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PROJECT CYCLE CALENDAR FOR 2027

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

********18 January 2027********

[pursuant to Decision 7(XXI)]

The Secretariat wishes to give Members early details of the Project Cycle Calendar for 2027 leading to the Sixty-third Session of the ITTC.

MEMBERS ARE RESPECTFULLY REQUESTED TO NOTE THE FOLLOWING:

1) Pursuant to Council Decision 5(XLIV), member countries are requested to submit new project and pre-project proposals exclusively based on the Third Edition of the ITTO Manual for Project Formulation approved under this Decision which is available at: Manual for Project Formulation. Members should also refer to the ITTO Policy Guidelines on Gender Equality and Empowering Women (GEEW) and Guidelines for Environmental and Social Management (ESM).

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 accordance with [Decision 4(XXV), Annex A, Section III] 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. 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 advice to set up a "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.

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 project 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.

6) Proposals must be submitted electronically in Microsoft Word format. Please use papersize A4 and Arial 10 point font.

7) All proposals should be sent to the following email addresses:

sugihara@itto.int and breulmann@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 the relevant Technical Committee, future Expert Panels and/or translators. Such highlighting may take the form of underlining, for example, or use of **bold** font. 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.

PROJECT CYCLE CALENDAR FOR 2027

18 January 2027	Deadline for receipt of new project and pre-project proposals. Also deadline for receipt of all revised project and pre-project proposals being submitted to the Expert Panel for a second or subsequent appraisal.
29 January 2027	All proposals sent to all Panel Members in the original language of submission.
5 March 2027	English translations of Spanish and French proposals sent to all Panel Members.
5 – 9 April 2027	Meeting of the Sixty-second Expert Panel for Technical Appraisal of Project Proposals in Yokohama (depending on the number of eligible proposals received by the deadline, the review may be conducted virtually).
16 April 2027	Comments of the Sixty-second Expert Panel on each proposal sent to all submitting Members in English.
7 May 2027	Last date for receipt of revised proposals recommended by the Sixty-second Expert Panel.
28 May 2027	Revised Category 1 proposals and the Expert Panel's Report thereon posted on the ITTO Homepage.
11 June 2027	Deadline for members to state objections to: (i) The Expert Panel ratings; (ii) Approved projects/pre-projects requesting additional funding; (iii) Revised project proposals approved at earlier Sessions and pending finance. Members are reminded that, in the absence of objections, the following category of proposals will be considered approved and eligible for funding: (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 additional funding; (iii) Revised proposals approved at earlier Sessions and pending finance. (Note: in the event of any project or pre-project receiving objection, it will be referred to the Sixty-third Session of the Council and Associated Sessions of the Committees for final decision.)
14 June 2027	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.

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