



ITTO

**INTERNATIONAL TROPICAL
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12-17 May 2003
Panama City, Panama

DECISION 9(XXXIV)

BIENNIAL WORK PROGRAMME AND ADMINISTRATIVE BUDGET

The International Tropical Timber Council,

Recalling Decision 7(XXXIII) on Measures to Reduce Costs and Improve the Efficiency and Effectiveness of the Organization – Annex I, Part B, paragraph 1 – “Measures to Improve Efficiency and Effectiveness – Work Programme and Budget”;

Noting Rules 2 and 3 of the Financial Rules and Rules relating to Projects;

Noting also the recommendations of the Committee on Finance and Administration (CFA) at its Thirteenth Session on amendments to the Financial Rules needed to implement a biennial work programme and administrative budget, one of the measures to improve the efficiency and effectiveness of the Organization, approved by the Council in its Decision 7(XXXIII);

Decides to:

1. Request the Executive Director to prepare a biennial Work Programme and proposed Administrative Budget for the 2004-2005 biennium, for consideration at the Thirty-fifth Session of the Council,

2. Amend paragraph 2 of Rule 2 of the Financial Rules and Rules relating to Projects as follows:

Sub-para. (a), line 1, replace “following year” with “following years”;

Sub-para. (c), line 1, replace “following financial year” with “following financial years”; and

Sub-para. (d), lines 2 and 3, replace “following year” with “following years”.

3. Amend paragraph 1 of Rule 3 of the Financial Rules and Rules relating to Projects as follows:

“The Executive Director shall prepare a draft administrative budget for a biennial period in the manner prescribed in Rule 2. The draft budget shall then be sent to all members at least 90 calendar days before the session of the Council at which the budget is to be approved. Revisions or amendments to the administrative budget for the second year in the biennial shall be sent to all members at least 90 calendar days before the session of the Council at which the second year’s budget is to be reviewed and approved.”

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