



SIXTIETH SESSION  
2 - 6 December 2024  
Yokohama, Japan

## **PROJECT CYCLE CALENDAR FOR SPRING 2025**

THE DEADLINE FOR RECEIPT BY THE SECRETARIAT OF BOTH  
NEW AND REVISED PROJECT AND PRE-PROJECT PROPOSALS  
FOR THIS PROJECT CYCLE IS:

**\*\*\*\*\* 20 December 2024 \*\*\*\*\***

[pursuant to Decision 7(XXI)]

The Secretariat wishes to give Members early details of the Project Cycle Calendar for Spring 2025.

MEMBERS ARE RESPECTFULLY REQUESTED TO NOTE THE FOLLOWING:

- 1) Pursuant to Council Decision 5(XLIV), member countries are requested to submit new project and pre-project proposals exclusively based on the Third Edition of the ITTO Manual for Project Formulation approved under this Decision which is available at: <http://www.itto.int/projectformulation/manuals/>. Members should also refer to the ITTO Policy Guidelines on Gender Equality and Empowering Women (GEEW) and Guidelines for Environmental and Social Management (ESM).
- 2) All pre-project and project proposals must be submitted directly by the "Official Contact Point" of an ITTO Member [Decision 4(XXV), Annex A, Section III]. Any pre-project and/or project proposal not channeled through the "ITTO Official Contact Point" will not be accepted. The official ITTO Contact Point must be the person and/or institution designated by the Member country and registered by the Secretariat to handle ITTO matters. For further information please contact the Secretariat.
- 3) In view of the limited number of project proposals that the Expert Panel for Technical Appraisal of Project Proposals can appraise, the official contact point responsible for ITTO matters shall provide a list of project proposals in order of priority for consideration by the Expert Panel, if the Member is submitting more than one (pre)project proposal [Decision 4(XXV), Annex A, Section III]. Official Contact points are also kindly reminded of the recommendations made by the Expert Panel on Measures to Improve Project Formulation and Appraisal [Document ITTC(XXXVI)/5], particularly with regard to the advice to set up a "National Clearing House" mechanism for the screening of project or pre-project proposals taking into account national priorities and relevance to ITTO goals, prior to submission.
- 4) Members who decide to withdraw project proposals after submission are reminded that substantial translation costs and handling time will already have been expended on these proposals. Please make a firm decision to support any proposal before submitting it, and kindly note that amendments will not be accepted after the deadline, since proposals are immediately processed and sent to Expert Panel members.

- 5) Large number of proposals, unduly lengthy proposals, and errors of spelling, syntax, and calculation within proposals impose an unmanageable burden on ITTO's translators and on the Secretariat owing to the time constraints of the project cycle. Project proposals should not exceed 33 single sided pages, while pre-project proposals should not exceed 12 single sided pages (Reference: *ITTO Manual for Project Formulation 3<sup>rd</sup> Edition*). Additional supporting information should be contained in Annexes.
- 6) Members are kindly requested to dispatch electronic copies of their proposals in Microsoft Word format, using paper size A4 and Arial 10 point font.
- 7) All proposals should be sent to the following email addresses:  
  

[breulmann@itto.int](mailto:breulmann@itto.int) and [sugihara@itto.int](mailto:sugihara@itto.int)
- 8) If an Expert Panel recommends a proposal to be revised, the submitting Member must highlight all additions, deletions, or amendments in the revised version for the benefit of the relevant Technical Committee, future Expert Panels and/or translators. Such highlighting may take the form of underlining, for example, or use of **bold font**. Highlighted sections should be clearly distinguishable from the original text. Explanatory notes on the changes made should be attached to the proposal. Please note that resubmitted project proposals whose revised sections are not highlighted will not be considered by the Expert Panel and/or Technical Committees.

## PROJECT CYCLE CALENDAR FOR SPRING 2025

<b>20 December 2024</b>	Deadline for receipt of new project and pre-project proposals.  Also deadline for receipt of all revised project and pre-project proposals being submitted to the Expert Panel for a second or subsequent appraisal.
<b>8 January 2025</b>	All proposals sent to all Panel Members in the original language of submission.
<b>27 January 2025</b>	English translations of Spanish and French proposals sent to all Panel Members.
<b>17 – 21 February 2025</b>	Meeting of the Sixtieth Expert Panel for Technical Appraisal of Project Proposals in Yokohama (depending on the number of eligible proposals received by the deadline, the review may be conducted virtually).
<b>28 February 2025</b>	Comments of the Sixtieth Expert Panel on each proposal sent to all submitting Members in English.
<b>21 March 2025</b>	Last date for receipt of revised proposals recommended by the Sixtieth Expert Panel.
<b>14 April 2025</b>	Revised Category 1 proposals and the Expert Panel's Report thereon posted on the ITTO Homepage.
<b>28 April 2025</b>	Deadline for members to state objections to: (i) The Expert Panel ratings. (ii) Approved projects/pre-projects requesting additional funding; (iii) Revised project proposals approved at earlier Sessions and pending finance.  Members are reminded that, in the absence of objections, the following category of proposals will be considered approved and eligible for funding: (i) Projects rated by the Expert Panel as category 1 and revised according to the recommendations of the Expert Panel; (ii) Projects/pre-projects requesting additional funding; (iii) Revised proposals approved at earlier Sessions and pending finance.  (Note: in the event of any project or pre-project receiving objection, it will be referred to the Sixty-first Session of the Council and Associated Sessions of the Committees for final decision.)
<b>2 May 2025</b>	List of all approved projects, pre-projects and activities requiring financing is posted on the ITTO website.
<b>7 May 2025</b>	Chairperson of the Council consults with donors regarding donors' pledges on financing of approved projects.
<b>17 May 2025</b>	Chairperson communicates to the Executive Director on projects, pre-projects and activities funded.
<b>2 June 2025</b>	List of all approved projects, pre-projects and activities requiring financing, including the new and earlier approved and pending financing, is posted on the ITTO website.