



FORTY-FOURTH SESSION  
3-8 November 2008  
Yokohama, Japan

**DECISION 5(XLIV)**

**REVISION OF ITTO PROJECT CYCLE MANUALS AND GUIDELINES**

The International Tropical Timber Council,

Recalling Decision 3(XXXVII) on Measures to Improve and Strengthen the ITTO Project Cycle, which among others, decided to develop draft terms of reference for consultants who would be engaged to revise the ITTO Project Formulation Manual and related material; to prepare user-friendly and condensed Project Cycle manuals and guidelines; and to propose those terms of reference to the Joint Session of the Committees at the Thirty-eighth Session of the Council;

Noting that the Joint Session of the Committees held during the Thirty-eighth Session of the Council in June 2005, in Brazzaville, Republic of Congo, approved the Terms of References for the engagement of the Consultants for the revision of the ITTO Project Cycle Manuals and Guidelines;

Noting further that the Council at its Forty-first Session held in November 2006, in Yokohama, Japan, reviewed the documents and requested further improvements, both in terms of its technical contents and its editorial aspects on the documents;

Welcoming the Report on the Measures to Improve and Strengthen the ITTO Project Cycle [ITTC(XLIV)/17]; presented to the Council at its Forty-fourth Session and which contained, as produced by the two consultants, the revised *ITTO Manual for Project Formulation*; the revised *ITTO Manual for Project Monitoring, Review, Reporting and Evaluation*; the *ITTO Manual on Standard Operating Procedures for the ITTO Project Cycle (SOP)*; the revised *ITTO Guidelines for the Selection and Employment of Consultants and Procurement of Goods and Services*; and the *ITTO Project Formulation Software (ITTO Protocol)*;

Taking into account the comments and advices of Members during the Forty-fourth Session of the Council;

Decides to:

1. Adopt the revised ITTO Manual for Project Formulation; the revised ITTO Manual for Project Monitoring, Review, Reporting and Evaluation; the ITTO Manual on Standard Operating Procedures for the ITTO Project Cycle (SOP); the revised ITTO Guidelines for the Selection and Employment of Consultants and Procurement of Goods and Services; and the ITTO Project Formulation Software (ITTO Protocol);
2. Request Member countries to submit from May 2009 new (pre)project proposals exclusively based on the revised ITTO Manual for Project Formulation approved under this Decision;
3. Encourage Member countries to promote the use of the revised manuals and guidelines;
4. Request the Executive Director to facilitate training on the use of the revised manuals and guidelines; and
5. Authorize the Executive Director to seek voluntary contributions from Member Countries to meet the cost of the training workshops, not exceeding US\$200,000.00.