



**Guyana Forestry Commission
&
Forestry Training Centre
Incorporated**



**COMPLETION REPORT
PD 68/01 Rev.2 (I)
'Training in reduced Impact Logging in Guyana'**



Forestry Training Center
Incorporated Field Camp



TROPICAL
FOREST
FOUNDATION

DFID Department For
International
Development

August, 2006



**Forest
Products
Association**

GUYANA FORESTRY COMMISSION
FORESTRY TRAINING CENTRE INCORPORATED



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August, 2006

Preface

The Completion Report for ITTO Project PD68/01 Rev.2 (I): '*Training in Reduced Impact Logging in Guyana*' was prepared in accordance with the format provided in Annex D of the ITTO Manual for Project Monitoring, Review and Evaluation, ITTO, May 1999.

The Guyana Forestry Commission and the Forestry Training Centre Incorporated hereby record their gratitude to ITTO, the Tropical Forest Foundation (Virginia, USA), the Forest Products Association of Guyana, the UK's Department for International Development, Caterpillar Company and its local representatives, Machinery Corporation of Guyana (MACORP), Farfan & Mendes Limited (Guyana), Firestone Company Limited (USA) and World Wildlife Fund-Guianas for their support for the project.

Our partner concessionaire, Toolsie Persaud Limited, played a major role in the project by allocating 6,500 hectares of virgin forests to FTCI for training purposes. Barama Company Limited (BCL), another forest concessionaire, allowed scrutiny of its logging operations and offered its logging assets to FTCI for FTCI's *Training of Trainers Programme*; in addition, BCL was the first company to seek out FTCI's services, and provided a major boost for the confidence of FTCI's trainers.

The Technical Advisory Committee (TAC) supported FTCI by assisting in the recruitment of staff, assisting in the selection of the primary training site, and in reviewing the training manuals developed by FTCI. Many course participants, including students of the University of Guyana, the Guyana School of Agriculture and representatives of Iwokrama, made very useful comments on improving the delivery of the courses offered by FTCI.

The work of the Fundação Floresta Tropical in Para, Brazil and of the Tropenbos-Guyana Programme (Guyana) respectively provided a basis for the development of RIL models in Guyana. URS Forestry (Australia) conducted the *Training of Trainers Course* and helped to mould FTCI's staff into instructors.

FTCI acknowledges comments by the Guyana National Bureau of Standards and the local Council for Vocational Education and Training (CVET) in their efforts to ensure that FTCI improves the quality of delivery of RIL courses.

Finally, FTCI acknowledges the hard work done by Dr. Peter van der Hout-former Project Director, FTCI, Mr. James Singh- Commissioner of Forests, Guyana Forestry Commission and Mr. Keister Evans, Executive Director, Tropical Forest Foundation for their personal interest in the development of the vocational training centre.

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PROJECT IDENTIFICATION

- (a) TITLE: Training in Reduced Impact Logging in Guyana.
- (b) SERIAL NUMBER: PD 68/01 Rev.2 (I).
- (c) EXECUTING AGENCY: Guyana Forestry Commission
Forestry Training Centre Incorporated.
- (d) HOST GOVERNMENT: Government of Guyana.
- (e) STARTING DATE: May 1, 2002.
- (f) ACTUAL PROJECT DURATION: May 1, 2002 to July 1, 2005.
- (g) ACTUAL PROJECT COSTS (US\$): US\$ 1,792,351

PART I. EXECUTIVE SUMMARY

1.1 Background Information about the Project

1.1.1 Pre-project Situation

A number of sector studies over the past twenty years identified a serious shortage of trained field operatives at all levels within the forestry sector as the most critical constraint to achieving desired improvements in forest management and in economic value from local forest resources¹. Graduates of the University of Guyana (UG) and of the Guyana School of Agriculture (GSA) respectively were considered too inexperienced to help forest enterprises comply with national requirements², or to help them achieve forest management certification—for example by FSC, in the short term. Stakeholders also believed that the occasional vocational training courses carried out by the Guyana Forestry Commission (GFC), the Forest Products Association of Guyana (FPA) and environmental NGOs, although very useful, were too infrequent to make a sustained impact on the quality of timber harvesting practices.

1.1.2 Specific Objectives and Outputs

The specific objective of the project was to strengthen the national capacity to deliver training in practical forest operational and managerial skills and knowledge to personnel at all levels of the forest sector by developing and implementing training programme in reduced impact logging (RIL) that meet the needs of forest operatives. The following outputs were approved:

- Output 1: RIL training programme designed to address identified stakeholder needs
- Output 2: Site-specific RIL models developed as a demonstration of RIL good practice
- Output 3: Training facility established and equipment acquired
- Output 4: Training staff identified and staff development programme delivered
- Output 5: Training courses organised and delivered
- Output 6: Long term sustainability of facility secured

1.1.3 Project Strategy

At a workshop in Georgetown in September 2000, attended by logging enterprises, public agencies, academic institutions, environmental NGOs and representatives of community based forest enterprises, stakeholders agreed that the best strategy to upgrade the skills of field operatives in the forest sector was to establish a field based vocational training centre. The centre would run a model logging operation and provide participants with hands-on practical training in reduced impact logging.

1.1.4 Project Planned Duration and Planned Overall Cost

The planned duration of the project was two years and the planned initial overall cost was US\$ 1,163, 510. For 2003, the total project budget was revised to US \$1,183,924, primarily to accommodate contributions by DFID. (The actual sum spent on the project at July 1, 2005 was US \$ 1,792,351.00; this sum includes revenue earned by the project).

¹13.6 million hectares (63% of the total land area of Guyana) is designated State forests.

² Since 1999, GFC has published forest management planning guidelines, pre-harvest inventory procedures, and a Code of Practice for Timber Harvesting.

1.1.5 Intersectoral Linkages

FTCI is a *corporate* subsidiary of the GFC. FTCI participated in the work of the Guyana National Initiative for Certification (GNIFC) which is tasked with the development of national standards for forest certification that could be endorsed by FSC or other agency involved in similar work). FTCI has a working relationship with the FPA, UG, GSA, Iwokrama, WWF-Guiana, FAO Caribbean, the Jan Starke Vocational Training Centre (JSOOC), Suriname, and the forestry administrations in Suriname, Grenada and Belize. FTCI collaborates with vendors of forestry equipment including Caterpillar Company (USA) and its local subsidiary Machinery Corporation of Guyana (MACORP), Firestone Company (USA) and Farfan & Mendes Limited, the local agent for Stihl chainsaws.

1.2 Project Achievement

1.2.1 Outputs Achieved

A fully equipped and functional vocational training centre was formally completed in September 2004. FTCI's assets include a cadre of instructors/trainers, seventeen RIL training modules and assorted logging equipment and logging rigs. FTCI trained a total of one hundred and ninety-nine (199) field operatives by July, 2005; participants included citizens of Grenada, Belize, Trinidad & Tobago and Suriname. FTCI demonstrated the use of and promoted the practical application of the Code of Practice for Timber Harvesting (CoP) and GFC's Pre-Harvest Inventory Procedures (PHIP). FTCI also demonstrated and promoted the uses of the mapping resources and other services that GFC offers to forest enterprises via its Forest Resources Information Unit (FRIU).

1.2.2 Specific Objectives Achieved

Guyana developed the capacity to deliver training in planning and implementing timber harvesting operations based on reduced impact logging principles.

1.2.3 Contribution to the Achievement of the Development Objectives

Since the onset of the project, and in part due to more stringent market requirements, more logging enterprises have been using field operatives trained in RIL, and also demonstrating a commitment to work with the national guidelines. More enterprises are using stock maps-generated from 100% pre-harvest inventories- for efficient timber harvesting and cost control. More importantly, the GFC has been receiving more forest management plans and annual plans of operations; consequently a higher proportion of the forest resources allocated for timber production is covered by forest management plans.

1.2.4 Situation at the end of the project

Low cost, high quality vocational training based on RIL principles is now available for local (and regional) forest operatives, staff of the GFC and other public agencies and students. FTCI has demonstrated that the prescriptions of GFC's Code of Practice for Timber Harvesting are feasible. FTCI has won the confidence of the largest timber company companies in Guyana, UG, GSA FAO Caribbean, WWF-Guianas and Iwokrama. Specific training in occupational safety and health for the forestry sector is now available. Finally, 199 persons have trained in RIL.

1.3 Target Beneficiaries' Involvement

The target beneficiaries were fully involved in the work of FTCI. GFC acquired the means to train its forest monitoring staff and to obtain objective information on the application of its guidelines and prescriptions (as against relying only on feedback from logging enterprises). The academic institutions (UG and GSA) used FTCI to strengthen the practical component of their forestry programmes. Many ordinary operatives were delighted with the opportunity for training and the chance to get a certificate. A major benefit for the Forest Products Association of Guyana (FPA) was that FTCI helped to build partnerships between the forest industry, academic institutions and the GFC.

1.4 Lessons Learned

1.4.1 Development Lessons

Vocational training has its own niche in fostering the growth of the forestry sector, especially in Guyana where local forest enterprises tend to place more value their employees' ability to carry out field work rather their employees' academic ability.

A feasibility study specifically to determine potential training demand and loggers' capacity or willingness to pay for such training could have been additional criteria for the project, rather than relying mainly on the actual quality of prevailing forest practices and skills set to justify the project. Note that field operatives exhibited post training behaviour that was not anticipated by the project or by logging enterprises: many trained persons sought employment with other logging enterprises or made demands for a higher remuneration package. This proved to be a disincentive for many enterprises to continue to invest in training.

It emerged that the larger forest enterprises still prefer company based initiatives, rather than initiatives targeting the entire sector: for example, many enterprises apparently dislike their workers mixing with other workers and discussing or sharing information on remuneration packages, worker welfare, timber production systems and practices. Many of the larger companies preferred RIL training on their own concessions where they maintain more control over their employees. The consequence here is that the primary field centre in which so much was invested was under utilized by the forest enterprises. Fortunately, the academic institutions, NGOs and small loggers demonstrated a preference for training at the field centre.

1.4.2 Operational lessons

Project organization and management

GFC allowed FTCI wide latitude in its work plan while maintaining oversight of financial transactions. Since the current Director of FTCI is a staff member of the GFC (*on secondment*), the activities of FTCI remained strongly aligned with those of the GFC.

Project documentation

The RIL training manuals produced by FTCI are used extensively at UG, GSA, forest enterprises, Iwokrama and by consultants. FTCI also assumed the role for distributing copies of the CoP, and GFC's pre-harvest inventory guidelines during its courses because these express the national requirements for managing timber harvests and to some extent, environmental impacts.

Monitoring and evaluation

The monitoring and evaluation carried out by the PSC helped in large measure to keep the project on track and to ensure that the expectations of all stakeholders were duly noted and addressed. The GFC senior staff, the GFC Board of Directors and the FPA kept track of the work of FTCI. FTCI occasionally made presentations to the GFC Board of Directors.

The quality of project planning

No major issues arose in this regard; however there was considerable delay with some inputs such as the heavy-duty machines.

Roles and responsibilities of institutions

In retrospect, it appears that the Forest Products Association of Guyana (FPA) did not have sufficient authority to make hard demands on its membership and could not manage its obligation to FTCI. FTCI should have been given more specific responsibility for mobilising participants from logging enterprises. In this manner, the FPA could have demonstrated more ownership of a facility set up specifically to train their employees.

Management of variations between planned and actual implementation of project activities

The FPA could have adopted a more hands-on approach to FTCI's work plan by being more proactive in providing equipment and ancillary materials to promote the implementation of courses³. (For offsite courses⁴, companies volunteered their equipment). On the other hand, the GFC showed a great deal of flexibility in accommodating challenges which emerged in the implementation of project activities.

Unforeseen circumstances

Project management relied exclusively on the equipment loaned by Caterpillar Company via TFF; when these experienced a major delay, then several outputs also suffered a major delay. It would have been useful to have a contingency plan for this situation, by probably to borrowing (preferably) or renting machines.

Unforeseen developments

The opportunity to provide offsite training in Suriname, fairly early in project life was a real bonus, in terms of experience for staff and promotion of the work of FTCI.

1.5 Recommendations

1.5.1. Identification

The field operatives, the core target group to be trained in RIL, should have been consulted more in the determination of training requirements. The related issue of training costs required more attention.

The issue of *expatriate* workers and potential cultural problems if they had to mix with locals during a training session should be considered in future projects. (Expatriate workers in Guyana have come from Malaysia and the Philippines).

³ This responsibility was in fact given to the partner concessionaire who was not in a position to absorb all related costs on behalf of the FPA

⁴ Courses conducted for forest concessionaires on their own concessions and at their request; only their own employees participated in the courses.

The Faculty of Agriculture and Forestry, UG could have been one of the project partners. The population of Guyana is relatively small and there should be no appearance of competition between public agencies in the same sector. In the long term, new training demand would only come from the academic institutions.

1.5.2. Design

The Forest Products Association of Guyana (FPA) should have taken more responsibility for assessing employees training needs, for mobilising trainees for courses and for evaluating the collective performance and future training needs of the trainees. Once the project was approved, the FPA simply left critical tasks to project management. For example, only the executive director and one vice President of the FPA have actually been to the field centre.

It would have been useful for the FPA to commit a certain number of field operatives for training as a condition for the project.

1.5.3. Implementation

A wide cross section of stakeholders, including vendors of forestry equipment, was involved in project implementation. (The vendor of chainsaws sent some of his staff to FTCI's felling courses). This allowed for a shared vision of the details of timber harvesting and an understanding of the basis of the prescriptions and recommendations published by the Guyana Forestry Commission from time to time.

The younger forest entrepreneurs emerging on the forestry sector appear more interested in the benefits of training and have shown more inclination to invest in training. Unfortunately it was the elder loggers, who were involved in the early consultations and asked for the vocational centre. When it was time for action however, the elder brigade was less enthusiastic, even disinterested and complained about the *cost* of training courses.

1.5.4. Organization

Provision should be made to provide quarterly reports on training courses and the uptake by loggers to the FPA, which represents the main loggers in Guyana, so that the FPA can specifically monitor the response of loggers and determine whether the courses offered meet loggers' expectations. Similarly, the FPA should have been given more responsibility for mobilising trainees in the forestry sector. Frequently, the FPA merely passed on information on courses, but essentially remained disinterested regarding the utilisation of the training opportunities (provided by FTCI).

1.5.5. Management

Project management spent a considerable amount of time preparing work plans, budgets and reports. The task of mobilising trainees is a full time one and ideally, a suitable qualified person, seconded by or sponsored by the FPA should have been part of the staff with specific responsibility for mobilising trainees and checking on their post training performance.

PART II: MAIN TEXT

2.1 Project Content

2.1.1. Development Objectives

The developmental objective of the project was to improve the quality and efficiency of forest operations by implementing sound forest management and reduced impact logging practices. This was expected to contribute to a more competitive sector and enhanced livelihoods for forest operators and communities.

It is apparent that since the commencement of the project, and in part due to more stringent demands by overseas customers, forest enterprises have demonstrated more interest in issues of sustainable forest management. Loggers have been addressing national requirements in terms of the GFC's CoP, Forest Management Planning Guidelines (FMPG) and Pre-Harvest Inventory Guidelines (PHIG) more seriously. To address those requirements, loggers have either sponsored training of their operatives or they have sought to recruit trained personnel (*preferably* from other logging enterprises, or graduates of UG and GSA). Very few graduates of UG and of GSA respectively fail to find a job. In actual fact, the demand for skilled or trained technicians has increased to the extent that a few of the larger forest enterprises have employed skilled expatriates, mainly from Malaysia and the Philippines to meet their short term requirements.

In addition, more forest enterprises have been moving to prepare and use forest management plans (FMPs) and annual plans of operations (AOPs). Closely aligned to this fact is the emergence of more consultants in the forestry sector who are prepared to write FMPs. (FTCI has been prepared FMPs for a few enterprises, at their request, and has garnered a fair amount of revenue). FTCI used such opportunities to promote the use of information that the GFC made available to the public via its Forest Resources Information Unit.

Community based forest enterprises are now quite popular in the forestry sector. Such enterprises in many cases own (communal) forests and are taking steps to manage their resources properly, under the guidance of the GFC, the Ministry of Regional Development (MRD) and the Amerindian Affairs Ministry (AAM).

2.1.2 Specific Objectives

The specific objective of the project was to strengthen the national capacity to deliver training in practical forest operational and managerial skills and knowledge to personnel at all levels of the forest sector by means of establishing a RIL training programme.

The FTCI is now a fully functional vocational training centre offering a high quality of practical training based on the principles of reduced impact logging. The cost of a two week course is US\$125.00⁵ while the cost of a one week course is US\$75.00; this fee covers meals, accommodation, transportation, tuition and stationery; in addition, those participants who complete the course get a certificate. FTCI's assets include 6,500 hectares of prime virgin forests, dedicated exclusively for training purposes. 199 persons were trained in RIL at July 1, 2005

⁵ FTCI's fees are based on forest enterprises 'willingness to pay'.

FTCI has conducted training in Suriname and in Grenada. It is envisaged, that with proper marketing initiatives, FTCI will attract more widespread support from the forestry sector, from environmental NGOs and from forest based community enterprises.

FTCI's partnerships with FAO-Caribbean and WWF-Guianas have been very productive. The UG and the GSA send their students to FTCI's field camp for high quality, low cost practical training. The GFC and Iwokrama have been sending their field operatives to FTCI's field centre for practical training.

2.1.3 Outputs

Six outputs were approved for the project; however there were some minor modifications to the activities to achieve the outputs. The activities under each output are set out in Annex I. A corporate entity, FTCI, was set up to carry out the project activities. Project management believed that a corporate status gave FTCI better management of its assets and finances, the flexibility to engage with a variety of agencies including NGOs, and the flexibility to garner revenue and to manage such revenue from training courses and consultancy services.

Output 1: *RIL training programme designed to address identified stakeholder needs* was accomplished. Although FTCI benefited from several sectorised studies, the agency carried out its own consultations with local and regional forestry administrations, forest enterprises, academic institutions, environmental NGOs and community based forest enterprises. FTCI established that logging enterprises were not prepared to send employees for courses exceeding two weeks and that enterprises' willingness to pay eventually set the level of training fees. FTCI also established that in the face of a wide range of training needs, the agency should focus on the following:

- a) the planning of timber harvesting operations based on RIL principles;
- b) supporting or enabling logging enterprises to address GFC's CoP, PHIP and FMPG
- c) providing training that assist forest enterprises to achieve forest management certification via third parties, such as the Forestry Stewardship Council (FSC)
- d) providing training in occupational safety and health

It was decided to target six categories of operatives through the following courses:

- a) a three day *Decision Makers' Course* for senior staff of forest enterprises, NGOs, policy makers in the forestry sector and GFC staff, forest managers & forestry lecturers at UG and GSA; this course allows participants to observe and discuss RIL practices and the range of skills and assets required for efficient timber harvesting;
- b) a fourteen day *RIL Foundation Course* for forest managers, supervisors and students; this course provides an overview of all RIL practices, from forest inventory to log market operations; this course provides a general but detailed overview of basic RIL principles and practices;
- c) a fourteen day *Harvest Planning Course* targeting operatives engaged in planning timber harvests; this course emphasises the value of pre-harvest inventories and stock maps for the selective harvesting of tropical forests.
- d) a six day *Felling Course* for chainsaw operators and their assistants; this course emphasised primarily with directional felling techniques, chainsaw use and preventive maintenance, and occupational health and safety practices.

- e) a six day *Heavy Equipment Operator's Course* dealing with the use and preventive maintenance of heavy duty machines and targeting operators of heavy-duty machines;
- f) a six day *Skidding Course* dealing with the use of a skidder, preventive maintenance of a skidder, and skidding techniques targeting skidder operators and choker-men.

On the basis of those priorities, FTCI produced a schedule of courses (see Table 1) which was approved by the technical advisory committee (TAC). Once the schedule was approved, FTCI embarked on the development of seventeen training modules (see Annex VI) which were also approved by the TAC.

Output 2, '*Site-specific RIL model developed as a demonstration of RIL good practice*', was also achieved.

FTCI integrated technologies acquired through the Tropical Forest Foundation's RIL training facility in Cauxi, Para, Brazil, local timber harvesting technology researched and developed by the Guyana-Tropenbos Programme⁶ and prescriptions of the CoP to develop a RIL model for local forest conditions. Seventeen (17) training modules were developed, to implement the RIL model developed.

Output 3, '*Training facility established and equipment acquired*' was accomplished.

FTCI initially occupied offices within the Guyana Forestry Commission's premises but in May 2003, FTCI moved to a separate, recently refurbished building owned by GFC at 17 Access Road, Mudflats, Kingston, Georgetown, Guyana.

From October to December 2002, a subcommittee of the TAC reviewed conditions and assets of nine forest concessions which offered to host the field camp and decided that the 6,500 hectares of prime, virgin forest offered by Toolsie Persaud Limited (TPL) was the better offer. TPL's logging assets and its capacity to provide a number of ancillary support services required by FTCI, met the criteria established by FTCI and the TAC, and FTCI decided to set up its *primary* training centre at TPL's forest concession, left bank Cuyuni River. FTCI's acceptance of that particular offer required that it construct 4 km of access road, including a wooden bridge, prior to the establishment of the field camp. Two other satellite sites were also considered to address differences in forest conditions across Guyana, one at Charabaru, upper Demerara River, and the other on the left bank of the Corentyne River (see Annex 2).

Once the primary training site was selected, the next step was to construct access road and the field camp itself. However, there was some delay in the arrival of the machinery leased by Caterpillar through Tropical Forest Foundation (TFF); the machinery did not arrive until December 2003 and only transferred to a point near the intended training site in February 2004 after servicing and the installation of a number of accessories. The field camp was only completed in September 2004, due mainly to the need for the access road and a wooden bridge. In the interim, FTCI made use of a temporary facility to carry out training activities.

Meanwhile, using donor funds from ITTO, GFC and DFID, and in-kind support from TFF, FTCI sourced a number of assets including a set of chainsaws, surveying and mensuration equipment, flip charts, audio-visual equipment and training manuals.

⁶ See Hout, van der, P. 1999: Reduced Impact Logging in the Tropical Rain Forest of Guyana, Ecological, Economic and Silvicultural Consequences. Tropenbos -Guyana Series # 6. Wageningen. 335p.

Table 1: Activity and Subject Hours for each proposed course

Activities	Courses	Decision Makers	Forest managers / Supervisors	Planning / Stock Survey teams	Felling teams	Heavy Equipment operators	Skidding teams
Planning							
	Strategic forest resource assessment	2	6	4			
	Block layout, definition and line cutting	2	4	8	1	1	1
	100% Inventory and vine cutting	2	8	20	1	1	1
	Introduction to data processing	2	4	8	1	1	1
	FM planning and map making (GIS and Manual)	2	4	8	1	1	1
Pre-Harvest							
	Forest infrastructure planning and construction (R&L)	4	4	8		20	
	Skid trail planning, mapping, & layout	4	4	16	2	2	4
	Tree marking	1	2	8	1		1
Harvest Activities							
	Directional felling and cutting techniques	4	8	4	24		1
	Skidding & winching	2	4	4	2	2	20
	Landing operations (grading and scaling, loading)	1	4		1	4	2
Pos Harvest activities							
	Harvest damage and waste evaluation	2	4		2		2
	Skid trail restoration and maintenance	2	4				2
	Infrastructure maintenance	2	4			4	
Complementary activities							
	Worker safety for forestry activities		4	2	2	2	2
	First-aid training for forestry activities		4	2	2	2	2
	Chainsaw safety		2		4		
	Chainsaw maintenance and use		4		4		
	Heavy equipment safety and maintenance		4			4	4
	Heavy equipment use		4			4	4
	Use of forestry equipment and instruments		2	4			
Sub Total		32	88	96	48	48	48
	<i>days</i>	4	11	12	6	6	6
Evening lectures and discussions							
	Forest management systems	1	2				
	Forest management plans and AOPs	2	2	2	1	1	1
	Forest management certification	1	2				
	Forest management costs and benefits	2	2	2	2	2	2
	Forest management legislation	1	2	2	1	1	1
	Forestry management and biodiversity	1	2	2	1	1	1
	Visual aids / presentations		4	4	2	2	2
Sub Total		8	16	12	7	7	7
Total		40	104	108	55	55	55

At July 1, 2005, FTCI's assets included the following:

- a) A cadre of trained, experienced trainers
- b) A basic but fully functional camp, with running water and electricity, capable of accommodating up to 35 persons
- c) A Cat 545 Skidder, a Cat 950G Series II Log Loader and a Cat D6N XL Bulldozer (leased to FTCI, compliments of TFF and Caterpillar Company)
- d) A set of Stihl Chainsaws (+ wedges, sledgehammers, etc.).
- e) A training manual with 17 modules
- f) A set of computers (and accessories) and audio-visual equipment
- g) Basic protective gear (gloves, safety vests, helmets, and ear muffs)

- h) Two (2) Toyota 4x4 Land cruisers (one bought with ITTO funds, and the other donated by GFC)
- i) Two (2) HF Transceivers
- j) A quantity of logging rigs (choker straps, line-ender hooks, etc.).
- k) A set of surveying and mensuration equipment (GPS Devices, compass, clinometers, diameter tapes, etc.).
- l) A three bedroom building, with office space, donated by TPL
- m) An area of 6,500 hectares of prime forests donated by TPL

The partner concessionaire, TPL, anticipated a steady flow of logs from the training site to his company; however, FTCI focused primarily on RIL training, not commercial production. Logs actually produced were sold to TPL at FTCI's log markets at US\$10.00/m³.

FTCI did *off site*⁷ training on several occasions. The large companies all indicated their preference for training courses at their respective concessions. Companies that required concession based training paid the *full* costs of training. Concession based training allowed FTCI to work with a wider variety of forest conditions and various models of machines. There were two major disadvantages with off-site training on forest concessions: firstly, such training did not allow FTCI to optimise the use of the aforementioned assets; and secondly, in many instances, forest enterprises took their senior staff off the course for periods up to four hours to address operational problems that emerged during the course.

Output 4: Training staff identified and staff development programme delivered

Dr. Peter van der Hout, an expert on RIL, formerly employed with the Guyana-Tropenbos Programme started working on Project PD 68/01 Rev.2 (I) on May 1, 2002 – the official start date for the project-on a two year contract. His contract was extended from May 1, 2004 to October 31, 2004 due to delays in the setting up of the field camp and the consequent delays in related outputs. On October 31, 2004 Dr. Peter van der Hout formally handed over the project to Mr. Godfrey Marshall who was seconded from the Guyana Forestry Commission to the project on September 15, 2002 as Project Coordinator. As provided for in the project document, the Project Coordinator was trained by the Director to take over the project. Mr. Marshall was appointed Project Director on January 1, 2005 (but remained a member of staff of the GFC).

An administrative officer and one support staff were appointed on October 1, 2 while all other technical staffs were recruited on January 1, 2003. Experience with RIL practices was the main criteria used to appoint staff, save for the Instructor-Heavy Equipment, who worked as a trainer of heavy-duty machine operators at the largest mining company in Guyana, prior to his appointment with FTCI.

Once the technical staffs were interviewed and appointed, with the assistance of the TAC, project management moved to convert experienced *technicians* to *instructors*. This transformation occurred in four phases:

⁷ Training that occurred at a location different from the primary training site.

- a) Firstly, project management arranged a series of lectures on the various segments of the forestry sector to ensure that all staff knew what the critical issues in the forestry sector were. To achieve this, staff or representatives from several public agencies (including the GFC, the Environmental Protection Agency (EPA) and the Amerindian Affairs Ministry (AAM)), environmental NGOs, Iwokrama, academic institutions and logging enterprises, provided lectures on various issues in the forestry sector.
- b) Secondly, all staff members were taken on field exercises where they had the opportunity to review and discuss RIL practices under local conditions, and ensure that they had a shared view of RIL practices, and the related environmental and economic advantages. The field trips also allowed staff to get to know each other and to work as a team.
- c) In February 2003, the instructors spent two weeks at TFF's training facility (Brazil) essentially to observe how RIL training was carried out, the training assets used, the methodologies used in the field, the structure of the practical work, and the basic organisation of the training camp.
- d) Finally, staff went on a *training of trainer*' course in May 2003 carried out by URS Forestry and held locally on the forest concession held by Barama Company Limited (BCL). That course sought to teach staff how to manage a class, how to organize theoretical and practical field work and imparted more technical knowledge on RIL. Apart from general RIL practices, one of the URS experts was skilled in the use of a chainsaw and the other was skilled in the use and maintenance of heavy duty forest machines.

It was during that training programme, that FTICI *trained* its first batch field operatives: three supervisors from BCL.

Output 5: Training courses organised and delivered

Once the field centre was set up, FTICI moved in earnest to promote its courses. It was quite unfortunate that the camp was set up towards the virtual end of the project, when there were no funds to organise an aggressive marketing strategy. (This was one reason for seeking a second project to allow FTICI to take full advantage of the new facility). Courses were structured according to the *basic* schedule set out in Table 1. Table 2 shows the main courses offered by FTICI during the project, Figure 1 shows number of participants per course, Figure 2 shows relative number of persons trained by type of enterprise or agency, and Figure 3 shows the relative number of participants in *onsite* and *offsite* courses respectively.

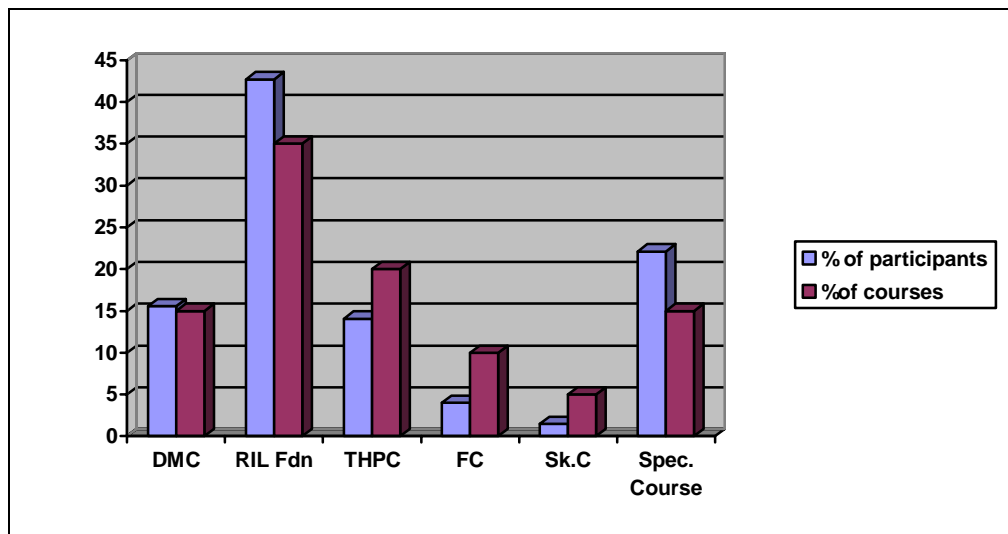
Essentially there were two categories of courses, those offered and scheduled by FTICI and those based on requests by logging enterprises or environmental NGOs. Requests for offsite courses took the format of courses offered by FTICI or alternatively addressed some specific need for the enterprise. For example, Barama Company Limited, the largest logging enterprise in Guyana, targeted two sets of courses: *Felling Courses* and *Skidding Courses* respectively. On the other hand, community based forest enterprises focused on courses on map reading, surveying and forest inventory.

Table 2: Courses offered by FTCI

#	Course Name	Duration (days)	Cost (US\$)	Target Group	Group size
Core courses					
1	Decision Makers' Course	3	75.00	Senior executives of logging enterprises, public officers, lecturers, consultants	12
2	RIL Foundation Course	12	125.00	Forest managers, Reps of community based forest enterprises, public officers, students	12
3	Timber Harvest Planning Course	12	125.00	Block inspectors, planning teams GFC monitoring staff	12
4	Felling Course	6	75.00	Chainsaw operators and their assistants	6
5	Skidding Course	6	75.00	Skidding crews (operator & choker-man)	6
Occasional courses					
6	Surveying and Mapping	6	75.00	Anyone (forest operatives, miners, students, etc.).	15
7	Tree identification	21	125.00	Tree spotters, inventory teams	15
8	Use & maintenance of heavy-duty machines	6	75.00	Heavy-duty machine operators	12

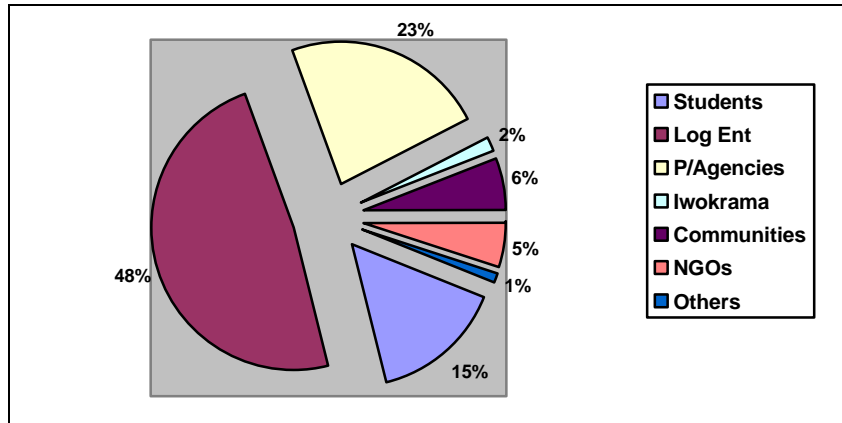
20 courses covering 199 participants were carried out during the period. Figure 1 shows that 42.7% of the participants did the RIL Foundation course.

Figure 1: Relative proportion of trainees per course



As expected logging enterprises took greater advantage of FTCI's courses than any other category of participants. Figure 2 shows the relative percentages for seven categories of participants.

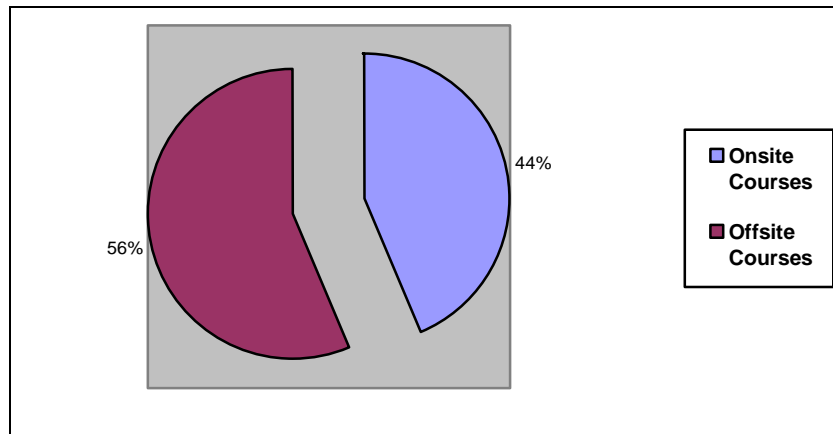
Figure 2: Relative proportion of participants by affiliation.



There were 11 onsite courses and 9 offsite courses; since these are based on specific requests from enterprises, they are generally well attended. Figure 3 shows the relative numbers of persons trained in onsite and offsite courses.

For offsite courses, there is full cost recovery and from a revenue perspective, off site courses are quite lucrative.

Figure 3: Proportion of participants in onsite and offsite courses



In the opinion of project management, only one enterprise trained enough people to practice RIL in a meaningful way. Barama Company Limited⁸ trained a total of forty-one (41) persons between July 2003 and July 1, 2005. The GFC, a public entity trained twelve of its staff. One community group trained eight of its members but does not have any resources to take forward RIL in the short term. Other companies trained only one or two persons and, in the opinion of project management, such small numbers will not have any major impact on large enterprises in the short term.

Further, it has been observed that on receipt of their certificates, many operatives departed from the companies that trained them to seek employment with other enterprises.

⁸ At the time of writing, Barama Company Limited has achieved forest management certification from FSC for 570,000 hectares of its forest concession area.

Output 6: 'Long term sustainability of facility secured' has been subsumed by another project considered as Phase 11 of the original RIL project. One major *deficiency* with the project is that the RIL model used, and in which participants are trained, targets the larger logging enterprises that use similar equipment (bulldozers, skidders, and log loaders). However such operations are also covered by forest management plans and annual plans of operations and are subject to very close monitoring by the GFC. Meanwhile the medium sized and small scale operations and community based forest enterprises are much more numerous, when taken together they cover a significant geographic area, and more importantly they use much simpler technologies that also results in severe environmental impacts. In addition, these operations are not covered by forest management plans nor scrutinized in the same manner as the larger enterprises by the GFC.

Meanwhile, FTCI has explored a number of measures to earn revenue and ensure its long term sustainability. FTCI has been preparing forest management plans and providing a number of technical (extension) services for the forestry sector. (There is some concern that FTCI may be deliberately competing with private consultants; however all work done to date has been *requested* of FTCI. Further, FTCI uses such opportunities to promote the considerable information resources available at the FRIU, GFC). FTCI has been providing specialised services for a few consultants (such as those preparing Environmental Impact Assessments, from tree identification to the use of a Geographical Positioning System devices).

FTCI has aligned itself with UG and GSA to carry out RIL based training and practical work for students. The Faculty of Agriculture and Forestry, UG has been attracting students from the Caribbean and there is the general perception that the programme is getting stronger. The faculty believes that FTCI has a critical role to play in strengthening the practical components of the forestry courses. During the period under review, FTCI participated in the faculty's Advisory Body, facilitated field work for some forest management projects and reviewed forestry projects carried out by students.

FTCI has also aligned itself with FAO Caribbean and the WWF-Guianas Programme. As a consequence, FTCI has carried out training in Grenada, compliments of FAO Caribbean, and in Suriname, compliments of the WWF-Guianas Project. The core activities identified for this output have been carried out in an informal manner due to the consideration of the 2nd phase. During the second phase, a business plan will be prepared.

2.1.4 The Strategy Adopted in Carrying Out the Project

A stakeholder workshop in Georgetown, Guyana in September 2000 concluded that an adequate RIL training program needs to include:

- a) Training for management and supervisory staff
- b) Vocational training for forest workers and operators
- c) Field training site and facilities
- d) Field opportunities for students of GSA and UG

Items (a) and (b) were considered the higher priorities.

A number of strategic options were considered to upgrade skills in the forest sector, the main ones being:

- a) Curricula and training materials can be developed and trainers trained inside an existing formal institution.
- b) Curricula and training materials can be developed and trainers trained with training delivered on a peripatetic basis.
- c) Timber companies seek training on an individual, ad hoc basis.
- d) Set up a well-equipped and staffed training site at a forest concession to deliver practical and hands-on training in a real-life situation.

The existing formal academic institutions lacked the capacity to offer field training of a *satisfactory standard*⁹ and had no mechanisms in place for establishing and maintaining the partnerships that could provide forest resources, heavy equipment and technical skills. Therefore the quality of training within the formal institutions may have led to practical training of poor quality.

Delivery of training on a peripatetic basis was not likely to be successful (except maybe for heavy-duty machine operators), because the concession based courses rely on the equipment and logistics available at a particular forest concession. In addition, the need for preparatory work would make such courses expensive. Further, different sites require site-specific training materials and site-specific RIL models, which would have had to be developed. If we consider the large number of specialties (for inventory, planning, map making, tree marking felling, skidding, etc.) then several experts would be required for effective training. Training on a peripatetic basis would therefore be very expensive and require considerable planning to ensure a large number of people across the sector gets trained.

Option (c) is suitable in countries where companies have well trained staff, both academically and practically, and all that is required is coaching through extension work. Further, under this option, companies must bear the actual cost of training. In such a scenario, strong rich companies will benefit whereas smaller enterprises that cannot afford to bring in trainers would suffer. For example, BCL solicited training for their staff because of the large numbers of persons involved, the assets available for training, the quality of the supervisors, some cultural peculiarities (due to the large number of expatriate staff employed by the Company), and the fact that the company had the means to cover the total cost of such training. No other company was able to follow their example.

Option (d) was chosen because vocational training in forestry practices requires curricula, training materials and instructors, a large parcel of prime forest, heavy equipment, and field staff to carry out preparatory work and maintenance on the training site (forest parcels). Further there was a very good example of similar centre at Cauxi, Para, Brazil which was very effective in training forest operatives.

The strength of the proposed method was that a coherent team of local trainers and field staff would have been one of the outputs of the project.

The success of this project depended on the initial presence of a Project Director who was familiar with RIL both in theory and practice, and with the Guyanese forestry sector. Since no

⁹ Graduates should have knowledge, skills and self-confidence if they are to undertake field work with logging enterprises, and carry out such field work with minimal supervision.

suitable local candidate could be recruited, a suitable expatriate was recruited as Project Director for a maximum period of two (2) years while an appropriately qualified Guyanese was recruited as Project Coordinator to understudy the Project Director. At the completion of the project, the local project coordinator would take over the management of the training programme. This was expected to guarantee a low-cost training programme, affordable to the forest sector.

In Guyana, for RIL to be implemented successfully, an enabling environment needed to be created. In this context, the training of managerial and supervisory staff was as critical and equally important as training of field operatives. In fact, the experience of some RIL experts who worked in Guyana is that it is relatively easy to train field operators. However, these operators experience tremendous difficulty when trying to implement the RIL techniques learnt, because their supervisors were not very supportive of them introducing the RIL techniques that they (the supervisors) were not familiar with. It was therefore crucial that the supervisory and management staff be given appropriate training so that they can also appreciate that RIL necessitates a different approach than the traditional mode of operation.

A number of preparatory and follow-up activities were necessary to realize the courses. Key preparatory activities included: scheduling and promoting courses, site selection and preparation, partner identification, training of trainers to be employed, upgrading facilities, developing of training materials, screening of applicants, etc.

Once, the field centre and its training assets were set up, project management was surprised to find out that many of the large concessionaires were not too keen to send their representatives to the field centre mainly because:

- a) A few companies employed expatriates (Malyasians, Indonesians and Phillipinos) who did not have sufficient dominion over the English Language;
- b) A few companies apparently were not too keen to have their employees mix with other employees and exchange information on remuneration packages, production systems and welfare matters.

FTCI has had to adjust itself to the reality of concession based training. However, the majority of loggers could not afford special concession based training and concession based training was not an option for UG and GSA. On the other hand, option (d) did not necessarily address the requirements of regional stakeholders, such as forest operatives in Grenada and Suriname. As a consequence, FTCI in fact worked with options (c) and (d).

2.1.5 Work plan

The work plan for FTCI was divided into six main components: consultations with stakeholders; the development of training manuals; staff development activities; acquisition of assets; construction of the field camp; and course scheduling and advertisements, course preparations (in the field), course implementation.

2.1.5.1. Consultations with stakeholders

Consultations were carried out between May and September, 2002. Even though there were already several sectorised studies stating the training needs for field operatives it was important to determine:

- a) the specific set of training needs FTCI could address;
- b) a reasonable cost for such training;
- c) the duration of training courses;
- d) the best location for such training;
- e) the best option from among the various offers of parcels of forests made by concessionaires for training purposes.

To answer these questions, project management held extensive discussions with several local and international stakeholders, including forestry administrations, academic institutions environmental NGOs, vendors of forestry equipment, community based forestry enterprises, Iwokrama and members of the Forest Products Association of Guyana. (In retrospect, there could have been more consultations with ordinary workers to try to predict their post training behaviour.¹⁰).

The location of the training area required considerable discussion and FTCI, in collaboration with the TAC, elaborated criteria, based primarily on the quality and representative nature of the forests, accessibility, the capacity of the logger to support FTCI with critical pieces of machinery from time to time and other logistical support. A committee comprising project management, the FPA, UG and other representatives of the TAC eventually chose the 6,500 hectares offered by Toolsie Persaud Limited. Two other satellite sites, one at Charabaru, upper Demerara River and the other at Scatter-rock, on left bank Corentyne River were also selected. The main intention of the satellite sites was to create RIL models for the main forest conditions that exist across Guyana.

At the end of the consultations, and after considering the broad range of training needs for forest operatives in particular, project management and the TAC agreed that FTCI would focus on the following items:

- a) The planning of timber harvests
- b) Developing capacity to use GFC's Pre-Harvest Inventory Procedures, the Code of Practice for Timber Harvesting, and
- c) Developing capacity to meet the demands of forest management certification systems
- d) Occupational health and Safety

These items were well within the context of reduced impact logging

¹⁰ Many forest operatives received a Certificate for the very first time with considerable bearing on their egos.

2.1.5.2 Development of Training Manuals

Once project management was clear about the focus of its training, the next step was to write manuals. This occurred between January and May 2003.

Seventeen modules were written between January and May, 2003 (See Annex VI):

- Module 1: Forest Management Planning
- Module 2: Reduced Impact Logging Concepts
- Module 3: Introduction to Surveying
- Module 4: Block layout (and strip line establishment)
- Module 5: 100% Pre-harvest Inventory
- Module 6: Data Processing and Mapping
- Module 7: Planning of Skid Trails
- Module 8: Tree Marking and Liana Cutting
- Module 9: Occupational Health and safety
- Module 10: Bulldozer
- Module 11: Log Market and Skid Trail Construction
- Module 12: Chainsaw Safety
- Module 13: Cross-cutting techniques
- Module 14: Felling Techniques
- Module 15: Wheel Skidder
- Module 16: Skidding
- Module 17: Wheel Loader

The core references for FTCI's training manuals were:

- a) The CoP
- b) Training manuals provided by the Fundação Floresta Tropical (Belém, Pará, Brazil),
- c) URS' "Training of Trainers in RIL" course notes and lesson plans.
- d) AMAZON: Floresta Para Sempre-RIL Manual
- e) Steve Conway's : Logging Practices-Principles of Timber Harvesting Systems

Closely associated with the development of the modules was the preparation of flip charts for each module to aid teaching in the field.

2.1.5.3 Staff development activities

From October 2002 to May 2003, FTCI recruited 19 staff members seventeen of these reported for duty on 2 January 2003. Apart from two forestry graduates, all the others were technicians who had a minimum of fifteen years experience in various aspects of practical forestry and had worked with several different companies. Both graduates worked with the former Director, Dr. Peter van der Hout on a RIL research project in Guyana. Interviewing staff was conducted by project management and representatives of the TAC. (See Output 4 under section 2.1.3, Outputs)

2.1.5.4 Acquisition of assets

Between September 2002 and February 2004, FTCI bought a number of assets. The Caterpillar machines were not acquired until January 2004, due to circumstances beyond the control of project management.

2.1.5.5 Construction of the field camp

The machines were transferred to the field location in February 2004, and work started on the construction of an access road to the training area including a wooden bridge. Once the access road was complete, the next step was to complete the camp. The actual camp was completed in September 2004.

2.1.5.6 Course preparation and course delivery

FTCI was engaged in two categories of courses: *onsite* courses and *offsite* courses. Many off-site courses were conducted prior to August 2004, while FTCI made temporary provisions to host onsite courses near the primary training site.

A significant amount of effort was devoted to field preparation, scheduling the courses and arranging the movement of staff and participants to training areas, prior to the completion of the field centre.

Once the field centre was completed, FTCI personnel were based there full time, all assets were put together in the same location and courses were promoted with more vigour.

2.1.6 Required Inputs

A total of US\$1,792,350.00 in *cash and in-kind* was consumed by the project while US\$ 698,192.81 in cash was absorbed by the project. Those sums are beyond the projected budget. At the end of the official project termination date, many outputs would not have been achieved due to severe delays with the arrival of the heavy-duty machines. Not only were these machines essential for training purposes, but they were also required to construct a 4km access road and the training camp itself. As a consequence, project management put forward arguments for an extension to the project. During the first extension, the training facility was established but project management now needed to use it, hence the request for a second extension without additional ITTO funding (see Annex IV).

FTCI survived (and has been surviving) through the generosity of the GFC which has helped maintain contracts with its cadre of trainers, by reducing the number of support staff, by reducing all non-essential activity, and more importantly, by undertaking a number of contracts to generate revenue.

Table 3 below provides a summary of total expenditure cash and in kind while Annexes III (a) gives details of *cash and in kind*. Annex III (b) provides details of cash contributions to the project.

Table 3: Summary of inputs provided to the Project.

Component	Cash & In-kind	Cash (only)
10 Project Personnel	511 702.00	415 434.40
20 Sub-contracts	95 253.00	94 774.38
30 Duty Travel	44 361.00	40 048.06
40 Capital Items	632 009.00	49 122.02
50 Consumable Items	129 025.00	79 201.66
60 Miscellaneous	22 540.00	19 612.29
70. Executing Agencies	357 460.00	0
	1 792 350.00	698 192.81

2.1.7 Project Rationale, Relevant Background Information and Location

There was a major increase in large-scale logging by multinational and national firms from 1985. Forest concessions were awarded under stringent conditions that require a forest management plan, an environmental impact assessment, and an environmental management plan. However, most harvesting operations were characterised by an unacceptable negative environmental impacts, non-compliance with occupational health and safety standards and national guidelines and poor timber harvesting practices. These problems were traced back to unskilled workforces and supervisors without a proper knowledge of appropriate logging techniques. Increasing the national capacity to provide vocational training to the forest sector was expected to mitigate these problems.

In addition, a recognised method of carrying out sustainable and environmentally responsible logging in tropical forests is the application of RIL. In this respect, there was a severe shortage of trained operators, supervisors, and managers who understood and could apply RIL. Experience from the FFT RIL training program in Brazil, and other programmes, demonstrated that training is best delivered in an on-site setting and through demonstration forests.

2.1.8 Previous Preparatory Activities

This project was conceived partly on the basis of research carried out by the Tropenbos-Guyana Programme in 1999. This research characterised the logging practices that generally prevailed in Guyana, and introduced new procedures and practices based on reduced impact logging principles that could be applied to the local situation. Once the conventional practices and the reduced impact logging practices were described, there was the need for extension work and training to introduce RIL.

Secondly, the Code of Practice for Timber Harvesting introduced a set of new timber harvesting prescriptions incorporating environmental conservation measures to the sector. However, there was the need to *demonstrate* the feasibility of those prescriptions.

2.1.9 ITTO Context of the Project

This project was consistent with the following ITTA objectives:

- To encourage national policies for the sustainable use and conservation of tropical forests and their genetic resources and for the maintenance of the ecological balances in the regions concerned
- To encourage tropical timber reforestation and forest management
- To help research and development that will improve forest management and wood use

The project complied with ITTO criteria established by the *Committee on Reforestation and Forest Management*, principally related to the following areas:

- Natural Resource Management
- Harvesting, logging infrastructure, and training of technical personnel

The project also complied with the following criteria established by the Committee:

- Relation to production and use of industrial tropical timber
- Benefits to the tropical timber economy and relevance to producing and consuming nations
- Relation to maintenance and expansion of the international tropical timber trade
- Prospects for positive economic returns
- Use of existing research institutions and relationship to other efforts supported by ITTO

The project achieved this compliance by its very nature. As a training project, it had direct relevance and benefits to the local tropical timber industry and the tropical timber economy of the region. Governments in the region have a model which they could adopt for the sustainable use and conservation of their tropical timber resources. Assuming, as experience has shown elsewhere, that the tropical timber industry realizes productivity gains and lower costs through applying FM-RIL methods taught in the project, they should be able to increase production of desirable species and thereby increase exports of tropical timber products, benefiting themselves and the regional economies. Finally, the project, through linkages with regional tropical forest sector organizations, added to ITTO's overall efforts in sustainable forest management.

Compliance with Libreville Action Plan

This project was consistent with the Libreville Action Plan and related to the priorities established in the area of *Reforestation and Forest Management* as follows:

Goal 3: Enhanced technical, financial and human capacities to manage the tropical timber resource base:

- Promoted access to, and transfer of, technologies and encouraged technical co-operation for sustainable forest management...
- Enhanced networking and technology transfers amongst forest education centres, forest owners and managers, in the fields of natural forest management, harvesting and forest restoration
- Designed and conducted regional training events to enhance technical and human capabilities to manage the resource base
- Facilitated exchange of information and experience on natural forest management, ... amongst member countries, non-governmental organisations and industries
- Disseminated results and lessons learned from ITTO projects and activities to interested member countries, non-governmental organisations and industries
- Encouraged and assisted members to :
 - Train timber company managers and the workforce in RIL ...

- Intensify training of forestry personnel and other stakeholders in the management of natural forests
- Allocate adequate numbers of trained people to implement effectively sustainable forest management

This was a training project, with human resource development at its core. Experience from TFF-implemented FM-RIL projects, as well as from other such projects, provided a basis for implementing improved forest management systems. The core of the project was the establishment of a demonstration site that promoted field-based learning opportunities, and the provision of the skills and conceptual knowledge necessary for regional forest sector personnel to advance the economic and environmental returns from the region's tropical forest timber operations. To a lesser extent, the project assisted in forest research and academic exchanges.

2.2 Project Context

2.2.2 Relationship to Sector Policies Affecting Tropical Timber

FTCI is a subsidiary of the GFC and is involved in all developmental initiatives and forestry extension efforts carried out by the GFC. FTCI is even more involved where there is a training component.

The primary focus of FTCI is RIL and essentially timber harvesting is the starting point for all timber utilization. Since Guyana is a major exporter of logs, the quality of logs harvested takes on even greater importance.

FTCI's training emphasised the use of pre-harvest inventories and stock maps to plan the selection and extraction of logs to be harvested. Further, FTCI taught the value of directional felling to optimise the useable volume of very tree felled.

2.2.3 Relationship to Sub-sector Aims and Programmes

FTCI has been in the forefront of promoting the CoP and therefore supported GFC by field testing and validating its practical application.

The RIL training provided by FTCI has allowed many companies to produce proper annual plans of operations and to appreciate the value of the forest management plan guidelines and pre-harvest inventory procedures published by the GFC¹¹ for the benefit of the timber sector. (FTCI accepted contracts to prepare forest management plans and annual plans of operations, that allowed FTCI to demonstrate the value of all guidelines published by FTCI as well as the use of all the excellent thematic maps available at low cost from the FRIU, GFC.

FTCI collaborated with UG and GSA to promote the quality of practical training received by forestry students.

FTCI aligned itself with WWF-Guianas and FAO-Caribbean to conduct training in Grenada and in Suriname. FTCI also supported WW-Guianas sustainable forest management programme by providing opportunities for local and regional forest operatives to be trained in RIL.

¹¹ Prior to FTCI, GFC had no specific forestry extension effort to support the introduction of the CoP and FMPG.

FTCI signed a Memorandum for Cooperation with Iwokrama to collaborate on RIL training for local forest operatives. Apart from the expectation that Iwokrama will apply RIL on a commercial scale, Iwokrama will be engaged in basic silvicultural practices and other practical mechanisms to support sustainable forest management.

2.3 Project Design and Organization

2.3.1 Adequacy of the Results of the 'Identification Phase'.

The issue of poorly trained forest operatives and the need for vocational training was flagged in several sector studies. The project addressed a real need.

2.3.2 Sound conceptual Foundation of the Project

The project has a sound conceptual basis in that it fills a critical void in the local forestry sector by building capacity at all levels of the typical forest enterprise. FTCI has demonstrated the practical feasibility of the prescriptions of GFC's CoP.

2.3.3 Adequacy of Time and other Resources for Project Formulation

There was adequacy of time and other resources for project formulation given the broad range of sector studies prior to project formulation.

2.3.4 Understanding and Appropriateness of the Roles and Responsibilities of the Institutions Involved with Project Implementation

A large number of institutions helped define the role and strategies employed by FTCI. Each partner was delighted with the opportunity to be involved with vocational training for forest operatives.

2.3.5 Beneficiary Involvement with the Project's Efforts and Actions

The GFC, the GFC Board of Directors, and other policy makers were delighted with the opportunity to provide additional services to the forestry sector and were involved in every aspect of the project's activities.

The FPA and forest enterprises in Suriname were happy with the opportunity to get high quality practical training for *ordinary* forest operatives at a low cost.

The ordinary forest operatives craved the opportunity for training and craved the certificate given at the end of the course.

The vendors of chainsaws and heavy duty machines were quite happy with the added promotional work which FTCI performed for them by advertising their products in a very practical setting. The chainsaw vendor even sent a number of his technicians for training in chainsaw use because many chainsaw technicians at stores that sell chainsaws have never felled a tree; *directional felling* was an added bonus.

The partner concessionaire Toolsie Persaud Limited received considerable prestige from its association with the training centre and supported the project as far as possible.

The academic institutions were delighted with the opportunity to afford their students high quality practical training at low cost, thereby boosting the quality of their respective forestry programmes.

WWF-Guianas, FAO Caribbean, regional forestry administrations, and UNDP discovered that FTCI's objectives were closely aligned with theirs and consequently supported FTCI directly and indirectly in very tangible terms. FAO and WWF-Guianas in particular used FTCI to sponsor programmes with a *regional* context.

FTCI, as with any other enterprise generated several economic linkages through the purchase of camp supplies, stationery, fuel and the rental of boats and buses. The residents of the town of Parika were the major beneficiaries in this regard.

2.4 Project Implementation

2.4.1 The Most Critical differences between Planned and Actual project Implementation

Although consultations revealed the critical need for a vocational training centre, the *preference* for offsite training courses did not emerge until after the full construction of the primary field camp, leading to under-utilization of the primary site.

FTCI anticipated being swamped with requests for training, given that FTCI is the only of its kind in Guyana and that the forestry sector would have been prepared to pay for such training. Instead, loggers complained about the cost of training. FTCI was forced to work with fees that loggers were '*willing to pay*'.

2.4.2 Measures and Actions that Could Have Avoided These Variations

More intensive consultations with loggers may have led to them revealing their reservations about sending their employees to the primary site. Perhaps there could have been greater involvement of forest enterprises in project formulation. In addition, the issue of a large number of expatriate workers in the sector may not have been given sufficient attention.

There should have been more sharing of information about the funding arrangements for the arrangement. Perhaps there was the *perception* that donor support automatically implied free training. It would also have been useful to get forest enterprises to commit themselves to a certain number of persons to be trained, as a condition for the project. Finally, a feasibility study prior to project formulation may have provided realistic information about training demand and forest enterprises 'ability' to pay.

2.4.3 Appropriateness of the assumptions Made and Correct Identification of the Issues Involved.

The issues were properly identified, and several sector reports supported the arguments and assumptions presented in the project.

2.4.4 Project Sustainability after Project Completion as a result of Project Implementation Conditions.

There will be a second (Phase 2) project that will allow FTCI to build on the capacity developed to date, and to extend RIL training to loggers or enterprises using other timber harvesting technologies. That project will also address a number of ancillary forest management outputs.

A number of developments augur well for the sustainability of FTCI. New timber harvesting activities are moving west and south across Guyana towards more hilly, even mountainous terrain, requiring detailed planning of timber harvests; timber harvesting in such terrain require technicians with appropriate skills sets. New forestry legislation will be passed by 2007, making the use of the CoP mandatory; only trained technicians can address the prescriptions of the CoP effectively. Consumers of timber in the European Union and North American markets respectively are demanding more responsible behaviour by local timber producers as a condition of purchase for local timber; one way of assuring such consumers on efforts at responsible behaviour is for the producer to demonstrate that there are an adequate number of trained field operatives on its payroll. The GFC has stepped up its demand for forest management plans and annual plans of operation; the GFC has also improved its monitoring capabilities to verify that loggers' field activities are in accordance with the plans submitted.

FTCI has already demonstrated the capacity to undertake a number of contracts and consultancies ranging from advisory services to the preparation of forest management plans and annual plans of operations. Those activities have brought in significant revenues for FTCI. FTCI has avoided direct competition with consultants in the sector and has only responded to *requests* made by logging enterprises. FTCI could easily earn more revenue by competing directly with other consultants.

The plain truth is that FTCI fills a niche which no other agency or addresses at this time.

A major concern in the long term is the fleet of heavy-duty machines. FTCI will prepare a strategic plan to guide it in addressing that particular concern and the staff complement. The strategic plan will also help determine the long term options for FTCI¹².

2.4.5 Appropriateness of Project Inputs.

The project inputs were essentially adequate. Two issues deserve attention, FPA's default on its commitments and the extension of the project beyond the original two years.

The absence of committed inputs from the FPA proved to be a major set back. Fortunately, FTCI earned sufficient revenue to help address the shortfall.

The extension of the project led to costs beyond those budgeted, but again revenues earned by FTCI, together with some generosity from the GFC allowed FTCI to survive.

¹² FTCI is a *corporate* subsidiary of the GFC

2.5 Project Results

2.5.1 The Situation Existing at Project Completion as Compared to Pre-project Situation

Vocational training for field operatives in the forestry sector is now a reality. Indeed, the services of FTCI are available to the *Guianan (Guyana, Suriname and French Guiana)* and *CARICOM* regions respectively.

Since FTCI helped to validate the practical feasibility of the CoP, the GFC is now in a position to make the CoP mandatory.

The forestry sector now has a means to evaluate tree spotters, inventory personnel and chainsaw operators and crews that operate or work skidders, front-end loaders and bulldozers.

All the large companies in Guyana have RIL trained personnel on their staff. Iwokrama and the GFC also have persons trained in RIL on their staff.

2.5.2 Extent to which the Project's Specific Objectives were achieved.

At least 92 % of the project outputs were achieved. Other outputs have essentially been subsumed by a second ITTO project (PDD 333/05 Rev.1 (I)).

2.5.3 Impact of the Project Results

The project helped alter the behaviour of logging enterprises by helping them appreciate the benefits of reduced impact logging (rather than the conventional practices). Stock maps, for example, are now used by all of the large logging enterprises.

The Project helped demonstrate the value of partnerships in promoting forest management. Many local loggers were humbled by the interest and support of the global community in general and of ITTO in particular. (By default many vendors of forestry equipment and of safety equipment have benefited considerably from the Project's activities).

The project provided a means for donors to provide meaningful support to the forestry sector especially as they were all concerned about the quality of logging practices in Guyana. Moreover, the goals of many environmental NGOs are closely aligned with those of FTCT; they all want to see increased capacity in the forestry sector for promoting sustainable forest management.

Although UG and GSA are not very specific about it, the project has to date played a major role in enhancing the profile of their forestry programmes, by providing a high quality of practical at a low cost. RIL manuals developed by FTCI are used avidly the University of Guyana and the Guyana School of Agriculture.

The GFC developed the CoP and now has in place an institution (FTCI) that demonstrates the practical feasibility of the CoP.

Finally, residents of many rural communities, unable to attend the local University due to strict academic criteria, can avail themselves of the opportunity to be trained in basic timber harvesting practices.

2.5.4 Project Sustainability after Project Completion.

The project will move into a second phase that will address the requirements of small scale operators and community based enterprises. There have been several requests for other services from FTCI: these include special courses (not part of FTCI's original mandate), the preparation of forest management plans and annual plans of operations. FTCI will engage in consultancies and paid forestry extension work to help sustain itself.

(Please see also section 2.4.4)

2.6 Synthesis of the Analysis

(a) Specific Objective(s) Achievement	Realised
(b) Outputs	92% realised
(c) Schedule	Seriously delayed
(d) Actual expenditures	> 20% above planned
(e) Potential for replication	Significant potential
(f) Potential for scaling up	Significant potential

PART 3: CONCLUSION AND RECOMMENDATIONS

3.1. Development Lessons

Vocational training in RIL practices lie at the very heart of timber harvesting practices in Guyana. RL training and the associated award of a certificate has energised many employees resulting in a more responsible approach to timber harvesting. Nothing beats small, incremental actions to promote major improvements in forest management.

The FTCI has provided major benefits to date and demonstrates clearly that **partnerships** are the key to sustainable forest management and to fostering a competitive forestry sector.

3.2. Operational Lessons

Owners/Managers of forest enterprises take the most risk and it is natural to consult them on training needs; however the field operatives who will benefit directly from training should also be consulted.

A feasibility study regarding training costs and the ability or willingness of loggers to pay for such training should be a first step in a project of this nature. This will allow a clear determination of donor funding, local funding and the real extent to which a training project could be self sustaining. This could also help capture 'invisible' signals regarding 'cultural' problems with expatriate employees and post training behaviour with local employees.

Local loggers are cautious about allowing discussion on their remuneration policies, timber harvesting systems, and work rules. This seriously affects their willingness to send representatives on RIL training programmes. Many loggers now prefer offsite training-the training of their employees on their own respective concessions rather than sending them to a training facility where the operatives could interact with other employees. Future projects should deliberately make provision for both *onsite* and *offsite* training.

3.3. Recommendations for Future Projects

3.3.1. Identification

The University should be a major, formal partner in vocational training programmes, even if it could not make a significant financial input. Then the vocational programme developed could have been a subset of the national forestry curricula.

3.3.2. Design

Here again, the University of Guyana could have been contracted to research the issue of training for field operatives, and ensure that the University remained a key collaborator in the project. (The University is a member of the TAC, but that gives it only a very peripheral role. Meanwhile UG has made major effort to involve FTCI in its work plans).

The FPA should have been given more responsibility to produce trainees, to develop training schedules and to track the post training performance of operatives. The FPA should also have been asked to commit a guaranteed minimum number of persons for training and to identify funds for their training fees, prior to the project. This would have lessened the burden on project management, allowing FTCI to focus more on the delivery of training.

3.3.3. Implementation

FTCI and the FPA could have done more disseminate information on the project. The FPA was too important a partner to be so disinterested; in other words, the low demand for training appeared to be a '*FTCI problem*'.

The corporate status of FTCI gave it considerable flexibility in addressing emerging revenue options. Training institutions should therefore acquire corporate status before the donor funds are exhausted.

Occasionally FTCI needed to distinguish between *RIL Training* and *Extension work*. Where conditions on a forest concession do not allow for effective teaching of RIL, FTCI would carry out forest extension work, coaching and counselling; and in such a case no certificates would have been awarded.

3.3.4. Organization

The FPA should have monitored the project much more closely to keep tabs on whether its members were being trained. FPA should undertake a number of specific initiatives to provide the employees of its membership with RIL training.

3.3.5. Management

FTCI enjoyed full access to all the key partners in the project. Having special legal and accounting services also assisted the project to maintain credibility among the various stakeholders and clients.

In retrospect, FTCI could have hired a specialist in graphic designs to assist with the production of brochures, charts and manuals. These items consumed a significant amount of the time of project management.

Throughout the duration of the Project, the Project Steering Committee made very useful inputs towards the implementation of the project and in clarifying ITTO's requirements (see AnnexV).

RESPONSIBLE FOR THE REPORT

Name: Godfrey Marshall

Position: Project Director

Date: September, 2006

Signature: 

ACRONYMS

GFC	Guyana Forestry Commission
ITTO	International Tropical Timber Organization
FPA	Forest Products Association of Guyana
UG	University of Guyana
GSA	Guyana School of Agriculture
TFF	Tropical Forest Foundation
CVET	Council for Vocational Education and Training
GNBS	Guyana National Bureau of Standards
FTCI	Forestry Training Centre Incorporated
WWF	World Wildlife Fund
FAO	Food and Agricultural Organization of the United Nations
RIL	Reduced Impact Logging
CPEC	Caribbean Regional Human Resource Development Programme for Economic Competitiveness
GFCSP	Guyana Forestry Commission Support Project
GOG	Government of Guyana
IWOKRAMA	Iwokrama Centre for Rainforest Conservation and Development
CoP	Code of Practice for Timber Harvesting
	TPL Toolsie Persaud Limited

ANNEXES

Annex 1: Activities associated with each output for Project PD 68/01 Rev. 2 (I)

Output 1: *RIL training programme designed to address identified stakeholder needs* was accomplished. Although FTCI benefited from several sectoral studies, the company carried out its own consultations with local and regional forestry administrations, forest enterprises, timber companies, environmental NGOs and community based forest enterprises

- Activity 1.1: Review of training needs analysis
- Activity 1.2: Needs assessment of training materials
- Activity 1.3: Course design and development
- Activity 1.4: Consultation with stakeholders
- Activity 1.5: Preparation of training materials and student manuals
- Activity 1.6: Review of training programme, materials and manuals

Output 2: Site-specific RIL models developed as a demonstration of RIL good practice

- Activity 2.1: Identification of partners and sites
- Activity 2.2: Demarcation of logging blocks and access roads
- Activity 2.3: Construction of access roads
- Activity 2.4: Completion of field and technical activities for course preparation
- Activity 2.5: Discuss and elaborate alternative options for FM-RIL
- Activity 2.6: Field test of FM-RIL alternatives
- Activity 2.7: Compilation, analysis and synthesis of test results

Output 3: Training facility established and equipment acquired

- Activity 3.1: Needs assessment of facilities
- Activity 3.2: Preparation of plans and bill of quantities
- Activity 3.3: Upgrade existing infrastructure and install new infrastructure (camp)
- Activity 3.4: Purchase and other acquisition of equipment

Output 4: Training staff identified and staff development programme delivered

- Activity 4.1: Identification and appointment of Project Director
- Activity 4.2: Advertisement and recruitment of staff
- Activity 4.3: Identification of part time and contracted teaching inputs
- Activity 4.4: Skill gap analysis and training plan
- Activity 4.5: Implementation of staff development plan
- Activity 4.6: Arrangements for & scheduling of training courses and consultants
- Activity 4.7: Training of trainers on on-site training course (TFF-Brazil)
- Activity 4.8: On-site training of trainers by training consultants

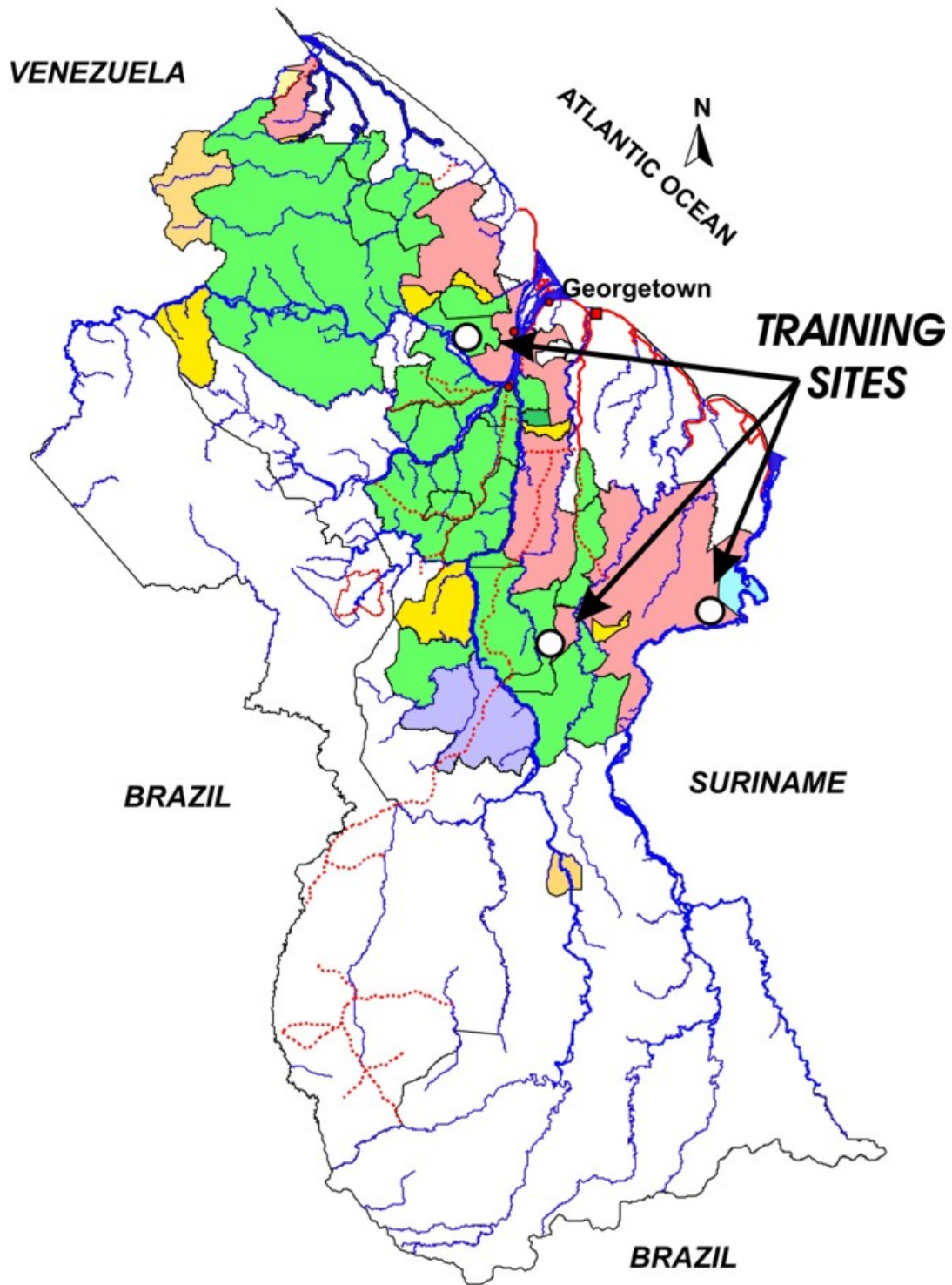
Output 5: Training courses organised and delivered

- Activity 5.1: Course schedule developed
- Activity 5.2: Course planning and promotion
- Activity 5.3: On-site training - managerial & supervisory staff course
- Activity 5.4: On-site training - operators and forest workers course
- Activity 5.5: Course evaluation trainees
- Activity 5.6: Trainee evaluation

Output 6: Long term sustainability of facility secured

- Activity 6.1: Business plan preparation
- Activity 6.2: Marketing plan and national and regional marketing
- Activity 6.3: Funding for non-core activities

Annex II: Map of Guyana showing the general location of the training sites.



Annex III (a) Project Financial Statement: all sources (US\$)

Project Financial Statement: all sources: cash and in-kind								
Project PD No. 68/01 Rev. 2 (I) Period May 1, 2002 to July 1, 2006								
Project Title: Training in reduced impact logging in Guyana								
Components	(a) Approved Pro Doc (Aug 01)	(b) Revised (Mar 03)	(c) May-Dec, 2002	(d) Jan-Dec, 2003	(e) Jan-Dec, 2004	(f) Jan 1-Jul 1, 2005	(g) Expenditure to date	(h) Unexpended Amounts
Funds managed by FIC								
10. Project Personnel								
11. National experts	158,000	156,500	4,375	73,451	85,496	38,976	202,298	(45,798)
12. Other Labour	72,500	72,150	998	44,177	54,878	23,351	123,404	(51,254)
13. International experts	144,000	144,000	48,000	72,000	66,000	0	186,000	(42,000)
19. Component Total	374,500	372,650	53,373	189,628	206,374	62,328	511,702	(139,052)
20. Sub-contracts								
21 Training courses for instructors	16,000	11,527	0	11,552	1,692	0	13,244	(1,717)
22. International Consultants	68,000	71,093	25,000	46,099	0	0	71,099	0
23. Infrastructure Upgrade	10,000	10,000	0	0	8,098	0	8,098	1,902
24. Customs brokerage	0	0		282	91	137	509	(509)
25. Legal Counsel	0	0	652.5	800	475	375	2,303	(2,303)
29. Component total	94,000	92,626	25,653	58,733	10,356	512	95,253	(2,627)
30. Duty Travel								
31. International Travel	13,000	15,085	2,541	14,887	638	0	18,066	(2,981)
32. Local Travel	15,000	15,000	686.6	4,888	7,903	4,390	17,868	(2,868)
33. Daily Subsistence Allowance	4,000	5,139	1,691	5,765	705	267	8,427	(3,288)
39. Component Total	32,000	35,224	4,919	25,540	9,246	4,657	44,361	(9,137)
40. Capital Items								
41. Camp	10,000	29,712	0	4,560	15,357	842	20,759	8,953
42. Office Rent	40,000	40,000	2,875	10,500	15,000	7,500	35,875	4,125
43. Office equipment	10,000	5,691	4,168	3,809	0	0	7,977	(2,286)
44. vehicles	52,000	52,000	46,791	0	0	0	46,791	5,209
45. Chainsaws	4,500	7,357	0	3,786	0	0	3,786	3,571
46. heavy Equipment (rental)	120,000	160,000	0	1,289	336,120	168,060	505,469	(345,469)
47. Training equipment	0	12,007	10,325	907	0	0	11,232	775
48. Capital items-unassigned	0	0	0	0	7	113	120	(120)
49. Component Total	236,500	306,767	64,159	24,851	366,485	176,515	632,009	(325,242)
50. Consumable Items								
51. Vehicles operating costs	20,000	20,000	4,102	4,708	8,975	1,075	18,859	1,141
52. Heavy equipment operating costs	120,000	80,000	0	0	11,007	1,914	12,921	67,079
53. Chainsa operating costs	10,000	10,000	0	2,193	462	958	3,613	6,387
54. Training materials	25,000	17,765	11,554	9,557	1,564	1,189	23,864	(6,099)
55. Extension and promotion materials	10,000	10,000	170	289	2,358	0	2,817	7,183
56. Office supplies	40,000	35,000	467	5,554	2,260	1,050	9,331	25,669
57. Camp utilities and supplies	5,000	5,347	0	6,223	9,302	6,627	22,152	(16,805)
58. Utilities	0	0	1,420	10,704	15,384	7,960	35,468	(35,468)
59. Component Total	230,000	178,112	17,713	39,228	51,312	20,773	129,025	49,087
60. Miscellaneous								
61. Sundries	5,000	7,035	1,600	601	816	232	3,249	3,786
62. Auditing costs	10,000	10,000	0	0	4,538	1,592	6,130	3,870
63. Shipping & Handling costs	0	0	4,883	320	624	10	5,837	(5,837)
64. Postage/Couriers	0	0	25	124	133	25	308	(308)
65. Bank charges	0	0	97	227	136	22	483	(483)
66. Insurance, medicals, etc.	0	0	0	2,335	1,643	1,343	5,321	(5,321)
67. ITTO-PSC Meetings	0	0	0	1,126	55	11	1,191	(1,191)
68. Unassigned	0	0	0	0	5	17	22	(22)
69. Component Total	15,000	17,035	6,605	4,733	7,950	3,252	22,540	(5,505)
Sub-Total I	982,000	1,002,414	172,420	342,713	651,722	268,035	1,434,891	(432,477)
70. Executing Agency								
GFC	73,650	73,650	2,160	71,500	67,200	33,600	174,460	(100,810)
TFF	73,650	73,650	41,000	53,000	60,000	29,000	183,000	(109,350)
79. Component Total	147,300	147,300	43,160	124,500	127,200	62,600	357,460	(210,160)
Sub-Total II	1,129,300	1,149,714	215,580	467,213	778,922	330,635	1,792,351	(642,637)
II. Funds retained by ITTO								
80. ITTO Monitoring & Administration								
81. Monitoring and evaluation	10,000	10,000						
82. Administration & Programme Support	24,210	24,210						
89. Component Total	34,210	34,210						
GRAND TOTAL	1,163,510	1,183,924						

Annex III (b): Project Cash Flow Statement: all sources

Project Cash Flow Statement-All Sources			
Project No. PD 68/01 Rev.2 (I)	Period May 1, 2002 to July 1, 2005		
Project Title: Training in Reduced Impact Logging in Guyana			
Component	Amount		
	US\$	Local Currency	
A. Funds Received from Donors			
ITTO	USD 393,500.00	GYD	-
GFC	USD 17,300.00	GYD	33,163,000.00
DFID	USD 28,142.21	GYD	1,576,304.00
Forest Industry	USD -	GYD	20,000.00
Total contributions received from Donors	USD 438,942.21	GYD	34,759,304.00
Revenue earned by FTCl			
Contracts	USD 2,000.00	GYD	10,484,095.00
Training fees	USD -	GYD	5,290,000.00
Other income	USD 542.83	GYD	104,873.00
Total funds received	USD 441,485.04	USD	50,638,272.00
USD Converted to GYD	USD 169,750.00	GYD	33,455,650.00
Sub total (funds available)	USD 271,735.04	GYD	84,093,922.00
B. Expenditure by FTCl			
10. Project Personnel			
11. National Experts	USD -	GYD	31,286,068.62
12. Other Labour	USD -	GYD	24,200,812.18
13. International Experts	USD 138,000.00	GYD	-
19. Component Total	USD 138,000.00	GYD	55,486,880.80
20. Sub-contracts			
21. Training courses for instructors	USD 5,000.00	GYD	1,648,700.00
22. International consultants	USD 71,098.50	GYD	-
23. Infrastructure (Construction)	USD -	GYD	1,619,666.00
24. Customs Brokerage	USD -	GYD	101,810.00
25. Legal counsel	USD -	GYD	365,000.00
29. Component Total	USD 76,098.50	GYD	3,735,176.00
30. Duty Travel			
31. International Travel	USD 15,508.20	GYD	300,801.00
32. Local travel	USD -	GYD	3,022,757.00
33. Daily subsistence Allowance	USD 6,699.14	GYD	244,585.00
39. Component total	USD 22,207.34	GYD	3,568,143.00
40. Capital Items			
41. Camp	USD -	GYD	2,890,914.00
42. Office rent	USD -	GYD	-
43. Office equipment	USD -	GYD	1,026,950.00
44. Vehicles	USD 25,791.16	GYD	-
45. Chainsaws	USD -	GYD	542,755.00
46. Heavy machinery	USD -	GYD	-
47. Training equipment	USD 907.41	GYD	-
48-Unassigned	USD -	GYD	24,070.00
49.Component Total	USD 26,698.57	GYD	4,484,689.00
50. Consumable items			
51. Vehicle operating costs	USD 5,827.76	GYD	2,568,549.00
52. Heavy machines operating costs	USD -	GYD	2,493,278.00
53. Chainsaw operating costs	USD -	GYD	696,209.00
54. Training materials	USD 1,260.16	GYD	2,116,107.00
55. Extension and Promotion	USD -	GYD	539,282.00
56. Office Supplies	USD -	GYD	1,535,085.00
57. Camp Utilities and Supplies	USD -	GYD	4,229,587.59
58. Utilities	USD -	GYD	244,650.00
59. Component total	USD 7,087.92	GYD	14,422,747.59
60. Miscellaneous			
61. Sundry Audit	USD -	GYD	335,635.00
62. Auditing	USD -	GYD	1,225,940.00
63. Shipping & handling	USD 3,792.16	GYD	-
64. Postage	USD -	GYD	61,480.00
65. Bank charges	USD 217.28	GYD	53,368.00
66. Insurance, medicals, etc.	USD -	GYD	1,202,460.00
67. ITTO/PSC Meetings	USD -	GYD	238,272.60
68. Unassigned	USD -	GYD	3,415.00
69. Component total	USD 4,009.44	GYD	3,120,570.60
Total expenditures to date	USD 274,101.77	GYD	84,818,206.99
Remaining balance of funds (A-B)	USD (2,366.73)	GYD	(724,284.99)

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Annex IV: Arguments for Project Extension

Request for a 6-Month Second Extension for

ITTO Project PD 68/01 Rev.2 (I)

“Training in Reduced Impact Logging in Guyana”

Submitted by the Guyana Forestry Commission on behalf of the Government of Guyana

I. Background

Initially, the Project “Training in Reduced Impact Logging in Guyana” was funded by ITTO, the Guyana Forestry Commission (GFC), and the UK Department for International Development (DFID) with in-kind contributions through the Tropical Forest Foundation (TFF) and the Forest Product Association of Guyana (FPA). The total budget amounted to US\$ 1,183,924 with an ITTO contribution of US\$ 427,710. The Project commenced on 1 May 2002 and ran until the end of April 2004.

During the two-year period, two outputs were fully completed: the design of a RIL-training programme that addresses stakeholder needs (Output 1) and the recruitment of training staff and training the recruits in RIL and teaching skills (Output 4). Good progress was made towards the establishment of a permanent training facility and office, and the acquisition of equipment and materials (Output 3) and the establishment of one satellite site (Output 2), while three training courses were organised and delivered during which 55 persons were trained (Output 5).

Due to a variety of reasons the project’s main outputs; i.e. the establishment of a permanent field training centre (Output 3), and the training of 120 forestry operatives in RIL techniques and practices (Output 5), were delayed. An 8-month extension without additional ITO funding was requested during the PSC meeting in April 2004 and subsequently approved by ITTO. In order to finance this first extension, the executive agency, GFC, committed extra funds to the project to the amount of US\$ 71,250 and an extra in-kind contribution to the value of US\$ 67,400. On the other hand, the Forest Industry’s contributions as agreed upon in a MoU between GFC, TFF and FPA had not been forthcoming and the expenses made against the FPA had to be covered by FTCI itself. As a result, the total shortfall in the budget amounted to approximately US\$ 79,250. FTCI revenue from contractual work, consultancies and training fees, amounting to approximately US\$ 50,000 (as per 30 September 2004) and support by WWF-Guianas were projected to cover this shortfall.

At the PSC meeting of April 2004, ITTO recommended that a proposal for a second phase ITTO project be submitted, in which the area of training is expanded to include: RIL training for small-scale and community forest operations (≈ chainsaw logging), forest management planning, mapping and surveying, species identification, and auditing of forest operations in respect of ITTO and FSC standards, criteria and indicators. This proposal was prepared, but regrettably submitted one day after the deadline for submission due to extenuating circumstances which are irrelevant at this time and as a result not considered by the Twenty-eighth Expert Panel for Technical Appraisal of Project Proposals. The proposal will be resubmitted for consideration by the Twenty-ninth Expert Panel meeting in February 2005.

The timely start of the second phase project was essential to consolidate the gains made, the assets acquired and the reputation developed re ITTO Project PD 68/01 Rev 2 (I). The bridging funds from the partner organizations and other donors to extend the project to the end of 2004 were negotiated assuming a second phase ITTO project would start in January 2005. Since the commencement of this project has been delayed by at least six months, FTCI’s main training facility may now have to close down early 2005. Temporary closure most certainly lead to the loss of the three pieces of logging equipment (a log loader, a bulldozer and a skidder) made available by Caterpillar Inc, which has been negotiated through the Tropical Forest Foundation.

To date, FTCI has organised four courses ex-situ (one in Suriname, three at Barama Co. Ltd.), two courses at its main training facility and one at one of the satellite sites. A total of 84 persons participated in these courses. Participants included company executives (7), officials of forest administrations of Guyana, Suriname, French Guiana, and Belize (12), educational & research institutions and donor community (5), forest operations managers (12), field supervisors / foremen (20), harvest planning technicians (18), felling teams (7) and skidding teams (3). The courses were well received and led to a growing acceptance and awareness of RIL and a demand for training in RIL in the region.

During consultations with the 12 largest concessionaires and the educational institutions in Guyana in June 2004, it became clear that the demand for training is far from satisfied. Companies indicated a solid demand of another 200 persons to be trained at various skill-levels, while the educational institutions indicated 35 students for training on an annual basis. The twelve largest companies employ approximately 1,000 field operatives and operate approximately 400 pieces of logging equipment. Once a number of company staffs have been involved in RIL training, the demand may increase by a factor two or more.

In conclusion, considerable investments have been made in laying the groundwork for the delivery of RIL training and there is a concrete demand for the services that can be provided by the centre, as witnessed by the requests for training by local and regional operators and local and regional forest administrations.

II. Project Profile

Project No.:	PD 68/01 Rev.2 (I)
Project Title:	Training in Reduced-Impact Logging in Guyana
Executing agency:	Guyana Forestry Commission
Implementing agency:	Forestry Training Centre Incorporated
Duration and starting date:	24 months, starting from 1 May 2002

Project Funding:	Source	Project Document (08/01)	Revised (05/03)
	ITTO	427,710	427,710
	GFC cash & in kind	395,650	325,650
	DFID cash & in kind	-	91,075
	Forest Industry	182,000	122,000
	TFF in kind	158,150	218,150
	Total	1,163,510	1,183,924

Project Sites:	Toolsie Persaud Limited concession, Cuyuni - Mazaruni District, West Guyana (main site - established); Variety Woods & Greenheart Limited concession, Upper Demerara – Berbice District, Central Guyana (satellite site – established) and Ganesh Singh & Brothers, Corentyne District, East Guyana (satellite site - to be established).
Development Objective:	To improve the quality and efficiency of forest operations by implementing sound forest management and reduced impact logging practices.
Specific Objective:	To strengthen the national capacity to deliver training in practical forest operational and managerial skills and knowledge to personnel at all levels of the forest sector by means of establishing an on-site RIL training programme.

III. Unspent Budget and Its Clarification (after 1st Extension)

An 8-month project extension without additional ITTO funding was approved by ITTO during the PSC meeting of April 2004. In order to finance the budget for this extension GFC committed additional funds and in-kind support to the project. In addition, revenue earned by FTCI during 2003-2004 was released to cover the cost of the project extension. Note that part of FTCI revenue was applied before to cover expenses that were allocated to FPA for source of finance.

As a result, the project's overall budget was increased as shown below:

Source	Revised Budget (05/03)	8-month extension (04/02)
ITTO	427,710	427,710
GFC cash & in kind	326,150	464,795
DFID cash & in kind	91,075	91,075
Forest Industry in kind	122,000	29,413
TFF in kind	218,150	501,288
FTCI revenues	-	63,130
WWF	-	23,266
Total	1,185,085	1,600,677

For the 8-month extension, the total budget was increased from US\$ 1,185,085 to US\$ 1,600,677. While ITTO funding remained unchanged (US\$ 393,500 available to project management), funding (in cash and in kind) by the group of Counterparts was increased considerably from US\$ 757,375 to US\$ 1,172,967. Counterpart cash budget was increased from US\$ 134,684 to US\$ 292,324 (GFC

funding increased from US\$ 98,500 to US\$ 169,744 with input of FTCI revenues¹³ equalling US\$ 63,130 and financial support being requested from WWF). This should imply a total cash budget available to project management of US\$ 685,821.

By 30 September 2004, total expenditure (cash and in-kind) amounted to US\$ 1,286,699. The remaining budget for 2004 amounts to US\$ 199,344, which indicates a projected unspent budget (cash and in-kind) by the end of 2004 of US\$ 80,420. At that time, total cash expenditure amounted to US\$ 569,425. The cash budget for the remainder of 2004 amounts to US\$ 66,255, which indicates a projected unspent budget of US\$ 50,141 by the end of 2004.

Major reasons for the projected unspent budget¹⁴ are:

- US\$ 31,159 is projected to be unspent under the Personnel component. This is due to reduction in personnel, not extending the contract with the current (expatriate) project director beyond 31 October and other savings made under this component.
- There is a shortfall in the budget under the component Sub-contracts: the contractor cost for constructing the camp is exceeding the budgeted amount by US\$ 1,750.
- US\$ 1,445 is projected to be unspent under Duty Travel. This is due to savings made under this component and budget adjustments.
- US\$ 2,109 is projected to be unspent under Capital Equipment. This is due to savings made under the budget line Camp.
- US\$ 14,519 is projected to be unspent under Consumable Items, particularly on heavy machinery operating cost. This is due to savings made under this component and budget adjustments.
- US\$ 2,165 is projected to be unspent under Miscellaneous. This is due to savings made under this component and budget adjustments.

By 30 September 2004, a considerable part of ITTO contribution to the project budget was still unspent. Total unspent budget amount was US\$ 34,076. The remaining budget for 2004 with source ITTO amounts to US\$ 29,865, which indicates a projected unspent budget of US\$ 4,208 by the end of 2004.

Major reasons for the unspent budget² are:

- US\$ 6,008 is projected to be unspent under the Personnel component. This is due to reduction in personnel and other savings made under this component.
- US\$ 791 is projected to be unspent on Duty Travel. This is due to savings made under this component and budget adjustments.
- US\$ 384 is projected to be unspent on Capital Equipment. This is due to savings made under the budget line Camp.
- Overspending is expected with regard to Consumable Items to an amount of US\$ 3,505. This mainly results from budget adjustments.
- A savings of US\$ 530 is expected for miscellaneous items.

By 30 September 2004, expenditure of combined counterpart cash budget had exceeded contributions by approximately US\$ 7,000 - mainly due to delays in disbursements and payments of receivables. The Counterpart cash budget for the remainder of 2004 amounts to US\$ 36,390. If all contributions by the counterparts are made and outstanding receivables received in a timely manner, and further FTCI's revenue from contract work and training fees materialises as anticipated, a positive balance of US\$ 45,933 is foreseen.

Major reasons for the unspent budget² are:

- US\$ 25,151 is projected to be unspent under the Personnel component. This is due to reduction in personnel, not extending the contract with the incumbent project director beyond 31 October and other savings made under this component.
- US\$ 18,024 is projected to be unspent on consumable items, particularly heavy machinery operation cost.

Besides the increase in direct counterpart funding, in-kind contributions were increased as well. Total in-kind contributions were increased from US\$ 622,691 to approximately US\$ 880,643. To date, in-kind contributions to the value of approximately US\$ 717,274 have been applied.

¹³ FTCI's revenue to date is approximately US\$ 50,000.

¹⁴ A detailed overview of the expenditure to date is shown in Annex I.

Actual cash contributions received and revenue earned by 30 September 2004 amounted to US\$ 596,573 with a total of US\$ 84,400 to be received / earned (see table below)

Source	Cash Budget (04/04)	Actual Income (09/04)	Spent (09/04)	Current cash flow balance	Projected	Difference
ITTO	393,500	393,500	359,424	34,076	-	-
GFC	169,744	116,744	130,199	(13,455)	53,000	-
DFID	36,185	36,185	26,845	9,340	-	-
FTCI	63,130	50,144	52,958	(2,814)	6,400	6,586
WWF	23,266	-	-	-	25,000	(1,734)
Total	685,825	596,573	569,426	27,147	84,400	4,852

A detailed overview of the project's cash flow is shown in Annex II

IV. Proposal for the 6-Month Work Extension

As discussed in Section I, considerable investments have been made in laying the groundwork for the delivery of RIL training and there is a concrete demand for the services that can be provided by the centre, as witnessed by the requests for training by local and regional operators and local and regional forest administrations. Approximately 7,500 persons are involved in actual forest operations in Guyana. Of this total number, about 1,000 persons are employed by the larger companies with traditionally mechanised, integrated forest operations. During consultations with the 12 largest concessionaires and the educational institutions in Guyana in June 2004, it became clear that the demand for training is far from satisfied. Companies indicated a solid demand of 200 persons to be trained at various skill-levels, while the educational institutions indicated 35 students for training on an annual basis. It is anticipated that the total demand for the type of training delivered at the moment equals approximately 400 persons. To date, 84 persons have been trained and it is anticipated that a total of 112 persons will have been trained by the end of 2004.

Besides the larger companies with a considerable economic lay-out in terms of manpower, equipment and concession size, there are some 300 active smaller operations (operating on a State Forest Permit basis). In addition, the number of associations of small-scale loggers has been growing at a steady pace in recent years, while community-based timber production (mainly from Amerindian private land) has also been on the increase. The current RIL model is tailored to the larger companies, who use expensive heavy machinery such as bulldozers, wheel skidders and tractor-and-trailer hauling units. Training the small-scale / community loggers in this system would not address their specific needs. Therefore, a special RIL system and training programme needs to be developed tailored to their specific needs.

It is important that FTCI conserves the cadre of trainers in whom it has invested and to conserve the arrangements under which the core machinery assets were made available to FTCI. By sustaining FTCI's current programme, the project will maintain the momentum of interest in RIL and allow time for the Governments of Guyana and Suriname, the forest industry, the regional forestry education sector and other partners to establish a longer term, sustainable vocational training programme for the Guiana Shield. Bridging funds are therefore sought from ITTO and other agencies to continue and expand FTCI's RIL training programme until July 2005.

The following activities of ITTO project PD 68/01 Rev.2 (I) have not been completed (30 September 2004):

Activity 2.2 *Discuss and elaborate alternative options for RIL model.* The standard RIL model was applied under three different terrain conditions, warranting small adaptations to the basic model. In addition, RIL models need to be developed for small-scale and community forestry operations. This activity will be addressed during the bridging phase.

Activity 2.4 *Field test of RIL alternatives.* Formal field-testing has not started. This activity will be addressed during the second phase.

Activity 2.5 *Compilation, analysis and synthesis of test results.* This activity would follow activity 2.4

Activity 3.8 *Upgrade existing infrastructure and install new infrastructure.* This activity refers to the offices used by FTCI in Georgetown; a house / office at the main forest camp of the host concessionaire; access roads (plus bridge) to the demonstration / training site; and construction of a field camp. Upgrading of FTCI offices in Georgetown was completed in June 2003. Two kilometres of road leading to the access point of the logging compartment to be used by FTC were in need of reconstruction. This was completed by April 2004. Construction of a bridge and 6-km access road to the field site was completed in August 2004. The house at the compound of the host concessionaire was completed by the end of April 2004, while the construction of the field camp, with accommodation for FTCI and trainees, and class room is ongoing and will be completed by the end of October 2004.

Activity 5.2 *Course planning and promotion.* This activity commenced in January 2004 and a course schedule has been developed. Courses have been promoted among potentially interested logging companies and other stakeholders through the publication of an information leaflet, two newsletters and through direct advertising.

Activity 5.4 *On-site training - operators and forest workers course.* Since the last project progress report, two courses were held at the main training facility: one decision makers' course and one RIL foundation course (total number of participants: 19). Three more courses are scheduled for the remainder of 2004: one harvest planning course, one tree felling course and one skidding course.

Activity 5.6 Off-site training. Since the last project progress report, two courses were held at Barama Company Ltd's (BCL) concession for BCL workers by request: one harvest planning course and one tree felling course. A total of 17 persons participated in these courses. It is anticipated that one more tree felling course will be conducted at BCL this year.

The following activities are planned for the six-month extension (bridging phase) after December 2004:

Output 1: Continuation of current RIL training programme

- Activity 1.1 Schedule and promote basic RIL system training courses
- Activity 1.2 Screen applications – select participants for basic RIL system course
- Activity 1.3 Conduct on-site course preparation activities
- Activity 1.4 Conduct on-site basic RIL system training courses:
 - Two RIL Foundation Courses
 - Two Tree Felling Courses
 - Two Skidding Courses
 - One Harvest Planning Course
- Activity 1.5 Conduct evaluations basic RIL system & courses
- Activity 1.6 Process, analyze and synthesize evaluations basic RIL system

Output 2: RIL system for small-scale / community forestry operations designed and capacity to provide training established

- Activity 2.1 Survey timber harvesting practices & technologies of small-scale & community operators
- Activity 2.2 Adapt basic RIL system to suit technology & labour force used by small-scale loggers & community forest operations.
- Activity 2.3 Convene workshop / consultations with key stakeholders to review "small loggers" RIL system and identify training needs
- Activity 2.4 Design training programme for "small loggers" RIL system

V. Budget and Reallocations for the remainder of 1st Extension

Total unspent cash budget of the project on 30 September 2004 was US\$ 116,396. Unexpended amount of ITTO funds was US\$ 34,076. The total budget (cash) for the remainder of the first 8-month extension amounts to US\$ 66,255 (ITTO = US\$ 29,865), which indicates a projected unspent budget of US\$ 50,141 (ITTO = US\$ 4,208) by the end of 2004. This assumes that the contributions by WWF of US\$ 25,000, by GFC of US\$ 53,000 and revenues to be earned by FTCI to the amount of US\$ 6,400 materialise in due course.

The perceived surplus in funds can be carried over to 2005. However, there is a great need to expand project management staff after the departure of the current expatriate project director. It is therefore requested to utilize a part of this perceived surplus to appoint an operations manager to assist the project coordinator. In addition, there is a great need to acquire a small lorry for the transportation of materials and fuel. A popular, army surplus, 4-wheel drive, 5-tonne lorry can be acquired for approximately US\$ 10,000 in Guyana. Finally, starting from October 2004, a fee will be required for the procurement of the three pieces of heavy machinery that are made available by TFF / Caterpillar Inc.

The project proposal submitted to WWF has still not been approved formally which led to FTCI having to cover the cost of the expenses assigned to WWF for the time being. For the reasons mentioned above, approval is sought for the reallocations shown in the table below. Reallocations will reduce the surplus from US\$ 50,141 to US\$ 33,082.

Requested reallocations in cash contributions by the project partners (May 02 – Dec 04)

Source	Budget (04/04)	New Budget	Carry over to 2005
ITTO	393,500	389,779	3,721
GFC cash	169,744	142,014	27,730
DFID cash	36,185	36,185	-
FTCI revenues	63,130	63,708	(578)
WWF	23,266	21,057	2,209
Total	685,825	652,743	33,082

Requested reallocations ALL SOURCES (incl. in-kind) by component (May 02 – Dec 04)

Component	Budget (04/04)	Reallocation	New Budget
10. Personnel	489,604	(33,861)	455,743
20. Sub-Contracts	92,047	1,366	93,413
30. Duty Travel	43,838	(1,333)	42,505
40. Capital Equipment	468,929	7,389	476,318
50. Consumable Items	137,142	(16,236)	120,906
60. Miscellaneous	19,965	(2,165)	17,800
70. Exec. Agency Management Cost	314,939	(18,518)	296,421
Sub-total	1,566,464	(63,358)	1,503,105
80. ITTO Admin & Monitoring	34,210	-	34,210
Total	1,600,674	(63,358)	1,537,315

Requested reallocations ITTO by component (May 02 – Dec 04)

Component	Current Budget	Reallocation	New Budget
10. Personnel	211,323	(6,008)	205,315
20. Sub-Contracts	68,000	-	68,000
30. Duty Travel	31,474	(3,041)	28,433
40. Capital Equipment	26,175	4,616	30,791
50. Consumable Items	44,958	1,245	46,203
60. Miscellaneous	11,567	(530)	11,037
Sub-total	393,500	(3,721)	389,779
80. ITTO Admin & Monitoring	34,210	-	34,210
Total	427,710	(3,721)	423,989

Requested reallocations COUNTERPARTS (cash only) by component (May 02 – Dec 04)

Component	Current Budget	Reallocation	New Budget
10. Personnel	183,069	(23,089)	159,980
20. Sub-Contracts	19,507	1,256	20,763
30. Duty Travel	7,863	1,596	9,459
40. Capital Equipment	27,326	8,275	35,601
50. Consumable Items	48,196	(15,764)	32,432
60. Miscellaneous	6,363	(1,635)	4,728
Total	292,324	(29,361)	262,963

Requested reallocations COUNTERPARTS (in-kind only) by component (May 02 – Dec 04)

Component	Current Budget	Reallocation	New Budget
10. Personnel	95,212	(4,764)	90,448
20. Sub-Contracts	4,540	110	4,650
30. Duty Travel	4,501	112	4,613
40. Capital Equipment	415,428	(5,502)	409,926
50. Consumable Items	43,988	(1,717)	42,271
60. Miscellaneous	2,035	0	2,035
70. Exec. Agency Management Cost	314,939	(18,518)	296,421
Total	880,643	(30,279)	850,364

A number of reallocations are requested among the budget lines within the budget components:

ITTO funding:

- 40. Capital Equipment: Reallocation of US\$ 384 from Budget Line 41. "Camp" to 46. "Heavy Equipment Rental".
- 50. Consumable Items: Reallocation of US\$ 123 from Budget Line 53. "Chainsaw Operating Cost", US\$ 980 from Budget Line 55. "Extension and Promotion", and US\$ 4,193 from Budget Line 57. "Camp Supplies" to 51. "Vehicle Operating Cost", 52. "Heavy Machinery Operating Cost" and 54. "Training Materials".

WWF funding:

- 50. Consumable Items: Reallocation of US\$ 8,860 from Budget Line 52. "Heavy Machinery Operating Cost" to 53. "Chainsaw Operating Cost", 54. "Training Materials" and 57. "Camp Supplies".

A detailed request for reallocation of ITTO funds and contributions of the various counterparts is shown in Annexes I and III.

VI. Budget and allocations for 2nd Extension until July 2005 (6-month)

As a result of savings being made during the 1st extension of eight months, a surplus of US\$ 33,082 (ITTO US\$ 3,721) can be carried over to 2005.

The total budget for the 6-month extension amounts to US\$ 393,092, of which US\$ 121,072 is in cash and US\$ 272,020 in kind. Subtracting the surpluses, results in a total of US\$ 87,993 in additional funds being required. Allocation among project partners and budgets by component are shown below.

Funding requirements by project partner (Jan – Jun 2006)

Source	Budget 2 nd Ext.	Surplus 1 st Ext.	Net Requirement	Total Budget
ITTO	63,609	3,721	59,891	453,388
GFC cash	27,783	27,730	53	169,797
DFID cash	-	-	-	36,184
FTCI revenues	750	(578)	1,328	64,458
WWF	28,930	2,209	26,721	49,987
Total	121,072	33,082	87,993	773,814

Funding requirements ALL SOURCES (incl. in-kind) by component (Jan – Jun 2006)

Component	Budget 2 nd Ext.	Surplus 1 st Ext.	Net Requirement	Total Budget
10. Personnel	84,966	33,861	51,105	540,709
20. Sub-Contracts	900	(1,366)	2,266	94,313
30. Duty Travel	8,900	1,333	7,567	51,405
40. Capital Equipment	197,160	(7,389)	204,549	673,478
50. Consumable Items	33,456	16,236	17,220	154,362
60. Miscellaneous	5,110	2,165	2,945	22,910
70. Exec. Agency Manag Cost	62,600	18,518	44,082	359,021
Sub-total	393,092	63,358	329,734	1,896,198
80. ITTO Admin & Monitoring				34,210
Total				1,930,408

Funding requirements ITTO by component (Jan – Jun 2006)

Component	Budget 2 nd Ext.	Surplus 1 st Ext.	Net Requirement	Total Budget
10. Personnel	30,259	6,008	24,251	235,574
20. Sub-Contracts	-	-	-	68,000
30. Duty Travel	1,500	3,041	(1,541)	29,933
40. Capital Equipment	10,000	(4,616)	14,616	40,791
50. Consumable Items	21,850	(1,245)	23,095	68,053
60. Miscellaneous	-	530	(530)	11,037
Sub-total	63,609	3,718	59,891	453,388
80. ITTO Adm & Monitor				34,210
Total				487,598

Funding requirements COUNTERPARTS (cash only) by component (Jan – Jun 2006)

Component	Budget 2 nd Ext.	Surplus 1 st Ext.	Net Requirement	Total Budget
10. Personnel	39,947	23,089	16,858	199,927
20. Sub-Contracts	900	(1,256)	2,156	21,663
30. Duty Travel	7,400	(1,596)	8,996	16,859
40. Capital Equipment	-	(8,275)	8,275	35,601
50. Consumable Items	4,106	15,764	(11,658)	36,538
60. Miscellaneous	5,110	1,635	3,475	9,838
Total	57,463	29,361	28,102	320,426

Funding requirements COUNTERPARTS (in-kind only) by component (Jan – Jun 2006)

Component	Budget 2 nd Ext.	Surplus 1 st Ext.	Net Requirement	Total Budget
10. Personnel	14,760	4,764	9,996	105,208
20. Sub-Contracts	-	(110)	110	4,650
30. Duty Travel	-	(112)	112	4,613
40. Capital Equipment	187,160	5,502	181,658	597,086
50. Consumable Items	7,500	1,717	5,783	49,771
60. Miscellaneous	-	-	-	2,035
70. Exec. Agency. Manag. Cost	62,600	18,518	44,082	359,021
Total	272,020	30,279	241,741	1,122,384

A detailed monthly budget for the period October 2004 to July 2005 is shown in Annex IV.

VII. Executing Agency's Request

Since the proposed 6-Month Work Extension will allow the project to keep the momentum of the project until the starting period of the Project Phase II, ITTO is kindly requested by the Executing Agency to provide the Project PD 68/01 Rev.2 (I) with an 6-month extension from 1 January 2005 to 30 June 2005.

ITTO is kindly requested to financially support this bridging phases to the amount of US\$ 60,000.

Annex V: Minutes of Steering Committee Meetings

Minutes of the First Meeting of the Project Steering Committee

ITTO Project PD 68/01 Rev. 2(1)

"Training in Reduced Impact Logging in Guyana"

11th December 2003

Conference Room 1, Guyana Forest Commission, Georgetown, Guyana

Item 1. Opening of the Meeting

Dr Peter Van der Hout, Project Director, called the meeting to order at 09:33 hrs and welcomed Dr Hwan Ok Ma, Projects Manager, ITTO, Dr Keister Evans, Executive Director, Tropical Forest Foundation, Mrs Mona Bynoe, Executive Director, Forest Products Association of Guyana and other participants who attended the Project Steering Committee. He apologized for the absence of Mr. James Singh, Commissioner of Forests who was unavoidably delayed. Mr. Edward Goberdhan, Head of Finance, Guyana Forestry Commission joined the meeting for the afternoon session.

Participants at the meeting were at this stage asked to introduce themselves.

The agenda and list of participants are attached to the minutes (**Annexes 1 and 2, respectively**).

Mr. Keister Evans, in his introduction emphasised that TFF has projects in many countries including Central Africa, South America and Asia. He noted that TFF supports Guyana, especially since it has most of its forest cover intact and has the opportunity of taking advantage of RIL's experiences in sustainable forest management and harvesting of timber which should follow the principles and criteria of ITTO.

In his opening remarks, Dr. Hwan Ok Ma briefly introduced ITTO's work and Guidelines relating to project implementation and annual audit. He underlined the importance of the PSC meeting in guiding the efficient implementation of the project activities. He stressed the importance of the current project in facilitating the progress of SFM in Guyana (**Annex 3**).

Item 2. Review of the project structure and progress

The Project Director, Dr. P. Van der Hout made a presentation on the project's overall objectives and work plan (**Annex 4**). He noted that the RIL project in Guyana is working towards improved forest management and improved livelihoods for the forests stakeholders through developing capacity to deliver training on RIL techniques, which are important to demonstrate environmentally sound techniques to ensure the sustainability of forests and to maintain markets.

He reported that the objective of this two-year project is intended to achieve the following outputs:

1. Design RIL training programme for key stakeholders - the forest industry.
2. Design different RIL models and technologies for large and small scale forest operations.
3. Set up a fully equipped Training Centre
4. Identify, recruit and train staff, e.g. Instructors, Foresters & Forest Technicians
5. Organise and deliver 12 courses per year, i.e. train 120 people.

The Project Coordinator, Mr. Godfrey Marshall then made detailed presentations on the following:

- An organizational chart of the project (**Annex 5**)
- A progress report highlighting outputs and activities from May 2002 to date. (**Annex 6**)
- Compliance with ITTO/ITTA policies. (**Annex 7**)

The Committee noted that there was a delay of some four months in the start of the project. The Committee was pleased to know that after several meetings with all stakeholders, a permanent demonstration site is being established on a virgin forest area of 6,500 hectares in Toolsie Persaud Ltd.'s concession in the Essequibo while two satellite sites would be set up in Demerara and Berbice, respectively.

On Activity 1.1 relating to consultation with stakeholders, it noted the importance of holding consultation with key stakeholders as a continued activity of the project to ensure the effective participation of the target groups. The Committee discussed the role of the Technical Advisory Committee and recommended that its work should be strengthened with the participation of representatives of local communities.

There was a question on the implementation of Activities 6.1 (business plan preparation) and 6.2 (marketing plan and national and regional marketing) and relevant information was provided. The Committee noted the importance of preparing business plans to ensure the sustainability of the Forestry Training Centre Inc.

Item 3. Review of the project finance and inputs applied

The Project Director presented the Budget and the Project Financial Statement setting out the following: (**Annex 8**)

- The Project's Budget, giving indicators of achievement and important assumptions, broken down by items and sub-items, including changes that have been made to the original budget proposed in the project document;
- Expenditures incurred since project inception to date by budget item and sub-item versus those originally planned in the project document (Financial Statement and Cash Flow);
- Counterpart contributions to the budget and expenditures to date;
- Cost of capital items purchased with ITTO funds.

He pointed out that the total budget for this project is USD 1,163, 510 and that ITTO contributes USD 427, 710, the Government of Guyana - USD395,650 (in cash and kind), the Forest Products Association of Guyana - USD182,000 and The Tropical Forest Foundation - USD158,150.

Item 4. Consideration of next Yearly Plan of Operation/work programme and associated budget

Dr Van der Hout presented the next Yearly Plan of Operation/work programme and its associated budget (**see Annex 9**)

The Committee noted that with delivery of heavy machinery from Caterpillar to the demonstration site in early January of 2004, the on-site training courses would take effect. It noted that the project output 5 (Training courses organized and delivered) would not be achieved by April 2004 due to the late arrival of the required heavy machinery and that the project duration would need to be extended to enable the achievement of all the project outputs.

With regard to the organization of training courses for 2004, the decision makers, concessionaire owners/managers who are mainly based in Georgetown, should be the first group of persons to be targeted, to impress on them the importance and realities of RIL Techniques. Therefore the programme should schedule their training at an earlier period.

In discussing the project budget, it was noted that the present Project was funded up to May 2004 with remaining funds enabling an extension up to July 2004 but that it is necessary to obtain additional funds up to at least December 2004 for the Centre to accomplish all the project outputs.

In response to the question regarding the possibility of obtaining additional funds through the ITTO project cycle, detailed information was provided. The procedure for obtaining additional funds requires that the Executing Agency submits a proposal to extend the project duration before the end of the original project duration to ITTO. This proposal can be reviewed and decided by the ITTO Secretariat when the project needs only an extension for the project duration without additional funds. However, if the project needs additional funds for the project extension, this proposal shall be reviewed by the Committee on Forest Industry at its next session in July 2004 and additional funds may not be available before November 2004 although donor countries make pledges during the next session of the Committee on Forest Industry.

It was noted that certain cuts to the estimated additional funds (US\$87,029) could possibly be made to components 10.13 and 40.43 of Budget Review (All Sources) to extend operations to August 2004. FTCI has been and will be conducting contract training which has generated approximately US\$40,000 to date "indirectly funded by WWF and CDE(EU)]. It is expected that two more contracts will be offered generating US\$20,000. These funds can be utilized to bridge the hiatus. In addition, TFF offered to approach USAID to provide some bridging funds. It was also recommended that the Guyana Forestry Commission should support the Project financially until further funding is acquired. The Committee noted that this issue should be reviewed as a matter of priority with GFC.

Item 5. Recommendations and Decisions

The Committee recommended that the Executing Agency incorporate the following in project implementation:

- (i) The Executing Agency (FTCI) should strengthen the Technical Advisory Committee (TAC) for the effective implementation of the project activities with the cooperation of key stakeholders. In particular, it noted that collaboration with the Iwokrama Int'l Centre, the Guyana School of Agriculture and the Forest Department of University of Guyana would be essential. FTCI should consider including community representatives on the TAC. Iwokrama could provide the mechanism to help involve local communities in Region 9. It also recommended that meetings of TAC be organized more often and their minutes should be sent to ITTO.
 - (ii) The training manuals being compiled by the project should be published in a hard copy form and in a CD-ROM with the approval of collaborators, as one of the main outcomes of the project. The Committee noted that the publication of practical/user-friendly manuals for reduced impact logging with more drawings and photos, where necessary, would be an important achievement of the project. It was further reminded that logos of FTCI, GFC, ITTO and TFF should be placed on the cover page of the manuals and other technical reports resulting from the project work. Objectives of FTCI and ITTO as well as additional logos of collaborators could be placed on the back cover of manuals/publications.
-

- (iii) It also noted that there is a need to support the preparation of quality forest management plans for concessionaries. The preparation of Forest Management Plans/Operational Plans could possibly be part of the FTCI's Training Programme for concessionaires.
- (iv) The Executing Agency should review the sustainability of the Forest Training Centre Incorporated (CTFI) established with financial support from ITTO and the UK Department for International Development (DFID). The Committee recommended that FTCI should prepare a 5yr business plan, which should show costs, incomes and third party support, in order to improve its sustainability. Explore income generating activities such as providing assistance to concessionaires in preparation of Forest Management Plans and similar requirements.
- (v) The Committee recommended the 2nd Phase Proposal should be submitted to ITTO by July 2004.
- (vi) The Committee recommended that the project duration should be extended to the end of 2004 in order to fully accomplish Output 5 (training courses organized and delivered), in particular the conduct of the on-site training courses planned under the project activities 5.4, 5.5 and 5.6. It noted that a critical review of additional funds during the project extension and their sources was necessary. The Executing Agency should prepare a proposal to extend the project duration with a completed yearly plan of operation for 2004 and consult ITTO on the project extension.
- (vii) Training courses/workshops/fora for decision makers should be efficiently organized and implemented in 2004 as their active participation in the project work would be crucial to the adoption of reduced impact logging techniques and the implementation of the training courses for forest workers.
- (viii) The Committee recommended that the attention of FTCI should be given to the improvement of logging activities being conducted by local communities and small loggers during project implementation.
- (ix) A Thank You letter should be sent to Caterpillar Machinery by TFF, as well as another letter seeking an extension of the lease of equipment beyond December 2004.
- (x) The Committee recommended that action be undertaken by the Executing Agency to arrange for the conduct of the second annual financial audit of the project in accordance with the ITTO Guidelines relating to Annual Auditing. The financial audit report should be submitted to ITTO before the end of March 2004.

Item 6. Other Business

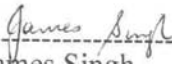
The Committee agreed to schedule tentatively the next meeting of the Project Steering Committee in April 2004 with a one-day field visit to the demonstration site.

Item 7. Closing of the Meeting

The meeting adjourned at 15:15 hrs.

We the undersigned endorse the Minutes as a record of the Project Steering Committee meeting.

December 11, 2003, George Town, Guyana



James Singh
Commissioner
Guyana Forestry Commission



Hwan Ok Ma
Projects Manager
ITTO



Peter van der Hout
Project Director
Guyana Forest Training Centre



Keister Evans
Executive Director
Tropical Forest Foundation



Mona Bynoe
Executive Director
Forest Product Association of Guyana



Forestry Training Centre Incorporated

Registered address: 1 Water Street, Kingston, Georgetown, Guyana

Phone: (592) 223 5061 / 223 5062

Fax: (592) 223 5061

Email: ftrc@networksgy.com, pvdhout@guyana.net.gy, gemar@guyana.net.gy

**Minutes of
The Second Meeting of the Project Steering Committee
ITTO Project PD 68/01 Rev.2 (I)
Training in Reduced Impact Logging in Guyana
Guyana Forestry Commission
19 April, 2004, Georgetown, Guyana.**

Item 1. Opening of the Meeting

Mr James Singh, Commissioner of Forests opened the Meeting by reading the Agenda and inviting approval. Dr Van der Hout requested that the Confirmation of the Minutes of the Previous Steering Committee Meeting be included.

The Commissioner then extended a welcome to Dr. Emmanuel Ze Meka, Assistant Director, Forest Industry, ITTO, Dr. Keister Evans, Executive Director, Tropical Forest Foundation and Mr. J. Evan Cresson, Sales Manager of Caterpillar Inc., Caribbean and Northern South America District.

He went on to say that the Forestry Commission is extremely committed to the success of this project and he was of the opinion that all other partners shared this view. The Commission viewed the project as critical to the development of the Forestry Sector of Guyana, especially taking into consideration the demand by consumers for certified wood products. He noted that it was necessary to have forestry personnel and the forestry sector trained in Reduced-Impact Logging (RIL) technology and other environment-friendly practices.

Mrs Mona Bynoe in her welcome emphasized the Forest Industry's continued commitment to the project.

Mr. Keister Evans expressed TFF enthusiasm behind the Project and explained that TFF supported similar projects in Brazil and Indonesia since RIL was a high priority issue. He wished to show a 5 minute video which would give a background to what RIL was about. At the end of the Presentation, both the GFC and FPA requested for a copy of the CD-ROM presentation.

Dr Ze Meka commenced his address saying that it was his first visit in Guyana. He further noted that in Sustainable Forest Management apart from the economic and financial feasibility the two major concerns were the social benefits

FTC is a partnership among the Guyana Forestry Commission, the Tropical Forest Foundation and the Forest Products Association of Guyana with support from the International Tropical Timber Organisation and UK Department for International Development to implement Training in Reduced-Impact Logging in Guyana

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to be generated from forest harvesting and the impact on the environment. He felt that RIL is an important tool to help solve the second concern and he was very pleased that Guyana is supporting the RIL Programme at such an early stage, which in the future will be the normal procedure for the future of the Forestry Industry. He also praised TFF for combining efforts with ITTO to promote this activity and looked forward to the building of a permanent structure for the benefit of Guyana's forest industry.

Mr J. Evan Cresson, Machine Sales Manager Caribbean and Northern South America District of Caterpillar Inc., equipment manufacturer of Peoria, Illinois, USA, expressed Caterpillar's appreciation for the opportunity to do business in Guyana and thanked TFF and ITTO for the opportunity to be involved in the project and looked forward to mutual joint efforts throughout the world.

2. Presentation of Participants.

Participants were invited to introduce themselves.

The Agenda and list of participants are attached to the minutes. **(Appendices 1 and 2).**

3. Confirmation of the Minutes of First Steering Committee Meeting.

The minutes of the First Steering Committee Meeting held on 10th December 2003, were approved.

4. Review of the project structure and progress. (Appendix 3)

Mr Godfrey Marshall, Project Coordinator gave a presentation on the structure and progress of the project to date. This report was favourably received.

5. Review of the project finances and inputs applied. (Appendix 4)

Dr. Peter van der Hout presented a review of the project finances and inputs applied. He noted that the budget had been increased from US\$ 1,163,510 to US\$ 1,183,924 thanks to an increase of the contribution of the UK Department for International Development and that ITTO had approved a number of allocations. He indicated that 69% of the overall budget had been spent as of 31 March 2003, but that this figure was somewhat unrepresentative, since contributions by TFF and the FPA had suffered considerable delays. In fact, 80% of both ITTO's and GFC's budget had been spent to date.

It was noted from the Cash Flow Statements that a balance of US\$ 24,943 and G\$ 3,384,768 remained at 31 March 2004, which balance included external revenue generated through contract work. However, current cash balance of

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project contributions only converted to US\$ amounted to US\$ 4,778. Outstanding funds would come from the last instalment of ITTO, US\$ 85,600, GFC, US\$ 13,700 (of which US\$ 7,000 already spent), while funds are expected from WWF to an amount of US\$ 45,010. These funds would carry the project up to the end of July 2004.

Comments which followed observed that the running cost of the Centre was high; i.e. approximately US\$ 30,000 per month - particularly under the heading Personnel and Running Costs. These costs were mainly funded by ITTO and GFC. The Project Director's benefits and the Project Coordinator's salary are not included in the proposal for extension, since it was envisaged that the PD's benefits could be paid from Contracts, and the PC's was covered by Guyana Forestry Commission. Dr. van der Hout declared that the only way to reduce the monthly cost would be to retrench staff, and this would definitely be a waste after the investments made in Training of Trainers. It was further noted that the number of persons in the Forest Industry who could be trained was approximately 12 participants per month, implying that the real cost per participant is around \$2,500 per participant.

Dr. Ze Meka noted that the aspect of sustainability had to be discussed to get a clear picture how the Project could be maintained in the future. This was further discussed during the recommendations (point 8 of the agenda).

FTC indicated that the main challenge faced by the centre is the relatively high cost of field training - due to the involvement of heavy machinery with high running cost and fairly large number of staff required to carry out preparatory work - in comparison with the low willingness to pay for training by the forest industry.

The view was put forward that stakeholders need to recognize that all markets were geared towards certification of forest products and although at first, the stakeholders were unwilling to pay for enhancing the skills of their workers, they are now jumping on the bandwagon (although sponsored in this respect by e.g. WWF). GFC is therefore optimistic that the RIL project must succeed. A bigger publicity programme was needed to market the services of the Centre and GFC assured that it would assist in promoting the work of FTC more widely on television

It was estimated that the Project needed to be run up to the end of 2004 to achieve the Outputs stated in the Project Document; i.e. fulfilling its commitments to ITTO. The main outputs are to set up a Permanent Training Facility and to train at least 120 people.

Dr Ze Meka was asked whether the time line of the Project could be approved and he advised that this was possible, providing an official request was

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put forward. He noted that no further funds could be allocated to this project by ITTO.

He further pointed out that any new proposal would have to be fully discussed and he emphasized the ITTO funded projects were mainly intended to be demonstration projects, to illustrate what and how things could be done. ITTO would therefore not fund a mere continuation of FTC, but a second-phase proposal would be considered if the scope of the training centre was broadened beyond RIL and included other aspects of sustainable forest management.

Both Mr. Marshall and Dr. van der Hout reiterated that due to the various delays in starting the implementation of the Project, there was not enough time left (four months) to show what the Centre could be capable of. Experience had shown that giving lectures on RIL and talking about it was not enough, but that the interest of people was greatly increased once they are taken to the field and given practical demonstrations. FTC strongly believes that once the centre has been operational for a while the demand for its services and the willingness to pay for those services would grow substantially. It was felt that some six to nine months were needed to achieve this.

6. Yearly Plan of Operation and associated budget. (Appendices 5, 6 & 7)

The Plan of Operation was presented by Dr Van der Hout.

The scheduled implementation of the activities, overlapping activities and rescheduled implementation were all explained. The Activity Programme for 2004 Table was explained going through the six different outputs one by one. The committee was also briefed on the progress in implementation of the work plan over the first quarter of 2004.

Significant obstacles and challenges were listed. It was noted that the majority of the stake holders in the forest industry in Guyana could or would not afford training, while some companies had sought funding from WWF to assist. Although these companies were receiving financial support from donor agencies they were still not willing or able to fully compensate the real cost of training in terms of salaries, consumables, and depreciation of equipment. It was emphasised that this indicated that the Centre would have to devise other means to generate sufficient income to become independent. One of the options would be to offer consultancy services in the area of forest management planning, forest inventory, mapping and other forest operations. Dr. van der Hout mentioned that the Centre had received requests for this kind of consultancies and actually had already carried out such a consultancy in January 2004. It was also noted that the GFC currently recommends the Centre for such consultancies when timber companies request assistance through the GFC. FTCI is developing a business plan in which other ways to generate revenue are considered.

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Dr. Ze Meka recommended that a second phase project be developed and submitted to ITTO, but that this proposal would need to broaden the Centre's mandate because ITTO would not support continuation of current activities alone. Mr. Singh added that it was unlikely that GFC would get permission to extend its cash contribution to the Centre, but that it would continue its in-kind contributions such as providing office space and secondment of the project coordinator.

Mr. Singh also indicated that FTCl will make a presentation to the GFC Board of Directors, key players in the forest industry and the local donor community representations (e.g. WWF, CI, and USAID-GEO), in an effort to obtain bridging funds until the second phase project would come in effect.

Ms. Bynoe assured that the FPA would investigate whether residual funds at the Guyana Training Agency, an EU funded initiative, which is nearing its completion, could be made available to FTCl.

Mr. Andrew Mendes of Farfan & Mendes Ltd, local forest industry supplies dealer, suggested that training in downstream processing was needed to strengthen the economic viability of the Guyana forest industry. He further maintained that without an economically viable industry, efforts to attain sustainable forest management could not be fruitful. Dr. Ze Meka in his response agreed that the need for a project to address downstream processing as well as marketing existed, but that the nature of such a project would require a separate project proposal and should not be incorporated in the second phase proposal for the vocational forestry training centre. Instead Dr. Ze Meka recommended that GFC and FTCl develop a second phase ITTO project proposal, in which the scope of FTCl's programme would be extended beyond RIL but within the field of sustainable forest management. Areas to be addressed would be forest management planning, tree identification, training of auditors for forest certification and training in the application of criteria and indicators. FTCl took note of these instructions and will prepare a project proposal before the July 2004 deadline.

The fact that GFC will not be in the position to continue its cash contribution was addressed subsequently. The question was raised whether ITTO would accept another donor agency as a counterpart contributor. Dr. Ze Meka confirmed that this would be acceptable, but indicated that the GFC would need to remain the Executive Agency for the project. GFC would still make in-kind contributions such as office space, utilities and secondment of the project coordinator.

Mr. Evans mentioned that the WWF Guianas sustainable forest management programme seemed interested in playing a substantial role in the Centre.

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Dr. van der Hout mentioned that he had been in touch with the Natural Resources specialist at the Inter-American Development Bank and that IADB had shown interest in supporting the Centre financially through its Multilateral Initiative Programme. He noted that now ITTO had confirmed that they would accept another donor agency as a (main) counterpart, he would follow up on this.

Mr. Singh asked what the actual gap in funding was. Dr. van der Hout indicated that the gap in funding amounted to approximately US\$ 125,000 (G\$ 25 million). It was noted that a proposal had been submitted to WWF to the full amount of the original FPA contribution which amounted to approximately G\$ 20 million. Mr. Singh noted that he had proposed to the Board of Directors of GFC to make G\$ 16 million dollars available. In addition, Mr. Singh noted that he had requested WWF to reallocate US\$ 30,000 of WWF funds earmarked for training for the book year July 2003 – June 2004, which were unexpended, and make these funds available to the project. Dr. Ze Meka and Mr. Singh also requested that FTCI investigate whether and how the running cost of the Centre could be reduced.

Dr. van der Hout noted that it was not certain how WWF would respond to the proposal and questioned whether WWF would allow reallocation of funds (components which were allocated to FPA). Mr. Evans would discuss the WWF proposal with WWF headquarters in Washington.

It was also mentioned that Government's new legislation would make it imperative that the Forestry Industry implement RIL practices in order to qualify for certification. And that a publicity programme which should possibly include the Government would help to sensitise the Forestry Industry.

7. Recommendations.

After in-depth deliberations the following recommendations the committee approved:

1. To formally request the approval of ITTO and GFC to extend the project until the end of December 2004.
2. The review of the project structure and progress without further modification needed.
3. The review of the project finances and inputs applied without further modification needed.
4. The Yearly Plan of Operation and associated budget, under the condition that remaining ITTO funds would be reallocated in such a way that the project could be extended without additional funding.

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5. The extension of the project to the end of 2004.
6. To follow up and develop a proposal for an ITTO project for a vocational forestry training centre, in which the following areas of training are added: forest management planning, mapping and surveying, species identification, and auditing of forest operations in respect of ITTO and FSC standards, criteria and indicators.
7. FTCI to align the remaining budget for 2004 with available funds.

8. Any other Business.

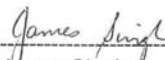
It was agreed that except for a review of the new proposal, it was not necessary to hold another Project Steering Committee in 2004.

Mr. Evans requested that ITTO's involvement be acknowledged during promotion activities and that ITTO's logo should be represented on FTCI's assets and publications.

The meeting adjourned at 15:00

We the undersigned endorse the Minutes as a record of the Project Steering Committee Meeting.

April 19, 2004, Georgetown, Guyana.


James Singh
Commissioner
Guyana Forestry Commission


Emmanuel Ze Meka
Assistant Director - Forest
Industry, ITTO.


Peter van der Hout
Project Director
Forestry Training Centre Inc.


Kerster Evaris
Executive Director
Tropical Forest Foundation


Mona Bynoe
Executive Director
Forest Products Association of Guyana

GUYANA FORESTRY COMMISSION

Minutes of the Third Meeting of the Project Steering Committee
ITTO Project PD 68/01 Rev .2(1) Training in Reduced Impact Logging in Guyana
13 June 2005, Georgetown, Guyana

1. Opening of the meeting

Mr. James Singh, Commissioner of Forests started the meeting by welcoming all persons present, and in particular Mr. Paul Vantomme, Assistant Director-Forest Industry, International Tropical Timber Organization.

In his opening remarks, Mr. Singh stated that the Guyana Forestry Commission (GFC) is supportive of training in reduced impact logging for the forestry sector and that the Guyana Forestry Commission will continue to support the Forestry Training Centre Incorporated. He noted that although the project started slowly the GFC was satisfied with the progress made to date. He observed that a number of forest enterprises have expressed satisfaction with the quality of the training courses.

Mr. Singh thanked the Forest Products Association of Guyana (FPA), the International Tropical Timber Organization, the WWF-Guiana, Iwokrama and other stakeholders for their support to FTCI.

Mr. Singh then invited comments on the agenda. The agenda (see Annex 1) was adopted by consensus.

2. Presentation of participants

Participants were invited to introduce themselves. They were:

- a) Mr. Paul Vantomme, Assistant Director-Forest Industry, International Tropical Timber Organization.
- b) Mr. James Singh, Commissioner of Forests, Guyana Forestry Commission
- c) Mr. Kenneth Rodney, Forest Manager, Iwokrama
- d) Ms. Mona Bynoe, Executive Director, Forest Products Association of Guyana.
- e) Ms. Sonia Morris, Administrative Manager, Forestry Training Centre Incorporated
- f) Mr. Godfrey Marshall, Project Director, Forestry Training Centre Incorporated

3. Confirmation of Minutes of second steering committee meeting

The minutes of the Second Project Steering Committee meeting held on 19th April, 2004 were approved (see Annex II).

4. Review of the project structure and progress

Several project documents were distributed to persons present (see Annex III). Mr. Godfrey Marshall, Project Director, gave a brief power point presentation on the structure and progress of the project to date, highlighting the status of the outputs. The report was favourably received and Mr. Singh invited comments or clarifications.

Mr. Vantomme made it clear that after several extensions, the committee can agree that project PD 68/01 Rev.2 (I) must come to an end on 1 July 2005, and this brings into focus a number of ITTO requirements:

- a) The official date for the end of the project will be 1 July 2005 and the final progress report should reflect the period 1 May 2002 to 1 July 2005.
- b) A report setting out activities and developments for the period 1 January to 1 July 2005 would be required by ITTO
- c) The final project completion report should be submitted 2 to 3 months after project completion, and project management should aim to have the reports submitted to ITTO before its next meeting in November, in Yokohama Japan.
- d) The final audit of the project must be done and the audit report is required within 4 months from the date of closure of the project.

- e) A formal request should be submitted to ITTO regarding the transfer of equipment bought with ITTO funds.

Mr. Vantomme indicated that project management would need to address the following issues for the benefit of ITTO:

- a) Although bridging funds in the sum of US\$60,000 was approved but not disbursed by ITTO, the project still managed to continue with its activities; project management should clarify how this was achieved in its reports. (Mr. Marshall informed the meeting that there was a smaller salary bill since two instructors who resigned were not replaced, and in addition, there was a severe restriction in the intensity of field activities. More importantly however, the GFC addressed the budget shortfall by direct contributions and by sourcing funds from other sources).
- b) There is the issue of continuous evaluation of trainees and the monitoring of the impact of RIL trainees on forest enterprises. Mr. Marshall said that although there is an evaluation at the end of each course, no formal structure is in place at this time for monitoring the performance of trainees or seeking feedback on the effects of the training. Based on informal monitoring, it was observed that Barama Company Limited (BCL) was the only company that trained sufficient staff to make an impact on the company's operations. (BCL is on the verge of being certified).
- c) Another issue raised relates to training in forest management and whether FTCL will be the only institution offering such training. Mr. Singh said that the University of Guyana and the Guyana School of Agriculture were moving to implement more practical training. Further the University was trying to resuscitate its Forest Advisory Board to improve the quality of forestry education. Mr. Marshall added that Iwokrama will also offer practical training in forest management and that FTCL and Iwokrama will collaborate on vocational training. (FTCL and Iwokrama are expected to agree shortly on a MOU).
- d) There is the matter of the target number of persons that will lead to the transformation of the sector. Mr. Marshall explained that a minimum of 300 RIL trained operatives would be the critical mass to transform the sector.
- e) There is the issue of **a Plan B** in the event that the second phase [PD 333/05 Rev.1 (I)] was not funded. Mr. Singh indicated that GFC would approach other donors for support.

5. Review of project finances and inputs applied

Mr. Godfrey Marshall presented a review of the project finances and inputs applied as set out in the Progress Report for period 1 July 2004 to 31 December 2004.

The following were the main items reviewed:

- a) The entire budget has been exceeded in function of the extensions granted since 30 April 2004. No new funds were obtained from ITTO but at the end of 2004, the sum of US\$12,071 of ITTO's contribution was unspent. (The unspent sum was utilized in 2005).
- b) Guyana Forestry Commission actually spent much more than contemplated in the project budget.
- c) Much of the extra funds spent on the project since April 2004 represents revenue earned by the Forestry Training Centre Incorporated.

Mr. Vantomme advised that a formal request in writing be made to ITTO to have interest earned on project funds used to offset expenses incurred by FTCL.

6. Scope of Work....next project proposal

The half-yearly work schedule (January 2005 to June 2005) was already completed including the training of 78 persons in RIL skills on the eight courses offered during the period (See Annex III).

No work plan July to December 2005 was presented by Mr. Marshall for two reasons:

There no project funds at hand that would form the basis for planning. FTCl's activities for the next six months are linked directly to tentative agreements (for off-site, concession based RIL training) with Demerara Timbers Limited, Caribbean Resources Limited, Variety Woods and Greenheart, the Linden Economic Advancement Programme (that would sponsor field operatives from Region #10) and WWF-Guianas (that is committed to sponsoring RIL training for the Surinamese forest sector). None of these entities have to date put forward a firm timeline for the training.

FTCl already has an outline of courses to be held at its primary facility for period July to December 2005, however if agreements with the concessionaries materialize it would be difficult to have work done for the concessionaries and at FTCl simultaneously. The forest enterprises would be given priority.

Secondly the bridging funds anticipated from WWF and ITTO did not materialize. Without funds at hand it is very difficult to plan a structured work programme. Meanwhile the GFC is assisting with *salaries* for the staff of FTCl.

(Mr. Vantomme advised that a report of completed activities for the period January to July 2005 should be completed for ITTO).

Mr. Singh noted that if the project proposal was approved a new work plan would be prepared from January 2006. Further he stated that for the period July to December 2005 bridging funds would be sourced to offset the operational costs of FTCl since there is a demand for RIL training based on the fact that many companies were under pressure to sell certified timber products.

7. Discussion and Recommendations

Mr. Singh noted that there was a way forward since the Directors of the Guyana Forestry Commission was committed to sector training in reduce impact logging. Ms. Bynoe reiterated that the FPA was also very supportive of the project.

Mr. Singh indicated that a meeting would be convened with the concessionaires to brief them on the position and to seek their support.

Mr. Singh opined that he was optimistic that WWF would approve bridging funds of US\$60,000.00 to bridge period July to December 2005. In fact he was of the opinion that WWF preferred a regional approach (Guyana, Suriname, and French Guiana).

Mr. Vantomme enquired as to whether the foresters from French Guiana would participate in RIL training programmes. Mr. Marshall said that French foresters have been in Guyana as part of programmes organized by WWF-Guiana or the FAO Regional Office, Barbados. Mr. Singh advised that in the case of French Guiana personnel from FTCl would need to visit that country to assess their operations and advise on type of training necessary.

Mr. Marshall commented that financial constraints limited advertising and promotion. He stated that FTCl could have generated more work if there was a more aggressive advertisement and public relation campaigns. To promote courses, extension visits will be made to companies' field operations to explain the nature of the courses offered. Further courses will now be advertised in the newspapers rather than only by direct e-mail with stakeholders.

Key recommendations

- a) Project PD 68/01 Rev.2 (I) will formally close on 1 July 2005
- b) Project management must move to prepare and submit the various reports and audited statements discussed at sections 4 and 5 above (as duly underlined).

8. Any Other Business

It was agreed that the steering committee would remain unchanged and that a meeting would be convened in the future without representation from ITTO.

Mr. Vantomme informed the meeting that there was ongoing global concern about making natural forest management more profitable, interesting and attractive. In this regard a meeting was planned for October 2005 in Mexico. ITTO members were to be invited.

It was agreed that the correspondences for this meeting will be sent to the Guyana Forestry Commission which will have them sent out to the relevant agencies.

9. The meeting concluded at 12:20 hrs.

We the undersigned endorse the minutes as a record of the Project steering Committee Meeting.

13 June 2005, Georgetown, Guyana.



James Singh
Commissioner of Forests
Guyana Forestry Commission



Paul Vantomme
Assistant Director-Forest Industry
International Tropical Timber Organization



Mona Bynoe
Executive Director
Forest Products Association of Guyana



Godfrey Marshall
Project Director
Forestry Training Centre Incorporated

Annex VI. Training Manuals produced by FTCI

- Module 1: Forest Management Planning
- Module 2: Reduced Impact Logging Concepts
- Module 3: Introduction to Surveying
- Module 4: Block layout (and strip line establishment)
- Module 5: 100% Pre-harvest Inventory
- Module 6: Data Processing and Mapping
- Module 7: Planning of Skid Trails
- Module 8: Tree Marking and Liana Cutting
- Module 9: Occupational Health and safety
- Module 10: Bulldozer
- Module 11: Log Market and Skid Trail Construction
- Module 12: Chainsaw Safety
- Module 13: Cross-cutting techniques
- Module 14: Felling Techniques
- Module 15: Wheel Skidder
- Module 16: Skidding
- Module 17: Wheel Loader

Annex VII: Documents on CD

Progress Report: PD 68/01 Rev.2 (I)
Project Completion Report: PD 68/01 Rev.2 (I)
Project Technical Report: PD 68/01 Rev.2 (I)
FTCI RIL Manual

FTCI Newsletters

Annex 3. Other Publications and Unpublished Reports