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Report of Training Curriculum Development (Understanding TLAS in Community Forest)



ITTO TFL PD 010/09 Rev. 1 (M)

“Strengthening The Capacity of Related Stakeholders in Java on
Implementing New Indonesian TLAS”

By :

Ir. Dian Susanti Soeminta

REPORT

TRAINING CURRICULUM DEVELOPMENT UNDERSTANDING TIMBER LEGALITY ASSURANCE SYSTEM IN COMMUNITY FOREST



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ITTO TFL PD 010/09 REV. 1 (M)

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Introduction

The activities undertaken by the International Tropical Timber Organization (ITTO) in cooperation with the Indonesian Ministry of Forestry through ITTO Project PD 010/09 Rev.1 TFL-(M), in order to increase capacity for the whole of the stakeholders in the implementation of Timber legality systems minister of forestry regulations (Permenhut) No. 38/Menhut-II/2009 for the Standard Performance Evaluation and Treatment Guidelines in the Sustainable Forestry Production and timber legality verification Permission Holder or the Forest rights and Directorate General Regulation (Perdirjen). No. P.06/VI-Set/2009 on Standards and Guidelines for Sustainable Forest Management Performance Evaluation and Timber Verification, which has set in the standard criteria and indicators and the evaluation of the IUI IUIPHHK Following the evaluation process, and verify the legality of Timber (TLAS) that originated from the Forest country, State forests managed by the Community, and the Forest rights.

To preparing of the forest rights holders in the timber legality verification system implementation is a necessary part of training that leads to understanding of the standards concept and how to comply and their implementation in the field. Training can be a transformation of information and experiences, as well as technical guidance to the forest farmers owners prior to the verification process to obtain a Timber Legality Verification (TLAS) certificate in his forest. Not only to farmers forest owner, but training is also needed to officials at the local level will be related to the issuance of the timber legality of documents for community forest users industrial associated with the timber legality document and timber traceability system to the sources in the Community Forests, as well as the facilitator who will be involve in preparing the Timber Legality Verification System (TLAS) implementation. The training is intended to all stakeholders can be understand in the timber legality verification process mechanism.

In order to be continuously to the previous activities, the training curriculum preparation are refers to the training curriculum that has existed in Indonesian Ministry of Forestry Training Centre. Where it has conducted similar training activities by several institutions such as the Indonesian Ecolabeling Institute in cooperation with the MFP under the coordination of the Indonesian Ministry of Forestry Training Centre. Generally, the training structured by an adults teaching model (Andragogy) is guided by a facilitator and resource person. The training is directed into the technical assistance formal to the participants in order to apply all the information obtained immediately. The training is supported with simulation practice in class and field practice, except in a training session for the Government (Central, Regional and sectors), and the facilitators / assistants because the training is more geared introducing towards the TLAS concept and regulations related to their duties as supervisors, mentors and the role of the TLAS implementation monitoring.

These training activities results, will be followed with a program setup of TLAS facilitation both on Forests right and community forest users industrial. So that the knowledge, skills and participants insights in implementing all the information and experience during training is needed. For that the methods used by the facilitators and resource persons should be refer to the practical and effective training mechanisms.

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List of Abbreviations

BP2HP	: Balai Pemantauan Pemanfaatan Hutan Produksi / <i>Production Monitoring Center of Forest Utilization</i>
COC	: Lacak Balak / <i>Chain of Custody</i>
D3	: Diploma
FSC	: <i>Forest Stewardship Council</i>
FLEGT – VPA	: <i>Forest Law Enforcement Governance and Trade – Voluntary Partnership Agreement</i>
GFTN	: <i>Global Forest Trade Network</i>
HKm	: Hutan Kemasyarakatan / <i>Community Forestry</i>
HT	: Hutan Tanaman / <i>Plantation Forest</i>
HTR	: Hutan Tanaman Rakyat / <i>Community Plantation Forest</i>
HTI	: Hutan Tanaman Industri / <i>Industry Plantation Forest</i>
HR	: Hutan Rakyat / <i>Community Forest</i>
IUI	: Ijin Usaha Industri / <i>Industrial Licence</i>
IUPHHK	: Ijin Usaha Pemanfaatan Hasil Hutan Kayu / <i>Timber Forest Products Utilization Licence</i>
IUIPHHK	: Izin Usaha Industri primer hasil hutan kayu / <i>primary wood industry licence</i>
ISO	: <i>International Organization for Standardization</i>
ITTO	: <i>International Tropical Timber Organization</i>
KAN	: Komite Akreditasi Nasional / <i>National Accreditation Committee</i>
LEI	: Lembaga Ekolabel Indonesia / <i>The Indonesian Eco-labeling Institute</i>
LSM /NGO	: Lembaga Swadaya Masyarakat / <i>non government organization</i>
LV-LK	: Lembaga Verifikasi Legalitas Kayu / <i>Timber Legality Verification Agency</i>
PHPL	: Pengelolaan Hutan Produksi Lestari / <i>Sustainable Production Forest Management</i>
PHBML	: Pengelolaan Hutan Berbasis Masyarakat Lestari / <i>Community-based Sustainable Forest Management</i>
PEMDA	: Pemerintah Daerah / <i>District or Local Government</i>
RPBBI	: Rencana Penggunaan Bahan Baku Industri / <i>Plan Use of Raw Materials Industry</i>
LMKB	: Laporan Mutasi Kayu Bulat / <i>Mutation Log Report</i>
SVLK	: Sistem Verifikasi Legalitas Kayu
SMA	: Sekolah Menengah Atas / <i>Senior High School</i>
SKSKB-KR	: Surat Keterangan Sahnya Kayu Bulat - cap Kayu Rakyat / <i>Certificate of Legal Logs – from Community Wood</i>
SKAU	: Surat Keterangan Asal Usul / <i>Certificate of Origin</i>
S1	: Sarjana / <i>Scholar</i>
TLAS	: <i>Timber Legality Assurance System</i>
UMHRL	: Unit Manajemen Hutan Rakyat Lestari / <i>Sustainable Forest Management Unit</i>
UM	: Unit Manajemen / <i>Management Unit</i>
VLO	: Verified Legal Origin / legalitas asal bahan baku
WWF	: <i>World Wildlife Fund</i>

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Appendix 1. Training Agend

Appendix 2. Curriculum and Training Syllabus

Chapter 1

1.1. Purpose

The activities undertaken by the International Tropical Timber Organization (ITTO) in cooperation with the Indonesian Ministry of Forestry through ITTO Project PD 010/09 Rev.1 TFL-(M), focused on increasing of all the parties capacity, including the board within the framework of implementation of timber legality verification system (TLAS) on Forest rights. One of the activities of this project is the training of the guidelines TLAS, namely the Indonesian Minister of Forestry Regulation Number P.38/Menhut-II/2009 of Standards and Performance Assessment Guidelines for Sustainable Production Forest Management and Timber legality verification in the holder or the Forest Rights of Immigrants, and Regulation Director General of Forestry Production number P.6/VI-Set/2009 for Standard Performance Evaluation and Management Guidelines Sustainable Production Forestry and Timber legality verification. Training will be specifically for forest owners and forest people plant people, industry people and the users of Timber Government / Independent Monitor who is in P. Java covers an area of West Java, Central Java and East Java.

Associated with the maintenance of the training activities organized training curriculum design in each target trainees. Training consists of Syllabus Design, Implementation TLAS Training Curriculum for the Forest People's Farmers, Consumer Industries Timber People, and Government / Independent Monitoring, training and creative agenda Discuss Coaching Tree represents the type of training. Manufacturing Training Curriculum Syllabus refers to the set by the Ministry of Forestry Centers

1.2. Target

Targets to be achieved in the project are that the implementation of Curriculum and Syllabus of training at the TLAS Community Forest for 5 days, with participants as follows:

- Representatives of Community Forest from 10 Regency in the 3 provinces (West Java, Central Java and East Java)
- Timber Industries Consumer Representatives from 10 Regency in the 3 provinces (West Java, Central Java and East Java)
- Government (State Forest Service, Forest Service District, Local Government, Rural Devices, Independent Monitoring, NGO's companion of 3 provinces (West Java, Central Java and East Java).

Training curricula are equipped with:

Terms of participants

Terms of facilitators

Resource requirements

The choice of location / venue

Training modules

1.3. Terms of participants

The trainees consisted of Forest Rights owners, industrial of Timber community users and the government / Independent Monitoring. For training to be able to impact the results, the participant must be an appropriate target personnel. So the selection of participants according to eligibility criteria necessary to first set done (participants must make a Curriculum Vitae). General requirements for trainees are personnel who have the background, knowledge and experience in the forest rights management (HTR / HR). While the specific requirements of each group of participants was as follows:

a. Terms of participants of the owner of Forest Rights

The participants from the forest rights owners are prioritize who have the leadership soul in order to become key actors in shaping institutional TLAS by the terms:

- Participants are farmers who operate or the forest rights owners and Timber gatherer community who already have a business permit
- Participants preferred the experience as head of the farmers' groups / cooperatives and is committed to applying TLAS in his forest
- Participants have the ability to read and write with a minimum educational requirements is High School/ equal.

b. Requirements of the user industry participants Timberen folk

Participants preferred industrial of Timber community users based industry representatives scale (small, medium and large), in order to transform information and each participant can share their experiences, especially related to the timber legality. Terms of participants are:

- Participants are personnel who served in the procurement of Timber raw material of the people in the industry.
- Participants understand the Timber community's Administrative and the timber legality document.
- Participants understand the chain of custody system in the industry.

- Participants have the capabilities reporting of the use Timber community raw material (RPBBI, LMKB).
- Terms of education at least high school / equivalent.

c. Terms of Government participants / Independent Monitoring

Participants from Government which has preferred “tupoksi” as adviser and watchdog role in the circulation of forest timber products from the community and that play a role in the issuance of the community's Timber Legality document, the requirements of the participants are:

- Participants are from BP2HP Staff, Forest Service, local government, sub-district head, village chief and village chief
- Participants understand the Rules of community's Timber Enterprises Procedure and Timber Legality Documents Publishing
- For participants of the village chief / mayor should have had training as Issuer SKSKB-KR (evidenced by the certificate / license)
- Terms of education at least high school / equivalent

While the Independent Monitoring is prioritized from who had entered the Independent Monitoring institutional TLAS and have experience doing outreach in the Forest Rights. Terms of participants are:

- Participants from NGOs / TLAS Independent Monitoring Board
- Participants have undergone training as Independent Monitor TLAS (evidenced by a certificate)
- Participants have experienced in doing outreach TLAS Forest community / PHBML and have facilitation skills (evidenced by a CV)
- Terms of minimal education Diploma 3/Equivalent.

1.4. Terms of Facilitator and Resource Person

Training is a process to transfer knowledge from one person to another by sharing their experiences with the aim that the knowledge, insight and skills can be utilized by others. A good training technique is not only done in the form of teaching in the classroom, but need to be supported by simulation and training activities are structured so as not to leave the teaching methods in the transformation of important information.

To execute a good training technique is used approach who involves a facilitator and resource persons who have appropriate knowledge and experience in the material to be

delivered. For that in the resource persons facilitators selection and must be emphasized at the scientific background and experience of its application. The role of the facilitator is more focused on ensuring the learning process can be run effectively and in accordance with the indicators of success to be achieved. The role of resource required in the delivering process the subject as well as other information derived from experience as an ingredient to enrich the trainees knowledge. Resource persons should be able to ensure that they have knowledge and experience can be absorbed by the participants, so the speaker must have the ability to be an effective delivery technique, the ability to provide enrichment and can stimulate the participants.

The facilitator requirements are:

Master in facilitation techniques (according to the group of participants, objectives, facilitation, adaptive, communicative)

Having experience of facilitation, especially in the field of forest rights management.

Having TLAS knowledge of relevant regulations on Forests

Able to design training sessions to fit the indicators of success

Master in the methodology of teaching adults

Being able to create materials simulation / training and training evaluation and participant

Minimum educational requirements S1/Equivalent

Requirements are sources person:

- a. Mastering in Materials / Highlights
- b. Experienced become sources person in the field of forest rights management
- c. Having TLAS knowledge of relevant regulations on Forests
- d. Being able to create teaching materials and make the analysis of the training success rate
- e. Minimum educational requirements S1/Sederajat

1.5. Requirements Place / Location of Training and Practice

The training is expected to provide experience and a real picture in the TLAS implementation, then the selection of place / training location becomes very important. One consideration to determine a location based on the condition that the center of a chain of timber community circulation. Besides the training location in the midst of the participants so as to capture the target in accordance with the targeted participants. To ensure the comfort of a training need to choose areas that have adequate training facilities such as buildings in a hotel that has a training room. Location of training should not be far with the location of the

practice field, and available accessibility to the location of the practice field. Difficult access will have an impact on the additional costs for training and the availability of time.

The training locations must provide a probability for trainees to gain experience, learning and implement practice field experiment. The training location for farmers Forests Rights owners preferably lies in regions having Forest community / Forest Plantation who dependable as sources timber community feedstock . Noted there several locations suggested namely in Ciamis, Cirebon, Blora, Wonosobo, and Probolinggo.

As for training for the industrial users of Timber of the people should be at the center of the timber industry people. Sentra West Java industrial are in Regency Cirebon and Tangerang. Sentra Java industrial Central located in Kabupaten Jepara, Cepu, Klaten, Yogyakarta, Semarang, Tegal, Temanggung and Wonosobo. Sentra industry East Java Gresik, Pasuruan and Probolinggo.

For training for both government and independent monitoring can be done in provincial capitals or district is not required because the practice field. Recorded the location of such training can be done in the city of Bandung, Semarang, Yogyakarta and Surabaya.

Field practice site selection based on the Unit Management availability both of the Forest Rights and timber community Timber-processing industry who have a readiness in the TLAS implementation. Support from the local government becomes an important factor in the successful of TLAS implementation, thus becoming one of the important criteria. Besides the availability of resources at the location of the practice is also needed as the field that can be visited, energy and labor companion field logistics provider / consumer. The practice field at the Forest Rights can be implemented on Forests (HR / HTR) which has implemented TLAS / PHBML or are in preparation TLAS implementation. Some Forests are referenced as a place to practice field as follows:

a. West Java & Banten

Forest community of the cooperative Forest Timber Entrepreneurs People's Association Jaga Wana Lestari, Ciamis

b. Central Java & DIY

Farmers Group Forest Village Plantungan Selo Utomo, District Blora
Farmers Group Wonogiri Selo Giri,

c. East Java

Farmers Group Lumajang's Farmers

Farmers Group Alas Makmur Probolinggo

For field practice in industrial activity can be implemented in industries that use raw materials from the timber community who have implemented systems Chain Of Custody (CoC / VLO / TLAS) with industrial-scale variations of large / medium / small. Some industries that can be referenced as a place to practice are:

No	Province	Industry	Location	Remark
1	West Java	PT. Cipta Perdana Mebelindo	Jl. Yudhistira Blok Jamar Lor Desa Kadungsana Plumbon - Cirebon	VLO
		PT. Tanamas Industry Comunitas	Jl. Raya Cangkring No.10, Ds, Kaliwulu, Plered, Cirebon, Jawa Barat	COC FSC, VLO
		PT. International Furniture Industries	Kawasan Berikat Nusantara Cakung Jl. Irian Blok E-23 Jakarta Utara	VLO
		CV. RAVINDO CRAFTS	Jl. Pangeran Muhammad RT. 06 RW. 03, Desa Buahkapas, Kec. Sindangwangi Kab. Majalengka	COC FSC
2	Central of Java & DI Yogyakarta	CV. Kelvindo	Jl. Kecapi Rambutan, Desa Kecapi, Dukuh Rambutan, Kecamatan Tahunan, Kabupaten Jepara	VLO, CoC FSC
		PT. Jawa Furni Lestari	Jl. Palagan Tentara Pelajar Km 8.3 Sariharjo, Ngaglik Sleman DI Yogyakarta	VLO, CoC LEI

		PT. Kayu Lapis Indonesia	Ds.Mororejo, Kecamatan Kaliwungu, Kab. Kendal, Telepon Semarang	VLO, CoC- FSC, TLAS
		PT. Herrison & Gill	Jalan Raya Kudu Km 1,3 Karang Roto Genuk Semarang Jawa Tengah	VLO
		PT. Yosogira	Jln Raya Solo Purwodadi KM 15, Wonosari, Sambirembe, Kalijambe, Sragen	VLO
3	East Java	PT. Katwara	Jalan Raya Boboh Bringkang RT 01/RW01, Desa Boboh, Menganti, Gresik	VLO
		PT. Seng Fong Moulding Perkasa	Jl. Yos Sudarso No 173 Tunggorono, Jombang	VLO, TLAS, COC-FSC
		PT. Tirta Mahakam Resources Tbk-Gresik	Jl Raya Roomo No 387 Kec Manyar Kabupaten Gresik	VLO
		PT. Kutai Timber Indonesia	Jl.Tanjung Tembaga Baru, Kecamatan Mayangan, Kab. ProbolinggoProbolinggo	COC FSC
		CV. Kayu Multiguna Indonesia	Jl. Veteran Segoromadu Kel Gending Kec Kebomas Gresik	VLO
		PT. Berdikari Meubel Nusantara	Jl. Raya Kluncing, Desa Petungsari, Pandaan, Pasuruan	COC-FSC
		CV. HS Antique	Jl. HM. Subchan ZE No 50 Purwosari Kudus	COC FSC

Chapter 2

A. Training Sessions Understanding of Timber Legality Verification System Requirements For Forest Farmer.

General Purpose:

After completing the training participants are expected to be able to:

1. Understanding of forest management policies for sustainable production and verification of the timber legality in forest products trade originating from the forest rights
2. Being able to describe the situation of the timber legality verification system implementation in the forest rights.
3. Understand of the procedures & TLAS requirements assessment on forest rights
4. Understanding of TLAS institutional on forest rights
5. Understanding of the documentation system / archival documents community forest management unit.

Forewords

Due to the potential reduction in timber production and supply of natural forests causing changes in the pattern of demand for logs as raw materials of timber Forest Product Primary Industry (IPHHK), particularly in Java and Bali. Along with the decline of natural forest timber supplies, the contribution of logs from public forests in the structure of consumption of raw materials timber Forest Product Primary Industry on the island of Java and Bali increased. The shift from logs of Timber consumption of natural forests to timber forests, then boost the price of round Timber plantations.

In the trade role of community timber system the farmers who have self-owned forest land (Community Forest) or state lands (Community Forest Plantation) is a manufacturer of timber-producing community. HR / HTR Farmers in general farming activities with intercropping patterns of forest plants on their land as tenant farmers or land (a pattern of cooperation). As a producer, HR / HTR farmer in the form of individual or form a group of farmers or cooperative form. Proof of ownership of land by the community of Land Securities (Certificate / Letter C / Certificate of Land)

The implementation of timber legality verification systems for the forest rights in essence is to ensure the legality of timber (Timber Legality Assurance System) originating from the

Forest Rights. The government has administrative control of timber in some of the rules related to people's forestry policy in the development of forests community at various levels such as the Forestry Act, Regulations of the Central Government / Regional, Rules and Regulations of the Minister / Director General SK. Among the rules that govern the distribution and administration of the people timber according to Minister of Forestry. 51/MENHUT-II/2006 About Use of Certificate of Origin (SKAU) for transportation of Forest Products from the Forests.

Further establishing the Regulation of the Indonesian Minister of Forestry No. P.38/Menhut-II/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification (TLAS) License Holders or the Forest Rights, and Regulation of the Director General of Forestry Production Number P. 6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.

This training is intended for License Holders on the Forest Rights of the TLAS standards concept and regulations related to equip participants remedy the individual's ability to implement timber legality verification systems.

Training Materials:

The training aimed to develop the capacity to implement the timber legality verification system for License Holders on Forests (farmer forest owners and collectors of forest products) consist of the following sessions:

1. Ice Breaking

Key Concept :

Is an opening the material activity to aim of break the ice that caused between participants and teachers do not know each other. Breaking Ice is usually done with the introductions of each participant using the informal / relaxed methods. Able to use games and other training devices (images, multi-media shows, etc.) to provide stimulus for participants to begin to adapt to one another. Ice breaking as well as heating stage in the process of learning that is breaking the ice situation or participants physical minds. It is intended to build a dynamic learning atmosphere, full of passion, and enthusiasm. In this activity needs to be created a fun learning atmosphere, serious but relaxed. Thus, participants are expected to have the passion and motivation to practice and work together.

Reliability of the facilitator in the use of methods is needed to liven up the classroom so that it can support the smooth process of learning. Can be made a game in order to create an atmosphere of learning from passive to active, from rigid to motion (familiar), and from saturated to be cheerful (fresh). Special to the participants in this training, where participants are farming communities in the Forest, the facilitator needs to master in the language commonly used such as the location of each area languages of activity.

Scope of Training Materials:

The materials will be delivered in the form of introductions / Ice Breaking, participation and collaboration, games, energizing, hopes and fears exposure.

References:

- Books on facilitation techniques and methods

Equipment and Materials:

- Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration : 2 hours

2. TLAS and SFM policy in the context of forest products trade

Key Concept:

One of the government policy in order to guarantee the legality of timber (Timber Legality Assurance System) is the development of Timber Legality Verification System (TLAS) and Sustainable Forest Management (SFM) in order to implement forest governance, law enforcement and the promotion of legal timber trade. By involving the parties, the government established the Minister of Forestry Regulation No. P.38/Menhut-II/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Verification of Legality of Timber License Holders or the Forest Rights, and Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification, enhanced by the Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Performance Assessment of Forest Management Sustainable Production and Timber Legality Verification. TLAS expected to

answer the issues of trade in timber that is currently happening internationally and regionally scope associated with the status of legality of timber products are traded to countries such as Europe, U.S., Japan. The government has made dissemination and promotion of TLAS through some cooperation with donors from abroad such as through project-ITTO ITTO Project PD 010/09 Rev. TFL. 1 (M).

Scope of Training Materials:

At the session of this material, trainees will receive and be given an explanation about the background to the SFM and TLAS policy in the context of timber trade in forest products and trade issues timber forest products that are currently happening and the future both international and regional scope are also some policies of the countries other countries, especially in terms of trade in Timber products such as Europe, U.S., Japan. Etc along with timber legality standard as presyaratan each country. In this session also described the framework of the logic associated production of timber legality verification system and supporting external and internal factors that cause terwujudnya SFM policy and this TLAS. The important thing to the material presented in this session is understanding tentang Forests as well as how the system of trade in forest products originating from the Forest Rights.

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material.

References :

- Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Sustainable Production Forest Management and Verification of Legality of Timber License Holders or on Forests Performance Assessment.
- Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Sustainable Production Forest Management and Timber Legality Verification Assessment.
- Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Sustainable Production Forest Management and Timber Legality Verification Assessment.
- References from the Institute of timber trade monitoring (WWF, GFTN, FLEGT, etc.)
- Structuring of Forest Sector Regulation (No. Permenhut P.51/Menhut-II/2006)

Equipment and Materials used :

- Power point presentation, the material to be read, whiteboard, tools and metaplano game.

Training duration: 2 hours

3. Introduction of TLAS on Forests Rights System and standard.**Key Concept:**

The Standards and Guidelines for Performance Assessment of Sustainable Forest Management (SFM) and Timber Legality Verification (TLAS) has been established by the Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 and Regulation of the Director General of Forestry Production Number P.6/VI-Set / 2009. Guidelines are equipped with an attachment containing the Principles, Criteria, Indicators and Verifier TLAS according to the type of the Management Unit will implement a system of Timber Legality. Guidelines for Verification of Legality of Timber License Holders or on Forests include Standard and Guidelines for Verification of Legality of Timber Derived From State Forest (IUPHHK-HA/HPH, IUPHHK-HTI/HPHTI, IUPHHK-RE), as listed in Appendix 2, which came from State Forest Managed Community (IUPHHK-HTR, IUPHHK-HKm), as set out in Annex 3, on IUIPHHK and Advanced IUI, as set out in Annex 4, which came from the Forest Rights, as set out in Appendix 5; and for License Holders Timber utilization (GPA), as set out in Appendix 6.

In the assessment process of TLAS, Management Unit must meet all required by the standards, especially related to the fulfillment of the parameters associated with the Company Legality, Timber Legality Documents, Chain of custody and reporting systems, as well as environment monitoring system. For TLAS on Forests criteria that need to be fulfilled is related to the validity of property rights in relation to the area, timber and their trade.

Scope of Training Materials:

At the session of this material, trainees will receive and be given an explanation about the background of the birth of TLAS policy on Forests, TLAS Principles on Forests / Forest, TLAS standards applicable to the Forest Rights Permit Holders (peasant landowners forests) especially TLAS standards in Appendix No. 5 Perdirjen CPC. P. 02/VI-BPPHH/2010.

In addition participants were given explanations regarding TLAS system that includes, TLAS institutional, the relationship between institutions, accrediting agencies and TLAS

institutions monitoring standards and understand how the processes and stages in the process to be followed in verifying the legality of timber to the participants (facilitators), and the TLAS assessment guidelines TLAS standards and understanding it (Principles, Criteria, Indicators and Verifier TLAS on Forest Rights).

In this material the participant or facilitator must truly understand the TLAS system thoroughly primarily associated with TLAS requirements on Forests and the requirements for forest rights.

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material. Deepening understanding of the material system only to TLAS TLAS requirements or standards for Forests.

References :

- Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forest Management and Verification of Legality of Timber License Holders or on Forests.
- Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.
- Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.

Equipment and Materials used:

- Presentation by power point, the material to be read, whiteboard, games and tools metaplano.

Training duration : 3 hours

4. The procedures and protocols in TLAS of forest rights holders Assessment Implementation.

Key Concept:

The Implementation of timber legality verification conducted by the Institute of Timber Legality Verification (TLAS-TL) which has been accredited by National Accreditation Committee (KAN) in accordance with ISO / IEC Guide 65, and appointed by the Indonesian Director General's Minister of Forestry. Institutions that carry the Timber

Legality Verification of Timber Legality Verification and will issue a certificate of timber legality that meets all TLAS standards organizations.

Timber Legality Certificate (TLC) is valid for 3 (three) years and each year carried out inspection (surveillance) and the first inspection carried out not later than 1 (one) year after the Certificate of Timber Legality published, except as needed based on the input of various parties at the expense of the permit holder . Procedures and protocol implementation of Timber Legality Verification is fully regulated in the Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forest Management and Verification of Timber Legality License Holders or on Forest rights.

In order for the timber legality verification there is no difference of understanding between the parties, it has drawn up Guidelines for Performance Assessment of Sustainable Production Forest Management and Timber Legality Verification as a reference of TLAS Institute in conducting the assessment. Before verification, the Institute of Timber Legality Verification is required to make announcements through mass media and the Indonesian Ministry of Forestry web site associated with the implementation of the verification information and organisasi who filed the certification process.

In TLAS formed Independent Monitoring Institution as well which is an institution that can perform the function of supervision / monitoring related to public service in the field of forestry such as the issuance of certificates TL formed from NGOs in the field of forestry in each region.

Scope of Training Materials:

At the session of this material, trainees will receive and given explanations related to procedures and processes in the implementation of the assessment or TLAS audit performed on the Forest rights which covers of the planning, audit implementation, decision making and post-audit activities of others. Participants are expected to understand the preparation that must be done to meet the TLAS requirements and understand all phases of the activities carried out in the TLAS audit process. Participants can understand the grammar of time in each TLAS audit process and what actions need to be done at each stage of the permit holder.

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material. TLAS material system deepening understanding only to TLAS requirements or standards for Forest rights.

References:

- Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Sustainable Production Forest Management Performance Assessment and Timber Legality Verification License Holders or on Forest rights
- Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Sustainable Production Forest Management Assessment and Timber Legality Verification.
- Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Sustainable Production Forest Management Assessment and Timber Legality Verification.

Equipment and Materials used:

- Presentation by power point, the material to be read, whiteboard, games and tools metaplano

Training duration : 2 hours

5. Institutional introduction of forest rights management**Key Concept:**

Institutional is contains two aspects they are cultural aspects and structural aspects (Syahyuti, 2003). Cultural aspects are consist of things that are more abstract which determines the "spirit" of an institution that values, norms and rules, beliefs, morals, ideas, ideas, doctrines, desires, needs, oientasi, and others. While the more static structural aspects, which contains the structure, roles, relationships between roles, the integration between the parts, the general structure, the structure of textual comparison with the structure of the riel, the structure of authority, relations activities with the purpose, aspects of solidarity, membership, profiles, patterns of power, and other so on. Both cultural and structural aspects are jointly establish and determine the attitude of all the people in these institutions.

Institutional formation through cultural aspect is natural that starts from a norm maturation as the most principled. These norms are formed slowly ranging from how to behave, increased to a habit, a behavior system and then became steady. In a sense this structure, an organization formed first and then the new structure is filled with people who fill the structure, with specific tasks and functions.

There are four important institutional variables considered in an organization, institution, agency, Etc. They were:

- Leadership, referring to a group of people who are actively engaged in of doctrine formulation and programs of the institute and directs the operations and its relations with these environment.
- Doctrine, formulated as a specification of values, goals and methods underlying operational social action;
- Program, is certain acts relating to the implementation and functions and services which is the output of the institution;
- Sources of resources, the financial inputs, physical, human, technological and information from the agency.

The process and institutional strengthening of forests community have an important role in sustainable forest management. In other words, regulation of forest community through consultation mechanisms and groups to build understanding of the people and groups of forest owners will come to an agreement in the setting of the results leads to the preservation of forests and prosperous society. Institutions in Forest Rights can be established within the forest farmer groups comprising people of Timberen peasant folk.

Darusman and Harjanto (2003) state institutions can be divided into several groups according to role and functions of the principal objectives, among others include:

The group of production factors strengthening;

The Financial group for production process;

Marketing group;

Processing group;

The lending and business services group with a collection of capital;

Village leadership groups;

Mutual group - cooperation and other social activities.

The establishment of these institutions should grow up and live in the life of the farming community forest producers that emerged in reaction to the socio-economic problems they face in daily life - today.

Scope of Training Materials :

At the session of this material, participants forest farmer groups / rights of forest owners can understand the minimum requirements for TLAS institutional. Trainees will receive and given explanations related to the institutional forms that exist Forest community in the Java islands, the basics of the establishment of forest management rights organizations / people, work distribution mechanisms, authority and working relationships within the

organization, and qualification of human resources in the Forest Rights management / People.

Training conducted by the method of presentation / lecture by the Resources and facilitators.

References :

- Reference linked to Forests Institutional
- Information about the related references that have been formed farmers' group in Java island.

Equipment and Materials used:

Power point presentation, the material to be read, Equipment and Materials in the form of Exhibit Paper label / striker, meta plan / Post-it note, Markers Colors, Paper Plano, Plano Board, White Board, LCD, Laptop.

Training duration: 3 hours

6. Institutional Management for the preparation of TLAS business capital management in the forest rights

Key Concept:

Institutional management in sustainable forest management units (UMHRL) was formed in order to realize sustainability in the Forests management. The purpose of forest management is to achieve immortality or forest conservation. According to Davis (1966) forest management is the use of corporate methods and principles of forestry techniques to carry out the work of forest preservation. While the sustainability of forest management is a sustainability management to produce a continuous (sustainable) with the aim of achieving a balance between growth and harvesting (production) each year or certain period.

Forest sustainability requires the availability of results (production) and the continuous forest resources and where possible increase, both the quality and quantity. To ensure the preservation of forests, timber volumes are imposed must be in accordance with the magnitude of increment of plant (capacity increase volume). It required setting method results in accordance with the characteristics of their forests to be able to calculate the amount of increment / year or annual etat (allowable cut is allowed). Fixing is necessary to organize and plan the work to be done by forest companies or forest owners and managers of the people for the future.

The first step that can be sustainably managed forest is a forest setting. Structuring the forest is a series of work required to prepare a work plan for forest management within a certain timeframe. The purpose of the arrangement of these forests is to conduct the discipline and sustainability in forest management work during the time specified in the work plan. In the arrangement of forests bases its philosophy on changing the mindset (mainstreaming) of managing forests in individual families into action to manage the forest together (collective action). Work structuring the forest community forest activities include:

- a) the structuring and establishment of region
- b) measuring the boundaries of the forest property / rights,
- c) mapping of land boundaries,
- d) the division of forests into blocks management
- e) Inventory of public forests, and
- f) collecting the materials needed for the preparation of collective forest management plan, including strengthening and community empowerment.

The TLAS Implementation of Forest Rights / Forest communities can be a unit of Forest Rights groups based on forest plots associated with the calculation of sustainable yield forests, which is a combination of individual family farm land forests. In this subplot timber harvesting activities should be implemented. TLAS activities in accordance with the regulations if it is associated with UMHRL P.38/2009 strongly associated with people of the forest plots. Meanwhile UMHRL to establish institutions, where harvesting and TLAS implementation in it, there should be facilitated by relevant agencies.

Scope of Training Materials :

At the session of this material, participants forest farmer groups / rights of forest owners can understand the institutional form in the forest rights and how to get venture capital. Trainees will receive and given explanations related to the basic principle of Institutional Forests, Institutional Forms in forest management rights (Farmers Group / Cooperative), Institutional Management Forests within the scope of application of TLAS, venture capital submissions mechanism of forest rights (through government or banking), management mechanisms in the institutional venture capital community forest.

Training conducted by the method of presentation / lecture by the Resources and discussions leading to the submission process for the Forest People's business capital.

References :

- Reference linked to Forests Institutional
- Examples of Forests institutional
- Examples of venture capital management system in Forests
- Example of proposal submission for the Forest communities' venture capital

Equipment and Materials used:

Power point presentation, the material to be read, Equipment and Materials in the form of Exhibit Paper label / striker, meta plan / Post-it note, Markers Colors, Paper Plano, Plano Board, White Board, LCD, Laptop.

Training duration: 3 hours

7. Structuring of management information about forest rights management / communities and timber harvesting**Key Concept:**

The development of community forest management is influenced by internal and external factors, which then determines the community forests owner policy through community forest structure and function. So that the unit of management and development of community forests can be assessed from direct implementation of the work units in the field and indirect jobs. The assessment is based on socio-economic criteria and indicators that can be described also in the criteria and technical indicators (silviculture). Criteria and indicators that can be referenced by Hardjosoediro (1975) explained that the measure of human influence on the environment, among others, is the amount of labor, comparison of the number of people with an area of land, land ownership, land use patterns, methods and agriculture tools, results and industry, industrial infrastructure as well as the intensity of the roads, markets and prices work, management and organization.

The physical condition of forests is different from the state forest, required a different approach for it with the approach taken in the arrangement of forests on state forests. Structuring public forests can not be done based on the physical approach of forest land because people do not like the physical state forests that meet a compact area. Public forests are physically dispersed in a small area (based on ownership of land area), so the forest instead of a compact stretch of land (clump together).

Establishment of forest community management unit arranged through a mechanism which evolved based on the facts on the ground. Structuring mechanisms of forests

community is the opposite of the state forest restructuring mechanism. State Forests of the distribution of large extents of forest into parts smaller for easy management, while the arrangement of forests from a small area will be united for the determination of unit labor / management units that can ensure sustainability of results. One alternative approach that can be used is the human approach as individual forest owners, by the following considerations:

- a) forest management are individual people,
- b) the people of each individual forest ownership is relatively small and it's spreading (not compact),
- c) an organization related to the management of community forests (KT HR), non-functional in the management of public forests, or organization that is not functioning optimally to achieve management objectives,
- d) the status of forest land owned by people who are bound by the rules and regulations related to the government authority (hamlet, village, subdistrict and district).

By this condition thus formed based on the location of the administrative organization of the existing government, this is done for efficiency in terms of implementation, monitoring and evaluation. One alternative arrangement of forests that can be started with the formation of plot / subplot, as follows:

- a) **Area of forest ownership** is the smallest unit in the management of community forests. In the arrangement of plantations can dianalogkan the subplot, with the underlying policy-making process that there is a specific forest management at the level of the family.
- b) **Block** is a unit of the usual expanse known by the local community with specific reasons for land, historical value, the origin of the community manager, or for easy identification. Blocks can be analogkan with the plot that is the smallest part of the forest that serves as a forum for the implementation of direct management action (planting, maintenance, care, harvesting) within the unit. Plots in forests as an administrative unity can be obtained from the incorporation of a wide range of community forest ownership.).
- c) **Hamlet** is a sub-administrative Village areas, could be the forerunner of Unit Management, a management orientation that has been agreed with the principle of conservation of forest resources.

Sustainable forest management units (UMHRL) is required as a means to achieve forest sustainability. It required a management system pengorganisasia against the individual (family) became an organized management (Communal) without negating the individual

interests of forest resources, in order to realize the goal of management in agreed upon. Management orientation of such companies generating form classes (Class companies teak forests will produce Timber raw materials to meet the needs of teak Timber for the timber industry continuously) or other forms such as ecology orientasi (village water system), cultural, social or other. Organizers performed well on the organization implementing forest management and physical condition of the people (the region).

For that organizers are important in its function to frame the division of labor, determining the order in the division of tasks and procedures so that the working relationship is a particular system, where all workers can work harmoniously and efficiently. The purpose of the system of people's organizations in forest management as a whole and in each part is also contributed to concretely towards the goals achievement / the company orientation.

Scope of Training Materials :

At the session of this material, participants forest farmer groups / forest rights owners can understand the process of establishment of community forest management unit organizations at village level, completeness of the document containing the distribution of work, authority and working relationships within the organization, completeness of documents about the rights of forest management situations / people - rules of planting, maintenance, sustainable logging, Completeness of documents explaining the validity of land tenure and timber products produced at the level of the people of farmers and / or at the forest management unit level organization of the people and completeness and suitability of land ownership document archive, document transport SKAU, documents cutting permits, and documents invoices / receipts for timber sales at the farm level and completeness of documentation at the level of structuring the organization unit management.

References :

- Appendix 5 P.6/VI-Set/2009
- Structuring Forest Products Sector Regulation (No. Permenhut P.51/Menhut-II/2006)
- Examples of organizational documents of forest management units
- Examples of documents that contains the distribution of work, authority and working relationships within the organization
- Examples of documents that explain the legitimacy of land ownership rights, Skau transport document, the document cutting permits, and documents invoices / receipts for timber sales at the farmer level

Equipment and Materials used:

Power point presentation, the material to be read, Equipment and Materials in the form of Exhibit Paper label / striker, meta plan / Post-it note, Markers Colors, Paper Plano, Plano Board, White Board, LCD, Laptop.

Training duration: 3 hours

8. Simulation and Field Practice.**Key Concept:**

At the session of this material, trainees will practice and simulations that are intended to allow participants forest farmer groups / rights of forest owners are skilled in preparing the requirements needed in the TLAS assessment. Simulations conducted in the form of exercises with simulation methods in the form of games, case studies, individual assignments and group work, while the practice field in the form of visits to the Forest community Management Unit who have had PHBML system or Forest community has prepared the TLAS implementation.

In practice the trainee can identify the legal documents necessary to fulfill the requirements for the Forest Rights TLAS as requested by the standard. Participants make tapes or records are required and will be checked by the auditors in accordance TLAS standards required by all relevant indicators. Furthermore, can perform the internal audit activity to see UM's readiness before audited by LTLAS. In this material the principles and internal auditing procedures should be understood by the participants of course to understand the internal audit requirements as stipulated in ISO 19011: 2002 or ISO guidelines 19-19011:2005 audit quality and environmental management systems.

Scope of Training Materials :

The materials will be delivered in the form of field practice in the forest industry locations right). Practice activity accompanied by a facilitator with a preset time. In this activity participants should know the kinds of documents and records or records necessary to meet the requirements TLAS and can also perform internal audit activities in accordance with standard ISO 19011: 2002 and in accordance with the TLAS standards.

References :

- ISO 19011:2002
- Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forest Management and Verification of Legality of Timber License Holders or on Forests.
- Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.
- Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification Annex 5.

Equipment and Materials used :

Check the list of internal audit, a list of documents that will dipersyarakat in TLAS on Forest Rights. Documents and records or records that exist in the UM (Forest Rights) the practices and management activities Forests / Forests.

Training duration : 8 hours

B. Training Sessions Understanding of Timber Legality Verification System Requirements For Timber Processing Industry from Forests right / community Forests.

General Purpose:

After completing the training participants are expected to be able to:

1. Understanding the Timber Legality Verification System Requirements.
2. Understanding the logic framework and TLAS requirements
3. Able to understand and make the concept of application of Timber Legality Verification System in Timber Industrial Processing from the forest rights / community forests
4. Understand and be able to perform the application of timber legality verification system in Timber processing industry from the right forest / forest people and meet the requirements TLAS on timber processing industry.

Foreword

Most of the Timber processing industry, especially in Java, is currently using raw materials derived from Timber of the people (forest rights or Forests). Especially since the decreasing supply of timber from state forests outside Java from IUPHHK both natural forests and plantations. Therefore the position of the existence and the existence of community forests or forest rights as a supplier of raw materials to industries on the island of Java is very strategic.

The practice of circulation and distribution of Timber from forests or forest rights of the people currently excluded from administration in accordance with existing regulations is P.51/Menhut-II/2006 of Origin Certificate (SKAU) for the transport of forest products from forest rights , so the presence of Indonesian Minister of Forestry-related TLAS (Timber Legality verification System) can encourage entrepreneurs, owners of timber or forest rights of the people who supply the Timber processing industry on the Java island can be more orderly

Administration in accordance with the applicable regulations. As for the Timber processing industry from community forests or forest rights can also encourage and assist the deficiencies that currently experienced in receiving or buying Timber from the forest resources of this right.

Several industry sources which contain Timber from the forest rights / community forests are mostly small and medium industries which also has its own problems in meeting the requirements of this particular TLAS is the recording and licensing administration and

completeness that should exist. In addition, not all industries are able to understand the requirements demanded by the TLAS Standard and can apply them in its own industry.

Therefore there is need for giving an understanding to the timber industry to industry that uses Timber from the forest resource rights can meet the requirements in TLAS standard and also encourage timber suppliers from the forest can support the rights and meet the TLAS requirements anyway.

Representatives of industry participants that this training course should be able to understand TLAS system itself and the knowledge about the processes in the Timber industry. Therefore, the role of industry participants should be as one who can do the transfer of knowledge on matters related to the standard TLAS and his knowledge of other related.

In order to successful implementation of timber legality verification systems need to be trained in understanding the Timber Legality Verification System Requirements for Timber-processing industry to equip with the knowledge, skills and attitudes to implement the timber legality verification system in accordance with that stipulated in the Indonesian ministerial forestry regulation No. Permenhut. 38/Menhut-II/2009 concerning Standards and Guidelines for Performance Assessment of Sustainable Production Forestry Processing and Verification of Timber Legality Permit holder or the rights and Perdirjen Forest. No. P.06/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Forest Management and Timber and Perdirjen No. CPC. P.02/VI-BPPHH/2010.

Judging from the goal then this training will introduce the TLAS concept and other related laws and regulations to enhance the ability of individual participants to implement the timber legality verification systems.

Training Materials:

The training aimed to develop the capacity to implement the timber legality verification systems for the Timber processing industry are sourced from forests community or forest rights would consist of the following sessions:

1. TLAS policy in the context of SFM and forest products trade

Key Concept:

One of the government policy in order to guarantee the legality of timber (Timber Legality Assurance System) is the development of Timber Legality Verification System (TLAS) and Sustainable Forest Management (SFM) in order to implement forest governance, law enforcement and the promotion of legal timber trade. By involving the parties, the government established the Indonesian Minister of Forestry Regulation No. P.38/Menhut-

II/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Verification of Legality of Timber License Holders or the Forest Rights, and Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification, enhanced by the Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Performance Assessment of Forest Management Sustainable Production and Timber Legality Verification.

TLAS expected to answer the issues of trade in timber that is currently happening internationally and regionally scope associated with the status of timber products legality are traded to countries such as Europe, U.S., Japan. The government has made dissemination and promotion of TLAS through some cooperation with donors from abroad such as through project-ITTO ITTO Project PD 010/09 Rev. TFL. 1 (M).

Scope of Training Materials :

At the session of this material, trainees will receive and be given an explanation about the background to the policy in the context of SFM and TLAS timber trade in forest products and trade issues timber forest products that are currently happening and the future both international and regional scope are also some policies of the countries other countries, especially in terms of trade in Timber products such as Europe, U.S., Japan. Etc along with timber legality standard as presyaratan each country. In this session also described the framework of the logic associated production of timber legality verification system and supporting external and internal factors that cause SFM policy and this TLAS realization. The important thing to the material presented in this session is understanding of Forests as well as how the system of trade in forest products originating from the Forest Rights. The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material.

References :

- Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forest Management and of Timber Legality Verification License Holders or on Forest rights.
- Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.

-Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.

-References from the Institute for timber trade monitoring (WWF, GFTN, FLEGT, etc.)

Equipment and Materials used :

-Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration : 2 hours

2. Introduction of the System and Standard TLAS users and of Timber-processing industry of the community forest (forest rights)

Key Concept:

Standards and Guidelines for Performance Assessment of Sustainable Forest Management (SFM) and Timber Legality Verification (TLAS) has been established by the Minister of Forestry Regulation No. P.38/Menhut-II/2009 and Regulation of the Director General of Forestry Production Number P.6/VI-Set / 2009. Guidelines are equipped with an attachment containing the Principles, Criteria, Indicators and Verifier TLAS according to the type of the Management Unit will implement a system of Timber Legality. Guidelines for Verification of Legality of Timber License Holders or on Forests include Standard and Guidelines for Verification of Legality of Timber Derived From State Forest (IUPHHK-HA/HPH, IUPHHK-HTI/HPHTI, IUPHHK-RE), as listed in Appendix 2, which came from State Forest Managed Community (IUPHHK-HTR, IUPHHK-HKm), as set out in Annex 3, on IUIPHHK and Advanced IUI, as set out in Annex 4, which came from the Forest Rights, as set out in Appendix 5; and for License Holders Timber utilization (GPA), as set out in Appendix 6.

In the TLAS assessment process, Management Unit must meet all required standards, especially related to the fulfillment of the parameters associated with the Company Legality, Timber Legality Documents, Chain of custody and reporting systems, as well as environment monitoring system. For TLAS on Industrial criteria that need to be met are business units: (a) Industrial processing, and (b) Exporters of processed products, have a valid license, Existence and application tracking system of raw materials and processed products, transportation and trade between islands, and Shipping for export of processed Timber.

Scope of Training Materials :

At the session of this material, trainees will receive and be given an explanation about the background of the birth TLAS and also about the system and standard TLAS applicable for logs processor Industry and logs user community especially the standard TLAS in Annex 2.1 B, C, Appendix 2.2, Appendix 3.1 Perdirjen CPC numbers. P. 02/VI-BPPHH/2010. In addition participants were given explanations regarding TLAS system that includes, TLAS institutional, the relationship between institutions, accrediting agencies and institutions TLAS monitoring standards and understand how the processes and stages in the process to be followed in verifying of timber legality to the participants (facilitator), as well as about guidelines for TLAS assessment and understanding TLAS standard itself by the participant or facilitator. In this material the participant or facilitator must truly understand the TLAS system thoroughly primarily associated with TLAS requirements and for the forest industry right requirements.

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material. Deepening understanding of the material system only to TLAS TLAS requirements or standards for Industrial Economics (IUI IUIPHHK and advanced) as well as to the requirements or standards for the Forest Rights.

References :

- Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forest Management and Verification of Legality of Timber License Holders or on Forests.
- Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.
- Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.

Equipment and Materials used:

- Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration: 3 hour

3. Regulations on management of forest products (PUHH) in Timber Processing Industrial Community and users.

Key Concept:

At the session of this material, trainees will receive and given explanations related regulations on of forest products processing management and industrial administration both forest products for Timber from community forests or forest rights (SKAU, SKSKB stamp KR, notes, etc..). In this session, participants should know the type of timber administration documents that must be met and there should be in the Timber processing industry and Timber from the forest rights, stages and procedures of the process. At this session conveyed anyway examples document PUHH applicable in industries and Timber from forests rights or FTN. Participants must know and understand the sample timber documents (PUHH) are valid in terms of timber and the orderly procedures administration that must be implemented in PUHH in the industry.

Scope of Training Materials :

The materials will be delivered in the form of discussions between lectures or trainer and the trainee in this material. Deepening understanding of the material PUHH regulations in the field of forest industry and the rights that apply are based on P.55/2006 and along addedumnya P.51/2006.

References:

- Indonesian Minister of Forestry Regulation No. P.51/Menhut-II/2006 on Use of Certificate of Origin (Skau) for Transporting Forest Products Timber from Forests as several times amended the latest by Regulation of the Minister of Forestry Number P.33/Menhut- II/2007.
- Indonesian Minister of Forestry Regulation No. P.55/Menhut-II/2006 on Administration of Forest from the State Forest as several times amended the latest by Regulation of the Minister of Forestry No. P.45/Menhut-II/2009.

Equipment and Materials used:

- Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration: 2 hours

4. The law Aspects / legality in the Timber processing industry and community forest users

Key Concept:

At the session of this material, trainees will receive and given explanations related to aspects of the law / legality or licensing policies that must be owned by a Timber-processing industry (primary or advanced IUI). such certificate of incorporation, SIUP, TIN, IUI, TDP, also perijian and other obligations. In this material the participants or facilitators are expected to move on and understand legal documents or permitting anything that should be met by Timber processing companies.

Scope of Training Materials :

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material. Deepening understanding of the material associated with the legality of regulations or licensing a particular industrial Timber processing industry both primary and subsequent IUI.

References :

- Regulation related establishment Company limited or CV, etc.
- Regulation concerning Business License Primary Timber Forest
- Regulation about Permit industry business
- Regulation about SIUP and TDP
- Regulation about NPWP
- Other related Regulation

Equipment and Materials used:

Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration: 2 hours

5. Procedures and Protocols in the Implementation of TLAS Assessment license on the unit Industry holder

Key Concept:

The timber legality verification implementation conducted by the Institute of Timber Legality Verification (LV-LK) which has been accredited by National Accreditation Committee (KAN) in accordance with ISO / IEC Guide 65, and appointed by the Director

General's Minister. Institutions that carry the Timber Legality Verification of Timber Legality Verification and will issue a certificate of legality of timber that meets all standards organizations TLAS.

Timber Legality Certificate (TLC) is valid for 3 (three) years and each year carried out inspection (surveillance) and the first inspection carried out not later than 1 (one) year after the Certificate of Timber Legality published, except as needed based on the input of various parties at the expense of the permit holder . Procedures and protocol implementation Timber Legality Verification fully regulated in the Regulation of the Indonesian Minister of Forestry No. P.38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forest Management and Verification of Timber Legality License Holders or on Forest rights.

In order for the verification of timber legality there is no difference of understanding between the parties, it has drawn up Guidelines for Performance Assessment of Sustainable Production Forest Management and Timber Legality Verification as a reference TLAS Institute in conducting the assessment. Before verification, the Institute of Timber Legality Verification is required to make announcements through mass media and the Indonesian Ministry of Forestry website associated with the implementation of the verification information and organisasi who filed the certification process.

In TLAS formed Independent Monitoring Institution as well which is an institution that can perform the function of supervision / monitoring related to public service in the field of forestry such as the issuance of certificates LK formed from NGOs in the field of forestry in each region.

Scope of Training Materials :

At the session of this material, trainees will receive and given explanations related to procedures and processes in the implementation of the assessment or audit TLAS performed on the holder of License of Primary Industries and the industry continued to mekakup of the planning, implementation audit, decision making and activities after the other audit . Participants from industry are expected to understand the preparation that must be done to meet the requirements TLAS and understand all phases of the activities carried out in the audit process TLAS. Furthermore, the industry knows grammar of time in each of the audit process TLAS and what actions need to be done at each stage of the permit holder.

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material. Material deepening of understanding related to

procedures and implementation process of auditing TLAS on the license holder's industry was in the planning process until the process of post-audit TLAS.

References :

- Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forest Management and Verification of Legality of Timber License Holders or on Forests.
- Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.
- Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.

Equipment and Materials used :

- Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration: 3 hour lesson

6. Moving traceability principles / raw materials movement in community Timber users industrial

Key Concept :

At the session of this material, trainees will receive and given explanations related to the principles and Timber and groove Timber on the permit holders travel industry and timber movement flow from forest sources of raw material right up to the industry. The principles of the timber tracking system which includes the identification or timber marking and timber accompanying documents and traceability of the origin of the Timber forest products. Participants must also understand the timber administration documents that must exist for the purpose of fulfillment chain of custody in the industry.

Scope of Training Materials :

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material. Deepening the understanding of material related to a simple chain of custody system to be built diindustri processing timber for tracking the origin of the Timber in order to audit TLAS.

References :

- Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.
- Indonesian Minister of Forestry Regulation No. P.51/Menhut-II/2006 on Use of Certificate of Origin (Skau) for Transporting Forest Products Timber from Forests as several times amended the latest by Regulation of the Minister of Forestry Number P.33/Menhut- II/2007.
- Indonesian Minister of Forestry Regulation No. P.55/Menhut-II/2006 on Administration of Forest from the State Forest as several times amended the latest by Regulation of the Minister of Forestry No. P.45/Menhut-II/2009.
- Guidelines for LEI 88 chain of custody certification system

Equipment and Materials used :

- Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration : 2 hours lesson

7. The concept of coaching and of Community Timber users and processing industry towards suppliers and forest rights owners farmers**Key Concept:**

At the session of this material, trainees will receive and given explanations related to the concept of coaching for the Timber processing industry and users of the people against the rights of suppliers of Timber from the forest rights (community forest) from forest collectors and owners right itself. In this matter the Timber processing industry is expected to be able to build a pattern of development and mutually beneficial cooperation with suppliers of raw materials more sustainable community timber. Knowing the forms of cooperation could be developed between industry and community timber suppliers (owners and Timber collector) as well as institutional forms that can be designed for a better partnership, especially in the context of fulfilling the timber legality verification systems. In this materia can be exemplified some of the institutional forms and the cooperation that already exists and managed in partnership between industry and the community timber suppliers for mutual benefit. Cooperatives are the one institution that is widely used and most suitable for institutional building and cooperation that can be done.

Scope of Training Materials :

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material. This material will give more examples of institutions and forms of cooperation that allows built between industry and community timber suppliers (owners and collectors of forest rights) which continuously in order to meet the standard TLAS.

References :

- Rules related to the formation of a cooperative
- Guidelines for LEI sustainable community-based forest management
- Examples of institutional partnerships that exist in Indonesia

Equipment and Materials used:

-Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duraton: 2 hours

8. Simulation and practical of TLAS users and processing community Timber industry implementation**Key Concept:**

On this matter the session, trainees will practice the application of TLAS diIndusrti processors and users of Timber or the right of the people of the forest plantations. In the practice the trainee can identify the legal documents necessary to fulfill the requirements for the industry TLAS primary and secondary industries as required by the standard. Furthermore, can prepare the tapes or records are required and will be checked by the auditors TLAS appropriate standard required by all relevant indicators. Furthermore, can conduct internal audits to see the industry's readiness before audited by LTLAS. In this material the principles and internal auditing procedures should be understood by the participants of course to understand the internal audit requirements as stipulated in ISO 19011: 2002 or ISO guidelines 19-19011:2005 audit quality and environmental management systems.

Scope of Training Materials :

The materials will be delivered in the form of field practice in industrial location and the location of forest rights (if necessary and possible). Practice activity was accompanied by a trainer with a preset time. In this activity participants should know the kinds of documents and records or records necessary to meet the requirements TLAS and can also perform internal audit activities in accordance with standard ISO 19011: 2002 and in accordance with the standards TLAS.

References :

- ISO 19011:2002
- Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forest Management and Verification of Legality of Timber License Holders or on Forests.
- Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.
- Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.

Equipment and Materials used:

Check the list of internal audit, a list of documents that will dipersyarakat in TLAS industry. Documents and records or records that exist in industries where prektek and industrial activity or process itself.

Training Duration: 16 hours

C. Training Sessions for Understanding of Timber Legality Verification System Requirements for the Government (Central, Regional and sectors), and facilitator / Consort.

General Purpose:

After completing the training participants are expected to be able to:

1. Understanding the Terms of Timber Legality Verification System.
2. Understanding the logic framework and TLAS requirements
3. Being able to make the concept of facilitation for the implementation of Timber Legality Verification System in the Forest Rights
4. Able to perform facilitation for the implementation of timber legality verification system in Forest rights.

Foreword

Many parties involved in the implementation of timber legality verification system for forest rights, ranging from central government, local government, industry, suppliers of timber and farm forest owners right itself. Not easy to introduce a new system to the parties without a strong facilitation process. Therefore the role of facilitator as someone who will make the transfer of knowledge is very important and must be equipped with enough knowledge about matters related to the TLAS standard and his knowledge of other related. The facilitator will be assigned to provide facilitation and assistance to the parties in the supply chain of Timber from the forest industry the right to processing.

In order to successful of timber legality verification systems implementation need to be trained in understanding Timber Legality Verification System Requirements for Government (central, regional and other related sectors), and facilitator / Complementary to equip with the knowledge, skills and attitudes to implement the timber legality verification systems accordance with that stipulated in the Indonesian ministerial regulation No. Permenhut forestry. 38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forestry Processing and Verification of Legality of Timber Permit holder or on the right and Perdirjen Forest. No. P.06/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Forest Management and Timber.

Judging from the goal of this training course will introduce the concept TLAS and other related laws and regulations to enhance the ability of individual participants to implement the timber legality verification systems.

Training Materials:

The training aimed to develop the capacity to implement the timber legality verification system for Local Government and companion Facilitator will consist of the following sessions:

1. Ice Breaking and Spiritual Intelligence

Key Concept:

Is a warm-up activities in the learning process which is an ice-breaker situation or physical minds of participants. It is intended to build a dynamic learning atmosphere, full of passion, and enthusiasm. In this activity needs to be created a fun learning atmosphere, serious but relaxed. Can be made a game in order to create an atmosphere of learning from passive to active, from rigid to motion (familiar), and from saturated to be cheerful (fresh).

Bina training atmosphere, known as Ice breaking is a major stance against boredom. Games-games are very quick to help us to make the participants comfortable in training. Prepare ice breaking with certain goals. There is ice breaking to make the participants know each other, there is ice breaking aimed at refreshing the body, and there is ice breaking that can be tailored to the content of training, thus reinforcing the message that obtained in training. The books like this is very easy you get in the Bookstores.

Thus, participants are expected to have the passion and motivation to practice and work together. In addition bekeja spirit and motivation, human capital should have 3 capital is material / physical, social capital and spiritual capital. Physical capital in the form of skills or knowledge, social capital (social capital) that is a sense of togetherness and emotional attachment, and spiritual capital (spiritual capital): the ability to know ourselves as servants of God.

To manage the capital last third, it takes three types of intelligence. The function of IQ is "What I think" to manage the physical or material wealth; EQ function is "What I feel" (how I feel) to manage the social wealth; and function SQ is "Who am I" to manage the spiritual riches. In order to give birth human beings who have a total of motivation, it is not enough just to hone the potential of intellectual intelligence (IQ), but needs sharpening potential emotional (EQ) and also based on the potential for spiritual (SQ).

Spiritual intelligence is grounded in the parties involved in the implementation TLAS including facilitator / assistant to perform his duties with a more professional and motivated by a spiritual reason for the institution where she works so that it will increase worker productivity and loyalty rather than on personal interests.

Scope of Training Materials :

The materials will be delivered in the form of introductions / Ice Breaking, participation and collaboration, games, energizing, hopes and fears of exposure, learn the basics ESQ / ISQ and IQ are performed by the method of games, lectures and discussions.

References :

- Books on Techniques and methods of facilitation,
- Books on spiritual intellectual.

-

Equipment and Materials used :

Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration: 2 hours

2. TLAS policy in the context of SFM and forest products trade**Key Concept:**

One of the government policy in order to guarantee the legality of timber (Timber Legality Assurance System) is the development of Timber Legality Verification System (TLAS) and Sustainable Forest Management (SFM) in order to implement forest governance, law enforcement and the promotion of legal timber trade. By involving the parties, the government established the Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Verification of Legality of Timber License Holders or the Forest Rights, and Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification, enhanced by the Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Performance Assessment of Forest Management Sustainable Production and Timber Legality Verification.

TLAS expected to answer the issues of trade in timber that is currently happening internationally and regionally scope associated with the status of legality of timber products are traded to countries such as Europe, U.S., Japan. The government has made dissemination and TLAS promotion through some cooperation with donors from abroad such as through ITTO Project PD 010/09 Rev. TFL. 1 (M).

Scope of Training Materials :

At the session of this material, trainees will receive and be given an explanation about the background to the policy in the context of SFM and TLAS timber trade in forest products and trade issues timber forest products that are currently happening and the future both international and regional scope are also some policies of the countries other countries, especially in terms of trade in Timber products such as Europe, U.S., Japan. Etc along with timber legality standard as persyaratan each country. In this session also described the framework of the logic associated production of timber legality verification system and supporting external and internal factors that cause terwujudnya SFM policy and this TLAS. The important thing to the material presented in this session is understanding tentang Forests as well as how the system of trade in forest products originating from the Forest Rights.

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material.

References used:

- Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forest Management and Verification of Legality of Timber License Holders or on Forests.
- Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.
- Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.
- References from the Institute for monitoring of timber trade (WWF, GFTN, FLEGT, etc.)

Equipment and Materials used:

Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration: 2 hours lesson

3. Regulations on management of forest products (PUHH) in Industrial Processing and users of Community Timber.

Key Concept:

At the session of this material, trainees will receive and given explanations related regulations on management of forest products processing and industrial administration both forest products for Timber from community forests or forest rights (Skau, SKSKB stamp KR, notes, etc..). In this session, participants should know the type of timber administration documents that must be met and there should be in the Timber processing industry and Timber from the forest rights of the process, stages and procedures. At this session conveyed anyway examples document PUHH applicable in industries and Timber from forests rights or FTN. Participants must know and understand examples documents Timber (PUHH) valid in terms orderly timber administration and procedures must implemented within PUHH in industry.

Scope of Training Materials :

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material. Deepening understanding of the material PUHH regulations in the field of forest industry and the rights that apply are based on P.55/2006 and along addedumnya P.51/2006.

References :

-Indonesian Minister of Forestry Regulation No. P.51/Menhut-II/2006 on Use of Certificate of Origin (Skau) for Transporting Forest Products Timber from Forests as several times amended the latest by Regulation of the Minister of Forestry Number P.33/Menhut-II/2007.

-Indonesian Minister of Forestry Regulation No. P.55/Menhut-II/2006 on Administration of Forest from the State Forest as several times amended the latest by Regulation of the Minister of Forestry No. P.45/Menhut-II/2009.

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Equipment and Materials used :

Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration: 2 hours lesson

4. Mapping and goals socialization in the TLAS System to the interested parties in the community timber supply chain.

Key Concept:

Implementation of the policy increases forest governance and combat of illegal logging and illegal trade in forest products through the application of Timber Legality Verification System (TLAS) requires a preparedness capacity of the parties to be involved directly or indirectly. The parties directly involved in this case the management unit or the rights of forest owners, the parties that play a role in making the movement of timber and small industries, and large menengah as the processing of forest products will be verified. While the parties involved indirectly as part of a support system among the facilitators, who will be tasked with providing facilitation and assistance to management units and units of processing industry, trainers assigned to provide training for capacity building. In addition there are several parties which are also categorized as an interest in applying TLAS namely; Village Government (Village Head / Village Head), which issued a Certificate of Ownership / Origin Timber Cutting Permit to submit to the Forest Service. In some areas like in Ciamis Regency Village Head / Village Head has been designated as a publisher Skau, Forest Service District / UPTD (Officer Examiners LHP) play a role in the delivery of Cutting Permit, and approval Pengetokan LHP, Associations / NGOs (ASMINDO, Communication Forum of Forest People), not act directly in the process of Timber raw material supply of the people, but more bike mendampingan and strengthening the role of institutional capacity Forests.

In general the parties (stakeholders) involved either directly or indirectly in the supply of Timber raw materials to community industry consists of Farmers Own Timber, Supplier / Timber collectors, Related Agencies, Industry.

Based on survey results, there is a pattern of commercial chain (supply chain) forests (HR / HTR), ie

-A series of four or groove pattern which consists of primary producers (farmers' forest people), members of the collectors, collectors and end consumers (Timber processing industry)

-The pattern of three sets or groove that consists of primary producers (farmers' community forests), collectors and end consumers (Timber processing industry).

The program increasing in capacity of the parties should be done with the competency-based so we get reliable results. This is especially important considering the scope of the implementation of the national territory is vast and involves of many parties, - very important to be able dioparsikan by the parties in the region, as well as the need to give assurance that the same decision if done by anyone and anywhere. Guarantee a

common understanding of quality assurance would increase trust and acceptance. TLAS ultimately be expected to increase the achievement of policy objectives namely to increase the implementation of TLAS forest governance and combat illegal logging and trade in forest illegal products.

Scope of Training Materials :

The materials will be delivered by providing an understanding of how to analyze issues related to the needs of TLAS, analyzing the parties concerned in the implementation of forest rights TLAS to small industrial / menengah processing Timber from the forest rights. And analyze the strengths and weaknesses in the field (Force Field) associated with the implementation of TLAS along the supply chain of Timber from the forest rights.

References :

-Socialization Report P. 38 and Q6

Equipment and Materials used :

Lectures, discussions, Laptops, Powerpoint displays, white boards, flipcharts

Training duration : 2 hours

5. Related Regulation and legislation to the forest rights distribution

Key Concept:

At the session of this material, trainees will receive and given explanations related regulations on management of forest products processing and administration diindustri both forest products for Timber from community forests or forest rights (Skau, SKSKB stamp KR, notes, etc..). In this session, participants should know the type of timber administration documents that must be met and there should be in the Timber processing industry and Timber from the forest rights of the process, stages and procedures. At this session conveyed anyway examples document PUHH applicable in industries and Timber from forests rights or FTN. Participants must know and understand examples documents Timber (PUHH) valid in terms orderly timber administration and procedures must implemented within PUHH in industry.

Scope of Training Materials :

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material. Deepening understanding of the material PUHH

regulations in the field of forest industry and the rights that apply are based on P.55/2006 and along addedumnya P.51/2006.

References :

-Indonesian Minister of Forestry Regulation No. P.51/Menhut-II/2006 on Use of Certificate of Origin (Skau) for Transporting Forest Products Timber from Forests as several times amended the latest by Regulation of the Minister of Forestry Number P.33/Menhut-II/2007.

-Indonesian Minister of Forestry Regulation No. P.55/Menhut-II/2006 on Administration of Forest from the State Forest as several times amended the latest by Regulation of the Minister of Forestry No. P.45/Menhut-II/2009.

Equipment and Materials used:

Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration: 2 hours

6. Introduction of the TLAS System and Standard for processing industry and users of the community timber (forest rights)

Key Concept:

Standards and Guidelines for Performance Assessment of Sustainable Forest Management (SFM) and Timber Legality Verification (TLAS) has been established by the Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 and Regulation of the Director General of Forestry Production Number P.6/VI-Set / 2009. Guidelines are equipped with an attachment containing the Principles, Criteria, Indicators and Verifier TLAS according to the type of the Management Unit will implement a system of Timber Legality. Guidelines for Verification of Legality of Timber License Holders or on Forests include Standard and Guidelines for Verification of Legality of Timber Derived From State Forest (IUPHHK-HA/HPH, IUPHHK-HTI/HPHTI, IUPHHK-RE), as listed in Appendix 2, which came from State Forest Managed Community (IUPHHK-HTR, IUPHHK-HKm), as set out in Annex 3, on IUIPHHK and Advanced IUI, as set out in Annex 4, which came from the Forest Rights, as set out in Appendix 5; and for License Holders Timber utilization (GPA), as set out in Appendix 6.

In the assessment process of TLAS, Management Unit must meet all required standards, especially related to the fulfillment of the parameters associated with the Company

Legality, Timber Legality Documents, Chain of custody and reporting systems, as well as environment monitoring system. For TLAS on Industrial criteria that need to be met are business units: (a) Industrial processing, and (b) Exporters of processed products, have a valid license, Existence and application tracking system of raw materials and processed products, transportation and trade between islands, and Shipping for export of processed Timber.

Scope of Training Materials :

At the session of this material, trainees will receive and be given an explanation about the background of the birth of TLAS policy and also about the systems and standards that apply nagi TLAS pengola Industrial Timber and Timber users, especially people's standard of TLAS in Annex 2.1 B, C, Appendix 2.2, Appendix 3.1 Perdirjen CPC numbers. P. 02/VI-BPPHH/2010. In addition participants were given explanations regarding TLAS system that includes, institutional TLAS, the relationship between institutions, accrediting agencies and institutions TLAS monitoring standards and understand how the processes and stages in the process to be followed in verifying the legality of timber to the participants (facilitator), as well as about guidelines for assessment and understanding of TLAS standard and TLAS itself by the participant or facilitator. In this material the participant or facilitator must truly understand the TLAS system thoroughly primarily associated with TLAS requirements and requirements for the forest industry right.

The materials will be delivered in the form of lectures and discussions between the trainer and the trainee or in this material. Deepening understanding of the material system only to TLAS requirements or TLAS standards for Industrial Economics (IUI IUIPHHK and advanced) as well as to the requirements or standards for the Forest Rights.

References used :

- Indonesian Minister of Forestry Regulation No. P.38/Menhut-II/2009 on Standards and Guidelines for Performance Assessment of Sustainable Production Forest Management and Verification of Legality of Timber License Holders or on Forests.
- Regulation of the Director General of Forestry Production Number P.6/VI-Set/2009 concerning Standards and Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.
- Regulation of the Director General of Forestry Production Number P.02/VI-BPPHH/2010 on Guidelines for Assessment of Sustainable Production Forest Management and Timber Legality Verification.

Equipment and Materials used :

Presentation by power point, the material to be read, whiteboard, tools and metaplano game.

Training duration : 4 hours

7. The group facilitation principles and group facilitation basic steps**Key Concept:**

The concept of facilitation and facilitators are as old as tribes, who wrote the role like this in ancient times. Current interest to facilitate the actual return to our roots and revive the values and processes of old. Philosophy, way of thinking and facilitation skills are very similar to the approaches used Buddha and others involved in anti-violence movement during a long centuries.

Effective forest management requires an understanding of the lesson the following:

- One of the most important factor in the success of forest management lies in the goodwill and the ability of stakeholders involved in it.
- If people do not participate in finding solutions to their problems themselves and not become part of the decision-making process, implementation will at best half-hearted, perhaps misunderstood, and most likely it will fail.

By creating a safe environment where stakeholders can:

- Identify and solve problems
- Finding a solution to the conflict of their own
- Creating a collective decision
- Planning a joint

Quickly see what's wrong (trouble shoot)

- Manage themselves
- Facilitation of enabling the participatory process, groups and meetings become more productive.

Facilitation Context during mentoring program for Community Forestry / Forest Rights.

Facilitation is needed at some level in community forestry development, which includes providing support to the participatory process is complex and long-term, involving a diverse group of stakeholders to facilitate one meeting alone with a small group.

- 1) Facilitate group meetings
- 2) Facilitate enabling environment be taken in a participatory decision-making
- 3) Facilitating long-term process involving a diverse group of stakeholders

Facilitation in the context of Forest Rights mentoring program is the inner circle;

group facilitation, and processes of group meetings.

What is the meaning of facilitation? Facilitation can be formulated in several ways. For example facilitation can mean: to be allowed or made easier or help people to empower themselves or just being there, listening and answering the needs of people, or give support to people, groups and organizations during the process of participation.

Because the focus of this mentoring program is to facilitate groups and meetings, we will use the definition of "facilitation is a conscious process to help a group that can successfully carry out their duties while maintaining the existence of the group".

Basics Facilitation

The group facilitation basics include:

Participatory. Participate actively in learning, not passive.

Experienced. The most effective learning is through sharing of experiences; learners learn from each other, and often pelatihpun learn from the learner

Reflective. Learning the most from a particular experience occurs when a person provides a time to reflect, draw conclusions, and form the principles that will be used in the experience of similar experiences in the future.

Meet immediate needs. Motivation to learn is highest when immediate needs of the learner.

For yourself. Adults can take responsibility for their own learning because it knows its own needs.

Appreciate. Those who learn Mutual respect and trust between trainers and learners will support the learning process.

Provide feedback. Effective learning requires feedback that are improving while supporting.

Creating a safe atmosphere. A happy and quiet will be easier to learn than people who are afraid, embarrassed, anxious, or angry.

Occurs in a comfortable environment. People who are hungry, tired, cold, pain or physical discomfort can not effectively learn the max.

Being a facilitator is not easy. Many people assume, that the facilitators and trainers merely requires the ability to speak well. There are some things encountered, which may be can be a good input for you the facilitator.

1. Get to know the participants well. This is the most basic things. When we know who the other person, should use language that suits them, knowing the principal issues that must be stressed, and can even customize the material pembahasana with them.

2. Break atmosphere!. Not everyone has a tinggi.Memang humor taste, not everyone can be humorous. However, many studies that prove that the facilitator, mc, moderators or humorous would be more disukai.So, increase your sense of humor. Many read books of humor, and always prepare yourself by guessing interesting!

3. Ice breaking is a must. This is a major stance against boredom. Games-games are very quick to help us to make the participants comfortable in training. Prepare ice breaking with certain goals. There is ice breaking to make the participants know each other, there is ice breaking aimed at refreshing the body, and there is ice breaking that can be tailored to the content of training, thus reinforcing the message that obtained in pelatihan.Buku-book like this is very easy you get in-store Bookstores book.

4. Facilitation. As the name suggests, the facilitator serves to facilitate, rather than talking from the beginning to the end of the training. Being a facilitator, we are helping them to arrive at the desired message, but all messages are already in the accompaniment. Whether via videos, modules or hand-outs provided. Avoid one-way communication method, in which one person continually talking. By contrast, allow participants to talk, clashing with another opinion, and continue to get the participants arahan.Bahkan shy, or who do not like to talk to want to express their opinions in your training. Never feel tired!

1. **Train your voice.** Professional facilitators are like a singer, mc, and others who rely on suara.Namun, not the voice of the ordinary. Often a facilitator or trainer have a lot to drink, so as not hoarse and lainnya.Sebenarnya main problem is, if you use the neck then the guaranteed sound, your voice will only last 30 minutes. Well, for you who do not enjoy wearing the mike, or because mike hard to come by in your training, train yourself to use a sound stomach. Voice stomach or diafragma produce a BIG sound, durable and comfortable in telinga.Keep try!.

2. **Keep track of your participants.** It is important for the facilitator to determine the condition peserta.Bukanlah bad thing if the sidelines of a lunch, or when you break up to the participants and ask their opinion about your training. It is anticipated if there are participants who have something (a personal barrier) or if there are things that must be repaired from your training.

3. **Dance!.** Body language is very important verbal.Sangat language support for the facilitator to keep the attention of the participants, so they do not get bored or sleepy. Train yourself to be more attractive and closer to the participants. Do not merely stand in front, occasionally get into the line, speaking in the middle or in the back row. Participants must turn their head to see you. Express your concern in participants who were talking

with a nod of the head and eyes. Your body movement to describe your speech. and when if possible, mix with funny movements that invite laughter.

4. **Use active methods.** Expand activities that require them to write the meta plan, to come forward and stick or write anything on the white board. Use the method of analysis of cases in small groups, role play, and write Townsend lainnya. Jown activity, at least 30% of the training method is the method should be active.

5. **Evaluation.** Surely you are not familiar with the term ini. Evaluasi is the most effective way for us to know the success of the training facilitators or sendiri. Upayakan mengenaik us to always provide an evaluation paper for participants to be filled so that it will be input for us regarding our training. Dont be hesitate to ask for assessment of participants on our ability to provide pre faciitation. But when if possible test at the beginning of the training and post test at the end of the training to find out if their expectations are met at the beginning of training.

6. **SMILE!** Give your best smile for the participants, when it is a powerful way to confront those who want to test patience facilitator and a powerful way to handle our own exhaustion.

What is a Facilitator? The facilitator is a person who provides assistance in expediting the communication process a group of people, so they can understand or solve problems together. The facilitator is not someone who served only provide training, coaching, advice or

Facilitator Duties and authority

Organize learning events, prepare materials, and presentation materials in accordance with the field.

- Reforming the process of learning situations.
- Intensify cooperation and communication among group members.
- Directing the show to learn and assess the learning materials in accordance with the module.
- Guidance on holding group discussions, provide feedback / feedback to group members.
- If there are talks that the discussion off track, facilitators also served as a mediator / arbitrator to return the discussion topic on the right track.
- Formulate kegiatan2 and hasil2 participants' activities.
- Conducting an evaluation of participants and the training process.

❖ **Facilitator Responsibilities**

The team facilitator is responsible for the preparation and successful learning activities in accordance with the training objectives.

The ability of a facilitator include:

1. Communicate with both the facilitator should listen to opinion of every member of the group, summed up their opinions, dig out more and create a familiar atmosphere with the discussion group participants
2. Respect for fellow members of the group facilitators must respect the attitudes, opinions and feelings of each group member.
3. Knowledgeable. Facilitators must have sufficient knowledge of each issue will be discussed. He must have a strong interest in the various existing problems
4. Nature Has Open. The facilitator must be able to accept opinions or attitudes that may be less suitable given by group members. The facilitator should respond to the above with an open attitude, laughing or joking

❖ **Facilitator Techniques**

In performing duties as a good facilitator in delivering training materials, providing guidance or discussion, there are techniques, as follows:

Disbursement atmosphere. The purpose ice-melting is the atmosphere so that the discussion group to be quiet, comfortable, relaxed and not frozen / tense. The facilitator should then show a friendly face, a lot of smiles as well as in giving an example or a funny remark remains in the controlled atmosphere. Enough time for ice-melting maximum of 10 minutes, and this is done at the first meeting.

❖ **Lecture**

Lectures are delivered material to group members so that the message and impression that can properly be understood by the participants. For ease of use aids such as books, flipcharts, white boards, etc.. The time required for lectures tailored to the amount of material that will be discussed.

❖ **Discussion.**

Discussion is a deepening of the material performed two-way communication, so that will give a deeper meaning for group members. The facilitator acts as penegnah and provide an opportunity to speak to all group members, so members also feel more valued knowledge or opinion.

Game.

Quiz game. is an easy way for groups to repeat or recall the material that has been delivered so we believe that the contents of the material has been understood fully by the group participants. Examples of the quiz is the use kartu2 which contains a statement with a simple answer is Yes or No, or True or False. Some deliberately made false statements, so the correct answer should be explained by the group participants. While for some statements are true, the facilitator only served to confirm the truth of the statement.

Role Playing. Role playing is a very effective way to learn to behave properly for the participants and helps group participants if they found a real problem later on. For this game can be made kartu2 story, or dialogue that made the case for individual and group games.

Develop Communication :

Do not use language that is too formal. To break the ice, occasionally may use the terms which growing among the young, such as the language of "slang" or popular jargons on television or in your area. Do not be patronizing. Encourage them to discuss the situation and the problems being faced by respecting their point of view.

Scope of Training Materials :

The materials will be delivered by providing an understanding of how to provide an understanding of the thought patterns of the parties, the parties performance effectiveness of collaboration, the formulation of basic facilitation mission and facilitation of substance, the values of facilitation, facilitation fikir pattern, the pattern fikir facilitators who are not judgmental, understanding the orientation of the parties , the importance of the approach.

They will also be given recognition and control of the preferences of the facilitator, the introduction of preferences of the parties served, the planning mechanism, the implementation of the feedback on the program facilities, enrichment of facilitation techniques, escort, "the transfer of ideas" facilitation.

References :

The basics of group facilitation

Equipment and Materials used:

- Presentation. Discussions focused, discussion groups.

- Exposure tool, flipcharts, meta plan cards, markers.
- Lecture, discussion, Laptops, Powerpoint displays, white boards, flipcharts

Training duration : 2 hours

8. Strategy and Plan of assistance in the facilitation of TLAS in the right forest.

Key Concept:

Facilitation Planning does not only empower the facilitator / mentor to initiate assistance activities on the forest TLAS rights. But putting everyone in the same direction in order to tapat and achieve desired goals. Strategies to create a true mentoring activities and in the right way starts with a planning facilitation. Planning facilitation of the integration mechanism of providing assistance, making the work program and process management implementation programs that are tailored to the needs of work units or organizations that will be accompanied. Planning mentoring or facilitation is transformed to the achievement of program goals are set and the achievement of any part of the whole purpose of mentoring / facilitation by considering the unit needs to be accompanied. The role of stakeholders ditransforasikan into targets for the working groups and other individual supporters. So as to create clear assignment of facilitation and space-scope, the introduction of the client's situation within the framework TLAS AND PHBML CERTIFICATION, effective introduction to the party that will be served. Thus meal created:

Understanding and participants will be able to identify the key actors on mentoring TLAS AND PHBML CERTIFICATION, identify initial preferences of the parties, and gain acceptance by the parties for the mentoring program TLAS AND PHBML CERTIFICATION

The design phases of activity for the establishment or strengthening of the organization Participants were able to identify issues and root causes of application TLAS AND PHBML CERTIFICATION the parties served, as well as the existing capacity for implementation TLAS AND PHBML CERTIFICATION

Participants able to: explain the application of the provisions of TLAS AND PHBML CERTIFICATION on permit holders and determine the guidelines TLAS AND PHBML CERTIFICATION used. Explaining the relevance assessments TLAS AND CERTIFICATION PHBML on institutional implementation chart TLAS AND PHBML CERTIFICATION. Describes the protocol / procedure TLAS AND PHBML CERTIFICATION assessment on holders. Explains the provisions of ISO

By creating a strategy and facilitation of good planning, it can be created:

- Understanding the current situation regarding the initial gap assistance for the achievement of TLAS AND PHBML CERTIFICATION
- understanding with the party who served on the objectives, scope and expected outcomes of the mentoring process
- Identify the stages of mentoring in accordance with the situation of the rights of forest management / IKM and preferences of those who served
- Identify facilitation strategies at each stage
- Identify appropriate resource
- Identify the logistical and infrastructure needs for assistance
- Develop mentoring schedule

Scope of Training Materials :

The materials will be delivered by giving an explanation of the assignment of the introduction of facilitation and scope of the client's situation within the framework TLAS effective introductions to the party that will be served as well as institutional management, community organizing

Confirm understanding of TLAS AND PHBML CERTIFICATION, institutional capacity, leadership capacity of local determinants, the determinant of the capacity of individual members of the group / party.

Application TLAS AND PHBML CERTIFICATION on the license holder or on the forest rights (related to chart institutional actors implementing TLAS AND PHBML CERTIFICATION, Linking the Standard and Guidelines for Verification and its components on TLAS Guide AND PHBML CERTIFICATION imposed on the Holders or owners of Forest Rights Protocol / Procedure Implementation Assessment TLAS AND PHBML CERTIFICATION).

The introduction of business process / series of forest management activities conducted on the permit holder or the rights of forest owners.

- The introduction of business process / series of forest management activities conducted on the permit holder or the rights of forest owners.
- Techniques to identify the initial condition management unit associated with the preparation of planning TLAS AND PHBML CERTIFICATION on the target group.
- Methods and techniques of mapping groups of stakeholders (the target of the parties).

Planning assistance for the implementation TLAS AND PHBML CERTIFICATION concerning:

- Formulation of agreement regarding the implementation gap PHBML TLAS AND CERTIFICATION
- Formulation of objectives, scope and expected outcomes of mentoring programs
- Formulation of mentoring phases
- Establishment of mentoring strategies at each stage
- Identify narasumebr during the process of mentoring
- Identify the needs of logistics and infrastructure assistance
- Scheduling assistance
- The mechanism for monitoring assistance

References :

Early Facilitation TLAS Case

Equipment and Materials used :

Discussions focused, role play flipchart, Multiplan cards, markers, aids Roleplay

Training duration: 2 hours

9. Presentation techniques and moderation in the forums concerning TLAS

Key Concept:

Techniques (presentation) presentation and interactive media is the way a person presents an explanation of the data, process descriptions, and learning, both presented on the face of audience with the help of visual aids in the form of a slide show, the application program that presents interactive information that can be accessed in person, as well as presentations in the printed form which was distributed to all recipients of information. Electronic presentations can be used with a variety of means, for example by the media 3D Animation (3D Max, Maya, etc.), with the media Video Movie (Pinnacle / Ulead / Premiere), two-dimensional Animation (Flash / Director), as well as interactive media using Authorware. The simplest of all is to use the Slide Show created with Microsoft PowerPoint. With PowerPoint you can also to animate text, insert images, videos, animations, and sounds. The presentation may not be an easy thing to do, especially for beginners or who does not have presentation experience. There are a few tips to know how the presentation is good and true, namely:

1. How to get started.

Among other things, the presentation material, the material will be distributed (if any), equipment such as laptops or infocus and prepare mentally. If all conditions are good and safe then it can make us be more confident.

2. Presentation materials.

Distinguish between materials that will be presented with proposals that will be given, because at the time of presentation we explain his points and does not need a whole to be discussed as this wastes time and makes the audience feel bored.

3. At the time of presentation.

- Try to arrive early dr specified time, do not be late!
- Use time efficiently as possible.
- Use clothing that polite of course
- Know your audience or participants, so that we can be more familiar with her name and knew his position.
- To look to us to all audiences and multiply the composition of our views to the most influential or decision-makers, such as the CEO or one of the leaders in attendance.
- As much as possible not to talk about things that are not important and the audience will not hear
- Speak with a straightforward and polite
- Set the tone of our voices, not greatness, and also not too small.
- Do a lot of moves, as it would distract participants.
- Come up with some joke to break the ice that rigid or boring, but do not overdo it.

4. Let's just say the audience did not understand about the material to be delivered, so behave with sympathy and admiration of the audience because of our knowledge, but avoid patronizing.

5. At the question and answer, record and answer questions with straightforward.

The success of a presentation is that we understand very well about the contents of which will be presented so as to explain not stammer or confusion alone. For that to understand it and do it really good preparation, because the purpose of the presentation is to make the audience understand and understand and are interested in the presentation of content on offer.

Moderation techniques in the forum:

Moderation is derived from the word MODERATE; means not siding with any party. The word "moderator" is often used for one's role in one forum ertemuan p, where people were running role as the controlling process / course of the meeting. With the same role, there are still other terms are often used, which is the facilitator.

A moderator should be able to be a catalyst to stimulate the participatory process of discussion. Collect and value the opinions of the participants. As a mediator (moderate). Consider the various opinions to obtain conclusions in its formulation. Functions and Duties of a Moderator Growing participation of all meeting participants to actively role in the meeting. Accommodate all meeting participants opinion. With the way the "wise" use participation to process the topics discussed so that the meeting reached an agreement. Finding a node of the topics discussed in the forum. With the techniques that are wise point - the point the knot is thrown into the forum, so that the agreement reached is not felt by the participants as the moderator's decision, but rather as a decision forum.

What to Look For in Moderation

- Avoid the position back to the participants.
- Try to be in a position where I can see all the participant.
- Master the topics discussed / addressed.
- Not to be patronizing.
- Explaining to others about a topic / problem quickly.
- Selecting the methods / proper way to make a decision / agreement forum.
- Able to quickly conclude that there is all opinion.
- Quickly understand other people's opinions.
- Response and consequent.
- Being able to control the situation.
- Master the circumstances / situations
- Able to guide in solving a problem.
- Schedule Musrenbang must be suitable and in accordance with the conditions and situation of the participants.
- No force of will.
- Able to make decisions to overcome the situation "critical" in the process undertaken discusi participants.
- Voice loud enough.
- Wear clothing neat and courteous.
- Being calm and flexible.

Methods and Techniques Moderation :

Brainstorming, ie provide the opportunity for all participants to submit opinions, feedback or suggestion, by writing that opinion on a piece of paper which is then pasted in the forum or by verbal. Written way more efficient and effective time. Although among the participants were shy to express an opinion, but he remained / was forced to write his

opinion on the piece of paper. In addition, visually the opinions given will be directly classified and documented. Discussions among participants. In discussing one topic, in accordance with its role, a moderator should not respond or answer a question of opinion or participants. A moderated channel only opinions that are discussed to be discussed / ditanggapi by other participants. Occasionally a moderator may also con rembug, but this should be careful because it could influence the decision / agreement forum. Working Group For conditions where there are 2-3 topics to be discussed at the same time, the moderator can divide participants into working groups according to the number of topics covered. In such cases, moderators can not be more direct part in the forum, but that role can be replaced by one of the participants in each group to moderate the group. However, moderator-moderators can accompany the group moderator to control the discussion and context of the topics covered. Specifies one of the participants as a moderator. In particular session in which participants do not need an explanation, but will only discuss one topic, the moderator may appoint one member to act as moderator. Things like this can actually be exchanged on each participant, depending on the circumstances as mentioned above.

Scope of Training Materials :

The materials will be delivered by providing:

- Methods and techniques of presentation on the context and key issues in the application TLAS license holder or the rights of forest owners.
- Methods and techniques of communication and moderation (guided brainstorming discussions to maintain a balance, keeping the focus of discussion)

References :

Effective Presentation Techniques

Technical Communication Community

Techniques and Methods of Moderation

Equipment and Materials used :

- Presentation, discussion focused, practice presentation and moderation.
- LCD, laptop, handycamp, flipchart, meta plan cards, markers, whiteboard.

Training duration: 2 hours.

10. The Field Assistance Technique

Key Concept:

In facilitating a community group, a companion should use mentoring techniques that can be accepted by the group, therefore mastery of the principles of engineering assistance is a necessary condition that must be known, so that communities are assisted to become autonomous, the things that should have by a companion that is:

1. **Adaptability:** Able to adapt to various situations encountered in order to still be able to function as a chaperone / facilitator effectively.
2. **Ability in understanding the dynamics and social realities facing people who accompanied the group:** Understanding the structure of poverty, dependency and attachment and social processes at macro and micro levels.
3. **Committed to the communities below:** Complementary / facilitator should be siding with the people believe in a weak position as a chaperone / facilitator in community empowerment, including the poor and women.
4. **Mengusasai techniques perform in a participatory assessment:** Ability to conduct assessments in a participatory manner by using techniques such as techniques used in the PRA (Participatory Rural Appraisal)
5. **Mastering methodology:** Be able to apply Andragogy approach, using methods and techniques of facilitation / mentoring / facilitation, as well as make a variety of media to support the process of mentoring / mentoring / facilitation.
6. **Skilled design assistance / mentoring / facilitation:** Making plans for using the technique mentoring / mentoring / facilitation on the basis of knowledge are many methods of mentoring / mentoring / facilitation as well as the needs analysis of the situation.
7. **Encourage participation:** It can give an explanation to the whole society so that they are willing to participate actively in the activities carried out, based on his own consciousness.
8. **Communicative:** Able to apply effective way of active listening, using questions, and how to create a multi-way communication.
9. **Establish rapport:** Able to maintain good relations with various types of stakeholders involved in activities - means being able to apply human relations as well.
10. **Have the ability in the open access:** Can set channels of communication with all sources of information needed by community groups who assisted, such as making access to the resource owners and specialists who know the economic opportunities.

11. Creating openness and control of public media: Able to explain the benefits of openness so that people are ready to apply the pattern of transparency in its activities. Able to use various types of public media to foster openness.

12. Mastering the techniques of feedback: Able to give feedback (feedback) to the actors and the general public that were well received and can be utilized to improve performance.

13. Ability to perform regeneration: Able to encourage people to accept the need for cadres, cadres of potentially good pick, and merencanaan cadre of skills enhancement activities with a combination of coaching and training.

14. Ability foster tolerance: Being able to change habits in the community (if necessary) in order to accept differences in society, including differences in individual characteristics, beliefs, and opinions.

15. Ability in dealing with tensions and conflicts: Mastering the approach can be applied to the situation tense and full of conflict, so that people can engage in dialogue in order to reduce the degree of tension and conflict.

Scope of Training Materials :

Material delivered by giving an explanation of:

- The principles in developing training programs and development needs of the training sessions, principles in organizing training activities and / or train small groups,
- Method techniques Mentoring / coaching / coaching in preparing the audit documents,
- Methods and techniques of institutional assistance.
- Method of preparation of the consolidated results for the facilitation of assistance for the implementation TLAS forest owner rights / KM.
- Technical brief remarks after finish the aspirations of the parties.
- Develop Technique priority issues.
- Method of Writing for the Facilitation of learning following

References :

- Theory basics of facilitation
- Map illustrating facilitation house mapping basic attitudes, skills, communication skills, and attitudes of facilitators, in exploring, managing, and directing the values of group participation in finding solutions to problems and opportunities the group consensus.

Equipment and Materials used:

- Presentation, discussion focused, practice presentation and moderation.
- LCD, laptop, handycamp, flipchart, meta plan cards, markers, whiteboard.

Training duration: 2 hours lesson

11. Preparation techniques of reporting results presentation**Key Concept:**

The nature of reporting that is an activity delivery or presentation of facts and ideas of activities that have been implemented. Characteristics efektifitas a reporting are: a. Obyekitifitas b. Completeness; c. Clarity; d. Brief e. Solid f. Oriented readers.

The first thing that must be known by the authors of the report is a report prepared for what and to whom the report will be submitted. Based on the goals and objectives statements above, then the content and language used will be presented in such a way that the reader understand the intent of the report properly. Therefore, the authors of the report should answer the following questions.

- a. What is the intent and purpose of the report
- b. What information will be emphasized
- c. What readers want to know
- d. What attitude will be developed by a reader
- e. What action is expected of the reader
- f. How report presentation in the form of concrete?
- g. Design a report which will be used? The questions above are not to be answered orally, but implemented in the form of attitudes, thoughts, and actions.

Therefore, steps should be taken is as follows:

- a. Collect materials and information
- b. Develop a report template
- c. Designing ways of presentation
- d. Selecting the language
- e. Fulfill the reporting

Systematic reporting: Report results of activities is one form of accountability for the activities set forth in the written language. Broadly speaking, the framework of the report includes three major parts, namely the introduction (or the introduction), the contents and supporting parts.

A. The Introduction, consists of: The title page; sheets approval; preface; table of contents; list table; list of images and attachments; as well as abstracts or summaries.

B. Section Contents, generally composed of several chapters, namely:

Chapter I. Problems or Introduction

Chapter II. Discussion of theory or literature study

Chapter III. Methodology or description Assessment Methods and Procedures

Chapter IV. The results of Study Results and Discussion

Chapter V. Conclusions and Recommendations

C. Supporting section, usually consists of:

1. Bibliography

2. Necessary Attachments to support the contents of the report.

Scope of Training Materials :

Material delivered by giving an explanation about how to make a report of facilitation techniques.

References:

effective Reporting

Equipment and Materials

Presentations, focused discussion, presentation and moderation practices. LCD, laptop, handycamp, flipchart, meta plan cards, markers, whiteboard.

Training duration: 2 hours

12. Monitoring Techniques / facilitation review.

Key Concept:

Review the results of the activities performed facilitation After facilitation work has been completed. Review the results of the facilitation factor is very important factor considering the success of the facilitation work is highly dependent on the ability of facilitators to convince the reader to the problems faced when conducting facilitation, this needs to be evaluated and reported to be looked for improvements in the future. Facilitators are required to be able to explain all phases of activities, problems faced, weaknesses and strengths that exist from the use of facilitation methods which have been used in reviewing HSIL facilitation to support an understanding, a certain conclusion or analysis. In addition, the success of the facilitator in conducting facilitation auditors depends on the ability of the facilitator summarizes the overall information. For that, it is important for the

facilitator to be able to master well the techniques of facilitation and evaluation of effective report writing. In order to make the formulation of recommendations for improvement for next facilitation activities and how to follow up the results related to the facilitation of the evaluation has been done.

Things that must exist in the activities of the facilitators of the review results:

Facilitators were able to map the process and output performance indicators, both qualitative and quantitative progress of mentoring has been done.

- Participants Recognizing the achievements of state assistance to the standard indicators and PLPBK PACKAGE
- Participants understand things that are already well on mentoring and things - things that must be fixed to the front
- Participants have the best strategy to achieve the standard indicators and PLPBK PACKAGE

Scope of Training Materials :

Material delivered by giving an explanation of :

- The principles in monitoring commitments groups / stakeholders
- Methods and techniques of evaluation
- Facilitation skills through the implementation of the simulation setup TLAS the group.
- The principles of simulation-related follow-up evaluations conducted facilitation.
- Technical advice on the formulation and facilitation of learning facilitation TLAS

References :

- Example of guidelines for the evaluation of facilitation skills related to the evaluation results TLAS facilitation.
- Example of analysis results of the evaluation of facilitation skills.
- Definition and principles of learning recommendations

Equipment and Materials used:

Method: Lecture, discussion, questions and answers, case studies, simulations, exercises / practice.

- Equipment & materials Viewer:
- Module, cases,
- LCD / infocus,
- Whiteboard / flipchart,

- Markers,
- Plano Paper,
- Meta plan,
- Handycam,
- Dvd player,
- TV

Training duration : 2 hours lesson

13. Simulation activities Facilitation

Key Concept :

At the session of this material, trainees will practice facilitation assistance community forest owners or forest people's rights. In practice the trainee can perform the simulation facilitated since the strategies and plan-making stages in facilitation TLAS assistance on forest rights, make presentations and moderation in accordance with presentation and moderation techniques in the forum concerning TLAS. And preparation of reports simulation results presentation and facilitation.

Scope of Training Materials :

Simulation set includes activities undertaken by participants in:

- Accessing data and background information of the parties.
- Develop a parties characters matrix.
- Draw a force field.
- Formulation of a plan format.
- Completion of plan format
- Documenting the plan
- Prepare and make presentations
- Exercise moderation

References :

- Stakeholder Analysis
- Formatted planning.
- System planning tools

Equipment and Materials used :

- Paper plano,
- Index cards are colorful,
- White markers, white board

Training duration: 4 hour lesson

APPENDIX I

TRAINING AGENDA

1. Training Requirements Understanding of Timber Legality Verification System for Forest rights

Time	Materials
Day 1st	
08.00-08.30	Registration
08.30-09.15	Ice Breaking
09.15-09.30	Coffee Break
09.30-12.00	TLAS and SFM policy in the context forest products trade
12.00-13.00	Break
13.00-15.15	The introduction of TLAS systems and standards on Forest rights.
15.15-15.30	Coffee Break
15.30-17.00	Procedures and protocols in Implementation of TLAS assessment for forest rights holders
Day 2nd	
08.30-09.30	Institutional introduction in forest rights management
09.30-10.15	Coffee Break
10.15-11.00	(Continue) Institutional introduction in forest rights management
11.00-12.00	Institutional Management for the TLAS preparation of venture capital management on the forest right
12.00-13.00	Break
13.00-14.30	(Continue) Institutional Management for the TLAS preparation of venture capital management on the forest right
14.30-15.15	Structuring of the information management about community forest/forest rights management and timber harvesting
15.15-15.30	Coffee Break
15.30-17.00	(Continue) Structuring of the information management about community forest/forest rights management and timber harvesting
Day 3rd	
08.30-12.00	TLAS Simulation and Practice in Forest Rights
12.00-13.00	Break
13.00-14.30	Report Preparation Simulation
14.30-17.00	Presentation of Simulation Result

2. Training Requirements Understanding Timber Legality Verification System For Wood Processing Industry of Forest Rights

Time	Materials
Day 1st	
08.00-08.30	Registration
08.30-09.15	Ice Breaking
09.15-09.30	Coffee Break
09.30-12.00	TLAS policy in the context of SFM and forest products trade
12.00-13.00	Break
13.00-15.15	The introduction of TLAS systems and standards on the wood processing industry and users of the community timber
15.15-15.30	Coffee Break
15.30-17.00	Regulations on forest products management in the Industrial Wood Processing and users of the community timber.
Day 2nd	
08.30-09.30	The law / legality Aspects in the wood processing industry and users of the community timber
09.30-10.15	Coffee Break
10.15-12.00	Procedures and Protocols in the TLAS Assessment Implementation on the permit holders unit.
12.00-13.00	Break
13.00-13.45	(Lanjutan) Procedures and Protocols in the TLAS Assessment Implementation on the permit holders unit.
13.45-15.15	The traceability of travel / movement principles of raw materials to the industrial of community timber users
15.15-15.30	Coffee Break
15.30-17.00	The coaching concept of community timber processing industry and users towards suppliers, and farmers of forest rights owners
Day 3rd	
08.30-12.00	Simulation and practical of TLAS application in community timber processing industry and users
12.00-13.00	Break

13.00-15.15	Report Preparation Simulation
15.15-15.30	<i>Coffee Break</i>
15.30-17.00	Presentation of Simulation Result

3. Training Understanding of Wood Legality Verification System Requirements for Government (central, regional and sectors), and facilitator / Companion

Time	Materials
Day 1st	
08.00-08.30	Registration
08.30-10.00	Atmospheric Development and spiritual intelligence
10.00-10.15	Coffee Break
10.15-12.00	TLAS and SFM policy in the context of forest products trade
12.00-13.00	Break
13.00-14.30	Mapping and goals socialization in the TLAS System to the interested parties in the community timber supply chain.
14.30-15.15	Coffee Break
15.15-17.00	Related Regulation and legislation to the distribution of forest rights products
Day 2nd	
08.30-09.30	The TLAS System and Standard Introduction on wood-processing industry and users of the community timber (forest rights)
09.30-10.15	Coffee Break
10.15-12.00	(Continue)The TLAS System and Standard Introduction on wood-processing industry and users of the community timber (forest rights)
12.00-13.00	Break
13.00-15.15	Related Regulation and legislation to the company legality
15.15-15.30	Coffee Break
15.30-17.00	Case Study and Discussion
Day 3rd	
08.30-09.30	The principles of group facilitation and group facilitation basic steps
09.30-10.15	Coffee Break
10.15-12.00	Strategy and assistance Plan in the TLAS facilitation on the right forest.
12.00-13.00	Break
13.00-14.30	Presentation techniques and moderation in the TLAS forums concerning
14.30-15.15	Simulation

15.15-15.30	Coffee Break
15.30-16.15	Field Technical Assistance
16.15-17.45	(Continue) Field Technical Assistance
Day 4th	
08.30-08.45	Technical Preparation for reporting results presentation
08.45-09.30	Simulation
09.30-10.15	Coffee Break
10.15-11.00	Techniques of facilitation monitoring / review
11.00-12.00	Simulation
12.00-13.00	Break
13.00-13.45	Continue (Simulation)
13.45-15.15	Report Preparation Simulation
15.15-15.30	Coffee Break
15.30-17.00	Presentation of Simulation Result

APPENDIX II

CURRICULUM & TRAINING SYLLABUS

CURRICULUM AND TRAINING SYLLABUS

1. Training Understanding of Timber Legality Verification System Requirements For Forest Rights.

No.	Topic	Success Indicators	Highlights	References	JPL	Methods / Equipment and Materials Exhibit
1	TLAS policy in the context of SFM and forest products trade	Participants forest farmer groups / farmer to understand the forest rights of forest management policy of sustainable production and the legality timber trade verification in forest products originating from the forest rights	<ul style="list-style-type: none"> ▪ Understanding Forests ▪ Trade of Forest Products from Forests System ▪ Government policies related to Sustainable Production Forest Management and Timber Legality Verification System 	<ul style="list-style-type: none"> ▪ P 38/Menhut-II/2009 ▪ P.6/VI/SET/2009 ▪ references associated with the SFM ▪ Structuring Forest Products Sector Regulation (No. Permenhut P.51/Menhut-II/2006 ▪ References associated with the Circulation and community timber trades 	2	<p>Method: Presentation / Lecture</p> <p>Drawing people's Knot Wood Trade</p> <p>Drawing shapes Forests</p> <p>discussion Group</p> <p>Tools and Materials: Paper label / sticker, meta plan / Post it notes, colored markers, paper plano, plano Board, White Board, LCD, Laptop, Image of Forest Rights</p>
2.	The introduction of TLAS systems and standards on Forest rights.	Forest farmer groups Participants / farmer forest rights were able to describe the situation the application of timber legality verification	<ul style="list-style-type: none"> ▪ Background on the TLAS forest rights implementation ▪ Forest rights / Community Forests 	Regulations on Standards and Guidelines for Performance Assessment of	3	<p>Method: Presentation / Lecture</p> <p>Drawing Mechanism TLAS</p> <p>discussion Group</p>

		system on the forest rights	<p>TLAS Principles</p> <ul style="list-style-type: none"> ▪ Standards and Guidelines for Verification of Legality of Timber Forests ▪ Transformation P.6/VI-Set/2009 Appendix 5 (Principles, Criteria, Indicators and Verifier TLAS on the forest rights) 	<p>Sustainable Production Forest Management and of Timber Legality Verification of Permit holder or on Forest rights</p> <ul style="list-style-type: none"> ▪ P 38/Menhut-II/2009 ▪ Regulation of Directorate General of Forestry production P.6/VI/SET/2009 Number ▪ Appendix 5 P.6/VI-Set/2009 		<p>Tools and Materials: Paper label / sticker, meta plan / Post it notes, colored markers, paper plano, plano Board, White Board, LCD, Laptop</p>
4.	Procedures and protocols in the TLAS assessment Implementation to the forest rights holders	Forest farmer groups Participants / forest rights owners understand the procedures / protocols TLAS assessment that will be played by LV-LK. auditors	<ul style="list-style-type: none"> ▪ Institutional component in TLAS ▪ P 02/2010 related to the stages of implementation of the assessment TLAS ▪ Preparation of farmers' forest / forest rights owner's in response to TLAS stage 	<ul style="list-style-type: none"> ▪ Regulation P 02/2010 ▪ Reference linked picture of the experience of farmer groups in preparation for the TLAS implementation 	2	<p>method: Presentations / Lectures Demonstration (the stages of assessment activities by auditors LV TLAS-LK). simulation cases</p> <p>Equipment and Materials Exhibit: Paper label / striker, meta plan / Post-it</p>

						note, Markers Colors, Paper Plano, Plano Board, White Board, LCD, Laptop.
5.	Institutional introduction in forest rights management	Farmers forest groups Participants / the forest right owner to understand the minimum requirements for TLAS institutional	<ul style="list-style-type: none"> ▪ Establishment of forest rights/community forest organizations management ▪ Distribution of work, authority and working relationships within the organization ▪ HR qualification requirements in forest rights / community forest management 	<ul style="list-style-type: none"> ▪ Reference linked to Forests Institutional ▪ Related references Information about the formed farmers' group in Java island. 	3	<p>method: Presentations / Lectures discussion Illustrated the formation of forest rights groups</p> <p>Equipment and Materials Exhibit: Paper label / striker, meta plan / Post-it note, Markers Colors, Paper Plano, Plano Board, White Board, LCD, Laptop.</p>
6.	Institutional Management for the TLAS preparation of forest right venture capital management	Farmers forest groups Participants / the forest right owner to understand institutional forms in the forest rights and how to get venture capital	<ul style="list-style-type: none"> ▪ Institutional Forms in forest rights (Farmers Group / Cooperative) management ▪ Institutional Management of community Forests within the scope of TLAS implementation ▪ Mechanism forest 	<ul style="list-style-type: none"> ▪ Referensi terkait Kelembagaan Hutan Rakyat ▪ Contoh kelembagaan Hutan Rakyat ▪ Contoh sistem pengelolaan modal usaha di Hutan 	3	<p>method: Presentations / Lectures discussion</p> <p>Equipment and Materials Exhibit: Paper label / striker, meta plan / Post-it</p>

			<p>venture capital filing rights (through government or banking)</p> <ul style="list-style-type: none"> Management mechanisms at the institutional venture capital community forest 	<p>Rakyat</p> <ul style="list-style-type: none"> Contoh proposal pengajuan modal usaha untuk Hutan Rakyat Reference linked Community Forests Institutional Examples of institutional Forests Examples of venture capital management system in Forests Example of proposal submission for the Community Forest venture capital 		<p>note, Markers Colors, Paper Plano, Plano Board, White Board, LCD, Laptop.</p>
7.	Structuring the information management of about forest rights / community management and timber harvesting	<p>Forest rights owners group</p> <p>Participants understand the importance of structuring the documentation completeness documents archival at the individual forest farmers and / or organizational unit of community forest management.</p>	<ul style="list-style-type: none"> Completeness of documents that describe the establishment of community forest management unit organizations at village level. Completed a document that contains the distribution of work, authority and working 	<ul style="list-style-type: none"> Lampiran 5 P.6/VI-Set/2009 Peraturan Bidang Penataan Hasil Hutan (Permenhut No P.51/Menhut-II/2006) Contoh dokumen pendirian organisasi hutan rakyat 	3	<p>method:</p> <p>The practice of preparing the information (validity of search completeness of the people in the chain of ownership of timber trade in timber products people). working groups</p>

			<p>relationships within the organization</p> <ul style="list-style-type: none"> ▪ Completed documents about the rights of forest management situations / people - the rule of planting, maintenance, sustainable logging ▪ Completed a document that explains the validity of land tenure and timber products produced at the level of the people of farmers and / or the organizational unit level management. ▪ The completeness and suitability of land ownership document archive, document transport SKAU, logging permit documents, and invoices documents / receipts for timber sales at the farm level and completeness of documentation at the level of structuring the organization unit management. 	<ul style="list-style-type: none"> ▪ Contoh dokumen yang berisi Distribusi kerja, kewenangan dan hubungan kerja di dalam organisasi ▪ Contoh dokumen yang menerangkan keabsahan hak kepemilikan lahan, dokumen pengangkutan SKAU, dokumen ijin tebang, dan dokumen faktur/kuitansi penjualan kayu pada tingkat petani ▪ Appendix 5 P.6/VI-Set/2009 ▪ Structuring Forest Products Sector Regulation (No. Permenhut P.51/Menhut-II/2006) ▪ Examples of organizational documents of forest management units ▪ Examples of documents that 	<p>Equipment and Materials Exhibit: Paper label / striker, meta plan / Post-it note, Markers Colors, Paper Plano, Plano Board, White Board, LCD, Laptop.</p>
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				<p>contains the distribution of work, authority and working relationships within the organization</p> <ul style="list-style-type: none"> ▪ Examples of documents that explain the legitimacy of land ownership rights, SKAU transport document, the document cutting permits, and documents invoices / receipts for timber sales at the farm level 		
8.	TLAS Simulation and Practice in Forest rights	<p>Peserta kelompok tani hutan/ pemilik hutan hak terampil dalam menyiapkan persyaratan yang dibutuhkan dalam penilaian TLAS yang akan diperankan oleh auditor LV-LK.</p> <p>Forest farmer groups Participants / forest rights owners are skilled in preparing the requirements needed in the</p>	<p>Simulations conducted in the form of training on the topic required</p> <p>Practice to look at UM who has done the TLAS implementation preparation</p>		8	<p>Simulation method: games, case studies, individual assignments and group work</p> <p>Practice Method: field visit</p> <p>Equipment and Materials Exhibit:</p>

		TLAS assessment that will be played by LV-LK auditors.				Paper label / striker, meta plan / Post-it note, Markers Colors, Paper Plano, Plano Board, White Board, LCD, Laptop, Transportation for field trips, Camera / Handy Camp
					24	

2. Training Understanding of Timber Legality Verification System Requirements For Timber Processing Industry of the Forest Rights.

No.	Topic	Success Indicators	Highlights	References	JPL	Methods / Equipment and Materials Exhibit
1	TLAS and SFM policy in the context of forest products trade	Participants understand the background of why the Indonesian government made a policy of timber legality verification system in the context of trade in forest of product	<ul style="list-style-type: none"> - International timber trade and the circulation Issue - Some of the policies of other countries who require timber legality Verification - Logical Framework for establishing Timber verification system - External and internal factors Support that led to the realization TLAS 	<ul style="list-style-type: none"> - References from the monitoring of timber trade Institute (WWF, GFTN, etc.) - P.38/2009, P.6/2009, P.02/2010 : TLAS 	2	Lecture and discussion
2.	The introduction of TLAS systems and standards on the community timber processing industry and user's	Participants are able to understand the background and concept of the Standard timber legality verification in international timber trade and can understand the TLAS standard requirements	<ul style="list-style-type: none"> - Background of TLAS policy - Timber Legality Verification System (institutional TLAS, interaction and inter-institutional relations - accreditation, verification agencies, the Institute monitors,) 	<ul style="list-style-type: none"> - P.38/2009 - P.6/2009 - P.02/2010 	3	Lecture and discussion

			<ul style="list-style-type: none"> - Process and Timber Legality Verification stage - TLAS Assessment Guidelines - Understanding of TLAS standard 			
3.	Regulations on forest products management of in the community timber processing industry and user's.	Participants can learn and understand the regulations related to of forest products management (PUHH) in the forest rights and industries that use timber from community forests	<ul style="list-style-type: none"> - PUHH Regulation (forest products arrangement) in the forest rights (SAU, SKSKB KR, notes, etc..) - PUHH Regulation (forest products arrangement) in the Timber processing industry of forest rights 	<ul style="list-style-type: none"> - P.55/2006 - P.51/2006 - P.33/2007 	2	Lecture and discussion Simulation
4	Law / legality Aspects in the community timber processing industry and user's	Participants can learn and understand all aspects of legal / legality (legal documents) required for the timber processing industry and users of the timber community forest	<ul style="list-style-type: none"> - Regulations related to document the legality of the company (SIUP, TDP, TIN, IUI, etc.) - Regulations relating to the rights of forest legality document 	<ul style="list-style-type: none"> - Related Regulations - P.02/2006 	2	Lecture and discussion

			(owned forest)			
5.	Procedures and Protocols in the TLAS Assessment Implementation on the permits holders unit	Participants can learn and understand the procedures and protocols in the assessment implementation or license holders verification by TL on LTLAS	<ul style="list-style-type: none"> - Stages and TLAS appraisal process in the industry and the forest right by LVVK 	<ul style="list-style-type: none"> - P.38/2009 - P.06/2009 - P/02/2011 	3	
6.	The travel / movement Traceability principles of raw materials to users of community timber industrial	Participants can learn and understand the journey / movement traceability of raw materials principles to industrial timber users (Industrial timber tracking system)	<ul style="list-style-type: none"> - CoC system in the Timber processing industry of the community forest - Identification of timber or tracking movement in the forest rights 	<ul style="list-style-type: none"> - CoC LEI. FSC, PEFC Standard - P.02/2006 	2	Lecture and discussion simulation
7.	The coaching concept of community timber processing industry and users towards suppliers, and forest rights owners farmers	Participants can learn and understand the concept of coaching for the timber processing industry and users of the timber community forest to the timber supplier from the forest rights (community forests)	<ul style="list-style-type: none"> - The coaching concept from industry to a timber supplier from the forest rights - The forms of cooperation between industry and forest rights suppliers - The forms of institutional cooperation for industry and forest rights suppliers 	<ul style="list-style-type: none"> - PHBML LEI Standards - Others 	2	

8.	Simulation and practical TLAS implementation in the community timber processing industry and users	Participants can learn and understand and apply in practice or the organization of work (industry) TLAS requirements of industries that use timber from community forest and forest rights (suppliers)	The field simulation Activities in and practice of TLAS internal auditing in industry of forest rights processors and suppliers	- P.38/2009 - P.6/2009 - P.02/2010	16	Practice in the field (timber-processing industries of forest rights)
					32	

3. Training Understanding of Timber Legality Verification System Requirements for Government (central, regional and sectors), and facilitator / Companion

No.	Topic	Success Indicators	Highlights	References	JPL	Methods / Equipment and Materials Exhibit
1	Atmospheric development and spiritual intelligence	Participants can: <ul style="list-style-type: none"> - Getting to know each other and communicate fluently - Have a passion and motivation to practice and work - It has a moral and spiritual intelligence in addressing and implementing TLAS 	<ul style="list-style-type: none"> - Introducing / ice breaking - Participation and cooperation. - Energizing - Expectations and concerns - Basics ESQ / ISQ / IQ 	Lectures, discussion, intellectual spiritual books	2	a. Games, lectures, discussions b. Whiteboard, lighters, metaplano,
2.	TLAS and SFM policy in the context of forest products trade	Participants can: <ul style="list-style-type: none"> - Describe the historical background and TLAS SFM, global trading, the promotion of legal logging - Describe the Lacey Act (USA) - Explain the timber policy in Europe 	<ul style="list-style-type: none"> - SFM and TLAS Background, global trading, promotion of legal logging. - Lacey Act (USA) - Policies in the European timber trade (VPA) - Timber trade in Japan (K Green) 		2	

		- Describes the timber policy in Japan				
3.	Mapping and goals socialization in the TLAS System to the interested parties in the community timber supply chain.	Participants can: Exploring The interests parties to through various consultation Identify the strength and influence of the parties (the rights, obligations, interests) in the implementation Permenhut No. P.38/2009 and Perdirjen CPC No.6/2009.	Analysis Issue Analysis of the Parties Force Field Analysis	Socialization Report P. 38 and P.6	2	Lectures, discussions, Laptops, Power-point displays, white boards, flipcharts
4.	The introduction of TLAS systems and standards on the community timber supply chain people (of forest rights to industrial users)	Participants can: Explaining the sustainable management assessment required by regulation No. P.38/MENHUT-II/2009 and Regulation Director General of Forestry Production. Explaining P.6/VI-Set/2009 timber legality verification required by the Minister of Forestry Regulation. P.38/Menhut-II/2009 and Regulation Director General of Forestry Production. Describe the assessment guidelines	Mandatory certification system according to Indonesian Minister of Forestry. P. 38/menhut-II/2009 custody Traceability System Timber legality verification system according to P 6.9 Guidelines for Assessment of SFM and TLAS	Indonesian minister of forestry regulations. No P.38/MENHUT-II/2009 and Regulation Director General of Forestry Production. Minister of Forestry Regulation No. P.6/VI-Set/2009. P.38/Menhut-II/2009 and Regulation Director General of Forestry Production. P.6/VI-Set/2009 TLAS and SFM	4	Lectures, case discussions, Resource Person, Laptops, Power-point, displays, white boards, flip chart.

		P.6/VI-Set/2009 SFM and TLAS		assessment guidelines		
5.	Related Regulation and legislation to the distribution of forest rights product	Participants can understand Rules and Regulations related to the distribution of forest products such as P. 55 in 2006 and P. 51 in 2006 and others	The Forest Products Management Originating from the State Forests in accordance with Permenhut No. Skau P.55/Menhut-II/2006 and Use for the transport of Timber from Forest Rights in accordance with Permenhut No. 51/Menhut - II/2006	Set of Rules and Regulations concerning Distribution of Forest Directorate of forestry royalties and Distribution of Forest Products.	3	Lectures, case discussions, Resource Person, Laptops, Power-point, displays, white boards, flip chart.
6.	Related Regulation and legislation to the company legality	Participants are able to understand and explain the legal rules concerning the establishment of a business entity such as: Rules and Regulations related to the legality of companies, cooperatives and other forms of business entities	A description of the contents of Law No. 40 of 2007 on Limited Liability Companies. Law no. 25 of 1992 on cooperatives And other relevant regulations concerning the company legality	A set of laws concerning the legality of a business entity	3	Lectures, case discussions, Resource Person, Laptops, Power-point, displays, white boards, flip chart.
<i>This Material is intended to the Facilitator only</i>						
7.	The group facilitation principles and group	Participants are able to understand the basics of	Understanding of the thought patterns of the	The basics of group facilitation	2	Presentation. Discussions

	facilitation basic steps	facilitation, the facilitator mission, and acts of facilitation. Participants are able to describe again the various experiences involving the basic steps in a systematic group facilitation	parties, the effectiveness of the parties in the collaboration, the formulation of basic facilitation mission and facilitation of substance, the values of facilitation, facilitation thinking patterns, patterns that are not judgmental thinking facilitator, consensus orientation of the parties, the importance of the approach. Introduction and control preferences of the facilitator, the introduction of preferences of the parties served, the planning mechanism, the implementation of the feedback on the program facilities, enrichment of facilitation techniques, escort, "the transfer of ideas" facilitation			focused, discussion groups. Exposure tool, flipcharts, meta plan cards, markers.
8.	Strategy and Plan of assistance of TLAS facilitation in the forest-	Participants are able to identify the key actors on mentoring TLAS, identifying the parties'	- Facilitating assignment Clarity and the introduction and scope	TLAS Early Facilitation Case	2	Discussions focused, role play flipchart, Multiplan

	rights	<p>initial preferences and gain acceptance by the parties to the program.</p> <p>Participants were able to identify issues and root causes of TLAS implementation the parties served, as well as the existing capacity for TLAS implementation.</p>	<p>of the client's situation within the TLAS framework effective introductions to the party that will be served.</p>			<p>cards, markers, aids Role play</p>
9.	Presentation and moderation techniques in the TLAS forums concerning	<p>Participants able to:</p> <p>Mastering in the techniques of effective presentations for the rights of forest owners / KM</p> <p>Mastering in the techniques of moderation in accordance with the communication style of the rights of forest owners / KM</p>	<ul style="list-style-type: none"> • Methods and techniques of presentation on the context and application of TLAS on the main issues the license holder or the rights of forest owners. • Methods and techniques of communication and moderation • (guided brainstorming discussions to maintain a balance, keeping the focus of discussion) 	<p>Effective Presentation Techniques</p> <p>Communications Techniques Society</p>	2	<p>Presentations, focused discussion, presentation and moderation practices.</p> <p>LCD, laptop, handy cam, flipchart, meta plan cards, markers, whiteboard.</p>
10	Field assistance Technique	<p>Participants able to:</p> <p>Mastering in group facilitation techniques for the preparation of the TLAS implementation.</p>	<p>Principles in formulating the needs of training and development programs of training sessions</p>	<p>Basics theory of facilitation</p> <p>Home facilitation map illustrating basic</p>	2	<p>Presentations, focused discussion, presentation and moderation</p>

			<p>The principles in organizing training activities and / or small group training.</p> <p>Techniques and methods mentoring / coaching / coaching in preparing audit documents</p> <p>Methods and techniques of institutional assistance.</p>	<p>attitudes mapping, skills, communication skills, and attitudes of facilitators, in exploring, managing, and directing the group participation values in finding problems solutions to and the group opportunities consensus.</p>		<p>practices. LCD, laptop, handy cam, flipchart, meta plan cards, markers, whiteboard.</p>
11	Preparation techniques for presentation results reporting	<p>Participants able to:</p> <p>Prepare reports of facilitation assistance for the TLAS implementation for forest rights owners / KM.</p> <p>Brief remarks after finish the aspirations of the parties.</p> <p>Prioritize issues.</p> <p>Facilitation of learning to write the next</p>	<p>– A technique of report preparation on a facilitation</p>	Effective reporting	2	<p>Presentations, focused discussion, presentation and moderation practices. LCD, laptop, handy cam, flipchart, meta plan cards, markers, whiteboard.</p>
12	Monitoring/Review Technique to the	Participants able to:	- The groups / stakeholders	Example guidelines for the facilitation skills	2	Method: Lecture, discussion,

	facilitation result.	<p>Following this lesson, participants are competent in reviewing facilitation / mentoring activities include:</p> <ul style="list-style-type: none"> - Describe the guidelines, technical analysis and facilitation skills evaluation criteria in the evaluation of the results simulation of the TLAS implementation setup. - Implement technical guidelines and methods analysis and evaluation criteria. <p>After following this course the participants are expected competent in preparing and delivering recommendations for follow-learning facilitation and other TLAS mentoring.</p>	<p>commitments monitoring principles</p> <ul style="list-style-type: none"> - Methods and techniques of evaluation - Facilitation skills through the TLAS implementation of the simulation setup on the group. - The principles of simulation-related follow-up evaluations conducted facilitation. <p>Recommendations Formulation techniques of learning and facilitation TLAS assistance</p>	<p>evaluation related to the evaluation results of TLAS facilitation.</p> <p>Analysis results Sample of the facilitation skills evaluation</p> <p>Understanding and learning recommendations principles</p>		<p>questions and answers, case studies, simulations, exercises / practice.</p> <p>Tools & materials Viewer: Module, case, LCD / in focus, Whiteboard / flipchart, markers, plano paper, meta plan, camcorders, DVD players, TV</p>
13.	Simulation	<p>Participants able to:</p> <ul style="list-style-type: none"> - Implement the facilitation plan conducted - Create a facilitation reports. - Setting up the mapping of the parties. 	<ul style="list-style-type: none"> - Accessing data and background information of the parties. - Develop a matrix of characters of the 	<p>Stakeholder Analysis</p> <p>Formatted planning.</p>	4	<p>mentoring</p> <p>Plano paper, colored index cards, white markers, white board</p>

		<ul style="list-style-type: none"> - Develop materials and socialization SFM TLAS - Develop plans Facilitation. - Implement the plan facilitation conducted - Create a facilitation reports. 	<p>parties.</p> <ul style="list-style-type: none"> - Draw a force field. - Formulation of a plan format. - Completion of the plan format - Documenting the plan - Prepare and make presentations - Exercise moderation 	System tools planning		
Total					32	

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