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FIFTY-FIFTH SESSION
2 – 7 December 2019
Lomé, Togo

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ANNOTATIONS TO THE PROVISIONAL AGENDA

Item 1 - Opening of the Session

The Fifty-fifth Session of the Council will be opened by the Chairperson of the Council.

Item 2 - Ascertainment of the Quorum

The Executive Director will report to the Council on the state of the quorum requirement for the start of the Session.

Item 3 - Adoption of Agenda and Organization of Work

[Document ITTC(LV)/1 Rev.1]

The Council may decide to consider and adopt its Agenda. On the schedule of meetings, the Council may consider the draft schedule distributed under Decision 5(XXII), the advice of the Informal Advisory Group (IAG) and undertake due consultations in the Chairperson's Coordinating Bureau, issuing the timetable daily and at more frequent intervals as necessary.

Item 4 - Report on Membership of the Council

[Document ITTC(LV)/12]

The Executive Director will report on the status of membership of the Council.

Item 5 - Report of the Credentials Committee

[Document ITTC(LV)/3]

The Council may consider and adopt the Report of the Credentials Committee and approve the credentials of delegations.

Item 6 - Proposed Distribution of Votes for 2020 – 2021 Biennium

[Document ITTC(LV)/1 Rev.1 Annex]

The proposed distribution of votes for the 2020 – 2021 biennium, in accordance with Article 10(7) of the ITTA, 2006, is shown in the Annex of the Provisional Agenda [Document ITTC(LV)/1 Rev.1]. The distribution of votes shall remain in effect for the rest of the biennium, except whenever the membership of the Organization changes or when any member has its voting rights suspended or restored, in which case the Council shall redistribute the votes within the affected category or categories.

In accordance with Article 19(4) of the ITTA, 2006, the approved distribution of votes will be used for the assessment of the contribution of each Member to the Administrative Budget for the 2020 – 2021 biennium.

Item 7 - Admission of Observers

[Documents ITTC(LV)/Info.3 and ITTC(LV)/Info.5]

The Council may decide to admit those States and Organizations which request admission to the Session as Observers. Two lists of such applicants will be submitted at the Session for consideration and decision. The first such list shall contain the names of all States and Organizations which have previously been admitted to the Council Sessions and the second those States and Organizations who are applying for admission on the first occasion at this Session.

In accordance with Decision 3(LI), operative paragraphs 2 and 3, the Executive Director has reviewed applications for compliance with respective requirements and the results of the initial review will be published on the ITTO website two weeks prior to the Council Session.

The Council will consider the admission of Observers in accordance with Article 16 of the ITTA, 2006 taking into consideration the initial review.

Item 8 - Statement by the Executive Director

The Executive Director will address the Council and report on activities of the Organization and other developments of relevance to the Organization.

Item 9 - Report of the Informal Advisory Group (IAG) – Decisions 3(XXII), 5(XXVI), 2(XLIX) and 2(LI)

[Document ITTC(LV)/2]

Pursuant to Decisions 3(XXII), 5(XXVI), 2(XLIX) and 2(LI), and in order to organize its work for the Session, the Council may consider the report of the Thirty-third Meeting of the Informal Advisory Group (IAG), to be convened on Sunday, 1 December 2019. The report will be presented by the Chairperson of the Council.

Item 10 - ITTO Biennial Work Programme - Decision 9(XXXIV)

[Documents ITTC(LV)/4, ITTC(LV)/5 and ITTC(LV)/6]

- (a) The Council will receive the progress report on the implementation of the ITTO Biennial Work Programme for 2018 – 2019 as contained in Document ITTC(LV)/4. In addition, more detailed presentations will be provided on the following BWP activities:
- i. The Council will receive an update on the Legal and Sustainable Supply Chain (LSSC) Pilot Programme (BWP Activity 2). This presentation will be provided during the Trade and Markets Day to be convened as part of the session of the Joint Committees.
 - ii. The Council will receive an update on the cooperation between ITTO and CITES (BWP Activity 6). This presentation will be provided during the Trade and Markets Day to be convened as part of the session of the Joint Committees.
 - iii. ITTO Fellowship Programme – Decision 4(XXVII) (BWP Activity 22)
 - (1) The Council may consider the progress report prepared by the Secretariat on the implementation of the ITTO Fellowship Programme, as called for in Decision 4(XXVII) [Document ITTC(LV)/5];
 - (2) The report of the Fellowship Selection Panel will be presented by its Chairperson [Document ITTC(LV)/6]. The Council will announce the final selection of awards based on the Chairperson's report.
- (b) Taking note of the recommendation of the Ad Hoc Working Group on Financing Infrastructure and Fundraising Strategies established under Decision 6(LIV) to approve a new ITTO Strategic Action Plan (SAP) at the 56th Session of the Council in 2020, and the anticipated piloting of a new programmatic approach and project cycle in 2020, the Council may wish to discuss and consider the extension of the BWP 2018-2019 for one year until 2020. A new BWP, in line with the new SAP and taking into account the results of the new programmatic approach and project cycle, will be considered and adopted by the Council at its 56th Session in 2020.

Item 11 - Progress Report on the Implementation of the ITTO Thematic Programmes

[Document ITTC(LV)/8]

The Council will receive the progress report on the status of implementation of the ITTO Thematic Programmes.

Item 12 - Special Account and Bali Partnership Fund

[Document ITTC(LV)/9]

- (a) Pledges to the Special Account and the Bali Partnership Fund.
The Chairperson may invite Members and Observers to announce any new contributions they may wish to pledge to the Special Account and the Bali Partnership Fund.
- (b) Report of the Panel on Sub-Account B of the Bali Partnership Fund.

The Council will have before it the report of the Panel on Sub-Account B of the Bali Partnership Fund established under Decision 4(XXX) to consider actions/activities, pre-projects and projects that are eligible for funding under Sub-Account B. The Council may consider and adopt the recommendations contained in the report.

Item 13 - Impairment of ITTO Funds – Decisions 5(LII), 6(LII) and 7(LIII)

The Council will receive an update on the implementation of Decisions 5(LII), 6(LII) and 7(LIII).

Item 14 - Enhancing the Financing Architecture and Fundraising of the Organization – Decisions 9(LIII) and 5(LIV)

[Document ITTC(LV)/10]

The Council will receive an update on the implementation of Decision 5(LIV) including the results of the member survey undertaken and the report of the meeting of the Ad Hoc Working Group on 'Enhancing the Financing Architecture and Fundraising of the Organization' held in Yokohama, Japan, 3-5 September 2019.

Item 15 - Matters related to the Appointment of the Executive Director – Decisions 8(LII) and 6(LIV)

[Document ITTC(LV)/11]

- (a) Pursuant to Decision 8(LII), Annex, paragraph (8), 'the Executive Director shall ensure that the issue of appointment of the Executive Director is on the agenda of the Council Session that occurs at least one year before the end of his or her term.' Pursuant to Decision 10(LII) the end of the term is 31 March 2021.
- (b) The Council will receive the report of the Ad Hoc Working Group established under Decision 6(LIV) 'Selection of the candidates for the position of Executive Director of the ITTO'.

Item 16 - Reports of the Associated Sessions of the Committees

The Council will have before it the Reports of the Associated Sessions of the Committees presented by the respective Chairpersons. The Council may consider and adopt the recommendations contained in each of the Reports.

Item 17 - Election of Chairperson and Vice-Chairperson of the Council for 2020

The Council may decide after due consultations, to elect a Chairperson and Vice-Chairperson for 2020. Under Article 8 of the ITTA, 2006, the Council is required to elect a Chairperson and Vice-Chairperson for each calendar year. Under Article 8, paragraph 2, the Chairperson and the Vice-Chairperson, one from among the representatives of producer countries, and the other from among the representatives of the consumer countries, are required to alternate each year between the two categories of Members, provided, however, that this shall not prohibit the re-election to either or both under exceptional circumstances by Special Vote of the Council.

Item 18 - Dates and Venues of the Fifty-sixth and Fifty-seventh Sessions of the Council and the Associated Sessions of the Committees

In order to maintain the established practice of setting Session dates and venues eighteen months or more in advance to facilitate logistical arrangements, the Council may wish to reconfirm/set the dates and venues of its Fifty-sixth and Fifty-seventh Sessions.

At its Fifty-fourth Session convened in Yokohama, Japan, the Delegate of Japan expressed that the Government of Japan and the City of Yokohama are pleased to host the Fifty-sixth Session in 2020. The Council may wish to confirm the dates and venue of the Fifty-sixth Session and set the dates and venue for its Fifty-seventh Session to be convened in 2021.

Item 19 - Other Business

The Council may consider any matters brought under this item.

Item 20 - Decisions and Report of the Session

The Council shall consider the proposed Decision(s) and adopt it/them accordingly. In accordance with Rule 33 of the Rules of Procedure, a report on the proceedings shall be prepared by the Executive Director and shall be circulated to all Members as soon as possible.

Through Decision 7(XXXIII) the Council adopted the following procedures for its decision making:

- (a) The Council will give guidance to the Executive Director through the Council Chairperson on routine or non-controversial matters not having financial implications. This guidance will be included in the Report of the Session, not reflected as decisions of the Council.
- (b) In order for draft decisions by Members to be considered by the Council, the following procedures will be adopted consistent with Decision 7(XXXIII) and taking into account the duration of ITTC 55:
 - In relation to the Provisional Agenda, Members submit proposals for Council decisions to the Executive Director for circulation to all Members not less than two weeks prior to the Council Session. Each proposal contains three elements: the subject, the purpose of the decision, and the proposed action, including any financial implications. The Executive Director will not circulate incomplete proposals.
 - Minus Day 1: The IAG considers the proposals for Council decisions from Members, as well as proposals from the Executive Director.
 - Council Day 1: The Chairperson presents the proposals to Council as part of the IAG report. The proposals for draft decisions are discussed in Caucuses and via informal consultations.
 - Council Day 2: The Council decides the topics it will consider for decision; then the Chairperson, assisted by a small group and the Executive Director, develops preliminary draft decisions for circulation to and consideration by all Members.
 - Council Day 3: The Chairperson's Open-Ended Drafting Group convenes to discuss and draft decisions.
 - Council Day 4: The Chairperson's Open-Ended Drafting Group convenes to discuss and finalise draft decisions. Final decisions are submitted for translation. Decisions still under negotiation are deferred to the next Council Session.

The Council may wish to review the above procedures.

Item 21 - Closing of the Session

Following any final statements by Delegates, the Chairperson will close the Fifty-fifth Session of the Council.

Annex

PROPOSED DISTRIBUTION OF VOTES FOR 2020-2021 BIENNIEUM

PRODUCER MEMBERS

	<u>2019</u> <u>No. of Votes</u>	<u>2020/2021 Biennium</u> <u>No. of Votes</u>
Africa		
Benin	21	22
Cameroon	22	22
Central African Republic	21	22
Congo	22	22
Côte d'Ivoire	22	22
Democratic Republic of the Congo	22	22
Gabon	22	22
Ghana	21	22
Liberia	21	21
Madagascar	21	22
Mali	21	21
Mozambique	22	22
Togo	21	21
Asia & Pacific		
Cambodia	19	24
Fiji	14	14
India	28	28
Indonesia	88	90
Malaysia	90	83
Myanmar	49	30
Papua New Guinea	44	42
Philippines	15	15
Thailand	37	49
Vietnam	16	16
Latin America/Caribbean		
Brazil	120	121
Colombia	23	23
Costa Rica	13	13
Ecuador	18	19
Guatemala	12	12
Guyana	15	16
Honduras	12	11
México	24	24
Panamá	12	13
Peru	28	29
Suriname	14	15
Trinidad and Tobago	10	10
Venezuela	20	20
TOTAL:	1,000	1,000

CONSUMER MEMBERS

	2019 <u>No. of Votes</u>	2020/2021 Biennium <u>No. of Votes</u>
Albania	10	10
Australia	16	16
China	278	291
European Union	375	371
Austria	10	10
Belgium	15	15
Bulgaria	10	10
Croatia	10	10
Cyprus	10	10
Czech Republic	11	11
Denmark	11	11
Estonia	10	10
Finland	10	10
France	29	25
Germany	19	19
Greece	11	11
Hungary	10	10
Ireland	13	13
Italy	22	20
Latvia	10	10
Lithuania	10	10
Luxembourg	10	10
Malta	10	10
Netherlands	29	30
Poland	11	11
Portugal	13	13
Romania	10	10
Slovakia	10	10
Slovenia	10	10
Spain	14	14
Sweden	11	11
United Kingdom	26	27
Japan	156	144
New Zealand	11	11
Norway	10	10
Republic of Korea	60	63
Switzerland	11	11
United States of America	73	73
TOTAL:	1,000	1,000