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Community Forestry Development Committee (CFDC) Republic of Liberia

Management Guide 2019



Developed by the
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(NUCFDC)
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**“TRACKING PROGRESS: STRENGTHENING COMMUNITY CAPACITY TO MONITOR BENEFITS
FROM COMMERCIAL LOGGING IN LIBERIA”**

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Abbreviations or Acronyms

CFDC	Community Forestry Development Committee
CFM	Community Forest Management
EU	European Union
FAO	Food and Agricultural Organization – United Nations
FCI	Foundation for Community Initiatives
FDA	Forestry Development Authority
FMC	Forest Management Contract
FLEGT	Forest Law Enforcement, Governance and Trade
HPA	Heritage Partners and Associates NUCFDC
NUCFDC	National Union of Community Forestry Development Committee
NUCFMB	National Union of Community Forest Management Body
NCBSTB	National Community Benefit Sharing Trust Board
NSA	None States Actors
PPCC	Public Procurement Concession Commission
PMC	Project Management Committee
SA	Social Agreement
SCPMP	CFDC Simple Community Project Management Procedures
SDI	Sustainable Development Institute
SFMP	simple financial management procedure
SPEQS	Safety, Productivity, Equality and Social Responsibility
TPRC	Technical Project Review Committee
TSC	Timber Sale Contract
VOSIEDA	Volunteer to Support International Efforts in Developing Africa
VPA	Voluntary Partnership Agreement

Acknowledgement & Disclaimer

The NUCFDC is grateful to the FAO and the European Union for supporting her activities across Liberia. Mainly the supports that the EU is providing for communities to be able to participate in key decision making of the country and the support provided for the success of this project. It is our hope these kind of supports will continue to be provided to affected communities so that they will be able to continue advocating for their benefits from the natural resources of Liberia and be able to properly manage and account for these benefits.

We are also thankful to our other partners who one way and another contributed to the success of this project.

One of those key partners was the ClientEarth and her Liberia's partner, Heritage Partners and Associates (HPA), they provided some legal information and supported some of our CFDC areas to benefit from the development and training on these manuals.

Another partner is the "Volunteer to Support International Development in Africa" (VOSIEDA) through its None-States Actors (NSA) project funded by the EU. They provided some support cover other CFDC areas that our project was not covering and for those CFDCs to benefit from the development and training on these manuals.

Another partner that we can't never forget is the former VPA Support Unit 1, mainly the Team leader Abraham Guillen, he has always been at the back giving strong pieces of advice and technical supports.

We cannot leave out FCI, SDI, NGO Coalition of Liberia, the NUCFMB and others that we cannot name here.

Lastly, we are highly grateful to the Team at FAO Liberia Office for always following up with our project activities. The Management of the Forestry Development Authority FDA, they are our Government Reference and they management has always supported us in implementing this project. They officially launched the project and has always followed the project activities ensuring that we are carrying out the project as planned.

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About the Guide

II

The Community Forestry Development Committee Management Guide is a combination of three (3) key manual that have been developed from FAO-EU FLEGT Programme through a project implemented by the NUCFDC. These manuals are targeted outputs of the project that aimed at filling gaps in Social Agreement Implementation Planning, CFDC Financial and Community Project Management, Forest Operation and Production Monitoring.

This management guide also contained Monitoring Tool that help the CFDC to collect real time information and enable them to make a clear report on how the social agreements have been implemented, how they managing the funds they are receiving on behalf of the affected communities, the community projects they are implementing, the operations and production the companies are carrying out.

This makes the management guide to be divided into three main components including annexes.

The first component is the procedure for developing annual social agreement plan, component two, procedures for managing community funds and community projects and the last component is about how the CFDC/community people will monitor the operation and production of the company

using the code of forest harvesting practices and simple cubic meter and land rental fees calculation methods.

The annexes are sample of community project contract, and the general monitoring tool for the three components of the guide.

These were some gaps that we identified prior to the project proposal development. There were no procedures for how social agreement could be implemented, no procedures for how CFDCs manage the funds they received on behalf of the affected communities and how do they go about agreed, implement and sustain a successful community project.

1.0: Social Agreement Impleme III on Guide

FMC/TSC (put the name of your area)

(The name of the district)

(Name of the COUNTY – LIBERIA

CELL#:

EMAILS:

1.1 Introduction

This Social Agreements implementation guide has been developed through a participatory process involving communities, CSOs and development partners and the Forestry Development Authority (FDA),

NUCFDC, and aims to build on Social Agreement Negotiation Guide developed with the support of Heritage Partners and Associates (HPA), Clientearth, along with other CSOs.

From a thorough monitoring and evaluation of all 23 social agreements signed between the 23 CFDCs in Timber Sale Contract (TSC) and Forest Management Contract (FMC) Areas by the National Union of Community Forestry Development Committee (NUCFDC) show that these social agreements signed are not being fully implemented due to lack of implementation Guide, Monitoring Tool and Enforcement Plan.

The SA Implementation Guide is therefore developed to help the CFDCs and the Logging Companies of TSC and FMC Areas to ensure that the social agreements are fully implemented.

The SA implementation Guide is based on key agreed points within the social agreement and should be negotiated, signed by both the CFDC and the Logging Company and attested by FDA annually, especially during the year end meetings between the affected communities and the Logging Company. The SA Implementation Guide is a breakdown of activities plan that are solely based on the agreed points in the social agreement and is done annually and enable the CFDC and the company to do annual evaluation of SA implementation.

The following points are agreed between the company and the CFDC based on the social agreement to be implemented for the year ----- and will start from ----month to -----month. (*The year in which the plan will be implemented should be mentioned along with the particular months the plan will implemented through*).

1

1.2 Key Social Agreement Points to be implemented

1.2.1 Community Roads Building

- i. The roads agreed to be rehabilitated this year are from -----community (s) to -----community (s).
- ii. The areas culverts or concrete bridges will be constructed this year are between community (s) to community (s).
- iii. The new road to be opened this year are from ---community (s) to -----community (s)

1.2.2 School or Clinic Rehabilitation or Construction

The CFDC must have done a fully assessment on the community school (s) and or clinic (s) and come up with the total cost (s).

Community School or Clinic Rehabilitation or construction Estimate Cost from the Assessment (Summary)				
NO.	Name of School or Clinic	Location/Community	Timeline	Estimated Cost
Total Cost				

1.2.3 Hand Pumps or Latrine Rehabilitation or Construction

The CFDC must have done a fully assessment on the hand pump (s) and or latrine (s) and come up with the total cost (s).

Hand Pumps or Latrine Rehabilitation or construction Estimate Cost from the Assessment (Summary)				
NO.	Description of HP/L Work	Location/Community	Timeline	Estimated Cost
Total Cost				

Note: all hand pumps must be done between January and April and must be done according to the standard of Ministry of Health.

1.2.4 Cubic Meter Fees Payment

- i. The company has agreed to make available to CFDC an official cubic meter record of harvest on a monthly basis and paid the cubic meter fees on a quarterly basis on or before the last Friday of the quarter (before the quarterly meeting). Note the payment calculation is not based on shipment rather it is based on production or harvest record by using the Tree Data Form or TDF. All logs harvested for commercial purposes or for use by the Company and whether or not harvesting was part of forest clearance for road building, shall give rise to corresponding payments of cubic meter fees.
- ii. All cubic meter fees for a logging season must be fully paid before the next logging season operation can start especially cutting and trucking of logs.
- iii. Where insufficient documentation is available to determine the exact volume of timber harvested in order to calculate the amount of cubic meter fees to be paid by the Company, it is presumed that the Company has harvested 50m³ per hectare. The number of hectares shall be presumed to be a part of the annual coupe proportionate to the time for which cubic meter fees are claimed.

1.2.5 Scholarship Fee Payment

The first 50% of agreed annual scholarship or human resource development funds will be paid for the academic year of ----- which amount to ----- in July of this year ----- and the second 50% amounting to ----- will be paid January of this year ----- . Or the annual payment will be made July of every year.

1.2.6 First Aide or Workers' Clinic

As per social agreement the workers' clinic is built or it is functional at all times beginning ----- ---- year throughout the lifetime of the concession.

1.2.7 Building of workers' Camp

The workers' camp is built or is improved per the Code of Forest Harvesting Practices as of the year -----

1.2.8 Employment preferences for Community

- i. As agreed in the social agreement this year ----- all those who have been on contract for more than 3 months especially those in permanent jobs will get full employment status. The list of employees be made available to the CFDCs with specification of community members before the beginning of every logging season (September every year) beginning this year ----- and the list is updated before the end of the harvesting season.
- ii. As agreed in the social agreement, that first preferences of employment are given to community members, some qualified community members are employ to managerial positions, and at skilled and nor skilled positions once the vacancy exist and company management shall inform the CFDC of such vacancy and the CFDC will recommend the names of those interested while the company does the vetting and selection.
- iii. The company will give information to the CFDC on the available vacancy at the company 15 days in advance in written communication once it is not emergency. But if it is emergency, the information will be immediately provided to the CFDC.
To encourage women to join the workforce the Company and the CFDC shall raise awareness in the Community about employment opportunities being open to female candidates.

1.2.9 Training on the Job

- i. The company Management should agree to continuously provide training opportunities to community members who are willing to be trained on the job. A target number of community members should be recruited to be trained on the job and the CFDC should be informed annually of all those who are doing well and those that have acquired new skills and qualified to take over any other jobs at the company.

1.2.10 No Commercial Chainsaw Milling

- i. The CFDC and the company are jointly monitoring the Concession and ensuring that there is no commercial chainsaw milling taking place within the concession area. And if anyone is cut carrying out chainsaw milling in the concession, the saw must be arrested along with the operator and owner be prosecuted by the CFDC along with their local authorities.

1.2.11 No forest farming within the concession area

- i. The CFDC will carry out annual assessment or monitoring during the start of farming season in their communities and inform or stop anyone involved in forest farming within the concession area.

1.2.12 Quarterly Meetings

The 4 quarterly meetings will take place in the following months: Venues will be identified later by the CFDC & the Company Mgt.

An Example if the quarterly meeting runs within the calendar year:

- i. 1st quarterly meeting = March _____ last weekend – March _____
- ii. 2nd quarterly meeting = June _____ last weekend - June _____
- iii. 3rd Quarterly Meeting = September _____ last weekend – Sept. _____
- iv. 4th & last quarterly meeting December _____ 3rd weekend – Dec. _____

Note: the quarterly meeting should be held only among the CFDC, few community members, advisory board representatives, the company Management and FDA. The company will pay for these quarterly meetings as agreed in the social agreement.

The following information will be provide by the Company at the quarterly meetings

- Proof of payment of Land Rental fees to Government and transfer or payment of cubic meter fees;
- An up to date list signed by the Company of all Community members employed or contracted by the Company;
- Progress reports on road building and infrastructure in line of the social agreement
- All updates both from CFDC and Company must be written

1.2.13 Respect for Workers' Rights

In order to ensure that workers' rights are respected, a meeting should be held between the company, CFDC and County Labor Inspector twice a year to evaluate the contract being awarded to workers to ensure that the rights of the workers are cover within the contract.

1.2.14 Community Meetings

There should be at least 3 general community meetings taking place every year.

Example, if the meeting is held in the calendar year.

- i. 1st General Community Meeting = Last weekend in April – April _____

- ii. 2nd General Community Meeting = Last Weekend in July – July _____
- iii. 3rd & Last General Community Meeting = Last weekend in Oct. – Oct. _____

Note: these community meetings should be the responsibility of the affected communities to sponsor and they could only ask the company or other level 4 partners to assist.

The following information will be provide by the CFDC during the meetings:

- What was agreed this for the company to do
- What are the activities the CFDC undertaking
- How much money have the CFDC received, used and balance
- What the CFDC has plan to do

These agreed points are the focus of this year_____ and will be reviewed at every quarterly meeting with a renewal of it at the last quarterly meeting. This implementation guide constitutes an addendum to the social agreement. Any rights and obligations mentioned in the social agreement remain fully applicable, even if they are not mentioned in this implementation guide.

Any agreed point (s) within this guide that is not implemented during the set time in this plan or not implemented by the end of the year due to the failure of either party to implement will be considered as none compliance or violation and will be treated in line with the SA dispute resolution mechanism.

Finally, we hope this implementation guide can be fully respected so that community expectation can be managed and the social agreement can be fully implemented.

Signatories:

For Affected Communities:

Signed: _____

Approved: _____
CFDC Chairperson

For Company Management:

For FDA:

Attested: _____
FDA

2.0 Simple Financial and Community Project Management Procedures Manual

2.1 Introduction

As required by the 2006 National Forestry Reform Law of Liberia and its code regulations that communities affected by commercial logging should receive cash benefits and benefit-in-kinds from the forest resources,

The communities elect/select their representatives to the Community Forestry Development Committee (CFDC) who receive these benefits on behalf of these affected communities.

Many of those elected or select do not have any financial and project management skill for the proper management of these benefits. Some of these representatives do not read or write why some read and write with very limited composition and comprehension skills or lack financial and project management skills.

Assessment done by the NUCFDC in Collaboration with the National Community Benefit Sharing Trust Board on the first twenty-four (24) community projects that were funded by the NCBSTB show that some of the CFDC did not management the funds and projects were which led to the delay or unsuccessful completing their projects.

This simple financial and project management manual is considering all of these challenges and developing a simplified procedures that are of more local communities focus and based on practical experiences.

The manual is divided into two major parts:

Part one is Simple Financial Management Procedure (SFMP) and

Part two is Simple Community Project Management Procedure (SCPMP)

2.2.0 Part One: Simple Financial Management Procedure (SFMP)

2.2.1 Introduction

Once we say financial management in this manual, we are simply talking about how you take good care of the money you receive either from the company, the benefit sharing trust board and any other partner.

In this manual there are three major groups of money documents:

1. The documents for the money coming in or the money the CFDC or Community People are receiving = Income/Revenue
2. The documents for the money that going out, or the money that is been used or pay to people for something = Expenditure
3. The documents for the money that is not been use = Balance Forward

If all these documents are correct, then you are able to provide financial report that will show to everyone how well you have managed the money received and used on behalf of the community people.

How these documents can be done properly is what we are going to explain to you in this part of the manual including how you prepare the report.

2.2.2 Documents for money coming in or the money the CFDC or Community people received = Income or Revenue

These documents should include:

- i. Checks or Checks photocopy of the amount received
- ii. Copy of Receipt for the amount received
- iii. Deposit slip if the money is deposited in the community account
- iv. Ledger/copybook with recording of the amount received

Make sure all of these documents have dates that the transaction took place, the name of the institution you receiving the money from and the purpose for the money, especially within your ledger/copybook.

2.2.3 Documents for the money going out or the money that is been used or pay to people or for something = Expenditure.

This is the most critical area for the proper management of money.

For the community/CFDC level, the following documents must be obtained during the spending of community money:

- i. An Agreement/resolution for the amount to be taking either from the bank, the treasurer or wherever the money is been kept. This agreement should come from the community meeting or advisory board or the leadership of the CFDC with all or most of the communities been aware of it.
- ii. A voucher/writing document that will show the amount of money to be taken, what it will be used for and the date. This document must be signed by the financial secretary or treasurer, attested by the CFDC chairperson and approved by the head of the Advisory Board or a member of the advisory board recomme **7** by the chairperson.
- iii. If it will be taken from the bank, copy of the withdrawer slip should be attached to the documents mentioned above.
- iv. If it will be taken form the treasurer or a save keeping area, a receipt from the person receiving the money from the treasurer or save keeping area must be provided. This receipt must have a date, the purpose, the amount, name and contact for the person who is receiving the money.
- v. If the money taken from the bank or treasury will be later pay to another person or for something, other documents must be provided.
 - a. If it is for contract, the contract document must be available/attached.
 - b. An official receipt must be provided by the person receiving the money for the contract or an official receipt must be provided for the things pay for.
 - c. If the things/items to be paid for is on a list and are imputed or in stores, there must be at least 3 pro-forma invoices from different stores/vendors. If this happened, there must be a pro-forma invoices analysis or document to explain why you decided paying for the items in one or two of the stores.

2.2.4 Documents for balance forward

This is important and in order to get this, you need to do an income statement/summary.

In the income Statement or Summary, you first get the total income/revenue the total expenditure and then you subtract the expenditure from the income/revenue. The documents needed are:

- i. Bank Statement
- ii. Income/Revenue Grand Total

- iii. Expenditure Grande Total
- iv. Total Balance Forward

2.2.5 Preparing the Financial Report

After obtaining all of these documents, it will not make a complete sense until you make a full financial report.

Many times you may not be able to do the financial report with detail explanations by provided pieces of supportive documents for all the transactions. However, it is important for you to provide some basic information to show how you clear (transparent and accountable management) of the people money.

If you properly documented all of the transactions as stated above, it can be easier for you to provide a comprehensive financial report.

You can compile your financial report in a way that it will be transparent and accountable. For this manual, the below financial reporting formal should be considered.

2.2.6 CFDC Financial Report Format

Outline

- Income/Revenue
- Expenditure
- Detail Revenue in Categories
- Detail Expenditure in Categories
- Balance Forward or Income Statement
- Liabilities or Upstanding Payments

The below Report Sample is based on work we have done for FMC A-Lofa.

Sample

<i>FMC-A Income Statement</i>			
<i>For the Period April 1, 2014 to December 20, 2018</i>			
<i>Revenue:</i>		<i>USD</i>	<i>LD</i>
<i>1. Total Cubic Meter Fees (Revenue)</i>		<i>\$69,234.57</i>	<i>-</i>

2. Total Human Resource Development Funds/Scholarship/Financial Aid		\$23,000.00	-
3. Total Project Funds/Land Rental Fees		\$83,000.00	\$1,859,200.00
4. Total other Fees Earned & Deposited		\$2,000.00	\$170,500.00
5. Total Initial Deposit and Interest Earned		\$202.26	\$0.00
Total Net Revenue (A)		\$177,436.83	\$2,029,700.00
Expenditure			
1. Operational Activities (Category 1)		\$93,339.35	-
2. Expenses o Human Resource Development /Scholarship/Financial Aid (Category 2)		\$23,000.00	-
3. Expenses on Project Funds and Land Rental Fees Activities		\$55,706.65	\$1,000,000.00
4. Piata Community Meeting Expenses		\$2,000.00	-
5. Bank Charges and Related Fees		\$43.75	\$400.00
Total Expenses (B)		\$174,089.75	\$1,000,400.00
Net Income (A – B)		\$3,347.08	\$1,029,300.00

FMC-A Financial Report						
For the Period April 1, 2014 to March 31, 2019						
A. Revenue – General Deposit						
No.	Date	Paid BY	Reference	Explanation/Source	Amount (US\$)	Amount(L\$)
1	2-Apr-14	Alpha Logging Co.	CK#2857394	Cubic Meter fees	\$5,000.00	-
2	12-May-14	Alpha Logging Co.	Ck#00249070	Cubic Meter fees	\$8,560.00	-
3	29-Apr-15	Alpha Logging Co.	Ck#00000093	Financial Aide Field Visit	\$7,000.00	-
4	8-Sep-15	Alpha Logging Co.	Ck000000230	Cubic Meter fees	\$15,000.00	-

5	30-Jan-16	Alpha Logging Co.	Ck#100022357	Cubic Meter fees	\$10,000.00	-
6	25-Jun-16	Alpha Logging Co.	Ck#1763328	Cubic Meter fees	\$10,000.00	-
7	27-Sep-16	Alpha Logging Co.	Ck#598	Financial Aide	\$5,000.00	-
8	8-Oct-16	NCBSTB	1LBDI CK DEP CK	School Project fund	\$15,000.00	-
12	21-Sep-17	Alpha Logging Co.	Ck#00000470	Scholarship Fee	\$6,500.00	-
14	7-Dec-17	NCBSTB	Ck#56490	Clinic Project fund	\$45,000.00	-
	21-Nov-18	NCBSTB	CK#94929	Teacher Resident Project _Ganglota	\$11,500.00	-
	21-Nov-18	NCBSTB	CK#94928	Guest House #1 – Gorlu	\$11,500.00	-
	21-Nov-18	NCBSTB		Teacher Resident Project _Ganglota	\$0.00	\$929,600.00
	21-Nov-18	NCBSTB		Guest House #1 – Gorlu	\$0.00	\$929,600.00
	20-Feb-19	Clinic	Slip#0645983	Fund raised from Clinic Operations	\$0.00	170,500.00
	March	Alpha Logging Co.	Paid in Cash	Scholarship Fees	\$6,500.00	-
	3-Mar-19	Alpha Logging Co.	Ck#00585858	Cubic Meter Fees	\$20,674.57	-
			Total Revenue		\$177,234.57	\$2,029,700.00

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B. Other Revenue - Bank Account Interest Income						
No.	Date	Paid BY	Reference	Explanation	Amount (US\$)	L\$
1	1-Jul-12	CFDC	014USD4088746740	Intial Deposit	\$25.02	-
2	Jan. 2013 to Apr. 2014	LBDI	014USD4088746740	Interest	0.39	-

3	1-Jul-14	LBDI	014USD4088746740	Interest	29.37	-
4	1-Jan-15	LBDI	014USD4088746740	Interest	32.02	-
5	1-Jul-15	LBDI	014USD4088746740	Interest	22.47	-
6	1-Jan-16	LBDI	014USD4088746740	Interest	92.99	-
Total					\$202.26	\$0.00
FMC-A Financial Report						
Revenue Summary						
<u>For the Period April 1, 2014 to March 31, 2019</u>						
Total Revenue from direct sources - (See A above)					\$177,234.57	\$2,029,700.00
Total Other Revenue (See B above)					\$202.26	\$0.00
Grand Total – Realized Revenue (A + B)					\$177,436.83	\$2,029,700.00

Revenue Categories			
<u>For the Reporting Period</u>			
Category 1: Cubic Meter Fees			

<i>No</i>	<i>Date</i>	<i>Paid By</i>	<i>Slip #</i>	<i>Purpose</i>	<i>Amount (US\$)</i>	<i>Amount (L\$)</i>
1	2-Apr-14	Alpha Logging Co.	CK#2857394	Cubic Meter fees	\$5,000.00	-
2	12-May-14	Alpha Logging Co.	Ck#00249070	Cubic Meter fees	\$8,560.00	-
3	8-Sep-15	Alpha Logging Co.	Ck000000230	Cubic Meter fees	\$15,000.00	-
4	30-Jan-16	Alpha Logging Co.	Ck#100022357	Cubic Meter fees	\$10,000.00	-
5	25-Jun-16	Alpha Logging Co.	Ck#1763328	Cubic Meter fees	\$10,000.00	-
	3-Mar-19	Alpha Logging Co.	Ck#00585858	Cubic Meter Fee	\$20,674.57	
Total Cubic Meter Fees					\$69,234.57	\$0.00
Category 2: Human Resource Development Fund/Scholarship/Financial Aide						
<i>No</i>	<i>Date</i>	<i>Paid By</i>	<i>Slip #</i>	<i>Purpose</i>	<i>Amount (US\$)</i>	<i>Amount (L\$)</i>
1	29-Apr-15	Alpha Logging Co.	Ck#00000093	Financial Aide	\$5,000.00	-
2	12-Nov-16	Alpha Logging Co.	Slip#5103531	Financial Aide	\$5,000.00	-
3	21-Sep-17	Alpha Logging Co.	Ck#00000470	Scholarship Fee	\$6,500.00	-
4	26-Feb-18	Alpha Logging Co.	Ck#180222001448116	Scholarship Fee	\$6,500.00	-
Total HR Development & Financial Aide					\$23,000.00	\$0.00
Category 3: Project Fund/Land Rental Fees						
<i>No</i>	<i>Date</i>	<i>Paid By</i>	<i>Slip #</i>	<i>Purpose</i>	<i>Amount (US\$)</i>	<i>Amount (L\$)</i>
	8-Oct-16	NCBSTB	1LBDI CK DEP CK	School Project fund	\$15,000.00	\$0.00
	7-Dec-17	NCBSTB	Ck#56490	Clinic Project fund	\$45,000.00	\$0.00
	21-Nov-18	NCBSTB	CK#94929	Teachers' Resident	\$11,500.00	\$0.00
	21-Nov-18	NCBSTB	CK#94928	Guest #1 Gorlu	\$11,500.00	\$0.00
	21-Nov-18	NCBSTB		Teacher Resident Project	\$0.00	\$929,600.00
	21-Nov-18	NCBSTB		Guest House #1 – Gorlu	\$0.00	\$929,600.00
Total Land Rental Fees					\$83,000.00	\$1,859,200.00

<u>Category 4: Other Contributions or Funds Deposited</u>						
No	Date	Paid By	Slip #	Purpose	Amount (US\$)	Amount (L\$)
	29-Apr-15	Alpha Logging Co.	Ck#00000093	Field Visit/Meeting in Piata	\$2,000.00	-
	20-Feb-19	Clinic	Slip#0645983/Augustus	Fund raised from Clinic Operations	\$0.00	\$170,500.00
Subtotal					\$2,000.00	\$170,500.00
<u>Category 5: Initial Deposit and Interest earned</u>						
No	Date	Paid By	Slip #	Purpose	Amount (US\$)	Amount (L\$)
1	1-Jul-12	CFDC	014USD4088746740	Initial Deposit	\$25.02	-
2	Jan. 2013-Apr. 2014	LBDI	014USD4088746740	Interest Earned	\$0.39	-
3	1-Jul-14	LBDI	014USD4088746740	Interest Earned	\$29.37	-
4	1-Jan-15	LBDI	014USD4088746740	Interest Earned	\$32.02	-
5	1-Jul-15	LBDI	014USD4088746740	Interest Earned	\$22.47	-
6	1-Jan-16	LBDI	014USD4088746740	Interest Earned	\$92.99	-
Total Interest Earned					\$202.26	\$0.00
<u>Revenue Summary</u>						
<u>For the Reporting Period</u>						
Category 1: Cubic Meter Fees					\$69,234.57	-
Category 2: Human Resource Development Fund/Scholarship/Financial Aide					\$23,000.00	-
Category 3: Project Fund/Land Rental Fees					\$83,000.00	\$1,859,200.00
Category 4: Other Contributions or Funds Deposited					\$2,000.00	\$170,500.00
Category 5: Initial Deposit and Interest earned					\$202.26	\$0.00
Grand Total					\$177,436.83	\$2,029,700.00

<i>FMC-A Financial Report</i>						
<i>For the Period April 1, 2014 to March 31, 2019</i>						
<i>Expenditure – Based on General Withdrawer</i>						
<i>No.</i>	<i>Date</i>	<i>Paid To</i>	<i>Reference</i>	<i>Purpose</i>	<i>Amount (US\$)</i>	<i>Amount (L\$)</i>
1	5-May-14	CFDC	Slip#3804868	Community Meeting	\$1,000.00	-
2	5-May-14	LBDI	Slip#0047023	Reactivation fee	\$10.00	-
3	26-May-14	CFDC	Slip#3680062	Portion of 1 st CFDC Compensation	\$8,000.00	-
4	16-Aug-14	CFDC	Slip#3926822	Ebola Awareness Expensive #1	\$1,000.00	-
5	29-Aug-14	CFDC	Slip#3929092	Ebola Awareness Expensive #2	\$1,000.00	-
6	29-Jan-15	CFDC	Slip#3645931	Meeting with Citizens in Monrovia	\$360.00	-
7	4-May-15	CFDC	Slip#3837615	Financial Aide & Community Meeting in Piata	\$7,100.00	-
8	18-Sep-15	CFDC	Slip#4141063	Community Meeting in Lofa	\$700.00	-
9	10-Oct-15	CFDC	Slip#419944	Final Portion of 1 st CFDC Compensation	\$4,000.00	-
10	5-Dec-15	CFDC	Slip#4179170	1 st Community Projects preparation Expenses	\$300.00	-
11	7-Mar-16	CFDC	Slip#4701227	Community Meeting	\$720.00	-
12	18-Mar-16	CFDC	Slip#4626221	1 st Payment for CFDC Resource Center	\$10,000.00	-
13	9-May-16	CFDC	Slip#4359076	Final Payment for CFDC Resource Center	\$10,000.00	-
14	19-Aug-16	LBDI	GBBT5	Instant Statement Charge	\$5.00	-
15	7-Sep-16	CFDC	Slip#4974	CFDC Chairperson trip to Monrovia for Official Meeting	\$150.00	-

16	10-Oct-16	CFDC	Slip#5009689	2016/2017 1 st VT Program and Stipends	\$3,500.00	-
17	12-Nov-16	CFDC	Slip#5103531	Financial Aide, Office Equipment, Furnishing & School Project	\$17,000.00	-
18	14-Dec-16	CFDC	Slip#5341126	CFDC Cubic Meter fees 1 st 10%	\$6,600.00	-
19	19-Jan-17	CFDC	Slip#5295998	2 Motorbikes for CFDC	\$2,250.00	-
20	30-Jan-17	CFDC	Slip#5220972	14 hool Project final yment, Dedication, VT Program & others	\$10,980.00	-
21	22-Apr-17	CFDC	Slip#5446182	CFDC ID Card	\$100.00	-
22	11-May-17	CFDC	Slip#55143488057743	Road rehabilitation and other expenses	\$3,020.00	-
23	23-May-17	CFDC	Slip#4453651	District Officials Trip to Monrovia	\$150.00	-
24	13-Jun-17	CFDC	Slip#5638073	Community meeting & CFDC Meeting	\$2,100.00	-
25	13-Jun-17	LBDI	GBBT1	Passbook charge	\$3.00	-
26	12-Aug-17	LBDI	GBBT2	Instant Statement Charge	\$5.00	-
27	19-Sep-17	CFDC	Slip#5794325	CFDC 2 nd Meeting	\$670.00	-
28	29-Sep-17	CFDC	Slip#5794625	Scholarship fee	\$6,500.00	-
29	5-Oct-17	CFDC	Slip#5581559	Community meeting	\$800.00	-
30	31-Oct-17	CFDC	Slip#0506800	Opening of Community Account #2 expenses	\$300.00	-
31	16-Nov-17	CFDC	Slip#0609666/88057743	2017/2018 VTs Recruitment & Stipends	\$5,280.00	-
32	14-Dec-17	CFDC	Slip#0695040	Clinic Project – Renovation of main building, building ANC & Pits	\$7,000.00	-
33	26-Jan-18	CFDC	Slip#4184272	Clinic Project Additional Payment	\$500.00	-
34	29-Jan-18	CFDC	Slip#5823273	Clinic Project Extension of Main building	\$5,000.00	-

35	20-Feb-18	CFDC	Slip#5954180	Scholarship fee, Office furnishing & others	\$8,470.00	-
36	27-Feb-18	CFDC	Slip#5853673	CFDC Cubic Meter fees 2 nd 10%	\$5,596.00	-
37	13-Mar- 18	CFDC	Slip#5940675	2017/2018 VT 2 nd Stipends	\$3,750.00	-
38	14-Apr-18	LBDI	GBBT5	Instant Statement Charge	\$5.00	-
39	14-Apr-18	CFDC	Slip#0647148	Community Grievance, Land issue, Ground breakings & Clinic materials	\$4,500.00	-
40	18-May- 18	CFDC	Slip#07772497	15 Medical & Drugs for 2 Clinic	\$8,000.00	-
41	18-May- 18	CFDC	Slip#0747388	Medical & Drugs for the Clinic	\$7,000.00	-
43	9-Jul-18	CFDC	Slip#0068764	Clinic Opening Expenses	\$1,500.00	-
45	18-Jul-18	CFDC	Slip#840275	Clinical Staff Stipends	\$950.00	-
47	5-Sep-18	LBDI	CMBT-20	Instant Statement Charge	\$5.00	-
48	5-Sep-18	CFDC	Slip#198900	Clinical Staff Stipends, Solar System, Security & others	\$3,200.00	-
49	24-Oct-18	CFDC	Slip#0304856	For New Community Project part payment	\$6,000.00	-
50	24-Oct-18	CFDC	Slip#0304851	For New Projects part Payment	\$4,000.00	-
54	31-Oct-18	LBDI	O14USD40887467401	Excess withdrawer charge	\$0.75	-
58	10-Dec.	Bank	GBBT5	Instant Statement Charge	\$5.00	-
	11-Dec-18	CFDC	Slip#044172	New Community Projects Part Payment	\$0.00	\$500,000.00
	11-Dec-18	CFDC	Slip#0444165	New Community Projects Part Payment Cost for year End Meeting	\$0.00	
	15-Dec-18	CFDC	0439299ADF	New Community Projects	\$0.00	

	17-Jan-19	CFDC	Slip#0564946	New Community Project & Clinical Staffs	\$0.00	\$500,000.00
	25-Mar-19	LBDI	GBBT4	Statement Charge	\$0.00	\$400.00
	25-Mar-19	LBDI	GBBT4	Statement Charge	\$5.00	
	Total				\$169,089.75	\$1,000,400.00

Expenditure Details In 16 ries						
For the Reporting Period						
Category 1: Operational Activities						
No	Date	Paid To	Slip #	Explanation	Amount (US\$)	Amount (L\$)
	5-May-14	CFDC	Slip#3804868	Community Meeting in Kpayarquelleh	\$1,000.00	-
	26-May-14	CFDC	Slip#3680062	First Portion of 1 st CFDC Compensation	\$8,000.00	-
	16-Aug-14	CFDC	Slip#3926822	Ebola Awareness Expensive #1	\$1,000.00	-
	29-Aug-14	CFDC	Slip#3929092	Ebola Awareness Expensive #2	\$1,000.00	-
	29-Jan-15	CFDC	Slip#3645931	Meeting with Citizens in Monrovia	\$360.00	-
	4-May-15	CFDC	Slip#3837615	Community Meeting in Piata	\$2,100.00	-
	18-Sep-15	CFDC	Slip#4141063	Community Meeting in Lofa	\$700.00	-
	10-Oct-15	CFDC	Slip#419944	Final Portion of 1 st CFDC Compensation	\$4,000.00	-
	5-Dec-15	CFDC	Slip#4179170	1 st Community Projects preparation Expenses	\$300.00	-
	7-Mar-16	CFDC	Slip#4701227	Community Meeting	\$720.00	-
	18-Mar-16	CFDC	Slip#4626221	1 st Payment for CFDC Resource Center	\$10,000.00	-

	9-May-16	CFDC	Slip#4359076	Final Payment for CFDC Resource Center	\$10,000.00	-
	7-Sep-16	CFDC	Slip#4974	CFDC Chairperson trip to Monrovia for Official Meeting	\$150.00	-
	10-Oct-16	CFDC	Slip#5009689	2016/2017 1 st VT Program and Stipends	\$3,500.00	-
	12-Nov-16	CFDC	Slip#5103531	Office Equipment & Furnishing	\$2,000.00	-
	14-Dec-16	CFDC	Slip#5341126	CFDC Cubic Meter fees 1 st 10%	\$6,600.00	-
	19-Jan-17	CFDC	Slip#5295998	2 Motorbikes for CFDC	\$2,250.00	-
	30-Jan-17	CFDC	Slip#5220971	CFDC Motorbikes maintenance	\$880.00	-
	30-Jan-17	CFDC	Slip#5220972	2016/2017 VT Stipends	\$2,950.00	-
	30-Jan-17	CFDC	Slip#5220973	Clinical Board Meetings	\$200.00	-
	22-Apr-17	CFDC	Slip#5446182	CFDC ID Card Project	\$100.00	-
	11-May-17	CFDC	Slip#55143488057743	Road rehabilitation and other expenses	\$3,020.00	-
	23-May-17	CFDC	Slip#4453651	17 strict Officials Trip to ...nrovia	\$150.00	-
	13-Jun-17	CFDC	Slip#5638073	Community & CFDC Meetings	\$2,100.00	-
	19-Sep-17	CFDC	Slip#5794325	CFDC 2 nd Meeting and training	\$670.00	-
	5-Oct-17	CFDC	Slip#5581559	Community 2017 2 nd meeting	\$800.00	-
	31-Oct-17	CFDC	Slip#0506800	Opening of Community Account #2 expenses	\$300.00	-
	16-Nov-17	CFDC	Slip#0609666/88057743	2017/2018 VTs Recruitment & Stipends	\$5,280.00	-
	20-Feb-18	CFDC	Slip#5954180	Additional Office Equipment & others	\$1,970.00	-
	27-Feb-18	CFDC	Slip#5853673	CFDC Cubic Meter fees 2 nd 10%	\$5,596.00	-
	13-Mar-18	CFDC	Slip#5940675	2017/2018 VT 2 nd Stipends	\$3,750.00	-
	14-Apr-18	CFDC	Slip#0647148	Community Grievance, Land issue, Ground breakings & Clinic materials	\$4,500.00	-

	18-May-18	CFDC	Slip#0747388	Medical Equipment & Drugs for the Clinic	\$5,143.35	-
	5-Sep-18	CFDC	Slip#198900	Solar System installation, Security stipends & others	\$2,250.00	-
	Total				\$93,339.35	\$0.00
Category 2: Human Resource Development Fund/Scholarship/Financial Aide						
No	Date	Paid To	Slip #	Explanation	Amount (US\$)	Amount (L\$)
	29-Apr-15		Ck#00000093	Financial Aide to: 71 Students	\$5,000.00	-
	12-Nov-16		Slip#5103531	Financial Aide to: 71 Students	\$5,000.00	-
	21-Sep-17		Ck#00000470	Scholarship Fee for: 30 Students- 3 per community	\$6,500.00	-
	20-Feb-18		Slip#5954180	Scholarship Fee for: 30 Students- 3 per community	\$6,500.00	-
	Total				\$23,000.00	-

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Category 3: (A) School Project in Fassawalazu						
No	Date	Paid To	Slip #	Explanation	Amount (US\$)	Amount (L\$)
	12-Nov-16		Slip#5103531	First Payment for School Project Construction	\$9,500.00	-
	12-Nov-16		Slip#5103532	School Grand Breaking	\$500.00	-
	30-Jan-17		Slip#5220972	School Project monitoring	\$500.00	-
	30-Jan-17		Slip#5220972	School Project Construction final payment	\$4,000.00	-
	30-Jan-17		Slip#5220972	School Dedication Program	\$500.00	-

				Subtotal	\$15,000.00	-
Category 3: (B) Clinic Project in Kpayarquelleh						
No	Date	Paid To	Slip #	Explanation	Amount (US\$)	Amount (L\$)
	14-Dec-17		Slip#0695040	Clinic Project – Renovation of main building, building ANC & Pits	\$7,000.00	-
	26-Jan-18		Slip#4184272	Clinic Project Additional Payment for work at the clinic	\$500.00	-
	18-May-18		Slip#07772497	Medical Equipment & Drugs for the Clinic	\$8,000.00	-
	9-Jul-18		Slip#0068764	Clinic Opening Expenses	\$1,500.00	-
	18-Jul-18		Slip#840275	Clinical Staff Stipends for July 2018	\$950.00	-
				Total	\$17,950.00	-
Category 3: © Teachers' Resident Project in Ganglota					USD	Amount (L\$)
	17-Jul-18		Slip#776863814	First Payment to Contractor (LIDA-INC.)	\$5,000.00	\$0.00
	24-Oct-18	CFDC	Slip#0152189	second payment to contractor (LIDA-INC.)	\$5,000.00	\$500,000.00
				Total	\$10,000.00	\$500,000.00

Category 3: (D) Guest House #1 Project in Gorlu					USD	Amount (L\$)
	17-Jul-18		Slip#776863814	First Payment to Contractor (KCSS-INC.)	\$5,000.00	\$0.00
	24-Oct-18	CFDC	Slip#0304877	second payment to contractor (KCSS-INC.)	\$5,000.00	\$0.00
	24-Oct-18	CFDC	Slip#0304878	Third Payment to Contractor (KCSS-INC.)	\$2,756.65	\$500,000.00
				Total	\$12,756.65	\$500,000.00

Category 3 Land Rental Fees Grand Total Expenditure					\$55,706.65	\$1,000,000.00
Piata Community Meeting Expenses						
No	Date	Paid To	Slip #	Explanation	Amount (US\$)	Amount (L\$)
	4-May-15		Slip#3837615	Community Meeting in Piata	\$2,000.00	-
Category 5: Bank Charges & Related Fees						
No	Date	Paid To	Slip #	Explanation	Amount (US\$)	Amount (L\$)
	5-May-14		Slip#0047023	Reactivation fee	\$10.00	\$0.00
	19-Aug-16		GBBT5	Instant Statement Charge	\$5.00	\$0.00
	13-Jun-17		GBBT1	Passbook charge	\$3.00	\$0.00
	12-Aug-17		GBBT2	Instant Statement Charge	\$5.00	\$0.00
	14-Apr-18		GBBT5	Instant Statement Charge	\$5.00	\$0.00
	5-Sep-18		CMBT-20	Instant Statement Charge	\$5.00	\$0.00
	31-Oct-18	LBDI	O14USD40887467401	Excess withdrawer charge	\$0.75	\$0.00
	10-Dec.	Bank	GBBT5	Instant Statement Charge	\$5.00	\$0.00
	25-Mar-19	LBDI	GBBT4	Statement Charge	\$0.00	\$400.00
	25-Mar-19	LBDI	GBBT4	Statement Charge	\$5.00	
Total Bank Charges					\$43.75	\$400.00

Expenditure Summary		
For the Reporting Period		
Category 1: Operational Activities	\$93,339.35	\$0.00

<i>Category 2: Human Resource Development Fund/Scholarship/Financial Aide</i>				\$23,000.00	\$0.00
<i>Category 3: (A) School Project in Fassawalazu</i>				\$15,000.00	\$0.00
<i>Category 3: (B) Clinic Project in Kpayarquelleh</i>				\$17,950.00	\$0.00
<i>Category 3: © Teachers' Resident Project in Ganglota</i>				\$10,000.00	\$500,000.00
<i>Category 3: (D) Guest House #1 Project in Gorlu</i>				\$12,756.65	\$500,000.00
Subtotal for Land Fees Project Expenditure				\$55,706.65	\$1,000,000.00
<i>Piata Community Meeting Expenses</i>				\$2,000.00	\$0.00
<i>Category 5: Bank Charges & Related Fees</i>				\$43.75	\$400.00
Grand Total				\$174,089.75	\$1,000,400.00

<u>Others – Outstanding Liabilities</u>					
<u>1. Payments Pending</u>					
No.	To be paid to	Purpose	Amount (US\$)	Amount (L\$)	
1	LIDA (Liberia) Limited	Teacher Resident Project contract fee balance			\$420,000.00
	ASUDE	Market Hall construction Project Contract fee balance	\$11,500.00		\$679,600.00
	TECC Inc.	Guest #2 Construction Project contract fee balance	\$11,500.00		\$679,600.00
	(KCASS) Inc.,	Guest #1 Construction Project contract fee balance	\$1,500.00		\$0.00
	CFDC/Communities	Zinc Project for 71 houses			\$1,051,600.00
Total			\$24,500.00		\$2,830,800.00

Prepared and signed by: _____ Approved by: _____

2.3.1 Introduction

This Simple Community Project Management Procedure is based on ideas and experiences the NUCFDC had after monitoring and evaluating the first 23 community projects that were funded by the NCBSTB and found out that there were some challenges faced by some of the projects due to improper contracting, lack of financial and project management skills among other things.

Based on the review of these reports and consultation held with VPA SU, SDI, FDA, NCBSTB and other stakeholders, we have developed this project SCPMP to help in addressing some of those challenges.

Community Project Development activities based on this manual are divided into several stages including: **Project Identification and Validation, Project Procurement process (Bidding) and Awarding, Project Proposal Writing, Project Proposal Package Submission to NCBSTB, Project Proposals Review, Approval and Funding by the NCBSTB, Contract Signing and project fund payment, Projects Monitoring and Evaluation, Project Reporting, Completion Turning Over and Closure.**

2.3.2 Project Identification and Validation

During these processes the community people, the CFDC, local authorities must meet first to discuss the benefit/amount the communities have in the Trust Board Account and the communities agree on the particular project (s) they want to undertake. At this time, everyone must ensure that the **importance**, the **possibility** and the **sustainability plan** of the proposed project are being discussed at this time so that once the project starts, everyone is sure that the project will be completed and the anticipated impacts are created. The community direct supports to the project should also be discussed and finally a resolution be made and signed by at least ten (10) representatives from the communities.

2.3.3 Type of projects and what to consider

- a. **School/Vocational Training Center Project** – if the communities want to do school project, you need to first ask yourself and have gotten answers for the following questions:
 - What is the design the Ministry of Education approved for school building?
 - How will we get furniture and instructional materials for the school?
 - How will we get teachers/Instructors for the school/Training Center and who will pay them?
 - How will we get school's supply regularly? And
 - How will the school be sustained?
- b. **Clinic Project** – if the communities want to do clinic project:
 - What is the design the Ministry of Health approved for clinic building?
 - How will we get furniture, medical and non-medical equipment?
 - How will we get drugs regularly to the clinic?

- How will we get staff to work at the clinic and who will pay them?
- How will we get other supply at the clinic? And
- How will the clinic be sustained

c. Other buildings projects like Guest Hous 22 Town Hall

- What is the design of the building?
- How will it be furnished?
- How will it be managed?
- How will it be used, for business or for free? If for business, who will be in charged and what will be done with the funds raised from the business and how will the management team and the building be sustained?

d. Road or Bridges Contractions – if the communities want to do road/bridge:

- What is the standard requirement from the Ministry of Public Works?
- How will the road be maintain?

2.3.4 Project Procurement process (Bidding) and Awarding, (PPCC Requirements)

The procurement is only to fulfill the PPCC requirements by allowing a competitive bidding to go on before the project is awarding to the winning bid owner. The bidding process must be done by a bidding committee set up in each county where there are CFDCs and the committee should be comprising of at least 2 persons from the County Procurement Unit and County Project Management Committee (PMC), 2 persons from each CFDC group within the county, 2 persons from the NUCFDC Secretariat that should chair the committee. The committee should receive all bids or applications from interested contractor (s) and do a transparent bidding processes. The committee upon completing the processes, a full report is provided to the CFDC with recommendation of the best contractor(s) to be hired by the CFDC. The CFDC will now award the contract (s) to only the recommended contractors within the Bidding Committee report.

2.3.5 Project Proposal Writing

This is the third stage where the NUCFDC Secretariat assist the CFDC leadership in formally writing the proposal for the project (s) agreed upon by the affected communities. All project proposal must be prepared or review by the NUCFDC Secretariat before submission to the NCBSTB and the Secretariat must attach a letter of approval to each project proposal.

2.3.6 Project Proposal Package Submission to NCBSTB

The submission of the proposal is where the leadership of the CFDC or a member of the CFDC will submit all the supportive documents that make up the proposal package. Those supportive documents include:

1. **Meeting minute or resolution and meeting attendance for the meeting which the project was agreed and the resolution signed**
2. **Land award letter specifying the piece of land given for the project**

3. **Letter from the line ministry the project fall in its sector**
4. **Bidding committee report**
5. **Letter from the County Procurement Office/county authority**
6. **Letter of project awarding**
7. **Documents for qualified company: a. Blue Print b. BOQ c. Company's Profile d. Certificates**
8. **Full Proposal for the Project** **23**
9. **Project Administrative Cost breakdown**
10. **Copy of CFDC Bank Book/Account Information**
11. **CFDC 10% Resolution and distribution report (if 10% was received prior to the proposal submission)**
12. **Previous project report (if previous project was funded and report is not yet submitted)**
13. **List of the CFDC members including the community (ies) they present and their positions on the CFDC and their contact number (s)**
14. **CFDC Article of Incorporation & Constitution and Bye Laws**
15. **NUCFDC Letter of Approval**

2.3.7 Project Proposals Review, Approval and Funding by the NCBSTB

At this stage, the National Community Benefit Sharing Trust Board Technical Project Review Committee (TPRC) does the review of all the project Proposals that have being submitted by the CFDCs. After the review, the TPRC submit her report to the NCBSTB. The Board called a meeting that should comprises of all Board members and official. At the board sitting, the TPRC's report is submitted and discussed. After all issues are discussed, the board does a resolution stating the decision of the board concerning all the project proposals submitted and reviewed. Those project approved by the board start to receive funding for implementation.

2.3.8 Contract Signing and project fund payment

After the trust board has approved the project and provided the funds to the CFDC, the CFDC should enter into formal contract with the construction company (ies) that was or were pre-qualified during the biding process that the CFDC has awarded the project to. This should be followed by financial payment to the contractor. The financial payment procedure should be in four phases.

Phase one: 60% of project materials and transportation cost and 30% of workmanship shall be paid upon signing of the project contract. The 60% must be fully used, monitored and evaluated before additional fund or second payment is made to the contractor.

Phase two: 40% of project materials and transportation cost and 30% of workmanship shall be paid upon the successful used of the 60% received early and upon monitoring and evaluation of the phase one.

Phase three: 30% of the workmanship shall be paid upon completion of the project and the 10% of workmanship shall be retained for at least one month after the project completion.

Phase four: 10% of workmanship/retentive fee should be paid one month after the project completion and all problems identified on the project is been settled.

2.3.9 Projects Monitoring and Evaluation 24

The project shall be monitored and evaluated twice throughout the implementation period of the project. The first monitoring and evaluation shall take place after the completion of 60% funding provided by the CFDC to the contractor implementing the project and the second monitoring and evaluation shall be done at the completion (100%) implementation of the project. These monitoring and evaluation exercises should be done jointly by the NUCFDC, NCBSTB County PMC and other CSOs working within those counties.

2.3.10 Project Reporting, Completion Turning Over and Closure

The project reporting is a full responsibility of the CFDC and it should be made two times during the project implementation period: After the 60% funding is used and after the completion of the project. Once the project completion report is been submitted, the turning over and closure should be done by the NCBSTB, NUCFDC and partners.

3.0 Code of Forest Harvesting Practices - Community Focus Areas & forest Yield calculation

3.1 Introduction

The Forestry Development Authority (FDA) published their first Liberian Code of Practice for Timber Harvesting (**referred to as the “Code” hereafter**) in September 2007. The FDA developed the first Code to provide a clear set of guidelines to help foresters and logging companies select practices to be followed when carrying out harvesting operations. The code was revised in 2017 considering the sustainable manage of the forest.

The purpose of the original guidelines was to prescribe a code of timber harvesting practice, to which the FDA required all forest operators to adhere and thus meeting the requirements of responsible forest management while simultaneously meeting legal requirements.

The goal of responsible forest management cannot be reached unless improved harvesting practices are widely adopted by loggers. The emphasis in this document is on the harvesting practices themselves. If these are improved, then it is more likely that the economic, environmental and social values of the country’s forests will be maintained while at the same time providing sustainable yields of commercial timber from those forests.

The Code contains practices and sets standards, which have been developed based on research and practical experience in tropical forests. A literature research was completed to review a number of existing codes to help guide approaches, illustrations and content.

The Code applies to all natural forest areas in Liberia.

The objectives of the Code are to:

- Provide forest operators (FMCs, and TSCs) with a set of guidelines and standards for improved forest harvesting practices that improve standards of logging/utilization and reduce environmental impacts, and so contributing to the conservation of forests.

3.2 Harvesting Practices and the Management of Risk

The three factors encompassing the triple bottom line are economic, environmental and social values.

These values have been adopted in the Code, but are further refined as follows:

- Economic values: Subdivided into Productivity and Quality
- Environmental values, No further subdivision
- Social values: Subdivided into Safety and health, and Social

The five refined values are in fact a reflection of the key performance areas in any logging operation. If an organization performs according to desired outcomes (targets), then the company is in fact acting responsibly and adhering to the triple bottom line principle. The five performance areas identified have been configured into the acronym SPEQS, for ease of use:



3.3 General Safety and Health Planning Requirements

3.3.1 Camp hygiene

a) Semi-permanent logging camps (usually no more than 5 years)

Logging camps shall comply, as a minimum, with the requirement of the ILO Code for Safety and Health in Forestry. This includes the following:

- Housing for single workers without families shall not exceed two people, to allow workers a minimum of privacy;
- Houses need to be safe, dry, with sufficient ventilation and have lockers for keeping personal belongings;
- Canteen, taking into consideration the size of the camp;
- Covered kitchen facilities;

- Storage facility for food;
- Sufficient supply of potable water;
- Sufficient sanitary facilities (bathrooms, showers, toilets or latrines), separated from sleeping and dining areas and from kitchen facilities and storage areas for food, complying with hygienic requirements, equipped **27** located in accordance with the cultural environment of the workers;
- Facilities for washing and drying clothes;
- Storage facility for general materials;
- Separate storage facility for any inflammable, chemical or explosive substances at a safe distance from the living quarters;
- Recreational facilities considering scale and intensity and agreed in collaboration with workers;
- Means of control of rodents and harmful insects in case of infestation outbreaks;
- Lighting in houses with safe and legal electrical wiring; generators should be repaired as soon as practicable;
- Waste disposal facilities (See paragraph 2.3.4: waste management);
- First aid facility for emergencies with a nurse/ first aider available.

b) Survey camps and mobile camps (several weeks)

Survey camps are temporary camps constructed in the forest and are usually only used for a few weeks while survey teams are at work. Mobile camps are often used during road construction. The following rules apply to survey and mobile camps

- Sleeping quarters shall be constructed at least 20m from the nearest water body;
- A waste pit shall be dug at least 50m from the stream and all waste shall be dumped in the waste pit. The waste pit shall be covered with at least 30cm of soil when the camp is abandoned;
- Toilet facilities shall not be closer than 50m from the nearest water body.

3.3.2 Waste management

Waste management shall be dealt with according to the specifications set out in the approved ESIA prepared for the company. Furthermore

- Hazardous waste (hydrocarbons, batteries and fluorescent tubes/bulbs) shall be specifically addressed in the waste management plan.
- Waste pits shall be used for non-hazardous inorganic waste disposal (e.g. plastic, metal, glass);
- Waste pits should be used for organic waste disposal (food waste and paper);
- Waste pits should be burnt out from time to time to prolong their useful life.
- Waste pits shall be located at least 100 meters from any water body and at least 1m above the groundwater table;
- The area should be fenced off and signs should be erected identifying waste pits;
- Waste pits should be covered with at least one (1) m of soil once they reach the end of their useful life;
- Toxic materials shall never be disposed of into watercourses or lakes.

3.3.3 First aid and emergency response

Employers have the main responsibility for safety and health in forestry work. They shall install and maintain work systems and methods which are safe and without risk to health.

Employees shall take responsibility for their own safety and those of others at the worksite.

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Furthermore,

- Each logging team shall be familiar with the emergency response procedure in the case of accidents;
- All machine operators shall receive the necessary training and instruction to ensure competency to safely operate equipment for the job they are assigned to do;
- Operators should know what the job requirements are, what other machines are working in the area, and be aware of any hazardous conditions that may arise;
- A fully equipped first-aid kit shall be provided to every logging crew and located close to where felling crews are working;
- At least one formally trained First Aider shall be present at each worksite at all times.

3.3.4 Protective clothing (PPE) and safety equipment

PPE requirements shall meet the requirements stipulated in the ILO - Code of Practice on Safety and Health in Forestry Work. Table 3 below shows PPE requirements related to all logging activities.

Table 1: PPE requirements for forestry workers (adapted from FAO)

Parts of the body to be protected:	Feet	Legs	Trunk, arms, legs	Hands	Head	Eyes	Eyes / face	Hearing
PPE normally appropriate:	Safety boots or shoes	Safety trousers	Closefitting clothing	Gloves	Safety helmet	Goggles	Visor (mesh)	Ear muffs ²
Operation								
Weeding/cleaning with cutlass	√			√		√		
Felling ³ with chain-saw	√ ⁴	√	√	√ ⁵	√		√	√

Pesticide application	To comply with those specified for the particular substance and application technique							
Manual debarking	√			√				
Extraction with - skidder/ dozer	√			√7	√			√6
Stacking/ loading	√			√	√			√6

Notes:

1. Safety trousers incorporating clogging material, in hot climates/weather chain-saw leggings or chaps may be used. Safety trousers and chap contain fibers that are inflammable and melt, and should not be worn during firefighting.
2. Ear plugs and ear valves not generally suitable for forestry because of risk of infection.
3. Felling includes debranching and crosscuttir
4. Chain-saw boots with protective guarding at **29** vamp and instep.
5. Cut-resistant material incorporated in the back of the left hand.
6. When noise level at work position exceeds 85dB

3.4 Environmental and Social Performance Requirements

Environmental and social performance requirements are based on the different functions Liberian forests provide. Basically, there are three main groups of functions, i.e. economic, ecological and social, each one including a number of sub-functions.

Forest functions have different impacts on forest management. Some functions exclude all types of forest operations, others only commercial timber harvesting or road construction, and others impose only minor management restrictions.

Table 2: Forest function groups and sub-functions

Economic Functions	Ecological Functions			Social Functions
	Soil	Water	Biodiversity	
Timber Production Areas	Soil Protection	Riparian Protection Buffer	Plant and Animal Protection	Local Use only
Non-Productive Forest Areas		Water Supply Protection	Rare Ecosystem Protection	Cultural Site Protection
		Flood Control Conservation	Protected Area Buffer Protection	
		Water Catchment Conservation	Wildlife Habitat Conservation	

Functions and sub-functions may overlap or exclude each other. But in general, all forest functions of strictly protective nature (herein named “protection”) are not compatible with log production. Functions of restrictive nature (herein named “conservation”) are partly compatible with log production. If functions should overlap during identification, the more restrictive management prescriptions must be applied for mapping and planning.

The commercial forest area shall be divided into non-timber production and timber production zones according to the restrictive nature of the functions as shown in Table 5 below.

The sub-functions listed in the table are not exhaustive. For particular situations, the FDA may require forest operators to observe additional functions or may impose stronger management restrictions for conservation areas.

3.4.1 Exclusion zones

Exclusion zones in commercial forests are areas where logging is strictly prohibited for the purpose to protect environmental and social interests.

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3.4.2 Water supply protection areas

Water supply protection areas are in the immediate vicinity of reservoirs, dams, springs, wells and other facilities for domestic water supply. They shall be identified and protected in order to prevent surface runoff, soil erosion, siltation and pollution of water resources.

Water is one of the most valuable natural resources and clean potable water is an indispensable asset for human society. The protection of water resources, therefore, is a priority in natural resource management. Water-related forest functions focus on the conservation of the cleanliness of the groundwater and surface water bodies, and the maintenance of continuous water supply.

A buffer zone with a radius of at least 50 m around the perimeter of the water source shall be established and indicated on block maps.

3.4.3 Plant and animal protection areas

Plant and animal protection areas are areas where rare, threatened and endangered plants and animals (mammal and bird- fish, insects, invertebrates?) species occur. In the case of animal species, this refers to areas where such species breed, nest, reproduce or otherwise depend on and where their protection has highest priority.

Plant and animal protection areas shall be identified as defined by the FDA and/or based on wildlife studies undertaken during the multi-resource inventory. These studies shall include information provided by the local population, forestry staff and forest inventory teams.

Plant and animal protection areas shall be excluded from logging. Furthermore, no other human interferences shall be allowed except activities compatible with the purpose of protection.

3.4.4 Protected Area buffer protection

Protected Area buffers are strips of forest along the periphery of Proposed and Declared Protected Areas neighboring the commercial forest area. Their purpose is to prevent negative impacts as a result of adjacent logging operations.

The location and width of the buffer depends on the type of the Protected Area: around National Parks and Nature Reserves, the buffer is 50 m. Around other protected areas the buffer is XXXX?

No felling and no skid trails are allowed in the buffer. Protected Area buffers shall be indicated on block maps. In the event that trees are accidentally felled into the buffer, they have to be winched out.

3.4.5 Local use areas

Local use areas are forests which are, and have been, traditionally and intensively used by the local population, and which are an integrated and indispensable component of their subsistence. These areas include forest land reserved for community land allocation and areas that are traditionally used to provide resources for livelihoods.

The location and size of local use areas created for each community residing within or adjacent to commercial forest areas must be validated by the affected communities and approved by the FDA. A buffer of at least 100 meters in width shall be maintained to the edge of cultivated areas and settlements.

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3.4.6 Cultural site protection areas

Cultural site protection refers to areas which have a significant cultural value, e.g. religious sites, graveyards, archaeological sites, historical sites, rare topographic formations, viewpoints, waterfalls, etc.

These cultural places shall be protected from logging damages by a buffer strip around their outer perimeter at least 100 m in width.

3.4.7 Wildlife habitat conservation areas

This includes corridors for animal movement from the commercial forest areas to adjacent Proposed and Declared Protected Areas as well as between identified exclusion zones within commercial forest areas. Identification criteria should include: type and number of wildlife species and their protection status, habitat size (dependent on species), and actual habitat condition (degree of disturbance).

Recommended management restriction: No harvesting activities during breeding and mating season.

3.4.8 Protection of plant and animal species

The listing of Liberian protected plant and animal species is maintained, regularly updated and published by the FDA as the national focal point of the Convention on International Trade of Endangered Species (CITES). The listing considers IUCN's red list species including rare, threatened and endangered species.

Around all protected tree species identified in sustainably managed forest areas, a protective buffer of 10-meter radius the tree shall be applied.

The same protective buffer of 10-meter radius shall be applied to seed/ mother trees. A listing of seed/ mother tree species to be protected is provided by the FDA which may vary depending on the management objective and location of the commercial forest area.

The location of all protected and seed/ mother tree species shall be shown on block maps.

Furthermore, all forest operators shall apply appropriate measures aiming at mitigating illegal hunting practices and trade of bush meat of protected species by enforcing and monitoring directives prohibiting all employees and workers to -

- possess and/ or transport firearms, bush meat and/ or hunters in company vehicles, even outside the commercial forest area;
- hunt outside of any designated hunting area within the commercial forest area;
- hunt protected animals;
- use traps;
- Engage in trade of bush meat in company camps, worksites or elsewhere.

3.5 Land and forest use rights and responsibilities

All forest operators shall be expected to respect legal or customary rights to land and forests, as well as respect for cultural, traditional and local values and customs.

Forest Management Contracts and Timber Sales Contracts provide the contract holders and operators with a right to operate in a given area. Contract holders should immediately inform the FDA of any illegal forestry activity in their contract area.

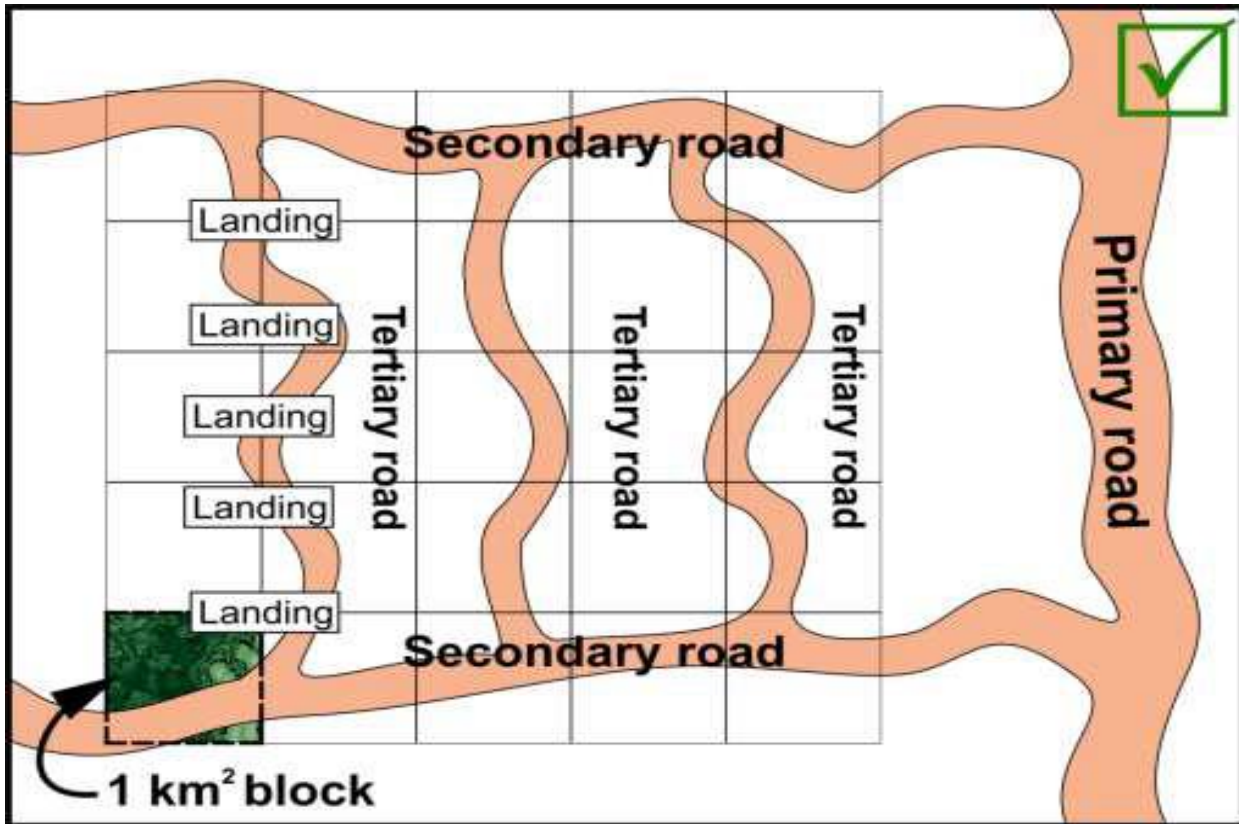
Social agreements between contract holders and affected local forest communities define and describe the codes of conduct and other agreements concerning forest access, forest use rights and responsibilities, benefit sharing arrangement **32** use of local labor, compensation for crop damage, etc., between the two parties. They also describe conflict management arrangements.

3.5.1 Cultural tenure areas

Areas that fall under cultural tenure of local communities shall be excluded from the harvesting plan area and in some cases depending on the size and location of the cultural tenure, they may be removed from the contract area prior to awarding a contract.

3.6 Road classification

Three road classes exist in Liberia logging operations. These are described below and illustrated in the Figure.



3.6.1 Primary forest roads

As per Figure 51, these should be permanent, all-weather public roads that provide access to the FMC or CFMA area. Ideally, they should be capable of carrying high log volumes (>2000m³ per week) and be in service throughout the year.

3.6.2 Secondary forest roads

These are roads that provide access to a logging compartment, connecting tertiary roads and log landings to primary roads. They will carry log volumes of approximately 1,000 to 2,000 m³ per week and can be either permanently in service or for a few years.

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3.6.3 Tertiary roads

These are roads that are used for the extraction of timber from the block and that provide access to neighboring blocks between secondary roads. They are usually of a temporary nature, and are constructed according to the specific needs of a block.

3.6.4 Road Maintenance

For all primary and secondary forest roads, maintenance shall be carried out regularly using a

Grader.

3.7 Post-Harvest Activities

Rehabilitation of logged areas is required to prevent further deterioration of the logged area and downstream soil and water values and to encourage forest regeneration. All areas should be left in a clean and tidy condition.

3.7.1 Block Closure

Blocks shall be closed once the logging of the approved yield has been completed.

Furthermore:

- ❖ No re-entry permit shall be issued for a compartment that has reached its expiry date after 5 years;
- ❖ However, in a 5-year compartment period, a re-entry permit can be issued for blocks not completed in the previous year;
- ❖ Logging operations in a specific block should be completed in a single logging season. The only exception to this rule that may be applied is when weather or market conditions have prevented the approved yield to be felled and extracted. In such cases the FDA shall provide an extension to complete harvesting operations;
- ❖ All refuse introduced to the forest e.g. pieces of wire rope, packing material, bottles, containers, etc. shall be removed from the forest, placed in a refuse pit, buried and covered to a level surface;
- ❖ Fuel and oil drums, used oil filters, oily rags, empty grease gun cartridges, worn machinery parts, paint tins, etc. shall be removed to a designated disposal area; or returned to the supplier.

3.7.2 Road Closure

- ❖ The primary and secondary forest road network shall be maintained in good condition;
- ❖ There should be no ruts in the surface and the road surface should be crowned;
- ❖ Likewise, all side drains, turnout drains and culverts that will not be removed shall be left in good working condition.
- ❖ Roads not to be used until the next rotation shall be closed to all traffic by placing a large log across the roadway across the roadway. For roads that are being decommissioned log culverts and temporary bridges shall be removed to allow unobstructed water flow.

3.7.3 Log Landings

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All closed log landing sites should be restored so that proper drainage occurs.

Furthermore:

- ✓ All areas where water may pond shall be drained;
- ✓ Bark, debris and topsoil should be disbursed evenly across the site to assist in stabilization.
- ✓ The site shall be cleaned of all refuse including oil/fuel drums, wire rope, tires and machinery parts.

3.7.4 Temporary Stream Crossing Closure on Skid Trails

- Temporary skid trail crossings of waterways and gullies shall be removed after completion of harvesting operation in the block;
- Removal should not disturb the watercourse banks;
- All material used in the construction of temporary crossings shall be moved at least 10 meters away from the watercourse;
- Action shall be taken to restore water flow to its original watercourse where necessary;
- On steep gradients and sensitive soils, water bars may be required until skid trails have stabilized.

3.7.5 Gravel Pits

Gravel pits shall be decommissioned by:

- Stabilizing steep cuts;
- Re-grading the drain on the uphill side and ensuring that runoff cannot enter the pit;
- Draining the surface of the pit if water is likely to pond.

3.7.6 Logging Camps

Logging camps shall be closed by taking the following steps:

- The site shall be cleaned of all refuse including oil/fuel drums, wire rope, tires and machinery parts, as well as building materials, and all biodegradable waste shall be buried;
- All areas where water may pond shall be drained (but drains are not to empty directly into watercourses) and drains shall be cleared regularly until the campsite has stabilized;
- Recommendation: Campsites may be ripped at 90° to the drainage direction to promote natural re-vegetation. Bark and debris should be disbursed evenly across the site to assist in stabilization;
- Discarded machinery shall be removed from the contract area to the designated waste disposal facilities.

3.8 Reporting on Suspected Violation

A monitor does not declare any violation until it is investigated by the authority and is determined as by law or regulation that the action is a violation. Monitors should report any suspected violation to their immediate CFDC leadership using the checklist and pictures.

3.9 Preventing Violation

To prevent violation the monitor should:

1. If you see any act that may cause violation, engage the doer immediately
2. If he/she cannot listen to you, report to supervisor immediately

3. If the supervisor cannot listen, report it to the CFDC leadership
4. All reports from supervisor to CFDC leadership should be written.

4.0 Timber Yield and Land Rental Fees Calculations 35

4.1 Cubic Meter Calculation

There are a variety of log scaling methods around the world. However, there is a vast variability between each region, making transparent communication difficult. Describing each method and its parameters are vital for enabling clear and transparent measurement between all partners, and thus eradicating any attempts at fraud.

Typically, each method utilizes length and diameter information to determine volume in cubic units. Several log-scaling methods require small-end diameter measurement while others require diameters at both ends of the log. The majority of methods use the diameter measurement under the bark.

Some methods are based on mathematical formulas (JAS; Doyle to name two) and others use fixed values for certain diameters that come from tables (GOST).

A very important part of the log volume calculation is rounding the diameter. While many of the formulas use the conservative mathematical rounding (meaning 25.5cm rounds to 26cm and 25.4 rounds to 25cm), for example, the Japanese Agricultural Standard requires rounding down to the nearest even number (meaning 25.9cm is rounded down to 24). This, of course, raises questions about the log's true volume – but these are the rules that must be abided by.

For the Timber team, this was puzzling when applying the rounding rules, because our solution shows diameters with mm accuracy.

JAS scale (Japan, Chile, East Asia, Oceania, and Australia)

For logs less than 6m long:

$$V(m^3) = (D^2 * L) / 10000$$

where:

D – small-end diameter(cm), for less than 14cm the diameter is rounded down and after 14cm the diameter is rounded down to the nearest even integer.

L – Length (m)

For logs equal to or greater than 6m: $V (m^3) = (D + [L'-4]/2)^2 * (L/10000)$

D – small-end diameter(cm), for less than 14cm the diameter is rounded down and after 14cm the diameter is rounded down to the nearest even integer.

L – Length (m)

L' – length in meters rounded down to nearest whole number

Doyle Log formula (central and eastern North America)

bf volume = (small-end diameter in inches – 4)² x length / 16, round to the nearest bf

International 1/4" Rule (eastern North America)

FBM = (0.199 x diameter in inches²) – (0.642 x diameter in inches);

Standardized taper of 0.125" is used to calculate log segments. Each segment consists of 4' cylinders and the result of the segment is rounded to the nearest 5 FBM (157.3 ~ 155 FBM, etc.)

Ontario Scaler's Rule

$(D^2 * 0.7854 * L) / 10000 = m^3$ rounded to 3 decimal places

D – small-end diameter in 2 centimeter classes (even integer) (ex. 15.01cm ~ 16cm, 14.99cm~14cm)

L – Length in meters

For cases where timber has been stacked with both the ends mixed, we suggest using the Cylindrical (also known as "True content of cylinder") formula, which is also available in Timbeter. This is the dominant method used in most of continental Europe.

Most of the formulae listed in this article originate from Matthew A. Fonseca's book, the author of "The Measurement of Roundwood".

In Liberia and in a simplified form for local community members, we are mostly using these formulae:

$$d^2 = r^2 / 4 / 100 \text{cm and } V = \pi (d^2) L$$

V = Volume

π = a constant

r^2 = the radii

4 = also a constant for the radii

d^2 = the diameter

Examples on Cubic Meter

A. Radii

120cm

112cm

103cm

97cm

L=13.60m

Formula: $d = r^2 / 4 / 100\text{cm}$ and $V = \pi (d^2) L$

$$d = (120\text{cm} + 112\text{cm} + 103\text{cm} + 97\text{cm} / 4 / 100)^2$$

$$d = (432\text{cm} / 4 / 100)^2$$

$$d = (108\text{cm} / 100)^2$$

$$d = (1.08\text{m})^2$$

$$V = \pi (d^2) L$$

$$V = 3.14 / 4 \text{ or } 0.7854 (1.08\text{m} \times 1.08\text{m}) (13.60\text{m})$$

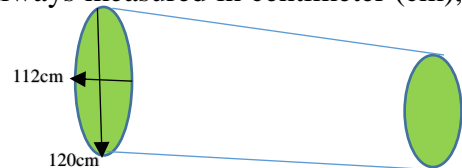
$$V = (1.166\text{m}^2) (13.60\text{m}) (0.7854)$$

$$V = 15.863\text{m}^3 \times 0.7854$$

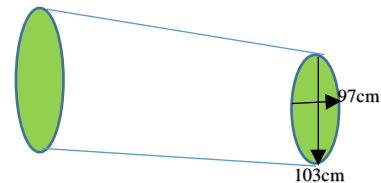
$$V = 12.459\text{m}^3$$

The problem solved above shows several steps that were taken:

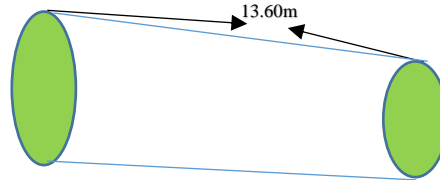
1. The first step is to collect the radii of log which are always measured in centimeter (cm), this means, you measure first the butt part of the log:



2. The second step is for you to measure the tip part of the log:



3. The 3rd step is for you to measure the how long is the log which is called the length and is always measured in meter (m):



4. The fourth step is to find the diameter **38** | to find the diameter there are few smaller steps you must followed:

- i. Write formula for finding d, which is $d = r^2 / 4 / 100 \text{cm}$
- ii. Next, you substitute the formula with the value or numbers you have gotten early as radii. That is: $d = (120\text{cm} + 112\text{cm} + 103\text{cm} + 97\text{cm} / 4 / 100)^2$
- iii. The next step is you add all the radii: $d = (432\text{cm} / 4 / 100)^2$
- iv. Next you divide the radii by the constant 4: $d = (108\text{cm} / 100)^2$
- v. Again, you divide the result by 100 to get the answer converted to meter (m) since the length is in meter and you are also looking for cubic meter. $d = (1.08\text{m})^2$
- vi. With this, it means that we have found the diameter of the log (d^2) and now we can work to find the volume in cubic meter which takes us to the fifth step in find the cubic meter volume.

5. The fifth step is where we find the volume in cubic meter and this step also has a series of smaller steps:

- i. You must write the formula: $V = \pi (d^2)L$
- ii. Next you put in the value: $V = 3.14 / 4 (1.08\text{m})^2 (13.60\text{m})$ or $0.7854 (1.08\text{m} \times 1.08\text{m}) (13.60\text{m})$
- iii. The next step you multiply the diameter by itself: $V = (1.166\text{m}^2) (13.60\text{m}) (0.7854)$. With this, we now have meter square (1.166m^2).
- iv. The next is to multiply the diameter by the length: $V = (15.858\text{m}^3) (0.7854)$. Which gave us meter cube (15.858m^3).

- v. The final step is to multiply result by the constant: $V = (15.858\text{m}^3) (0.7854)$; which gave us $V=12.455\text{m}^3$. “This is what we called cubic meter volume and this is how we get it from each log.”

This is done for each log and after getting all the logs volumes, you add everything to give you the total volume of log harvested.

Example:

$$\begin{array}{l} \text{Log \#1} = 12.455\text{m}^3 \\ \text{Log \#2} = 9.882\text{m}^3 \\ \text{Log \#3} = 13.000\text{m}^3 \\ \text{Log \#4} = 10.500\text{m}^3 \\ \text{Log \#5} = \underline{11.554\text{m}^3} \\ \qquad\qquad 57.391\text{m}^3 \end{array}$$

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Now you use the cubic meter fee agreed in your social agreement to calculate the cubic meter fees. Cubic meter fees (cmf) will be equal to cubic meter fee agreed (cmfa) X total volume (tv).

$$\begin{array}{l} \text{Cmf} = \text{cmfa} \times \text{tv} \\ \text{Cmf} = \$1.5 \times 57.391\text{m}^3 \\ \text{Cmf} = \$86.00 \end{array}$$

If you are do the calculation on a monthly basis:

$$\begin{array}{l} \text{Month \#1} === 57.391\text{m}^3 \\ \text{Month \#2} === 103.665\text{m}^3 \\ \text{Month \#3} === \underline{200.446\text{m}^3} \\ \qquad\qquad 361.502\text{m}^3 \end{array}$$

Calculate the cubic meter fees for the 3 months which a quarter of the year:

$$\text{cmf} = \text{cmfa} \times \text{tv}$$

$$\text{cmf} = \$1.50 \times 361.502\text{m}^3$$

$$\text{cmf} = \$542.25$$

Practice works

A	B	C	D
88cm	89cm	110cm	77cm
72cm	74cm	95cm	68cm
58cm	68cm	84cm	58cm
50cm	60cm	79cm	55cm
L=11.60m	L=10.00	L=13.40m	L=9.90m

- Find the cubic meter volume for each
- Find the total cubic meter volume total for all
- Find the cubic meter fee for each
- Find the total cubic meter fees for all

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4.2 Land Rent Fees

4.2.1 Calculating Land Rental Fees

Land Rental Fee = is the area fee (US\$1.25/2.50) per hectare + Annual Contract Administrative fees (US\$500.00 & US\$1,000.00) in TSC/CFMA and FMC respectively.

- CFMAs are the same as TSC in terms of Land Rental Fees except that CFMAs' communities receive 55% while at the TSC areas they receive 30%.
- The formula used to calculate land rental is: $LRF = ACAF + AbF \times \# \text{ of Yrs.}$

Where:

- LRF=Land Rental Fee,
- ACAF=Annual Contract Administrative Fees,
- AbF=Area-based Fee

- AbF is = amount per hectare times total hectares
- To find community share:
 - Community share = Total land rental fee X Community Percentage (55%) or
 - (CS = TLRF X 55%) where 55% = 55/100 = .55

1. The formula therefore use to calculate land rental fee for is:

$$\text{LRF} = \text{ACAF} + \text{AbF} \times \# \text{ of Yr}$$

- ACAF = US\$500.00
- AbF = US\$1.25
- Area = 38,450 hect.
- # of Years = 5yrs.

$$\text{A. LRF} = 500 + (1.25 \times 38,450) (5)$$

$$\text{LRF} = 500 + 48,062.5 \times 5$$

$$\text{LRF} = \text{US\$}48,562.5 \times 5$$

$$\text{LRF} = \text{US\$}242,812.5$$

B.

$$\text{Cs} = \text{TLRF} \times \text{percentage}$$

$$\text{Cs} = 242,812.5 (55/100)$$

$$\text{Cs} = 242,812.5 (.55)$$

$$\text{Cs} = 133,546.88$$

Find (CFMA)

A. LRF

B. Community Share

2. The formula therefore use to calculate land rental fee for is:

$$\text{LRF} = \text{ACAF} + \text{AbF} \times \# \text{ of Yr}$$

- ACAF = US\$500.00
- AbF = US\$1.25
- Area = 38,450 hect.
- # of Years = 5yrs.

$$\text{A. LRF} = 500 + (1.25 \times 38,450) (5)$$

$$\text{LRF} = 500 + 48,062.5 \times 5$$

$$\text{LRF} = \text{US\$}48,562.5 \times 5$$

$$\text{LRF} = \text{US\$}242,812.5$$

B.

$$\text{Cs} = \text{TLRF} \times \text{percentage}$$

$$\text{Cs} = 242,812.5 (30/100)$$

$$\text{Cs} = 242,812.5 (.30)$$

$$\text{Cs} = \$72,843.75$$

Find (TSC)

A. LRF

B. Community Share

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Practice Work

A

$$\text{LRF} = \text{ACF} + \text{AbF} \times \# \text{ of Yr}$$

$$\text{ACF} = \text{US\$}500.00$$

$$\text{AbF} = \text{US\$}1.25$$

$$\text{Area} = 45,000 \text{ hec.}$$

$$\# \text{ of Years} = 8 \text{ yrs.}$$

Find:

A. LRF

B. Community Share

B

$$\text{LRF} = \text{ACF} + \text{AbF} \times \# \text{ of Yr}$$

Yr

$$\text{ACF} = \text{US\$}500.00$$

$$\text{AbF} = \text{US\$}1.25$$

$$\text{Area} = 15,000 \text{ hec.}$$

$$\# \text{ of Years} = 10 \text{ yrs.}$$

Find

A. LRF

B. Community Share

C

$$\text{LRF} = \text{ACF} + \text{AbF} \times \# \text{ of Yr}$$

$$\text{ACF} = \text{US\$}500.00$$

$$\text{AbF} = \text{US\$}1.25$$

$$\text{Area} = 25,640 \text{ hec.}$$

$$\# \text{ of Years} = 3 \text{ yrs.}$$

Find

A. LRF

B. Community Share

4.2.2 Calculating Land Rental Fees for Concession covering more than one county

Total LRF for CFDC = Abf + share of ACAF X # of yr.

30% Share for the communities = LRF X 30% or LRF(.3)

To find the share of ACAF means you should equally divide the annual contract administrative fees amount the CFDC areas/counties that fall within that concession.

Examples

FMC A –Lofa & Gbarpolu

A. Calculating for Lofa

$$\text{LRF} = \text{ACAF} + \text{AbF}$$

$$\text{ACAF} = 7000/2 = 3,500$$

$$\text{AbF} = 2.5 \times \text{Total Area}(\# \text{ of Year})$$

$$\text{AbF} = 2.5 \times 74,185.52 (7)$$

$$\text{AbF} = 1,298,246.6$$

$$\text{LRF} = \text{SACAF} + \text{AbF},$$

$$\text{LRF} = 3,500 + 1,298,246.6,$$

$$\text{LRF} = \$1,301,746.60$$

$$\text{Cs} = \text{LRF}(30\%),$$

$$\text{Cs} = 1,301,746.60 \times .3$$

$$\text{Cs} = \$390,523.98$$

B. Calculation for Gbarpolu

$$\text{LRF} = \text{ACAF} + \text{AbF}$$

$$\text{ACAF} = 7000/2 = 3,500$$

$$\text{AbF} = 2.5 \times \text{Total Area}(\# \text{ of Year})$$

$$\text{AbF} = 2.5 \times 45,054.48(7)$$

$$\text{AbF} = \$788,453.40$$

$$\text{LRF} = \text{SACAF} + \text{AbF},$$

$$\text{LRF} = 3,500 + 788,453.40,$$

$$\text{LRF} = \$791,953.40$$

$$\text{Cs} = \text{LRF}(30\%),$$

$$\text{Cs} = \$791,953.40 \times .3$$

$$\text{Cs} = \$237,586.02$$

4.2.3 Calculating Current Amount paid to ⁴² nment or to Trust Board

To calculate current amount, you must know the amount paid by the Company or Government

Example

FMC A-Lofa and Gbarpolu

$$\text{ACAF} = 6000, \text{AbF} = \$1,886,600.00,$$

$$\text{LRF} = \text{ACAF} + \text{AbF}$$

$$\text{LRF} = \$1,892,600.00$$

Lofa

Amount due: \$390,523.98

Amount paid = % X Amount Due

Amount paid = .90395 X 390,523.98

Amount paid = \$353,014.00

Balance Due = \$37,510.00

Gbarpolu

Amount Due: \$237,586.02

Amount Paid = % X Amount Due

Amount Paid = .90395 X \$237,586.02

Amount Paid = \$214,765.8647

Balance due: \$22,820.00

To calculate the amount for each CFDC area within the total amount paid to the trust, you divide the amount paid to the trust board by the amount due from government. This means, you must first know the amount paid by the companies to the government.

The percentage you get once you have divided the amount paid to trust board by the amount due from government, you multiply it by each CFDC current amount or paid their company to government.

Calculating CFDC share within the amount paid to Trust Board

Percentage of amount paid to NCBSTB X amount due from Government

By 2016 total 30% share of Land Rental due was **\$4,864,854.00**

By that time companies have paid to Government = **\$2,744,132.42** which was about 56% paid.

By 2017, Government has paid to the trust board \$2,622,000.00, which was 95.55% the GOL has received

Now, you can use these data available to find how much each CFDC area has within the amount paid to the NCBSTB.

You just need to find the amount currently paid to GOL by your company, calculate your area share and multiply it by 95.55%, then you know how much you have in the amount the trust board has received.

Examples

FMC A-Lofa

Amount paid to GOL: \$353,014.00

CFDC Share in NCBSTB = % X Amount paid to GOL

CFDC Share in NCBSTB = .9555 X 353014.00

CFDC Share in NCBSTB = \$337,304.88

References:

Code of Forest Harvesting Practices - 2nd edition as amended on 31 May 2017
02/02/2017 · Log Measuring by Martin Kambla

<http://www.timbeter.com/popular-timber-measurement-formulas/>

Annex I: Sample of Community Project Contract

Sample of Contract

Community Forestry Development Committee

CFDC

FMC "-----" -----, ----- TOWN
 ----- DISTRICT
 ----- COUNTY – LIBERIA
 CELL#: -----
 EMAILs: -----



This CONTRACT AGREEMENT is entered into the-----_ day of -----, AD ---- by and between the COMMUNITY FORESTRY DEVELOPMENT COMMITTEE (CFDC), INC.” of Forest Management Contract Area “-----” on behalf of the Affected Community of ----- Districts represented by the “CFDC Chairperson” HEREINAFTER referred to as “COMMUNITY” and the “Name of the Company/Contractor and their office address HEREINAFTER referred to as “CONTRACTOR” for the “project title” in Name of community, district and County”, Liberia.

ARTICLE I:

RESPONSIBILITY OF CONTRACTOR

*That the” CONTRACTOR” “State all the activities the contractor will have to do” has agreed to implement in the proscribed period of time.
 That the “CONTRACTOR” takes charge of the purchasing of all materials for the works.
 All cash/funds coming from the COMMUNITY to the “CONTRACTOR” for the project are to be directly pay to the “CONTRACTOR.*

ARTICLE II:

COMMUNITY RESPONSIBILITIES

The “COMMUNITY” shall provide 60% of the project materials and transportation cost, a sum equals to US\$-----, (amount in word) plus 30% of workmanship amount equaling to US\$/L\$ ----- (amount in word) all amounting to a sum of US\$/L\$----- (amount in word) to the “CONTRACTOR” as a startup cost for the works upon signing this CONTRACT AGREEMENT

and the balance 40% of project materials and transportation costs equal to US\$----- (amount **in word**) and 30% of workmanship amount equal to US\$/L\$----- (amount in word) all amounting to a sum of US\$/L\$----- (amount in word) shall be paid to the “CONTRACTOR” when the monitoring and evaluation is done on work done with the initial 60% is satisfactory. 30% of workmanship totaling _____ shall be paid to contractor after second evaluation of the 40% prove satisfactory. The 10% balance of workmanship amounting to US\$/L\$----- (amount **in word**) shall be paid one month after completion of the work.

Article III: Project Time Frame

This project will be implemented in (state the time), beginning from (State the Month and year) is expected to take place.

Article IV: Dispute Resolution

Failure on the part of any party to this agreement to perform her responsibility and on time will constitute violation to this contract. Dissatisfy party will first contact the other party for round-table discussion. If things are not settle, the dissatisfying party may invite a thirty party mediator (local community leaders) to bring the parties together for finding a resolution to the problem. If this failed, the party may seek redress to a court of competent jurisdiction.

This AGREEMENT/CONTRACT has been carefully read and understood by the PARTIES, free of force/coercion, willingly accepted to be administered or otherwise used by the PARTIES;

ANYTHING TO THE CONTRARY NOT WITHSTANDING.

THE PARTIES HERETO AFFIXED THEIR SIGNATURES TO THIS DOCUMENT ON THIS ----
-----DAY OF----- AD_-----

FOR THE CONTRACTOR:

SIGNED: _____
General Manager

FOR THE COMMUNITY:

SIGNED: _____
Financial Secretary

Approved: _____
Chairman/CFDC, FMC ---

Annex II: General Monitoring Tool***SOCIAL AGREEMENT IMPLEMENTATION, FOREST OPERATION AND PRODUCTION, FINANCIAL AND COMMUNITY PROJECTS MONITORING TOOL******Background***

This monitoring tool is being developed for the effective monitoring and reporting on the implementation of the Social Agreement, the operations and production of the companies as well as the finances and community projects the CFDCs and implementing. The tool is being used exclusively by the CFDCs for their reporting purpose to the NUCFDC, the Communities and other stakeholders. The tool has three (3) parts focusing on Social Agreement implementation, forest operation and production and financial and community projects.

Part one: Social Agreement (SA) Implementation Monitoring

The SA Implementation Monitoring Tool is based on the SA implementation Guide Developed by the National Union of Community Forestry Development Committee. The tool is used based on what is been agreed each year from the Social Agreement to be implement and it is placed in the annual implementation plan. The SA monitoring tool is used to evaluate annually how well the social agreement is been implemented and will also help in reporting on Social Agreement Compliance Monitoring.

Part two: Forest Operation and Production Monitoring

The Forest Operation and Production component of this tool serves as a resource for Monitor of the Community Forestry Development Committee (CFDC) to verify that performance requirements of the Code of Forest Harvesting Practices are met during forest harvesting operations. This checklist is non-exhaustive as any forest operation must also adhere to the other applicable laws and regulations, including but not limited to the National Forestry Reform Law of 2006 and its implementing regulations, the Environmental Protection and Management Law of 2003, and the Community Rights Law of 2009 and its regulations.

Part three: Financial and Community Project Monitoring

The third part of this tool deals with the monitoring of all finances received by the communities through the CFDC and the community projects implemented by the CFDCs.

CFDC and Company General Information

Name of the Concession Area	
Total Area Cover	
Concession effective Date	
Name of CFDC Contact person/CFDC Head	
Name of Concession Holder/company	
Name & Contact of concession holder focal person	
Name of concession operator/company	
Name & Contact of concession operator focal person	
Date:	

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Part one: Social Agreement (Annual Agreed Projects)

No.	Question	Response		Remark (Please indicate quantity/condition)
		Yes	No	
1.	Did the community roads work on as planned in the SAIP?			
2.	Did the School (s) or clinic (s) been rehabilitated or constructed as agreed in the SAIP?			
3.	Did the hand pumps or Latrines been rehabilitated or constructed as agreed in the SAIP?			
4.	Did the scholarship/human resource funds been provided as agreed in the SAIP?			
5.	Did the First Aide or works clinic been built/improved and functional as agreed in the SAIP?			
6.	Members of the affected communities are given first preference of employment?			
7.	Some community members are been training or are receiving training on job as agreed in the SAIP?			
8.	Workers' rights were respected and a meeting with the county labor inspector took place?			
9.	Commercial Chainsaw milling is not taking place within the concession area or someone is being prosecuted?			

10.	CFDC ensuring that no forest farming is taking place within the concession?			
11.	Quarterly meetings are regularly held?			
12.	General community meetings are regularly held?			
13.	All disputes are handle in line with the SA dispute Resolution mechanism?			

Part two: Financial and Community Project Monitoring

Part two (A) Financial Monitoring

No.	Question	Response		Remark (Please indicate quantity/condition)
		Yes	No	
1.	Has the CFDC Receive any money?			
	i. Land Rental			
	ii. Cubic Meter Fees			
	iii. Human Resource Fund			
	iv. Hand Pump fees			
	v. Latrine fees			
	vi. Contribution in cash			
2.	Has the CFDC properly recorded all income?			
	i. Cheque photocopy (ies)			
	ii. Receipt (s)			
	iii. Deposit Slip (s)			
	iv. Ledger/copybook with recording of the amount received			

3.	<i>Has the CFDC properly recorded all expensive</i>			
	<i>i. Agreement/resolution for the withdrawer</i>			
	<i>ii. A voucher/writing document that will show the amount</i>			
	<i>iii. Copy of withdrawer slip</i>			
	<i>iv. Contract</i>			
4.	<i>Has the balance been properly recorded?</i>			
	<i>v. Bank Statement</i>			
	<i>vi. Income/Revenue Grand Total</i>			
	<i>vii. Expenditure Grande Total</i>			
	<i>viii. Total Balance Forward</i>			
5.	<i>Has the CFDC provided quarterly Financial Report in CFDC Standard form?</i>			

Part two (B) Community Project Monitoring

No.	Question	Response		Remark (Please indicate quantity/condition)
		Yes	No	
1.	<i>Did the project identification & validation take place?</i>			
	<i>i. Meeting minute & Resolution available?</i>			
2.	<i>Was the type of project discussed?</i>			
3.	<i>Did the bidding process go on?</i>			
	<i>i. Bidding community report available?</i>			
4.	<i>Was the project written with NUCFDC assistance?</i>			
5.	<i>Were all documents for project proposal package submitted?</i>			

6.	Was the review by the TPRC of the NCBSTB?			
i.	Project proposal was approved			
ii.	Project proposal was not approved			
7.	What was the total cost of the project?			
8.	Was contract sign for this project?			
i.	Copy of the contract available?			
9.	Has the project being monitored and evaluated?			
i.	Is monitoring and evaluation report available?			
10.	Has there report made by the CFDC on the project?			
i.	Is copy of the report available?			
11.	Has the project be finished and officially turn over?			

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Part three: Forest Operation and Production Monitoring (Based on the Code of Forest Harvesting Practices)

General Safety and Planning Requirements

Camp Hygiene	Yes	No	N/a	Location	Notes on non-conformity
a) Semi-permanent Logging camps					
Housing for single workers without families shall not exceed two people per unit					
Houses are safe, dry, w/ sufficient ventilation and have lockers for personal belongings.					

Camp Hygiene	Yes	No	N/a	Location	Notes on non-conformity
<i>Canteen taking into consideration the size of camp</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Kitchen facilities available to cook under roof in case of rain</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Storage Facility for Food available</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sufficient supply of potable water</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Facilities for washing and drying clothes</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Storage facility for general materials</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Separate storage facility for any inflammable, chemical or explosive substances at a safe distance from the living quarters</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Recreational facilities considering scale and intensity and agreed upon in collaboration with workers</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Means of control of rodents and harmful insects in case of infestation outbreaks (e.g. Mosquito nets where required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Lighting in houses with safe and legal electrical wiring; generators should be repaired as soon as practicable</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>First aid facility for emergencies: Qualified nurse/first aider, basic medical support, emergency evacuation procedure known</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary facilities					
<i>Sufficient sanitary facilities (“bathrooms”/showers, toilets or latrines), separated from sleeping and dining areas, kitchen facilities and storage areas for food, complying with hygienic requirements, equipped and located in accordance with the cultural environment of the workers;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Toilets and septic tanks are located at least 100m from water sources</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Shower waste water disperses into soak pits</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Survey camps and mobile comps (several weeks)					
<i>Sleeping quarters shall be constructed at least 20m from the closest water body;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>A waste pit shall be dug at least 50m from the stream and all waste shall be dumped in the waste pit. The waste pit shall be covered with at least 30cm of soil when the camp is abandoned;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Toilet facilities shall not be closer than 50m from the closest water body.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Camp Hygiene	Yes	No	N/a	Location	Notes on non-conformity
<i>Adequate supply of high protein food supplied to workers to prevent illegal hunting;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.4 Waste Management	Yes	No	N/a	Location	Notes on non-conformity
<i>Specifications from waste management ESIA prepared by company are complied with;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Waste pits shall be used for non-hazardous inorganic waste disposal (e.g. plastic, metal, glass);</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Waste pits should be used for organic waste disposal (food waste and paper);</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Waste pits should be burnt out from time to time to prolong their useful life;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Waste pits shall be located at least 100 meters from any water body and at least 1m above the groundwater table;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The area should be fenced off and signs should be erected identifying waste pits;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Waste pits should be covered with at least one (1) m of soil once they reach the end of their useful life;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Toxic materials shall never be disposed of into watercourses or lakes;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Hazardous waste as defined by the FHCP shall be managed correctly;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid and emergency response	Yes	No	N/a	Location	Notes on non-conformity
<i>Each logging team shall be familiar with the emergency response procedure in the case of accidents;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>A fully equipped first-aid kit shall be provided to every logging crew and located close to where felling crews are working;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>At least one formally trained First Aider shall be present at each worksite at all times;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of Plant and Animal species	Yes	No	N/a	Location	Notes on non-conformity
<i>All forest operators shall apply appropriate measures aiming at mitigating illegal hunting practices and trade of bush meat of protected species;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Prohibition of possessing and/ or transporting firearms, bush meat and/ or hunters in company vehicles, even outside the commercial forest are;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Contract holder workers are prohibited from hunting using firearms, traps or other means;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Prohibition to engage in trade of bush meat in the concession area, company camps, worksites;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decommissioning of logging camps	Yes	No	N/a	Location	Notes on non-conformity

Camp Hygiene	Yes	No	N/a	Location	Notes on non-conformity
<i>The site shall be cleaned of all refuse including oil/fuel drums, wire rope, tires and machinery parts, as well as building materials, and all biodegradable waste shall be buried;</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>All areas where water may pond shall be drained (but drains are not to empty directly into watercourses) and drains shall be cleared regularly until the campsite has stabilized;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Discarded machinery shall be removed from the contract area to the designated waste disposal facilities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POST- HARVEST ACTIVITIES

A. Block Closure - FDA	Yes	No	N/a	Location	Notes on non-conformity
<i>No reentry permit shall be issued for a compartment that has reached its expiry date after 5 years;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>However, in a 5-year compartment period, a reentry permit can be issued for blocks not completed in the previous year;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Logging operations in a specific block should be completed in a single logging season. The only exception to this rule that may be applied is when weather or market conditions have prevented the approved yield to be felled and extracted. In such cases the FDA shall provide an extension to complete harvesting operations;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>All refuse introduced to the forest e.g. pieces of wire rope, packing material, bottles, containers, etc. shall be removed from the forest, placed in a refuse pit, buried and covered to a level surface;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Fuel and oil drums, used oil filters, oily rags, empty grease gun cartridges, worn machinery parts, paint tins, etc. shall be removed to a designated disposal area; or returned to the supplier.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Road Closure	Yes	No	N/a	Location	Notes on non-conformity
<i>The primary and secondary forest road network shall be maintained in good condition;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>There should be no ruts in the surface and the road surface should be crowned;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Likewise, all side drains, turnout drains and culverts that will not be removed shall be left in good working condition.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Roads not to be used until the next rotation shall be closed to all traffic by placing a large log across the roadway across the roadway. For roads that are being</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A. Block Closure - FDA	<i>Yes</i>	<i>No</i>	<i>N/a</i>	<i>Location</i>	<i>Notes on non-conformity</i>
<i>decommissioned log culverts and temporary bridges shall be removed to allow unobstructed water flow.</i>					
C. Log Landings	<i>Yes</i>	<i>No</i>	<i>N/a</i>	<i>Location</i>	<i>Notes on non-conformity</i>
<i>All areas where water may pond shall be drained [E];</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Bark, debris and topsoil should be disbursed evenly across the site to assist in stabilization.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The site shall be cleaned of all refuse including oil/fuel drums, wire rope, tires and machinery parts.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>All commercial logs shall be removed from the landing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Temporary Stream Crossing Closure on Skid Trails -	<i>Yes</i>	<i>No</i>	<i>N/a</i>	<i>Location</i>	<i>Notes on non-conformity</i>
<i>All material used in the construction of temporary crossings shall be moved at least 10 meters away from the watercourse;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Action shall be taken to restore water flow to its original watercourse where necessary;</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Gravel Pits	<i>Yes</i>	<i>No</i>	<i>N/a</i>	<i>Location</i>	<i>Notes on non-conformity</i>
<i>Gravel pits shall be decommissioned by:</i>					
<ul style="list-style-type: none"> • <i>Stabilizing steep cuts;</i> • <i>Re-grading the drain on the uphill side and ensuring that runoff cannot enter the pit [E];</i> • <i>Draining the surface of the pit if water is likely to pond.</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Production

Log Harvest	<i>Yes</i>	<i>No</i>	<i>N/a</i>	<i>Location</i>	<i>Notes on non-conformity</i>
<i>The company has harvested logs from the concession area</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>CFDCs have monitored and verified the volume of logs harvested.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The fees for the total logs harvested have been calculated and is known and agreed by both the CFDC and the company</i>					
<i>The payment of the fees have been arranged by the CFDC and the company</i>					
<i>Portion or all the fees have been paid</i>					
<i>Upstanding or unpaid fees have been arranged between the CFDC and the company as to when it will be paid.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

