



# INTERNATIONAL TROPICAL TIMBER COUNCIL

Distr.  
GENERAL

ITTC(XXXV)/25  
8 November 2003

Original: ENGLISH

THIRTY-FIFTH SESSION  
3 - 8 November 2003  
Yokohama, Japan

## DECISION 4(XXXV)

### ITTO BIENNIAL WORK PROGRAMME FOR THE YEARS 2004-2005

The International Tropical Timber Council,

Recalling Decision 2(XXXI) on the adoption of the ITTO Yokohama Action Plan 2002-2006;

Appreciating the work of the Secretariat in its proposal to Council on the Biennial Work Programme for the years 2004-2005;

Noting that activities listed in paragraph 2 below are derived from the following: (a) ITTO Yokohama Action Plan (bold entries); (b) the four ITTO Committee Reports to the Thirty-fifth Session of Council; and (c) previous Council decisions;

Decides to:

1. Endorse the Biennial Work Programme for the years 2004-2005, as contained in the Annex to this Decision;
2. Request the Executive Director to implement and/or facilitate the implementation of activities approved in the Biennial Work Programme for the years 2004-2005, including the following:

Activity	Estimated costs (US\$) and proposed commencement
(i) Market study on tropical plantation timber [ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 3].	\$150,000.00 (2 <sup>nd</sup> half of 2004)
(ii) Review of the timber market in two significant tropical timber importing countries [ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 5].	\$200,000.00 (2 <sup>nd</sup> half of 2004)
(iii) Study on subsidies affecting tropical timber products [ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 2].	\$150,000.00 (2 <sup>nd</sup> half of 2004)

Activity	Estimated costs (US\$) and proposed commencement
<p><b>(iv) Promote the conservation, rehabilitation and sustainable management of mangroves, in collaboration with relevant organizations</b> [ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 4, ITTC Decision 4(XXXIII)]</p> <p>To strengthen the implementation of the ITTO Mangrove Work Plan 2002-2006, particularly in the following areas:</p> <p>a. Updating of the World Mangrove Atlas in collaboration with ISME, UNESCO, WCMC and FAO; and</p> <p>b. Assessing existing, and if applicable, develop new methodologies and guidelines for assessing qualitative and quantitative aspects of mangroves and criteria and indicators for sustainable management of mangrove ecosystems.</p>	<p>\$200,000.00 (2<sup>nd</sup> half of 2004)</p> <p>\$60,000.00 (1<sup>st</sup> half of 2005)</p>
<p><b>(v) Develop and promote the implementation of Guidelines for the management of secondary tropical forests, the restoration of degraded tropical forests and the rehabilitation of degraded forest land</b> [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 3]</p> <p>a. Conducting of 10 national workshops to further promote the implementation of the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Tropical Forests. Undertaking, in close collaboration with other organizations, the development of technical manuals on forest landscape restoration; and</p> <p>b. Support to the Global Workshop of the Global Partnership on Forest Landscape Restoration.</p>	<p>\$500,000.00 (2<sup>nd</sup> half of 2004)</p> <p>\$100,000.00 (1<sup>st</sup> half of 2005)</p>
<p><b>(vi) Monitor and assess the environmental, social and economic costs and benefits of forest plantation development and utilize that information to promote new plantations</b> [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 5]</p> <p>Study on Encouraging Private Sector Investment in Industrial Forest Plantations in the Tropics.</p>	<p>\$147,630.00 (2<sup>nd</sup> half of 2005)</p>
<p><b>(vii) Review and update the ITTO Guidelines for the Conservation of Biodiversity in Tropical Timber Producing Forests, taking into account recent developments, including CBD's work programme on forest biodiversity and ITTO's renewed cooperation with IUCN.</b> [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 1].</p>	<p>\$100,000.00 (1<sup>st</sup> half of 2005)</p>
<p><b>(viii) Promote the establishment of efficient and socially sound community-based forest industries</b> [ITTO Yokohama Action Plan, Section 3.3, Goal 2, Action 8]</p> <p>Study to review experiences of successful community-based forest industries.</p>	<p>\$150,000.00 (2<sup>nd</sup> half of 2005)</p>

Activity	Estimated costs (US\$) and proposed commencement
<b>(ix) Study and promote policies and other measures to increase tropical plywood industry competitiveness</b> [ITTO Yokohama Action Plan, Section 3.3, Goal 1, Action 2]	
Implement studies and organize an international conference in cooperation with FAO, on export plywood, with a view to produce and disseminate information to enhance competitiveness of tropical plywood.	\$150,000.00 (1 <sup>st</sup> half of 2005)
<b>(x) Promote private investment through facilitating information exchange on investment opportunities</b> [ITTO Yokohama Action Plan, Section 3.3, Goal 1, Action 1]	
Organization/convening of investment promotion forum/seminar.	\$250,000.00 (1 <sup>st</sup> half of 2004)
<b>(xi) Cooperation with FAO on the development and dissemination of guidelines for improving law compliance in the forest sector</b> [ITTO Yokohama Action Plan, Section 2, Action I); Section 3.1, Goal 1, Action 3 and Goal 2, Action 2; ITTC Decision 6(XXXI)].	\$100,000.00 (1 <sup>st</sup> half of 2004)
<b>(xii) Facilitate the negotiation of a Successor Agreement to the ITTA, 1994</b> [ITTC Decisions 8(XXXIII) and 6(XXXIV)]	\$150,000.00 (1 <sup>st</sup> half of 2004)
Consultations and convening an inter-sessional meeting and activities as appropriate.	
<b>(xiii) Improving effectiveness of project work from ex-post evaluations</b> [ITTC Decision 11(XXXIV)]	
Consultancy work and working group meeting.	\$100,000.00 (1 <sup>st</sup> half of 2004)
<b>(xiv) Support participation of and contribution to the CSAG and TAG in ITTC sessions, including the organization of a panel at the Thirty-sixth Session</b> [ITTC Decisions 9(XXVIII) and 2(XXXII)].	\$80,000.00 (1 <sup>st</sup> half of 2004)
<b>(xv) Co-sponsor an international symposium on the impacts of forest certification in developing countries and emerging economies, with reference to both community and industrial logging operations, in collaboration with others</b> [ITTC Decisions 10(XXX) and 11(XXXII)].	\$30,000.00 (1 <sup>st</sup> half of 2004)
<b>(xvi) Workshop on capacity building for the implementation of mahogany CITES listing in Bolivia, Brazil and Peru</b> [ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 7; ITTC Decision 7(XXXIV)].	\$150,000.00 (1 <sup>st</sup> half of 2004)
<b>(xvii) Audit of existing tracking systems in tropical forests industries</b> [ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 1].	\$130,000.00 (1 <sup>st</sup> half of 2005)
<b>3. Requests the relevant Technical Committees to further consider the scope of work and develop terms of reference to guide implementation of activities (ii), (iii), (vii), (viii), (ix), and (xvii) listed under paragraph 2 above;</b>	

4. Authorize the Executive Director to seek voluntary contributions from Member Countries to finance implementation of the activities listed under paragraph 2 above. If sufficient contributions are not pledged by 31 January 2004, the Executive Director is requested to use unearmarked funds available in the Special Account to finance activities listed under paragraph 2(iv) and 2(v)a; and
5. Request the Executive Director to report to Council at its Thirty-seventh and Thirty-ninth Sessions on the progress in implementing the Biennial Work Programme.

## ANNEX

### BIENNIAL WORK PROGRAMME FOR 2004-2005

#### INTERNATIONAL TROPICAL TIMBER COUNCIL (ITTC)

##### ADMINISTRATIVE ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Hold four regular sessions: <ul style="list-style-type: none"> <li>• Thirty-sixth Session, from 20 to 23 July 2004 in Switzerland.</li> <li>• Thirty-seventh Session, from 13 to 18 December 2004 in Yokohama, Japan.</li> <li>• Thirty-eighth Session in 2005, in Brazzaville, Congo.</li> <li>• Thirty-ninth Session in 2005, in Yokohama, Japan.</li> </ul>	Routine. Regular Sessions' work.
(ii) Review and approve the Organization's administrative budget for the Year 2005, and assess the contributions of each Member [ITTA, 1994, Article 19 (3)]; consider the budget proposal for the biennium 2006-2007 [Decision 7(XXXIII)].	Routine. Regular Sessions' work.
(iii) Consider the Draft Work Programme for the 2006-2007 biennium [Decision 7(XXVII)].	Routine. Regular Sessions' work.
(iv) Consider the progress of implementation of the ITTO Work Programme for the biennium 2004-2005.	Routine. Regular Sessions' work.

##### PROJECT ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Decide on eligibility of approved actions, projects and pre-projects for funding out of sub-accounts A and B of the Bali Partnership Fund [ITTA, 1994, Article 21, ITTC Decisions 6(XXVI) and 9(XXVII)].	Routine. Regular Sessions' work. The Panel established under ITTC Decision 4(XXX) advises the Council on eligibility of actions, pre-projects and projects for funding out of Sub-account B.
(ii) Decide on project work, including financing, taking into account the recommendations made by the Committees on project proposals and on-going and completed approved projects [ITTA, 1994, Articles 20, 21 and 25].	Routine. Regular Sessions' work.
(iii) Make allocations from unearmarked funds available in the Bali Partnership Fund and/or Special Account to fund implementation of eligible approved actions, projects and pre-projects [ITTC 9(XXVII)].	Routine. Regular Sessions' work. The Panel established under ITTC Decision 4(XXX) advises Council on Sub-account B funding.

**STRATEGIC POLICY ACTIVITIES**

Activity	Implementation Approach and Cost Implications
(i) Decide on format presentation and type of information Members shall furnish on timber, its trade and the activities aimed at achieving sustainable management of timber producing forests [ITTA, 1994, Article 29 (a)].	Regular Sessions' work.
(ii) Promote the exchange of views among Member countries regarding: <ul style="list-style-type: none"> <li>➤ The status of sustainable management of timber producing forests and related matters in Member countries;</li> <li>➤ Resource flows and requirements in relation to objectives, criteria and guidelines set by the Organization.</li> </ul> [ITTA, 1994, Article 30 (4)]	Routine. Regular Sessions' work.
(iii) Continue to monitor developments related to the prevention and management of forest fire [ITTC Decisions 8(XXIV) and 6(XXXIII)] and decide on follow-up actions as appropriate [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 7].	Regular Sessions' work. Eventual decision on follow-up actions may have additional cost implications.
(iv) Consider results of national training workshops on the "Application of Criteria and Indicators for Sustainable Management of Natural Tropical Forests" [ITTC Decisions 9(XXX) and 4(XXXIV), ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 1] .	Regular Sessions' work.
(v) Review progress in the work to promote understanding and use of the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Forests [ITTC Decision 3(XXXII), ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 4 and Goal 2, Action 3].	Regular Sessions' work. Assumes Council will approve implementation of national workshops to further promote the use of the Guidelines.
(vi) Continue to review the progress made by: <ul style="list-style-type: none"> <li>➤ Member countries towards achieving the Year 2000 Objective; and</li> <li>➤ The ITTO in enhancing the capacity of Member countries to implement a strategy for achieving the Year 2000 Objective.</li> </ul> [ITTC Decisions 10(XXVI) and 9(XXX)]	Regular Sessions' work.
(vii) Undertake the annual review and assessment of the international timber situation [ITTA, 1994, Article 30(a), ITTO Yokohama Action Plan, Section 3.1, Action 1].	Routine. Regular Sessions' work.
(viii) Review the adequacy of the resources available in the Bali Partnership Fund and endeavour to obtain additional resources needed by producing Members to achieve the purpose of the Fund [ITTA, 1994, Article 21(5)].	Routine. Regular Sessions' work.

Activity	Implementation Approach and Cost Implications
(ix) Arrange consultations on members' proposals to list internationally traded tropical timber species in the CITES Appendices that have been reported to the Secretariat since the last Session [Decision 3(XVI)].	Routine. Regular Sessions' work.
(x) Consider the reports of the Informal Advisory Group (IAG), in order to organize Sessions work [ITTC Decisions 3(XXII) and 5(XXVI)].	Routine. Regular Sessions' work.
(xi) Consider the progress reports on the implementation of the ITTO fellowship programme [ITTC Decision 4(XXVII)].	Routine. Regular Sessions' work.
(xii) Consider recommendations proposed in the reports of the Fellowship Selection Panel [ITTC Decision 4(XXVII)].	Routine. Regular Sessions' work.
(xiii) Review of Progress in the implementation of the ITTO Yokohama Action Plan.	Regular Sessions' work.
(xiv) Consider the results of cooperation with FAO on the organization of an international expert meeting on criteria and indicators for sustainable forest management [ITTC Decision 4(XXXIV)].	Regular Sessions' work. The expert meeting results are expected to be available for consideration at Council's Thirty-sixth Session.
(xv) Consider the results of technical diagnostic and planning missions authorized under Decision 2(XXIX) [ITTC Decision 2(XXIX), ITTO Yokohama Action Plan, Section 2, Action a].	Regular Sessions' work.
(xvi) Review progress in the implementation of the WSSD Type II Initiative on the Congo Basin.	Regular Sessions' work.
(xvii) Consider advice from and facilitate involvement of the Trade Advisory Group (TAG) and from the Civil Society Advisory Group (CSAG) [ITTC Decisions 9(XXVIII) and 2(XXXII) and Yokohama Action Plan, Section 2, Action h].	Regular Sessions' work. Council may provide support to the TAG and CSAG for organizing panel discussions on issues of relevance to the Organization (estimated costs: US\$30,000 per panel).
(xviii) Consider, facilitate and monitor progress in the negotiation of a Successor Agreement to the ITTA, 1994 [ITTC Decisions 4(XXXII) and 6(XXXIV)].	Regular Sessions' work. May require intersessional work (estimated cost: US\$150,000).
(xix) Consider the results of the study on timber export and import data and of other forest law enforcement-related case studies [ITTC Decision 6(XXXI), ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 7].	Regular Sessions' work.
(xx) Review the results of Civil Society/Private Sector partnerships and consider additional work if necessary [ITTC Decision 5(XXXIII)].	Regular Sessions' work.
(xxi) Consider results of work related to development of procedures on how phased approaches to certification can be implemented in the tropics [ITTC Decision 10(XXXIV)].	Regular Sessions' work.
(xxii) Consider results of the study on costs and benefits of certification [ITTC Decision 10(XXXIV)].	Regular Sessions' work.

Activity	Implementation Approach and Cost Implications
(xxiii) Continue work to improve the ITTO project formulation and appraisal process [ITTC Decision 11(XXXIV)].	Regular Sessions' work.
(xxiv) Continue work to promote expansion and diversification of international trade in tropical timber [ITTC Decision 12(XXXIV)].	Regular Sessions' work.
(xxv) Consider work related to the preparation of the ITTO Action Plan for the period 2007-2011.	Regular Sessions' work. Council may wish to consider the issue at its Thirty-ninth Session.
(xxvi) Decide on further work on forest law enforcement and illegal trade in timber and timber products [ITTC Decision 9(XXXII)].	Through Decision 6(XXXI) Council decided to consider, in cooperation with other relevant international organizations, the implementation of a global study to assess the extent, nature and causes of illegal trade in timber and timber products and to make recommendations on its prevention. A proposal for cooperation has been received from FAO, focusing on development and application (training) of guidelines for improving law compliance in the forest sector.
(xxvii) Support participation of and contribution to the CSAG and TAG in ITTC sessions, including the organization of a panel on illegal logging and trade at the Thirty-sixth Session.	Provision of financial support needed (estimated cost: US\$80,000).
(xxviii) Co-sponsor an international symposium on the impacts of forest certification in developing countries and emerging economies, with reference to both community and industrial logging operations.	Provision of co-sponsorship; financial support needed estimated at US\$30,000.

## ALL THREE TECHNICAL COMMITTEES

### PROJECT ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) With the assistance of the Expert Panel for Technical Appraisal of Project Proposals, appraise relevant committee project and pre-project proposals submitted by Member countries [ITTA, 1994, Article 27(4)].	Routine. Regular Sessions' work.
(ii) With assistance of the ITTO Secretariat and independent consultants (as necessary), ensure effective monitoring and evaluation of approved projects in the relevant Committees [ITTA, 1994, Article 27(4)].	Routine. Regular Sessions' work.
(iii) Review the results of project work in the relevant Committees and make recommendations to Council on ITTO's Work Programme [ITTA, 1994, Article 27(4)].	Routine. Regular Sessions' work.
(iv) Select projects for ex-post evaluation following procedures outlined in ITTC Decision 3(XXVIII) [Yokohama Action Plan, Section 1.6 and ITTC Decision 3(XXVIII)].	Routine. Regular Sessions' work.



Activity	Implementation Approach and Cost Implications
(v) Consider project ideas and provide guidance to Member countries for the formulation of relevant committee project proposals which meet the priorities set in the ITTO Yokohama Action Plan [Yokohama Action Plan, Section 1.6].	Routine. Regular Sessions' work.
(vi) Consider and, if appropriate, take action to disseminate information on projects findings and results [ITTA, 1994, Article 27(4), ITTO Yokohama Action Plan, section 2, actions d and e].	Routine. Regular Sessions' work.
(vii) Improving effectiveness of project work	Will require consultancy work and a working group (estimated cost: US\$100,000)

### STRATEGIC POLICY ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Review the results of policy work in the relevant Committees and make recommendations to Council on ITTO's Work Programme [ITTA, 1994, Article 27(4), ITTO Yokohama Action Plan, Section 1.6].	Routine. Regular Sessions' work.

### COMMITTEE ON ECONOMIC INFORMATION AND MARKET INTELLIGENCE

#### STRATEGIC POLICY ACTIVITIES

Activity	Implementation Approach and Cost Implications
(i) Market study on tropical plantation timber [ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 3].	A pre-project study may be proposed by the Committee (estimated cost: US\$150,000).
(ii) Assist the Trade Advisory Group (T-A-G) in organizing and holding the ITTO Annual Market Discussion 2004 on the world tropical timber trade during the Thirty-sixth Session of the ITTC, Switzerland, 20-23 July 2004 [ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 4].	Regular Sessions' work. The theme for the 2004 Market Discussion will be determined during the Thirty-third Session of the Committee (3-8 November 2003).
(iii) Assist the Trade Advisory Group (T-A-G) in organizing and holding the ITTO Annual Market Discussion 2005 on the world tropical timber trade during the Thirty-eighth Session of the ITTC (May 2005) [ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 4].	Regular Sessions' work. The theme for the 2005 Market Discussion will be determined during the Thirty-fifth Session of the Committee (13-18 December 2004).
(iv) Review of the timber market in two significant tropical timber importing countries [ITTO Yokohama Action Plan, Section 3.1, Goal 1, Action 5].	A pre-project study may be proposed by the Committee (estimated cost: US\$200,000).
(v) Study on subsidies affecting tropical timber products [ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 2].	A pre-project study may be proposed by the Committee (estimated cost: US\$150,000).
(vi) Consider activities to promote awareness of progress made in implementing sustainable forest management and	Regular Sessions' work.

Activity	Implementation Approach and Cost Implications
in the increased availability of tropical timber from sustainably managed sources [ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 1].	
(vii) Workshop on Capacity Building for the Implementation of Mahogany CITES Listing in Bolivia, Brazil and Peru [ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 7; ITTC Decision 7(XXXIV)].	Regular Sessions' work.
(viii) Auditing of Existing Tracking Systems in Tropical Forest Industries [ITTO Yokohama Action Plan, Section 3.1, Goal 2, Action 1].	Regular Sessions' work.

## **COMMITTEE ON REFORESTATION AND FOREST MANAGEMENT**

### **STRATEGIC POLICY ACTIVITIES**

Activity	Implementation Approach and Cost Implications
(i) In cooperation with relevant organizations, monitor the political implications for the resource base of climate change and related policy developments, and the contribution of the resource base to the mitigation of the effects of climate change [ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 3].	The Committee will continue monitoring work by considering presentations of experts from relevant organizations on priority issues and recent developments related to climate change. The Committee will also discuss the outcomes of the COP negotiations of the UNFCCC and will make recommendations to Council on further activities by ITTO in this area.
(ii) Promote the conservation, rehabilitation and sustainable management of mangroves, in collaboration with relevant organizations [ITTO Yokohama Action Plan, Section 3.2, Goal 1, Action 4, ITTC Decision 4(XXXIII)].	<p>The Committee will work to strengthen the implementation of the ITTO Mangrove Work Plan 2002-2006, particularly in the following areas:</p> <ul style="list-style-type: none"> <li data-bbox="933 1352 1442 1438">(a) Updating of the World Mangrove Atlas in collaboration with ISME, UNESCO, WCMC and FAO; (estimated cost: US\$200,000).</li> <li data-bbox="933 1449 1442 1646">(b) Assessing existing, and if applicable, develop new methodologies and guidelines for assessing qualitative and quantitative aspects of mangroves and criteria and indicators for sustainable management of mangrove ecosystems; (estimated cost: US\$ 60,000).</li> </ul>
(iii) Continue to monitor progress in the application of criteria and indicators for sustainable forest management [ITTC Decisions 5(XXX) and 9(XXX), ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 1].	The Committee will discuss the outcome of the ITTO/FAO joint Expert Consultation on Criteria and Indicators and the training workshops on C&I, as well as the recommendations by the Expert Panel for the revision of the ITTO Criteria and Indicators as per Decision 4(XXXIV) and will make recommendations to the Council regarding the C&I revision process.

- (iv) Develop and promote the implementation of Guidelines for the management of secondary tropical forests, the restoration of degraded tropical forests and the rehabilitation of degraded forest land [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 3].

The Committee will make recommendations to Council on:

- (a) Conducting 10 national workshops to further promote the implementation of the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Tropical Forests. Undertaking, in close collaboration with other organizations, the development of technical manuals on forest landscape restoration (estimated cost: US\$500,000).
- (b) Supporting to the Global Workshop of the Global Partnership on Forest Landscape Restoration (estimated cost: US\$100,000).

- (v) Monitor and assess the environmental, social and economic costs and benefits of forest plantation development and utilize that information to promote new plantations [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 5].

The Committee will consider the results of the implementation of pre-project PPD 83/03 (F) "Study on Encouraging Private Sector Investment in Industrial Forest Plantations in the Tropics", which was approved by Council during the Thirty-fourth Session (US\$147,630, pending finance).

- (vi) Contribute appropriately to national and international efforts in the area of prevention and management of fire in relation to tropical timber-producing forests [ITTO Yokohama Action Plan, Section 3.2, Goal 2, Action 7].

The Committee will consider the results of the implementation of Decision 6(XXXIII) on prevention and management of forest fire.

- (vii) Review and update the ITTO Guidelines for the Conservation of Biodiversity in Tropical Timber Producing Forests.

The Committee will consider the issue and make recommendations taking into account recent developments, including CBD's work programme on forest biodiversity and ITTO renewed cooperation with IUCN. The review and updating would require funds estimated at US\$100,000.

*The Committee should also consider the option of integrating the update of the Biodiversity Guidelines in an updated version of the ITTO Guidelines for the Sustainable Management of Natural Tropical Forests.*

## **COMMITTEE ON FOREST INDUSTRY**

### **STRATEGIC POLICY ACTIVITIES**

Activity	Implementation Approach and Cost Implications
(i) Monitor the impact of technical and environmental standards on the efficiency of industrial operations [ITTO Yokohama Action Plan, Section 3.3, Goal 1, Action 3 and Goal 2, Action 8].	The Committee will monitor the implementation of Decision 12(XXXIV) and review the report of the consultants, which will be tabled during the Thirty-sixth Session of the Council. The Committee will also identify issues requiring further work and develop terms of reference and associated budget for recommended activities.

Activity	Implementation Approach and Cost Implications
(ii) Promote the establishment of efficient and socially sound community-based forest industries [ITTO Yokohama Action Plan, Section 3.3, Goal 2, Action 8].	The Committee will consider and make recommendations to Council on a study to review experiences of successful community forest-based industries (estimated cost of the study: US\$150,000).
(iii) Develop, publish and disseminate information on increasing timber processing and utilization efficiency and reducing waste [ITTO Yokohama Action Plan, Section 3.3, Goal 2, Action 1].	The Committee will consider results of a study in this field [PPD 66/02 (I)] and will identify and make recommendations on further work, if needed.
(iv) Assess multiple benefits of downstream processing for creating or producing high-value internationally competitive products [ITTO Yokohama Action Plan, Section 3.3, Action 5].	The Committee will consider the results of the assessment of multiple benefits of downstream processing, being implemented under pre-project PPD 35/01 (I) and will make recommendations on further work, if required.
(v) Study and promote policies and other measures to increase the competitiveness of the tropical plywood industry [ITTO Yokohama Action Plan, Section 3.3, Goal 1, Action 2].	The Committee will consider and make recommendations to Council on commissioning studies and organizing an international conference on export plywood, with a view to produce and disseminate information to enhance competitiveness of tropical plywood. This international conference could be organized in cooperation with FAO (estimated cost: US\$150,000).
(vi) Promote private investment through facilitating information exchange on investment opportunities [ITTO Yokohama Action Plan, Section 3.3, Goal 1, Action 1].	The Committee will consider and make recommendations to Council on the organization/convening of investment promotion forum/seminar (estimated cost: US\$250,000).

## **COMMITTEE ON FINANCE AND ADMINISTRATION**

### **ADMINISTRATIVE AND FINANCE ACTIVITIES**

Activity	Implementation Approach and Cost Implications
(i) Review the independent audited statement for the 2003 and 2004 financial years [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.
(ii) Make recommendations to Council on the appointment of auditors for a three-year term for the purpose of auditing the accounts of the Organization for the 2004, 2005 and 2006 financial years [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.
(iii) Review and make recommendations to Council, as necessary, regarding the Organization's administrative budget for the year 2005 of the approved biennial administrative budget for the years 2004-2005 [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.
(iv) Examine and make recommendations to Council, regarding the approval of the Organization's biennial administrative budget proposals for the financial years	Routine. Regular Sessions' work.

Activity	Implementation Approach and Cost Implications
2006-2007 [ITTA, 1994, Article 27(6)].	
(v) Review the assets of the Organization to ensure prudent asset management and that the Organization has sufficient reserves to carry out its work [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.
(vi) Examine and make recommendations to Council, on the budgetary implications of the Organization's work programme, and the actions that might be taken to secure the resources needed to implement it [ITTA, 1994, Article 27(6)].	Routine. Regular Sessions' work.

## SECRETARIAT

The Secretariat, through the Executive Director, is responsible for the day-to-day running and administration of the Organization and for preparation for meetings. The proposed work for the Secretariat in 2004-2005 is as follows:

- (i) Preparation for Sessions of Council and Committees, including the drafting and arrangements for translation and distribution of necessary documents.
- (ii) Service Council and Committees during Sessions scheduled in 2004-2005
- (iii) Assist Council in preparations for and on the negotiations of a Successor Agreement to the ITTA, 1994.
- (iv) Organize and provide assistance to four meetings of the Expert Panel for Technical Appraisal of Project Proposals in 2004-2005.
- (v) Organize and assist the work of panels and working groups decided by Council on an *ad hoc* basis.
- (vi) Carry out statistical work and preparation of draft Annual Review and Assessment of the International Timber Situation and make proposals to Council for carrying out statistical training in Member Countries to improve the quality and timeliness of data provided by Members to ITTO.
- (vii) Carry out project monitoring and evaluation work needed to assist the ITTO Committees' task of ensuring appropriate monitoring/evaluation of ITTO financed pre-projects and projects (162 operational pre-projects and projects as of September 2003)
- (viii) Preparation of draft 2003 and 2004 Annual Reports of the Organization.
- (ix) Develop a Draft Annual Work Programme for the Biennium 2006-2007.
- (x) Prepare a proposal for the administrative budget for the Biennium 2006-2007.
- (xi) Take necessary actions for printing, translation and dissemination of ITTO publications.
- (xii) Implement (or arrange for implementation as appropriate), pre-projects, projects and activities placed under the Secretariat's responsibility by Council, including:
  - a. ITTO Fellowship Programme (Freezailah Fellowship Fund)
  - b. Project PD 73/89 (M,F,I) Assistance for Project Identification and Formulation
  - c. Project PD 13/99 Rev.2 (M,F,I) ITTO Information Network and Project Support
  - d. Project PD 16/93 Rev.4 (M) Phase IV

Market Information Service for Tropical Timber and Timber Products

- e. Project PD 58/97 Rev.1 (I)  
The Establishment of the Database of Tropical Industrial Lesser-Used Wood Species
  - f. Project PD 25/95 Rev.1 (M)  
Training Workshops on Tropical Forestry and Timber Trade Statistics
  - g. Pre-Project PPD 8/93 (F)  
Demonstration Areas for Sustainable Management of Production Forests
  - h. Pre-Project PPD 50/91 (I)  
Provision of Assistance for Reassessment and Reformulation of Project Proposals PD 205/91 (I) "National Saw Maintenance Centre", and PD 209/91 (I) "Study of Zairian Timber with a View to Promoting Certain Species"
  - i. PP-A/23-63  
Activity to Facilitate Development of a Joint ITTO/ECE-FAO/EUROSTAT Forest Statistics Questionnaire (ITTO)
  - j. Pre-Project PPD 14/00 (M)  
Strengthening the Market Discussion
  - k. PPD 25/01 (I,M)  
Review of International Wooden Furniture Markets
  - l. PPD 35/01 (I)  
Assessment of the Multiple Benefits of Downstream Processing of Tropical Timber in Producer Countries
  - m. PPD 48/02 (M)  
Review of Information on Life Cycle Analysis of Tropical Timber Products
  - n. PPD 49/02 (M)  
Review of the Indian Timber Market
  - o. PPD 66/02 (I)  
Develop, Publish and Disseminate Information on Increasing Timber Processing and Utilization Efficiency and Reducing Waste [ITTO Yokohama Action Plan, Section 3.3, Goal 2, Actions 2 and 4]
- (xiii) Carrying out public relations, awareness and education activities in order to better inform people about the objectives and activities of the Organization, including through the restructuring of the ITTO website [ITTC Decision 4(XXXIII)].
  - (xiv) Encourage the participation of non-government stakeholders, including industry and trade associations, environmental organizations and indigenous groups, in the activities of the Organization, with a view to promoting transparency and dialogue [ITTC Decision 2(XXXII)].
  - (xv) Provide assistance to individual producer countries, on request, in setting up ITTO Objective 2000 Boards [ITTC Decision 2(XXIX)].
  - (xvi) Render assistance to producer countries, on request, to identify in each country those factors which most severely limit progress towards achieving Objective 2000 and sustainable forest management, and to formulate an action plan to overcome these constraints [ITTC Decision 2(XXIX)].
  - (xvii) Continue work related to identification of messages on progress made to date and develop outputs that promulgate these messages, particularly those that address advances related to Objective 2000 [ITTC Decision 3(XXIX)].
  - (xviii) Arrange training workshops on criteria and indicators in ten producer countries [ITTC Decision 9(XXX)] and additionally in eight producer countries [ITTC Decision 4(XXXIV)].
  - (xix) Assist to organize and report to Council on the International Expert Meeting on Criteria and Indicators for Sustainable Forest Management [ITTC Decision 5(XXXIV)].
  - (xx) Convene an expert panel to make recommendations on the revision of ITTO Criteria and Indicators [ITTC Decision 4(XXXIV)].

- (xxi) Continue to implement international cooperation actions identified in Annexes A and B of ITTC Decision 7(XXX), taking into account the Council review of these Annexes.
- (xxii) Continue to work with the IUCN Secretariat to deepen cooperation between ITTO and IUCN with a view to:
  - Improve awareness among the general public of those areas where the objectives, policies and activities of the two organizations coincide;
  - Strengthen cooperation between ITTO and IUCN in the formulation, implementation, monitoring, evaluation and co-financing of ITTO projects, pre-projects and activities, in areas where ITTO could benefit from IUCN's technical expertise;  
[ITTC Decision 8(XXX)]
- (xxiii) Oversee the preparation and publication of the report on the "Status of Tropical Forest Management" [ITTC Decision 9(XXX)].
- (xxiv) Continue work to promote the Guidelines for Establishing Auditing Systems for ITTO's Criteria and Indicators for Sustainable Forest Management and assist producing members upon request to establish credible auditing systems [ITTC Decision 4(XXXI)].
- (xxv) Continue to oversee the implementation of the study on timber export-import data and facilitate case studies on Forest Law Enforcement in the Context of Sustainable Timber Production and Trade [ITTC Decision 6(XXXI)].
- (xxvi) Hold sub-regional and national-level workshops to promote the ITTO Guidelines for the Restoration, Management and Rehabilitation of Degraded and Secondary Forests [ITTC Decision 3(XXXII)].
- (xxvii) Continue to facilitate ITTO participation in the WSSD Type II Congo Basin Forest Partnership [ITTC Decision 10(XXXII)].
- (xxviii) Assist reviewing, assessing and promoting experiences in forest management partnerships [ITTC Decision 10(XXXII) and 5(XXXIII)].
- (xxix) Staging an ITTO side event and exhibition at the XXII IUFRO World Congress in Brisbane, Australia (August 2005) [ITTC Decision 4(XXXIII)].
- (xxx) Engage consultants to assist Producer Members to evaluate their work related to forest fire and make recommendations and proposals to enhance forest fire prevention and management programmes [ITTC Decision 6(XXXIII)].
- (xxxi) Assist mahogany exporting members to implement the species CITES listing in Appendix II [ITTC Decision 7(XXXIV)].
- (xxxii) Oversee consultancy work to develop procedures on how phased approaches to certification can be implemented in the tropics and work on the study on costs and benefits of certification [ITTC Decision 10(XXXIV)].
- (xxxiii) Convene an international workshop on phased approaches to certification [ITTC Decision 10(XXXIV)].
- (xxxiv) Prepare a review assessing the financial and human resources implication of proposed changes in the project formulation and appraisal process [ITTC Decision 11(XXXIV)].
- (xxxv) Oversee consultancy work on the study related to the expansion and diversification of international trade in tropical timber, under terms of reference approved in ITTC Decision 12(XXXIV).
- (xxxvi) Oversee consultancy work to prepare a background paper for the UNFF country-led initiative to be convened in Switzerland in May 2004 [ITTC Decision 7(XXX)].
- (xxxvii) Support the Governments of Indonesia and Japan in convening a regional workshop within the Asia Forest Partnership framework [ITTC Decision 3(XXXIV)].
- (xxxviii) Take action as appropriate to implement decisions of Council and Committees, including decisions on work related to the implementation of the 2004-2005 Work Programme.

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