



MTIB



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EUROPEAN

COMPLETION REPORT

**NATIONAL WORKSHOP ON ENFORCEMENT
COMPLIANCE FOR TRADE IN RAMIN
(*GONYSTYLUS SPP.*)**

**ITTO – CITES PROJECT
MALAYSIA'S WORK PROGRAMME FOR 2010**

Ensuring International Trade in CITES-listed timber Species is Consistent
with their Sustainable Management and Conservation

EXECUTING AGENCY

Malaysian Timber Industry Board (MTIB)
(Ministry of Plantation Industries and Commodities)
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THE MATIC PROGRAM ON ITTO-CITES

Ensuring International Trade in CITES-Listed Timber Species in Consistent With Their Sustainable Management and Conservation.

PROJECT TITLE

National Workshop on Enforcement Compliance for Trade in Ramin
(*Gonystylus spp.*)

STARTING DATE

October 2010

COMPLETION DATE

May 2011

DURATION OF THE ACTIVITY

8 months (October 2010 – May 2011)

ACTIVITY COST

ITTO	USD 29,765.00	(RM95,248.00)
GO M (in kind)	USD 6,300.00	(RM20,160.00)
Total	USD36,065.00	(RM115,408.00)

(* Exchange rate USD1.00 = RM3.2)

ACTIVITY COMPLETION REPORT

Activity Coordinator

Che Jumat bin Ahmad

Activity Secretary

Sunita binti Mohamad

National Expert and Team Leader
Mohd Yusoff bin Ismail

IMPLEMENTING AGENCY

Malaysian Timber Industry Board (MTIB),
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TABLE OF CONTENTS	PAGE
Executive Summary	
1. Activity Identification	4
1.1 Context	
1.2 Origin and main problem to be addressed	
2. Activity Objectives and Implementation Strategy	5
3. Activity Identification	6 - 8
3.1 Social, economic and environment	
3.2 Activity Location	
3.3 Origin and the main problem to be addressed	
4. Differences Between Planned and Realized Activity Implementation	8-10
4.1 Activity Personnel	
4.2 Time Schedule	
4.3 Budget Amendment	
4.4 Activity Performance	
4.5 Syndicated Discussion	
5. Activity Outcome, Findings and Recommendation	11-13
5.1 Issues highlighted During Syndicated Discussion	
6. Implementation Strategies	14- 15
7. Lessons Learned	16
8. Conclusion	17
Annex 1 : Activity, Cash Flow and Financial Statements (ITTO Contribution)	18- 20
Annex 2 : Activity, Cash Flow and Financial Statements (GoM Contribution in-kind)	21- 23

A. EXECUTIVE SUMMARY

1. Activity, Context, Origin and Problem to be Addressed

- 1.1 The Malaysian CITES Management Authorities (M.A.) personnels from Malaysian Timber Industry Board (MTIB), Sarawak Forestry Department (SFD), the Forestry Department Peninsular Malaysia (FDPM), Sabah Forestry Department (SbFD), Sabah Wildlife Department (SWD) and the Malaysian Quarantine Inspection Services (MAQIS) are having difficulties in understanding CITES rules and regulation, especially in implementing control of export, import and re-export of CITES specimen/goods/products. The other Non-management Authorities (Non-M.A.) of CITES such as the Royal Malaysian Custom Department (RMCD), the Maritime Enforcement Agency (MMEA), the Marine Operation Force (MOF) of the Royal Malaysian Police and the General Operation Force (GOF) of the Royal Malaysian Police are also having difficulties in understanding the proper mechanism in countering the illegal shipment of Ramin (*Gonystylus spp.*) and related timber species listed under CITES Appendices. At present there is non-existence of a special vehicle or task force to coordinate the understanding and proper implementation of CITES regulations. Personnels from the various agencies are not equipped with proper knowledge in managing CITES requirements and the implementation of Malaysian new law – Act 686 : International Trade for Endangered Species Act.
- 1.2 Enforcement personnels from the various government agencies and departments have not addressed adequately CITES trade and enforcement requirements. They have less understanding in managing international trade movement of endangered timber species listed under the CITES Appendices which are also captured in Act 686. Many thought that the action only involve the issuance of CITES export permit for timber and timber products originated from Malaysia namely Ramin, Gaharu/Agarwood and Damar Minyak (Podocapus). They have less knowledge that endangered timber species listed under the Appendices of CITES Originated and sourced from other countries entering Malaysia must be inspected and it involves the issuance of valid CITES documents (import permits and re-export certificates). It is much anticipated that this Workshop will impart precious knowledge on

the implementation aspects and discuss issues and also to generate understanding on CITES related matters in Malaysia.

2. Activity Objectives

2.1 Overall Objective

The aim of the Activity (national workshop) is to establish common understanding and practices related to trade control for Ramin and related timber/plant species listed under CITES. This is to ensure that Ramin (*Gonystylus spp.*) and the other listed plant and timber species (listed in Appendix II CITES) are consistent with the sustainable forest management practices being implemented in Malaysia. And also to impart knowledge on CITES law and Malaysian Act 686 to agencies and departments appointed as Management Authority (M.A.) and to the Non-Management Authorities (Non-M.A.).

2.2 Specific objective

The specific objective of the activity are as follows:-

- i) To understand the CITES law and Act 686 with regards to the trade enforcement mechanism and its implementation related to Ramin and other timber species.
- ii) To establish common understanding and practices related to trade control for Ramin and related timber/plant species listed under CITES.
- iii) To establish a national Task Force or a Referral Centre to coordinate effective implementation of CITES regulation.
- iv) To establish effective communication channel and networking within the agencies of M.A. and non-M.A. in Malaysia which are directly or indirectly involved in Ramin trade and related timber species.

2.3 Implementation Strategies

- 2.2.1 To invite representative from CITES Secretariat to provide insights on CITES law, progress and challenges faced.
- 2.2.2 To acquire funds from ITTO to run the national workshop.
- 2.2.3 To get assistance and guidance from the Lead Management Authority – the Ministry of Natural Resources and Environment (NRE) on challenges and issues faced for the implementation of act 686.
- 2.2.4 To learn on trade difficulties faced by the industry pertaining to CITES export permit regulation.
- 2.2.5 To learn and understand problems and challenges faced by the M.A. and Non-M.A. on CITES law and Act 686 implementation.
- 2.2.6 To establish a referral centre or contact person on addressing communication and networking related to CITES / Act 686 implementation.
- 2.2.7 Requirement for NRE to establish National Strategy Plan on various important matters such as to study and to review all agencies law which are inconsistency with Act 686, to plan the national capacity building and special training program for investigation and prosecution.

B. ACTIVITY IDENTIFICATION

1. Context

1.1 Social, economic and environment

Gonystylus spp. or Ramin and *Aquilaria spp.* or Gaharu / Agarwood are important forest tree species that are currently being utilized (domestic trade and export) in Malaysia. Due to the concerns about the rate which these species are being harvested due to increasing demand for timber from industries, the species were listed under Appendix II CITES. Proper trade control in terms

of export, import and re-export have been instituted by various M.A.'s and Non-M.A.'s in Malaysia. Before the years 2003 a large quantity of Ramin timber products were exported by Malaysia. At present an average of 7,000 cubic meters of Ramin timber products were exported by the Malaysian industry annually. The number of manufacturers exporter producing Ramin timber products in Malaysia had reduced significantly. Before 2005 the number of manufacturers was at 30 and today it was recorded at around 12 producers. The importing countries are very concerned for the ecological status and its sustainability which had affected the international trade (since its is governs under CITES requirements).

1.2 Activity Location

The three days national workshop were carried out at Seri Cempaka Services Suite and Hotel which is adjacent to MTIB office in Kuala Lumpur. 44 participants consisting of personnel from government agencies of M.A. and Non-M.A. participated in the workshop. The agencies and departments involved are Malaysian Timber Industry Board (MTIB), Royal Malaysian Custom Department (RMCD), Malaysian Maritime Enforcement Agency (MMEA), Forestry Department Peninsular Malaysia (FDPM), Sarawak Forestry Department (SFD), Sabah Forestry Department (SbFD), Sabah Wildlife Department (SWD), Malaysian Quarantine Inspection Services (MAQIS), Sarawak Forestry Corporation (SFC), Department of Agriculture (DOA), Marine Operation Force (MOF - Royal Malaysian Police), General Operation Force (GOF - Royal Malaysian Police), Department of Wildlife and National Park Peninsular Malaysia (PERHILITAN) and Ministry of Natural Resources and Environment (NRE). The other agencies supporting the workshop are Malaysian Timber Council (MTC), Forest Research Institute Malaysia (FRIM), Corruption Prevention Commission, Johor Port Authority and Klang Port Authority. The non-government organization – Trade Records Analysis of Fauna and Flora in Commerce (TRAFFIC - South East Asia) provided some trade information on Asian trade of Ramin timber. International Tropical Timber Organization (ITTO) provided funds for MTIB to run the workshop. Representative from CITES Secretariat provide guidance and direction on CITES implementation.

2. Origin and the main problem to be addressed

2.1 The main concern to be highlighted for running the workshop was to understand the CITES law and Act 686 on the trade implementation aspect and on proper enforcement mechanism. There are also concerns amongst the M.A. and the Non-M.A. for the need to establish common understanding and practices related to trade control of Ramin and on timber/plant species listed under CITES and Act 686. The organizers also justified that it is important to establish effective communication channels and networking within the agencies in Malaysia. Last but not least, the workshop also views that it is an important task to establish a special desk officer within the M.A. and Non-M.A. to coordinate effective implementation of CITES and Act 686. NRE as the Lead M.A. was highlighted as the main body to spearhead the activities. Before running the workshop, it is a known fact by all M.A. and Non-M.A. about lacks of knowledge and understanding on CITES and Act 686 amongst its enforcement personnel. NRE which functions as the Lead M.A. also has insufficient personnel to provide advisory services and guidance on CITES law and Act 686 to enforcement personnel of the M.A. and Non-M.A.. All M.A. need to have proper instruction and guidance from NRE on Standard Operation Procedures with regards to enforcement cases (interception, stoppage, confiscation, seizure, prima-facie and prosecution).

C. DIFFERENCES BETWEEN PLANNED AND REALIZED ACTIVITY IMPLEMENTATION

1. Activity personnel :

There were several personnel changes in the working of Project Steering Committee, rapporteur and editorial committee. But all of the activities went as schedule.

2. **Time Schedule:**

There were slight delay in the approval of the project due to the late signing of memorandum of understanding between NRE and ITTO. Both parties agreed on the project in June 2010. Then in August 2010 MTIB could not start the project due to Government of Malaysia could not provide fund to pay for participants accommodation. MTIB re-budgeted the cost of the project and re-forward it to ITTO. ITTO agreed to fund the accommodation cost of the participants worth USD4,735.00. In September 2010, MTIB start preparing for the national workshop and have it carried out on 8 – 10 December 2010. MTIB could not produced the printed “Proceeding of the National Workshop on Enforcement Compliance for Trade in Ramin (*Gonystylus spp.*) in March 2011 due to delay in receiving the balance of the fund from ITTO. The balance of the ITTO fund – third released (from FRIM) to print the proceeding were only received on 18 April 2011.

3. **Budget Amendment**

The earlier approved fund from ITTO - **USD25,030.00** are not sufficient to manage the workshop due to difficulties by the Government of Malaysia to contribute **USD4,735.00** for accommodation of Malaysian participants. ITTO agreed with the budget amendment by funded the balance of **USD4,735.00**. The fund were taken from the balance cost of the concluded FDP project sponsored by ITTO. The total funded budget sponsored by ITTO for “National Workshop on the Enforcement Compliance for Trade in Ramin” was at **USD29,765.00**.

4. **Activity Performance**

- 4.1 For the opening remark of the workshop, the Secretary General of the Ministry of Plantation Industry and Commodities (MPIC) could not be present. The speech was read by the Under Secretary of the MPIC. He then officiated the opening of the workshop.
- 4.2 Miss Milena Sosa Schmidt of CITES Secretariat briefed the workshop on two important subject a) understanding CITES-objective, Policy, Mechanisms and implementation, and b) Understanding Trees and Plants listed in CITES Appendices.

- 4.3 Representative from NGO – TRAFFIC - South East Asia explained about Ramin ecology, harvest and trade in Asia.
- 4.4 MTIB briefed on Ramin distribution, population, trade, permits and imported species while SFD explained about Ramin distribution, population and trade in Sarawak.
- 4.5 FRIM gave a precise explanation on Ramin identification and the way to differentiate the look-a-like timber species.
- 4.6 NRE briefed the participants on the implementation of the Malaysian Act 686.
- 4.7 MTIB also gave a short explanation on the progress development of Tri-National Task Force on Trade in Ramin and the ASEAN Expert Group Meeting on CITES.
- 4.8 The parties sharing experiences in handling CITES enforcement cases are RMCD, MMEA, MOF – RMP, GOF – RMP, Klang Port Authority, Johor Port Authority and MTIB.

5. Syndicated Discussion

- 5.1 The four syndicated discussion were carried out based on four agreed issues.
 - 5.1.1 Understanding CITES requirements and the Malaysian Act 686 – recommendations.
 - 5.1.2 Problems on CITES implementation by the various enforcement agencies in Malaysia, establishment of local implementing body and proper mechanisms and procedures - recommendations.
 - 5.1.3 Discuss communication problems and establishment of mechanism to communicate effectively - recommendation.
 - 5.1.4 Discuss establishment of tailored capacity building by each agency in understanding and implementation of CITES and Act 686 with specific time-frame - recommendations.

D. **ACTIVITY OUTCOME, FINDINGS AND RECOMMENDATION**

1. **Issues highlighted during syndicated discussion**

1.1 The four syndicated discussion raised many issues need to be solve and administer by the Lead M.A., the M.A. and the Non-M.A..

2. **Understanding CITES requirements and the Malaysian Act 686 – Recommendations.**

2.1 Lacks of understanding on CITES law and Act 686 amongst enforcement personnel of M.A. and Non-M.A.

2.2 Lacks of advice and guidance from Lead M.A. on Act 686 implementation mechanism for enforcement personnel of M.A. and Non-M.A. It created unclear directives on proper legal action. The proper Standard Operating Procedure should be established by Lead M.A. (NRE).

2.2 Proposal to amend Second Schedule of Act 686 to enlisted more enforcement agencies to support control of CITES trade - Custom, Police, MMEA and Forestry Officers. Requires decision from Lead M.A.

3. **Problems on CITES implementation by the various enforcement agencies in Malaysia, establishment of local implementation body and proper mechanism and procedures – Recommendation.**

3.1 MMEA laws only have jurisdiction at sea and rivers. Cannot take action when specimen or illegal goods landed on land.

3.2 The General Operation Force is facing difficulties in establishing the demarcation border of Malaysia and Indonesia (Kalimantan) and Malaysia and Thailand (Yala and Narathiwat). Some illegal specimen or goods manage to elude the control post and security fences.

- 3.3 Occurrence movement of illegal specimen or goods of CITES in Free Zone area of the Malaysian ports. Custom and MTIB have no jurisdiction due to classification under transit. Activities during transit at Free Zone are considered as outside of Malaysia. Port security personnel did not have skill and knowledge in identifying Ramin and other CITES listed timber.
- 3.4 NRE as the Lead M.A. together with M.A. and Non-M.A. had not realized the important aspect of establishing referral point or permanent desk officer to communicate effectively and in sharing information related to CITES and Act 686.

4. **Discuss communication problems and establish mechanism to communicate effectively – Recommendation.**

- 4.1 NRE did not have a permanent national referral centre for M.A. and Non-M.A. to establish urgent contact and to get fast advise and instruction.
- 4.2 M.A. have not making it priority to establish specific portal on its website pertaining to CITES and Act 686.
- 4.3 No channel of intelligent information from the public to M.A. All agencies should establish contact hotline to get information from whistle blower and to reward them.

5. **Discuss establishment of tailored capacity building by each agency on understanding and implementation of CITES and Act 686 with specific time frame – Recommendation.**

- 5.1 Awareness on CITES and Act 686 are very low among enforcement personnel of M.A. and Non-M.A.
- 5.2 All M.A. and Non M.A. requires NRE assistant on CITES and Act 686 in term of guidance, advise and legal support.
- 5.3 Need to establish adequate budget within M.A. and Non-M.A. for regular briefing and implementation on training programme for Act 686.

6. **Recommendation**

- 6.1 NRE to embark on nationwide road show to explain to M.A. and Non-M.A. enforcement personnel on Act 686.
- 6.2 MTIB to assist and train Non-M.A. enforcement personnel on identifying Ramin and other timber species listed under CITES.
- 6.3 NRE to study the proposal to amend Second Schedule of Act 686 to enlist more enforcement agencies to administer control of trade- Customs, Police, MMEA and Forestry officers.
- 6.4 NRE to solve problems faced by MTIB, Custom (RMCD) and MAQIS on transit activities at Free Zone area within the ports. Under Free Zone Act the activities was considered as occurs outside Malaysia. Cases of smuggling listed CITES specimen / goods had been detected many time.
- 6.5 Various agencies and ministries to establish referral point or desk officer to communicate effectively and also on sharing information related to Act 686.
- 6.6 Inconsistency between CITES law, Act 686 and respective agencies law. It created implementation difficulties amongst M.A. and Non-M.A. NRE is requested to study the problem and to provide guidance and decision.
- 6.7 NRE to develop "National Strategy Plan" on tackling all issues. Need to involve all M.A. and Non-M.A. on issues such as to law conformance, capacity building and special training program for investigation and prosecution. This will ensure implementation conformance with Act 686.
- 6.8 NRE to establish and circulate easily understood Standard Operating Procedures (S.O.P.) in regulating trade of Act 686 to M.A. and Non-M.A.

- 6.9 All agencies and NRE to establish permanent officer and national referral centre for communication and instruction to be transmitted in a fast and expeditious manner.
- 6.10 NRE to coordinate quarterly meeting to close gaps on issues related to difficulties in implementing Act 686.
- 6.11 All agencies to establish short and long term plan for courses and workshop pertaining to understanding and implementation of Act 686.
- 6.12 All agencies (M.A. and Non-M.A.) are required to create a pool of resource / expert personnel on conducting investigation and prosecution under Act 686.
- 6.13 NRE to establish inter-ministries meeting to discuss and integrate implementation of Act 686.

D. IMPLEMENTATION STRATEGIES

1. Strategies to be implemented

- 1.1 MTIB to get advise, guide and support from MPIC for proper way to establish own referral centre and permanent desk officer for matters related to CITES law and Act 686.
- 1.2 MTIB to communicate with all M.A. and Non-M.A. in establishing active networking on matters related to Act 686 for timber species listed under Appendices of CITES.
- 1.3 All M.A. and Non-M.A. to formulate their training need to include understanding on implementation of CITES law and Act 686.
- 1.4 All M.A. and Non-M.A. to establish networking on understanding the Act requirement with the industry players and forwarding agents. The aim is to educate them on proper trade requirement under CITES law.
- 1.5 All M.A. and Non-M.A. including the Lead M.A. (NRE) to establish a portal or special caption in their own website pertaining to

understanding and abiding requirements under Act 686 and CITES regulation.

- 1.6 NRE to plan and execute regular briefing and explanation to all M.A. and Non-M.A. enforcement personnel pertaining to Act 686.
- 1.7 NRE to establish adequate reference written material for Standard Operating Procedures in handling enforcement cases - from interception, seizure, investigation procedure, prosecution, auction and release of specimen or contrabands. It will become a special tools as a guide for various enforcement personnel in handling CITES law and Act 686.
- 1.8 NRE is require to establish a permanent task force involving all M.A. and Non-M.A. to manage communication matters and related enforcement cases on Act 686.
- 1.9 NRE to address and find ways to amicably solve the issue of Customs not a party to CITES under Act 686, where else according to international convention, Custom are automatically governs and given important responsibility to control trade of all CITES listed species.
- 1.10 Issues and concerned raised in this workshop only relates to understanding CITES regulation and Act 686 and also on enforcing the rules and regulation. The issue is not to be considered out of control and proper steps and mechanism can still be administered to address it. NRE will study the issue and will coordinate meetings to address it accordingly.
- 1.11 With regards to the establishment of special task force and referral centre, NRE will seek advise from the its legal advisor and also from Attorney General Office. If needs arise, NRE will coordinate meeting to inform its position to all M.A. and Non-M.A.. Some of the related issues had been address under different national task force or committee.
- 1.12 MTIB and FRIM to provide training on timber species identification when requested by associate M.A. and Non-M.A..

2.1 **Lessons Learned**

- 2.1 Acquired more knowledge and understanding on CITES law and Act 686.
- 2.2 Understand and shared experiences and insights on enforcement implementation by various associates M.A. and Non-M.A..
- 2.3 Non-M.A. have clear insights and understanding with regards to CITES regulation and Act 686 and in due course, support and provide assistance to M.A..
- 2.4 Ministry of Plantation Industries and Commodities (MPIC) gained insights on MTIB tasks and responsibilities on CITES matters and Act 686. MPIC to support and assist MTIB by also attending CITES related meetings at national and international level.
- 2.5 Non-M.A. to acquire from MTIB and FRIM on special course in identifying timber listed species under Appendix 1, II and III of CITES law / Act 686.
- 2.6 Sharing enforcement issues with representative from CITES Secretariat (Switzerland) and from ITTO (Japan). Problem on implementation aspects faced by the industry (the exporter) were addressed to CITES during factory visit. CITES Secretariat have more understanding on difficulties faced by MTIB in handling control of CITES permits (export, import and re-export).
- 2.7 All related issues discussed in this workshop will be highlighted by NRE during “National Retreat on Implementation for Act 686” at Belum Forest Resort, Perak, next week.

E. CONCLUSION

The aim of the national workshop is to provide adequate information on CITES law and Act 686 to M.A. and Non-M.A. personnel in Malaysia. Participants had acquired knowledge and understanding on control of international trade for timber / plant of endangered species listed under CITES and Act 686.

The gathering of enforcement regulators of M.A. and Non-M.A. provide platform on sharing experiences and better ways in handling issues related to CITES and Act 686.

Difficulties in managing compliance as instituted by act 686 was due to lack of understanding and skill which had been highlighted during the workshop. NRE as the Lead M.A. must spearhead activities on nationwide briefing to the enforcement personnel manning the country entry and exit points.

The national workshop had provide awareness, insight and knowledge to enforcement personnel of M.A. and Non-M.A. in combating illegal trade of CITES timber species.

Effort to provide continuous training on upgrading the skill personnel of M.A. and Non-M.A. in managing investigation and prosecution must be taken seriously by the Lead M.A. (NRE).

NRE as the Lead M.A. to study thoroughly the recommendations related to its function and responsibilities and to undertake remedial action pertaining to weaknesses faced by the M.A. and Non-M.A. on implementation of Act 686.

Annex 1

ACTIVITY CASH FLOW STATEMENT (in US Dollar) ITTO CONTRIBUTION

Programme Title	:	ITTO – CITES
Activity No.	:	8
Activity Title	:	National Workshop on Enforcement Compliance for Trade in Ramin (Gonystylus spp.)

Component	References	Date	Amount	
			In USD	Local Currency
A. Funds received from ITTO:				
1. First installment	BCOPK1110/01324	24.11.2010		59,544.72
2. Second Installment	BCOPK1210/01435	27.12.2010		14,820.08
3. Third installment	BCOPK0511/10534	27.05.2011		19,945.69
Interest on bank deposits				
Total Funds Received:			29,765.0	94,310.49
B. Expenditures (by Executing Agency):				
10. Personnel				
11. Coordinator				1,600.00
12. Other Personnel				1,100.00
12.1 Assistant 1				1,200.00
12.2 Assistant 2 (X 2 pax)				8,450.00
12.3 Other labour				
13. National Experts				
13.1 Expert 1				
13.2 Expert 2				
13.3 Expert 3				
14. International Consultation(s)				
15. Personnel Total:			3,859.37	12,350.00

Component	References	Date	Amount	
			In USD	Local Currency
16. Workshop/Seminar and Training (specify beneficiaries) 16.1 Travel/Transportation Costs Participants 16.2 Daily Subsistence Allowances (Participants) 16.3 Venue and Logistics 16.4 Workshop Materials 16.5 Others				1,800.00 - 30,845.00 12,040.00 14,664.36
17. Workshop/Seminar and Training Total:			18,546.67	59,349.36
20. Sub-contracts 21. Sub-contract				
29. Sub-contracts Total:				
30. Travel 31. Daily Subsistence Allowances 31.1 National Expert(s) 31.2 International Consultant(s) 31.3 Others				
32. International Travel 32.1 National Expert(s) 32.2 International Consultant(s) 32.3 Others				
39. Travel Total:				
40. Capital Items 41. Premises 42. Vehicle (s) 43. Capital Equipment 43.1 Computer Equipment (specify)				

43.2 Others (Satellite Image)				
44. Capital Items Total:				

	References	Date	Amount	
			In USD	Local Currency
50. Consumable Items 51. Raw materials 52. Spares 53. Utilities 54. Office Supplies				
59. Consumable Items Total:				
60. Miscellaneous 61. Sundry 62. Contingencies				
69. Miscellaneous Total:				
70. Others (specify) 71. Others (Transfer fund from FDPM to MTIB)	BCOPK1210/01435	27.12.2010	4,631.27	14,820.08
79. Others Total:			4,631.27	14,820.08
Total Expenditure to-date ***			22,425.91	74,902.56
Remaining Balance of funds (A-B) (- for printing of proceedings)			6,064.97	19,407.93

Notes:

1. Amounts in US dollars are converted using the average rate of exchange when funds were received by the Executing Agency;
2. Amount of expenditures in US dollar should be the same as amount shown in column © of the Financial Statement (with direct from the Cash Flow Statement);
3. Provide a list of all expenditure components (listing the expenditures on excel format, showing date, payee, category/components of expenditures and the amount, both in local currency and in US dollar);

4. Submit all actual supporting payment documents/evidences (filed in the same sequences as the entries in the list of expenditures in (3) above; and
5. Submit bank reconciliation statements along with the bank statement to support the remaining balances/funds in the Cash Flow Statement.

*** Actual expenditures is in Ringgit Malaysia (RM) @ conversion rate USD1 = RM3.34

Annex 2

ACTIVITY CASH FLOW STATEMENT (in US Dollar) GOVERNMENT OF MALAYSIA CONTRIBUTION

Programme Title	:	ITTO – CITES	Period covered (ending on): Sept. 2011
Activity No.	:	8	
Activity Title	:	National Workshop on Enforcement Compliance for Trade in Ramin (Gonystylus spp.)	

Component	References	Date	Amount	
			In USD	Local Currency
A. Funds received from ITTO:				
1. First installment				
2. Second Installment				
3. Third installment				
4. Fourth installment				
5. Interest on bank deposits				
Total Funds Received:				
B. Expenditures (by Executing Agency):				
10. Personnel				
11. Coordinator				
12. Other Personnel				
12.1 Assistant 1				
12.2 Assistant 2				
12.3 Other labour				
13. National Experts				
13.1 Expert 1				
13.2 Expert 2				
13.3 Expert 3				
14. International Consultation(s)				
15. Personnel Total:				

Component	References	Date	Amount	
			In USD	Local Currency
16. Workshop/Seminar and Training (specify beneficiaries) 16.1 Travel/Transportation Costs Participants 16.2 Daily Subsistence Allowances Participants) 16.3 Venue and Logistics 16.4 Workshop Materials 16.5 Others				4,740.00 1,920.00 2,760.00 550.00
17. Workshop/Seminar and Training Total:				
20. Sub-contracts 21. Sub-contract				
29. Sub-contracts Total:				
30. Travel 31. Daily Subsistence Allowances 31.1 National Expert(s) 31.2 International Consultant(s) 31.3 Others				
32. International Travel 32.1 National Expert(s) 32.2 International Consultant(s) 32.3 Others 32. Local Transport Costs 32.1 National Expert(s) 32.2 International Consultant(s) 32.3 Others				
40. Travel Total:				
40. Capital Items 41. Premises 42. Vehicle (s) 43. Capital Equipment 43.1 Computer Equipment (specify) 43.2 Others				- 350.00 1,400.00
44. Capital Items Total:				1,750.00

	References	Date	Amount	
			In USD	Local Currency
50. Consumable Items				
51. Raw materials				750.00
52. Spares				
53. Utilities				275.00
54. Office Supplies				320.00
59. Consumable Items Total:				1,345.00
60. Miscellaneous				
61. Sundry				215.00
62. Contingencies				
69. Miscellaneous Total:				215.00
70. Others (specify)				
71. Others (Transfer fund to MTIB)			4,631.27	14,820.08
79. Others Total:			4,631.27	14,820.08
Total Expenditure to-date ***				13,280.00
Remaining Balance of funds (A-B): (RM 20,160.00 - RM 13,280.00)			2,150.00	6,880.00

Exchanges rate : 1USD = RM3.2

Notes:

1. Amounts in US dollars are converted using the average rate of exchange when funds were received by the Executing Agency;
2. Amount of expenditures in US dollar should be the same as amount shown in column © of the Financial Statement (with direct from the Cash Flow Statement);
3. Provide a list of all expenditure components (listing the expenditures on excel format, showing date, payee, category/components of expenditures and the amount, both in local currency and in US dollar);
4. Submit all actual supporting payment documents/evidences (filed in the same sequences as the entries in the list of expenditures in (3) above; and
5. Submit bank reconciliation statements along with the bank statement to support the remaining balances/funds in the Cash Flow Statement.

*** Actual expenditures is in Ringgit Malaysia (RM) @ conversion rate USD1 = RM3.34