AIDE MEMOIRE

FIRST MEETING OF THE PRE-JOINT IMPLEMENTATION COMMITTEE

Monrovia, 27-28 March, 2012

Introduction

1. The first meeting of the pre-Joint Implementation Committee[1] (pre-JIC) to facilitate implementation of the Voluntary Partnership Agreement (VPA) between Liberia and the EU, took place in the Chamber of Commerce in Monrovia from 27 to 28 March 2012. The meeting was co-Chaired by Liberia and the EU. The Liberia Delegation was led by the Honorable Florence Chenoweth, the Minister of Agriculture. The EU Delegation was led by Ambassador Attilio Pacifici, Head of Delegation, EU Delegation, Monrovia.

2. The Liberian team included representation from the Forest Development Authority (FDA), Ministry of Finance, Ministry of Justice, VPA Secretariat, civil society and the private sector. The EU team included representation from the European Commission, Member States and experts from the EFI FLEGT Facility. A participant list is attached as an annex to this aide memoire.

3. Purpose of the meeting was to take stock of the preparatory activities that are underway to implement the VPA and to understand progress in the ratification process. Key highlights from the discussion are presented below and an up-dated joint work plan for 2012 is attached to this aide memoire. In the context of the meeting, the pre-JIC met with the Liberian stakeholders to discuss progress in VPA implementation.

Ratification

4. The VPA was signed in Brussels 27th July 2011.

5. On the Liberian side, the Minister of Agriculture has submitted the VPA to the Office of the President for consideration and for onward transmission to the Legislature for ratification. Following ratification by the Legislature, the VPA returns to the President for signature, after which it is printed into handbills.

6. On the EU side, the VPA was sent to the EU Parliament for their consideration and consent. The International Trade Committee recommended on the 27th of March that the parliament gives its consent to the agreement. Discussion and vote in the plenary is planned for end of April 2012. Favorable vote by the Parliament is expected. After Parliamentary consent, the VPA returns to the

[1] Pre-JIC refers to the joint mechanism for dialogue and monitoring described in Article 19 (5) of the VPA foreseen for the period between its initialling and entry into force.

Council for final endorsement. Ratification process is expected to be concluded by June 2012. The EU Delegation will explore the possibility of setting up a link to the web-streamed Parliamentary session.

Institutional arrangements

7. The Liberian Implementation Committee (LIC) has been established drawing together the government and non-government stakeholders who were involved in the development of the VPA through negotiations. Its purpose is to oversee implementation of the VPA on the Liberian side.

8. Terms of Reference for the National Multi-stakeholder Monitoring Committee described in the VPA are being developed in consultation with concerned stakeholders and will be finalized by the beginning of May 2012.

9. The UK and the EU are finalizing their program of support to VPA implementation. They have agreed to use a pooled fund mechanism with DFID leading in procurement of a service provider to act as a VPA Support Unit. As agreed in December 2011 with the Government of Liberia, this unit will sit close to FDA, but not within a government structure and will channel support for capacity building and coordination required for VPA implementation. Draft Terms of Reference (TOR) will be prepared by the end of April for discussion and finalization with the Government of Liberia in May. The unit will be contracted by the end of third quarter 2012. It was agreed that the TOR will include an assessment of capacity building needs as its first task. As indicated in December 2011, DFID proposes to procure through a restricted tender process so as to save time. DFID will share the list of pre-qualified service providers with the Government of Liberia as soon as this list is available.

10. DFID support to the VPA Secretariat that was established to support negotiations ends 31 March 2012. The Secretariat will continue for an interim period to coordinate VPA implementation activities, supported by the Government of Liberia, until the VPA Support Unit is established.

Legality Assurance System: Development and priority actions for 2012

11. The Legality Assurance System (LAS) under the Liberian VPA includes 5 key elements: 1) a Legality Definition, 2) Legality verification, 3) a Chain of Custody system (COCS), 4) Forest Law Enforcement, Governance and Trade (FLEGT) licensing, and 5) Independent Audit.

12. The legality definition (LD) setting out core requirements of legislation applicable to the forest sector was finalized and endorsed by national stakeholders during the negotiation phase of the VPA.

13. In order to verify compliance with the legality definition and operate the COCS, the Forest Development Authority will establish a new department called the Liberia Verification Department

(LVD). An external service provider (ESP) will be contracted on a "build, operate and transfer" (BOT) basis for the first five years. Draft TOR for the appointment of the ESP will be completed by EFI technical assistance and FDA by the end of April 2012. Discussions to finalize the TOR will be scheduled for early May 2012, followed by a joint procurement process by DFID and the Government of Liberia, which should be completed by October 2012. In order to meet this time schedule a restricted tender process could be adopted as outlined in paragraph 9. The ESP will implement the necessary verification methodologies, procedures and protocols developed by the long-term EFI technical assistance and also build the capacity of the FDA and other institutions, including other government agencies directly involved in implementing the LAS. Where necessary, the protocols developed by the EFI technical assistance will be further developed. The FDA has committed to make available a dedicated staff member to act as counterpart in the development, implementation and oversight of the LAS and support the activities of the EFI technical assistance.

14. In terms of work during 2012, the following key milestones were identified: Draft institutional procedures for the LVD and the Liberian Licensing Department (October 2012); Draft legality verification protocols (Sept. 2012); Draft data management protocols (July 2012); and protocols for dealing with breaches and sanctions in respect of the legality verification (October 2012).

15. The ESP will continue implementing the COCS to control the timber supply chain from the forest to the point of export or sale on the domestic market. The current COCS ("LiberFor") has been in operation since 2008, and is enshrined in the National Forestry Reform Law (2006). A Chain of Custody "gap analysis" between the current COCS and VPA requirements is currently underway and will be completed by June 2012.

16. FLEGT licensing of timber product exports that are produced in accordance with the legality definition and duly controlled by the COCS will be in place once the system is fully developed and operational. Draft licensing procedures and protocols currently being developed will be completed by October 2012.

17. Independent audit: Article 11 of the VPA specifies that the services of an 'Independent Auditor' will be employed to assess the performance and efficiency of the FLEGT licensing scheme at regular intervals. This will be funded by the European Development Funds and the Independent Auditor will be contracted by the Government of Liberia end of 2013 – early 2014. The functions and the TOR of the Independent Auditor are attached to the Agreement and contained in its Annex V.

Progress in the development of new regulations

18. Five draft regulations have been developed on confiscated timber, abandoned timber, timber in transit, imported timber and third party access in concession areas as indicated in the VPA. These drafts will be further developed through consultation with concerned stakeholders including the EU. Final regulations will be agreed by October 2012.

Communications and access to information

19. Both parties agreed that communications is important and a top priority for 2012 to ensure a good understanding of the VPA and stakeholder engagement in its implementation. The focus should be on effective and simple communication tools. Liberia will review and update its communication strategy with the support of the EFI FLEGT Facility by July 2012. Two priority areas were identified: Communication towards European buyers in the run-up to March 2013 when the EU Timber Regulation comes into force, and Communication targeting the legislative ratification process.

20. The VPA Secretariat has been providing information to various stakeholders and information points. As an interim measure in advance of the FDA website being fully functional, the VPA Secretariat is up-dating its website which will be linked to the government (FDA) website. The Minister of Agriculture stressed the importance of ensuring effective link to the official government website (Execute Mansion). Information from the current chain of custody system (LiberFor) should also be available through the website; TOR for the new LVD service provider will need to reflect this.

Impact monitoring

21. The VPA outline a requirement for the monitoring of social, economic and environmental impacts. The JIC is tasked with impact monitoring and both parties agreed to make the development of the VPA impact monitoring framework a priority in 2012 building upon the Poverty Reduction Strategy 2 – Vision 2030. The EFI FLEGT Facility can support this task.

Civil society monitoring and community outreach

22. Civil society organizations (CSOs) have established a monitoring framework, have set up a monitoring team and have agreed to jointly monitor the VPA implementation process. The NGO Coalition will prepare proposals by June 2012 to seek further support to build capacity for the implementation of the monitoring and community outreach.

Concerns raised by the civil society

23. Concerns have been raised by civil society over the rapid increase in the issuance of Private Use Permits (PUP) and whether the correct procedures have been used their issuance. The FDA Board was tasked the President to investigate. The investigation found no evidence that the procedures were breached and was not able to determine the validity or otherwise of the claims that the land deeds which form the basis of PUP issuance were fraudulent. As a consequence, the FDA Board has tasked the General Audit Commission (GAC) to carry out a full forensic audit to investigate further. Until this auditing process is complete, the FDA Board has decided to introduce a moratorium on

granting of any further PUPs or Community Forest Management Agreements. Civil society asked whether the FDA Board report would be made public and the Minister of Agriculture indicated that this would be decided by the President. However, the GAC report will be published. The Minister confirmed that as a result of the FDA Board investigation.

24. The long standing controversy over the annual payments of a bid premium which are part of the concession agreements and were used in the award of the concession contracts continues. In response to concerns from the civil society over this issue, the Minister of Agriculture confirmed that no decision has yet been made. However, the issue is currently being analyzed and recommendations are being made through the Economic management team.

25. In response to concerns over large scale conversion of forests for agricultural concessions, the Minister confirmed that there is a moratorium on further allocation on forest land of concessions requiring large land areas, except where food security of concern.

Coordination of FLEGT projects

26. The EU and UK are financing a number FLEGT related projects in support of VPA implementation in Liberia. These support government and non-governmental stakeholders in community outreach, awareness rising particularly with pit sawyers, civil society forest monitoring and capacity building in advocacy. The EU and DFID agreed to provide information on all projects to the FDA to be integrated FDA's compilations of all donor financed sector support.

Work plan and next steps

27. The up-dated work plan is attached. This will be used to monitor progress over the year. A meeting will be organized in the 2nd week of May to follow-up progress on VPA implementation, with priority on finalization of TOR for the LVD ESP and the VPA Support Unit.

Signed: Florence A Chenoweth
Hon. Florence Chenoweth
Minister of Agriculture

Date: 30 March 2012

Signed: _____
Ambassador Attilio Pacifici

Date: 30 March 2012

LVD External service provider	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Prepare draft ToR								
Share and agree ToR								
Invite tenders		◆						
Tenderer preparation								
Evaluate tenders								
Tenderers' presentation						◆		
Decision and invitation to negotiate						◆		
Negotiation								
Mobilization								

VPA Coordination Support Unit	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Prepare draft ToR									
Share and agree ToR									
Invite tenders			◆						
Tenderer preparation									
Evaluate tenders									
Tenderers' presentation								◆	
Decision and invitation to negotiate								◆	
Negotiation									
Mobilization									

30 Nov 2012

Activities	Sub Activities	Responsible Party	Expected Result	2011	1Q	2Q	3Q	4Q	Status
1. Ratification									
1 1 Preparation for signature Liberia side				X					
1 2 Preparation for signature EU side				X					
1 3 Signature by Liberia and EU				X					
1 4 Final steps of Ratification in Liberia	Transmit VPA to Executive Mansion which will review & submit to Legislature	Minister of Agriculture			X				
	Preparation of material for Public hearing	VPA Secretariat	Presentation material	X	X				Some docs prepared; others in progress
	Public hearing	Minister of Agriculture				X			Exec Mansion to submit to Legislature
	VPA back to President for signature						X		
	VPA to Foreign Affairs for handbill						X		
	Notify EU that procedures completed						X		
1 5 Final steps of Ratification EU	VPA sent to EU Parliament for assent	DEVCO Bxl		X					
	Discussion in EU Parliament	DEVCOC2		X					
	Parliament report and vote	Parliament Committee				X			Vote in Parlt expected April 2012
	Council to conclude VPA	Work Party Forests (Council)				X			Expected June 2012
	Publication in Official Journal	Secretary General					X		Following conclusion of VPA
	Notify Liberia that procedures completed	Secretary General				X			Expected June 2012
2. Establish VPA Implementation Management Structures									
2 1 Establish interim EU-Liberia VPA dialogue structure (pre JIC)	Liberia Negotiation Team members to decide on pre-JIC structure	Minister of Agriculture	Decision	X					
	VC to discuss progress & implementation planning	EU Delegation + GoL		X					
	First meeting to discuss implementation planning	EU Delegation + GoL	Aide Memoire	X					
	First official pre-JIC meeting	EU Delegation + GoL	Aide Memoire		X				pre-JIC scheduled for 27 & 28 March 2012
2 2 Establish interim stakeholder committee	Convene Steering Committee to agree membership of interim committee	VPA Sec		X					
2 3 Establish Joint Implementation Committee	First meeting to discuss progress in implementation	EU + GoL	First JIC meeting				X		
	Establish JIC reporting mechanisms	JIC supported by VPA Unit	Report of JIC meeting				X		
2 4 Guidance on institutional options for implementation	TORs for TS to prepare an institutional options paper	VPA Sec	TOR	X					
	Contract TA (Liberia and international)	EFI	Contract	X					
	Study to guide decision taking on institutional arrangements in collaboration with FLEGT Envoy	TA	Options paper	X					
	Decide on institutional option for a dedicated unit for implementation	GoL	Decision	X					
2 5 Established dedicated unit to facilitate VPA implementation	Establish the legal base for the facility	GoL			X				
	Develop the TOR and launch tender for the Unit	GoL + EU/DFID				X			In progress
	Award contract, Unit to commence work	EU/DFID					X		
2 6 Establish Cross Department coordination mechanism	Decide on coordination structure from options outlined in study (2 4 above)	GoL	Structure identified	X					
	Outline schedule, role and objectives of coordination structure	GoL			X				

30 March 2012

Activities	Sub Activities	Responsible Party	Expected Result	2011	1Q	2Q	3Q	4Q	Status
2 7 Establish national stakeholder committee for monitoring implementation of the VPA	Meetings with different stakeholder groups for input on committee representation function and role	VPA Sec	Stakeholder inputs	X	X				
	Prepare draft TOR of stakeholder committee to be presented in national workshop	VPA Sec	Draft ToR	X	X				
	National workshop to decide role, representation, function of stakeholder committee	VPA Sec.	Decisions			X			
	Establish the legal base for the committee	Min Agri Supported by VPA Sec					X		
3. Financial & technical support to VPA implementation									
3 1 EFI Support	Written request by GOL via the EU Delegation for EFI Support	GoL		X					
	Agree EFI support to end 2012 through imterim JIC	EFI/GoL/EU		X					
	Letter of agreement EFI and GoL	EFI/GoL			X				
	Propose and contract full time TA to support start up actions (EFI to contract expertise to meet GOL/EU priority needs set out in TORs)	EFI/GoL/EU Del	TA in country		X				
	Technical backstopping for priority actions as indicated in workplan and as agreed through interim JIC	EFI	Timely inputs	X	X	X	X	X	Ongoing through 2012
3 2 Development of short term and long term implementation plan targeting potential sources of support for VPA action	Develop 5 years VPA implementation support programme based on preparatory studies completed during VPA negotiations	Tamba to coordinate Falconer	Program document	X	X				In progress; further work 26-30 March
		EU + GoL	Donors identified	X	X				In progress; further work 26-30 March
	Organise donor round table if there remains a funding gap	GoL				X			Donor roundtable planned 30 March
	integrate VPA into development of sector support	FDA				X			VPA included in "Sanctions Lifting +6" discussions
	Integrate VPA into national annual budget and PRS2/ Vision 2030 targets	FDA / Min. Finance		X	X	X			Inputting toPRS2 discussions Feb-Mar 2012. National budget May 2012
3 3 Finance delivery mechanism established	Delivery mechanism agreed between donors and GOL on the most efficient means to provide support for implementation	MOA, MOFA, EU, DFID				X			In progress; further work 26-30 March
4. LAS: Institutional structures established									
4 1 Prepare a description of the FDA institutional structures to support LAS implementation	Clarify roles and responsibilities of existing structures in FDA	FDA Supported by EFI			X	X	X		
	Develop revised organigram	FDA Board				X			
4 2 Develop Functions of Liberia Verification Department (LVD)	Prepare a description of the LVD functions, responsibilities, staff, etc	FDA Supported by EFI	Description				X		
	FDA Board to agree functional specifications for the LVD	FDA	Board Approval				X		
4 3 Development of new Liberia Licensing Department (LLD)	Prepare a description of the LLD outlinging functions, responsibilities staff etc	FDA Supported by EFI					X		
	FDA Board to agree functional specifications for the LLD	FDA	Board Approval				X		
4 4 External Service Provider (ESP) to operate LVD established	Prepare TOR for ESP drawing on detailed LAS procedures (see 5 0)	GoL support by EFI	Final ToR	X	X	X			Work in progress, initial draft by mid April
	Prepare tender documents for ESP and selection procedures	MOF support by EFI	Tender documents prepared	X	X	X			Work in progress, initial draft by mid April
	Tender and evaluate proposals	GoL support by EFI	Candidate selected			X	X		

Activities	Sub Activities	Responsible Party	Expected Result	2011	1Q	2Q	3Q	4Q	Status
	Negotiate contract with service provider on a build operate transfer basis	GoL	Contract				X	X	
4 5 Identify the government body to oversee the service contract	Draft TORs to outline function and role of government body to oversee ESP contract	GoL support by EFI	ToR Developed				X		
	Organize training in contract management for government body	EFI	Training				X	X	
	Hire Clients representative to provide independent advice to GoL in contracting & monitoring of ESP	EFI	Client Rep hired (calldown contract)				X	X	EFI fulfilling role in 2012, alternative will be identified if needed beyond 2012
5. LAS: Legality Verification Established									
5 1 Development of verification procedures	Draft procedures to address (i) receiving verification date from the regulatory control agencies (ii) consulting the regulatory contol agencies and (iii) carry out field inspections (iv) finalise checklists	FDA supported by EFI	Draft Procedures (integrate ESP specs)		X	X	X	X	
	Assist regulatory control agencies (FDA/EPA/MOFA/MOL/ etc) to develop their detailed procedures for evidence of LD compliance	GoL support by EFI			X	X	X	X	
	Improve awareness in regulatory agencies (Customs, Police, EPA, MOL) on LD and regulatory functions that will be integrated into legality verification monitoring	EFI	Training sessions		X	X	X	X	
5 2 Develop data management systems to incorporate VPA requirements	Analysis of existing data management systems operating in Liberia describing strengths & weaknesses	EFI	Report			X	X	X	
	Identify the data management needs of LVD concerning legal compliance (with regards to data mgt of all concerned agencies)	EFI	Data Mgmt section of ESP TOR				X		
	Outline architecture and technical specifications for data management system	FDA/EFI	Data Mgmt section of ESP TOR				X		
5 3 Develop draft procdeures and guidance for abandoned logs and confiscated timber	Assist FDA to draft procedures (procedures to be finalized once regulation in place)	FDA Supported by EFI	Draft Procedures			X			
5 4 Develop draft procedures and guidance for inported timber	Support FDA and Customs to draft procedures for imported timber	FDA/Custom supported by EFI	Draft Procedures				X		
5.5 Integration of Agriculture sourced products in the LAS	Review agriculture sourced timber production and outline the controls to inform TOR for ESP through discussions with agricultural concessions holders	FDA/MOA supported by EFI	Agriculture product section of TOR for ESP			X	X		
5 6 Intergration of timber from forest regulated by CRL in the LAS	Draft control and verification procedures	FDA/MOA supported by EFI	Draft Procedures				X	X	
5 7 Intergration of timber from operations regulated by Chainsaw Logging Regulation in the LAS	Draft control and verification procedures	FDA Supported by EFI	Draft Procedures				X	X	
5 8 Develop operating procedures of EIA process and environmental mgmt within contract areas	Draft operating procedures based on relevant legislation, regulations and FDA-EPA MOU	FDA EIA Division & EPA supported by EFI	Draft procedures				X		Initial meeting planned for March 2012
5 9 Develop guidance on how breaches of the LAS will be	Develop guidance on how LAS breaches will be handled and what sanctions imposed	FDA Law Enfor / Commercial / EFI	Guidance developed				X		

Activities	Sub Activities	Responsible Party	Expected Result	2011	1Q	2Q	3Q	4Q	Status
handled and what sanctions imposed	Publicise guidance to FDA field staff, ESP and private sector including chainsaw operators & agricultural concessions	FDA Law Enfor / Commercial / EFI	Distribution of guidance				X		
6. LAS: Revision & development of COCS									
6.1 Revise COCs to incorporated VPA requirements	Assess efficiency of the current COCS and identify opportunities for streamlining to gain efficiency, and review COCS (gap analysis) to identify what needs upgrading to meet VPA requirements	EFI	Report		X	X			Work ongoing
	Implement recommendations from report to streamline COCS	SGS/FDA	More efficient COCS		X	X			
	Plan for transfer of COCS to LVD *The transition from existing contract to a new ESP needs to be reflected upon, including legal implications*	SGS/FDA	Plan			X	X		Initial review being done during development of ESP TOR in 1Q 2012
	Draft COC section ESP TOR based on COCs efficiency and gap analysis report and consultation	EFI	COC Section of ESP TOR		X	X			Work in progress, initial draft by end March
	Draft SOPs for capturing missing elements identified in the gap analysis (For SOPs not included in current SGS contract)	GoL/SGS / EFI			X	X	X		
7. LAS: Licensing Function Established									
7.1 Phasing out export permits and introduction of the new licensing system by LLD	Development of detailed licensing procedures including communication links between LLD and LVD. Exporters and EU Competent Authorities	FDA Supported by EFI	Procedures					X	
8. LAS: Independent Audit Established									
8.1 Contracting of independent auditor	Prepare tender document in collaboration with EU	GoL support by EFI	Tender documents					X	*For IA to start work in Jul/Aug 2013*
9. Private Sector Support									
9.1 Training for commercial private sector	Outlining training needs linked to VPA implementation in consultation with private sector	VPA Sec	Input to training plan	X	X				Meetings started and continuing through March 2012
	Develop training package in consultation with private sector	VPA Unit	Training materials		X	X			Discussions started Dec 2011
	Training on COCS	EFI	Training delivered					X	
9.2 Outreach to small scale chainsaw operators	Map of training needs and outline existing/planned training activities	VPA Sec or VPA Unit	Mapping			X			Discussions started Jan 2012
	Develop training package in consultation with chainsaw operators & other projects supporting them	VPA Unit	Training materials				X		Discussions started Jan 2012
	Deliver preliminary training	VPA Unit supported by EFI	Training delivered					X	
10. Civil Society & Community Support									
10.1 Support to civil society monitoring	CSOs to outline a strategy for monitoring and building capacity for advocacy, and their analytic skills	NGO platform supported by VPA Sec	Workplan	X					Work ongoing supported by VPA Sec & other projects in 2012
	Stocktaking of current or planned CS activities to identify gaps	NGO platform supported by VPA Sec	Report	X					Work ongoing supported by VPA Sec & other projects in 2012
10.2 Outreach by civil society to	Outlining existing and planned initiatives of civil society to build capacity of communities	NGO platform supported by VPA Sec	Report	X					Work ongoing supported by VPA Sec & other projects in 2012
	Provide training for CSOs & CFDCs in community outreach	VPA Unit	Training delivered					X	

Activities	Sub Activities	Responsible Party	Expected Result	2011	1Q	2Q	3Q	4Q	Status
build capacity of communities	Develop training package for CS to improve community awareness, in consultation with CSOs & other projects	VPA Unit	Training materials				X		
	Support CSOs to conduct training for communities	NGO platform supported by VPA Unit	Training delivered				X	X	
11. Regulatory Framework & Law Enforcement Improved									
11 1 Finalization and application of Community forest regulation	Validation of CRL (was open for 60 days which is to mid May)	FDA	CRL in force	X					
11 2 Finalization and application of Chainsaw Regulation	Validation of Chainsaw logging regulation	FDA	Chainsaw regulation in force	X					
11 3 Updating of Legality Definition and verification procedures to incorporate CRL and Chainsaw regulations	Review the CRL and chainsaw logging regulations and update LD accordingly	VPA Unit	Updated LD			X			Awaiting ratification before starting this activity
11 4 Development and application of a regulation on abandoned logs in concession areas	Draft regulation	Commercial Dept FDA	Draft Regulation	X					
	Legal review and workshops with stakeholders to develop regulation	Commercial Dept FDA	Revised draft		X	X			Revised draft will be prepared by end March
	Regulation published for 60 days	Commercial Dept FDA	Published draft				X		
	Final draft of regulation developed & approved by FDA Board	Commercial Dept FDA	Approved regulation					X	
11 5 Regulations on timber in transit adopted	Develop draft regulation in close association with customs	Customs, FDA supported by VPA Sec	Draft Regulation	X					
	Legal review and workshops with stakeholders to develop regulation	Customs FDA supported by VPA Sec	Revised draft		X	X			Revised draft will be prepared by end March
	Regulation published for 60 days	Customs, FDA supported by VPA Sec	Published draft				X		
	Final draft of regulation developed & approved by FDA Board	Customs, FDA supported by VPA Sec	Approved regulation					X	
11 6 Regulations on timber imports	Develop draft regulation in close association with customs	Customs, Commercial FDA	Draft Regulation	X					
	Legal review and workshops with stakeholders to develop regulation	Customs, FDA supported by VPA Sec	Revised draft		X	X			Revised draft will be prepared by end March
	Regulation published for 60 days	Customs, FDA supported by VPA Sec	Published draft				X		
	Final draft of regulation developed & approved by FDA Board	Customs, FDA supported by VPA Sec	Approved regulation					X	
11.7 Regulations for confiscated timber	Draft regulation	Commercial/Law Enforce FDA	Draft Regulation	X					
	Legal review and workshops with stakeholders to develop regulation	Commercial/Law Enforce FDA	Revised draft		X	X			Revised draft will be prepared by end March
	Regulation published for 60 days	Commercial/Law Enforce FDA	Published draft				X		
	Final draft of regulation developed & approved by FDA Board	Commercial/Law Enforce FDA	Approved regulation					X	
11 8 Refinement of procedures and guidelines for social agreements	Multi-stakeholder meeting to discuss issues raised on SA	FAO/FDA/VPA Sec	Procedures Guidelines		X				Waiting on ACP FLEGT project
	Meeting between VPA Sec and team working on SA project to agree next steps/ way forward	FAO/FDA/VPA Sec	Next steps outlined		X				Waiting on ACP FLEGT project
11 9 Publication of the debarment list	FDA to decide how to move forward on the debarment list	FDA	Next steps outlined			X			
11 10 Regulations on third party access and use of resources in the concession area	Develop a draft regulation	Commercial/Law Enforce FDA	Draft Regulation	X					
	Legal review and workshops with stakeholders to develop regulation	Commercial/Law Enforce FDA	Revised draft		X	X			Revised draft will be prepared by end March
	Regulation published for 60 days	Commercial/Law Enforce FDA	Published draft				X		

Activities	Sub Activities	Responsible Party	Expected Result	2011	1Q	2Q	3Q	4Q	Status
	Final draft of regulation developed & approved by FDA Board	Commercial/Law Enforce FDA	Approved regulation					X	
11 12 Strengthen the regulations on the safety and welfare of workers in the timber industry	Develop TOR for a consultant to improve guidelines for timber processing companies	FDA/MOA supported by EFI	TOR			X			
	Consult with stakeholders, particularly civil society and timber companies to develop guidance	FDA/MOA supported by EFI	Published guidelines			X	X		
	Roll out guidance through training workshops	FDA/MOA supported by EFI	Training Session				X	X	
	Amend LD accordingly	GoL support by EFI	LD			X			
11 13 Draft guidance on how to handle breaches and impose sanctions for non complaince in key regulatory agencies	Outline current sanction of procedures of key regulatory agencies identify gaps in close associations with regulatory agencies	GoL support by EFI				X			
	Draft guidance	EFI				X			
11 14 Regulations on timber processing facilities operated by FMC holders	Develop TOR for a consultant to draft the regulation	Commercial Department of FDA					X		
	Hire the consultant	FDA Supported by EFI						X	
11 15 Identify training needs for law enforcement in key regulatory agencies	Discussion with regulatory agencies	VPA Unit	Report			X	X		
12. Monitoring the impact of the VPA									
12 1 Agree framework for impact montoring	Draft an impact monitoring framework (defining parameters of what to monitor - social, environmental and market impacts)	GoL/EU supported by EFI	TOR			X		X	Civil society retreat planned March 2012 to start discussion on this
	Stakeholder on consultation on draft to further refine	VPA Unit / EFI	Revised framework			X			
	JIC to agree impact monitoring framework based on draft and stakeholder consultations	Interim JIC	Framework decided				X		
12 2 Commission baseline studies	Prepare TOR for consultant to conduct baseline studies	EFI	TOR				X		
	Baseline studies developed including the identification of indicators	EFI TA	Study Report					X	
13. Communication									
13 1 Synthesize and abbreviate VPA text for policy makers and legislators	Update VPA Liberia briefing notes	VPA Sec	Communication Plan	X					
	Create information packets for policy makers and legislators	VPA Sec		X	X				To complete in March 2012
13 2 Workshop with with two legislative Standing Committee on forestry and agriculture (prior to public hearing for ratification)	Official letter of invitation sent to the two committees	VPA Sec/MOA/FDA			X				Awaiting submission of VPA to Legislature
	Organize and implement workshop (presenters, venue etc)	VPA Sec/MOA/FDA			X				Awaiting submission of VPA to Legislature
13 3 Develop VPA outreach strategy for implementation phase	Review existing communication strategy and update for implementation phase	Comms Committee/EFI		X	X	X			Discussing with EFI; EFI mission planned 26-30 March
	Prepare TOR(s) for outreach implementation	Comms committee		X	X	X			Discussing with EFI, EFI mission planned 26-30 March
	Identify appropriate target groups and design specify printed and electronic messages for each target audience with regular updates				X	X	X	X	Ongoing

Activities	Sub Activities	Responsible Party	Expected Result	2011	1Q	2Q	3Q	4Q	Status
13 4 Outreach to increase awareness in all FDA Departments of VPA and LAS	Conduct introductory training session for FDA staff on VPA and LAS	VPA Sec	Training Session	X					
	Second training session for FDA staff on VPA (updated to include more details on LAS establishment)	VPA Sec	Training Session		X				Scheduled for 13 March 2012
13 5 Implentation of Transparency Measures --Annex IX	Identify current information available to the public by government agencies implicated in Annex IX and any existing procedures and future strategies for information dissemination	VPA Sec			X	X			Work ongoing with VPA Sec, FDA PR manager & comms specialist
	Design with FDA Communication Department procedures to disseminates information linked to commitments in Annex IX	FDA supported by VPA Sec	Procedures		X	X			Work ongoing with VPA Sec, FDA PR manager & comms specialist
	Training for FDA staff on the FOI Act	VPA Sec to organise	Training session		X	X			Scheduled for 13 March 2012
	Develop guidance for the general public on accessing information from different concerned departments under the provision of the FOI Act	VPA Sec. with FDA Comms Dept	Guidelines		X	X			First draft by end March 2012
13 6 Establish information exchange platform	Create platform for consistent dissemination of information to domestic and international partners	VPA Sec		X	X	X			Restructuring of VPA website to be completed by end March 2013
13 7 Regular public consultations by National Stakeholder Committee on implementation of the VPA	Target stakeholder groups to be involved in public consultations	VPA Sec / VPA Unit			X		X		Public consultation planned for 29 March
	Organize and implement regular public consultations workshops	VPA Facilitation Unit				X		X	
13 8 Information centres to disseminate information published under the VPA	Discuss with FDA, CSOs, industry communities the development of information centres to further disseminate information	VPA Unit			X				FDA Info Shop & LEITI resource centre established
13 9 Reports / Aide Memoire from JIC published	Determine appropriate sites to publish JIC reports and publish documents	VPA Sec./ VPA Unit			X		X		VPA website re-structured to disseminate these
13 10 Coordination meeting for projects contributing to VPA implementation	Organise workshop for all projects (e g. EU local CfP, ACP FLEGT projects, others) that are contributing to VPA implementation to provide updates and help coordination	VPA Sec./ VPA Unit	Workshop		X				