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DECISION 9(XLIV)

THEMATIC PROGRAMMES ON PILOT BASIS: OPERATIONAL PROCEDURES AND GUIDELINES

The International Tropical Timber Council,

Recalling that the International Tropical Timber Agreement (ITTA), 2006, the Successor Agreement to the ITTA, 1994, was adopted in January 2006, and is expected to enter into force in the near future;

Also recalling Article 20 of the ITTA, 2006 which provides for the establishment of the Thematic Programmes Sub-Account to facilitate unearmarked contributions for the financing of approved pre-projects, projects and activities consistent with thematic programmes established by the Council;

Further recalling Article 24.3 of the ITTA, 2006 on the links between the Action Plan and Thematic Programmes, and Article 25, paragraph 1 regarding the submission of proposals contributing to thematic programmes;

Noting the report of the Meeting on Operational Modalities of Future Work of the ITTC convened during 9-12 June 2008 in Accra, Ghana, and the Background Document on Operational Modalities under the ITTA, 2006: Work of the Committees, Thematic Programmes, Project Cycle prepared for that meeting;

Also noting the March 2007 report of the Inter-sessional Working Group on Thematic Programmes and the October 2007 report of the Working Group on the Review of the Implementation of the ITTO Yokohama Action Plan 2002-2006;

Considering experiences gained in developing and implementing thematic elements of the Biennial Work Programme, including the ITTO programmes on Tropical Forest Law Enforcement and Trade and on Cooperation between ITTO and CITES to Improve Country Capacity to Implement CITES Listings of Tropical Timber Species, as well as experiences gained through implementation of Articles 20, 21, 24 and 25 of the ITTA, 1994;

Decides to:

1. Implement, on a pilot basis, Thematic Programmes for the following areas where additional funding is expected, utilizing the procedures and guidelines contained in Annexes 1 and 2 of this decision:
 - a. Forest Law Enforcement, Governance and Trade
 - b. Community Forest Management and Enterprises
 - c. Trade and Market Transparency
 - d. Industry Development and Efficiency
 - e. Reducing Deforestation and Forest Degradation and Enhancing Environmental Services in Tropical Forests

2. Adopt, on a pilot basis, the terms of reference for Thematic Programme Advisory Committees contained in Annex 3 of this decision.
3. Urge Members to contribute to the Thematic Programmes Sub-Account to initiate implementation of the thematic programmes;
4. Request the Executive Director to report at each Council session on the development, status and other relevant information on the pilot operation of the Thematic Programmes, and to keep Members informed inter-sessionally through the ITTO web site; and
5. Review and evaluate the effectiveness of the pilot operation of the Thematic Programmes after three years.

ANNEX 1

PROPOSED PROCEDURES FOR PILOT OPERATION OF
THEMATIC PROGRAMMES 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 and Members
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 as appropriate, other partners
4. Development and submission of proposals for financing under the Thematic Programme	Members and ED
5. Assessment and selection of proposals for financing under the Thematic Programme	Thematic Programme Advisory Committee
6. Monitoring & evaluation of programme implementation	Secretariat, implementing agencies, Thematic Programme Advisory Committee
7. Reporting on Programme implementation	Annual reporting to Council by ED Bi-annual reporting by implementing agencies and Secretariat
8. Revision/amendment of the TPD as needed	Council

ANNEX 2

PROPOSED GUIDELINES FOR THEMATIC PROGRAMME PROFILES AND THEMATIC PROGRAMME DOCUMENTS

1. Thematic Programme Profile

A thematic programme profile is a concise scoping document that provides an initial description of the thematic programme and covers the following elements:

- a) Rationale statement, including problem to be addressed and international context
- b) General objectives
- c) Strategy to be employed
- d) Anticipated outputs/outcomes and benefits
- e) Potential partners/collaborating agencies
- f) Indicative budget and timeframe
- g) Potential donors

2. Thematic Programme Document

A thematic programme document further develops the Thematic Programme Profile and provides detailed information on the following planning and operational elements. These elements comprise the logical framework for the programme:

Planning elements

- a) Rationale statement and problem analysis, including relevant international and regional processes and value-added of the programme
- b) Specific objectives, including, as appropriate, intermediate targets
- c) Strategies for achieving objectives
- d) Outputs/outcomes/deliverables and expected impact/benefits
- e) Other partners and stakeholders
- f) Activities
- g) Work plan, including budget estimates and donor contributions

Operational elements

- a) Composition of the Thematic Programme Advisory Committee and expert profiles
- b) General selection criteria for proposed activities/projects/pre-projects outlined in paragraph 2 of Annex 3
- c) Thematic programme-specific selection criteria for proposed activities/projects/pre-projects, as appropriate
- d) Administrative arrangements
- e) Monitoring and evaluation procedures
- f) Technical and financial reporting procedures

ANNEX 3

PROPOSED TERMS OF REFERENCE FOR
THEMATIC PROGRAMME ADVISORY COMMITTEES

1. Each thematic programme will have a Thematic Programme Advisory Committee to assist the Executive Director with the implementation of the thematic programme as follows:
 - a) Selection of activities/pre-projects/projects for financing under the Thematic Programme;
 - b) Monitoring and evaluation of progress in implementing the Thematic Programme; and
 - c) Identification of potential additional sources of voluntary financial contributions to the Thematic Programme.
2. In selecting activities/pre-projects/projects for financing, all Thematic Programme Advisory Committees will consider the following general criteria, in addition to any specific criteria identified in the relevant Thematic Programme Document:
 - a) Conformity with the Thematic Programme Document and ITTA objectives;
 - b) Technical feasibility;
 - c) Cost effectiveness;
 - d) Environmental and social effects;
 - e) Linkages or relevance to other activities/pre-projects/projects under the programme;
 - f) Applicability/extension of results, e.g. regionally or globally;
 - g) Clear quantitative and qualitative indicators to evaluate progress towards achieving programme objectives;
 - h) Measures to verify the coherence and effectiveness of individual activities/pre-projects/projects funded under the programme;
 - i) Overall impact and sustainability of outputs and outcomes; and
 - j) Mechanisms for effective stakeholder participation.
3. The membership of a Thematic Programme Advisory Committee and its specific functions will be identified in the Thematic Programme Document. As a general rule, each Thematic Programme Advisory Committee will not exceed seven members, taking into account the need for balanced representation among members. They will include:
 - a) Three producer member representatives with recognized expertise on the thematic programme;
 - b) At least one non-donor consumer member representative with recognized expertise on the Thematic Programme;
 - c) Expert representatives of interested donors and collaborating institutions; and
 - d) Executive Director or his designated representative.
4. In consultation with members, the Executive Director will invite individuals to participate on Thematic Programme Advisory Committees.
5. As a general rule, Thematic Programme Advisory Committees will work and coordinate through electronic means and meet once a year.

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