thematic Programme (TP) and covers the following elements:

- a) Rationale statement, including problem to be addressed and international context
- b) General objectives,
- c) ITTO's comparative advantage and value-added in the thematic area
- d) Strategy to be employed
- e) Anticipated outputs/outcomes and benefits
- f) Potential partners/collaborating agencies and anticipated means of cooperation
- g) Indicative budget and timeframe
- h) Potential donors

2. Thematic Programme Document (TPD)

A TPD further develops the TPP and provides detailed information on the following planning and operational elements. These elements comprise the logical framework for the TP:

Planning elements

- a) Rationale statement and problem analysis, including relevant international and regional processes and value-added of the programme
- b) Specific objectives, including intermediate targets
- c) Strategies for achieving objectives, including through knowledge management
- d) Measures to verify the coherence and effectiveness of activities/pre-projects/projects funded under the TP
- e) Outputs/outcomes/deliverables and expected impact/benefits
- f) Other partners and stakeholders
- g) Indicative list of activities
- h) Work plan, including budget estimates

Operational elements

- a) General selection criteria for proposed activities/projects/pre-projects contained in paragraph 2 of Annex 3
- b) TP-specific selection criteria for proposed activities/projects/pre-projects
- c) Administrative arrangements
- d) Monitoring and evaluation procedures
- e) Technical and financial reporting procedures

3. To the extent possible, new TPDs will be developed in close consultation with Trade Advisory Group (TAG) and Civil Society Advisory Group (CSAG), as well as ITTO partners within the Collaborative Partnership on Forests with significant mandates and activities in the thematic area.

ANNEX 3

TERMS OF REFERENCE FOR THEMATIC PROGRAMME ADVISORY COMMITTEES

1. Each ITTO Thematic Programme (TP) will have a Thematic Programme Advisory Committee (TPAC) to assist the Executive Director in the:
 - a) Selection of activities/pre-projects/projects for financing under the TP;
 - b) Monitoring and evaluation of progress in implementing the TP; and
 - c) Identification of potential additional sources of voluntary financial contributions to the TP.
2. When appraising, reviewing and endorsing activities/pre-projects/projects for financing, TPACs will consider the requirements identified in the ITTO Manual for Project Formulation. In addition, TPACs will consider any specific criteria identified in the relevant Thematic Programme Document (TPD), as well as the following general criteria:
 - a) Conformity with the specific objectives and deliverables contained in the TPD;
 - b) Linkages or relevance to other activities/pre-projects/projects under the programme;
 - c) Clear quantitative and qualitative indicators to evaluate progress towards achieving TP objectives;
3. As a general rule, each TPAC should not exceed 10 members and should take into account the need for balanced representation among members. Each TPAC will include:
 - a) Three producer member experts, representing the three producer regions;
 - b) One non-donor consumer member expert;
 - c) Representatives of interested donors;
 - d) Representatives of collaborating institutions, as appropriate;
 - e) One representative of Trade Advisory Group (TAG) and/or Civil Society Advisory Group (CSAG)

The Secretariat will facilitate the work and operation of the TPACs.
4. All TPAC members will have expertise on the topic covered by the TP, including experience relevant to the functions contained in paragraph 1.
5. The Executive Director will invite individuals under 3(a), (b) and (c) to participate on TPACs for a three-year term based on nominations by Members. The Executive Director will also invite nominations from collaborating institutions, as well as TAG and CSAG.
6. As a general rule, TPACs will coordinate regularly through electronic means and will meet as needed to fulfil their functions, subject to the availability of funds. TPAC members and TPAC focal points within the Secretariat will consult closely on TPAC operations.

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