



# **Guidance for organising and running training courses on the EU Timber Regulation**

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## **1. Introduction**

This document provides guidance for any organisation wanting to use the generic training material to carry out a training of trainers or training of small and medium-sized enterprises (SMEs) and other relevant stakeholders on the EU Timber Regulation (EU TR) as well as related topics such as legality, verification or chain of custody. This document provides information on the issues to consider when organising training courses (section 2). It also provides instruction on how to use the generic training material (section 3).

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The first pilot training courses were conducted in Vietnam and Thailand and improved on the basis of the lessons learnt there. Exercises therefore mainly relate to this region and the Vietnamese presentations were amended to better fit the national context. You are welcome to amend the material and exercises with documents from your country or region and we would appreciate it if you shared them with us.

If you decide to use this training, we would appreciate it if you informed us by contacting [forests@giz.de](mailto:forests@giz.de).

## **2. Issues to consider when organising training courses in your country**

In addition to the availability of presentation slides and exercises, we also came up with a list of issues for you to think about when organising a training course, based on the experiences in Thailand and Vietnam. This list is not meant to be exhaustive, but hopefully will help you to be better prepared and organised when conducting the training.



## 2.1. Budget

First of all, you have to think about the budget: does your organisation have funding? Or are you planning to apply funding from donors? How much do you need? You need to prepare a budget for the organisation of the training, which should take into account the following areas:

- Venue and location: In most cases you will need to hire a meeting/conference room in a hotel; if your organisation can provide a room then it will significantly reduce the cost. The costs of hiring a venue in different hotels vary. Usually they offer a package that covers room hire, use of audio-visual facility and catering. A centrally located venue (e.g. a hotel in city centre of a capital) will be more expensive but is easily accessible by participants. Please see also 2.2 for further information on location.
- Number of participants: This will affect the size of meeting room (e.g. the bigger the room the more expensive) and general cost (catering, accommodation).
- Stationery/printing: Participants usually expect to receive print-outs for the training; some organisations now use paperless versions (e.g. all materials are saved on a USB stick). In any case, make sure you include the cost of printing and/or stationery (USB sticks, pens, notepads etc.).
- Excursion: The generic schedule includes a day visit to a factory. If you are planning to do so, you need to think about the cost, which includes lunch and travel arrangements (e.g. hiring a bus/ mini-van with a driver).
- Accommodation: Some participants expect the organiser to cover their accommodation costs if the location of training is out of town. If your training will be held in a central location, e.g. the capital, then the majority of participants will not need accommodation.
- Contingency: It is a good practice to include 5% as contingency in case you have under-budgeted some items.
- An option to reduce your costs may also be charging the participants at least a small fee for the training. The benefit of this is that only people who are interested will participate in the training. However in some contexts, a cost sharing may be seen as inappropriate or will not be possible.

There are other factors that you need to think about when drawing up a budget:

- First of all, do you expect participants to pay a fee for the training course? Or is it more likely that you will have to pay some kind of per diems? Both options have pros and cons and the appropriate option varies from case to case. If you decide to invite guest speakers, you will probably have to include remuneration or at least cover their expenses.
- Do you need to arrange accommodation and transport cost for participants? It will largely depend on the location of the training course (see 2.2 for details). If you need to cover accommodation and transport course (which was the case in Vietnam) for all participants, this will substantially increase your budget.
- A related question: If accommodation and travel costs are paid by participants, do you need to provide other type of allowance to some/all participants?



The table below summarises exemplarily the approximate costs of organising a training course in Vietnam and Thailand. Certainly the costs vary in different countries, but these figures may provide a useful reference for any organisations planning to conduct training courses in the future. Please note that these estimates do not include the possible fees for the trainers, since it is assumed that you will be giving the training yourself.

Items	Vietnam – 27 participants	Thailand – 25 participants
<b>Venue hire and transport</b>	EUR 4,000 (5 days in a hotel, including food and transportation to factory visit)	EUR 3,600 (5 days in two hotels, including food and transportation to factory visit)
<b>Accommodation</b>	EUR 2,500 (for all 27 participants as well as 3 trainers)	EUR 1,200 (for all 25 participants as well as 2 trainers)
<b>Stationery/printing of hand-outs</b>	EUR 155	EUR 275
<b>Travel</b>	EUR 2,280 (flights and train tickets for all 27 participants and 3 trainers)	EUR 500 (ground transportation for 2 trainers)
<b>Per diem for participants</b>	EUR 800 (27 participants)	EUR 1,320 (25 participants and guest speakers from civil society, government and academic)
<b>Others</b>	EUR 125 (e.g. lunch during factory visit)	EUR 120 (e.g. small present for factory)
<b>Total</b>	<b>EUR 9,860</b>	<b>EUR 7,015</b>

## 2.2. Location

When preparing the budget, you also need to think about the location of the training as it may affect the cost, as well as number of potential participants. In Vietnam and Thailand where the training courses were conducted with local partners, the choices of location were different. In Vietnam, the training was conducted in Da Nang in central Vietnam, where the majority of the participants had to travel from Hanoi or Ho Chi Minh City, which resulted in higher travel costs. In Thailand the training was mainly held in Bangkok, with one day being held in Pattaya (outskirt of Bangkok).

The location of the training is important. The main reason why the training in Vietnam was conducted in Da Nang was that the local trainers felt strongly that this would enable participants to fully engage in the training. Participants were far away from their work place, so there was no excuse for them to go back to the offices and skip some parts of the course. The participation rate was very high (only 2 persons out of 27 participants did not attend the course in full). Participants staying in the same hotel also allowed informal discussion after the training session as they had more interaction during breakfast and dinner. This obviously increases the budget substantially as you need to cover the cost of accommodation and/or travelling for participants.



On the other hand, the training in Thailand was carried out mostly in Bangkok, which was easily accessible for all participants. However because of this some participants also missed parts of the course, and only about half of the participants arrived on time in the morning, so the training started late. The course included one night in a hotel in Pattaya after the factory visit, which allowed for at least some time for informal exchange.

Obviously these were just our experiences in Vietnam and Thailand, the situation in different countries will be different and culture will play an important role. Therefore, it is important to tailor your training course according to the culture and common practices of the country, and the availability of budget.

### **2.3. Adaptation and translation of the training material**

The generic training material provides the basis for any organisation who wishes to carry out training for SMEs without having to develop their own material from scratch. This will provide incentives for organisations that do not have the time and/or resources to develop their own material. It will also ensure some level of consistency, particularly in terms of the contents of EU TR (like what are the requirements, why is this affecting my business, what do I have to do to be compliant).

In order to ensure that specific local situations in different countries are catered for, it is important to adapt the generic training material. For example, it would be very useful to include country specific presentations and exercises on supply chain mapping and existing controls, as this situation varies in each country. In order to ensure that participants fully understand the context, you may have to translate the generic training material and conduct the training in the local language. Nevertheless, you should also ensure that the meaning of some specific terms of the EU TR remain the same, this can be done by referring to them in both English and the local language to avoid mistranslation and confusion.

### **2.4. Agenda and schedule**

When planning your agenda and schedule, you should consider around 6 hours of teaching time and 2 hours of coffee and lunch breaks. The starting and finishing time (i.e. 0800-1600 or 0900-1700) depends on different cultures and countries, so it is important to take this into consideration. It is also crucial to ensure you have sufficient time for questions and discussions, for example, if you are planning to spend 45 minutes on a particular topic, then use about 30-35 minutes on your PowerPoint presentation, then 10-15 minutes for questions and discussions.

In addition to presentations and exercises, it is strongly recommended to use energizers, games or icebreakers to keep the attention of the audience, particularly after lunch as participants may feel tired and sleepy, or when you see their attention starting to fade! Ideas for this can be found in the internet, some examples are listed below (in English):

<http://www.trainerbubble.com/Products.aspx?CategoryID=38>

[http://www.icaso.org/vaccines\\_toolkit/subpages/files/English/energiser\\_guide\\_eng.pdf](http://www.icaso.org/vaccines_toolkit/subpages/files/English/energiser_guide_eng.pdf)



<http://www.scu.edu/csl/upload/Energizer-Ideas-2.pdf>

You can also consider including group exercises immediately after lunch rather than giving presentations so that participants can actively participate rather than just listen. This helps capture their attention and prevents them from falling asleep!

### 3. How to use the generic training material

The generic training material on the EU TR contains both PowerPoint presentations and exercises.

#### 3.1. PowerPoint presentations

Both generic and adapted PowerPoint presentations are available. The generic PowerPoint presentations slides are available in English, Thai and French. Adapted slides are available in Vietnamese.

##### 3.1.1 Generic PowerPoint presentations

Generic PowerPoint presentations include the following topics, with recommended allocation time:

Code	Title	Suggested time
P01	Background: Forestry issues	30 minutes
P02	What is legal timber and legality verification	35 minutes
P03	Forest certification	60 minutes
P04	EU TR requirements, scope, due diligence system	50 minutes
P05	EU TR: Monitoring Organisations, Competent Authorities and penalties	15 minutes
P06	EU TR: the role of certification and legality verification schemes	15 minutes
P07	FLEGT Action Plan	15 minutes
P08	Summary and key points of the EU TR	10 minutes
P09	Basic training and presentation skills	30 minutes
P10	Timber supply chain	30 minutes
P11	Chain of custody (CoC) certification	45 minutes
P12	Tools and resources for implementing a due diligence system	30 minutes
P13	Verifying evidence: certification and other types of evidence	30 minutes
P14	Proposal development	30 minutes

All PowerPoint presentations are self-explanatory. In cases where interpretation is required, they are provided in the notes sections of the corresponding slides. Presentations on the EU TR are based on



the content of the Regulation (No 995/2010) itself, the Delegated Regulation (No 363/2012), the Implementing Regulation (No 607/2012) as well as the Guidance Document developed by the European Commission. Sources of information on the EU TR are included in the notes section of the PowerPoint slide. In addition, information sources for graphs, statistics etc. can also be found there.

Please note that the following PowerPoint presentations are not relevant to SMEs as the generic material was designed for carrying out a training of trainers:

- Basic training and presentation skills
- Proposal development

Organiser should feel free to include additional exercises or presentations, or allocate more time for presentation and/or discussion.

### **3.1.2 Adapted and translated PowerPoint presentations**

#### **Vietnamese version**

Our local trainers in Vietnam have made some changes to the generic PowerPoint presentations; therefore the Vietnamese version is not entirely the same as the generic version. Below is the list of Vietnamese PowerPoint presentation:

P01	Supply chain
P02	Chain of custody certification
P03	Timber supply chain verification
P04	Challenges of suppliers in non EU countries
P05	Introduction to FLEGT Action Plan
P06	EU TR requirements, scope, due diligence system
P07	EU TR: Monitoring Organisations, Competent Authorities and penalties
P08	EU TR: the role of certification and legality verification schemes
P09	Summary of the EU TR
P10	Steps and tools for Vietnamese enterprises: practical examples
P11	Training and presentation skills
P12	Proposal development

### **3.2. Exercises and activities**

The training includes exercises and activities that are related to some of the PowerPoint presentations, to help participants consolidate their knowledge and practise what they have learnt.

Some exercises are provided with answers so that trainers can easily check participants' understanding of the topics, for example, "true or false of EU TR". However, some exercises are 'open end' so there is no set of model answers. This is owned to the fact that the situation in each country is different and/or that the aim of the exercises is to provide participants with the opportunity to discuss the issues, for example, challenges faced by SMEs in meeting EU TR requirements.





Please note that one exercise (A07 How to verify evidence) contains related documents (e.g. invoices, certificates, delivery notes), so make sure all relevant documents are provided to participants.

Participants will be given the opportunity to prepare and give short presentation on selected topics. Standardised feedback form is provided so that participants can provide comments on each other's presentation skills. Note that this is more relevant if you are carrying out a "training of trainers" event.

The table below shows the generic exercises and their recommended time:

Code	Title	Suggested time
A01	Key issues in forestry in participant's country	40 minutes
A02	True or False of EU TR (model answer included)	30 minutes
A03	EU TR scenarios (model answer included)	30 minutes
A04	Participants to prepare and give presentations on selected topics	150 minutes including preparation time
A05	What is a typical timber supply chain in the participants' country? What are the critical control points?	45 minutes
A06	Chain of custody (CoC) non-compliance (model answer included)	35 minutes
A07	How to verify evidence (model answer included), and contain 15 related documents	30 minutes
A08	Preparation for field trip	60 minutes
A09	What kinds of documents currently exist in participants' country? Are they sufficient to meet the EU TR? If not, what are the gaps?	45 minutes
A10	Challenges faced by SMEs in meeting EU TR requirements in participants' country	30 minutes

### 3.3. Multi-media

You can also use multi-media to draw participants' attention. Examples are videos on FLEGT, produced by EFI. English, French and Spanish versions can be found at:

<https://www.youtube.com/playlist?list=PL72AC05AE7F96C6FC>

### 3.4. Field trip

It is recommended to organise a field trip to a mill/manufacturer as part of the training to help participants understand the practical situation. Trainers should allow time for participants to prepare a checklist (see exercise A08 "preparation for field trip") to be used during the site visit, ideally the day before the visit. Trainers should go through the checklist with participants and make sure that everyone has the same format.



It is suggested that participants will have a tour of the different stages of supply chain of a saw mill/ timber products manufacturer to examine different components of the CoC. They should also have a chance to talk to the purchasing manager/officer about the type of documents the company currently collects in terms of timber sourcing. You may also like to split participants into two groups to examine different aspects.

You should also schedule time to discuss and report the findings of the field trip, focussing on CoC and documentation, due diligence system etc. Participants can also discuss any other relevant aspects that arise from the visit, but make sure you do not lose focus.

The company (e.g. sawmill or timber products manufacturer) that participants are going to visit needs to be briefed on what is going to happen on the day of visit. This includes estimated time of arrival, how long the visit is, what the visit will cover, and the type of documents they need to provide. The company needs to make sure that relevant staff is available. This will include staff responsible for purchasing, sales and production as a minimum. Communication with the company beforehand is essential! On choosing a suitable company, the following needs to be taken into account:

- General willingness and motivation of the company to show you around;
- Location (travelling time should be minimised as much as possible);
- Good level of understanding of the EU Timber Regulation;
- Company has implemented a timber tracking system (e.g. whether the company is a CoC certificate holder or implementing another timber tracking system), as this will help participants understand what CoC looks like in practice;
- Openness of the company, as participants will ask questions regarding the operation (e.g. sourcing countries, type of documents collected from suppliers, time and money spent for getting certified), so it is important that the company is willing to share information and experiences.

Companies who are members of the WWF Global Forest and Trade Network (GFTN) or The Forest Trust (TFT) may be more willing to participate. Some big companies who are members of local timber trade associations are also good candidates. Personal contact is important, so if you or your trainers know companies that are willing to share their experiences, take advantage of this.

### **3.5. Related documents**

It is suggested that trainers provide the following related documents to participants

- Glossary: It contains all abbreviations used in presentations and exercises.
- References: It contains links on the EU TR, certification and legality verification for further information.

**Good luck with your training!**