



INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)

ITTO FELLOWSHIP PROGRAMME (FREEZAILAH FELLOWSHIP FUND)

INFORMATION NOTE

OBJECTIVE

To develop human resources and enhance professional expertise in member countries in tropical forestry, tropical timber industries and related disciplines, with a view to promoting sustainable management of tropical forests, efficient utilization and processing of tropical timber, and better economic information on the international trade in tropical timber.

ELIGIBLE ACTIVITIES

- a. Participation in international/regional conferences, short term training courses, training internships at industries, research and educational institutions, study tours, and lecture/demonstration tours;
- b. Technical document preparation, publication and dissemination, such as manuals and monographs;
- c. Small grants for post graduate studies.

ITTO gives preference to short-term activities.

AWARD

The maximum amount for a fellowship award is **US\$10,000**. ITTO Fellowship Award provides tuition/training/conference fees, transportation fees, daily subsistence allowance, book allowance and other allowances. For post-graduate studies, only a partial tuition fee or a small research grant can be provided. Approved Fellowship Awards are non-transferable to other programmes or institutions.

ELIGIBILITY

- a. Only nationals of ITTO Member countries are eligible to apply*/.
- b. Awards are to be made to individuals not to institutions.
- c. Previous ITTO Fellowship awardees **are not eligible** to apply for an ITTO Fellowship, within two years of receiving an award and submitting to the Secretariat a final report on the activity for which the award was made.

APPRAISAL

Applications are appraised by a Fellowship Selection Panel twice a year. The Panel comprises six individuals, three from producer member countries and three from consumer member countries, and is chaired by the Vice-Chairman of the ITTC.

DEADLINES

Deadline for receipt of completed applications is:

20 February 2015

- Fellowship activities should start **later than 15 July 2015**.
- Results of the Selection Panel will be posted on <http://www.itto.int> in the beginning of June 2015.

PRIORITY AREAS

Based on the expected outcomes and cross-cutting actions identified in the ITTO Strategic Action Plan 2013 - 2018 eligible activities will aim at developing human resources and professional expertise in one or more of the following areas (in no priority order):

- a. Promote good governance and enabling policy frameworks for strengthening SFM and related trade, and enhancing SFM financing and investment;
- b. Increase the contribution of tropical forests to national and local economies, including through international trade;
- c. Enhance the conservation and sustainable use of biodiversity in tropical timber producing forests;
- d. Reduce tropical deforestation and forest degradation and enhance the provision of environmental services;
- e. Improve the quality and availability of information on tropical forests, forest product markets and trade; and
- f. Build and develop human resource capacity to implement SFM and increase trade in forest goods and services from sustainably managed forests.

SELECTION CRITERIA

Fellowship applications will be assessed against the following selection criteria (in no priority order):

- a. Consistency of the proposed activity with the Programme's objective and priority areas;
- b. Qualifications of the applicant to undertake the proposed Fellowship activity;
- c. The potential of the skills and knowledge acquired or advanced under the Fellowship activity to lead to wider applications and benefits nationally and internationally;
- d. Reasonableness of costs in relation to the proposed Fellowship activity.

Additional consideration will be given to:

- a. Geographic and gender balance;
- b. Balance among the ITTO priority areas;
- c. Competency in the language in which the training will be given, where applicable (e.g. courses, conferences, study tours).

The ITTO Fellowships are awarded to mainly nationals of developing countries. However, ITTO would give awards to nationals of consumer developed countries when: (a) the activities for which the awards are made are carried out in Producer Member countries and the activities tend to benefit Producer Member countries; and/or (b) there is evidence of technology transfer for activities to be carried out in developed countries.

APPLICATION AND SUBMISSION

On-line Application is available in English, French, and Spanish (the official languages of ITTO) at www.itto.int/feature20/. Please read carefully the information and general instructions contained in this note before submitting your application. Should you have any question, please contact the ITTO Secretariat at the following address:

ITTO Fellowship Programme
International Tropical Timber Organization
Pacífico-Yokohama 5F, 1-1-1, Minato-Mirai, Nishi-ku
Yokohama 220-0012, JAPAN
Tel: (81-45) 223-1110 Fax: (81-45) 223-1111
E-mail: fellow-application@itto.int
Homepage: <http://www.itto.int>

^{2/} ITTO Member Countries as of 1 December 2014 are:

Producers: Benin, Brazil, Cambodia, Cameroon, Central African Republic, Colombia, Congo, Costa Rica, Côte d'Ivoire, Democratic Rep. of the Congo, Ecuador, Fiji, Gabon, Ghana, Guatemala, Guyana, Honduras, India, Indonesia, Liberia, Malaysia, Mali, Mexico, Mozambique, Myanmar, Panama, Papua New Guinea, Peru, Philippines, Suriname, Togo, Trinidad and Tobago, Viet Nam.

Consumers: Albania, Australia, Austria, Belgium, Bulgaria, China, Cyprus, Czech Republic, Denmark, Estonia, European Union, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Japan, Latvia, Lithuania, Luxembourg, Malta, Netherlands, New Zealand, Norway, Poland, Portugal, Republic of Korea, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom, United States of America.

Note: Nationals of Central African Republic, Democratic Republic of Congo and Gabon are not eligible to apply for ITTO fellowships.

GENERAL INSTRUCTIONS FOR APPLICATION

Please read the following instructions carefully before completing your application.

1. Applications must be submitted **on-line** at: www.itto.int/feature20/.
2. Applications must be received by the Secretariat **before the advertised deadline**.
3. Applicants must **attach the following documents in PDF file when submitting applications**.
 - a. **Scanned copies of two letters of recommendation signed by referees (The form is available on the on-line application site.)**
 - b. **Official letter(s) of acceptance** from host institutions
 - c. **Provide Supporting documents for the following:**
 - i. Short-term training courses and training internships: documents showing the course description and the course fees.
 - ii. Conferences: documents showing the conference description and the conference fees, and an abstract of the paper or a full paper if the applicant is presenting a paper
 - iii. Study tours and lecture/demonstration tours: a detailed schedule of visit and pro-forma invoices of major items of expenses
 - iv. Technical document preparation, publication and dissemination: an outline of the technical document or a draft of the document, and pro-forma invoices for printing and other budgeted items
 - v. Post-graduate studies: a brief research proposal and documents showing the programme description, the tuition fees and other major items of expenses
 - vi. Traveling by air: documents showing airfare, such as a pro-forma invoice.
 - vii. Visa fee and airport tax: supporting documents showing the costs for the visa fee and airport tax
 - viii. Travelling on land: supporting documents showing the costs for car rental, approximate distance for travelling between the places of visits, the costs for train/bus, etc.
 - ix. For those who are non-native speakers of the language to be used in the fellowship activity: a certificate indicating proficiency in the language.
4. Please note that incomplete applications or applications found to contain false information will not be considered.
5. Applications that are received after the deadline will not be forwarded to the next round of Fellowship Selection for consideration. If an applicant is interested in having his/her application considered for a subsequent round(s), a new application should be submitted.
6. Applicants should comply with the Budget Guidelines contained in the budget section of the on-line application site.
7. If a proposed activity requires more than US\$10,000, applicants are required to list in the budget section of the application form the other financial sources and the amount secured or to be secured from the sources. Applicants should submit evidence of funding from the other financial sources, and applications without such evidence will not be considered. Applicants who indicate funding from personal or family sources need to provide satisfactory proof. Applicants should be aware that activities requiring more than US\$10,000 will receive additional scrutiny from the Fellowship Panel.
8. Only successful fellowship applicants will be notified. The list of successful fellowship applicants will be posted on the ITTO website.
9. Should you have a problem in accessing the application form on-line, please contact the Fellowship Program at: itto@itto.int.

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