



Project Reference PO 6380

**Establishing and Operating a Timber Legality Verification Department (LVD) within Liberia's Forestry Development Authority (FDA) and Building Capacity within FDA**



**Deliverable D02/5 - Chain of Custody Operation Report  
And D02/4 – Legality Verification Operation Report**

Work Package 3.4 - LV operations are ensured and audited

Work Package 4.3 - LVD staff fully trained to perform COC verifications

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## Document management

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## Acronyms and abbreviations

CFMA	Community Forest Management Agreement
COC	Chain-of-Custody
COCIS	Chain-of-Custody Information System
COCS	Chain-of-Custody System
DFID	Department for International Development
EU	European Union
EPR	Export Permit Request
FDA	Forestry Development Authority
FLEGT	Forest Law Enforcement Governance and Trade
FMC	Forest Management Contract
LRA	Liberian Revenue Authority
GOL	Government of Liberia
HSE	Health Safety and Environment
IT	Information Technology
KPI	Key Performance Indicators
LAS	Legality Assurance System
LDF	Log Data Form
LV	Legality Verification
LVD	Liberia Legality Verification Department
LVS	Legality Verification System
M&E	Monitoring and Evaluation
PM	Project Manager / Project Management
PUP	Private Use Permit
SGS	SGS Société Générale de Surveillance S.A. or SGS Liberia Inc.
SOP	Standard Operating Procedure
TDF	Tree Data Form
TSC	Timber Sales Contract
USA	United States of America
USD	United States Dollar (\$)



## Introduction

This report provides a monthly summary of the Legality Verification activities and Chain of Custody activities conducted by SGS Liberia in the reporting month of August 2016 under the DFID Contract and the COC Management Contract, signed with the Government of Liberia (GOL).

It should be noted that the Separate Service Agreement between the GOL and SGS was signed on 18 August 2016. This marks the end of the LiberFor project and the full implementation of the LVD project with LiberTrace web application supported by LiberTrack for a few months before its decommissioning.

## 1 Legality Verification Activities

### 1.1 LV activities conducted in August

#### 1.1.1 Technical Advisory Committee (TAC) Meeting

The TAC meeting was conducted on Tuesday, August 23, 2016 minutes of the meeting is attached in Annex 1.

#### 1.1.2 Legality documentation upload process

The LVD Lead Auditors and Legality Inspectors have started working on checklist developed by LAS Team Leader and continued to collect documents from new contract holders requested for registration in COCIS system. TSC A16 submitted to the LVD four (4) documents as per legality requirements. However, a communication has been sent back to them to fulfil all requirements as per the COCIS Registration requirements. LVD staffs to start uploading documents in the software for legality verification for that purpose they have been trained to act as an operator. The LVD Lead Auditors and Legality Inspectors have started processing all legal documents submitted by the contract holders (FMCs, TSCs, CFMAs, and Plantations) to be uploaded into LiberTrace.

Contract holders were reminded to raise their concerns through notification to the IT team through the Helpdesk ([support@libertrace.com](mailto:support@libertrace.com)).

#### 1.1.3 Standard Operating Procedures (SOPs) review and validation

The internal and external SOPs for COC and LV have been finalized and compiled by the LAS Team Leader and submitted to FDA Management for approval for one year use. Upon approval the SOPs would be circulated among users.

### 1.2 LV Activities planned in the coming months

The following LV activities are expected to be delivered in the next quarter of 2016. The updated status of all the activities is as follows.

The following LV activities are being performed;

- Define the KPIs for LV Auditors to monitor performance – in progress
- Uploading legality verification documents to LiberTrace – checklist prepared and in use. LV Lead auditors and inspectors are being trained for legality verification of documents submitted through LiberTrace.
- Dashboard for capacity building through training of different stakeholders by VPASU and LVD for legality documentation and verification – SGS and VPASU jointly worked on it and submitted for review in the form of forward planning.

## 2 COC Operations

Data related to Chain of Custody (COC) operations are uploaded into the LiberTrack application while the rollout of the new Chain-of-Custody Information System, LiberTrace is under preparation.

Migration of information from LiberTrack to LiberTrace is under testing and companies will be able to submit information to LiberTrace after Go-live.

### 2.1 Key risks and issues

The following risks and issues have been recorded this month pertaining to the COC Operations.

#### 2.1.1 Incidents and accidents

No accidents were reported in this month on any SGS sites.

#### 2.1.2 Risks and issues

The quality of the circulation of information between FDA and SGS is poor. SGS has to pull every legal document issued by FDA. This cause delay when the legality documentation of the operator is not complete.

Many operators don't have the proper and updated legality documentation.

### 2.2 Capacity Building related to COC

#### 2.2.1 FDA Counterparts training

The capacity building schedule was followed through this month for the FDA LVD Database Information Manager and the FDA LVD Operations Manager, who are both being mentored and instructed by the respective SGS system builders and are fully participating in office and field based activities. Training for laterally transferred staffs started at Buchanan as a part of Region 03 pilot The LVD managers are also been trained for their responsibilities alongside laterally transferred staff.

#### 2.2.2 Health, Safety and Environment training

Safe talk sessions were conducted successfully at the SGS office, Monrovia. The topic for safe talk was "Hazard identifications and Risk Assessment" Training was conducted on dated 25 August from 11:00 AM to 12:00 AM at Data management Office, FDA campus.

### 2.3 Summary of COC activities

#### 2.3.1 IT

There was no issue pertaining to IT and software and LiberTrack database is being successfully backed up to an external hard drive for the most up-to-date. One backup server has been installed in SGS Accra and will be set up in LVD when the power backup system will have been updated with new batteries.

New calculation of the taxes with two FOB per species was implemented during the month (more than 2 weeks after the notification from FDA).

#### 2.3.2 COCIS Equipment and consumables

The overview of the equipment and consumables for August, 2016 is presented in Table 01 hereafter:

Table 1 - Stock overview of the COCIS Equipment and Consumables

Consumables		
No	Item	Amount in stock
1	Barcode Tag Printers	2
2	Barcode Tag printable rolls	126
3	Tree Tags (1xbundle = 1000 tags)	75 bundles (7,500 barcodes)
4	Log Tags (1xbundle = 1000 tags)	7 bundles (700 barcodes)
5	PDA	14
6	Hammers	2
7	TDF	167 booklets
8	LDF	160 booklets
9	Waybills	85 booklets

### 2.3.3 Vehicles

The vehicles purchased under the original LiberFor contract have been used for eight years now and are generally in a poor mechanical condition, due mainly to the poor roads in concession areas and the prevailing climate/ conditions in country. Currently, the two Toyota Hilux (SGS 1, SGS, 2) and one Toyota Toy Hardtop (SGS 3) vehicles are stored in the FDA parking compound and are not being used due to mechanical failure and no immediate requirement for their services.

Three Toyota Hardtops (SGS 5, SGS 8 and SGS 9) are also in a poor mechanical condition, but will not be replaced before clarification is made on the timber production expectations. In this respect, renewal of vehicles cannot yet be considered since (i) the current level of activity does not generate sufficient revenues (ii) the ~~current~~ LiberFor Contract is terminated and a separate Service Agreement ~~is under negotiation~~ was signed on 18 August 2016. As the mentoring activities are going to increase and request more presence in Buchanan SGS 7 has been repaired and assigned to the Operations Manager.

Table 2 – Overview of the vehicles situation

Vehicle	Issues for the month
LVD 4 (Ford ranger)	Presently in Monrovia in running condition.
LVD 5 (Ford ranger)	Presently in Monrovia in running condition
LVD 6 (Ford ranger)	Presently in the garage for repairing in Monrovia
LVD 7 (Ford ranger)	Presently in Monrovia and have problem, will repair when return to work
LVD 8 (Fordeverest)	Presently in Monrovia in running condition
LVD 9 (Fordeverest)	Presently in Monrovia in running condition.
LVD 10 (Fordeverest)	Presently in Monrovia in running condition.
SGS 1 (Toy Hilux)	Grounded in Monrovia
SGS 2 (Toy Hilux)	Grounded in Monrovia
SGS 3 (Toy Hardtop)	Grounded in Monrovia
SGS 5 (Toy Hardtop)	Presently assigned in Greenville in running condition.
SGS 7 (Toy Hilux)	In Monrovia assigned to operations manager in running condition.
SGS 8 (Toy Hardtop)	Presently assigned in Buchanan and in running condition
SGS 9 (Toy Hardtop)	Presently in Monrovia in running condition.



### 2.3.4 Status of field inspections

In August 2016, the level of CoC block activity did not change compared to the previous month. No new blocks inspected during August.

Table 3 – Details of COC Activity

Concession	Activity			
	Blocking*	Felling	Transport	Shipment
FMC A/ALPHA	13	No	No	Yes
FMC B/MANDRA EJ&J	2	No	No	No
FMC C/MANDRA LTTC	0	No	No	Yes
FMC F/EURO	0	No	No	Yes
FMC K/ICC	4	No	No	Yes
FMC I/GEBLO	0	No	No	Yes
FMC P/ATLANTIC	7	No	No	Yes
TSC A2/Tarpeh Timber	0	No	No	No
TSC A3/AKEWA	0	No	No	No
TSC A6/B&V	0	No	No	No
TSC A7/Bargor & Bargor	0	No	No	No
TSC A9/B&V	0	No	No	No
TSC A10/B&V	0	No	No	No
TSC A16/Sun Yeun	0	Yes	No	No
CFMA 1/LIB HARDWOOD	Yet to start operation	Yet to start operation	Yet to start operation	Yet to start operation
CFMA 2/LIB HARDWOOD	0	Yes	Yes	Yes
CFMA 2R/LIB HARDWOOD	4	Yes	Yes	Yes
CFMA 3/ECOWOOD	Dormant	Dormant	Dormant	Dormant
CFMA 4/LTTC	0	No	No	No

\* Total number of blocks inventoried as of end of August, 2016

### 2.3.5 Block verification inspections

46 blocks were scheduled for inspection and inspected..

### 2.3.6 Stump inspections

There were no Stump inspections conducted in August, 2016.

### 2.3.7 Log Yard inspections

There were **two** log yard inspections conducted at FMC B (Mandra EJ&J), and FMC K (ICC) in Buchanan log yards respectively.

### 2.3.8 Pre-shipment inspection

There was one **pre-shipment inspections** conducted for FMC F in Greenville. EPR inspections were as well conducted for the same company at site in Greenville in August, 2016.

### 2.3.9 Rubber wood container verification

There was **no inspection** conducted for a container of Rubber Wood loading for Firestone Liberia in August, 2016.

## 2.4 Main figures of the COCIS in August, 2016

### 2.4.1 Allocation and usage of Barcode Tags

Barcode Tags are printed in Monrovia for the CoC operations using the barcode tag printers acquired in April 2015. The purpose of acquisition of the barcode printers was to provide autonomy for Liberia forestry operations in creation of tags, so as to be able to better respond to the forestry sector demands, and avoid delays in ordering and receiving such tags from overseas.

Table 4 represents the allocation of printed tree and log tag barcodes for the following forestry companies and resource areas in Liberia, as well as the amount of declared tree and log tag barcodes declared in the system per company and resource area.

No tree or log barcodes were issued during the month of August, 2016.

Table 4- Barcode Tags allocation and usage

Company	Resource Area	Allocated Tree Barcodes	Allocated Log Barcodes	Used Tree Barcodes	Used Log Barcodes	Declared Tree Barcodes	Declared Log Barcodes
Akewa Groups of Companies	TSC A3	2,000	2,000	0	0	0	0
Alpha Logging and Wood Processing Inc	FMC A	10,000	10,000	0	0	0	0
Atlantic Resources Limited	FMC P	28,300	30,000	10,000	17,300	5,939	4,663
Euro Liberia Logging	FMC F	15,000	15,000	14,000	5,000	199	675
Geblo Logging Inc.	FMC I	5,000	5,000	0	0	2	283
International Consultant Capital (ICC)	FMC K	200,100	146,000	100,200	78,000	29,478	33,503
Liberia Hardwood Corporation	CFMA 2	15,000	15,500	4,500	10,000	635	1,385
Liberia Tree and Trading Company Inc	CFMA 4	1,000	5,000	0	0	0	0
Magna-Tarpeh Timber Company	TSC A2	2,000	14,000	0	0	0	0
Mandra Forestry_EJ & J Investment	FMC B	15,100	14,300	2600	300	57	536
Mandra-LTTC	FMC C	15,000	14,000	0	0	0	0
Sun Yeun	TSC A-16	2,000	2,000	131	0	0	131

### 2.4.2 Analysis of the submitted files

Analysis of the files submitted by the companies reveals that the pass rate for TDF was 90.60%. The LDF pass rate was 91.12% and the EPR pass rate was found to be 96.51%.

The files submitted by the companies for processing through LiberTrack are presented in Table 5.

Table 5 - Files submitted by the companies (m<sup>3</sup>)

Company	Forest Permit	TDF		LDF		EPR	
		Submitted	Passed	Submitted	Passed	Submitted	Passed
Liberia Hardwood Corporation	CFMA 2R	2617.3062	2461.6825	1988.377	1988.377	0	0
Mandra Forestry / EJ & J Investment	FMC B	2124.741	2098.3479	2102.3122	2086.0711	0	0
Euro Liberia Logging	FMC F	3376.3092	2798.4876	3076.8646	2854.0318	5991.1932	5955.5692
Plant Pool / Geblo Logging Inc.	FMC I	1984.4184	1649.4705	1731.53	1693.2086	0	0
International Consultant Capital (ICC)	FMC K	6797.3468	6487.2312	6511.3124	5352.1867	7259.4153	7150.8526
Sun Yeun Corporation Limited	TSC A16	1255.7502	953.28781	768.09401	768.09401	2915.7291	2496.4072
Total		18,155.872	16,448.507	16,178.490	14,741.969	16,166.34	15,602.83
Pass Percentage		90.60%		91.12%		96.51%	

### 2.4.3 Declared harvesting figures

The harvested volumes shown in Table 6 are based on the TDF submitted by the timber companies. The TDF files are subject to an evaluation of format and compatibility and are then processed by the SGS team. Although the Ten Core Regulations specifies that “any person felling a tree shall pay the log stumpage fee no later than 30 days after the tree is cut”, this regulation is not enforced in the field.

Currently, the timber companies are submitting their TDF a few days before exporting their logs. As a consequence, it is currently not possible to have an accurate vision of the periodic harvesting activities.

The discrepancies between the volumes presented in Table 6 and Table 7 are due to the processing time of the data. This is especially shown for sites belonging to operators that submit very bad data. In this respect some data submitted at month “n” will only be declared as passed at month “n+1”.

Table 6- Declared harvested volumes (m3) per company and per species

Species	CFMA 2R	FMC B	FMC F	FMC I	FMC K	TSC A16	TSC A2	Grand Total
Abura (Bahia)		14.6						14.6
Aiele						23.8		23.8
Akatio (Longui)					3.2			3.2
Angueuk (Kui)		6.0				7.4		13.4
Aningre (Annegre)			10.1			11.1		21.2
Anthonotha (Kibokoko)		8.7			4.7	27.3		40.7
Apome		145.9			1138.8			1284.8
Badio (Calpocalz)		2.9						2.9
Bondu			4.2		1106.0	53.9		1164.2
Bosse		3.8						3.8

Species	CFMA 2R	FMC B	FMC F	FMC I	FMC K	TSC A16	TSC A2	Grand Total
Ceiba (Fromager)		24.7						24.7
Dahoma	1213.5	567.9	8.0	994.1	1.9	42.8		2828.1
Doussie (Afzelia Apa)					3.7	2.2		5.9
Duka (false Makore)		13.4						13.4
Ekki (Azobe)	100.1	611.8	2489.8	122.3	381.5	1149.1		4854.7
Ekop						1.8		1.8
Etimoe					2.5			2.5
Faro						19.0		19.0
Framire (Baji Emire)						8.6		8.6
Hannoa (Effeu)						6.1		6.1
Ilomba		8.6						8.6
Iroko (Odum Kambala)						9.5		9.5
Irvingia		4.1			6.2			10.2
Khaya (Acajou blanc)			19.3			4.6		23.9
Khaya (Acajou d Afrique)			8.5					8.5
Klainodoxa (Eveuss)					1.7	7.3		9.1
Kokoti	11.8	45.4				161.9		219.1
Koto (Ake)		16.4						16.4
kropio (Eyoum)		7.9			10.3	7.8		26.0
Kusia (Bilinga Opepe)	96.9	359.0	6.8	52.8	108.1	7.7		631.2
Landa	4.1							4.1
Lati (Bokango)		3.3			6.5	35.8		45.6
Limballi	417.4	604.4	24.8	98.7	1248.1	111.5		2505.0
Lovoa (Dibetou)	113.0	167.1		156.8	44.1			481.1
Makore (Baku Douka)			14.6			1.4		15.9
Monkey plum					2.3	2.2		4.5
Monkey Pod						12.6		12.6
Naga/ BRA		143.2			988.2	112.2		1243.5
Niangon (Whismore)/ TAR		14.7	32.2			39.9	9.1	95.9
Obeche (SambaWawa)						5.9		5.9
Oldfieldia (Dantoue)/OLD	14.3	104.5		28.7	8.6	29.0		185.1
Olondu		4.7						4.7
Ozouga						24.8		24.8
Parinari (Songue)		2.6			19.2	243.4		265.3
Parkia (Lo)					5.3	9.7		14.9
Pellegrin		3.8			7.7			11.5
Sipo (Utile)			3.4					3.4
Symphonia		11.9						11.9
Tali (Sassawood)	31.7	99.0	104.2		5.2	17.4		257.5

Species	CFMA 2R	FMC B	FMC F	FMC I	FMC K	TSC A16	TSC A2	Grand Total
Tetra (Sikon)/ TET		80.7			940.0	5.2	47.9	1073.8
Tiama (Edinam)		4.0	24.4		5.8			34.2
Timber-lacewood		8.8			8.7	10.9		28.5
Uapaca (Rikio)				10.7		14.1		24.8
Unknown		10.1						10.1
<b>Grand Total</b>	<b>2,002.9</b>	<b>3,103.9</b>	<b>2,750.3</b>	<b>1,464.0</b>	<b>6,058.5</b>	<b>2,227.8</b>	<b>57.1</b>	<b>17,664.5</b>

## 2.4.4 Exports figures

### 2.4.4.1 Volume requested for export on shipment specifications

The volumes shown in Table 7 are based on the LDF submitted by the timber companies in order to generate the export permits. This data is considered as compliant by the COC team but the Export fee has not been paid yet by the company. In this respect, these figures might be different from the Export Permits issued.

Table 7 – Export volume (m3) requested per company and per species

Species	FMC K	FMC P	Grand Total
Akatio (Longui)	3.702	0	3.702
Apome	1555.4	5.983	1561.383
Badio (Calpocalz)	6.026	0	6.026
Bondu	1455.1	5.424	1460.524
Dahoma	0	28.929	28.929
Doussie (Afzelia Apa)	5.315	0	5.315
Ekki (Azobe)	1210.54	134.003	1344.543
Framire (Baji Emire)	0	5.888	5.888
Iroko (Odum Kambala)	7.078	0	7.078
Irvingia	51.227	0	51.227
Klainodoxa (Eveuss)	76.304	0	76.304
kropio (Eyoum)	20.212	0	20.212
Kusia (Bilinga Opepe)	268.474	0	268.474
Limbali	1105.69	0	1105.69
Lovoa (Dibetou)	78.308	4.858	83.166
Naga	739.652	6.5	746.152
Niangon (Whismore)	989.225	0	989.225
Oldfieldia (Dantoue)	34.886	0	34.886
Symphonia	13.521	0	13.521
Tali (Sassawood)	110.331	0	110.331
Tetra (Sikon)	2676.34	0	2676.34
Tiama (Edinam)	15.579	0	15.579
Unknown	4.888	0	4.888
Abobonkahyire	3.647	0	3.647
Parinari (Songue)	115.925	6.865	122.79
Kokoti	0	18.985	18.985
Faro	12.245	0	12.245
<b>Grand Total</b>	<b>10,559.615</b>	<b>217.435</b>	<b>10,777.05</b>

#### 2.4.4.2 Export permits issued

In August 2016, **08 Export Permits** have been issued this month for the total volume of **9,094.25 m<sup>3</sup>**.

Table 8– Details of Export Permits issued

No:	EP #	Date of issue	Operator	Site	Volume
1	EP 001679	01/08/16	Atlantic Resources ltd	FMC P	104.21
2	EP 001680	11/08/16	Euro Liberia Logging	FMC F	3,842.42
3	EP 001682	16/08/16	Euro Liberia Logging	FMC F	1,337.57
4	EP 001681	19/08/16	Euro Liberia Logging	FMC F	121.67
5	EP 001683	19/08/16	ICC	FMC K	1,697
6	EP 001684	19/08/16	ICC	FMC K	1,459.75
7	EP 001686	19/08/16	Euro Liberia Logging	FMC F	317.91
8	EP 001685	25/08/16	Euro Liberia Logging	FMC F	213.72
<b>Total Volume (m3)</b>					<b>9,094.25</b>

#### 2.4.4.3 Exports completed in August, 2016

Exports conducted during this month are summarised in Table 9. Exports were conducted from the ports of Buchanan and Greenville.

Table 9 - Summary of exports conducted

No:	Company	Site	Vessel Name	EP#	EP Volume (m <sup>3</sup> )
1	Atlantic Resources ltd	FMC P	MV SZAFIR	EP 001679	104.21
2	Euro Liberia Logging	FMC F	MV KOTA BAKAT	EP 001680	3,842.42
3	Euro Liberia Logging	FMC F	MV IKON STAR	EP 001682	1,337.57
4	Euro Liberia Logging	FMC F	MV IKON STAR	EP 001681	121.67
5	ICC	FMC K	MV IKON STAR	EP 001683	1,697
6	ICC	FMC K	MV IKON STAR	EP 001684	1,459.75
7	Euro Liberia Logging	FMC F	MV IKON STAR	EP 001686	317.91
8	Euro Liberia Logging	FMC F	MV IKON STAR	EP 001685	213.72
<b>Total Volume (m3)</b>					<b>9,094.25</b>



### 3 Operational costs and budget

Further to the Project Board request, in this chapter, SGS provides a first draft on the COC and LV operation costs for the month of August 2016 as well as a budget projection for September 2016. The budget reporting structure will be adjusted in the next reports.

Please note that the costs provided in the table below are direct costs that should be borne by the autonomous LVD after full handover.

In the framework of the Service Agreement, these costs will be detailed and justified on a monthly basis for reimbursement by the GoL.

**Table 10 - Monthly update on costs of operations and projection**

Items	Description	Aug, 16	Sept, 16
<b>Bank Charges</b>	Bank charges and Commissions	\$1,039	\$800
<b>Communication</b>	Cell phone, mail services, Internet, etc.	\$2,808	\$5000
<b>Depreciation</b>	Include depreciation of vehicles, equipment, furniture, etc.	\$1,679	\$2000
<b>Office</b>	Include office cleaning materials, printing, stationary, various repair and maintenance costs	\$2,035	\$2500
<b>Other</b>	Include consumable, office supplies, safety equipment, waste removal, fuel, other repair and maintenance costs	\$7,049	\$5000
<b>Per Diem/Meals</b>	Include canteen expenses, coffee and water, duty allowance, local subsistence allowance, etc.	\$9,340	\$9000
<b>Rental</b>	Equipment Rental	-	\$500
<b>Travels</b>	Local Travels costs such as taxi, public transport, parking fees, air tickets, restaurants	\$7,397	\$5000
<b>Utilities</b>	Electricity, gaz, security expenses, water	\$5,090	\$5500
<b>Vehicles</b>	Diesel, insurance, maintenance and repair, others	\$8,834	\$8000
<b>Total</b>		<b>\$45,272</b>	<b>\$43,300</b>

## 4 Follow up of the monthly KPIs

### 4.1 Blocks inspection performance

Figure 1 - Block inspection performance

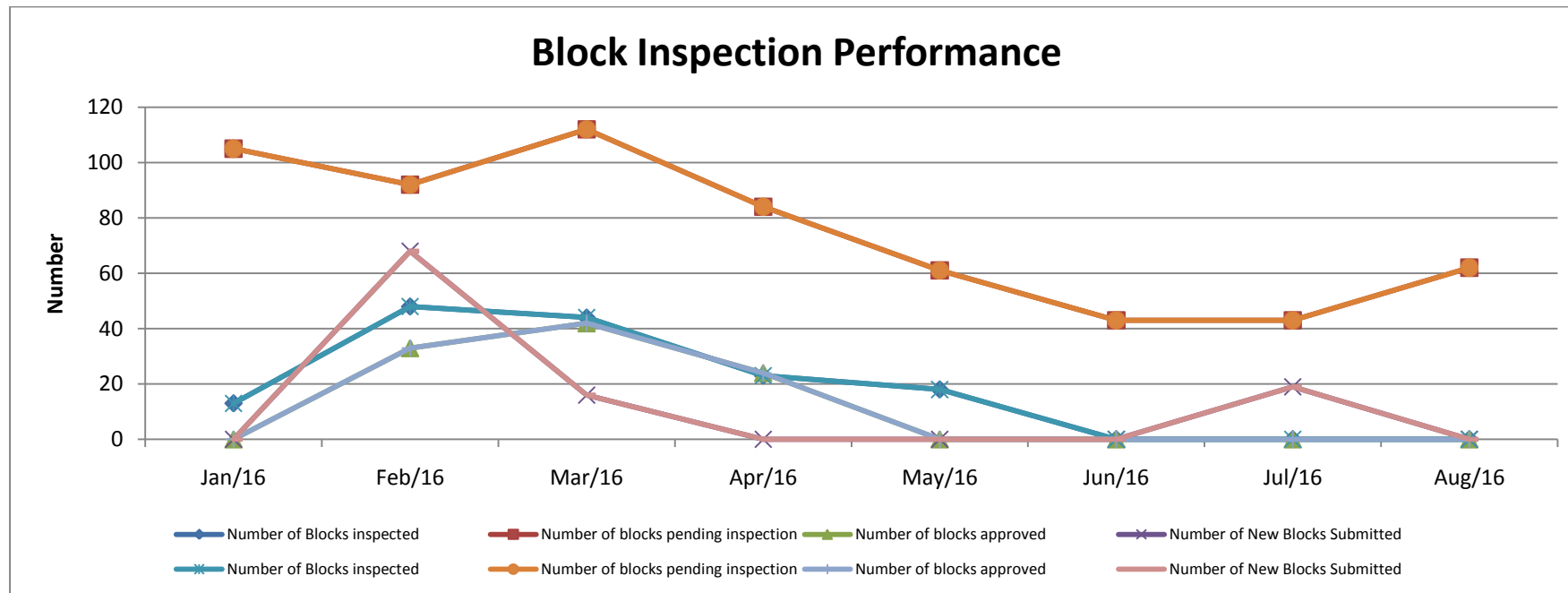


Table 11 - Figures for the block inspection performance

#	KPI	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16
1	Number of Blocks inspected	13	48	44	23	18	0	0	0
2	Number of blocks pending inspection	105	92	112	84	61	43	43	62
3	Number of blocks approved	0	33	42	24	0	0	0	0
4	Number of New Blocks Submitted	0	68	16	0	0	0	19	0
n/a	(Number of blocks on hold--PUP)	112	112	112	112	112	112	112	112

## 4.2 Log yard inspection performance

Figure 2 - Logyard inspection performance

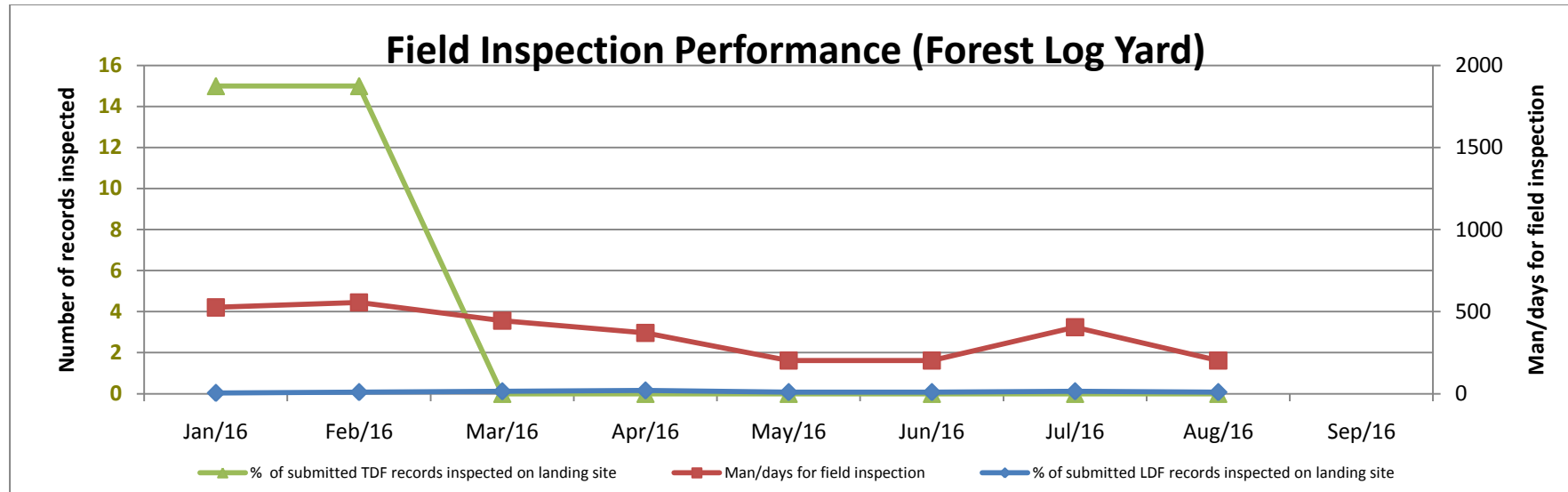


Table 12 - Figures for the logyard inspection performance

#	KPI	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16
4	Man/days for field inspection	526	556	445	371	202	202	405	202
5	% of submitted TDF records inspected on landing site	15	15	0	0	0	0	0	0
6	% of submitted LDF records inspected on landing site	5	10	15	20	10	10	15	10
7	Number of logs reported to FDA for seizing	0	0	0	0	0	0	0	0
n/a	(Number of operational concessions (felling))	3	4	5	5	5	6	6	6

### 4.3 Export process performance

Figure 3 – Export process performance

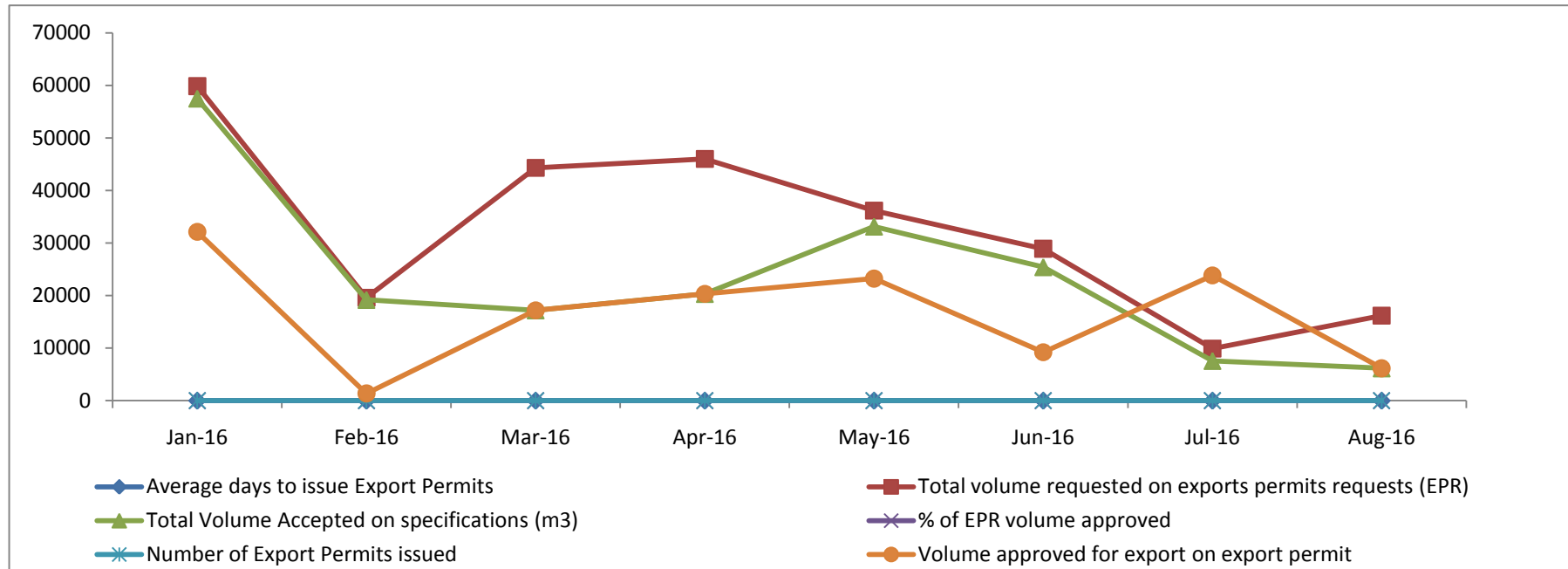


Table 13 - Figures for the export process performance

KPI	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	July-16	Aug-16
Average days to issue Export Permits	4	3	4	5	5	4	2	5
Total volume requested on exports permits requests (EPR)	59,865.761	19,576.87117	44,292.23648	46,001.72884	36,170.5	28915.84	9915.84	16166.34
Total Volume Cleaned on specifications (m3)	57,477.63151	19,188.91926	17,205.549	20,323.234	33,133.3	25414.5	7587.96	6170.36
% of EPR volume approved	96.01%	98.018%	38.85%	44.18%	91.60%	87.89%	76.52%	38.17%
Number of Export Permits issued	23	4	14	14	23	19	18	8
Volume approved for export on export permit	32,128.70	1,375.306	17,205.549	20,323.234	23,232.11	9224.10	23849.86	6170.36

### 4.4 Data processing performance

Figure 4 – Data processing performance

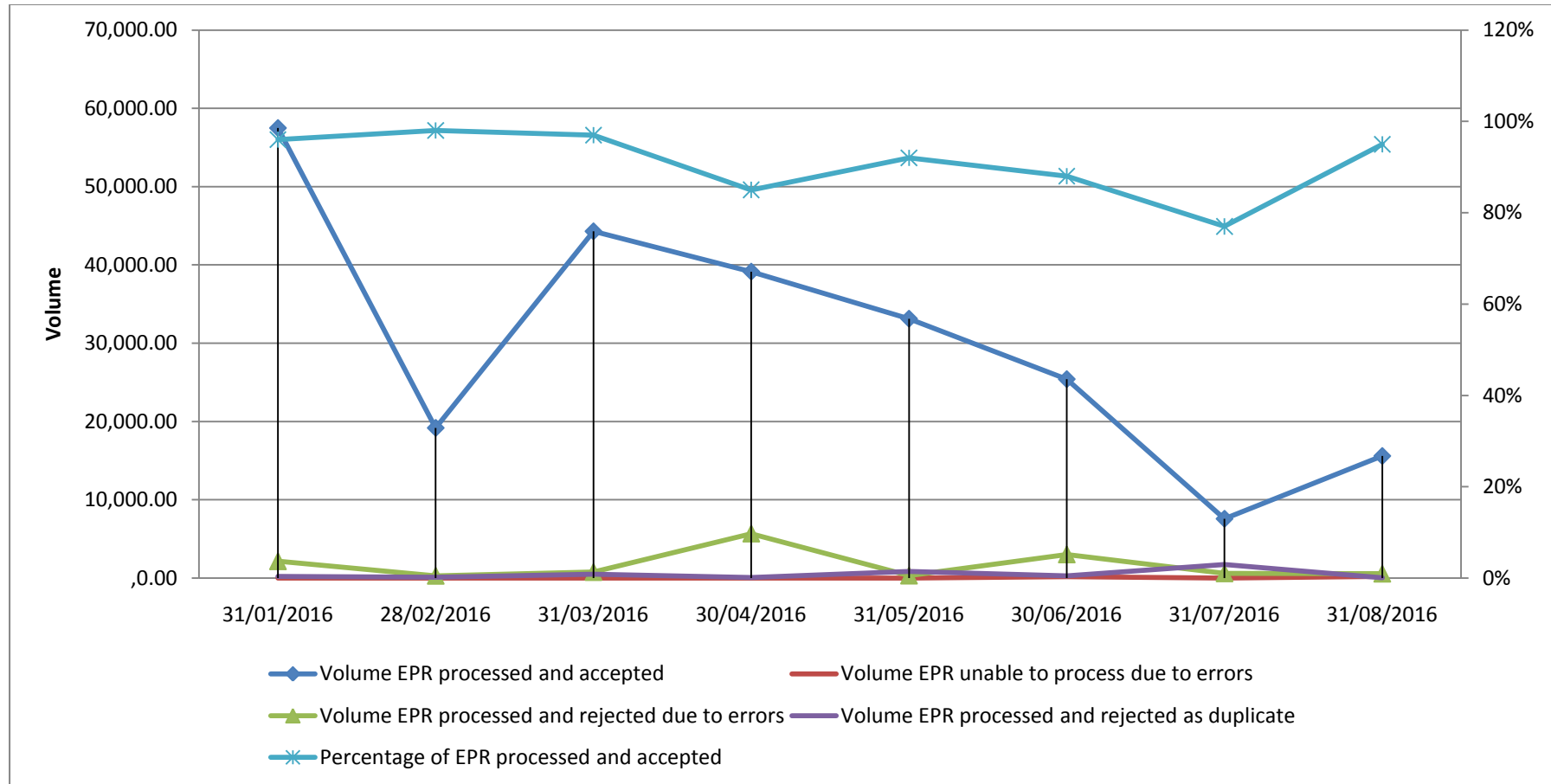


Table 14 - Figures related to the data processing performance

Particulars	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-2016	Aug-2016
<b>Total LDF Volume</b>	66,235.088	16,918.943	53,128.724	66,481.089	67,142.164	62,313.411	15,350.684	27,401.496
Volume LDF processed and accepted	33,298.411	12,044.664	23,465.357	32,145.673	32,534.128	16,684.487	4,648.188	14851.895
Volume LDF accepted and corrected	22,695.821	4,409.894	24,967.347	13,279.189	28,970.573	24,201.672	9,327.906	10946.427
Volume LDF unable to process due to errors	3,516.157	194.990	2,019.808	3,780.446	3,033.450	1,991.377	440.071	98.018
Volume LDF pending processing	0.000	2.918	15.720	3,219.178	18.533	52.973	0.000	4.473
Volume LDF processed and rejected due to errors	3,542.126	227.216	2,579.349	759.151	698.171	928.456	760.721	1432.047
Volume LDF processed and rejected as duplicate	3,182.573	39.262	81.143	13,297.451	1,887.310	18,454.446	173.798	68.633
Percentage of LDF processed and accepted	50%	71%	44%	48%	48%	27%	30%	54%
<b>Total TDF Volume</b>	<b>36,784.954</b>	<b>23,206.447</b>	<b>29,745.188</b>	<b>52,280.075</b>	<b>38,715.103</b>	<b>21,466.267</b>	<b>7,580.371</b>	<b>24039.750</b>
Volume TDF processed and accepted	23,360.976	18,879.606	18,013.668	40,715.561	26,130.675	14,861.184	2,850.741	16656.856
Volume TDF accepted and corrected	7,682.767	1,816.051	7,502.750	5,002.383	9,988.218	4,741.195	2,486.865	4107.6131
Volume TDF unable to process due to errors	481.522	6.842	540.225	1,755.877	664.167	212.923	579.419	1141.384
Volume TDF pending processing	68.158	136.590	116.797	955.128	10.569	34.174	19.670	177.866
Volume TDF processed and rejected due to errors	4,202.501	2,301.182	2,558.259	2,237.757	1,332.408	1,340.160	440.378	1553.361
Volume TDF processed and rejected as duplicate	989.030	66.177	1,013.489	1,613.368	589.066	276.632	1,203.298	402.668
Percentage of TDF processed and accepted	64%	81%	61%	78%	67%	69%	38%	69%
<b>Total EPR Volume</b>	<b>59,865.761</b>	<b>19,576.871</b>	<b>45,563.427</b>	<b>46,001.729</b>	<b>36,170.506</b>	<b>28,915.839</b>	<b>9,915.849</b>	<b>16396.057</b>
Volume EPR processed and accepted	57,477.632	19,188.919	44,292.236	39,143.588	33,133.304	25,414.503	7,587.964	15602.829
Volume EPR unable to process due to errors	0.000	0.000	0.000	0.000	0.000	194.720	0.000	206.496
Volume EPR processed and rejected due to errors	2,145.197	292.113	765.318	5,672.979	314.593	3,017.994	604.620	563.508
Volume EPR processed and rejected as duplicate	226.163	95.839	483.211	82.910	844.707	274.658	1,718.296	23.223
Percentage of EPR processed and accepted	96%	98%	97%	85%	92%	88%	77%	95%
<b>Grand Total</b>	<b>162,885.80</b>	<b>59,702.26</b>	<b>128,437.34</b>	<b>164,762.89</b>	<b>142,027.77</b>	<b>112,695.52</b>	<b>32,846.90</b>	<b>67837.303</b>



## Annexes

### Annex 01: List of Forest Permits in Liberia

Table 15 - List of Forest Permits in Liberia

Company	Forest Permit	Contact person
Alpha Logging and Wood Processing Co.	FMC A	Mr. Han Dong Chun
EJ & J or (Mandra EJ&J)*	FMC B	Mrs. Eliza D. J. Kronyanh/Augustine B. M. Jognson
Liberia Tree & Trading Company Inc.(LTTC) or (Mandra LTTC)*	FMC C	Mrs. Nyunyun Johnson Tuweh/Augustine B. M. Johnson
Euro Liberia Logging	FMC F	Mr. Jihad Akkari
Geblo Logging	FMC I	Mr Alexander Wento
International Consultant Capital (ICC)	FMC K	Mr. Cesare Colombo
Atlantic Resources	FMC P	Mr. John Baxter
<b>FMC Grand Total</b>	<b>7 permits</b>	
Tarpeh Timber Co.	TSC A2	Mr. David G. Tarpeh/Molly Kamara
Akewa Group	TSC A3	Mrs. Funke Odebumi
Bulglar & Vincent (B&V)	TSC A6	Mr. Emmanuel Vincent
Bargor & Bargor (B&B)	TSC A7	Mr. Alfred D. Bargor
ThunderBird International Liberia	TSC A8	Mr. Andrew Oru
Bulglar & Vincent (B&V)	TSC A9	Mr. Emmanuel Vincent
Bulglar & Vincent (B&V)	TSC A10	Mr. Emmanuel Vincent
Bassa Timber And Logging	TSC A11	Mr. Clarence Massaquoi
Sun Yeun (1)	TSC A15	Mr. Zhang Wei/Joe Banks
Sun Yeun (2)	TSC A16	Mr. Zhang Wei/Joe Banks
<b>TSC Grand Total</b>	<b>10 permits</b>	
Liberia Hardwood Corporation	CFMA 1	Mr. Mr. Jihad Akkari
Liberia Hardwood Corporation	CFMA 2	Mr. Mr. Jihad Akkari
Ecowood Inc.	CFMA 3	Mr. Raul Ibadullin
Liberia Tree & Trading Company Inc.(LTTC)	CFMA 4	Mrs. Nyunyun Johnson Tuweh
Delta Timber Corporation	CFMA 5	Mr. Gabriel Doe
<b>CFMA Grand Total</b>	<b>5 permits</b>	
<b>Forest Permits Grand Total</b>	<b>24 permits</b>	
<i>*Signed Management Contract with Mandra</i>		

## Annex 02: Technical Advisory Committee Meeting

### Minutes - Technical Advisory Committee Meeting

Tuesday, August 23, 2016

10:30hrs (GMT)

Venue: SGS Mini Conference Room, Mount Barclay, Whein Town, FDA, Liberia

#### Agenda

1. Update on;
  - Plantation guidelines approval status
  - Standard Operating Procedures Manual and approval process
2. Update on Libertrace
  - Migration of Data
  - Training of Trainers
  - Training for Operators
3. Update on Laterally transferred staff training of staff for the LVD COC – Region 03, Buchanan
4. Update on the SA agreement with FDA/GOL
5. A O B

#### Attendants/ Participants:

Dr. Shiv Panse (Forestry Coordinator/LAS Team Leader), Richard Scotland (LV Lead Inspector), Simulu Kamarra (FDA/LVD Technical Manager), Jessie A. Vannie (FDA/LVD), Abraham Sheriff (LVD/FDA), Febian N. Kieh (FDA/LVD QM), Philip Joekolo (NAO FDA), Momolu Norman (ARL), Philip Joekolo (NAO/FDA), Timothy Wilson (FMC F), Roland P. Harris (CS-IFM), Jonathan W. Yiah (SDI), Augustus Abram (FMC A), Robert Wallace (FDA), Benjamin Koffie (ARL)

#### Introduction and Welcome Remarks:

The meeting was started with opening prayer delivered by Jessie Vannie. Meeting was chaired jointly by Shiv S. Panse, TL-LAS and Simulu Kamara, TM-LVD/FDA who read the agenda and opened it for discussion.

#### TAC attendance:

It has been observed that the TAC attendance was slightly improved since past meeting and everyone once again suggested to devise a mechanism to re-enforce the attendance.

### Update on Plantation guidelines approval status

TL-LAS informed that draft copy was shared to all parties involved and August 9<sup>th</sup>, 2016 was given as deadline for review and comments. Comments were received from two operators ICC and ARL and LVD/FDA staff and SGS. Compilation of comments was sent to Mr. Edward Kamara for onward processing of approval.

Febian, QM-LVD raised concerns over assurance of comments made during revision to be considered and the final draft document shall be available to TAC members before final submission for approval.

Philip Joekolo stated that there were too many delays in approval of documents and as such his department is receiving pressure from the contract holders. He insisted on need to fast track approvals of guidelines to be used in operation. One of the members from Civil Society Mr. Jonathan Yiah questioned about involvement of FDA legal team during review; in response to the same Mr. Simulu asserted to that the team has taken part in all the processes.

Shiv stated that he was not knowledgeable as to when this guideline was going to be approved. He made the assertion so as to answer questions of timing of the expectation of the approval. Roland Harris questioned about the validation process of document (Plantation Guidelines) in response to this question TL-LAS informed that VPA SU was responsible in assuring that Civil Society and other stakeholders are abreast as to this procedure.

### Update on the Standard Operating Procedures Manual and approval process

TL-LAS elaborated on the status of the COC/LV SOPs and informed that manual has been compiled and includes 34 SOPs both internal and external. He also informed that manual has been sent to FDA Management for approval.

Jonathan Yiah and Abraham Sheriff were both concerned as to if the SOPs was going to be circulated to other stakeholders and how soon was it going to take for final approval, TL-LAS in response informed that he could not speak to FDA management after submission. He also confirmed that circulation of the SOPs to external parties except operators is a decision of the FDA management.

### Update on Libertrace:

TL-LAS informed that migrating is ongoing as planned; the inventory and other parts of the migration process are complete. He however stated challenges that have been faced, such as network problems owing to the bad weather conditions and the heavy amount of data to be processed.

On the issue of Libertrace training of trainers, that the staff are well up to date with the handling of Libertrace. Mr. Joekolo and others were very concerned as to the level of training for staff. Their concerns were that trainers resigning in the middle of training and the negative effect it will have on the training and staff.

Shiv, however, assured the TAC that SGS was fully potent enough with or without any one person to perform all of their functions and that there were no need to be worries.

On training for operators, Shiv urged contract holders to send people for training who are responsible to perform tasks in Libertrace system and emphasised the importance of relevant staff only for Libertrace training as SGS can only train operator's staff having computer skills.

TL-LAS commented on issues been raised on Libertrace software's efficacy, ownership, helpdesk support after handover etc. ; the same could be requested officially for adequate reply from management instead of discussing at the technical forum of TAC, however he confirmed that the software has been successfully passed tests during UAT and FUAT and concerns were addressed during the UATs.

#### Update on Laterally transferred staff training of staff for the LVD COC – Region 03, Buchanan

Simulu Kamara updated the members on transfer of staffs from different divisions within FDA to the LVD and training of these staffs began on 19 August 2016 at Buchanan. He also stressed the work currently ongoing at the FDA HQ in Buchanan and the need to improve as more funding from the VPA SU arrive for staffs to be permanently stationed in Region 3 HQ..

#### Update on the SA agreement with FDA/GOL

According to Shiv, the SA agreement between SGS and GOL has been signed and the proceeding was well represented.

#### Any Other Business

Shiv commented that Legality Audit of operators is to start within 1<sup>st</sup> week of September. He also said that LVD will commence the qualification of Auditors for these processes.

Also, as Reference numbering for Legality Document has been an issue, Febian said that this was very impractical as most documents under the Legality Matrix have or do not carry reference number.

Jesse Varnie was asked to close in prayer and Simuku Kamara adjourned the meeting.

#### Next Meeting Date

**Wednesday, September 21 2016**

#### Next Meeting Time

**10:30 AM**

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