Community Forestry in Liberia
A review of challenges, opportunities and other options

Workshop Report

Sustainable Development Institute
November 23, 2017

1. BACKGROUND

In 2016, SDI facilitated the formation of the National Union of Community Forestry Management Bodies otherwise called NU-CFMB. Following the formation of the union, the SDI supported the drafting, reviewing and adopting of a constitution for the union, and organized the first election for members to elect their leadership. The NU-CFMB represents the interest of communities with Community Forestry Management Agreements or CFMAs.

There are currently twenty-one approved CFMAs.[1] Of the twenty-one CFMAs, SDI works with eight of them including Garwin, Blouquia, Neezonnie, Kpoblin, Doru, Gbi, Barconnie (Hammerville) and Bluyeama, providing awareness and education on governance and the principles of Free Prior Informed Consent or FPIC. Six out of the eight CFMBs SDI works with have indicated interest in logging, while Kpoblin and Barcoline, approved in February 2017 are the only two exceptions. These two CFMBs have expressed interest in pursuing a forest management that allows for multiple-use.

From experience and observations, community forestry practice in Liberia has not been adequately informed about genuine community forest management and as a result they have performed poorly. However, given that Liberia's forest management is now focused on community forestry it is incumbent upon civil society and donors to support communities in order to ensure they are in control and are directly benefiting through this opportunity. To do this, the GOL, Liberian NGOs and donor partners need to develop clear plans to build community capacity in prospective community forests promoting community-centered economic models to help them maximize economic benefits of their forests.

The SDI is working towards this end, with a goal of supporting the evolution of a progressive community forestry model in Liberia, through targeted support to CFMBs in various parts of the country. The organization's support to the CFMBs aims to strengthen the NUCFMB to become a platform for encouraging a more genuine and holistic view of community forestry by providing advice and support to communities throughout the process of setting up community governance structures and formalising their community forest and ensuring that communities genuinely control operations in their forests: access on their own terms to legal, forest management planning, mapping and resource assessment expertise.

2. INTRODUCTION

On 23rd November 2017, SDI organized a workshop that brought together members of the NUCFMBs to discuss community forestry broadly. Other participants were selected from communities that have applied for CFMAs and are at various stages in the application progress. A total of 54 persons including 39 males and 15 females participated in the workshop. Of the 54 participants, 32 were selected from CFMBs, 2 from Community Forestry Organizing Committees, 18 from CSOs and 3 speakers.

The main expected results of the workshop were:
a) Increased understanding of different approaches to community-based forest management, i.e. besides logging among CFMBs.
b) A list of dos and don'ts for CFMBs and communities that have applied for CFMAs or have been awarded CFMAs both during the application and engagement with third parties.
c) Increased understanding of the CFMA application process, including challenges that Community Forestry Organizing Committees are likely to face during the process.

---

[1] The actual number may be higher given that some reportedly approved CFMAs are not yet available to SDI

The workshop involved technical presentations, followed by questions and answers, and plenary discussions. The main topics included an overview of community forestry focusing on definition and the application process, different approaches to community-based forest management and forest management planning for sustainable forest management.[2] At last minute notice, a representative of Heritage Partners and Associates who had earlier agreed turned down invitation to present on "Negotiating a fair deal with investors" due to his participation in an important annual event organized for Liberian Lawyers in Gbarnga occurring at the same time of the workshop.

3. Introductory session

The workshop opened with welcome remarks delivered by Ms. Nora Brewer, Coordinator of the Sustainable Development Institute (SDI). In her remarks, she urged participants to feel at home and use the opportunity afforded them to develop their capacity, i.e. their understanding of community forestry. She said considering the fact that the concept was new to Liberia and that communities were facing various challenges and constraints during the application and management of the approved Community Forestry Management Agreements or CFMAs, it was important that participants acquired all the information and skills needed to help them contribute to advancing the community forestry agenda in Liberia.

Following the welcome remarks, the Facilitator invited participants to introduce themselves including identifying the community and Community Forestry Management Body or CFMB they represent .To ensure that participants were paying attention to the introductions, other participants were asked at different intervals to repeat the name of at least one of those that introduced themselves earlier.

4. Session 1

Community forestry and the CFMA application process
Session 1 focused on the concept of community forestry in the Liberian context. The main speaker in this session, Mr. Dominic Kweme, Deputy Team Leader of the Partners in Development (PADEV) presented on Community Forestry in Liberia. The presentation provided an introduction to the concept of community forestry, definition and detailed background to the evolution of community forestry in Liberia, and the legal framework. Mr. Kweme explained in great details the processes involved in acquiring a community forest or entering a CFMA with the Forestry Development Authority or FDA.[3]

He explained that the CFMA process could be divided into three phases including the CFMA development or authorization (Phase 1), Forest Management Planning (Phase 2), and Operation or Implementation (Phase 3).

Phase 1, i.e. the development or authorization phase, involves the communities deciding that they would like to acquire a CFMA, paying the non-refundable application fee, working with the FDA to conduct a socio-economic survey of their community and forest, agreeing their boundaries with neighbours and demarcating the forest designated for the CFMA, establishing the community governance bodies including the CFMB and Executive Committee, and the FDA approving the application. The community and the FDA then sign the agreement or the CFMA.

Phase 2, i.e. the development or forest management planning, involves the community developing a comprehensive Forest Management Plan describing the different uses they intend to put the area to. When the FMP is developed, it is submitted to the Executive Committee who then convenes the Community Assembly and submits the FMP to the assembly for approval. Once approved, the FMP is returned to the CFMB for onward submission to the FDA for approval. If for any reason the Community Assembly did not approve the FMP, the FDA would reject the FMP and send back to the CFMB who will address whatever concerns were raised and get assembly's approval before submitting to the FDA for approval.

Phase 3, which involves the operation or implementation of the CFMA, may take different forms. For example, the community may decide to implement its FMP or contract with a third party to implement the plan. The primary role of the CFMB at this stage is to monitor the implementation of the FMP by the community or the third party contracted to implement the FMP.

Challenges to acquiring CFMA

---

[3]The presentation is found in Annex 2

This sub-session was divided into two segments. In the first segment, five CFMBs that have completed the CFMA application process and being granted a CFMA were invited to share their experiences with a focus on the challenges they faced during the process. The five included Seyhi Community Forest CFMB, the Zor Community Forest CFMB, the Blei Community Forest CFMB, Barconnie Community Forest CFMB and the Bo-Quilla Community Forest CFMB. The five presentations were then consolidated. The main challenges included:

a) Difficulty in raising the money to pay for the application fees (US$250);
b) Disputes at different stages of the process (intra-communal and inter-communal);
c) Limited understanding of the CFMA application process;
d) The 8 steps involved in the application process is challenging;
e) Limited understanding of the roles and responsibilities of the governing bodies;
f) No funding to organize meetings and consultations to ensure broad participation;
g) Process time-consuming, i.e. involving too many meetings to take decisions;
h) No funding to conduct socio-economic survey and carry out the demarcation;
i) Most of the community members who understood the community forestry concept and the roles and responsibilities of the governance bodies lost the election;
j) Some community members resisting the implementation of the CFMP, which in some instances, involved elected officials.

Building on the experiences of CFMBs, Mr. Kweme highlighted the following additional challenges:
a) The legal framework for community forestry is incomplete. Reforms related to land tenure, decentralization and local governance are lagging behind.
b) There is a mismatch between good laws on the books, including the CRL, and stakeholders capacity to implement those laws.
c) Contradiction or inconsistencies between different laws, regulations and policies hinder the smooth implementation of community forestry.
d) Low technical, financial and human resource capacity within FDA Community Forestry Department and broadly among stakeholders.
e) Lack of capacity building or training opportunities for community members to strengthen their ability to implement their CFMAs.
f) The FDA institutional arrangements favor commercial and conservation over communities. For example, FDA's regional offices tend to have people focusing on commercial and conservation but with only low level presence from the community forestry department.

In closing, Mr. Kwame shared some reflections for consideration for stakeholders to consider, including:
a) Identifying sustainable livelihood approaches to substitute for land-uses that might be restricted in the CFMP;
b) Land Rights Act adopting CRL's definition of community and governance model is key;
c) As Community Forestry is under the spotlight, the need for a robust and specific model must be taken seriously and adopted;
d) Adopting a rights-based approach and outreach activities for long term benefits need to be parallel with tangible benefits for forest community; and
e) Alternative livelihood activities need to integrate into community forestry approach to reduce the urge for timber extraction.

5. Session 2

Benefits from Community Forest other than logging
This session focused on increasing understanding of the diverse benefits of forest wealth, their scale, and the reasons why they are perpetually under-valued and taken for granted. The session started with a presentation[4] by Mr. Jordan Kimball of the Agroforestry Resources Unlimited and current Deputy Lead of the USAID funded FIFES program. FIFES is US$16 million program that will last until 2020 and is interested in developing value chains for forest resources in 11 communities with approved CFMAs.

Mr. Kimball started off by highlighting three foundational principles of Community Forestry including (1) it is an important rural development and conservation approach; (2) its implementation requires sustained investment, learning and adapting; and (3) benefits require maintenance and proper management of the resource.

He then summarized some key challenges and opportunities to Community Forestry that stakeholders need to always take into account including growing human populations, increasing land-use change, and decreasing biodiversity and ecosystem services. All of these factors, he said, requires dramatic changes to environmental policy and planning, as well as developing tools and approaches to measuring and assigning value to ecosystem services and landscapes that allow people to 'feel at home' and prosper within these landscapes.

He noted that as yet, most of the benefits especially the critical natural services that forests provide including clean air and fresh water are often not valued in monetary terms. Also trade in non-timber forest products including bush meat, honey and mushrooms are not properly valued at source so makes them less attractive to forest dependent peoples, even though value addition can significantly increase their economic values. He further argued that a critical factor undermining the argument for other approaches to Community Forestry other than high value timber extraction and trading is that most of the ecosystem services and other values of forests are outside the market and best considered as non-tradable public benefits. Hence, the continued over-exploitation of ecosystems thus comes at the expense of the livelihood of the poor, especially forest dependent communities and future generations. He noted, given that many of the positive externalities of ecosystems are lost or strongly reduced after land use conversion better accounting for the public goods and services provided by ecosystems is crucial to improve decision making and institutions for biodiversity conservation and sustainable management of ecosystems and forests.

He concluded with the adage, '*you don't know the value of what you have until it's gone*'.

6. Session 3

Forest management planning
This session focused on the Forest Management Plan or FMP development and its importance. Mr. Abraham Guilllen of the VPA-SU (Voluntary Partnership Agreement - Support Unit) delivered a technical presentation at the opening of the session. The presentation included an overview of the CFMA application and the community forest management planning processes. The presentation highlighted the point that in developing a FMP, the stakeholders need to take into account all natural resources within a given ecosystem or landscape and not only planning how to harvest logs. The plan should divide the land or forestland amongst different uses including farming areas, areas for managing non-timber forest resources and other forest-based resources such as water sources.

As part of the presentation, Mr. Guillen shared templates for the FMP. The templates include the various sections of the FMP and summary descriptions of each section. For example, the description of the Managed Forest and its Environment includes a discussion of location, surface area and

---

[4]Presentation is found in Annex 3

description of geographic boundaries, past history including activities and former management practices, and ecological factors including climate, geology, topography and wildlife.[5]

7. Key messages and take away

At the close of the third session, the Facilitator summarized key messages from the various presentations and plenary discussions. The main highlights included:

a) Communities interested in applying for CFMAs and managing their forest should **adopt an approach to decision-making that is inclusive from the very beginning**. By being inclusive throughout the process, ownership of the project will be shared by all.

b) Communities interested in community forestry *should reach out to CSOs and others for help* at all times. CSOs do provide free technical support services therefore communities should take advantage of their services.

c) Interested communities should *carefully go through the CFMA application process and avoid shortcuts*. Also, *address intra-communal conflicts and conflict with neighbours*, to ensure that there is broad-based acceptance and support for the project.

d) Communities interested in commercializing their forest should take steps to **understand the values of their forests** from a holistic point of view. The forest has diverse values, but oftentimes there is too much focus on timber alone.

e) If interested in contracting with a third party to conduct logging or other commercial activities in your CFMA, *seek legal advice and support during negotiation*. When you negotiate without support, you will always end up with a bad deal.

f) Before entering into discussions with a third party for managing your CFMA, first *decide internally what you want before you go into negotiation with any third party*. In this way, you avoid a situation wherein you disagree in front of the third-party as to what is fair and acceptable.

8. Conclusions and next steps

The workshop was a useful opportunity for the CFMBs to come together and review the CFMA application process and by so doing improve their own understanding. The sessions on benefits from community forest and the forest management planning process were also particularly useful for CFMBs to start thinking more broadly about how to maximize the benefit of sustainable forest management for their communities.

To conclude the workshop the facilitator asked participants to reflect on their needs and develop a list that could guide SDI in its fundraising or resource mobilization efforts to support CFMBs. The list of indicative needs included the following:

1. Training in computer literacy and tallying
2. Training in forest monitoring and bio-monitoring
3. Conflict management support
4. Training and sensitization to understanding the roles and responsibilities of CFMBs

---

[5]Presentation is found in Annex 4

Annex 1: agenda

COMMUNITY FORESTRY WORKSHOP

Venue: SDI Conference Room
Duazohn Village, Roberts field Highway, Margibi County
Thursday, November 23, 2017
Time: 9:00 A. M.

Time	Session	Methodology	Responsibility
8.00	Arrival and Breakfast		
Opening session: *welcome remarks, introductions, etc.*			
	Welcome remarks		Nora Bowier, Coordinator
9:00	Introductions& agenda		Facilitator
Session 1: *Community forestry and the CFMA application process*			
9:30	Community forestry application process	Presentation, Q & A and discussion on the CFMA application process	Mr. Dominic Kweme Deputy Team Leader DAI
10:30	Challenges communities faced during the application process	Selected CFMBs share their experiences; others provide inputs	Facilitator
11:00	Conclusion	Presenter concludes presentation Questions & Answers	Facilitator
Session 2: *Options and approaches to community forestry*			
11:30	Options and approaches to community forestry	Presentation, Q & A and discussion on other options for community forestry	Mr. Jordan Kimball Deputy CoP ACDI/VOCA
12:30	*Lunch*		
13:30	Forest management planning	Present overview of the FMP process and generic FMP template	Abraham Guillen Team Leader, VPA SU
14:30	Negotiating a fair deal with investors	Provide general guidance to CFMBs on dos and don'ts during negotiation with investors	Atty. Abraham Sillah, Heritage Partners and Associates
15:30	Where do we go from here?	SDI presents possible next steps outlining what the organization could do in different scenarios	Jonathan Yiah
16:00	*Announcements and close of workshop*		

Community Forest Phases in Liberia

....an overview of the process

Dominic Dormenla Nanda Kweme
Deputy Team Leader
Partners in Development (PADEV)

Outline

- Brief History of Community Forestry
- Definition Community Forestry
- CF Phases in Liberia
- Challenges
- Considerations

Brief History of CF

- CF gained prominence in the 1970s and can now be seen in practice today in Nepal, Indonesia, Korea, Brazil, India and North America...
- CF came into being to address environmental issues that began a great concern of the country with the county failing centralize forest policy.
- Main goal is alleviation of poverty amongst local communities and forest conservation

Definition of CF

- Community Forestry is an evolving branch of forestry whereby *local community play significant role* in for forest management and land use __decision making by themselves__ aim at facilitating the support of government toward sustainable forest management

Brief History of CF in Liberia

Legal Policies Derived:

Executive order # 1 2006

National Forestry Reform Law of 2006

Community Rights Law of 2009 and its related regulation

CRL Regulation 2011 and harmonized with CRL 2017

General Aim

- **Ensure the maximum feasible participation of Liberian citizens in the forestry activities**
- **Promote transparency, benefit sharing and public participation in forest and natural resource management in Liberia**

Legal Rights Conveyed to Community by NFRL and CRL

NFRL (FMC, TSC & PUP)

- Communities are "affected" but do not own the resources
- Concessions manage the forest
- Communities automatically receive a portion of land rental fees and production fees
- Communities sign Social Agreements with concessionaires
- Emphasis on FPIC is limited

CRL (CFMA)

- Communities own the forest resources
- Communities manage the forest
- Communities have the right to up to 55% of revenues
- Communities sign contracts with contractors
- FPIC is a must

Phases of CF Globally

Normally, Three Phases.

D. Development

P. Planning

O. Operation

Phases of CF in Liberia

A- Authorization

M- Management Planning

I - Implementation

Authorization - 9 Steps

STEPS TO AUTHORIZED FOREST COMMUNITY STATUS

A nine step process...

Step 1: Community applies to FDA with a US$250 non-refundable fee.

A nine step process...

Step 2: FDA posts 30-days' notice for survey to find out what the people have in their forest and how they use the forest.

Step 3: FDA works with community to survey and find out what the people have in their forest and how they use the forest.

Step 4: FDA posts 30-days' notice to cut line and make a map of the forest.

Step 5: FDA and community work together to cut line around the forest.

Step 6: After checking in the forest and cutting line around the forest, FDA and community post the two results on bulletin for everyone to see.
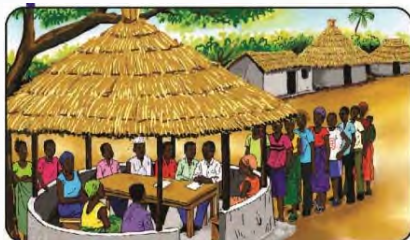
Step 7: When there is any problem with the survey and the line cutting results, FDA with the community and other government people help to solve the palaver.

Step 8: FDA gives community the 'go-ahead' to put themselves together to take care of the forest.

A nine step process…

Step 9: FDA and community sign Community Forest Management Agreement (CFMA).

How long does this take????

Management Planning

PLAN

Management Planning
5 Steps (CRL Reg. chapter 8)

1. FDA issue guidelines to CFMB on the content and standard of CFMP and provide planning schedule
2. CFMB may request technical assistance from FDA, donors or individuals to develop the plan
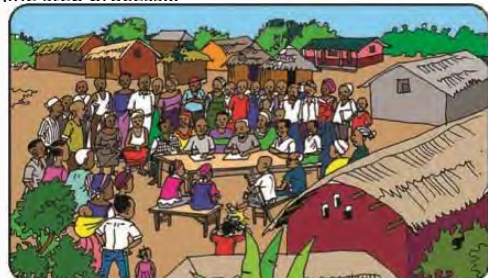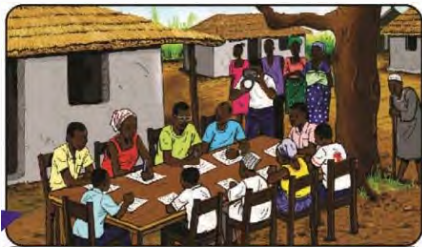3. CFMB submit draft plan to the EC for review and approval
4. CFMB submits plan to FDA for final approval
5. FDA approves the plan and grants permission to use the plan

Implementation

FSC **FORESTS FOR ALL FOREVER**™

Implementation of CFMP with CSO

- Set up CF Management Funds
- Develop forest management program consistent with the CF Plan
- CFMB implement the CFMP
- CFMB in partnership with CSOs and community monitor the implementation of the plan
- CFMB Provide Periodic Report to FDA where necessary
- CFMB Review the CFMP and report to FDA after every 5 years
- CFMB with support from FDA revise plan consistent with existing legal requirements
- Request for Renewal of CFMA in the 14th year
- CFMB and FDA renew CFMA and CFMP

Implementation of CFMP with Third Party

- Set up CF Management Funds
- Develop forest management program consistent with the CF Plan
- CFMB and third party with guidance from FDA develop agreement
- CFMB and third party sign agreement
- Third party facilitate the implementation of the CFMP
- CFMB monitors the implementation and report to FDA
- CFMB Request for Renewal of CFMA in the 14th year
- CFMB and FDA renew CFMA

Challenges

Legal Issues
- Good laws need political will, training and capacity building to implement
- Slow reforms in other related sector
- Harmonizing new laws with the CRL and its regulation (Land rights, local governance act)
- Potential overlap might ensue

CF Process
- CRL Procedural difficulties
- CFMB registration
- Logging procedure of CFMA not explicitly covered by VPA

Challenges Continues

- Question of Immediate versus Long Term Benefits
- Scramble over Forest for Conservation and Commercial purposes
- No proven alternative livelihood approach to oust timber extraction

- **FDA Capacity**
  - Structural and institutional reform
  - Training Requirements
  - Limited staff with huge mandate
  - Past Commercial Forestry orientation versus the Three Cs approach
- **Community Capacity**
  - Limited skills and high literacy
  - Limited education and awareness of the other value of forest
  - Past timber extraction as the only benefit from forest

Points for Consideration

- Identifying a sustainable livelihood approach
- Land Rights Law adopting CRL's definition of community and governance model is Key
- As CF is on the spotlight, the need for a robust and specific model must be taken seriously and adopted for sustainable forest management in Liberia
- Rights based and outreach activities for long term benefits need to be parallel with tangible benefits for forest community
- An alternative livelihood activities would need to accompany CF approach to reduce the urge for timber extraction

Questions?????

Thank you….

**Dominic Dormenla Nanda Kweme,
Deputy Team Leader
Partners in Development (PADEV)
23th Street, Sinkor Monrovia Liberia
Email: dominickweme@yahoo.com
Skype: dormenla.kweme-net
Cell#:+231-(0)776-871-547/886-584-062**

Benefits from community forests other than logging

Understanding the Diverse Benefits of Forest Wealth, their Scale, and the Reasons Why They are Perpetually Under-Valued and Taken for Granted (aka natural capital abuse)

Jordan Kimball, Agroforestry Resources Unlimited & ACDI/VOCA FIFES
aru.president@gmail.com

overview

‣ Welcome & Thank you

‣ What we will talk about and why it's important

‣ Overview of agenda

- Community forestry is an important rural development and conservation approach (benefits)

- Implementation requires sustained investment and learning (benefits)

- Benefits require maintenance & management (benefits)

So many Benefits, where to begin
‣ Community forestry: an important rural development and conservation approach

- Building in value chains

‣ Biodiversity conservation, economic livelihoods, conflict mitigation, land rights legitimization, legislation, empowerment, and good governance (all benefits)

‣ NATURE-WEALTH-POWER (Understanding NRM and its interactions)

‣ Eco-Services: Provisioning Services, Regulation Services, Habitat Services, & Cultural Services (See handout – specific to tropical forests) (benefits)

‣ Challenge/Opportunity: Growing human populations, increasing land-use change, and decreasing biodiversity and ecosystem services requires dramatic changes to environmental policy and planning, as well as to how to measure and assign value to ecosystem services and landscapes that allow people to 'feel at home and prosper'

‣ Who will do the maintenance work?

Every benefit requires maintenance

Eco-Services

‣ Eco-services contribute more than twice as much to human well-being as global GDP, but does it matter?

Natural capital

‣ Our results show that most of this value is outside the market and best considered as non-tradable public benefits. The continued over-exploitation of ecosystems thus comes at the expense of the livelihood of the poor and future generations. Given that many of the positive externalities of ecosystems are lost or strongly reduced after land use conversion better accounting for the public goods and services provided by ecosystems is crucial to improve decision making and institutions for biodiversity conservation and sustainable ecosystem management.

Eco-Services/Monetary Units

‣ Estimates in monetary units are useful to show the relative magnitude of eco-services, but does it matter?

Eco-Services vs Privatization

‣ Valuation of ecosystem services is not the same as commodification or privatization. Really?

Eco-services/institutions/consumption

‣ Ecosystem services are best considered public goods requiring new institutions and new ways of consuming

Payment for eco-services/sustainable business

‣ Payment for eco-services: Think bushmeat, potable water, or honey. What do all of these have in common?

The foundation of benefits

‣ Income: immediate; near-term; retirement
‣ Recreation
‣ Wildlife
‣ Healthy, quality trees
‣ Aesthetics or vista
‣ Non-timber forest products (NTFPs)
‣ Hands on involvement
‣ Estate planning
‣ Tree growth taxation
‣ Government cost-share (Maine Forest Service, USDA/NRCS)
‣ Tree farm, "green" certification
‣ Personal use products

You don't know what you have until it is gone

‣ If you still need to ponder the benefits of Community Forests after this presentation, think about the old adage:
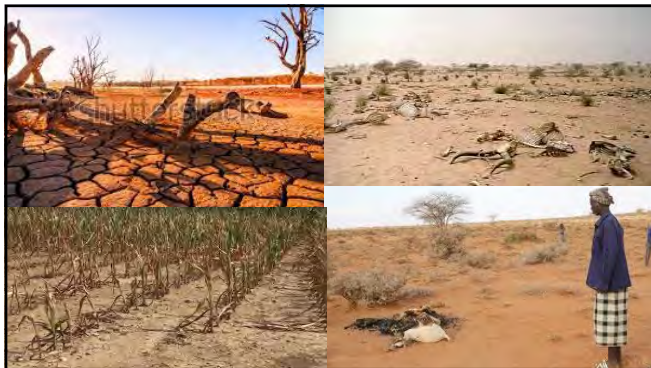
ANNEX 4.1 – "Nine Steps" Checklist Spreadsheet

ACTIVITIES / SUB-ACTIVITIES	INDICATORS	MEANS OF VERIFICATION	Time Frame (days)	CRL Reg. Reference	Completion Yes	No
STEP 1. COMMUNITY FILES APPLICATION FOR AUTHORIZED FOREST COMMUNITY STATUS						
1.1 FDA receives the letter of application from the community to become an Authorized Forest Community	• Written application for Authorized Forest Community status is submitted; • Community pays the $250 application fee; • FDA issues a receipt for payment of application fee.	• Letter of application; • Receipt of payment issued by FDA.	7			
1.2 FDA reviews the application by using the evaluation matrix developed and adopted for this purpose	• Quorum of four CSO/ other GOL institutions, together with FDA representatives, participate in the review of the community's application *(at least two CSOs should be present to achieve this quorum)*; • The community receives a score for its application, based upon the Evaluation Matrix.	• Signed list of evaluation participants; • Copy of evaluation results, signed by all members of the Evaluation Team.	14	Chapter 2 Section 2-5		
1.3 FDA informs the community of the result of the application review by the Evaluation Team	• A letter containing the Evaluation Team's decision, based on standards established in the Evaluation Matrix, is delivered to the community.	• Letter issued to community by the FDA; • Receipt of letter, signed by the community's representative/s.	7			
STEP 2. NOTICE FOR SOCIO-ECONOMIC AND RESOURCE RECONNAISSANCE SURVEY						
2.1 From a template, FDA develops a notice to inform community members of the forthcoming socio-economic and resource reconnaissance survey	• Notices/announcements/letters prepared from templates.	• Copies of approved notices; • Copy of letter sent to community representative/s.	7	Chapter 2 Section 7		

ACTIVITIES / SUB-ACTIVITIES	INDICATORS	MEANS OF VERIFICATION	Time Frame (days)	CRL Reg. Reference	Completion	
					Yes	No
2.2 FDA posts and promulgates 30-day notice for socio-economic and resource reconnaissance survey in applicant and adjacent communities	• Notices posted /announcements broadcasted at least 30-days before socio-economic resource reconnaissance survey is to be conducted; • Letter of notice served to community representative/s at least 30-days before socio-economic resource reconnaissance survey is to be conducted.	• Signed logbook documenting posting activities; • Photographic evidence of posting activities; • Receipts from radio stations for the broadcasting of announcements; • Copy of letter informing community representative/s of forthcoming socio-economic and resource reconnaissance survey; • Signed receipt attesting that the community representative/s received a copy of the letter of notice from the FDA.	37			
STEP 3. SOCIO-ECONOMIC AND RESOURCE RECONNAISSANCE SURVEY						
3.1 FDA officials, CSO representatives and community leaders develop an operational plan to conduct the socio-economic and resource reconnaissance survey	• Short orientation report about communities' membership and forest lands; • Schedule of planned activities, together with a list of team members who will be assisting the community in the socio-economic and resource reconnaissance survey	• Copy of orientation report; • Finalized schedule for the planned socio-economic and resource reconnaissance survey, including the operational budget and a list of proposed participants; • List of the FDA officials, CSO representatives and community members who will be conducting the socio-economic survey.	14	Chapter 2 Section 6		
3.2 Survey team headed by FDA, with support from community, conducts socio-economic reconnaissance survey	• Participants are contacted about exercise; • Meetings are held; • Participatory Rural Appraisal (PRA) exercises are held.	• Signed participant lists; • PRA records; • Draft report of socio-economic and resource reconnaissance survey results.	21			

ACTIVITIES / SUB-ACTIVITIES	INDICATORS	MEANS OF VERIFICATION	Time Frame (days)	CRL Reg. Reference	Completion Yes	No
STEP 4. NOTICE TO COMMUNITIES FOR DEMARCATION AND MAPPING						
4.1 From a template, FDA develops a notice to inform community members of the forthcoming demarcation	• Notices/announcements/letters prepared from templates.	• Copies of approved notices; • Copy of letter sent to community	7			
4.2 FDA posts and promulgates 30-day notice for demarcation in applicant and adjacent communities	• Notices posted /announcements broadcasted at least 30-days before demarcation is to be conducted; • Letter of notice served to community representative/s at least 30-days before demarcation is to be conducted.	• Signed logbook documenting posting activities; • Photographic evidence of posting activities; • Receipts from radio stations for the broadcasting of announcements; • Copy of letter informing community representative/s of forthcoming demarcation; • Signed receipt attesting that the community representative/s received a copy of the letter of notice from the FDA.	37	Chapter 2 Section 9		
STEP 5. THE FDA, IN COLLABORATION WITH THE COMMUNITY AND OTHER RELEVANT GOVERNMENT INSTITUTIONS, CONDUCTS PRELIMINARY DEMARCATION OF THE COMMUNITY'S FOREST LANDS						
5.1 The FDA, in collaboration with community members and other relevant government organizations, forms a survey team and prepares a plan for the survey and preliminary demarcation of the forest lands claimed by the community.	• Plan developed for survey and preliminary demarcation and members of survey team identified.	• The finalized survey and preliminary demarcation plan; • The list of members of the survey team.	7	Chapter 2 Section 8		
5.2 The survey team, led by the FDA, conducts the survey and preliminary demarcation of the community's forest lands	• Geo-referencing data collected; • Temporary landmarks established.	• Geo-referencing data collected, compiled and submitted for GIS processing; • Photographic evidence of the establishment of temporary landmarks.	21			

ACTIVITIES / SUB-ACTIVITIES	INDICATORS	MEANS OF VERIFICATION	Time Frame (days)	CRL Reg. Reference	Completion	
					Yes	No
5.3 From the data collected, the FDA generates preliminary maps of the community's forest lands and drafts a report.	• Preparation of preliminary maps; • Preparation of survey and demarcation report.	• Preliminary maps of designated community forest lands; and • Report on survey and preliminary demarcation.	7			

STEP 6. THE FDA POSTS RESULTS AND MAPS FROM SURVEY AND PRELIMINARY DEMARCATION FOR 30 DAYS

ACTIVITIES / SUB-ACTIVITIES	INDICATORS	MEANS OF VERIFICATION	Time Frame (days)	CRL Reg. Reference	Completion Yes	Completion No
6.1 From a template, the FDA drafts tailored notices to inform communities of the results of the survey and preliminary demarcation. This may include illustrated posters and/or leaflets, as well as short radio announcements and official notices delivered to community leaders. Notices shall include a process through which complaints can be filed.	• The FDA prepares and produces notices/communications, so they can be distributed/broadcast to provide notice to community members about the results of the survey and preliminary demarcation for at least 30 days.	• Copies of all proposed notices/announcements that will be used to inform community members of the results of the survey and preliminary demarcation.	14			
6.2 FDA posts notices informing members of communities in and around the claimed forest lands of the results of the survey and preliminary demarcation for at least 30 days. Notice may include radio announcements, which must also be aired throughout the 30-day period.	• FDA posts notices / broadcasts radio announcements informing communities in and around the claimed forest lands, of the results of the survey and preliminary demarcation for at least 30 days, in written, illustrated and/or spoken word form; • Official letter from the FDA informing community leaders of the results of the survey and preliminary demarcation is delivered.	• Logbook of activities, such as where and when notices were posted, when and to who leaflets were distributed, and when radio announcements were aired; • Photographic evidence of the posting of written/illustrated notices and the distribution of leaflets; • Receipts from radio stations, for the payment of announcements; • Copy of letter informing community leaders of the results of the survey and preliminary demarcation; • A signed receipt attesting that the community leader/s received a copy of the letter informing them of the results of the survey and preliminary demarcation.	37	Chapter 2 Section 10		

ACTIVITIES / SUB-ACTIVITIES	INDICATORS	MEANS OF VERIFICATION	Time Frame (days)	CRL Reg. Reference	Completion	
					Yes	No
STEP 7. THIRD PARTY OBJECTIONS THAT ARISE FROM THE RESULTS OF THE SURVEY AND PRELIMINARY DEMARCATION ARE ADDRESSED						
7.1 The FDA identifies and reviews any and all complaints submitted by members of the community applying for Forest Community status and/or members from adjacent communities.	• Complaints are identified, analyzed and logged.	• Complaints recorded in logbook, together with recommended action to resolve dispute.	7	Chapter 2 Section 11		
7.2 The FDA schedules meetings with complainants, other parties implicated in the dispute, and all other relevant government ministries and agencies.	• Verification, review and analysis of complaints; • Meetings scheduled between FDA, complainants, implicated parties, and all other relevant government ministries and agencies.	• Proposed attendance lists of scheduled meetings; • Written recommendations for dispute resolution.	21			
7.3 Using customary dispute resolution mechanisms and related means FDA staff, other government ministries and agencies, and CSO partners mediate disputes and facilitate consensus building.	• Meetings held between FDA, complainants, implicated parties, and all other relevant government ministries and agencies.	• Minutes of meetings and signed attendance lists; • Signed resolutions between complainants and other parties to the dispute.	21			
7.4 If required, the FDA and community repeat the demarcation process, taking into account what was agreed during the dispute resolution process.	• The community's forest lands are demarcated; • A final demarcation report is prepared.	• Finalized maps of community forest lands; • Final report of demarcation process.	7			
8. THE COMMUNITY SETS UP GOVERNANCE STRUCTURES FOR COMMUNITY FOREST MANAGEMENT						
8.1 Following the completion of the demarcation process, the FDA issues the applicant community with a letter granting it preliminary permission to organize as a Forest Community. Attached to the letter is a guide and model templates to develop the necessary	• FDA issues letter granting preliminary permission to the applicant community to form a Forest Community, together with a guide and templates to develop the necessary governance instruments	• Official letter issued by the FDA, signed by the appropriate officer; • A signed receipt attesting that the community leader/s received a copy of the	7	Chapter 2 Section 12		

ACTIVITIES / SUB-ACTIVITIES	INDICATORS	MEANS OF VERIFICATION	Time Frame (days)	CRL Reg. Reference	Completion	
					Yes	No
governance instruments and institutions.	and institutions.	letter, guide and templates from the FDA.				
8.2 The community establishes a CA and EC and elects its members, appoints the CFMB, and drafts its constitution and bylaws.	• Meetings held to arrange for the election of CA and EC members, the selection and appointment of the CFMB, and the drafting and finalization of the Forest Community's constitution and bylaws; • Elections held for CA and EC members; • Selection and appointment of CFMB; • Official adoption of constitution and bylaws.	• Minutes from community meetings; • Copies of notices informing community members of the forthcoming election of CA and EC members; • Attestation by the FDA that elections for CA and EC members were held in a free, fair and transparent manner; • Signed declarations from at least two CSOs, which witnessed the electoral process, that elections were held in a free, fair and transparent manner; • Copies of adopted constitution and bylaws, signed by a majority of CA representatives.	56	Chapter 3 Section 1-15 Chapter 4 Section 1-8		
8.3 After it has confirmed that all statutory and regulatory requirements have been satisfied the FDA provides final approval, officially authorizing the establishment of the Forest Community.	• The FDA issues a letter of final approval to the Forest Community.	• A copy of the official letter of final approval; • A signed receipt attesting that the community leaders received a copy of the final letter of approval from the FDA.	7	Chapter 4 Section 11		
9. THE COMMUNITY AND FDA SIGN A COMMUNITY FOREST MANAGEMENT AGREEMENT						
9.1 FDA provides the CFMB with the standardized template for the CFMA. The proposed CFMA is posted throughout the community, together with notices calling for community members to review the terms, at least 15 days prior to the meeting.	• The FDA delivers the CFMA template to the CFMB; • The CFMB posts copies of the proposed CFMA throughout the community so that it can be reviewed, at least 15 days prior to the meeting.	• A signed receipt attesting that the CFMB received a copy of the CFMA from the FDA; • Copies of the notices, which were posted at least 15 days prior to the meeting, throughout the community; • Photographic evidence of the posting of written/illustrated notices and the distribution of the CFMA.	29	Chapter 7 Section 1-5		

ACTIVITIES / SUB-ACTIVITIES		INDICATORS	MEANS OF VERIFICATION	Time Frame (days)	CRL Reg. Reference	Completion	
						Yes	No
9.2	The CFMB organizes and holds a mass meeting of community members, in order to discuss the terms of the CFMA.	• Mass meeting of community members is organized and held.	• Minutes from meetings; • Attendance list of mass meeting.	1			
9.3	The CFMB and FDA discuss any proposed alterations and/or amendments to the CFMA, and come to a final agreement.	• The CFMB finalizes the terms of the CFMA with the FDA.	• Copy of CFMA that is agreed upon by both the CFMB and the FDA.	14			
9.4	The FDA and CFMB organize and hold a signing ceremony, during which the parties sign the CFMA and the community is awarded Authorized Forest Community status.	• The FDA and the CFMB sign the CFMA.	• CFMA countersigned by both the FDA and the CFMB, together with all other attached documents (list of CA, EC and CFMB members, constitution and bylaws, internal rules, map of the forest, community profile report, etc.)	14	Chapter 2 Section 13-14		
			Total days	421			

Forestry Development Authority - SFMP

YES	NO	Strategic Forest Management Plan Checklist Guidelines for Forest Management Planning in Liberia
		1. EXECUTIVE SUMMARY - - (Red Font not required in the Version 1)
		2. INTRODUCTION
		3. DOCUMENT RECORD SHEET
		4. GENERAL OVERVIEW
		4.1. Institutional framework
		4.2. Legal framework
		4.3. Company Profile
		5. DESCRIPTIONS OF THE MANAGED FOREST AND ITS ENVIRONMENT
		5.1. Past history: activities and former management
		5.2. Location, surface area and description of geographic boundaries
		5.3. Administrative and legal status
		5.4. Ecological factors
		5.4.1. *C limate*
		5.4.2. *Geo logy and pedo logy*
		5.4.3. *Topography and Hydrography*
		5.4.4. *V egetation (forest and non-forest f ormations)*
		5.4.5. *Wild life*
		5.5. Communication network and infrastructure
		5.6. Economic activities
		6. ANALYSIS OF STUDIES AND WORK PERFORMED
		6.1. Stratification and mapping
		6.2. Multi-resource inventory
		6.2.1. *Objectives*
		6.2.2. *Methodology*
		6.2.3. *Data processing and analysis parameters*
		6.2.4. *Resu lts*
		6.3. Socioeconomic diagnosis
		7. FOREST MANAGEMENT FINAL PROPOSALS
		7.1. Objectives
		7.2. Applicable period of the Strategic Forest Management Plan
		7.3. Partitioning of the FMC into management units
		7.4. Management procedures for the Timber Production Unit
		7.5. Management procedures for the Conservation unit
		7.6. Management procedures for the Protection Unit
		7.7. Management procedures for the Agriculture Unit
		7.8. Management procedures for the Reforestation Unit
		7.9. Research activities
		7.10. Other environmental measures
		8. INDUSTRIAL PLANNING
		9. WILDLIFE MANAGEMENT
		9.1. Objectives
		9.2. Review of hunting legislation and regulations
		9.3. Fauna and hunting management program
		Page 1

Forestry Development Authority - SFMP

		Strategic Forest Management Plan Checklist Page 2
YES	**NO**	**Guidelines for forest Management Planning in Liberia**
🟩	🟥	**10. SOCIAL MANAGEMENT**
🟩	🟥	10.1.Permanent consultation process
🟩	🟥	10.2.Measures taken for the workers and their families' well-being in the camps
🟩	🟥	10.3.Measures taken for the workers' working conditions
🟩	🟥	10.4.Measures taken for the contribution to local development
🟩	🟥	10.5.Measures aiming at reducing, avoiding or compensating the
🟩	🟥	negative impacts of the logging activities on local communities' well-being
🟩	🟥	**11. IMPLEMENTATION, MONITORING AND EVALUATION OF THE FMC**
🟩	🟥	11.1.Functional organization
🟩	🟥	11.2.Audits
🟩	🟥	11.3.Forest Management Plan review
🟩	🟥	**12. ECONOMIC AND FINANCIAL ASSESSMENT**
🟩	🟥	12.1.Cost of the Strategic Forest Management Plan preparation
🟩	🟥	12.2.Cost of the implementation the forest Management Plan
🟩	🟥	12.3.State revenues
🟩	🟥	12.4.Corporate Business plan
🟩	🟥	**13. SUMMARY OF THE TABLES AND MAPS TO INCLUDE IN THE SFMP**

The following *(highlighted)* maps, and tables **must** be produced in the V1 SFMP document:

Yes	No	**V1** - Version 1; **FV** - Final Version; **MRI** - Multi-resource invnetory; **BA** - Basal Area
🟩	🟥	**Map 1:** Location of the Forest Management Contract (FMC) area
🟩	🟥	**Map 2:** Relief and hydrography Yes
🟩	🟥	**Map 3**: Forest stratification and land cover types on the FMC area
		Map 4: Sampling plan of the multi-resource inventory on the FMC area (FV)
		Map 5: Timber resource location maps (each species of Class A and B trees) (FV)
		Map 6: Mammal population density maps (main species identified in MRI) (FV)
		Map 7: NTFP abundance location maps (main NTFP identified during the MRI) (FV)
🟩	🟥	**Map 8**: Demography on the FMC area
🟩	🟥	**Map 9**: Social infrastructure on the FMC area
🟩	🟥	**Map 10**: Forest management units within the FMC area
🟩	🟥	**Table 1:** Summary of surface areas by land cover type on the FMC area
		Table 2: Vol. equations and valorisation rates from the inventory analysis (FV)
		Table 3: Synthesis per species and class of species of the MRI: density & BA/ha (FV)
		Table 4: Vol. per tree species, and class of species, per ha (FV)
		Table 5: Synthesis on NTFP records (FV)
🟩	🟥	**Table 6:** Management units created on the Forest Management Contract.
🟩	🟥	**Table 7:** Species and Diameter Cutting Limits
🟩	🟥	**Table 8**: Forest Compartment (FC): surface areas **(only include in V1)**
		Table 9: FC: surface areas and gross standing vol. Class A (FV)
		Table 10: FC: Gross standing vol. per tree species, Classes A, B, C species (FV)
		Table 11: FC: Commercial vol. per tree species, Class A, per yr (m3/year) (FV)
🟩	🟥	**Table 12**: Regulated activity for forest management unit.
		Table 13: Social measures of the SFMP (Sections 10.2, 10.3, 10.4 and 10.5) (FV)
🟩	🟥	**Table 14:** Timetable for the preparation of the Final Version of the SFMP **(V1)**

Forestry Development Authority - 5YFMP

Five Year Forest Management Plan Checklist		
YES **NO**		**Guidelines for Forest Management Planning in Liberia**
🟩 🟥		1. EXECUTIVE SUMMARY - (Red Font not required in the 1st 5YFMP)
🟩 🟥		2. DOCUMENT RECORD SHEET
🟩 🟥		3. GENERAL FRAMEWORK
🟩 🟥		*3.1 Company Profile*
🟩 🟥		*3.2 Description of the FMC area*
🟩 🟥		3.3 Description of the Forest Compartment
🟩 🟥		*4. ASSESSMENT OF THE PREVIOUS 5-YEAR FOREST MANAGEMENT PLAN*
🟩 🟥		5. DESCRIPTION AND LOCATION OF THE FOREST COMPARTMENT
🟩 🟥		5.1 Boundaries and surface area
🟩 🟥		5.2 Description of the Forest Compartment
🟩 🟥		5.3 Management units within the Forest Compartment
🟩 🟥		*5.4 Synthesis of results of the mri conducted in the Forest Compartment*
🟩 🟥		6. PLANNING OF LOGGING ACTIVITIES ON THE FOREST COMPARTMENT
🟩 🟥		*6.1 Average yields on the Forest Compartment*
🟩 🟥		6.2 Partitioning into Annual Coupes, rotation order and opening schedule
🟩 🟥		6.3 Logging management rules
🟩 🟥		*6.4 Other management rules*
🟩 🟥		7. ACTIVITY FORECAST / IMPLEMENTATION CHART
		The following *(highlighted)* maps, and tables **must** be produced in the V1 5YFMP document:
🟩 🟥		**Map 1**: Location of the Forest Management Contract area
🟩 🟥		**Map 2**: Location of the Forest Compartment within the Forest Management Contract area
🟩 🟥		**Map 3**: Forest Compartment delineation
🟩 🟥		**Map 4**: Forest stratification and land cover types on the Forest Compartment
🟩 🟥		**Map 5**: Forest management units on the Forest Compartment
🟩 🟥		**Map 6**: Location of the Annual Coupes on the first Forest Compartment
🟩 🟥		**Map 7**: Location of the indicative Annual Coupes on the Forest Compartments
🟩 🟥		**Map 8**: Management map of the Forest Compartment
🟩 🟥		**Table 1**: Definition of the Forest Compartment's boundaries
🟩 🟥		**Table 2**: Summary of surfaces per land cover type on the Forest Compartment
🟩 🟥		**Table 3**: Summary of forest management units on the Forest Compartment
🟩 🟥		*Table 4: Synthesis by species, class of species, on the Forest Compartment: density & BA/ha*
🟩 🟥		**Table 5**: Volumes per tree species and per hectare on the Forest Compartment
🟩 🟥		*Table 6: Gross standing and commercial volumes per tree species , for Class A tree species,*
🟩 🟥		and per 3 year (m /year) on the Forest Compartment
🟩 🟥		**Table 7**: Annual Coupes on the first Forest Compartment (first 5YFMP)
⬜ ⬜		*Table 8: Annual Coupe delineation criteria (not to be provided for in the 1st 5YFMP)*
⬜ ⬜		*Table 9: Indicative Annual Coupes on Forest Compartments 2-5 (not included in 1st 5YFMP)*
🟩 🟥		**Table 10**: Annual Coupes opening schedule on the Forest Compartment
🟩 🟥		**Table 11**: Program of the road openings and the other Infrastructure development
🟩 🟥		**Table 12**: Planning schedule of logging activities
🟩 🟥		**Table 13**: Planning schedule of the other activities during the Forest compartment period
🟩 🟥		
🟩 🟥		

Forestry Development Authority - AOP

YES	NO	Annual Operating Plan Checklist Guidelines for Forest Management Planning in Liberia
		1. EXECUTIVE SUMMARY
		2. DOCUMENT RECORD SHEET
		3. REFERENCES
		3.1 Location of the Annual Coupe on the FMC area
		3.2 Description of the Annual Coupe
		3.3 Annual audit report
		4. PRE-HARVEST ENUMERATION RESULTS
		4.1 Methodology
		4.2 Criteria for harvestable tree select ion
		4.3 Results
		4.4 Respect of the Annual Coupe Delineation rules
		5. PLANNING OF WORKS
		5.1 Planning of logging activities
		5.2 Planning of other activities
		5.3 Activity planning / Implementation chart
		The following maps, and tables must be produced in the AOP document:
		Map 1: Location of the Annual Coupe on the concerned Forest Compartment
		Map 2: Annual Coupe delineation
		Map 3: Forest stratification and land cover types on the Annual Coupe
		Map 4: Annual Coupe delineation
		Map 5: Forest management units on the Annual Coupe
		Map 6: Forest management units on the Annual Coupe
		Map 7: Location of the timber resource on the Annual Coupe
		Map 8: Annual Coupe map
		Map 9: Stock maps (Annual Coupe's Km-square blocks)
		Table 1: Description of the Annual Coupe boundaries
		Table 2: Summary of surface areas per land cover type on the Annual Coupe,
		Table 3: Management units on the Annual Coupe
		Table 4: Pre-harvest enumeration results: number of trees
		Table 5: Pre-harvest enumeration results: volumes
		Table 6: Harvesting forecasts in effectives and volumes by species
		Table 7: Harvesting forecasts in effectives and volumes by blocks for all class A species
		Table 8: Annual Coupe delineation compliance (not to be included in AOP for
		the Annual Coupes of the Forest Compartment 1)
		Table 9: Program of the road openings and the other Infrastructure on the Annual Coupe
		Table 10: Planning schedule of logging and non-logging activities