



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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### Approvals

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## Table of contents

<b>DOCUMENT MANAGEMENT .....</b>	<b>2</b>
<b>TABLE OF CONTENTS.....</b>	<b>3</b>
<b>ACRONYMS AND ABBREVIATIONS.....</b>	<b>5</b>
<b>INTRODUCTION.....</b>	<b>6</b>
<b>1 LEGALITY VERIFICATION ACTIVITIES.....</b>	<b>6</b>
1.1 LV ACTIVITIES CONDUCTED IN FEBRUARY.....	6
1.1.1 <i>Technical Advisory Committee (TAC) Meeting.....</i>	6
1.1.2 <i>Legality documentation upload process.....</i>	6
1.1.3 <i>Standard Operating Procedures (SOPs) review and validation:.....</i>	6
1.2 LV ACTIVITIES PLANNED IN THE COMING MONTHS .....	6
<b>2 COC OPERATIONS.....</b>	<b>7</b>
2.1 KEY RISKS AND ISSUES .....	7
2.1.1 <i>Incidents and accidents.....</i>	7
2.1.2 <i>Capacity Building.....</i>	7
2.1.3 <i>Health, Safety and Environment update .....</i>	7
2.1.4 <i>IT.....</i>	7
2.1.5 <i>COCIS Equipment and consumables.....</i>	8
2.1.6 <i>Vehicles.....</i>	8
2.1.7 <i>Status of field inspections.....</i>	9
2.1.8 <i>Block verification inspections.....</i>	9
2.1.9 <i>Stump inspections.....</i>	9
2.1.10 <i>Log Yard inspections.....</i>	9
2.1.11 <i>Pre-shipment inspection.....</i>	10
2.1.12 <i>Rubber wood container verification.....</i>	10
2.2 MAIN FIGURES OF THE COCIS IN FEBRUARY, 2016 .....	10
2.2.1 <i>Allocation and usage of Barcode Tags.....</i>	10
2.2.2 <i>Declared harvesting figures .....</i>	11
2.2.3 <i>Exports figures .....</i>	14
2.2.3.1 <i>Volume requested for export on shipment specifications.....</i>	14
2.2.3.2 <i>Export permits issued.....</i>	16
2.2.3.3 <i>Exports completed in February, 2016.....</i>	17
2.3 FOLLOW UP OF THE MONTHLY KPIS .....	18
2.3.1 <i>Blocks inspection performance.....</i>	18
2.3.2 <i>Log yard inspection performance.....</i>	19
2.3.3 <i>Export process performance.....</i>	20
2.3.4 <i>Data processing performance.....</i>	21
ANNEX 1: LIST OF FOREST PERMITS IN LIBERIA .....	24
ANNEXURE 02: LVD TECHNICAL ADVISORY COMMITTEE MEETING MINUTES .....	25
ANNEXURE 03: MINUTES OF WORKSHOP ON REVIEW AND VALIDATION OF STANDARD OPERATING PROCEDURES (SOPs) FOR OPERATING CHAIN OF CUSTODY INFORMATION SYSTEM (COCIS) .....	27

**List of tables**

Table 1 - Stock overview of the COCIS Equipment and Consumables .....	8
Table 2 – Overview of the vehicles situation .....	8
Table 3 – Details of COC Activity .....	9
Table 4- Barcode Tags allocation and usage .....	10
Table 5 - Files submitted by the companies (m <sup>3</sup> ) .....	11
Table 6- Declared harvested volumes (m <sup>3</sup> ) per company and per species .....	12
Table 7 – Export volume (m3) requested per company and per species .....	15
Table 8– Details of Export Permits issued .....	16
Table 9 - Summary of exports conducted .....	17
Table 10 - Figures for the block inspection performance .....	18
Table 11 - Figures for the logyard inspection performance.....	20
Table 12 - Figures for the export process performance .....	21
Table 13 - Figures related to the data processing performance .....	23
Table 14 - List of Forest Permits in Liberia.....	24

## 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
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 is an annexe of the D02 Monthly Progress Report and provides a summary of the Legality Verification activities and Chain of Custody activities conducted by SGS Liberia in the reporting month under the DFID Contract and the COC Management Contract, signed with the Government of Liberia (LiberFor Project).

## 1 Legality Verification Activities

### 1.1 LV activities conducted in February

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

The TAC has been conducted on 08<sup>th</sup> February 2016 and representatives from Forestry Development Authority (FDA), civil society and companies participated in the meeting. Minutes of the meeting has been annexed with this report (Annex02).

#### 1.1.2 Legality documentation upload process

The LVD Lead Auditors and Legality Inspectors continued to collect documents from companies participating in Field Testing to upload into Libertrace. Also the Resource Area Holders and Contract Holders presently functioning in Liberia Forestry Sector have been informed about the process for gaining access to Libertrace. Some of the resource area holders such as Alpha logging has gained access through application and approval process for registering in Libertrace and have started uploading documents. Other companies have also been contacted for completing the upload process as early as possible.

The registered companies finding difficulties in submitting information were again reminded to raise their concerns through notification to the IT team through the Helpdesk ([support@libertrace.com](mailto:support@libertrace.com)). Discussions were made during technical sessions conducted between 08<sup>th</sup> February and 16<sup>th</sup> February regarding documents required to be submitted to Libertrace along with SOP reviews.

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

Reviewed SOPs were discussed among stakeholders with the help of technical sessions conducted between 08<sup>th</sup> February and 16<sup>th</sup> February 2016. Followed by technical sessions a workshop on “Standard Operating Procedures (SOPs) Review and Validation” was organised on 18<sup>th</sup> February 2016. Active participation was cited in workshop from all stakeholders including representatives from FDA, Civil Society, Timber Association, Industries/ companies, VPASU and lawyers from FDA and team of SGS in all sessions during workshop. Minutes of workshop on “Standard Operating Procedures (SOPs) Review and Validation” has been annexed with this report (Annex 3).

### 1.2 LV Activities planned in the coming months

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

The internal and external SOPs for COC and LV have been reviewed by the LAS Team Leader in conjunction with FDA staff, companies’ representatives and necessary corrections were incorporated and validated through a workshop. The SOPs which could not be validated in this workshop will be validated in subsequent workshops after review. “INTERNAL SOPs” will be exclusively used by LVD for internal operations and decision, and “EXTERNAL SOPs” to be used by companies and other

stakeholders for declaration of information/ data for inspection and approval. The following LV activities are 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 and COC SOPs – Review of the SOPs not validated will be conducted with FDA, Contract holders and other stakeholders, through technical sessions to be 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.
- Dashboard for capacity building through training of different stakeholders by VPASU and LVD for legality documentation and verification – in progress

## 2 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.

Information pertaining to COC activities during field testing has also been uploaded in Libertrace, as have the testing and results for companies participating in field testing. Migration of information from LiberTrack to Libertrace is in progress 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

Neither incidents nor accidents were reported in February on any SGS sites.

#### 2.1.2 Capacity Building

The capacity building schedule was followed through February 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.

Further details of the CoC capacity building activities can be found in the staffing section of the D02 Monthly Progress report of February, 2016.

#### 2.1.3 Health, Safety and Environment update

There were two health and safety training sessions conducted successfully at the SGS office, Monrovia in which COC staff took part. Details of training sessions are as follows:

- a. **Safe Talks:** Safe talks were conducted on Thursday; February 4<sup>th</sup> and 29<sup>th</sup> on the topics “Fire Protection Procedure-*OI-L2-307*” and Office Safety respectively.

#### 2.1.4 IT

There were no issues to report on IT with the current software programme, LiberTrack.

## 2.1.5 COCIS Equipment and consumables

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

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	262 booklets
8	LDF	259 booklets
9	Waybills	289 booklets

## 2.1.6 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 SGS 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 should be agreed.

Table 2 – Overview of the vehicles situation

Vehicle	Issues for the month
LVD 8 (Ford Everest)	Presently in Monrovia in running condition
LVD 9 (Ford Everest)	Presently in Monrovia in running condition
LVD 10 (Ford Everest)	Presently in Monrovia in running condition
LVD 4 (Ford Ranger)	Presently in Monrovia in running condition
LVD 5 (Ford Ranger)	Presently in Monrovia in running condition
LVD 6 (Ford Ranger)	Assigned with LVD Technical Manager counterpart/FDA. General service cost \$ 1,952.00
LVD 7 (Ford Ranger)	To be released from the garage 29/03/16
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 and in running condition and purchase of one battery cost \$ 125.00

SGS 8 (Toy Hardtop)	Presently assigned in Buchanan and in running condition repair of door glass etc cost \$ 57.00
SGS 9 (Toy Hardtop)	Presently in Monrovia in running condition repair of gear box in Buchanan cost \$ 2, 120.00

## 2.1.7 Status of field inspections

The level of CoC block activity has increased slightly compared to the previous month.

Table 3 – Details of COC Activity

Concession	Activity			
	Blocking*	Felling	Transport	Shipment
FMC A/ALPHA	0	No	No	Yes
FMC B/MANDRA EJ&J	2	No	No	Yes
FMC C/MANDRA LTTC	0	No	No	Yes
FMC F/EURO	20	No	No	No
FMC K/ICC	24	Yes	Yes	Yes
FMC I/GEBLO	0	Yes	Yes	Yes
FMC P/ATLANTIC	22	Yes	Yes	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	10	No	No	No
CFMA 1/LIB HARDWOOD	Yet to start operation			
CFMA 2/LIB HARDWOOD	0	No	No	Yes
CFMA 2R/LIB HARDWOOD	14	Yes	Yes	Yes
CFMA 3/ECOWOOD	Dormant	Dormant	Dormant	Dormant
CFMA 4/LTTC	20	No	No	No

\* Total number of blocks inventoried

## 2.1.8 Block verification inspections

**Fourty Eight** block inspections have been conducted at FMC K (ICC) concession area located in Rivercess county and TSC A16 concession in Grand Cape Mount county during the period under review. Other block inspections have been scheduled for inspection and will be completed by March, 2016.

## 2.1.9 Stump inspections

There was one Stump inspection conducted in February at the FMC K-ICC concession in River Cess county.

## 2.1.10 Log Yard inspections

There were **three** log yard inspections conducted at FMC K , FMC C and FMC B in Buchanan log yards and Timmo River Bridge on the boundary between Grand Bassa and Rivercess. Inspections were also conducted at FMC P Atlantic Resources log yards in Greenville, Sinoe County.

### 2.1.11 Pre-shipment inspection

There were **no** pre-shipment inspections conducted in February. However, EPR inspections were conducted for CFMA 2R in Buchanan for the month of February 2016.

### 2.1.12 Rubber wood container verification

There were **no** rubberwood container inspections conducted for Rubber Wood loading in this month.

## 2.2 Main figures of the COCIS in February, 2016

### 2.2.1 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.

It is important that the companies declare the tree and log tag barcodes that have been used, so as to initiate further tag allocations.

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	10,000	10,000	8,300	10,000	3,780	614
Euro Liberia Logging	FMC F	5,000	5,000	5,000	5,000	1	8
Geblo Logging Inc.	FMC I	5,000	5,000	0	0	0	0
International Consultant Capital (ICC)	FMC K	60,000	23,000	40,100	23,000	12,294	15,372
Liberia Hardwood Corporation	CFMA 2	15,000	10,000	0	5,500	0	5
Liberia Tree and Trading Company Inc	CFMA 4	5,000	1,000	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	14,000	15,000	100	300	0	0
Mandra-LTTC	FMC C	15,000	14,000	0	0	0	0

Analysis of the files submitted by the companies

The pass rate for TDF was 81.36%. The LDF pass rate was 71.19% and the EPR pass rate was found to be 98.02%.

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	771.673	757.309	644.539	619.916	658.533	638.214
Alpha Logging and Wood Processing Inc	FMC A	3,805.199	1,896.531	3,805.199	1,891.631	1,924.329	1,891.631
Mandra Forestry / EJ & J Investment	FMC B	3,805.199	1,896.531	3,805.199	1,891.631	1,924.329	1,891.631
International Consultant Capital (ICC)	FMC K	15,849.331	13,728.044	8,475.722	5,820.706	13,241.092	12,944.542
Atlantic Resources Limited	FMC P	1,931.524	1,661.035	3,262.369	2,997.798	2,977.133	2,977.133
<b>Total</b>		<b>23,206.44</b>	<b>18,879.60</b>	<b>16,918.94</b>	<b>12,044.66</b>	<b>19,576.87</b>	<b>19,188.92</b>
<b>Pass Percentage</b>			<b>81.36%</b>		<b>71.19%</b>		<b>98.02%</b>

## 2.2.2 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 (m<sup>3</sup>) per company and per species

Species	FMC A	FMC B	FMC C	FMC I	FMC K	FMC P	CFMA 2R	Grand Total
Abale	0	0	0	0	0	58.892	0	58.892
Abobonkahy ire	0	0	6.431	0	0	0	0	6.431
Abura (Bahia)	0	14.642	99.294	6.212	0	24.785	0	144.933
Afromosia	0	0	14.141	0	0	0	0	14.141
Aiele	0	0	86.183	33.803	0	82.441	0	202.427
Akatio (Longui)	0	2.193	4.364	0	0	51.581	0	58.138
Ako	0	0	5.503	0	0	28.204	0	33.707
Angueuk (Kuwi)	0	5.983	0	0	0	80.4	0	86.383
Anthonotha (Kibokoko)	0	8.74	99.791	0	0	92.631	0	201.162
Apome	0	42.849	1382.915	0	778.421	63.143	0	2267.328
Araliopsis (Grenian)	0	0	68.019	0	0	40.049	0	108.068
Badio (Calpocalz)	0	2.868	73.651	0	0	15.643	0	92.162
Biethi	0	0	363.939	0	0	30.66	0	394.599
Bondu	0	0	174.562	0	1194.547	5039.632	0	6408.741
Bosse	0	0	0	0	0	55.954	9.387	65.341
Cabbage Tree	0	0	4.307	0	0	31.125	0	35.432
Ceiba (Fromager)	0	24.659	0	0	0	0	0	24.659
Coula	0	0	3.567	0	0	0	0	3.567
Dahoma	313.607	35.69	266.285	114.637	0	1163.006	0	1893.225
Dan (Mano)	8.171	0	0	0	0	0	0	8.171
Doussie (Afzelia Apa)	0	0	7.177	0	0	5.059	0	12.236
Duka (false Makore)	0	13.395	45.921	0	0	61.561	0	120.877
Ekki (Azobe)	1266.303	1154.525	1287.976	160.505	374.484	777.757	478.957	5500.507
Ekop	0	0	0	0	0	61.193	0	61.193

<b>Etimoe</b>	0	0	13.327	0	0	23.451	0	36.778
<b>Faro</b>	0	0	230.345	0	0	22.135	0	252.48
<b>Framire (Baji Emire)</b>	23.869	0	0	14.118	0	68.844	0	106.831
<b>Hannoa (Effeu)</b>	0	0	31.169	0	0	12.664	0	43.833
<b>Ilomba</b>	0	8.585	29.367	0	0	0	0	37.952
<b>Iroko (Odum Kambala)</b>	0	0	23.225	0	0	70.412	0	93.637
<b>Iringia</b>	0	4.076	18.116	0	0	17.864	0	40.056
<b>Kanda (Tawa)</b>	0	0	5.352	0	0	67.92	0	73.272
<b>Klainodoxa (Eveuss)</b>	168.499	0	51.576	0	0	57.687	0	277.762
<b>Kokoti</b>	0	45.419	16.608	0	0	353.422	0	415.449
<b>Koto (Ake)</b>	0	16.389	71.422	0	0	163.764	0	251.575
<b>kropio (Eyoum)</b>	0	4.973	135.257	0	0	17.714	0	157.944
<b>Kusia (Bilinga Opepe)</b>	15.848	12.55	40.362	5.441	97.754	67.378	69.619	308.952
<b>Lati (Bokango)</b>	0	3.291	52.696	0	0	49.86	0	105.847
<b>Limballi</b>	0	100.434	1536.646	4.177	952.247	361.745	0	2955.249
<b>Lovoa (Dibetou)</b>	0	87.37	92.245	9.36	28.384	639.86	180.027	1037.246
<b>Makore (Baku Douka)</b>	0	0	0	0	0	37.751	0	37.751
<b>Mammea (Oboto)</b>	0	0	17.755	0	0	7.911	0	25.666
<b>Monkey plum</b>	0	0	13.723	0	0	0	0	13.723
<b>Monkey Pod</b>	0	0	0	0	0	4.316	0	4.316
<b>Movingui</b>	0	0	0	11.543	0	14.231	0	25.774
<b>Naga</b>	0	143.169	483.565	0	1461.443	833.313	0	2921.49
<b>Niangon (Whismore)</b>	3.247	6.384	574.325	5.611	299.535	230.706	0	1119.808
<b>Oldfieldia (Dantoue)</b>	54.305	6.656	252.806	0	0	25.715	0	339.482
<b>Olundu</b>	0	4.674	0	0	0	31.66	0	36.334

<b>Ozouga</b>	0	0	356.972	0	0	5.806	0	362.778
<b>Parinari (Songue)</b>	0	2.63	238.193	0	0	259.625	0	500.448
<b>Parkia (Lo)</b>	0	0	132.475	0	0	2.953	0	135.428
<b>Pellegrin</b>	0	3.778	70.729	0	0	3.035	0	77.542
<b>Pocouli (Ebiara)</b>	0	0	0	0	0	12.211	0	12.211
<b>Samanta</b>	0	0	5.345	0	0	0	0	5.345
<b>Sipo (Utile)</b>	8	0	0	0	0	0	0	8
<b>Sweet Berry</b>	0	0	10.763	0	0	0	0	10.763
<b>Symphonia</b>	0	11.885	69.123	0	4.891	8.341	0	94.24
<b>Tali (Sassawood)</b>	12.895	13.821	46.032	11.893	10.427	119.772	0	214.84
<b>Tetra (Sikon)</b>	7.004	80.678	1825.513	0	4295.154	0	14.127	6222.476
<b>Tiama (Edinam)</b>	0	3.982	15.707	0	0	32.111	0	51.8
<b>Timber-lacewood</b>	0	54.713	52.489	0	0	10.213	0	117.415
<b>Uapaca (Rikio)</b>	0	0	37.406	0	0	0	0	37.406
<b>Unknown</b>	0	10.095	41.265	0	0	11.092	0	62.452
<b>Zygia</b>	0	0	0	0	0	5.441	0	5.441
<b>Emien</b>	0	0	0	0	0	2.489	0	2.489
<b>Akuedao</b>	0	0	0	0	0	11.611	0	11.611
<b>Ebony</b>	0	0	0	0	0	8.062	0	8.062
<b>(blank)</b>	0	0	0	0	0	0	0	0
<b>Grand Total</b>	<b>1881.748</b>	<b>1931.096</b>	<b>10585.925</b>	<b>377.3</b>	<b>9497.287</b>	<b>11436.801</b>	<b>752.117</b>	<b>36462.274</b>

## 2.2.3 Exports figures

### 2.2.3.1 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 A	FMC B	FMC K	FMC P	CFMA 2R	Grand Total
Abale	0	0	0	42.529	0	42.529
Abura (Bahia)	0	0	0	5.075	0	5.075
Akatio (Longui)	0	0	0	16.142	0	16.142
Angueuk (Kuwi)	0	0	0	58.693	0	58.693
Anthonotha (Kibokoko)	0	0	0	6.983	0	6.983
Apome	0	0	1177.4	12.087	2.884	1192.371
Araliopsis (Grenian)	0	0	0	26.903	0	26.903
Badio (Calpocalz)	0	0	2.525	2.038	0	4.563
Biethi	0	0	0	5.93	0	5.93
Bondu	0	0	1315.87	2993.11	0	4308.98
Bosse	0	0	0	23.802	8.119	31.921
Dahoma	319.676	0	0	854.05	0	1173.726
Dan (Mano)	8.171	0	0	0	0	8.171
Doussie (Afzelia Apa)	0	0	0	2.708	0	2.708
Duka (false Makore)	0	0	0	44.189	0	44.189
Ekki (Azobe)	1255.39	719.298	623.809	103.952	415.954	3118.403
Ekop	0	0	0	11.017	0	11.017
Etimoe	0	0	0	10.062	0	10.062
Framire (Baji Emire)	23.869	0	0	31.43	0	55.299
Iroko (Odum Kambala)	0	0	0	35.488	0	35.488
Irvingia	0	0	5.766	17.864	0	23.63
Kanda (Tawa)	0	0	0	38.739	0	38.739
Klainodoxa (Eveuss)	168.499	0	10.245	37.707	0	216.451
Koto (Ake)	0	0	0	126.337	0	126.337
kropio (Eyoum)	0	0	0	12.087	0	12.087
Kusia (Bilinga Opepe)	15.848	0	163.904	34.756	46.141	260.649
Lati (Bokango)	0	0	0	4.237	0	4.237
Limbali	0	0	13.933	199.784	0	213.717

Lovoa (Dibetou)	0	38.754	57.263	251.685	150.553	498.255
Mammea (Oboto)	0	0	0	3.469	0	3.469
Movingui	0	0	0	8.838	0	8.838
Naga	0	0	1842.16	176.062	0	2018.222
Niangon (Whismore)	3.247	0	0	83.552	0	86.799
Oldfieldia (Dantoue)	54.305	0	0	7.032	0	61.337
Olondu	0	0	0	20.221	0	20.221
Ozouga	0	0	0	5.806	0	5.806
Pocouli (Ebiara)	0	0	0	12.211	0	12.211
Sipo (Utile)	8	0	0	0	0	8
Symphonia	0	0	14.012	8.341	0	22.353
Tali (Sassawood)	12.895	0	14.452	71.014	0	98.361
Tetra (Sikon)	7.004	0	2510.22	0	15.489	2532.713
Tiama (Edinam)	0	0	0	26.83	0	26.83
Timber-lacewood	0	0	0	10.213	0	10.213
Unknown	0	0	0	11.092	0	11.092
Zygia	0	0	0	5.441	0	5.441
Akuedao	0	0	0	3.808	0	3.808
Emien	0	0	0	2.489	0	2.489
Monkey Pod	0	0	0	4.316	0	4.316
Parkia (Lo)	0	0	0	2.953	0	2.953
Cabbage Tree	0	0	0	19.037	0	19.037
(blank)	0	0	0	0	0	0
<b>Grand Total</b>	<b>1876.904</b>	<b>758.052</b>	<b>7751.559</b>	<b>5492.109</b>	<b>639.14</b>	<b>16517.764</b>

### 2.2.3.2 Export permits issued

Four (04) Export Permits have been issued this month for the total volume of 1,375.31 m<sup>3</sup>.

Table 8– Details of Export Permits issued

No:	EP #	Date of issue	Operator	Site	Volume
1	EP 001554	2/26/2016	Liberia Hardwood Corporation	CFMA 2R	605.579
2	EP 001555	2/26/2016	Mandra Forestry / EJ & J Investment	FMC B	697.255
3	EP 001556	2/29/2016	Mandra Forestry / EJ & J Investment	FMC B	60.797
4	EP 001557	2/29/2016	Mandra Forestry / EJ & J Investment	FMC B	11.675
<b>Total Volume (m3)</b>					<b>1,375.31</b>

### 2.2.3.3 Exports completed in February, 2016

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

Table 9 - Summary of exports conducted

No:	Company	Site	Vessel Name	EP#	EP Volume (m <sup>3</sup> )
1	Liberia Hardwood Corporation	CFMA 2R	MV Onyx	EP 001554	605.579
2	Mandra Forestry / EJ & J Investment	FMC B	NA	EP 001555	697.255
3	Mandra Forestry / EJ & J Investment	FMC B	NA	EP 001556	60.797
4	Mandra Forestry / EJ & J Investment	FMC B	NA	EP 001557	11.675
<b>Total Volume (m3)</b>					<b>1375.306</b>

## 2.3 Follow up of the monthly KPIs

### 2.3.1 Blocks inspection performance

Figure 1 - Block inspection performance

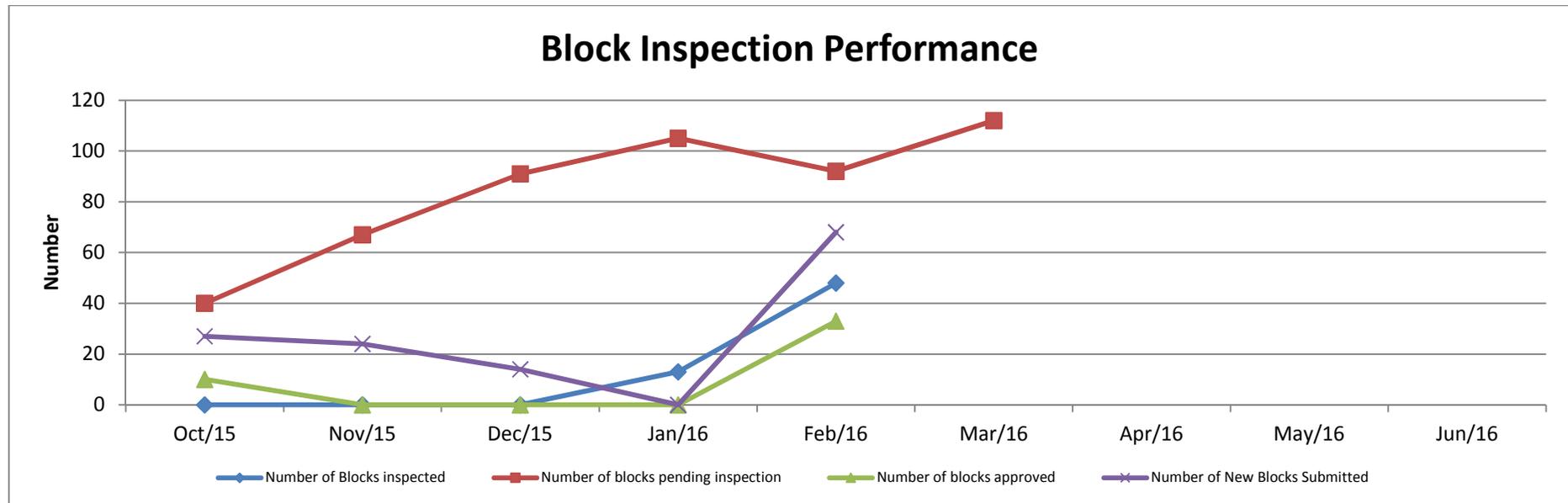


Table 10 - Figures for the block inspection performance

KPI	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Number of Blocks inspected	0	0	0	13	48				
Number of blocks pending inspection	40	67	91	105	92				
Number of blocks approved	10	0	0	0	33				

<b>Number of New Blocks Submitted</b>	27	24	14	0	68				
<b>(Number of blocks on hold--PUP)</b>	112	112	112	112	112				

### 2.3.2 Log yard inspection performance

Figure 2 - Logyard inspection performance

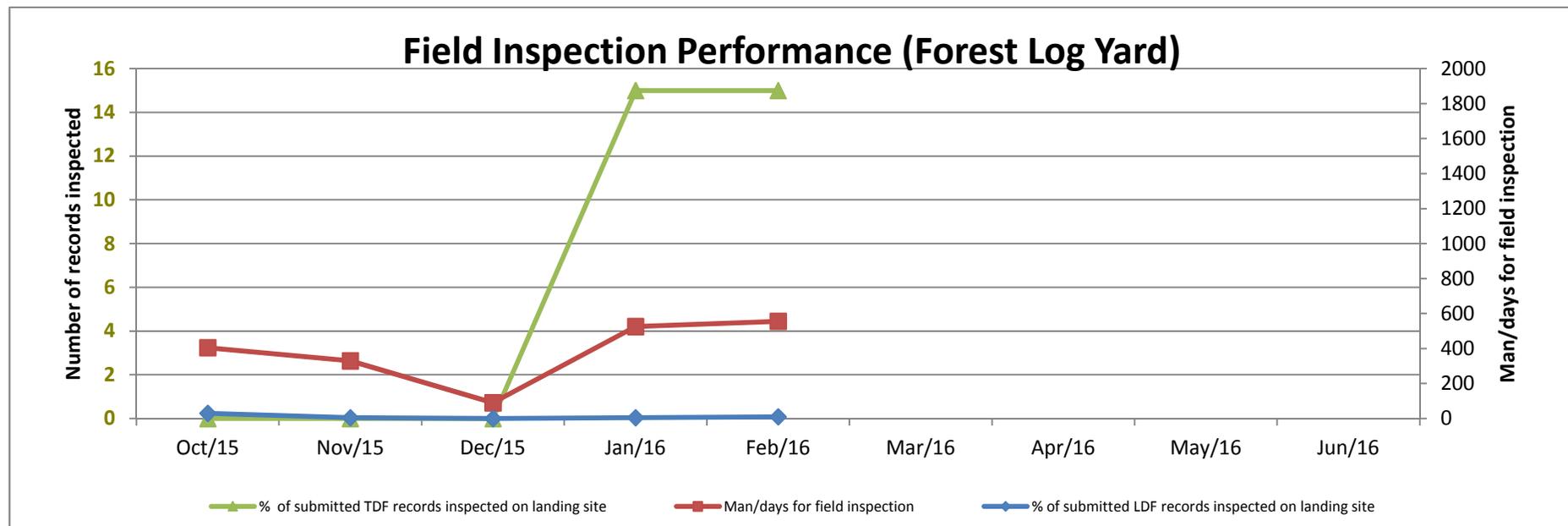


Table 11 - Figures for the logyard inspection performance

KPI	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Man/days for field inspection	405	330	90	526	556				
% of submitted TDF records inspected on landing site	0	0	0	15	15				
% of submitted LDF records inspected on landing site	30	5	0	5	10				
Number of logs reported to FDA for seizing	0	0	0	0	0				
(Number of operational concessions (felling))	2	2	2	3	4				

### 2.3.3 Export process performance

Figure 3 – Export process performance

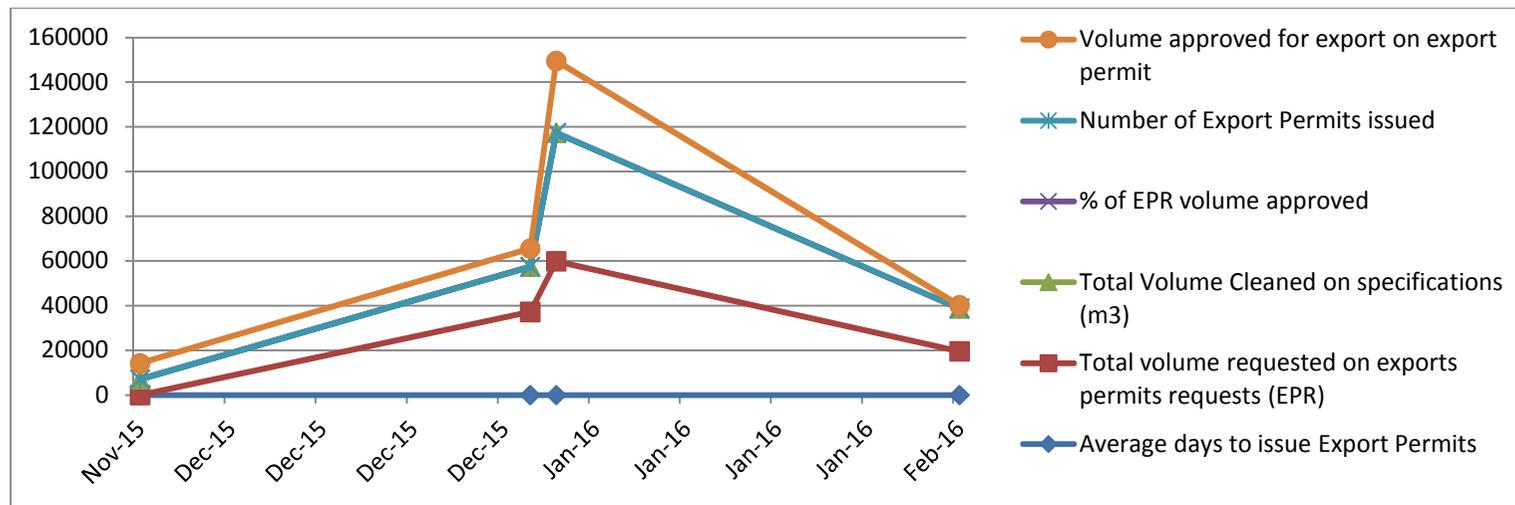


Table 12 - Figures for the export process performance

KPI	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16
Average days to issue Export Permits	1	1	3	4	3
Total volume requested on exports permits requests (EPR)	217	0	37,202	59,865.761	19576.87
Total Volume Cleaned on specifications (m3)	216	7085.38	20,246.00	57477.63	19188.92
% of EPR volume approved	99.54%	0.00%	54.42%	96.01%	98.018%
Number of Export Permits issued	8	3	2	23	4
Volume approved for export on export permit	9841.90	7085.38	8120.28	32,128.70	1,375.30

### 2.3.4 Data processing performance

Figure 4 – Data processing performance

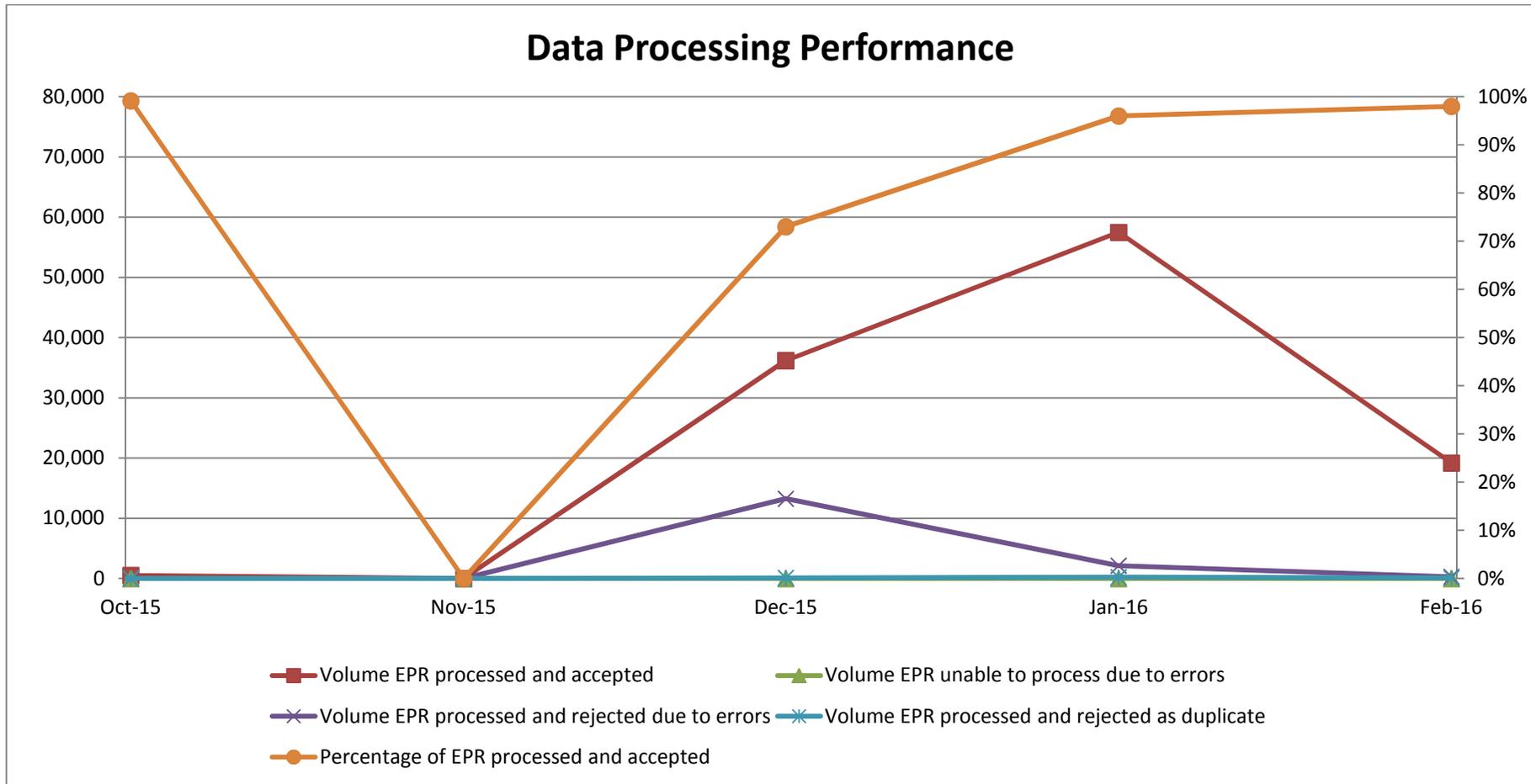


Table 13 - Figures related to the data processing performance

Particulars	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Grand Total
<b>Total LDF Volume</b>	10,621.880	583.928	46,777.524	66,235.088	16,918.943	924,711.677
Volume LDF processed and accepted	1,050.137	377.355	34,553.860	33,298.411	12,044.664	350,175.724
Volume LDF accepted and corrected	880.750	157.833	4,227.191	22,695.821	4,409.894	170,035.283
Volume LDF unable to process due to errors	3,123.982	0.000	4,819.524	3,516.157	194.990	75,933.185
Volume LDF pending processing	0.000	0.000	4.652	0.000	2.918	5,801.307
Volume LDF processed and rejected due to errors	5,551.639	32.372	2,845.316	3,542.126	227.216	86,194.314
Volume LDF processed and rejected as duplicate	15.372	16.369	326.981	3,182.573	39.262	236,571.864
Percentage of LDF processed and accepted	10%	65%	74%	50%	71%	38%
<b>Total TDF Volume</b>	2,508.873	418.873	59,802.809	36,784.954	23,206.447	1,031,968.978
Volume TDF processed and accepted	1,286.669	380.132	49,061.611	23,360.976	18,879.606	331,796.790
Volume TDF accepted and corrected	1,066.910	0.000	3,996.457	7,682.767	1,816.051	45,902.508
Volume TDF unable to process due to errors	11.741	0.000	4,710.855	481.522	6.842	26,852.063
Volume TDF pending processing	0.000	0.000	134.440	68.158	136.590	12,841.563
Volume TDF processed and rejected due to errors	143.553	18.487	947.967	4,202.501	2,301.182	509,054.610
Volume TDF processed and rejected as duplicate	0.000	20.255	951.479	989.030	66.177	105,521.444
Percentage of TDF processed and accepted	51%	91%	82%	64%	81%	32%
<b>Total EPR Volume</b>	513.333	0.000	49,560.376	59,865.761	19,576.871	651,501.340
Volume EPR processed and accepted	509.022	0.000	36,193.813	57,477.632	19,188.919	596,803.778
Volume EPR unable to process due to errors	0.000	0.000	4.652	0.000	0.000	2,386.780
Volume EPR processed and rejected due to errors	4.311	0.000	13,254.660	2,145.197	292.113	65,226.033
Volume EPR processed and rejected as duplicate	0.000	0.000	107.251	226.163	95.839	1,962.127
Percentage of EPR processed and accepted	99%	0%	73%	96%	98%	92%
<b>Grand Total</b>	13,644.09	1,002.80	156,140.71	162,885.80	59,702.26	2,608,182.00

## Annex 1: List of Forest Permits in Liberia

Table 14 - 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
<b>CFMA Grand Total</b>	<b>4 permits</b>	
<b>Forest Permits Grand Total</b>	<b>21 permits</b>	
<i>*Signed Management Contract with Mandra</i>		

## Annex 02:

# LVD Technical Advisory Committee Meeting minutes

Monday 8<sup>th</sup> February 2016

10:00hrs (GMT)

Venue: SGS office, Old Road, Sinkor, Monrovia

### Agenda

1. Update on field testing
2. Update on Libertrace data upload
3. Information pertaining to UAT
4. Non compliant log reporting
5. Update on draft regulations (validation and review)

Attendants: Shiv S Panse (TL LVD), Richard S Scotland (LI LVD), Albert S Blanyon (OM SGS), Nweyan Togbah (I LVD), Gualberta M Ojo (Mandra), Cesare Colombo (CC ICC), Isam K Kipi (Comptroller FDA), Philip Joekolo (NOA FDA), Joseph J Tally (TM FDA), Albert S Darh (COC M FDA), Matthias Yeanay (NGO Coalition), Jessie A Vannie (FDA LVD), Myer Bill Tuweh Jr (COC M SGS), Simulu Kamara (TM LVD), Clinton Bambridge (CB LVD)

Absentees: Jonathan Yiah (SDI), Darlinton Tuangben (DMDA FDA), Charles MILLER (VPA SU), Ben Koffi (ARL), Jihad Akkari (CFMA 2)

### Minutes:

Introduction: There was a good attendance for this TAC meeting. Most of the activities shared during the meeting had previously been communicated to participants. Meeting was called to session by Dr. Panse.

#### 1. Update on Field Testing – Dr. Panse – Albert Blanyon

- Field testing which included four (4) companies (FMC B, FMC K, FMC P and FMC F) was completed on 31<sup>st</sup> December 2015. That migration of data is ongoing between LiberTrack and LiberTRACE.
- 100 trees per block in four(4) blocks selected each from the four (4) companies were used during field test.
- Tasks to completion were longer than planned due to conditions, i.e. bad weather, poor road, etc.
- FMC B and FMC F did felling and extraction, could not transport their logs due to financial and other constraints
- That FMC P were near 100% in the field testing, FMC K concluded by truck all of their log after the field test activities.
- Mr. Tally was concerned about LVD field staff withdrawn from field while companies were still carrying on field testing activities
- Timing of field testing was not appropriate, thus causing many obstacles

#### 2. Update on LiberTrace data upload - Dr. Panse – J Vannie – Albert Blanyon

- Companies have began submitting their data by upload into LiberTrace. Review for any error in data submitted and companies are timely informed of same
- Very good and interesting difference between LiberTrack and LiberTRACE, errors are greatly reduced in LiberTrace as compared to LiberTrack
- Mr. Joekolo was concerned about traceability being free of problems.

- Albert – That LiberTrace was still a work in progress and that the developers were been informed of issues arising during field test thereby finding good solutions.

**3. Information pertaining to UAT – Dr. Panse**

- That preparation is ongoing for the final User Acceptance Test (FUAT). March 2 – 3 have been selected as dates to host the FUAT.
- Users will have time to ask questions, generally, there will be a Q & A
- Planned to include SGS, FDA, LRA, LVD and CSO as participants

**4. Non compliant Log Reporting – Mr. Tally and Dr. Panse**

- Validation ongoing for regulation, there are six (6) regulations being reviewed and validated.
- Regulations on Charcoal, Abandoned logs, confiscated timber, etc.
- These will be distributed after finalization.
- Dr. Panse – Non compliant logs have been compiled for all contract holders and sent to relevant authorities. Also, it has been made public

**5. Update on draft regulations (validation and review)**

- TAC meeting was adjourned to allow for relevant persons to participate in this last part of the agenda.
- Session for only FDA and LVD\SGS

**6. Date and time for next TAC Meeting: March 23, 2016**

**7. Agenda for next TAC Meeting:**

- Update on draft SOPs review and validation
- Update on Final User Acceptance Test (FUAT)
- Update on Libertrace data migration
- Progress on information on CFMA 2R alignment – SDI
- Update on SGS partnering with MOJ, FDA legal and ELI-EU

## Annex 03:

### Minutes of Workshop on Review and Validation of Standard Operating Procedures (SOPs) for operating Chain of Custody Information System (COCIS)

**Date:** 18<sup>th</sup> February, 2016  
**Venue:** Terracota, Tubman Boulevard, Oldest Congo Town, Monrovia, Liberia  
**Time:** 9.00 AM – 5:00 PM  
**Facilitator:** Dr. Shiv S. Panse, Team Leader – LAS, SGS Liberia Inc., Liberia

- 1. Introduction of participants:** The active participation was cited in Workshop from all the stakeholders. Representatives from FDA, Civil Society, Timber Association, Industries/ companies, Lawyers from FDA and VPASU and team of SGS took active part in all sessions during workshop. List attached as a ready reference.
- 2. Presentation:** Presentation on Workshop on Standard Operating Procedures (SOPs) Review and Validation was presented by Shiv S. Panse, LAS-TL.
- 3. Review of SOP (LV) – 1 :** Richard Scotland headed this activity. In this practical session, companies took active participation and discussed many issues related to audits, submission of documents to Libertrace, documents from MACs etc and requested more information on the same from SGS/ FDA and VPASU. They also informed participants and stakeholders about documents not having any existence and could not be generated in near future, which could lead to failure of obtaining FLEGT license, but were assured by Mr. J. J. Tally (FDA) pertaining to suitable measures being taken care by FDA and VPASU in line with the VPA requirements. This session was followed by Q&A session-1.
- 4. Review of SOP (COC) – 2 –** Albert Blanyon led this session and very interestingly presented the SOPs and Work Instructions to audience. Being another practical session, participants understood their role in review of the technical points on the document and shared their experience in field and practical situations. Some of the issues related to CFMA contracts and regulations (under review with FDA) these were agreed to be discussed during technical session, separately to be conducted later or during upcoming TAC meetings. Albert concluded with the inclusion of minor changes in documents more specifically on additional information requirement for Block Map, skidding trails, transport directions, baseline and survey line. Companies accepted the proposal and appreciated the concerns on economic and technical point of view which would certainly help the companies in maintenance of Forest Management Plans. This session was followed by Q&A session-2.
- 5. Discussion on issues raised in technical sessions –** issues raised during technical sessions conducted among SGS, FDA and Companies were been discussed and duly appreciated by the participants. But due to lack of time the same were agreed to be discussed in further technical discussions and TAC meetings on regular basis. The same could be updated accordingly in respective SOPs. (List of issues, along with SOP and Reference Document is attached for ready reference)
- 6. Validation of SOPs –** Shiv S. Panse, Team Leader (LAS) invited Mr. J.J. Tally for announcement of SOPs been reviewed during technical sessions and the workshop and congratulated the team for their efforts in making nice documentation. He also requested other stakeholders to take part in technical sessions in future for the benefit of Liberia forestry sector and LVD/FDA relationship with companies and other agencies. Shiv informed the participants that manual on internal and external SOPs will be distributed after finalization.
- 7. Vote of thanks:** Janice from SGS formally extended vote of thanks to participants and team who made this workshop successful and program was finished.

**Workshop Agenda:**

9:00	–	9:30	AM	–	Breakfast
9:30	–	9:45	AM	-	Introduction of participants
9:45	–	10:30	AM	-	Presentation on SOPs
10:30	–	11:30	AM	-	Review of SOP (LV) – 1
11:30	–	12:30	PM	-	Q&A Session – 1
12:30	–	1:30	PM	-	Lunch Break
1:30	–	2:30	PM	-	Review of SOP (COC) – 2
2:30	–	3:00	PM	-	Q&A Session – 2
3:00	–	3:15	PM	-	Tea/ Coffee Break
3:15	–	4:15	PM	-	Discussion on issues raised in technical sessions
4:15	–	5:00	PM	-	Validation of SOPs

**SOPs reviewed during technical sessions and validated:**

1. Annual Coupe Registration (External)
2. Annual Coupe Validation (Internal)
3. Inventory Operations and Registration (External)
4. Inventory Verification (Internal)
5. Felling Registration (External)
6. Stump Inspection (Internal)
7. Non compliant timber securitization (Internal)
8. Cross Cutting Registration (External)
9. Transport Declaration (External)
10. Transport Checkpoint Inspection (Internal)
11. Change of Ownership Declaration (External)
12. Local Sales Registration (External)
13. Other Outflows Declaration (External)
14. Timber Yard Inspection (Internal)
15. Operation Ref Data Registration (External)
16. Operation Ref Data Validation (Internal)
17. Regulatory Ref Data Update (External)
18. Libertrace Forms and Templates (External and Internal)
19. Legality Audit (Internal)
20. Legality Registration (External)
21. Legality Declaration (External)
22. Legality Verification (Internal)

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