

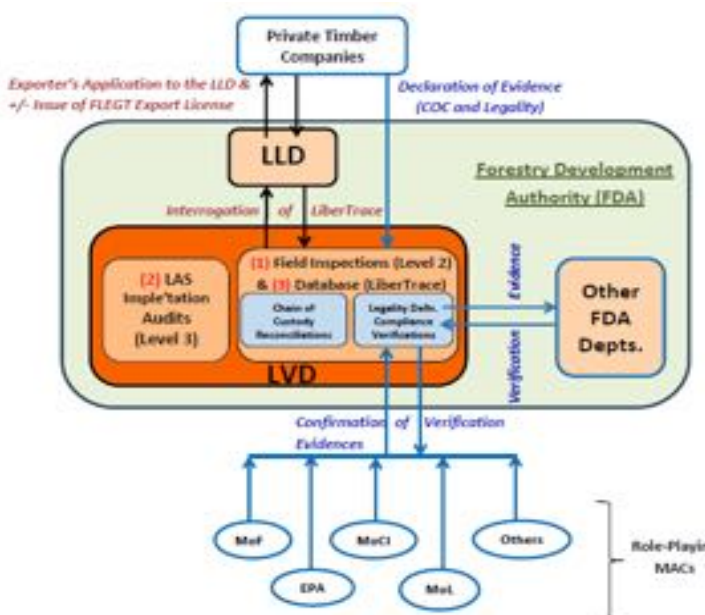
The Roles and Functions of the LVD

INTRODUCTION

The **Legality Verification Department (LVD)** of the Forestry Development Authority (FDA) is one of the two new Departments that have been prescribed by the signed Voluntary Partnership Agreement (VPA) to facilitate its implementation.

Among its other functions, the LVD will compile verification evidences from the other role-playing FDA Departments/Divisions and the Private Timber Companies with regards to their compliance with the requirements of the VPA. Where inconsistencies are identified by the LVD in the gathered verification evidences, these will be rectified or confirmed with the relevant Government Ministry, Agency or Commission (i.e. MACs) that is the source of such evidence (see Figure 1 below).

Figure 1: LVD Functions & Verification Evidence Gathering Linkages (Derived from VPA Annex II)



Legend: 3 Main LVD functions numbered in **red**; verification evidence gathering in **blue lines**

The second of the two newly prescribed setups with regards to VPA implementation is the **Liberia Licensing Department (LLD)**. The LLD will issue FLEGT Export Licenses (FEL) to timber exporter-applicants after confirmation of their fulfilment of all the necessary VPA requirements. The LLD will undertake this through the interrogation of the database of verification evidences (i.e. LiberTrace) to be compiled by the LVD (see Figure 1).

The established functions of the LVD to ensure the realisation of the above outputs are illustrated in Figure 1 and described in the subsequent sections below.

PRESCRIBED FUNCTIONS OF THE LVD

There are three (3) prescribed functions for the LVD. These are intended to ensure the gathering of objective and credible verification evidences into the LiberTrace to assist the LLD with the issue of FLEGT Export Licenses. These distinct and yet inter-related roles are:

- In the **first instance**, the LVD will be responsible for **field inspections** in connection with forest concession holders' compliance with:
 - the Chain of Custody System (COCS) or Traceability
 - the forest management and harvesting requirement of the Legality Matrix (i.e. Principle 4 of the Matrix)
- In the **second instance**, the LVD will be an **auditor of the implementation of the VPA** and the compliance by the following VPA implementing partners with their obligations as specified in the Legality Matrix. These include:
 - the LVD of the FDA
 - other VPA role-playing FDA department/divisions
 - role-playing Liberia Government Ministries Agencies and Commissions (MACs), and the
 - Private Timber Companies

The audits will cover forest management and administration, timber processing, transport and the related trade activities under the regulatory control of the FDA.

3. In the **third instance**, the LVD will **maintain a database (i.e. LiberTrace)** which will contain the following three distinct sets of data:
 - a. The Traceability (COC) data – to facilitate reconciliation of data generated along the entire process chain of wood products destined for export and the domestic market
 - b. Legal documents to be used to confirm compliance of timber consignments with the requirements of the Legality Matrix, and
 - c. Legality Audit Data/information

The development of a Quality Management System (QMS) has been added to the above three roles as LVD's **fourth function** by the SGS. The purpose of this is to ensure the delivery of quality services by the LVD in conformity with ISO 9001 with

regards to: record keeping, internal and external communications, complaints management, interactions with stakeholders and internal monitoring of LVD's operations.

In the performance of the above functions, the LVD **will not replicate any of the line or routine functions** of the respective role-playing FDA departments/divisions and MACs that are their legal mandates so as not to compromise their autonomy and accountability.

INSTITUTIONAL STRUCTURE OF THE LVD

The organisational structure of the LVD for the execution of its four functions as described above is shown in Figure 2. This is the expected structure of the LVD after five years, when the LVD is anticipated to be fully operational and independent from the Service Provider (i.e. SGS).

Figure 2: Organisational Structure of the LVD



The LVD Divisions and their respective roles are as follows:

- **Field Operations**
Chain-of-Custody and Legality Verification (LV) field inspections
- **Legality Audit**
Audits of the VPA implementation processes and those involved (i.e. the role-playing MACs and the private Timber companies). The Lead LV Auditor submits the VPA audit reports through the LVD Technical Manager to the Managing Director (MD) of the FDA.
- **Database Information Management**
For Chain-of-Custody reconciliations and checks of compliance with the Legality Definition

There will be a Helpdesk for support to the LiberTrace web-applications.
- **Quality Management**
Development of a Quality Management System (QMS) to ensure the delivery of quality services by the LVD in conformity with ISO 9001.

PROJECT PROGRESS MONITORING

The following are very essential for the success of the project: (i) participatory and objective monitoring of: the design, capacity building, testing, and execution with respect to the necessary systems for VPA implementation; and (ii) the effective transfer of the LVD operations to the FDA at the end of the project. Hence, some of the structures that have been set up and are being implemented to ensure quality delivery are:

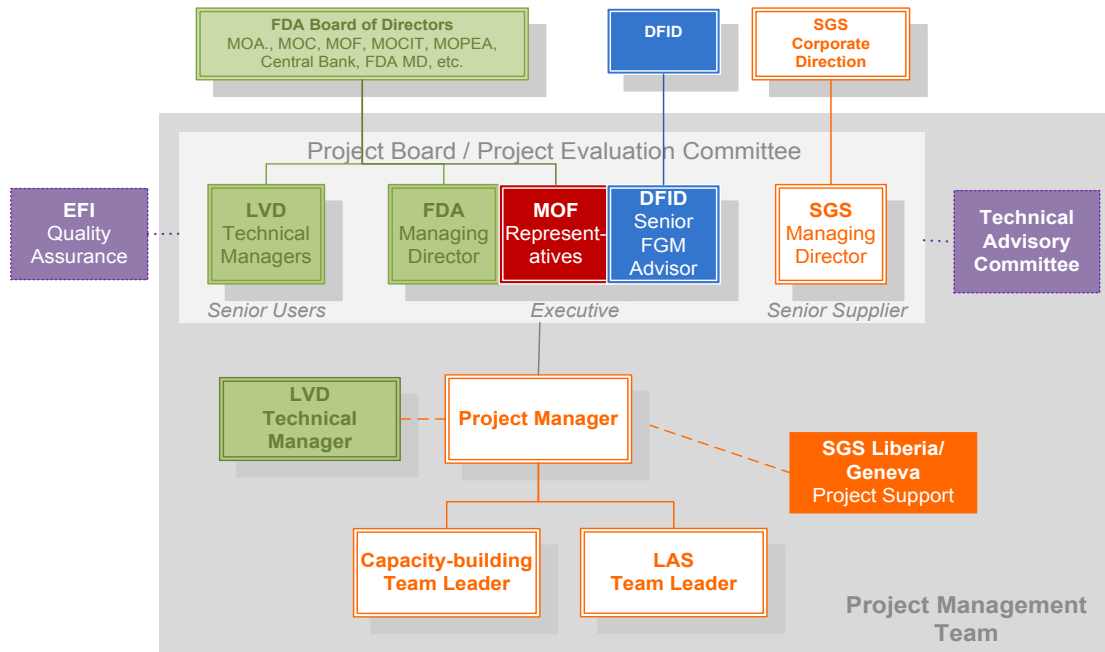
Project Management Board (PMB):

Composition: MD(FDA); FDA Deputy Managing Director (Operations); LVD Technical Manager; representative of Ministry of Finance representative; DFID Senior Advisor; SGS Project Manager; and European Forest Institute (EFI) Expert.

Objective: Directs the project on behalf of FDA Board of Directors, DFID Direction, and SGS Corporate Direction.

Meetings: Meets at least once a month to monitor project progress and makes important decisions.

Figure 3: LVD Project Management & Monitoring



A Technical Advisory Committee (TAC):

- Assists the PMB to monitor the technical aspects of the project.
- Organise open discussions on specific technical questions that should be addressed prior to or parallel with:
 - a) The development of the new IT system, and
 - b) Operational development of COC and LV verifications in the field.
- Makes non-binding decisions (the ultimate decision maker is the FDA).

European Forest Institute (EFI):

- Undertakes independent monitoring of all aspects of the project performance and deliverables
 - An EFI Expert undertakes regular missions to Liberia to enhance control mechanisms and the chances of success of the project by recommending corrective actions as soon as an issue is detected

LVD Quality Management System: This is to ensure coherent, efficient and transparent internal organisation of the LVD in conformity with ISO 9001 that is commensurate with the satisfaction of the Liberia VPA stakeholders and for the LVD to achieve international credibility

For further information, please contact the FDA Legality Verification Department:

Clinton Bambridge
 SGS Liberia Inc
 Old Road Sinkor
 Monrovia, Liberia
clinton.bambridge@sgs.com

Darlington S. Tuagben
 Forestry Development Authority
 Whien Town, Mt Barclay
 Monrovia, Liberia
d.tuagben@gmail.com

Co-funded by



Co-funded by



Managed by



Operated by

