



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 – Monthly Progress Report

Work Package 0.2- Project stages & deliverables are efficiently controlled

February 2016

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Document management

History

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1.0	24.03.2016	Clinton Bambridge	First version

Approvals

Approved by	Name	Date
Project Manager	Clinton Bambridge	24.03.2016
Submitted to	Name	Date
DFID representative	Julia FALCONER	

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Acronyms and abbreviations

COC	Chain-of-Custody
COCIS	Chain-of-Custody Information System
DFID	Department for International Development
EFI	European Forest Institute
EU	European Union
FDA	Forestry Development Authority
FLEGT	Forest Law Enforcement Governance and Trade
GOL	Government of Liberia
HR	Human Resources
ISO	International Standards Organisation
IT	Information Technology
JIC	Joint Implementation Committee
LLAS	Liberia Legality Assurance System
LTA	Liberia Timber Association
LRA	Liberia Revenue Authority
LV	Legality Verification
LVD	Liberia Legality Verification Department
LVS	Legality Verification System
MD	Managing Director
NBC	National Bureau of Concessions
PM	Project Manager / Project Management
QA	Quality Assurance
QMS	Quality Management System
SGS	SGS Société Générale de Surveillance S.A. or SGS Liberia Inc.
SU	Support Unit
UAT	User Acceptance Test
UK	United Kingdom
USD	United States Dollar
VPA	Voluntary Partnership Agreement

Introduction

This document is the Monthly Progress Report covering the activities of the LVD project from the 1st to 29th February 2016.

The following reports are now included into this Monthly Progress Report (D02):

- Staffing Progress Report (D02/2/A&B&C)
- LVD Operation Report (D02/1)
- Procurement Progress Report (D02/3)

1 Project details

1.1 Project data

LVD Project	
Project ID	PO 6380
Project Name	LiberTrace
Client	UK Department for International Development (DFID)
Co-funder	European Union (EU)
Service Provider	SGS Société Générale de Surveillance SA
Sub-contractor	SGS Liberia Inc.
Main recipients	Forestry Development Authority (FDA) and Revenue Department of the Ministry of Finance
Start date	14 October 2013
Duration	60 months
Planned closure	13 October 2018

2 Activities and deliverables Status summary

2.1 Work packages

During the reporting period from 1st to 29th February 2016, the following Work Packages have been continued with some adjustments with the initial work plan.

Table 1: Project’s Outputs and Work Packages

Output 0: Project managed	
✓	0.1 Project initiated
✓	0.2 Project stages and deliverables efficiently controlled
	0.3 Project closed by service provider
Output 1: LVD established	
✓	1.1 LVD institutional design approved
✓	1.2 LVD headquarters’ facilities and procurement initiated
✓	1.3 LVD key positions staffed
✓	1.4 Administrative management system setup
✓	1.5 Initial set of QMS procedures drafted
	1.6 LVD headquarters inaugurated
Output 2: LVD capacities established	
✓	2.1 Capacity-Building Implementation Plan prepared
	2.2 LVD offices’ facilities and procurement ensured
	2.3 LVD fully staffed
	2.4 LVD staff persons have the necessary skills to manage their activities
	2.5 Appropriate communication delivered
	2.6 Change management monitored
✓	2.7 QMS maintained
Output 3 – LVS designed and developed	
✓	3.1 Procedures and protocols developed
✓	3.2 LVS modules developed/customized to Liberian needs
	3.3 External Users have the necessary skills to deal with LV activities
	3.4 LV operations ensured and audited
Output 4 - New COCIS designed and developed	
✓	4.1 Standard Operating Procedures approved
✓	4.2 New COCIS modules customized to Liberian needs
	4.3 LVD staff is fully trained to perform COC verifications
Output 3-4 - Rollout of the new COCIS/LVS completed	
✓	3-4.1 Transition of existing COCIS to the new COCIS/LVS managed
	3-4.2 New COCIS/LVS UAT completed
	3-4.3 System Users initial training completed
	3-4.4 Rollout completed
	3-4.5 New COCIS/LVS maintained
Output 5: LVD transferred to FDA	
✓	5.1 Handover plan designed
	5.2 Pilot handover completed and evaluated
	5.3 Up-scaling handover completed
	5.4 Handover to LVD key managers completed (HQ)
	5.5 LVD autonomous management supported
	5.6 LVD certified against ISO 9001:2008

2.2 Deliverables for the month of February

Table 2: Deliverables for February 2016

Planned Deliverables	Status
D02 – Monthly Progress Report	✓
D02/1- LVD Operation Report	✓
D02/2/A- Staffing progress report	✓
D02/2/B&C- Staffing progress report	✓
D02/3- Procurement Progress Report	✓
D02/4- LVD-LV Operation Report	✓
D02/5- LVD-CoC operation Report	✓
D03– Monthly Revenue Report	✓
D02/6 – IT Maintenance report	✓
D19 Integrity Training	✓
D28- Monthly Market report	✓
D37- Handover Plan	✓

3 Progress of the activities this month

3.1 LVD procurement

3.1.1 LVD Project Procurement Activity

There were no new procurement activities in February

3.2 LVD Project Operational costs

Below is a table summarising the operational costs of the LVD project team from 1st to 29th February 2016.

Table 3: Operational costs

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov.	Dec.
Travel and vehicles	1,531	1,119										
Fuel (Vehicle/month)	500	250										
Fuel (Generator/month)												
Hotel (Monrovia)												
Hotel (Region)												
Maintenance (Pick-up)												
LVD Managers Expenses	520.5	869.00										
LVD Manager's Rent (Ghana)												
LVD Managers GVA expenses												
Travel (National)												
Field Trip (Perdiem)												
Travel (LVD Managers)	510											
Permits (Work, visas, Etc)												
Communication	694.81	891.51										
Communication (phone)	278.15	791.51										
Communications (Internet)	416.66	100.00										
Courier/Access Pass												
Office material and supplies												
Office supplies												
Workshops												
Meetings and gatherings												
Meeting (catering)												
Meeting room												
Bank Charges												
Commissions												
Subtotal	2,225.31	2,010.51										
Grand Total												

3.3 Project Management

3.3.1 LVD Project Board

A Project Board meeting was held on 03rd February at the EU Delegation in Monrovia, and as part of a joint meeting with the VPA SU Executive Steering Committee. The minutes of the LVD PBM are included in Annexe 1.

3.3.2 Project Management Meeting held by DFID

There were no additional project management meetings in February

3.3.3 Technical Advisory Committee Meetings

The TAC was held on 06th February, the minutes of which are included in the February D02/4/5 Monthly CoC and LV report.

3.3.4 VPA SU, FLEGT Facilitator and SGS LVD update

The VPA implementing partner's team leaders met twice during February on 3rd and 17th to specifically discuss VPA issues as well as participating in various meetings jointly with FDA in February

3.4 Capacity building activities (Staffing Report)

The status of the progressive staffing of the LVD is described below.

3.4.1 LVD Staffs Recruitments

The assessment of prospective candidates for the 4 remaining LVD staff vacancies for the 2014/15 year was completed during the month. The names of the successful candidates were submitted to FDA for their approval and formal appointment. These are as follows:

Table 4: 2014/15 Remaining Staffs Recruitment

NO.	NAME	EARMARKED POSITION
1.	MORRIS SHERIFF	DATA ANALYST
2.	FRANCIS G. WILLIAMS	DATA CLERK
3.	TONAH BROWN	DATA CLERK
4.	CHRISTOPHER WHEIN	DATA CLERK

The recruitment of the 24 required new LVD staffs for the 2015/16 year is pending. The required budgetary allocation is being pursued by the FDA at the Ministry of Finance and Development Planning (MFDP).

3.4.2 Transfer of FDA/COC to FDA/LVD

A meeting was held between the Department and Divisional Heads the FDA Commercial Department and SGS-LVD CB-TL on the 19th of the month to confirm the list of the remaining FDA COC staffs to be transferred to the LVD as well as the confirmation of FDA's formal procedure for the transfer of such staffs.

The confirmed list of FDA COC Division staffs that have to be merged with the SGS/LVD COC team is as in **Error! Reference source not found.**

It was learnt at the meeting that there is no precedence in connection with the transfer of one FDA Division to another. It was therefore decided that the Technical Manager of the FDA Commercial Department will confer with FDA top management and draft a Memo to affect the transfer of the remaining FDA COC staffs for its approval and implementation. Follow up continues.

3.4.3 Transfer of SGS-LVD Staffs to the FDA HQ

The renovation of the Annex building at the FDA HQ that has been earmarked for the LVD commenced during the month. It is expected to be completed by the end of April, 2016.

3.4.4 On-Boarding Activities

On-boarding of the new LVD staffs will be undertaken in April, 2016, when the recruitment of the 4 remaining vacant posts for the 2014/15 year by the FDA is expected to have been completed (see Section **Error! Reference source not found.**).

3.4.5 Compilation of the LVD Handover Plan

Comments on the Draft LVD Handover Plan (Deliverable D37) were received during the month. These are being incorporated in the report to finalize it by the end of March, 2016. This will be followed by the compilation of a detailed LAS Roll Out plan by the end of April, 2016.

3.4.6 On-the-Job Training - LVD Counterparts

The evaluation of the basic IT skills of the 8 new data management staffs recruited for 2014/15 year commenced during the month. This will be followed by the assessment of their capacity needs to facilitate the development of training plans for them. In addition, these staffs are being used to assist with the migration of data from LiberTrack to LiberTrace as part of their on-the-job training.

Similarly, the capacity needs of the 2 COC Inspectors among those newly recruited for the 2014/15 year is being assessed. They have been attached to the SGS/LVD COC teams since their recruitment by the FDA for on-the-job training.

The training activities undertaken by SGS System Builders during the month for the existing LVD staffs are summarised below.

3.4.6.1 Trainee Technical Manager

A summary of the activities undertaken by the TM during the month is given in **Error! Reference source not found.** below. In addition he continued to understudy the PM as well as the self-learning of the relevant LVD and LAS documents. Among other activities, the TM continued to be involved in the recruitment of the required new LVD staffs.

Table 5: LVD Technical Manager

Date	Meeting/ Activates	Remark
3/02/2016	Attended the LVD Project Board meeting at the EU office. Issues discussed include: LVD capacity building activities; the Draft LVD Handover Plan; Side agreement; the LiberTrace FUAT; status of the renovation of the FDA HQ Annex building meant for the relocation of the LVD	
8/02/2016	Attended the TAC meeting. Discussions included: update on Libertrace development; LAS SOPs review and validation and non-compliance log reporting	
10-12/02/2016	Participated in a 3-day field visit in Rivercess County in connection with ‘Conduction & Monitoring Investigations Workshop’ held in Buchanan for the FDA Law Enforcement Division. This was to facilitate the development of law enforcement procedures by Liberian Legal Experts for dealing with non-compliances with forestry laws and regulations by the FDA.	
17/02/2016	Participated in a meeting between FDA, SGS, FDA legal experts and CEO of Liberia Hardwood Company to resolve an impasse on the effective date of payment of land rental by the company.	
18/02/2016	Attended a workshop on the review and validation of LAS SOPs at Terra Cotta Restaurant, Monrovia.	
19/02/2016	Attended a meeting with VPA SU, FDA top management, SGS-LVD project management team and the FLEGT Facilitator to discuss a proposed management structure for the roll out of the LAS in FDA Region 3	
23/02/2016	Attended a meeting by FIFES (USAID ACIDI/VOCA) that discussed: planned community projects in 6 counties, bio monitoring and research.	
23/02/2016	Attended the National Multi-Stakeholder Monitoring Committee (NMSMC) meeting. Discussions included:3 rd JIC meeting; CSO IFM Briefing paper (5 th edition-Nov 2015); Charcoal regulation; and Chainsaw Logging value Chain Analysis	
25/02/2016	Participated in a one day Integrity Training at the SGS Office Old road.	

3.4.6.2 Trainee Operations Manager (OM)

The training activities that were carried out by the SGS OM during the month are given in the Table below.

Table 6: Trainee LVD OM Activities

Date	Activities	Comments

1-29/02/2016	Self –learning of Documents – SOPs (7&8), Code of harvesting practices, FM Guidelines	On-going
1-5/02/2016	Prepared 22 Blocks Inspection Schedule for FMC P.	.
2-3/02/2016	Attended Code of Harvesting Practice Revision Workshop at the Corina Hotel, Monrovia	.
5,12,16,22/02/2016	Training of Counterpart on GPS: compass calibration; Setting up the coordinate system; -saving a coordinate; - navigating to a GPS location (Block corner point); measurement of linear and area distances	Counterpart can perform task under the guidance of System Builder.
18/02/2016	Participated in Validation Workshop on LAS SOPs attended by FDA, SGS, timber companies and other stakeholders (LTA).	
19/02/2016	Training of Counterpart in the marking of short-shipped logs, generation and printing of Certificates of Origin while doing these for the following companies: FMC K, LTTC, LHC, EJ&J, LR&MC.	
22/02/2016	Registered all blocks inspected by SGS and approved by FDA in the Block Tracking Tool	
24/02/2016	Prepared inventory inspection schedule for 11 Blocks in TSC A16	
25/02/2016	SGS Rules for Life	

3.4.6.3 Trainee Database Information Manager

The Trainee DIM continued to assist the SGS IT Specialist with the upload of the data collected during the field testing into LiberTrace. This is summarized in Table 6 below.

Table 7: Trainee LVD DIM Activities

Date	Activities	Comments
01-06/02/2016	Verification of statistics per company from 2009-2015 produced from liberTrack and its update with the timber production in February, 2016	completed
1-29/02/ 2016	Undertook assessment of LVD data management staffs with regards to the use of computer applications including: Internet, Word, Excel, PowerPoint, Access, Microsoft Visio, etc	Completed
	Created LiberTrace account and allocating roles to LVD Staff	Completed
	Migrated Stock Survey Forms for International Consultant from LiberTrack to LiberTrace	On-going
08-13/02/2016	Uploaded inventory inspection data for Euro Logging	

	and International Consultant Capital (ICC) in LiberTrace	completed
15-20/02/2016	Reviewed Resource Area for FMC F and uploaded data into LiberTrace	completed
22-29/02/2016	Checked Export Invoices to verify payments	Exercise continues with other Contract Holders in March 2016

3.4.6.4 Trainee Quality Manager

The activities that were carried out by the LVD QM during the month with the assistance of the remote of the SGS QM Expert are given in **Error! Reference source not found.** below.

Table 8: Trainee LVD QM Activities

Date	Activities	Comments
01-29/02/2016	<p>Quality Manager worked with SGS/LVD Operation Manager to agree on LV Workflow. The Microsoft visio workflow developed was sent back to the Operation Manager and the LAS Team Leader for review before it being added to the Quality Manual</p> <p>Aided in the update of LVD Staff list with, employment IDs, and the additional 15 newly recruited staffs for 2014/15</p> <p>Attended a day's workshop on the review and validation of Chain of Custody & Legality Verification (LV) Standard Operation Procedures (SOPs)</p> <p>Updated the COC and LV SOPs</p>	

3.4.6.5 Integrity Training

Integrity training that was conducted on the 25th of the month by the SGS HR Manager for the following 16 LVD staffs, at the Conference Room of the SGS Monrovia Old Road office.

Table 9: List of LVD Participants (Trainees)

NO.	NAME	POSITION
1	SIMULU KAMARA	TECHNICAL MANAGER
2	FEBIAN KIEH	QUALITY MANAGER
3	ABRAHAM SHERIFF	OPERATIONS MANAGER
4	JESSIE VANNIE	DATABASE INFORMATION MANAGER
5	MARGARET D. JALLAH	COC INSPECTOR
6	GAMAL K. JONES	COC INSPECTOR
7	NATHANIEL SAAH	COC INSPECTOR
8	G. ERIC DOTEIN	COC INSPECTOR

9	ROBERT CHILAR	LV AUDITOR
10	KRUBO M. ZAZA	LV AUDITOR
11	CHRISTIAN BARH	DATA ANALYST
12	J. MORRIS SHERRIFF	DATA ANALYST
13	ALEXANDER YUGBAR II	DATA CLERK
14	FRANCIS G. WILLIAM	DATA CLERK
15	PHENITA M. WOTOE	DATA CLERK
16	DANKOR S. PEAL	DATA CLERK
17	TONAH BROWN	DATA CLERK

It was an interactive forum where case studies on the following were presented:

- i. Integrity of services
- ii. Integrity of financial records
- iii. Conflicts of interest
- iv. Bribery and corruption
- v. Environment, health and safety
- vi. Confidentiality
- vii. Insider dealing

3.4.7 Staffs Performance

Monthly appraisal of on-the-job training of the Counterparts is undertaken as shown in Section **Error! Reference source not found.** above.

The above monthly assessments of the Counterparts are supplemented with practical and/or written tests during specialized training by SGS Short-term Experts.

In addition, quarterly assessments of the Trainees are done. The next assessment is due at the end of April,

3.5 Summary of the IT activities

- Interview new IT assistant
- Preparation for F-UAT
 - Designing testing plan
 - Creating and preparing documentation
 - Organizing event
- Data migration
 - Extracting all 2014 and 2015 data for ICC (SSF, TDF, LDF)
- Organizing new FDA LVD data and computer staff
 - Ensuring internet access
 - Accessing IT skills

In the month of February 2016, the preparation for the Final LiberTrace User Acceptance Tests completed with the designing a testing plan, creating and preparing of documentation, and organizing and preparing for the actual event.

A new IT assistant was hired, replacing two IT positions at SGS. This new hire will assist in the testing, training, migration, and release of the LiberTrace software. Data migration also continued with extracting all 2014 and 2015 data from LiberTrack for the ICC logging company.

Newly hired FDA LVD data and computer staff were introduced to LiberTrace and given tasks related to the migration of data. An IT assessment was given to them by the DIM.

3.6 Summary of COC and LV activities

3.6.1 COC Operations

Data related to Chain of Custody (COC) operations was uploaded into the LiberTrack application while the development of the new Chain-of-Custody Information System LiberTrace is coming to an end. For a detailed account of the COC operations and LV activities, please see the February D20/4/5 combined COC and LV report

3.6.2 Operational Summary

There were four export permits issued in February for a total volume of 1,375.31 m³.

There were forty eight Block Inspections, one Stump Verification and three Logyard Inspections conducted in February on the Chain of Custody system

3.6.3 Legality Verification

1. The SOP Review and Validation Workshop - 16th Feb 2016 During this workshop a presentation was done on the Legality Verification SOPs laying out procedures to be followed by both the LV inspection/audit team, companies, FDA role playing Departments, MACs and other relevant groups.
2. Team of Legality Verification Inspectors lead by Nweyan Togbah carried on a post felling blocks inspection in FMC K (ICC). Stump verification and other compliance activities were conducted during these inspections. Ten (10) blocks were inspected and report is been compiled to be forwarded to the OM.
3. Apart from the four (4) companies that took part during the field testing, one more concession was registered in Libertrace, Alpha Logging (FMC A). We could not create the resource to begin uploading of document. This was due to the FUAT planning activities.
4. During the period under review four (4) companies including TSC A16, FMC A, FMC F submitted some legality document (hard copies).

4 Planned activities for next project month

4.1 COC & LV Operations

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

- Perform additional mock audit in selected companies using selected principles and indicators to ready trainee LV Inspectors and Auditors in carrying out Legality inspections and audits

The Standard Operating Procedures (SOPs) for LV have been reviewed by the LAS Team Leader and necessary corrections were incorporated. Procedures reviewed by Geneva and classified into two categories depending upon use. First category being “INTERNAL SOP” to be exclusively used by LVD for internal operations and decision, and second category being “EXTERNAL SOP” to be used by Companies and other stakeholders for declaration of information/ data for inspection and approval. The following activities are still being performed;

- Define the KPIs for LV Auditors to monitor performance – in progress
- Uploading legality verification documents to Libertrace – in progress.
- Finalize the review of the current LV SOPs – The review of the SOPs is being conducted with FDA, Contract holders and other stakeholders, through technical sessions held at SGS Old Road office. The schedule for technical discussions, review and validation will be discussed during the next TAC and dates will be finalized for the validation workshops after discussion with them.

Collaborate with VPASU to compile instructions and plan for the confirmation of the validity of the supplied documentary evidences at the offices of the role-playing FDA Departments/ Divisions and MACs – not yet completed.

4.2 LiberTrace application

- Final UAT
 - March 1st & 2nd
- Training
 - Conduct basic IT training
 - Build list of LiberTrace “trainers” from SGS and FDA
 - Create training plans
- Data migration
 - Extract all data for all companies
 - Create migration and roll-out plans
- Organizing new FDA LVD data and computer staff
 - Access IT skills
- New IT Assistant
 - Conduct introduction and training

During the month of March 2016, the Final User Acceptance Tests will be held, followed by a review of the event and report. After the F-UAT, a list of trainers will be created for the LiberTrace software. Training for these trainers will be organized for one month, followed by training for all LiberTrace users.

Data migration will continue, with extraction of all approved data from LiberTrack for upload into LiberTrace. As with previous months, further assessments of the FDA LVD staff will be conducted along with basic IT training to prepare them for work with LiberTrace.

- With the new IT assistant beginning work, transfer of knowledge and tasks will begin, after he has caught up to speed on his other tasks and activities at SGS.

4.3 Capacity building

The planned activities for March, 2016, are described below.

4.3.1 New Recruitments and Transfer of Other FDA Staffs to the LVD

- i. Monitor follow-ups by the LVD-TM with the FDA HR Director and the Financial Comptroller in connection with:
 - a. The finalization of the recruitment of the remaining 4 short-listed staffs for the 2014/15 year
 - b. the recruitment of the required 24 staffs for the 2015/16 financial year
- ii. The LVD-TM with the collaboration of the CB-TL will continue to work with the TM Commercial Department and the FDA-HR on the transfer of the remainder of the staffs of the COC Division to the LVD coupled with their appropriate placement in the latter.

4.3.2 On-Boarding Activities

The planned On-Boarding of new LVD staffs is as described in Section **Error! Reference source not found.** above.

4.3.3 Compilation of the Handover Plan

The CB-TL will incorporate comments on the distributed 1st draft of the LVD Handover Plan (Deliverable D37) to finalize it by the end of March, 2016.

4.3.4 On-the-Job Training by SGS Systems Builders

The training and other activities to be carried out for and by the LVD counterparts in March, 2016, are described below.

4.3.4.1 LVD Technical Manager

The LVD TM will continue to understudy the PM. In addition, he will participate in the activities described in Section **Error! Reference source not found.** above to:

- i. work closely with the CB-TL to assist with the achievement of the targets set for the staffing and capacity building of the LVD
- ii. link up with the LAS-TL to commence on-the-job training in CoC operations and the related field inspections/checks

4.3.4.2 Trainee Operations Manager

The application of the existing training plan will continue with regards to the following:

- i. Continue with the self-learning of Documents – SOPs (7&8), Code of harvesting practices, FM Guidelines
- ii. Repeat of training in GPS application to hone his skills including: GPS compass calibration; setting up the coordinate system; saving a Coordinate; navigating to a GPS location (Block corner point); measuring linear distance with the GPS; and measurement of area distances with the GPS
- iii. Planning of forest inventory and SSF field inspection schedules
- iv. Training in SGS Rules for Life

4.3.4.3 Trainee Database Information Manager

He will continue with the:

- i. Checking of export Invoices to confirm payments
- ii. Export Invoice check to authenticate payment
- iii. Training on SGS Generic Account for EP request
- iv. LiberTrace Training
- v. Data migration from LiberTrack to LiberTrace

4.3.4.4 Trainee Quality Manager

He will:

- i. Follow up with Forestry Coordinator – LAS Team leader to get the workflow for LV services reviewed and incorporated into Quality Manual
- ii. Update the QM SOP Register with the new reference numbers.
- iii. Remind management about the comments/suggestions made in the mock audit report for review and possible implementation.
- iv. QM with assistance of LVD & SGS team to present the drafted QMS documents to FDA top management for approval.
- v. Continue electronic filing of QMS documents in the LVD Database.
- i.

4.4 Deliverables planned for the month of March

Table 10: Output Deliverables for March 2016

Deliverables for February 2016
D02–Monthly Progress Report
D02/1-LVD Operation Report
D02/2/A-Staffing Progress Report
D02/2/B&C-Staffing Progress Report
D02/3-Procurement Progress Report
D02/4-LVD-LV Operation Report
D02/5-LVD-CoC Operation Report
D02/6- IT Maintenance Report
D03–Monthly Revenue Report
D13 CBIP 2
D28-Monthly Market Report
D08/B-Communications Progress Report
D34-Software Final Version + System Specifications

5 Request for change

No request for change has been received this month.

6 Key risks and issues

The following risks and issues have been encountered this month.

6.1 FDA HQ Building and Annexe 1 Renovation

The renovation of Annex 1 commenced in February and work progressed throughout the month. The expected completion date for the renovations is the end of March, beginning of April 2016

The fact that SGS and FDA have not been able to work together in the same place is a concern, since it complicates the coordination between the parties and it undermines the project visibility and identity as well as the appropriation by the FDA. The LVD Technical

Manager continues to work for three days a week at the SGS office Old Road Monrovia, so as to assist with coordination of project activities and capacity building of the LVD TM role, until the annex is renovated.

6.2 Separate Service Agreement

GOL held a meeting on 05th February to review and discuss the SGS revised financial proposal, version 5.0, (and the revised Notes document with SGS comment), which SGS sent to GoL on 19th January for review.

GoL sent SGS the minutes arising from this meeting, which included additional enquiries and comment on the version 5.0 financial proposal, on 19th February. At time of this report, SGS are reviewing and discussing the GoL additional enquiries and comment document

Annexes

Annex 1 – DRAFT Project Board Meeting minutes

LVD Project Board Meeting

Wednesday 03rd February 2016

14:00hrs (Monrovia Time)

At EU Delegation

Attendees:

Project Board Executive:

(JF) Julia Falconer- DFID Senior Advisor
(DSK) Deontee Sackie-King – LRA Deputy CG
(HK) Harrison Karnwea- MD FDA
(MW) Marieke Wit- on behalf of DFID

Senior Users:

(JT) Joseph Tally – FDA Commercial Manager
(SK) Simulu Kamara – FDA LVD Technical Manager

Senior Suppliers:

(CB) Clinton Bambridge- LVD Project Manager (SGS)

(FO) Francis Odoom – LVD Capacity Building Team Leader

Specialist Advisor:

(TD) Thomas de Francqueville – EFI Specialist Advisor

Absentees:

(SB) Stanley Barh – DEPUTY COMMISSIONER FOR TAX POLICY/PROGRAMS/BIRMOF

(ML) Marie Laval- SGS Forestry Coordinator

(AV) Alain Verney- SGS Forestry Director

(DT) Darlington Tuagben – FDA Deputy MD Operations

Implementing Partners:

None

Draft Minutes

1. Update on LVD Capacity Building and Handover plan

FO provided a summary and update on Capacity Building activities to date, including the admission of the 9 new LVD recruits in December who are currently engaged in activities at the SGS Old Road office and in the field as part of their induction.

FO commented on the status of the draft Handover Plan which was recently sent to PB members and requested that written comment on the Handover Plan be sent back by 19th February 2016 for finalisation of the document.

FO informed the PBM that the Handover Plan was a deliverable, D37, and that there were other Handover related deliverables, such as the D38 Detailed Handover Plan that would provide more details on handover and the D39 Pilot Handover completed report which would be due in November 2016

JF commented that the draft handover plan represented a framework which could be used going forward and agreed to send written comment to SGS from DFID by the due date.

JF commented that it is critical to handover that more detail be provided and welcomed the additional deliverables of the handover process and expected that they would complete any shortfalls currently in handover planning

JF also commented that it will be crucial to actively engage all stakeholders and define the agreement on the legality verification system in coming weeks, and wanted to make sure that this very important point was on the radar and very much in mind, as the rollout continues and the handover in one pilot region is immanent

The LVD PB members agreed that the issue of legal compliance and what should be done in the event of non compliance, requires defining and a positive plan to manage such scenarios should be developed through the handover process and agreed it was good to flag this issue early

FO commented that the D38 Detailed Handover Plan should be the vehicle to address this issue and define the course for handover

JF expected that all stakeholders would be included in any discussions on legality compliance and how it was to be defined in Liberia, as well as the final legality verification system and how it works in Liberia

Action:

- ❖ **LVD PB members to provide comment and feedback on the D37 Handover Plan by 19th February 2016.**

2. Side Agreement Update

CB commented that the SGS revised financial proposal, version 05, and Notes of previous meeting with GoL/SGS comment had been sent to FDA on January 19th for consideration and for the basis of further discussion.

It was agreed with GoL at the last meeting that SGS and GoL would endeavour to hold any technical discussions via conf call, rather than bringing all parties to the table, which would entail physical travelling, should such discussions be deemed useful for the completion of the process.

DSK confirmed that the GoL Side Agreement team would be meeting on Friday 5th February to review and discuss the recently received documentation from SGS and GoL would provide an update on next steps thereafter

Action:

- ❖ **GoL to inform SGS and Project Board members of further progress as a result of the meeting of 5th February**

3. LiberTrace update and pending FUAT

CB updated the PBM on the current status of LiberTrace and informed the members that the invites for the pending Final User Acceptance Test (FUAT) would be sent shortly to GoL, DFID and EFI but the date had now been set as, 1st and 2nd March 2016, venue Royal Grand Hotel Monrovia.

Details and agenda for the FUAT will follow shortly, as will the D33 Integration and Field Testing report which summarises all field testing of LiberTrace, IT development and operational activities. This report will be shared with the LVD PB members, as will agenda and further details of the FUAT

DSK requested an update on the proposed interface between LiberTrace and the LRA system. CB commented that SGS had been in contact with the LRA IT service provider SOGEMA, as per the process initiated through the Side Agreement negotiations, to share technical details of the system and assessment of the feasibility, but no further correspondence had been received from SOGEMA to date.

CB informed the LVD PB members that he would check with SGS IT for latest status and to reinitiate the initiative with SGS IT dept and SOGEMA for evaluation of this proposed interface

DSK commented that the interface was mentioned in the technical proposal and contained in the DFID/SGS contract. LVD PB members at the time of the meeting could not confirm this and requested it be checked and confirmed by the time of the next LVD PBM.

Action:

- ❖ **SGS to provide the D33 Integration and Field Testing report and agenda/details of FUAT to LVD PB members**
- ❖ **DFID and SGS to check the technical proposal and contract for establishment of the LVD for the clause pertaining to the proposed LiberTrace and LRA system interface**

4. FDA Annex Update

The LVD PB members congratulated HK and FDA for the recent inauguration of the FDA HQ building by the Vice President of Liberia on 22nd January. The event was considered to be a resounding success and presented a major milestone in the establishment of the LVD

CB updated the PB members on the latest status of the FDA Annex building renovation. Unfortunately, due to the building contractor providing incorrect banking details to IPA and Ecobank, the proposed 50% payment to commence works did not arrive in the contractors account as expected in December. Due to the festive period and the requirement from IPA that the money be returned to IPA before another payment could be made into the correct account, the work did not commence in January either.

However, at time of the LVD PB meeting the contractor had moved building materials and tools to FDA compound in readiness to start work in 2nd week of February and IPA was due to make the requisite payment.

The contractor had informed SGS that FDA was still to vacate the annex building entirely and to clear all FDA furniture and equipment from the Annex, in preparation for work commencement. SK assured the LVD PB members that he would follow up this issue with Mr Massaquoi and ensures that the requisite removal of staff and equipment would be made from the Annex for work to commence ASAP.

Action:

- ❖ **SGS to follow up with the contractor and ensure that the issue of payment is settled to the satisfaction of IPA for renovation work to commence ASAP**
- ❖ **FDA to ensure that the Annex building is cleared of equipment and personnel for renovation work commencement**

5. **AOB:**

1). MW requested an update on the LVD SOP's, as the LVD PB had been waiting for some time for the draft SOP's to be released.

CB informed the members that the draft SOP's were now ready to be reviewed and validated and that the process is expected to commence at the end of 1st week of February.

The plan is for all of the SOP's to be sent to the LAS Team Leader, Shiv Panse, for review with FDA and other stakeholders in technical sessions for the eventual validation of all SOP's in workshop with FDA and stakeholders in February 2016.

Details of the technical sessions for review of SOP's and workshops will be provided to the LVD PB members and an update provided at the next LVD PB meeting

It was agreed that even though the draft SOP's were to be reviewed and validated, they could still be provided to the LVD PB members if they wished to see them.

CB commented that an example of the new SOP's had been sent to the LVD PB members, Non Compliant Timber procedure and work instruction, for their review, as this procedure was of particular interest to the LVD PB members.

- ❖ **SGS to provide an update at the next LVD Project Board meeting on SOP review and validation progress**

Meeting continued into VPA SU ESC meeting

Next Proposed Meeting: TBC