



**International Tropical Timber Organization
African Timber Organization
Promotion of Sustainable Management of African Forests PD 124/01
Rev.2 (M)**

**ATO/ITTO/MINFOF WORKSHOP
Training of Trainers in Forest Management
Audits and Systems for Sustainable Forest
Management in Africa**



**Douala, Cameroon
26-31 January 2009**

Training Course Report

**Helsinki
February 16, 2009**

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ABBREVIATIONS

AFLEG	African Forest Law Enforcement and Governance
ATO	African Timber Organization
CARPO	WWF Central Africa Regional Programme Office
CoC	Chain of Custody
COMIFAC	la Commission de Forêts d'Afrique Centrale
FLEGT	Forest Law Enhancement, Governance and Trade
FMU	Forest management unit
ha	hectare
ITTO	International Tropical Timber Organization
MINFOF	Ministry of Forestry and Wildlife of Cameroon (Ministre des Forêts et de la Faune)
NGO	Non-governmental organization
PCI	Principles, Criteria and Indicators
PEFC	Programme for the Endorsement of Forest Certification schemes
RDC	République Démocratique du Congo
REDD	Reduction of emissions from deforestation and forest degradation
SFM	Sustainable forest management
WWF	World Wildlife Fund

1. INTRODUCTION

Within the framework of the implementation of the African Timber Organization (ATO)/International Tropical Timber Organization (ITTO) regional project 124/01 Rev 2 (M): “Promotion of the sustainable forest management (SFM) in Africa”, a regional workshop was held in Douala, Cameroon, 26-31 January 2009. The theme of this workshop was “**Training of Trainers in Forest Management Audits and Systems for Sustainable Forest Management in Africa**”. The training workshop was jointly organized by the Ministry of Forestry and Wildlife of Cameroon (MINFOF), ATO and ITTO. WWF supported the workshop.

Local arrangements were secured by the Project’s organizing committee under the supervision of the Regional Project Coordinator, Mr. Francois Hiol Hiol.

2. PARTICIPATION

The workshop was attended by 22 participants representing forest administrations, non-governmental organizations (NGOs), forestry institutions, universities and coming from the Republic of Cameroon, Central African Republic, Republic of Côte d’Ivoire, Republic of Congo, Democratic Republic of Congo, Republic of Gabon, Republic of Togo and Finland.

The workshop achieved good local publicity: the local radio and TV stations noted the opening ceremony, and several journalists also attended the opening ceremony and interviewed the organizers.

3. TRAINERS’ TEAM

The training workshop was implemented by Indufor Oy, a Finnish organisation represented by Forestry Consultant Ms. Anni Blåsten based in Finland and Forestry Consultant M. Jervais Nkoulou based in Cameroon. Dr. Marie Mbolo acting as Senior Lecturer in the University of Yaoundé also contributed to the workshop.

4. WORKSHOP AGENDA

The workshop agenda focused five main items:

1. Official opening ceremony
2. Participants introduction and expectations
3. Presentation of the workshop objectives
4. Presentation of the training programme
5. Implementation of the training programme
6. Official closing ceremony

4.1 Official Opening Ceremony

Welcoming address by **Mr. Francois Hiol Hiol**, Regional Coordinator of the Project Promotion of Sustainable Management of African Forests PD 124/01 Rev.2 (M). Mr. Hiol Hiol welcomed the honoured guests to the opening ceremony and the participants to the training workshop. He explained how the regional project covers all ten countries which are members of both OAB and ITTO.

The ongoing ATO/ITTO regional project is a multi-phase project which has an objective of promoting sustainable forest management in African tropical forest by using the harmonized PCI of ATO/ITTO. The results expected of the project include regional capacity-building in the use of the PCI and in sustainable forest management

audits through regional training of trainers, followed by national training sessions in the member countries.

This training session, which includes seven French-speaking member countries of OAB and ITTO, is the second after the workshop organized in December 2006 in Sangelima, Cameroon. This training will make the project achieve its objective of six trainers trained in each member country. Mr. Hiol Hiol explained briefly the objectives of the workshop and wished all a successful workshop.

In his opening speech, the Secretary General of ATO, **Mr. Emile Mokoko Wongolo**, wished first prosperity and health for the new year 2009 to His Excellency Mr. Elvis Ngole Ngole, Minister of Forests and Wildlife and all persons present in the ceremony. After expressing gratitude to the organizers in Cameroun and the City of Douala, he explained how this workshop is of utmost importance to ATO. ATO, established in 1976 in Libreville, Gabon, has a common objective of supporting the member countries in achieving an optimal utilization and conservation of their forest resources, based on a sustainable management. At the moment, ATO has 14 members.

The major results from ATO's activities include the definition of the PCI on the sustainable management of natural forests during 1995-98, and their consecutive harmonization with those of ITTO in 2001. In 2005, ATO/ITTO published the auditing manual of the harmonized PCI on sustainable management of African natural tropical forests at FMU level. So far, five countries have developed national level PCI. PCI concerning plantation forests are being finalized. The work carried out by ATO and its partners on applying the PCI of ATO/ITTO has served as a foundation for forest certification.

These results have been achieved by the common ATO/ITTO Project PD 124/01 Rev.2 (M) "Promoting Sustainable Management of African Forests". Mr. Wokoko Mongolo finally expressed his gratitude towards ITTO and other partners, such as WWF-CARPO, without which this workshop would not have been possible.

Mr. Paul Wamba, Director of Forest Products Promotion and Processing, MINFOF, represented His Excellency Mr. Elvis Ngole Ngole, Minister of Forests and Wildlife, who was retained, in the opening ceremony. He expressed his gratitude to all the organizers and welcomed the participants to Douala. He explained how the PCI are becoming an important instrument for the routine forest management monitoring in Cameroon. This initiative originated from the Declaration of ATO Ministers in their 20th conference held in October 2002 in Kinshasa, where the Ministers engaged to adopt the harmonized ATO/ITTO PCI in the development of their forestry legislation and regulations and to strengthen the actions aiming to integrate the PCI in the national forestry programs.

The Second Summit of the Heads of States of COMIFAC, held in February 2005 in Brazzaville, Congo, recommended that all natural forests of Congo Basin should be managed according to the PCI by year 2015 in order to conserve and manage sustainably the forestry ecosystems in the area.

He wished the participants a very fruitful workshop, and then declared the workshop officially opened.

In addition to the official opening ceremony, there were three introductory lectures:

1. Management of forests in Cameroon by **Mr. Samuel Ebia Ndongo**, Director of Forestry, MINFOF.
2. Forest certification initiatives by **Dr. Marie Mbolu**, University of Yaoundé, FSC
3. Promotion of responsible forest management in the Congo Basin : case Central African Forest and Trade Network by **Mr. Elie Hakizumwami**, WWF-CARPO

4.2 Participants' Introductions and Expectations

After the opening ceremony, the participants were given the opportunity to introduce themselves and express their expectations. Most of the expectations related to the following:

1. Better understanding of the concepts of PCI and audits and how to use the PCI in practice.
2. Understanding and mastering how to carry out a forest assessment in the field.
3. Know more about the different certification systems
4. Know more about the differences between the PCI of ATO/ITTO and the requirements of other systems
5. Sharing experiences with colleagues from the Region
6. Pedagogic tools for further training sessions

4.3 Workshop Objectives

The participants' introduction was followed by the discussion of the workshop objectives by Ms. Blasten. She emphasized that the general objective of the workshop was to train African trainers on the utilization and practical verification of the ATO/ITTO PCI. This general objective can be divided in the four specific objectives below:

- Reviewing concepts of SFM
- Imparting participants with knowledge on assessments in general, and on forest management assessment in particular
- Mastering of assessment tools
- Practice on how to carry a field assessment base on the PCI of ATO/ITTO.

In addition, it was requested, that the training programme contain a presentation on the Reducing emissions from deforestation and forest degradation (REDD).

4.4 Contents of the Training Programme

The training programme presented by the trainers was structured as presented in the Workshop Program (Annex 1).

The pedagogic objective of the workshop was to:

- Train African Trainers on Audits and SFM Systems

In addition, there were two learning objectives

1. Provide to the trainees general and actualized information on the following concepts:
 - SFM
 - Certification
 - Audit
 - Forest management systems in Africa
 - REDD
2. Train trainers on how to conduct an audit of the forest management

The implementation of the training programme was based on seven training modules, each with one or several sequences:

- Module 1. Concepts
- Module 2. Elements of Sustainable Forest Management
- Module 3. Audit and its Different Phases
- Module 4. Conducting an audit
- Module 5. Reduction of emissions from deforestation and forest degradation (REDD)
- Module 6. Audit Reports
- Module 7. Evaluation

The pedagogic methods used were the following:

- Presentation followed by discussion
- Discovering method in group exercises
- Work in Audit Groups
- On-site visits and interviews

Pedagogic tools used included the following:

- Slides projection
- ATO/ITTO audit manual
- Audit forms
- Check lists
- Evaluation forms

4.5 Implementation of the Training Programme

The training programme was implemented in six days through oral presentations, group exercises, documents, work in audit groups and field audits.

4.5.1 Presentations

Oral presentations followed by discussion were focusing Modules 1, 2, and 3 and 4 as follows:

- Module 1. Concepts
 - Sequence 1.1. SFM
 - Sequence 1.2. Certification: forest management, chain of custody (CoC), legality and different forest certification schemes
 - Sequence 1.3. Audit: Definition, different types of audits.
- Module 2. Forest management systems
 - Sequence 2.1. Forest management planning
 - Sequence 2.2. Technical aspects on sustainable production
 - Sequence 2.3. Environmental aspects and impacts
 - Sequence 2.4. Social aspects and impacts
 - Sequence 2.5. Participatory approach
- Module 3. Audit and its Phases
 - Sequence 3.1. Planning and organization of an audit
 - Sequence 3.2. Phases and processes of an audit
- Module 4. Forest audit in practice

- Sequence 4.1. Auditors tools: ATO/ITTO Principles, Criteria and Indicators (PCI) and audit manual
- Sequence 4.2. Preparation of an audit plan and the checklist
- Sequence 4.3. Interview techniques
- Sequence 4.4. Evaluation of the audit results and formulation of the non-conformities.

4.5.2 Group Exercises

During the lectures on the first four Modules, four small group exercises were carried out. These are listed below:

Exercise 1. Description and development of an audit team

Trainees were affected in four groups. Members of each team meet for 30 minutes in order to:

- Introduce themselves to each other:
 - Names
 - Country
 - Background
 - Function, etc.
- Choose the name of the team
- Describe and give roles:
 - Team leader: team management
 - Minutes counter: time management
 - Secretary: reporting
 - Presenter: speaks on behalf of the whole team

After the meetings, the four teams were established and named respectively:

1. Afromosia Consulting Group, ACG SARL
2. Bureau d'Expertise Forestier BEF
3. Les Lions Indomptables
4. Sapelli

Exercise 2. Comprehension of the audit tools by trainees

Trainers distributed two photos related different forestry practices to each group.

Each group prepared a presentation (5 minutes) of their understanding of PCI related to the photos, including the following items:

- the principle and criterion present in the photo
- the practices according to the conformity with the related indicators
- how this conformity would be evaluated?
 - which are the critical aspects in the conformity?
- what should be emphasized in evaluating this indicator?

Exercise 3: Choosing aspects to be audited

For the initial preparation for the audit plan and the field audit, each team was given three criteria covering the three aspects of sustainable forest management.

- Afromosia Consulting Group: 2.4 / 3.5 / 4.1
- Bureau d'Expertise Forestier: 2.2 / 3.1 / 4.2
- Les Lions Indomptables : 2.5 / 3.3 / 4.3
- Sapelli: 2.3 / 3.4 / 4.4

Each team chose 2-3 indicators/sub-indicators on each criteria to be assessed on the field. They shared tasks according to the background of each member of the team as follows:

- Technical aspects/production

- Social aspects
- Environmental aspects
- Legislation and regulations

Before the field trip each team had to present its list of verifications and indicate the team member who will be responsible for that aspect.

Exercise 4: Interview techniques

In order to train on the best interviews techniques and skills, trainees were working in pairs: the “auditor” and the “audited”, for a total of 11 pairs.

Trainers choose for each pair an indicator to be evaluated/assessed through interview. The auditor asks questions to the audited in order to get information enabling him to evaluate the indicator (five minutes). Each group made a short presentation (five minutes) of its findings. Trainers then concluded by presenting interview techniques and good auditor qualities.

Indicators and sub-indicators 2.2.2, 2.2.8, 2.4.3, 2.4.4, 3.2.1.5, 3.3.2.8, 4.1.2.1, 4.1.3.2, 4.1.4, 4.2.2 and 4.4.1.4 were used for this exercise.

4.5.3 Group Audit Work

Under Modules 3 (Audit and its Phases), 4 (Conducting an Audit) and 6 (Audit Reports) the four audit groups carried out independently three major tasks:

1. Preparation of the audit plan
2. Field audit
3. Writing the audit report

Each group assigned different roles for their members:

- Lead Auditor / Chief of the group
- Technical aspects/production specialist
- Social aspects specialist
- Environmental aspect specialist
- Legislation and regulations specialist

For the field audit, each group was divided to those who visit the logging site of the UFA, and those who visit the TRC Headquarters and Regional Department, as well as the port stock in Douala.

4.5.4 Documents and Field Audit

The purpose of the field audit was for trainees to undertake practical auditing exercise using ATO-ITTO audit manual for the sustainable management of the African natural forests. The objectives were:

- to determine the extent to which participants understood the auditing techniques imparted through lectures;
- as a case study, to determine the extent of compliance with ATO-ITTO PCIs on SFM by the selected company.
- to assess the conformances of forest management operations for certification in line with selected ATO-ITTO Criteria and Indicators related.

Audit of forest practices was conducted within the Yingui part of FMU 004 managed by Transformation Reef Cameroon (TRC). The FMU covers a total area of 125 490 ha, of which 12 700 are in Yingui.

The representatives of TRC, Mr. Arnaud Tchokomeni and William Lawyer gave a brief presentation of the TRC and the FMU to be evaluated. They also provided the trainees with the management plan document. For the field audit, the trainees were distributed into two groups.

Group A

Trainees met the Chief of Operations of the FMU 004 and forest workers. They also visited the log park on the cutting site, an old logging road and the garages. Local communities were interviewed together with forest workers. The group visited also the food store (écomat) and the health clinic.

Group B

Trainees started by visiting the Headquarters of TRC and discussed with the vice-president other staff. They carried out an opening meeting and the audit of the administration and offices. Then they proceeded to the audit of the sawmill and the stock in the port of Douala.

4.5.5 Presentation of Audit Reports

Each of the four teams prepared an audit report according to the template drafted by the trainers. This template focused the following aspects:

1. Information on the place and date of the audit
2. Organization to be audited
3. Objectives of the audit (standards, activities)
4. Audit team
5. Participants from the organization to be audited
6. Description of the organization and objectives of the audit (all that went well)
7. Non-conformities: requirements, proof
8. Final date for the presentation of corrective actions
9. Follow-up of the corrective actions (optional)
10. Distribution of the report

4.5.6 Reduction of Emissions from Deforestation and Forest Degradation (REDD)

An adjustment to the regional training program content that was delivered in Phase I was made by adding a new training module for this training workshop, on the new concept of the REDD Initiative.

This was delivered under Module 5. Reduction of emissions from deforestation and forest degradation (REDD) in the form of a lecture and discussion.

4.5.7 Auto-evaluation

At the end of the workshop, the participants carried out an auto-evaluation of the practical organization and the technical implementation of the audit (Module 7). This was carried out in form of open discussion.

Exercise 5: Auto evaluation of the practical organization of the audit

After the field audit, each audit team estimated how the audit was implemented. What went well and what went not so well?

1. Opening meeting
 - Audit teams presentation, objectives and context of the audit

- Choice of the sites to be visited
 - Access to the sites
2. Field audit
 - Team members presentation
 - Distribution of responsibilities
 - Interviews with workers
 - Observations
 - Thanks addressed to audited
 3. Implementation of the planning program
 - Respect of the timing
 - Access to provisional sites
 - Presence of persons planned to be met.
 4. What shall an auditor do to insure that he will cover the complete program as planned?

Exercise 6: Evaluation of the technical conduction of the audit

This exercise aimed to evaluate the quality of the audit on the field.

1. Were questions focusing targeted indicators or sub-indicators
2. Auditors knowledge on the:
 - Forest enterprise (activities, several management plans, etc.)
 - National laws and regulations
3. Did interviews achieve targeted objectives that were to?
 - Collect objective evidences
 - Discover unknown procedures (ex: sub-contracts)
4. Difficulties to collect evidences
In addition each team had to indicate:
 - Indicator for which they've collected more evidences (giving examples)?
 - Indicators for which they encountered the most difficulties for collecting evidences?
 - Sites that should have been visited to obtain more evidences and that were not visited.

4.6 Official Closing Ceremony

The official closure ceremony was supervised by Mr. Jervais Nkoulou. The closing ceremony consisted of five parts:

1. Lecture of the workshop final communication by the participants.
2. Expression of gratitude on the workshop by the participants to organizers.
3. Award of certificates to participants.
4. Closing words by the Regional Coordinator.
5. Closing speech by Mr. Ebia Ndongo, Director of Forestry (MINFOF).

5. FINDINGS AND OBSERVATIONS

The main objectives of this workshop as presented by Ms. Anni Blasten at the opening ceremony were to:

1. Review concepts of SFM
2. Provide participants with knowledge on audits in general, and on forest management audit in particular
3. Mastering of assessment/audit tools
4. Practicing how to carry out a field audit and prepare a report
5. Basic knowledge on REDD and the possibilities it offers for SFM.

In this regard the general findings and observations should be viewed from the following perspectives:

1. Participants' knowledge on SFM and forest certification was updated.
2. Participants acquired knowledge on audits in general and forest audit in particular.
3. How friendly the ATO/ITTO audit Manual is now for participants.
4. How friendly was the didactic material for participants.
5. How far participants are able to carry out a forest management audit.
6. How successful was the workshop in terms of its approach, structure, duration, prepared documentation, etc.

A total of 22 evaluation forms (from 22 participants) were received and the results are presented in the paragraphs below.

5.1 Concepts Review

Participants were very interested and participative during the oral presentations. Questions were raised to improve knowledge acquired during the training. Participants found that their knowledge on SFM and related concepts has been updated by 4,04 over the given evaluation scale of 0-5 points, where 5 is excellent (Table 5.1).

Table 5.1 Participants' Opinions on Knowledge Updating on SFM

Theme	Note/5
SFM	4.20
Certification	4.05
Audit concepts	4.18
Certification systems in Africa	4.00
SFM planning	4.23
SFM technical aspects	3.98
SFM environmental aspects and impacts	3.88
SFM social aspects and impacts	3.92
Participative approach	3.91
Mean	4,04

5.2 Acquisition of Knowledge on Audits

Participants found that they have acquired sufficient knowledge on audits in general and forest audit in particular by 4.37 over 5 (Table 5.2).

Table 5.2 Participants' Opinions on Knowledge Acquired on Audits

Theme	Note/5
Audit planning and organization	4.42
Audit phases and processes	4.32
Mean	4.37

5.3 Quality of the Didactic Material

Majority of participants found the didactic material good. The average mark on all the material provided was 4.08 over 5 (Table 5.3).

Table 5.3 Participants' Opinions on the Training Material

Item	Note/5
Objectives and methodology	4.10
Certification initiatives	4.09
SFM	4.14
Certification	4.15
Audit concepts	4.32
Certification in Africa	4.05
Planning of SFM	4.32
Technical aspects	4.05
Environmental aspects and impacts	3.82
Social aspects and impacts	3.91
Participatory approach	3.91
Audit: planning and organization	4.42
Audit: phases and processes	4.38
Auditor tools	4.50
Audit plan and checklist	4.32
Stakeholder interview techniques	4.00
Evaluation & non-conformities	4.09
Presentation of TRC	3.95
Presentation of Group Work	4.00
Forest audit	3.90
Social audit	3.72
Audit of administration	4.05
Audit regional office	3.95
Audit sawmill and port	3.95
REDD	3.91
Analysis of results	4.18
Report preparation	4.14
Auto-evaluation	4.00
Mean	4.08

5.1 Quality of the Group Work

The participants marked the working in groups as “good” (4.12 points over 5; Table 5.4).

Table 5.4 Participants’ Opinions on the Group Work

Item	Note/5
Exercise 1 Establishment of audit groups	4.39
Exercise 2 Comprehension of audit tools	4.27
Exercise 3 Audit plan and checklist	4.30
Exercise 4 Interview techniques	3.91
Group Work 1 Audit planning	4.17
Group Work 2 Audit field work	4.05
Group Work 3 Audit report preparation	4.16
Exercise 5 Auto-evaluation of organisation of audit	3.93
Exercise 6 Auto-evaluation of audit implementation	3.93
Mean	4.12

5.2 Utility of Training

Participants found the training very useful as its utility was marked 4.44 points over 5 (Table 5.5).

Table 5.5 Participants’ Opinions on the Utility of the Training

Item	Note/5
Objectives and Methodology	4.64
Sustainable Forest Management	4.68
Certification: Forest Management, Chain of Custody (CoC), Legality	4.41
Audit: concepts	4.57
Certification Schemes Operating in Africa	4.23
Planning SFM	4.41
Technical Aspects of SFM	4.41
Environmental Aspects and Impacts of SFM	4.50
Social Aspects and Impacts of SFM	4.50
Participatory Approach	4.18
Audit planning and organisation	4.59
Audit phases and processes	4.68
Auditor Tools PCI	4.68
Preparation of audit plan and checklist	4.45
Interview Techniques	4.27
Evaluation of results, non-conformities	4.41
REDD	4.18
Presentation of TRC	4.14
Working groups	4.45
Forest Operations Audit	4.52
Administration audit	4.40
Sawmill audit	4.24
Preparation of audit reports	4.52
Presentation of audit reports	4.48
Mean	4.44

5.3 Workshop Organization

Concerning the training programme's schedule, 76% of the trainees found it too tight, 24% appropriate, and none found it too long.

About time devoted to the working groups 45% of the trainees found that they have enough time in working groups while another 45% found that this time was not enough. Concerning time devoted to working groups' presentations, 64% found that it was enough, 27% found it insufficient, 9% thought there was too much time. The duration of the coffee breaks was sufficient for 89% of participants and that of the lunch-breaks 91%) found that they had enough time.

The overall workshop organization received 4.2 points over 5 from the trainees, which is a good note. The item that received the worst mark is the quality of the conference room i.e. 3.8 over 5 (Table 5.6).

Table 5.6 Participants' Opinions on the Organisation Quality

Item	Note/5
Preliminary information and invitations	4.5
Conference room	3.8
Meals refreshments	4.3
General organization	4.2
Participation	4.4
Average	4.2

6. CONCLUSIONS AND RECOMMENDATIONS

In connection with the evaluation of the workshop, participants' recommendations were received and noted. Their comments and recommendations are presented below:

On the overall training and PCI process, the recommendations were as follows:

1. Establishment of a virtual platform for keeping contact between trainees and exchange of experiences
2. National training sessions to be arranged soon
3. The audit manual for PCI should be published in a web version in English and in French (for example on the ITTO website) so that it is accessible to auditors.
4. Participation of trainers in the forthcoming national training sessions
5. Develop further the lecture on REDD
6. Develop further the lecture on participatory planning
7. Tests to ensure that the material has been absorbed by trainees.

The comments/recommendations related to the field audit were the following:

1. The FMU selected should have been closer to avoid excessive travelling.
2. Participants wished to have a non-certified concession for audit training (or to one in a pre-audit situation).

On the overall organisation of the workshop, the following recommendations were received:

1. Invitations should be sent at least one month before the workshop
2. More time should be allocated for the entire workshop, but especially for the field audits

3. Days were very full, the training course was exhausting
4. Photocopies of material should be distributed in advance, before each lecture
5. All material should be available in one document after the workshop
6. Inform participants that a portable computer would be useful
7. Have printer in the meeting room
8. Per diems were not sufficient
9. All participants should be accommodated in the same hotel

In general, although almost all participants thought that not enough time was allocated for such training, they were of the opinion that the methodological approach and materials provided were good, and that they found the training course satisfactory and useful.

Workshop Programme



Formation des formateurs sur l'utilisation des PCI OAB/OIBT et les audits d'aménagement durable des forêts naturelles en Afrique tropicale

Douala, Cameroun, 26-31 janvier 2009

Programme

Jour 0 / heure	Dimanche, 25 janvier 2009	Intervenants
08:00 – 24:00	Accueil des participants à l'aéroport de Douala	Comité d'organisation
Jour 1 / heure	Lundi, 26 janvier 2009	Intervenants
09:00 – 10:00	Enregistrement des participants	
10:00 - 12:00	<p><u>Cérémonie officielle d'ouverture</u> Allocution d'introduction Allocution de l'OAB</p> <p>Allocution d'ouverture du Représentant du Ministre des Forêts et de la Faune</p> <p>Présentation des participants Objectifs de la formation Attentes des participants</p>	<p>Mr. François Hiol Hiol Secrétaire Général de l'OAB Mr. Emil Mokoko Wongolo Directeur de la Promotion et la Transformation des Produits Forestiers. MINFOF Mr. Paul Wamba Participants Anni Blåsten (Indufor) Participants</p>
12:00 – 13 :00	Buffet d'ouverture	
13:00 – 15:15	<p>Gestion des forêts au Cameroun</p> <p>Initiatives de la certification des forêts Promotion de la foresterie responsable dans le Bassin du Congo : cas du Réseau Forêt et Commerce d'Afrique Centrale – Discussion</p>	<p>Mr. Ebia Ndongo, Directeur des Forêts au MINFOF Dr Marie Mbolo Mr. Elie Hkizumwami, GFTN</p>
15:15 – 15:30	Objectives pédagogiques et la méthodologie	Anni Blasten
15:30 – 18:30	<p>Les concepts (Module 1) Gestion forestière durable (GFD) Certification (gestion forestière, CoC, légalité) Audit : les concepts et les phases</p>	Anni Blasten
16:30	Pause Café	
18:30	Fin de la 1ère journée	

Jour 2 / heure	Mardi, 27 janvier 2009	Intervenants
08:00 – 09:30	<u>Les concepts (Module 1, suite)</u> Les systèmes de certification opérationnels en Afrique	Marie Mbolo
09:30 – 12:30	Les éléments de la gestion forestière durable (Module 2) Planification de GFD Production durable Aspects et impacts environnementaux – Discussion	Jervais Nkoulou
10:00 - 10:30	Pause Café	
12:30 – 14:00	<u>Les éléments de la gestion forestière durable (Module 2, suite)</u> Aspects et impacts sociaux Gestion participative – Discussion	Anni Blåsten
14:00 – 15:00	Déjeuner	
15:00 – 16:00	Audit et les phases d'un audit (Module 3) Planification et l'organisation d'un audit (Exercice 1)	Anni Blåsten
16:00 – 16:30	Pause Café	
16:30 – 18:00	<u>Audit et les phases d'un audit (Module 3, suite)</u> Phases et processus d'audit	Jervais Nkoulou
18:00	Fin de la 2ème journée	

Jour 3 / heure	Mercredi, 28 janvier 2009	Intervenants
08:00 - 09:30	<u>La pratique de l'audit (Module 4, suite)</u> Introduction à PCI d'OAB/OIBT Manuel d'audit OAB/OIBT Compréhension des outils par les auditeurs (PCI ; Exercice 2) Discussion	Jervais Nkoulou
09:30 - 10:00	Pause Café	
10:30 – 11:30	La pratique de l'audit (Module 4) Préparation d'un plan d'audit et la liste des vérifications (Exercice 3)	Anni Blåsten
11:30 - 13:00	<u>La pratique de l'audit (Module 4, suite)</u> Techniques d'interview (Exercice 4) Evaluation des résultats d'un audit et la formulation des non-conformités Discussion	Anni Blåsten Jervais Nkoulou
13:00 - 14:00	Déjeuner	
14:00 – 16:00	Changement de climat et préparation des projets REDD (Réduction des émissions de déforestation et dégradation des forêts; Module 5)	Anni Blåsten
16:00	Pause café. Fin de la 3ème journée	

Jour 4 / Heure	Jeudi, 29 janvier 2009	
08:00 - 08:30	Présentation de Transformation Reef Cameroun TRC	Arnaud Tchokoneni, Responsable Cellule d'Aménagement, TRC
08:30 - 09:00	<u>La pratique de l'audit (Module 4, suite)</u> Présentation de travail en groupes 1 : Le plan d'audit et la liste des vérifications	Jervais Nkoulou Anni Blåsten

10:00 - 10:30	Pause Café	
09:00 - 13:00	<u>La pratique de l'audit (Module 4, suite)</u> Travail en groupe 1 : le plan d'audit et la liste des vérifications	Equipes d'audit avec soutien de Anni Blasten et Jervais Nkoulou
13:00 - 14:00	Déjeuner	
14:00 - 15:00	Travail en groupe sur le plan d'audit et la liste des vérifications continue	Equipes d'audit
15:00 - 17:00	<u>La pratique de l'audit (Module 4, suite)</u> Restitution de travail en groupes sur le plan d'audit et la liste des vérifications - qui sera interviewé par qui ? - qui sont les autres sources d'information ? - division des responsabilités en groupe ? - analyse des résultats d'audit ?	Equipes d'audit
16:00	Pause Café	
17:00	Fin de la 4ème journée	

Jour 5 / Heure	Vendredi, 30 janvier 2009	
08:00 - 08:30	<u>La pratique de l'audit (Module 4, suite)</u> Travail en groupe 2 : A : Audit des activités de TRC forestières sur le terrain : aspects techniques, production, et environnementaux. B : Audit de gestion, transformation et parc au bois.	Equipes d'audit
08:30 - 18:00	Programme A Départ pour l'UFA 004 (TRC) Présentation par le Chef des opérations Audit sur un site d'exploitation Déjeuner pique-nique dans la forêt Audit au niveau des communautés villageoises Retour à Douala	Chef des Opérations Equipes d'audit
08:30 - 18:00	Programme B Départ pour la Direction Générale de TRC Audit des bureaux et de l'administration de TRC Audit de l'unité de transformation Déjeuner pique-nique Audit à la Délégation Régional de Forêt Audit au niveau de parc au bois (au port)	Direction de TRC Equipes d'audit Délégation Régional de Forêt
18:00	Fin de la 5ème journée	

Jour 6 / Heure	Samedi, 31 janvier 2009	
08:00 - 08:30	Les rapports d'audit (Module 6) Analyse des résultats des audits, formulation des non-conformités	Anni Blasten Jervais Nkoulou
08:30 - 13:00	<u>Les rapports d'audit (Module 6 suite)</u> Travail en groupe 3 Préparation des rapports audit	Equipes d'audit/ Groupes de travail
10:00	Pause Café	
13:00 - 14:00	Déjeuner	
14:00 - 16:00	<u>Les rapports d'audit (Module 6 suite)</u> Présentation des résultats des audits, formulation des non conformités, et auto-évaluation (Exercices 5 et 6) - Discussion	Jervais Nkoulou Anni Blasten Groupes de travail
16:00 - 16:30	Evaluation de la formation	Participants

16:30 – 17:30	<u>Cérémonie officielle de clôture</u> Lecture du communiqué final Lecture des motions Remise des Diplômes Allocution de Clôture Cocktails	Mr. Ebia Ndongo, Directeur des Forêts au MINFOF Participants Ms. Anni Blåsten Mr. François Hiol Hiol
18:00	Fin de la 5ème journée	

List of Participants

In the opening ceremony:

HAKIZUMWAMI, Elie	WWF-CARPO ehakizumwami@wwfcarpo.org
ISSOLA DIPANDA, Francois	Republic of Cameroon, Littoral Reg. Delegation, issoladipanda@yahoo.fr
KONGAPE, Jean Avit	Republic of Cameroon
MOKOKO WONGOLO Emile	Republic of Gabon, Secretary General ATO
WAMBA, Paul	Republic of Cameroon Directeur de la Promotion et la Transformation des Produits Forestiers. MINFOF

Participants:

1. AFFO AGUE Adji-Boye	Republic of Togo affo60@voila.fr
2. BALOMOG Jeanne	Republic of Cameroon jbalomog@yahoo.fr
3. BATAWILA Komlan	Republic of Togo batawilakomlan@yahoo.com
4. BIBANG Régis	Republic of Gabon bibangr@yahoo.fr
5. BOZONGO Jean Claude	Republic of Congo bjcclaude@yahoo.fr
6. DOKO Paul	Central African Republic dokopaul@yahoo.fr
7. ELLA née ABOME BILOUNGA Marie Louise	Republic of Gabon abomebilounga@yahoo.fr
8. GUEU Félix	Republic of Côte d'Ivoire felixgueu@yahoo.fr
9. ISOLUMBU Blenvenu	Democratic Republic of Congo jbisloleke@yahoo.fr
10. ITSOUA MADZOUS Gervais Ludovic,	Republic of Congo imadzous@voila.fr
11. KONDAOULE Henriette Josiane,	Central African Republic jokondah@yahoo.fr
12. KOUADIO Kouassi	Republic of Côte d'Ivoire sdpfc@yahoo.fr
13. KOUADIO KOUAKOU Bob	Republic of Côte d'Ivoire kouadio_bob2@yahoo.fr
14. MAKOLOH François	Democratic Republic of Congo fmakoloh@wwfcarpo.org
15. MBOKA LOMBOTO Louis Dauphin	Democratic Republic of Congo ld_mboka@yahoo.fr
16. MEDI Augustin	Central African Republic, mediaugustin@yahoo.fr
17. NDJEBET Cécile	Republic of Cameroon cameroonecology@yahoo.fr
18. NGANDO-BIEMBE Jean Paul	Democratic Republic of Congo, ngandobiembe@yahoo.fr
19. NDONGO Samuel Ebia	Republic of Cameroon, Dir. des Forêts, MINFOF ebia_ndongo@yahoo.fr
20. NKIE Martin Cyrille	Republic of Cameroon nkie.martin@voila.fr
21. OM BILLONG	Republic of Cameroon MINFOF, ombillong@yahoo.fr
22. OSSISSOU Jacques	Republic of Congo, ossijack@yahoo.fr

Organisers

HIOL HIOL Francois	Regional Coordinator of the Project Promotion of Sustainable Management of African Forests PD 124/01 Rev.2 (M) hiolhiol@yahoo.fr
BLÅSTEN Anni	Consultant, Indufor Oy anni.blasten@indufor.fi
NKOULOLO Jervais	Forestry Consultant ATO/ITTO nkouloujervais@yahoo.fr
MBOLO Marie	Lecturer, University of Yaoundé, FSC Africa noagody@yahoo.fr

Templates for Audit Documents

AUDIT PLAN

Organisation: _____		Auditeur principal: _____		
Lieu: _____		Auditeurs: _____		
Personne à contacter: _____		Experts: _____		
But et exigences d'audit:				
Date	Activité	Lieu	Personnes à interviewer	C&I vérifier
	Réunion d'ouverture Session d'audit 1 (auditeur A)		Mr/Ms X	C1, I1.1, 1,3
	Session d'audit 2 (auditeur B)			
	Déjeuner			
	Evaluation des résultats de l'audit			
	Réunion finale			

PROGRAMME D'AUDIT

L'entreprise : Lieu : Personne à contacter : Period d'audit :			Auditeur principal : Auditeurs : Experts : But de l'audit : Normes :	
Heure	Activité	Lieu	Personnes presents / à interviewer	C&I à vérifier
I jour 12.12.06				
9.00 - 11.00	Réunion de ouverture	AA bureau d'administration	M.x, Mme y	
Session1 11.15 - 13.00				
Repas 13.00 - 14.00				
Session 2 14.00 -				
II jour 13.12.06				
Session x 8.00 -10.00	Sécurité du travail	AA bureau local	M. z	
VI jour				
Session y - 12.00				
14.00 - 16.00	Réunion de clôture	AA bureau d'administration	M.x, Mme y	

PARTIES PRENANTES

- Qui cherche-t-on à rencontrer (individu, groupes) ?
- Quel est leur lien avec l'entreprise ?
- Qui sont les personnes contact spécifiques ?
- Que cherche-t-on à savoir ?
- Quel membre de l'équipe est le plus habilité à l'examiner ?

Organisme	Lien	Localisation	Nom	Coordonnées	Sujets de l'entrevue	Commentaires

SITES DE TERRAIN

- Qu'est-ce qu'on veut voir ? Où ? Quand ?
- Comment s'y rend-on ? A-t-on besoin d'un guide ?
- Qu'est-ce qu'on cherche à y trouver ?
- Quel membre de l'équipe est le plus habilité à l'examiner ?

Localisation du site	Sujet de la visite	Date	Observations

EXEMPLE D'UNE LISTE DE VERIFICATION

(l'information du lieu et la date sur chaque liste faisant la référence aux programme d'audit)

Session d'audit (exemples)	C&I à vérifier	Questions	La preuve obtenue	Niveau de conformité	Arguments pour la decision de C/NC	Commentaires supplémentaires
1 Planification - bureau dept. plan.	no xx.xx					
2. Droits des travailleurs - bureau dept. resours humaine						
3. Suivi des procedures -bureau dept. control						
x. Planification - bureau local						
x.n Planification - mise en œuvre						

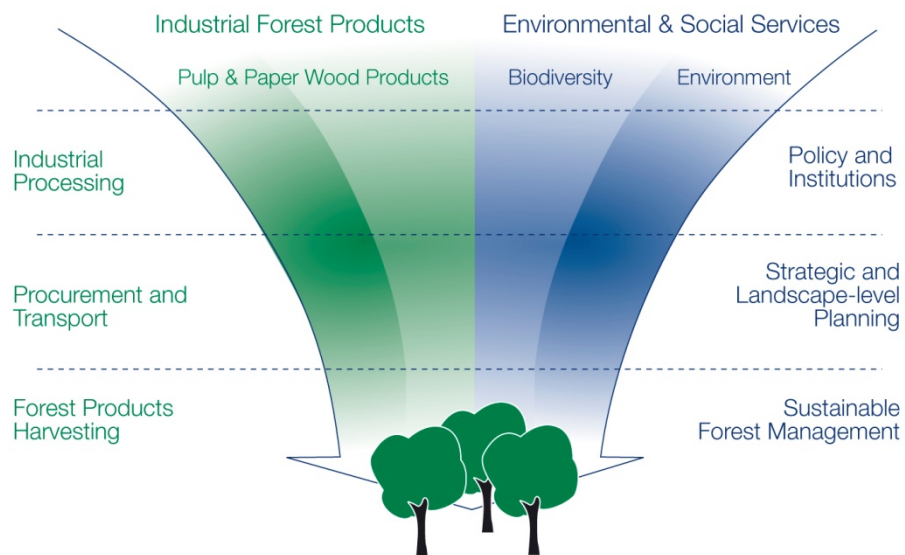
FORMULE DE NON-CONFORMITÉ (NC)	Date de l'audit
	Numéro de NC
L'Auditeur principale	
Description du non-conformité. (l'auditeur)	
<i>par rapport de la critère ou l'indicateur pas des conseils!</i>	
Demand au client à présenter son suggestion pour un action corrective (AC). Date: <i>quand les AC doivent éter mise en place</i>	Date Signature du audité Date Signature du auditeur
<i>Après le temps donné a faire les AC, l'audité les présent à l'auditeur</i> AC indiqués du client (la société auditée)	
Approbation des actions indiqués	Date l'auditeur
Vérification/ renseignement que les actions sont pris	Date l'auditeur

Training Materials and Presentations

Sujet
Soutien
La liste des participants La liste des documents Exercices Formulaires
Cérémonie officielle d'ouverture
Allocution d'ouverture du Coordonnateur du Projet Régional Allocution de Secrétaire Générale de l'OAB Allocution d'ouverture du Représentant du Ministre des Forêts et de la Faune Objectifs de la formation et la méthodologie Gestion des forêts au Cameroun Initiatives de la certification des forêts Promotion de la foresterie responsable dans le Bassin du Congo : cas du Réseau Forêt et Commerce d'Afrique Centrale
Les concepts (Module 1)
Séquence 1. Gestion forestière durable (GFD) S2 Certification (gestion forestière, CoC, légalité) S3 Audit : les concepts et les phases S4 Les systèmes de certification opérationnels en Afrique
Les éléments de la gestion forestière durable (Module 2)
S1 Planification S2 Production durable S3 Aspects et impacts environnementaux S4 Aspects et impacts sociaux S5 Gestion participative
Audit et les phases d'un audit (Module 3)
S1 Planification et l'organisation d'un audit (Exercice 1) S2 Phases et processus d'auditing
La pratique de l'audit (Module 4)
Présentation de Transformation Reef Cameroun (TRC) S1 Introduction à PCI d'OAB/OIBT, Manuel d'audit OAB/OIBT (Exercice 2) S2 Préparation d'un plan d'audit et la liste des vérifications (Exercice 3) S3 Techniques d'interview (Exercice 4) S4 Evaluation des résultats d'un audit et la formulation des non-conformités S5 Présentation de travail en groupe 1 : Le plan d'audit et la liste des vérifications (Exercice 4) S6 Conduite d'audit
Changement de climat et préparation des projets REDD (Réduction des émissions de déforestation et dégradation des forêts; Module 5)
S1 Changement de climat et REDD Little REDD Book REDD Participant Resource Manual REDD Training Manual – draft
Les rapports d'audit (Module 6)
S1 Analyse des résultats des audits, formulation des non conformités, et auto-évaluation (Ex. 5 et 6)
Evaluation de la formation (Module 7)
S1 Formule d'évaluation

Communicating and Reconciling Forest Values

Markets and Society



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