



INTERNATIONAL TROPICAL TIMBER COUNCIL

Distr.
GENERAL

ITTC(LVII)/Info.1
21 September 2021

Original: ENGLISH

FIFTY-SEVENTH SESSION
29 November - 3 December 2021
VIRTUAL SESSION

GENERAL INFORMATION NOTES

GENERAL

1. The Fifty-seventh Session of the International Tropical Timber Council (ITTC) and the Associated Sessions of the four Committees are scheduled to be convened from 29 November to 3 December 2021.
2. Due to the continued exigencies of the COVID-19 pandemic the 57th ITTC will be held as a virtual session.
3. The daily time allocation for the period of the session will be 5 hours, from 18:00 – 23:00 Japan Standard Time (JST).
4. The online web conferencing system KUDO (<https://kudoway.com/>) will be used for the daily sessions. The KUDO system does not require download or installation of any software on your computer. However, if you use a smartphone (*not recommended!*) you will have to download the KUDO App. The system allows for simultaneous interpretation in the official ITTO languages, i.e., English, French and Spanish.
5. Detailed instructions on how to use the KUDO system, how to setup your account and how to login to the KUDO portal will be provided in a separate Info document. The document will also inform on the basic requirements of the KUDO system and will provide useful links, including to a short KUDO demonstration video and to a test page where you can verify whether your equipment meets the system requirements. We strongly recommend that you test your equipment well ahead of time to allow for any adjustments, if needed.
6. To ensure a timely start of all sessions, the KUDO portal for the 57th ITTC will be open for login one hour prior to the sessions (from 17:00 JST). You may log-in anytime during this period. During this time, technical support for login or other KUDO related problems will be available via email. *We strongly recommend that you login at least 15-30 minutes before the start of sessions to prevent any delays.*

REGISTRATION

7. All participants attending the 57th ITTC are required to register. The registration requirements are different for members and observers. Please refer to the respective section below.

MEMBER REGISTRATION

8. Members registration for this virtual session will be through submission of your completed **Attendance Form AND Credentials with the following deadlines:**

Deadline for submission of Attendance Form:	Friday, 12 November 2021
Deadline for submission of Credentials:	Wednesday, 17 November 2021

9. Please ensure adhering to the deadline(s) to allow for timely issuance of your access information.

10. Once your Attendance Form has been accepted and your email address has been registered, you will receive a link to create a password for your account to access the Kudo portal for the 57th ITTC.

CREDENTIALS (MEMBERS ONLY)

11. In conformity with the decision of the Council, credentials of all delegations must be issued by the competent authorities, specifically the Ministry of Foreign Affairs or the accredited diplomatic mission in Japan. Please submit your credentials to the Officer-in-Charge of ITTO in electronic form (PDF) to itto@itto.int and in hard copy if practical to do so. **Please ensure that your credentials include your name AND the email address you have registered for your login ID. The email address in your attendance form and in your credentials must be identical. Your credentials should reach the Secretariat as soon as possible and latest by 17 November 2021.**
12. The Credentials Committee is scheduled to convene prior to Council to examine all credentials. Only those who have their credentials accepted by the committee will be admitted to each meeting during the Council Sessions.

OBSERVER REGISTRATION

13. Individuals or representatives of organizations who wish to attend the 57th ITTC as **observers must submit their attendance form by 8 November 2021** together with the "Information Form Relevant for Admission to Sessions of the International Tropical Timber Council and Associated Committees as New "Observer Organization", a letter addressed to the Officer-in-Charge of ITTO, and issued by the Executive Head of the Organization/Agency/Institution which they represent, authorizing their representation at the Sessions. As stipulated in Rule 4 of the Council's Rules of Procedures, admission to attend Sessions of the Council and/or of its Committees is subject to approval by the Council.

COMMUNICATION

14. All correspondence concerning the Sessions, completed Attendance Forms and Credentials should be marked "ITTC 57TH VIRTUAL SESSION" and forwarded to the following address:

Officer-in-Charge
International Tropical Timber Organization (ITTO)
International Organizations Center - 5th Floor, Pacifico-Yokohama,
1-1, Minato-Mirai 1-chome, Nishi-ku, Yokohama, 220-0012 Japan
Facsimile No.: (81-45) 223-1111 Telephone No.: (81-45) 223-1110
E-mail: itto@itto.int

DOCUMENTS

15. Council documents will be available from the ITTO website under https://www.itto.int/council_committees/documents/
16. Council Documents will also be available on the KUDO platform during the respective session.