



ITTO

**INTERNATIONAL TROPICAL
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Panama City, Panama

DECISION 11(XXXIV)

MEASURES TO IMPROVE PROJECT FORMULATION AND APPRAISAL

The International Tropical Timber Council,

Recalling Decision 7(XXXIII) which adopted measures to improve efficiency and effectiveness of the Organization which included, *inter alia*, measures related to project formulation, monitoring and evaluation;

Noting its request to the Expert Panel for Technical Appraisal of Project Proposals to propose measures to improve the project appraisal process and improve assistance to members for project formulation;

Welcoming the report provided by the 25th Expert Panel on its deliberations;

Recognizing the potential positive impacts of implementing the recommendations of the 25th Expert Panel;

Decides to:

1. Request the Executive Director to prepare a review assessing the financial and human resource implications on the Secretariat, ITTO's resources, and member countries in the implementation of the recommendations proposed by the Expert Panel in its report, with regard to, *inter alia*:
 - The creation and use of a pool of experts as detailed in the report (consultants, mentors, and referees);
 - The reduction of the Expert Panel from 12 to 6 members;
 - The proposed role of the Secretariat in checking factual and presentational details;
 - The estimated costs of proposals to the executing agency; and
 - The development of a tool for the preparation of the budget. The tool can be based on any suitable software, distributed on diskettes, CD, downloadable for website.

The review should also include prioritized actions for the introduction of the changes, showing responsible parties and a time table.
2. Request the Executive Director to prepare and send out a questionnaire to members asking for comments on perceived difficulties in project formulation and suggestions for the improvement of project appraisal to additionally inform the review;
3. Request the Executive Director to extend by one day the meeting of the 27th Expert Panel on the appraisal of projects and pre-projects, to analyze the Secretariat's review and prepare a report which will be tabled for presentation and discussion at the Thirty-sixth Session of the Council; and
4. Authorize the Executive Director to seek voluntary contributions from member countries to meet the financial requirements of this Decision, not exceeding US\$10,000.00. If sufficient contributions are not received, the Executive Director is requested to use funds from Sub-Account B of the Bali Partnership Fund.

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