

**INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)  
THEMATIC PROGRAMME ON  
TRADE AND MARKET TRANSPARENCY (TMT)**

<b>TITLE:</b>	ENHANCING THE SUSTAINABLE MANAGEMENT AND COMMERCIAL UTILISATION OF THE CITES-LISTED SPECIES <i>CEDRELA ODORATA</i> (RED CEDAR) IN GUYANA
<b>SERIAL NUMBER:</b>	TMT-SPD 014/13 Rev.1
<b>COMMITTEE:</b>	Thematic Programme on Trade and Market Transparency (TMT)
<b>SUBMITTED BY:</b>	Government of Guyana
<b>LANGUAGE:</b>	English

**SUMMARY**

The project arises from the desire of the Government of Guyana to diversify the range of commercial species the country's wood products sector offers to the international wood products trade. Historically, the focus of Guyana's wood products sector has been on a few key primary species, principally Greenheart (*Chlorocardium rodiei*) and Pupleheart (*Peltogyne venosa*), because of their inherent physical properties of natural durability and strength, as well as suitability as structural and appearance grade timber.

This project builds on Guyana's efforts to develop and promote its lesser used species, as part of a multi-pronged strategy for managing the country's commercial forest estate sustainably. Specifically, the project will focus on the assessment, development, marketing and promotion of *Cedrela Odorata* (locally known as Red Cedar). Historically, Red Cedar has been a valuable timber, with a natural range covering Latin America, the Caribbean and South America. Over-harvesting in some range countries in the region has meant that the species is now considered to be vulnerable according to the International Union for the Conservation of Nature (IUCN). It is also listed on the Convention on International Trade in Endangered Species (CITES) Appendix III for the countries of Brazil, Bolivia, Columbia, Guatemala, and Peru.

In Guyana, the species has not been used commercially to the same extent as in other range countries. This project will enable Guyana to undertake an assessment of its commercial forests to determine the status of the species. The outputs from the resource assessment will be used to develop a management plan for the sustainable harvesting of Red Cedar, as well as develop the capacity of the industry to harvest, develop and market the species domestically and internationally; consistent with the objectives of CITES Appendix III Listing.

The project's development objective is to "*Enhance sustainable forest management of the forest sector of Guyana through improved market intelligence and trade of CITES listed timber species.*" The Specific Objective is to "*Strengthen forest planning and marketing of CITES listed, current and potential timber species from Guyana*". Among the main expected outcomes of the project are completion of a resource assessment of Red Cedar in Guyana's commercial estate to establish the status of the species; informing a decision on the status of conservation and/or utilization of RED Cedar; development of capacity in Guyana for managing Red Cedar; development of a strategy for developing and commercializing CITES-listed species in Guyana including statistical database; and developing markets for Red Cedar both locally and internationally in areas of added value products.

<b>EXECUTING AGENCY</b>	GUYANA FORESTRY COMMISSION
<b>DURATION</b>	18 months
<b>APPROXIMATE STARTING DATE</b>	January, 2014

<b>BUDGET AND PROPOSED SOURCES OF FINANCE:</b>	<b>Source</b>	<b>Contribution in US\$</b>
	ITTO	<b>136,640</b>
	Government of Guyana	<b>103,125</b>
	<b>TOTAL</b>	<b>239,765</b>

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## Acronyms

CITES	Convention on International Trade in Endangered species
EU FLEGT	European Union, Forest Law Enforcement Governance and Trade
FPA	Forest Products Association
FPDMC	Forest Products Development and Marketing Council
GDP	Gross Domestic Products
GFC	Guyana Forestry Commission
GPS	Global Positioning System
ITTA	International Tropical Timber Agreement
ITTO	International Tropical Timber Organisation
IUCN	International Union for the Conservation of Nature
LCDS	Guyana's Low Carbon Development Strategy
MIS	Market Information System
MRVS	Monitoring Reporting and Verification System for REDD+
NFP	Guyana's National Forest Plan
NFPS	Guyana's National Forest Policy Statement
NTFP	Non Timber Forest Products
REDD+	Reducing Emission from Deforestation and Forest Degradation and SFM
RGDP	REDD+ Governance Development Plan
SFEP	State Forest Exploratory permit
SFM	Sustainable Forest Management
SFP	State Forest Permission
TSA	Timber Sales Agreement
WCL	Wood Cutting Lease

## PART 1: PROJECT CONTEXT

### 1.1: Origin

The project arises from the desire of the Government of Guyana to diversify the range of commercial species the country's wood products sector offers to the international wood products trade. Historically, the focus of Guyana's wood products sector has been on a few key primary species, principally Greenheart (*Chlorocardium rodiei*) and Pupleheart (*Peltogyne venosa*), because of their inherent physical properties of natural durability and strength, as well as suitability as structural and appearance grade timber.

However, over the past five to ten years, in collaboration with the industry and assistance from the ITTO, the Guyana Forestry Commission and the Forest Products Development and Marketing Council have been diversifying the range of commercial species that the industry is able to offer both domestic and international markets, focusing specifically on the development, promotion and marketing of lesser used species.

This project builds on Guyana's efforts to develop and promote its lesser used species, as part of a multi-pronged strategy for managing the country's commercial forest estate sustainably. Being able to offer a broader range of commercially suitable species to the market will reduce pressure on the primary species, and assist the Guyana Forestry Commission in implementing effectively, sustainable management initiatives across the whole of Guyana's commercial forest estate.

Specifically, the project will focus on the assessment, development, marketing and promotion of *Cedrela Odorata* (locally known as Red Cedar). Historically, Red Cedar has been a valuable timber, with a natural range covering Latin America, the Caribbean and South America. Over-harvesting in some range countries in the region has meant that the species is now considered to be vulnerable according to the International Union for the Conservation of Nature (IUCN). It's also listed on the Convention on International Trade in Endangered Species (CITES) Appendix III for the countries of Brazil, Bolivia, Columbia, Guatemala, and Peru.

Another species that was considered for inclusion in the project was Mahogany (*Swietenia macrophylla*) is found in tropical moist or dry broadleaf forests where the species is also commonly known as Big Leaf Mahogany, Brazilian Mahogany, Honduras Mahogany, Large-leaved Mahogany; Mahogani Grands Feuilles (Fr) Caoba, Mara, Mogno (Sp). The IUCN Red List has mahogany listed as endemic to Guyana. However, *Swietenia macrophylla* or broad leaf mahogany is not an endemic species to Guyana. Mahogany (*Swietenia macrophylla*) is from the Meliaceae family. In Guyana there are four (4) species under the Meliaceae family that have been documented as endemic to Guyana by various researchers and presented in publications (as found in Guyana): Family : *Meliaceae*; Species: *Carapa*, *Cedrela*, *Guarea* and *Trichilia*.

The species found and documented do not include *Swietenia macrophylla*. The exact time period of introduction of Mahogany in Guyana is not known but it is recognized that Mahogany is used mostly in urban areas for improving the aesthetics of the city in Guyana. Small volumes of mahogany when sourced are used for craft production for sale locally and internationally for the tourism industry.

In Guyana, the species has not been used commercially to the same extent as in other range countries. The main reason for the limited use is owing to high species diversity in Guyana forest which makes its occurrence very widely spread over the large geographic of the forests and limited information on its occurrence. Further, the species cannot be found in a centralized location in the forest but very randomly distributed. Additionally, the end use applications for this species is not widely known and are now being developed. This project will enable Guyana to undertake an assessment of its commercial forests to determine the status of the species. The outputs from the resource assessment will be used to develop a management plan for the sustainable harvesting of Red Cedar, as well as develop the capacity of the industry to harvest, develop and market the species domestically and internationally; consistent with the objectives of CITES Appendix III Listing. As a durable to moderately durable species regarding decay resistance, and also resistant to termite attack; Red Cedar has excellent weathering characteristics, with the older, slower-growing trees from the wild able to produce wood that is more durable than wood from younger, plantation-grown trees.

Red Cedar is valued for the production of rotary peeled and sliced veneer, plywood, cabinetry, musical instruments, humidors, and boatbuilding. Successful development of the species would therefore enhance Guyana's ability to offer a diverse range of wood species with characteristics and properties valued by international wood product markets.

## **1.2: Relevance**

The Project's aims and objectives are consistent with ITTO-CITES Program for Implementing CITES Listings of Tropical Timber Species. Specifically, the project will assist Guyana to:

- conduct resource assessment, design forest management plans and develop and market its Red Cedar species;
- develop capacity in developing and disseminating tools for identifying both wild species in the forest and wood products developed from processed Red Cedar;
- ensure that its international trade in CITES-listed Red Cedar is consistent with its sustainable management and conservation objectives; and
- develop and implement scientific, administrative and legal requirements for managing and regulating trade in Red Cedar to ensure that utilization is not detrimental to the survival of the species.

Specific activities to be undertaken under the project will also meet the objectives of the ITTO-CITES Program involving:

- a national resource assessment of Red Cedar in Guyana's commercial forest estate;
- improving knowledge concerning ecology and silviculture of Red Cedar;
- development of management plans for the species;
- training and awareness raising within the industry of the sustainable management and use of Red Cedar as a CITES-listed species; and
- in collaboration with the industry, developing cost-effective reporting systems for product tracking, including chain of custody for the species.

The Project also meets the following objectives of ITTA, 2006:

- (a): Providing an effective framework for consultation, international cooperation and policy development among all members with regard to all relevant aspects of the world timber economy
- Successful implementation of the project will enhance Guyana's capacity and experience in positively contributing to international dialogue on the international tropical timber trade, as well as CITES-listed species.
- (c): Contributing to sustainable development and to poverty alleviation
- Forestry is an important activity for Guyana's forest-dependent communities, particularly the indigenous communities. Successful implementation will not only assist the industry but also contribute to the socio-economic development of indigenous communities involved in the industry, as well as other community association who depend on harvesting and processing of timber for their livelihood.
- (d): Enhancing the capacity of members to implement strategies for achieving exports of tropical timber and timber products from sustainably managed sources
- Successful implementation of the project will further enhance the capacity of Guyana and its wood products sector to increase the range of timber products they offer to the international wood products market.
- (e) Promoting improved understanding of the structural conditions in international markets, including long-term trends in consumption and production, factors affecting market access, consumer preferences and prices, and conditions leading to prices which reflect the costs of sustainable forest management

Developing and exporting Red Cedar to meet CITES and other sustainable/environmental requirements will further contribute to the industry's knowledge and experience of the factors affecting market access for tropical timber in the international wood products trade.

- (h) Improving market intelligence and encouraging information sharing on the international timber market with a view to ensuring greater transparency and better information on markets and market trends, including the gathering, compilation and dissemination of trade related data, including data related to species being traded

Successful implementation of the project will enable Guyana to contribute its experience and knowledge in the management and sustainable utilization of Red Cedar to the international CITES program for listed species

- (i) Promoting increased and further processing of tropical timber from sustainable sources in producer member countries, with a view to promoting their industrialization and thereby increasing their employment opportunities and export earnings

Successful commercialization of Red Cedar will further enhance Guyana's industrialization of its wood products sector, and thereby enhance the capacity of the sector to contribute to Guyana's overall national economic development.

- (k) Improving marketing and distribution of tropical timber and timber product exports from sustainably managed and legally harvested sources and which are legally traded, including promoting consumer awareness

Experience from successfully developing and commercializing a CITES-listed species will also boost Guyana's capacity to develop and implement systems for ensuring that its industry only offers legally sourced and sustainably managed timber products to the international timber trade.

- (l) Strengthening the capacity of members for the collection, processing and dissemination of statistics on their trade in timber and information on the sustainable management of their tropical forests

Successful implementation of the project will contribute to the knowledge, information and data bank Guyana is building to help develop, manage and use the country's forest resources sustainably for national socio-economic development and poverty alleviation.

- (m) Encouraging members to develop national policies aimed at sustainable utilization and conservation of timber producing forests, and maintaining ecological balance, in the context of the tropical timber trade

Successful implementation of the project will assist Guyana to develop plans and policies for the sustainable management and commercial utilization of Red Cedar in line with CITES, environmental, legal and international timber trade requirements.

- (n) Strengthening the capacity of members to improve forest law enforcement and governance, and address illegal logging and related trade in tropical timber

Successful implementation of the project will further enhance Guyana's capacity to continuously improve its forest law enforcement and governance for all commercial species including CITES-listed species.

- (o) Encouraging information sharing for a better understanding of voluntary mechanisms such as, inter alia, certification, to promote sustainable management of tropical forests, and assisting member s with their efforts in this area

Successful implementation of the project will enable Guyana to share its knowledge and experiences with other range countries in the region for Red Cedar.

- (r) Encouraging members to recognize the role of forest -dependent indigenous and local communities in achieving sustainable forest management and develop strategies to enhance the capacity of these communities to sustainably manage tropical timber producing forests

Involvement of Amerindians in the development of commercialization of Red Cedar on a sustainable basis will also help them with the sustainable management and commercial utilization of Amerindian-owned forest lands.

(s) Identifying and addressing relevant new and emerging issues

Experience from the successful implementation of the project will enhance Guyana's experience and capacity in identifying and addressing new and emerging issues in the international tropical timber trade.

The project also meets the objectives of ITTO's Strategic Action Plan 2013-2018.

Specifically the project will support Strategic Priority 1: Promote Good Governance and Enabling Policy Frameworks for Strengthening SFM and Related Trade, and Enhancing SFM Financing and Investment. Through the strengthened planning for the management and utilization for CITES species in Guyana, a robust framework will be built to strengthen SFM in Guyana.

The project will also support Strategic Priority 2: Increase the Contribution of Tropical Forests to National and Local Economies, including through International Trade. Red Cedar and its future potential impact on trade will be an important part of this project and as such the contribution that this species on tropical forest will be maximized.

Additionally, the project will also support Strategic Priority 6: Build and Develop Human Resource Capacity to Implement SFM and Increase Trade in Forest Goods and Services from Sustainably Managed Forests. One part of the project will involve the development of forest management plans and conducting of training in CITES species. This will link closely to supporting this priority area.

### 1.2.1: Outcomes/outputs/deliverables and expected impacts/benefits

**Table 1: Outcomes, Outputs and Deliverables of the Trade and Marketing Transparency Programme**

Specific objectives	Outcomes	Outputs	Deliverables
<p><i>Strengthen forest planning and marketing of CITES listed, current and potential timber species from Guyana</i></p> <p>Strengthen information systems on markets and the forest sector</p>	<p>Improved decision making on markets and market promotion and strengthened performance evaluation</p>	<ul style="list-style-type: none"> <li>- Countries with improved information systems on markets and forest sector</li> <li>- National strategies to strengthen information systems (including improvement of policy, legal and institutional frameworks)</li> <li>- Strengthened capacity among decision makers to use information</li> </ul>	<p>Improved resource management and market information for Red Cedar in Guyana from resource assessment.</p> <p>National management plan and reporting framework for the management and commercialization of Red Cedar in Guyana.</p> <p>Guyana's forest products sector aware of, and develop capacity for the sustainable management and commercialization of Red Cedar.</p> <p>Domestic and international markets aware of Guyana's capacity to produce and sell Red Cedar consistent with CITES requirements.</p>
	<p>Improved reliability of information on the forest sector</p>	<ul style="list-style-type: none"> <li>- Improved quality of data</li> <li>- Improved analysis of the data for decision making</li> </ul>	<p>Resource assessment reports on the status of Red Cedar in Guyana.</p>
	<p>Improved capacities of building up and running of information systems</p>	<ul style="list-style-type: none"> <li>- Trained staff and specialists</li> <li>- Private sector organizations with improved systems and skills</li> <li>- Networks between producers and users of information</li> </ul>	<p>At least, 50 persons from both government and the private sector trained and competent in CITES regulations relating to the marketing, including the export of Red Cedar.</p>
<p><i>Strengthen forest planning and marketing of CITES listed, current and potential timber species from Guyana</i></p> <p>Fill gaps in the market transparency of tropical timber and timber products.</p>	<p>Improved statistical information on trade</p>	<ul style="list-style-type: none"> <li>- Identified weaknesses in the existing statistics</li> <li>- Improved trade statistics</li> <li>- Appropriate HS codes for tropical timber and timber products</li> </ul>	<p>Market information database established for Red Cedar for its promotion and commercialization.</p>
	<p>Improved information on markets</p>	<ul style="list-style-type: none"> <li>- Specific information on production and use of tropical timber, demand and supply outlook, bioenergy, emerging markets</li> <li>- Improved information on intra-regional trade</li> <li>- Strengthened capacity to utilize market information for marketing strategies and improvement of policy, legal and institutional frameworks</li> </ul>	<p>At least 5 workshops held nationally in Guyana's main commercial forest regions, including in indigenous communities, to raise awareness and promote the sustainable management and commercialization of Red Cedar</p>

Specific objectives	Outcomes	Outputs	Deliverables
	Improved decision-making on forest production and plantation development	<ul style="list-style-type: none"> <li>- Market information on Lesser Used Species and new materials</li> <li>- Information on market outlook for individual plantation species</li> </ul>	Guyana's Lesser Used Species promotional materials (brochures, posters, website entries etc.) updated to include Red Cedar.
	Improved benefit sharing from trade	<ul style="list-style-type: none"> <li>- Improved information on the structure of the value chain of tropical timber and timber products</li> </ul>	At least, between 30 and 50% of Guyana's forestry sector producing and exporting Red Cedar in compliance of CITES requirements.
<i>Strengthen forest planning and marketing of CITES listed, current and potential timber species from Guyana</i>	Improved capacity of tropical timber producers to adapt to market changes	<ul style="list-style-type: none"> <li>- Periodic systematic information on factors affecting markets (tariffs, non-tariff barriers, etc.)</li> <li>- Monitoring and analysis of emerging market requirements for tropical timber and timber products</li> </ul>	Markets Reports to include addressing of Red Cedar.
Enhance market access and trade development	Improved competitiveness of tropical timber	<ul style="list-style-type: none"> <li>- Periodic systematic information and research on the life cycle impacts of tropical timber vs. substitutes</li> </ul>	Trade statistics on Red Cedar including volumes and prices.
	Improved marketing strategies and skills	<ul style="list-style-type: none"> <li>- Marketing strategies in pilot enterprises</li> <li>- Trained staff and specialists in market intelligence and marketing skills</li> </ul>	More than 50% of Guyana's wood products companies competent in the export of Red Cedar in compliance of CITES.
	Facilitated trade procedures and reduced transaction costs	<ul style="list-style-type: none"> <li>- Policies and legal frameworks facilitating tropical timber trade in exporting countries</li> <li>- Trade policy change and optimization</li> </ul>	Reporting framework in place to facilitate the sale of Red Cedar on the domestic and international markets.
	Enhanced trade promotion	<ul style="list-style-type: none"> <li>- Trade promotion strategies and action plans</li> <li>- Improved access by buyers, users and producers on information on tropical timber species characteristics and uses</li> <li>- Market promotion activities for tropical timber</li> </ul>	At least 5 trade promotion activities undertaken.

## Compliance with ITTO CITES Program

The overall objective of the ITTO CITES programme is to ensure that international trade in CITES-listed timber species is consistent with their sustainable management and conservation. The specific objective is to assist national authorities to meet the scientific, administrative and legal requirements for managing and regulating trade in CITES-listed tropical timber species to ensure that utilization is not detrimental to their survival. Table 2 shows how the activities and outputs from the project will meet the objectives of the ITTO CITES Program.

**Table 2: Compliance with ITTO's CITES Program**

ITTO CITES Program Activities	Deliverables from Guyana's project and how they meet the objectives of the Program
<p><b>Specific Activities</b>  <b>Forest management</b>  <b>Activity 2.1: Forest Inventory Design</b>            Improve inventory design for resource assessment of CITES-listed timber species by capacity building and applied research to inter-alia utilise accessible technologies.</p>	<ul style="list-style-type: none"> <li>• <b>National Resource Assessment Report on the status of Red Cedar in Guyana.</b>                The information and data from the national resource assessment will build capacity in the management of CITES-listed species in Guyana. It will also contribute to knowledge and data on CITES-listed species in the Latin American region.</li> </ul>
<p><b>Activity 2.2:</b>  <b>Silviculture</b>            Improve knowledge concerning ecology and silviculture of each species through information gathering to fill identified knowledge gaps.</p>	<ul style="list-style-type: none"> <li>• <b>Management Plan for Red Cedar in Guyana</b>                The management plan developed from the resource assessment will develop capacity in Guyana for the sustainable management of Red Cedar, including silviculture. Guyana's experience will be invaluable for other CITES-listed range countries in the region.</li> </ul>
<p><b>Activity 2.3:</b>  <b>Management Plans</b>            Develop or improve management plans for sustainable management and conservation of the species in each of the range states.</p>	<ul style="list-style-type: none"> <li>• <b>Management Plan for Red Cedar in Guyana</b>                Management plan from the project will assist Guyana and other regional range countries to continually improve the sustainable management of Red Cedar to meet the objectives of CITES objective.</li> </ul>
<p><b>Activity 3.1:</b>  <b>National fora and Regional Working Group</b>            Promote initial or further national fora and Regional Working Groups to raise awareness of sustainable use, the role of sustainable development, and of the CITES legislation.</p>	<ul style="list-style-type: none"> <li>• <b>Training and workshops to improve awareness of the sustainable management of Red Cedar.</b>                Both Guyana and regional range states will benefit from information and knowledge sharing and thereby contribute to the objectives of the ITTO CITES Program.</li> </ul>
<p><b>Activity 3.2:</b>  <b>Cost-effective regulatory systems</b>            Develop co-operative and cost-effective regulatory systems for product tracking and chains of custody by identifying training needs relating to industry and trade, understanding market studies, and identifying and implementing economic incentives for compliance.</p>	<ul style="list-style-type: none"> <li>• <b>Cost effective reporting and monitoring framework for Red Cedar in Guyana</b>                Guyana's experience will add to the body of knowledge the ITTO Program is accumulating to enable it to better assist member countries in developing systems to cost-effectively manage and regulate their CITES-listed species.</li> </ul>
<p><b>Activity 3.3:</b>  <b>CITES training workshops</b>            Strengthen CITES trade compliance systems through training workshops for relevant staff and capacity-building in key CITES compliance areas.</p>	<ul style="list-style-type: none"> <li>• <b>Up to 50 persons trained trade compliance systems.</b>                The objective of the training and capacity building activities of the project will contribute to the strengthening CITES trade compliance systems through capacity building in member countries with CITES-listed species.</li> </ul>
<p><b>Activity 3.4:</b>  <b>Outreach</b>            Produce technical guides and materials constituting a "tool box" for range States and trading partners</p>	<ul style="list-style-type: none"> <li>• <b>Information and data from Guyana's project</b>                This will be invaluable in contributing to the ITTO's efforts in producing technical guidelines and materials as "tool box" to assist range states and trading partners to meet CITES requirements.</li> </ul>

## Trade and Marketing Transparency Monitoring Protocol

Table 3 describes how the Guyana project will meet the monitoring protocols of the Trade and Marketing Transparency Thematic Programme.

**Table 3: Trade and Marketing Transparency Thematic Program Monitoring Protocol**

<b>TRADE AND MARKETING TRANSPARENCY THEMATIC PROGRAM MONITORING PROTOCOL</b>				
<b>TMT General objective</b>				
The general objective of the Thematic Programme is to :				
(i) Promote the trade of tropical timber products and NTFPs by increasing the capacity of producer member countries in market intelligence and marketing skills, and				
(ii) Improve market transparency through improved data and knowledge				
<b>Specific Objectives</b>	<b>Outputs</b>	<b>Output Indicators</b>	<b>Target Value</b>	<b>Means of verification</b>
Strengthen information systems on markets and the forest sector	- Countries with improved information systems on markets and forest sector	- Information Systems on markets and forest sector improved	At least 3 countries with improved systems	Reports to the ITTO on the development and commercialization of Red Cedar in Guyana.
	- National strategies to strengthen information systems	- National strategies to strengthen information systems developed or quality improved	At least 3 countries with national strategies	National Red Cedar management plan developed for Guyana.
	- Improved quality of data and analysis	Improved statistical information and analyses on trade and markets in producing countries	At least 3 countries with improved statistics and analyses	Market information data on Red Cedar provided periodically to the ITTO.
	- Trained decision-makers, staff and specialists	- Training courses, workshops and other capacity building initiatives undertaken - Decision makers trained in development and use of information systems	At least 3 countries with trained decision makers, staff and specialists	Copies of training and market promotional material for the trade.
	- Private sector organizations with improved systems and skills	- Training and information-sharing working groups established and operational - Number of organizations with improved systems	Organizations with improved systems in at least 3 countries	At least up to 4 government agencies, including the GUYANA FORESTRY COMMISSION competent in regulating trade in Red Cedar.

<b>Specific Objectives</b>	<b>Outputs</b>	<b>Output Indicators</b>	<b>Target Value</b>	<b>Means of verification</b>
Fill gaps in the market transparency of tropical timber and timber products.	- Identified gaps/weaknesses in existing trade statistics	- Review and analyses of existing trade statistics	Review and analytical studies in at least 3 countries	Regular trade statistics provided to the ITTO
	- Specific information on production and use of tropical timber, demand and supply outlook, bioenergy, emerging markets	- Updated information	At least 3 reports	Statistics on the production and trade of Red Cedar.
	- Improved information on intra-regional trade	- Updated information	At least one study	Statistics on trade in Red Cedar from Guyana within the Latin American region
	- Trained staff and specialists in market intelligence and marketing skills	- Training course on market intelligence and marketing skills	At least one training course	Reports to the ITTO on at least 50 persons successfully trained and competent in the regulation of CITES-related species, especially Red Cedar.
	- Policies and legal frameworks facilitating tropical timber trade in exporting countries	-- Improved policy and legal frameworks related to timber trade in exporting countries and dissemination activities	At least one exporting country	Reports on Guyana's reporting framework for Red Cedar.
	- Effective networking among trading partners	- Information sharing networks operational	At least one network	Trade information on Red Cedar included on Guyana Forestry Commission's website.

### **1.2.2: Relevance to the submitting country's policies**

The Government of Guyana has embarked on a national programme that aims to continue to protect and maintain its forest resources, and sustainably manage and utilize the nation's natural resources for socio-economic development without limiting the ability of future generations to similarly benefit from these natural assets. Achieving sustainable development in the forest products sector therefore involves efficient and effective use of the nation's forest resources.

The forestry sector of Guyana has advanced in terms of growth and development in the last decade and is supported by policies and strategic framework, modern legislation, and a robust system of guidelines and systems for sustainable forest management.

The activities of the GUYANA FORESTRY COMMISSION's Programme of Work focuses on the implementation of these policies and also addresses key priorities in the REDD+ Governance Development Plan (RGDP), Monitoring Reporting and Verification System (MRVS) Road Map, and Low Carbon Development Strategy (LCDS), among other strategic documents.

Over the past few years, the legislative structure of the forest sector has been modernized through the passage of the two main pieces of legislation governing the forest sector: the Guyana Forestry Commission Act 2007 and the Forest Act 2009, and these pieces of legislation have laid out a strong legal framework for social, economic and environmental management of the State Forest Estate. Both pieces of legislation have received Presidential assent and supporting structures have been developed to accompany full implementation of these legislations.

The activities proposed for this project will comply with policies, laws and strategic initiatives that are being undertaken in Guyana. Among these are:

- Forest Act of 2009.
- Guyana National Forest Policy Statement (2011)
- Guyana National Forest Plan (2011)
- Negotiation of a Voluntary Partnership Agreement (VPA) under the European Union Forest Law Enforcement Governance and Trade Programme (EU-FLEGT).
- Low Carbon Development Strategy (LCDS)
- Building a Monitoring and Verification System to support REDD+ for Guyana
- Advancing efforts towards Independent Forest monitoring, and
- Development of Forest Community Enterprise Programme

The Guyana National Forest Policy Statement (NFPS) of 2011 recognizes that:

- the resources of the forests are the patrimony of all citizens of the country, and
- there is increased attention being paid by the public to the environmental and social aspects of forestry, and to the importance of managing the multi-faceted resources of the nation's forests in a sustainable manner.

The Policy highlights the importance of a level of control over all harvesting activities, sufficient to provide adequate protection of biodiversity, ensure sustainable production and provide assurance of legality. One specific objective is to promote the sustainable and efficient forest activities which utilize the broad range of forest resources and contribute to national development while allowing fair returns to local and foreign entrepreneurs and investors.

The Guyana National Forest Plan (NFP) of 2011 provides the framework and identifies programmes and activities that must be accomplished to ensure implementation of the policy and compliance with the law.

The National Forest Plan is divided into ten programmes which follow the key areas of action identified in the forest policy.

The Guyana's Low Carbon Development Strategy (LCDS) provides the framework for the development of Guyana towards a low carbon economy. These strategies as outlined in the various policy documents make a strong case for greater emphasis to be placed on developing the competitiveness of wood processing sector, with a focus on: reduced deforestation, improved recovery, reducing waste, increasing the sector's contribution to GDP, reducing the export of logs, increasing job creation and improving competitiveness and profitability of wood processing operations.

### **Development of Forest Community Enterprise Programme**

Communities and small scale forest enterprises form an important part of the forest sector in Guyana. As of December 2012, a total of 69 Community Forestry Organizations were in operation of which 65 Associations have been granted State Forest Permissions. The remaining 4 Associations were in various stages of preparation for the application of SFPs. A total of 102 SFP's covering an area of 459,290 ha has been allocated through this programme.

The GUYANA FORESTRY COMMISSION has identified as a priority action, the continuation of support to Community Forestry Associations which shows a total membership of approximately 1,800 persons, and can provide employment to ensure the maximization of benefits to communities, and the fostering of economic and social livelihood opportunities for this stakeholder group.

The proposed project builds on all these national initiatives, and aims to enhance community stakeholders' participation in implementing a national strategy for the sustainable development and commercial utilization of Red Cedar, as well as potential species which may be listed on CITES Appendices.

### **1.3: Target area**

#### **1.3.1: Geographic location**

Guyana, the only English speaking country in South America, is located on the Atlantic seaboard of north-eastern South America. It extends 800 km south from latitude 8° N on the Atlantic coast to latitude 1° N, and some 480 km east to west between longitudes 57° and 61° W. It has an area of about 215,000 km<sup>2</sup> and a population of approximately 750,000. Tropical high forests cover some 16.4 million ha or about 76% of the total land area.

State forests administered by the Guyana Forestry Commission (GUYANA FORESTRY COMMISSION) account for about 13.6 million ha (63% of the land area).

Access for commercial timber removal on State Forests is controlled by the GUYANA FORESTRY COMMISSION through the allocation of concessions and permits as follows:

- Timber Sales Agreement (TSA) covers concessions of more than 24,000 hectares and is allocated for a period of up to 30 years.
- Wood Cutting License (WCL) is issued for 3 to 10 years, and covers forests of between 8,000 and 24,000 hectares.
- State Forest Permissions (SFP) are given for two years and cover areas of less than 8,000 hectares. SFPs are generally issued to individual small-scale operators and community-based associations.
- State Forest Exploratory Permits (SFEPs), which are issued for survey and feasibility purposes.

Production also takes place on private lands under the controlled of indigenous communities. Productions from private lands are integrated into the national system and follow all national systems once the products leave the private communities. This project will target some 8 million hectares of state forest which represents the portion of state forest under commercial utilization and also and also private forest.

The project will cover the whole of Guyana. Red Cedar occurs throughout Guyana in random occurrences given the high species diversity of Guyana forests.

### **1.3.2: Social, cultural, economic and environmental aspects**

From a social and cultural perspective, forestry and forest production have historically, and will continue to play a significant part of the way of life of communities and rural livelihoods. The forests have been used for both subsistence and commercial purposes and this has continued over the years.

In addition to State Forests, portions of the forest area are under titled Amerindian lands and are used to provide livelihood to these communities. Community forestry outside of Amerindian land in Guyana constitutes a significant aspect of the forest sector, and there are 69 community organizations that are issued approximately 450,000 hectares of State Forest and employ close to 2,000 persons.

Introducing another commercial species, which is already well known in the international timber trade, will not only reduce the commercial focus on a few prime species, but will also enhance GUYANA FORESTRY COMMISSION's ability to manage the whole of the national commercial forest estate on a more sustainable basis by reducing the commercializing pressure on the already developed species. It will also add to the list of lesser used species the GUYANA FORESTRY COMMISSION is developing and promoting in collaboration with the industry.

From an economic perspective, the forest sector continues to be a key commercial sector in Guyana. This is reflected in an average employment level of 20,000 persons, a contribution to Gross Domestic Product of between 3% and 4% by primary products sector and an estimated contribution of between 5% and 8% by the manufactured wood products.

The Government of Guyana has also earmarked the forestry sector, with emphasis on developing more commercial species for processing because of the potential in relation to employment generation and the available markets.

The activities of this project will greatly enhance the potential of this sector to achieve the Government's mandate/vision of increasing employment within the sector, maximizing the value from natural resources and increase contribution to GDP.

From an environmental perspective, the forests in Guyana cover some 18 million hectares. This is largely intact forest with only half of the 13 million of the State Forest Estate being allocated as of the end of 2012, for sustainable commercial production purposes.

A recently completed national level assessment of deforestation and forest degradation in Guyana concluded that the average rate of deforestation in Guyana is between 0.03% to 0.06%. This confirms that Guyana is a high forest cover, low deforestation rate country.

With the successful implementation of the project to meet CITES requirements and other international market requirements such as chain of custody system and legality verification market access for the sector can be greatly enhanced, and thereby further contribute to the sector's development, and increase its contribution to GDP.

From the social and cultural perspectives, the project will assist communities to better plan and manage the forest areas that they live in and work with. This will assist them to better preserve the traditional use and cultural values of the forest.

#### 1.4: Expected outcomes at project completion

The following outcomes are expected at the successful conclusion of the project.

**Expected outcome 1: Completed resource assessment of Red Cedar in Guyana’s commercial estate to establish the status of the species.**

The resource assessment will result in the creation of a database on the status of Red Cedar.

**Expected outcome 2: Capacity developed in Guyana for managing Red Cedar, including its identification in the wild as well as processed wood products.**

Workshops and training sessions will be held to train producers and personnel from GFC in the sustainable management and commercialization of Red Cedar.

**Expected outcome 3: National strategy for developing and commercializing CITES-listed species in Guyana including statistical database.**

In collaboration with the industry, the information from the resource assessment will be used to develop a national Red Cedar management and commercialization strategy for Guyana to ensure that utilization is not detrimental to the survival of the species.

**Expected outcome 4: National framework for implementing scientific, administrative and legal requirements for managing and regulating trade in Red Cedar**

In collaboration with the industry and relevant government agencies, a national Red Cedar Reporting framework will be developed to ensure that the trade in Red Cedar complies with CITES requirements.

## PART 2: PROJECT RATIONALE AND OBJECTIVES

### 2.1: Stakeholder analysis

Table 4 provides a summary of the key stakeholders who have been involved in the identification and development of the project, including the processes adopted to seek their involvement and input.

Table 4: Stakeholder Analysis

Stakeholder Group	Characteristics	Problems, Needs, Interests	Potentials	Involvement in Project
<i>Primary Stakeholders</i>				
GFC	Regulatory agency	The main problem is the lack of management capability for Red Cedar given limited, giving rise to challenges in marketing and further developing this species. The main need is to develop the information base for the species further to assist in promoting it uses. The GFC is therefore interested in having the sustainable management of Red Cedar be further developed in the future.	Improved capacity to manage Red Cedar.	Executing agency
Forest	Private Sector	Given Red Cedar is already	Enhanced	Direct

Stakeholder Group	Characteristics	Problems, Needs, Interests	Potentials	Involvement in Project
Products association	Association Body	known in the trade internationally, the FPA proposed that the GFC investigate how the species can be included in the lesser used species list currently being developed and promoted by the industry and the GFC. Specifically, given Red Cedar is listed on CITES Appendix III, the FPA requested the GFC to investigate how the species can be commercialized within the rules and requirements of CITES.	commercial potential of Red Cedar to build market access.	beneficiary
Community Associations	Community based forestry stakeholders	Red Cedar is available in a number of community owned and managed forest areas. The potential of Red Cedar is however untapped since there is insufficient information on this species to allow for effective SFM and commercial utilization. Community forestry operators are interest and have expressed a need to fill this gap.	Enhanced commercial potential of Red Cedar to build market access.	Direct beneficiary
<i>Secondary Stakeholders</i>				
Amerindian Communities	Titled forest land holders/Private Forests	The problems, needs and interests are similar to that of Community Associations and additionally, but is unique in terms of these lands are owned by Amerindian Communities through Absolute Grants.	More effective planning and management capability of forest area.	Indirect Beneficiary
International and Local Trade Community	Potential markets	The main problem faced by the market is the reduced availability of forest products from CITES listed timber species. Assurance of harvesting of these species from sustainably managed forests is a key interest.	Source of supply of timber products made of Red Cedar from forests that are sustainably managed	Indirect Beneficiary
<i>Tertiary Stakeholders</i>				
Government	Government	Informing natural resources	Increased	Supporting

Stakeholder Group	Characteristics	Problems, Needs, Interests	Potentials	Involvement in Project
agencies – specifically the Ministry of Natural Resources and the Environment and its agencies.	ministry	management plans for the forest sector is not enabled using full information on certain species like Red Cedar. There is a need for this gap to be filled and an interest in developing and executing programmes that utilize more detailed information on CITES timber species.	capacity to plan strategically for forest management programmes in Guyana, especially for species on CITES listing.	role
Civil Society	NGO and Academic Institutions	Institutions that are involved in research and technical studies on CITES listed species also face a problem of limited information. The needs of this group is to support and thereby benefit from the activities to be executed and the results to be generated.	Increased access to methods and results on CITES listed timber species for further research and technical studies.	Supporting role

## 2.2: Problem Analysis

The main problem to be addressed is the lack of adequate information on CITES-listed species such as Red Cedar, which is making it difficult to commercialize them as part of Guyana’s lesser used species for promotion and marketing to the domestic and international markets.

Figure 1 presents the problem analysis including causes and effects, proposed interventions and the possible situation after the successful implementation of the project.

## 2.3: Objectives

### 2.3.1: Development objective and impact indicators

The project’s **Development Objective** is to “Enhance sustainable forest management of the forest sector of Guyana through improved market intelligence and trade of CITES listed timber species.”

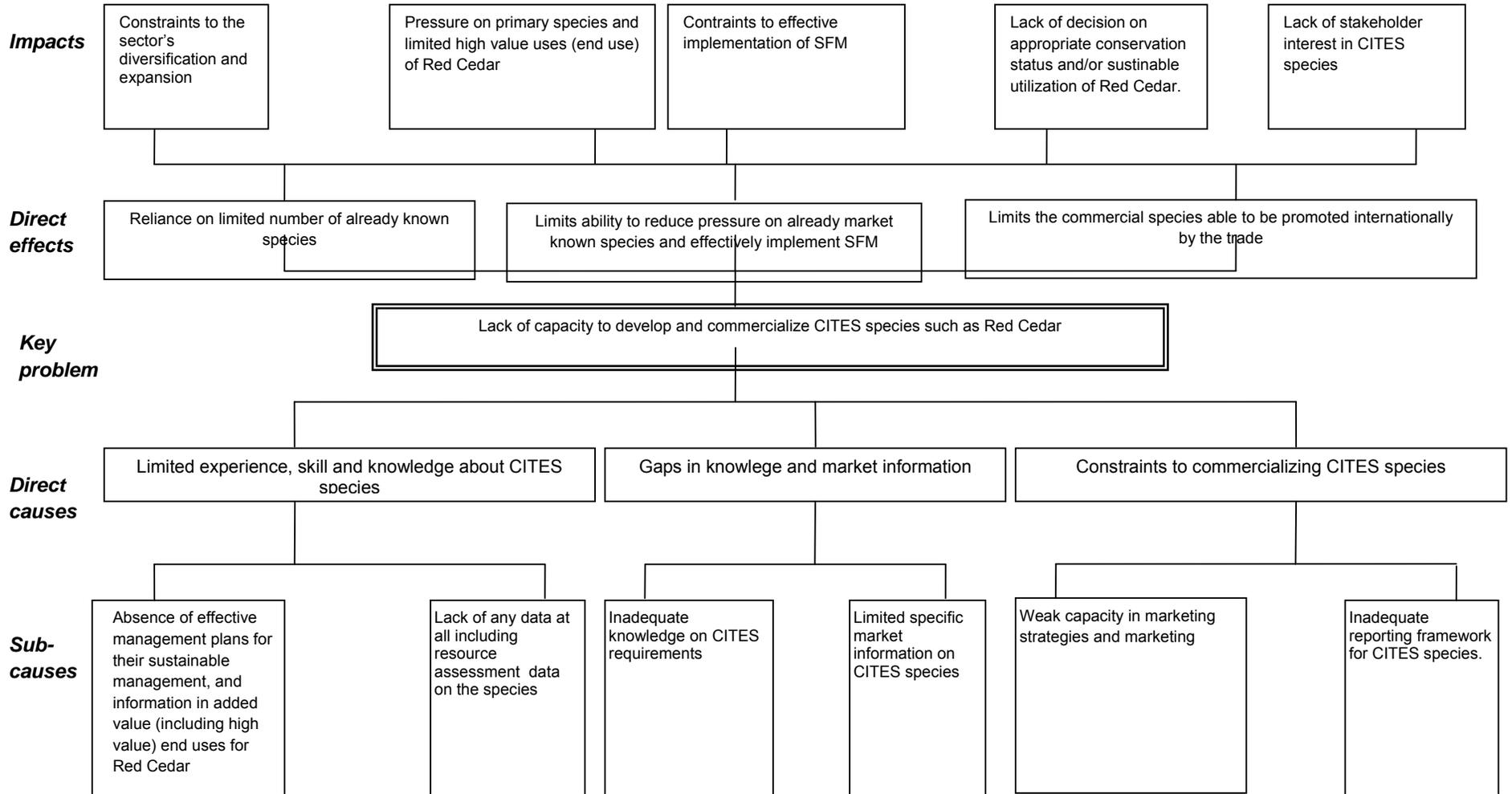
The Impact Indicator is: “Informing decision regarding appropriate conservation and/or utilization status and associated work programme.”

The **Specific Objective** is to “Strengthen forest planning and marketing of CITES listed, current and potential timber species from Guyana

The Outcome Indicator is: “Improving sustainable management of Red Cedar.”

Table 2, presents the project’s monitoring protocols.

**FIGURE 1: PROBLEM TREE ANALYSIS**



## **Description of Problem Analysis**

The main problem is that the project seeks to address is the lack of capacity to effectively develop and commercialize CITES species such as Red Cedar. This stems from a few specific sub causes including the absence of effective management plans for this species, lack of resource information on the species itself, and weak marketing strategy for the species both in the national and international context.

These sub causes have come about from the lack of experience and skill in managing this CITES listed species, and gaps in knowledge, market information and related constraints in commercializing the species. Therefore the loss of market share has been impacted by more than just a volume constraint but an overall management and strategic constraint from a forest management as well as marketing perspective. This is especially seen in the instance where there is limited added value production for Red Cedar.

This problem has led to the reliance of limited species with Guyana utilizing approximately 40 species only out of the much larger species base available in the forest; the associated heightened pressure on the species that are being harvested and exported. This has in turn led to constraints experienced by the sector in terms of diversification and expansion, overall practice of SFM in the forest sector of Guyana, the development of added value end uses of Red Cedar, as well as the potential decision on the appropriate utilization or conservation status of Red Cedar not being informed.

Table 5

<b>MONITORING PROTOCOL</b>				
<b>Project General Objective</b>				
The general objective of the project is to develop and commercial Guyana's CITES-listed species such as Red Cedar as part of its suite of lesser used species to reduce pressure on the country's primary species, and thereby assist with implementing effectively SFM.				
<b>Specific Objective</b>	<b>Outputs</b>	<b>Output Indicators</b>	<b>Target Value</b>	<b>Means of verification</b>
Strengthen forest planning and marketing of CITES listed, current and potential timber species from Guyana	Improved sustainable management of Red Cedar – CITES Appendix III species ( <i>Cedrela Odorata</i> ) through enhanced forest management planning.	<ul style="list-style-type: none"> <li>Information on the status of CITES-listed species such as Red Cedar available from resource assessment to assist the sustainable management and commercialization of the species.</li> <li>About 50% of producers in Guyana able to offer Red Cedar on a sustainable basis to international markets.</li> </ul>	Undertake a resource assessment of CITES-listed species, especially Red Cedar in Guyana's commercial forests.	Resource assessment report
	Enhance market intelligence on CITES and the timber trade, relating to the impacts on Guyana's forest sector	<ul style="list-style-type: none"> <li>CITES-listed species such as Red Cedar included as part of the lesser used species Guyana is promoting and marketing on domestic and international markets.</li> <li>Red Cedar being purchased regularly by up to 10 major buyers in North America and Europe.</li> </ul>	Develop reporting and marketing framework for Red Cedar in Guyana	Reporting framework developed for CITES timber exports.
	Increased capacity to support market development of CITES Listing of Timber Species	<ul style="list-style-type: none"> <li>Capacity developed within GUYANA FORESTRY COMMISSION and the sector for the sustainable commercialization of Red Cedar for the domestic and international markets.</li> <li>Up to 50 persons trained</li> </ul>	Guyana successfully exporting CITES-compliant Red Cedar to the international market	Trade statistics on Red Cedar reported publicly and also provided to the ITTO for its MIS reports  Training Reports

## PART 3: PROJECT INTERVENTIONS

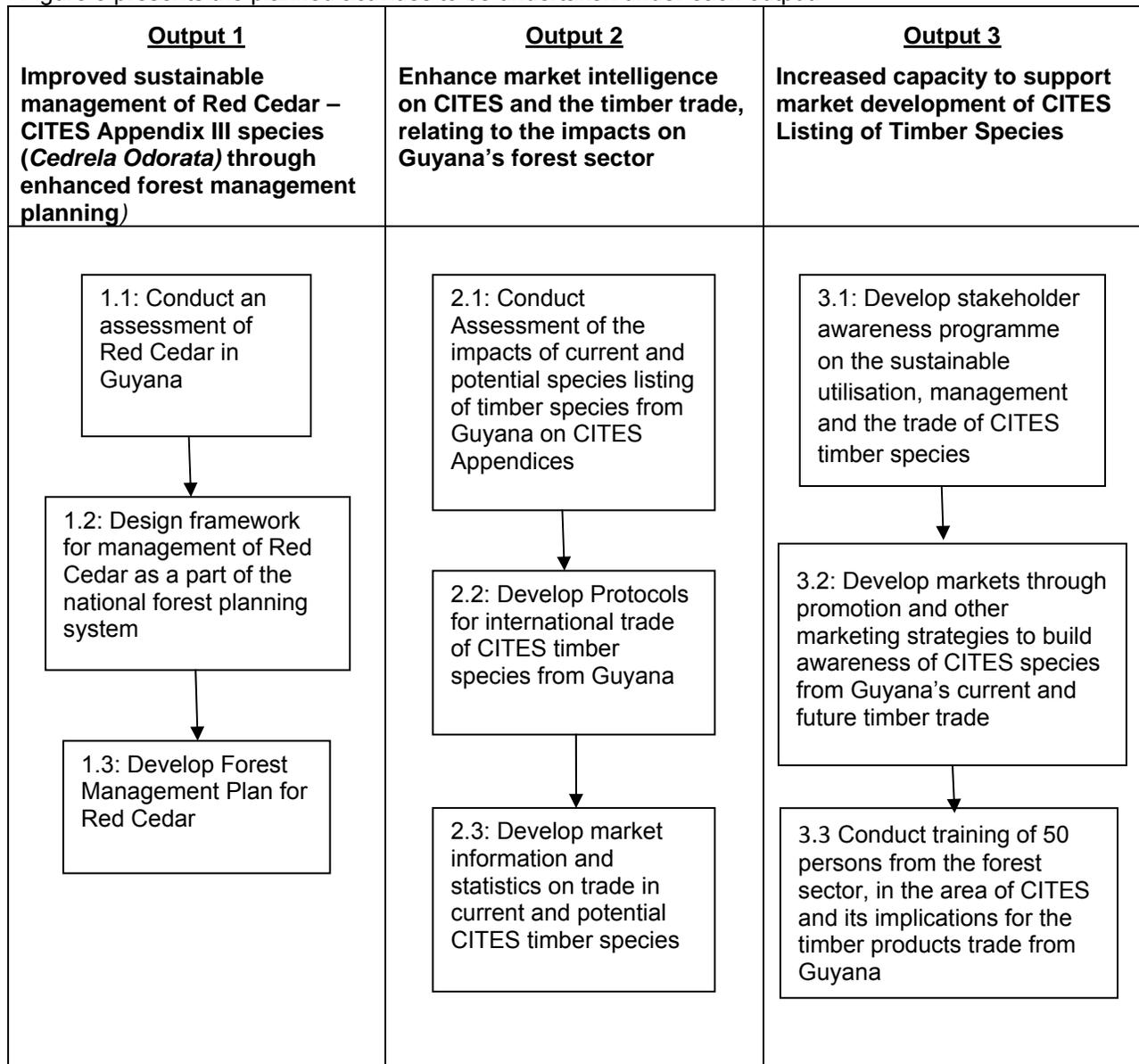
### 3.1: Outputs

The main outputs of the project are as follows:

- Output 1:** Improved sustainable management of Red Cedar – CITES Appendix III species (*Cedrela Odorata*) through enhanced forest management planning.
- Output 2:** Enhanced market intelligence on CITES and the timber trade, relating to the impacts on Guyana’s forest sector.
- Output 3:** Increased capacity to support market development of CITES Listing of Timber Species

### 3.2: Activities and Inputs

Figure 3 presents the planned activities to be undertaken under each output.



### **3.3: Strategic approach and methods**

The following strategy will be adopted to implement the project. First, a resource assessment will be conducted to assess the status of known CITES-listed species in Guyana's commercial forests, especially Red Cedar. A combination of aerial photography and ground assessment will be used for the resource assessment. Information and data from the resource assessment will be used to develop management plans, initially for Red Cedar. The management plans will form the basis for developing similar plans if new species become CITES-listed in the future.

Second, marketing and promotional material will be developed for Red Cedar, aimed at informing both the domestic and international markets about the availability of the species in Guyana. This will be done in close collaboration with the industry and the Forest Products Development and Marketing Council (FPDMC), which is part of the GUYANA FORESTRY COMMISSION.

Third, training and awareness-raising will be conducted within the industry on the sustainable management and use of Red Cedar as a CITES-listed species.

Fourth, in collaboration with the industry and relevant government departments, cost-effective reporting systems will be developed to manage Red Cedar, including product tracking and chain of custody for the species.

One expert is provided for in the budget: the Forest Resource Management Specialist, and the Training Specialist. The former is intended to be an international expert whilst the latter, a national expert. The Forest Resource Management Specialist will undertake a resource assessment of Guyana's commercial forest estate with the view to determining the status (standing commercial volume) of Red Cedar and other commercial species with the potential for listing on any of the CITES Appendices. This specialist will also assist in market development activities in collaboration with national stakeholders including the GFC and the FPA. The Training Specialist will prepare training materials and deliver training to the companies within the sector on CITES-related activities. The activities will be targeted to both the GFC and the private sector, as well as other direct and indirect beneficiaries, such as civil society and communities that have been identified in the Stakeholder Analysis sub section. From the regulatory side, the project is aimed at building the capability of the GFC to manage and assess Red Cedar for the future development of the sector, and from the private sector and community level, the project will target market and trade development. Market information will be targeted to the local private sector as well as existing and potential buyers.

At the international level, consultations will be conducted with existing buyers and potential buyers of timber products from Guyana. Additionally, CITES, EU (FLEGT and EUTR) and Lacey Act requirements and implementation will also be consulted/referenced as part of this project.

### 3.4: Work plan

**Table 3: General Work Plan**

Outputs/Activities	Responsible Party	Year 1 Quarter				Year 2 Quarter	
		Q1	Q2	Q3	Q4	Q1	Q2
<b>Output 1</b>							
1. Conduct an assessment of Red Cedar in Guyana	GFC and consultants	•	•	•	•		
2. Design framework for management of Red Cedar as a part of the national forest planning system	GFC and consultants	•	•	•	•		
3. Develop Forest Management Plan for Red Cedar	GFC and consultants			•	•		
<b>Output 2</b>							
1. Conduct Assessment of the impacts of current and potential species listing of timber species from Guyana on CITES Appendices	GFC and consultants	•	•	•	•		
2. Develop Protocols for international trade of CITES timber species from Guyana	GFC and consultants				•	•	•
3. Develop market information and statistics on trade in current and potential CITES timber species	GFC, FPA and FPDMC					•	•
<b>Output 3</b>							
1. Develop stakeholder awareness programme on the sustainable utilization, management and the trade of CITES timber species	GFC, FPA and FPDMC					•	•
2. Develop markets through promotion and other marketing strategies to build awareness of CITES species from Guyana's current and future timber trade	GFC, FPA and FPDMC			•	•	•	•
3. Conduct training of 50 persons from the forest sector, in the area of CITES and its implications for the timber products trade from Guyana	GFC, FPA and FPDMC				•	•	•

Budget Component	Budget Component	Quantity	Units	Unit Costs US\$	Source (I or E)	Year 1	Year 2	Total Cost ITTO US\$	Total Cost Executing Agency US\$	Total Cost (US\$)
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Management of Red Cedar

Assessment of Red Cedar in Guyana.

11.1	Project Personnel - Project Coordinator	2	Person-Mth	1,000	(E)	1,000	1,000		2,000	2,000
13.1	Project Personnel - Forest Resource Management Specialist	30	Days	300	(I)	9,000		9,000		9,000
31.2	Duty Travel - Daily Subsistence Allowance International consultant	15	Days	100	(I)	1,500		1,500		1,500
32.2	Duty Travel - International Travel	1	Flight	3,000	(I)	3,000	-	3,000		3,000
33.1	Duty Travel Local Transport - Forest Resource Management Specialist	60	Trips	25	(E)	1,500			1,500	1,500
33.2	Duty Travel Local Transport - International Consultants	60	Trips	25	(I)	1,500		1,500		1,500
44.1	Capital items - Computer equipment	3	Units	1000	(I)	3,000	-	3,000		3,000
44.2	Capital items - Forestry equipment	10	Units	462.5	(I)	4,625		4,625		4,625
51	Consumables Raw Materials	6	Event-mth	2,000	(E)	12,000			12,000	12,000

	Consumables Office Supplies - to support forest resource assessment.	54	Consumables Office Supplies	6	Event-mth	500	(I)	3,000		3,000		3,000
	Executing Agency Mgt Cost	71	National Management Cost - Executing Agency Management Cost	2	Activity-Mth	2,000	(E)	2,000	2,000		4,000	4,000
								42,125	3,000	25,625	19,500	<b>45,125</b>

**Activity 1.2 – Design Framework for management of Red Cedar as part of the national forest planning system**

	Project Coordination	11.1	Project Personnel - Project Coordinator	2	Person-Mth	1,000	(E)	1,000	1,000		2,000	2,000
	Forest Resource Management Specialist	13.1	Project Personnel - Forest Resource Management Specialist	20	Days	300	(I)	6,000		6,000		6,000
	Daily Subsistence Allowance for Forest Resource Management Specialist/Consultant	31.2	Duty Travel - Daily Subsistence Allowance International consultant	10	Days	100	(I)	1,000		1,000		1,000
	Local Transport - Forest Resource Management Specialist	33.1	Duty Travel Local Transport - Forest Resource Management Specialist	40	Trips	25	(E)	1,000			1,000	1,000
	Local Transport - Forest Resource Management Specialist	33.2	Duty Travel Local Transport - International Consultants	40	Trips	25	(I)	1,000		1,000		1,000
	Consumables Raw Materials - to conduct forest resource assessment.	51	Consumables Raw Materials	3	Event-mth	2,000	(E)	6,000			6,000	6,000
	Consumables Office Supplies - to support forest resource assessment.	54	Consumables Office Supplies	3	Event-mth	500	(I)	1,500		1,500		1,500
	Executing Agency Mgt Cost	71	National Management Cost - Executing Agency Management Cost	2	Activity-Mth	2,000	(E)	2,000	2,000		4,000	4,000
								19,500	3,000	9,500	13,000	<b>22,500</b>

**Activity 1.3 – Develop a forest management plan for Red Cedar**

	Project Coordination	11.1	Project Personnel - Project Coordinator	2	Person-Mth	1,000	(E)	1,000	1,000		2,000	2,000
	Forest Resource Management Specialist	13.1	Project Personnel - Forest Resource Management Specialist	30	Days	300	(I)	9,000		9,000		9,000

Daily Subsistence Allowance for Forest Resource Management Specialist/Consultant	31.2	Duty Travel - Daily Subsistence Allowance International consultant	15	Days	100	(I)	1,500		1,500		1,500
Local Transport - Forest Resource Management Specialist	33.1	Duty Travel Local Transport - Forest Resource Management Specialist	40	Trips	25	(E)	1,000			1,000	1,000
Local Transport - Forest Resource Management Specialist	33.2	Duty Travel Local Transport - International Consultants	30	Trips	25	(I)	750		750		750
Consumables Raw Materials - to conduct forest resource assessment.	51	Consumables Raw Materials	4	Event-mth	2,000	(E)	8,000			8,000	8,000
Consumables Office Supplies - to support forest resource assessment.	54	Consumables Office Supplies	4	Event-mth	500	(I)	2,000		2,000		2,000
Executing Agency Mgt Cost	71	National Management Cost - Executing Agency Management Cost	2	Activity-Mth	2,000	(E)	2,000	2,000		4,000	4,000
							25,250	3,000	13,250	15,000	<b>28,250</b>
<b>Output 2: Enhance market intelligence on CITIES and the timber trade, relating to the impacts on Guyana's Forest Sector</b>											
<b>Activity 2.1 – Conduct assessment of the impacts of current and potential species listing of timber species from Guyana on CITIES Appendices</b>											
Project Coordination	11.1	Project Personnel - Project Coordinator	2	Person-Mth	1,000	(E)	1,000	1,000		2,000	2,000
Forest Resource Management Specialist	13.1	Project Personnel - Forest Resource Management Specialist	10	Days	300	(I)	3,000		3,000		3,000
Daily Subsistence Allowance for Forest Resource Management Specialist/Consultant	31.2	Duty Travel - Daily Subsistence Allowance International consultant	10	Days	100	(I)	1,000		1,000		1,000
Local Transport - Forest Resource Management Specialist	33.1	Duty Travel Local Transport - Forest Resource Management Specialist	20	Trips	25	(E)	500			500	500
Local Transport - Forest Resource Management Specialist	33.2	Duty Travel Local Transport - International Consultants	20	Trips	25	(I)	500		500		500

Consumables Raw Materials	51	Consumables Raw Materials	2	Event-mth	2,000	(E)	4,000			4,000	4,000
Consumables Office Supplies	54	Consumables Office Supplies	2	Event-mth	500	(I)	1,000		1,000		1,000
Executing Agency Mgt Cost	71	National Management Cost - Executing Agency Management Cost	2	Activity-Mth	2,000	(E)	2,000	2,000		4,000	4,000
							13,000	3,000	5,500	10,500	<b>16,000</b>
<b>Activity 2.2 – Develop protocols for International trade of CITIES timber species from Guyana</b>											
Project Coordination	11.1	Project Personnel - Project Coordinator	2	Person-Mth	1,000	(E)	1,000	1,000		2,000	2,000
Forest Resource Management Specialist	13.1	Project Personnel - Forest Resource Management Specialist	10	Days	300	(I)	3,000		3,000		3,000
Daily Subsistence Allowance for Forest Resource Management Specialist/Consultant	31.2	Duty Travel - Daily Subsistence Allowance International consultant	5	Days	100	(I)	500		500		500
Local Transport - Forest Resource Management Specialist	33.1	Duty Travel Local Transport - Forest Resource Management Specialist	10	Trips	25	(E)	250			250	250
Local Transport - Forest Resource Management Specialist	33.2	Duty Travel Local Transport - International Consultants	10	Trips	25	(I)	250	-	250		250
Consumables Raw Materials	51	Consumables Raw Materials	2	Event-mth	2,000	(E)	4,000			4,000	4,000
Consumables Office Supplies	54	Consumables Office Supplies	2	Event-mth	500	(I)	1,000		1,000		1,000
Executing Agency Mgt Cost	71	National Management Cost - Executing Agency Management Cost	2	Activity-Mth	2,000	(E)	2,000	2,000		4,000	4,000

								12,000	3,000	4,750	10,250	15,000
<b>Activity 2.3 – Develop market information and statistics design systems improvement that will address identified gaps in implementation of existing system</b>												
Project Coordination	11.1	Project Personnel - Project Coordinator	2	Person-Mth	1,000	(E)	1,000	1,000			2,000	2,000
Forest Resource Management Specialist	13.1	Project Personnel - Forest Resource Management Specialist	5	Days	300	(I)	1,500			1,500		1,500
Daily Subsistence Allowance for Forest Resource Management Specialist/Consultant	31.2	Duty Travel - Daily Subsistence Allowance International consultant	5	Days	100	(I)	500			500		500
Local Transport - Forest Resource Management Specialist	33.1	Duty Travel Local Transport - Forest Resource Management Specialist	10	Trips	25	(E)	250				250	250
Local Transport - Forest Resource Management Specialist	33.2	Duty Travel Local Transport - International Consultants	10	Trips	25	(I)	250	-		250		250
Consumables Raw Materials	51	Consumables Raw Materials	2	Event-mth	2,000	(E)	4,000				4,000	4,000
Consumables Office Supplies	54	Consumables Office Supplies	1	Event-mth	500	(I)	500			500		500
Executing Agency Mgt Cost	71	National Management Cost - Executing Agency Management Cost	2	Activity-Mth	2,000	(E)	2,000	2,000			4,000	4,000
							10,000	3,000	2,750		10,250	13,000
<b>Output 3: Increased capacity to support market development of CITES Listing of Timber Species</b>												
<b>Activity 3.1 – Develop stakeholder's awareness programme on the sustainable utilization, management and the trade of CITIES timber species</b>												
Project Coordination	11.1	Project Personnel - Project Coordinator	2	Person-Mth	1,000	(E)	1,000	1,000			2,000	2,000
Forest Resource Management Specialist	13.1	Project Personnel - Forest Resource Management Specialist	5	Days	300	(I)	-	1,500		1,500		1,500

Training and Capacity Building Consultant	14.1	Project Personnel - Training and Capacity Building Consultant	20	Days	250	(I)		5,000	5,000		5,000
Daily Subsistence Allowance for Forest Resource Management Specialist/Consultant	31.2	Duty Travel - Daily Subsistence Allowance International consultant	5	Days	100	(I)	-	500	500		500
Local Transport - Forest Resource Management Specialist	33.1	Duty Travel Local Transport - Forest Resource Management Specialist	10	Trips	25	(E)	250	-		250	250
Local Transport - Forest Resource Management Specialist	33.2	Duty Travel Local Transport - International Consultants	10	Trips	25	(I)	-	250	250		250
Consumables Raw Materials	51	Consumables Raw Materials	1	Event-mth	2,000	(I)	1,000	1,000	2,000		2,000
Consumables Office Supplies	54	Consumables Office Supplies	1	Event-mth	500	(I)	500		500		500
Executing Agency Mgt Cost	71	National Management Cost - Executing Agency Management Cost	2	Activity-Mth	2,000	(E)	2,000	2,000		4,000	4,000
							4,750	11,250	9,750	6,250	16,000

**Activity 3.2 – Develop markets through promotion and other marketing strategies to build awareness of CITES species from Guyana’s current and future timber trade**

Project Coordination	11.1	Project Personnel - Project Coordinator	2	Person-Mth	1,000	(E)	1,000	1,000		2,000	2,000
Forest Resource Management Specialist	13.1	Project Personnel - Forest Resource Management Specialist	5	Days	300	(I)	-	1,500	1,500		1,500
Training and Capacity Building Consultant	14.1	Project Personnel - Training and Capacity Building Consultant	20	Days	250	(I)	-	5,000	5,000		5,000
Daily Subsistence Allowance for Forest Resource Management Specialist/Consultant	31.2	Duty Travel - Daily Subsistence Allowance International consultant	5	Days	100	(I)	-	500	500		500
Local Transport - Forest Resource Management Specialist	33.1	Duty Travel Local Transport - Forest Resource Management Specialist	5	Trips	25	(E)	125			125	125
Local Transport - Forest Resource Management Specialist	33.2	Duty Travel Local Transport - International Consultants	5	Trips	25	(I)	-	125	125		125

	Consumables Raw Materials	51	Consumables Raw Materials	1	Event-mth	2,000	(I/E)	1,000	1,000	1,000	1,000	2,000
	Consumables Office Supplies	54	Consumables Office Supplies	1	Event-mth	500	(I)	500		500		500
	Executing Agency Mgt Cost	71	National Management Cost - Executing Agency Management Cost	2	Activity-Mth	2,000	(E)	2,000	2,000		4,000	4,000
								4,625	11,125	8,625	7,125	<b>15,750</b>
<b>Activity 3.3 – Conduct training of 50 persons from the forest sector in the area of CITIES and its implications for the timber products trade from Guyana</b>												
	Project Coordination	11.1	Project Personnel - Project Coordinator	2	Person-Mth	1,000	(E)	1,000	1,000		2,000	2,000
	Forest Resource Management Specialist	13.1	Project Personnel - Forest Resource Management Specialist	5	Days	300	(I)	-	1,500	1,500		1,500
	Training and Capacity Building Consultant	14.1	Project Personnel - Training and Capacity Building Consultant	40	Days	250	(I)	-	10,000	10,000		10,000
	Daily Subsistence Allowance for Forest Resource Management Specialist/Consultant	31.2	Duty Travel - Daily Subsistence Allowance International consultant	5	Days	100	(I)	-	500	500		500
	Local Transport - Forest Resource Management Specialist	33.1	Duty Travel Local Transport - Forest Resource Management Specialist	10	Trips	25	(E)	250			250	250
	Local Transport - Forest Resource Management Specialist	33.2	Duty Travel Local Transport - International Consultants	10	Trips	25	(I)	-	250	250		250
	Consumables Raw Materials	51	Consumables Raw Materials	4	Event-mth	2,000	(I)	4,000	4,000	8,000		8,000
	Consumables Office Supplies	54	Consumables Office Supplies	4	Event-mth	500	(I)	1,000	1,000	2,000		2,000
<b>T</b>			National Management Cost - Executing Agency Management Cost									
<b>o</b>	Executing Agency Mgt Cost	71		2	Activity-Mth	2,000	(E)	2,000	2,000		4,000	4,000
<b>t</b>								8,250	20,250	22,250	6,250	<b>28,500</b>
<b>a</b>												
<b>i</b>												

**Consolidated budget by component**

<b>Budget Components</b>	<b>Input/ Description</b>	<b>Unit Cost (US\$)</b>	<b>TOTAL (US\$)</b>	<b>YEAR 1 (US\$)</b>	<b>YEAR 2 (US\$)</b>
<b>10. Project Personnel</b>					
11.1. Project Coordinator	18 months	1,000	18,000	9,000	9,000
13.1. Forest Resource Management Specialist	120 days	300	36,000	31,500	4,500
14.1. Training and Capacity Building Consultant	80 days	250	20,000	-	20,000
<b>19. Component Total</b>			<b>74,000</b>	<b>40,500</b>	<b>33,500</b>
<b>30. Duty Travel</b>					
<b>31. Daily Subsistence Allowance</b>					
31.2 International Consultant	75 days	100	7,500	6,000	1,500
<b>32. International Travel</b>					
32.2 International Consultant	1 flight	3,000	3,000	3,000	-
<b>33. Local Transport Costs</b>					
33.1. International Consultants	205 trips	25	5,125	5,125	-
33.2 International Consultants	195 trips	25	4,875	4,250	625
<b>39. Component Total</b>			<b>20,500</b>	<b>18,375</b>	<b>2,125</b>
<b>44. Capital Equipment</b>					
44.1 Computer Equipment ( computer systems for database)	3 units	1,000	3,000	3,000	-
44.2 Forestry equipment (Gobal Positioning System - GPS)	10 units	462.5	4,625	4,625	-
<b>49. Component Total</b>			<b>7,625</b>	<b>7,625</b>	<b>-</b>
<b>50. Consumable Items</b>					
51. Raw materials	25	2,000	50,000	44,000	6,000
54. Office Supplies	24	500	12,000	11,000	1,000
<b>59. Component Total</b>			<b>62,000</b>	<b>55,000</b>	<b>7,000</b>
<b>SUBTOTAL</b>					
<b>60. Miscellaneous</b>					
62. Audit Cost	1	5,000	5,000	-	5,000

<b>69. Component Total</b>			<b>5,000</b>	<b>-</b>	<b>5,000</b>
<b>70. National Management Costs</b>					
71. Executing Agency Management Costs	18 months	2,000	36,000	18,000	18,000
<b>79. Component Total</b>			<b>36,000</b>	<b>18,000</b>	<b>18,000</b>
<b>SUB TOTAL</b>			<b>205,125</b>	<b>139,500</b>	<b>65,625</b>
<b>80. Project Monitoring and Administration</b>					
81. ITTO Monitoring & Review Costs			20,000		
82. ITTO Evaluation Costs			<b>0</b>		
83. ITTO Program Support Cost (12% of Funds Requested from ITTO)			14,640		
<b>89. Component Total</b>			<b>34,640</b>		
<b>GRAND TOTAL</b>			<b>239,765</b>		

### ITTO Budget by Component

Budget Components	Input/ Description	Unit Cost (US\$)	TOTAL (US\$)	YEAR 1 (US\$)	YEAR 2 (US\$)
<b>10. Project Personnel</b>					
13.1. Forest Resource Management Specialist	120 days	300	36,000	31,500	4,500
14.1. Training and Capacity Building Consultant	80 days	250	20,000	-	20,000
<b>19. Component Total</b>			<b>56,000</b>	<b>31,500</b>	<b>24,500</b>
<b>30. Duty Travel</b>					
<b>31. Daily Subsistence Allowance</b>					
31.2 International Forest Resource Management Specialist	75 days	100	7,500	6,000	1,500
<b>32. International Travel</b>					
32.2 International Forest Resource Management Specialist	1 flight	3,000	3,000	3,000	-
<b>33. Local Transport Costs</b>					
33.2 International Consultants	195 trips	25	4,875	4,250	625
<b>39. Component Total</b>			<b>15,375</b>	<b>13,250</b>	<b>2,125</b>
<b>40. Capital Items</b>					
<b>44. Capital Equipment</b>					
44.1 Computer Equipment ( computer systems for database)	3 units	1,000	3,000	3,000	-
44.2 Forestry equipment ( Monitoring equipment - GPS, Barcode scanner)	10 units	462.5	4,625	4,625	-
<b>49. Component Total</b>			<b>7,625</b>	<b>7,625</b>	<b>-</b>
<b>50. Consumable Items</b>					
51. Raw materials	25	2,000	11,000	5,000	6,000
54. Office Supplies	24	500	12,000	11,000	1,000
<b>59. Component Total</b>			<b>23,000</b>	<b>16,000</b>	<b>7,000</b>
<b>SUBTOTAL</b>			<b>102,000</b>	<b>68,375</b>	<b>33,625</b>
<b>80. Project Monitoring and Administration</b>					
81. ITTO Monitoring & Review Costs			20,000		

82. ITTO Evaluation Costs			<b>0</b>		
83. ITTO Program Support Cost (12% of Funds Requested from ITTO)			14,640		
<b>89. Component Total</b>			<b>34,640</b>		
<b>GRAND TOTAL</b>			<b>136,640</b>		

**Executing Agency Budget by Component**

<b>Budget Components</b>	<b>Input/ Description</b>	<b>Unit Cost (US\$)</b>	<b>TOTAL (US\$)</b>	<b>YEAR 1 (US\$)</b>	<b>YEAR 2 (US\$)</b>
<b>10. Project Personnel</b>					
11.1. Project Coordinator	18 months	1000	18,000	9,000	9,000
<b>19. Component Total</b>			<b>18,000</b>	<b>9,000</b>	<b>9,000</b>
<b>30. Duty Travel</b>					
<b>33. Local Transport Costs</b>					
33.1 International Forest Res Man.Specialist	205 trips	25	5,125	5,125	-
<b>39. Component Total</b>			<b>5,125</b>	<b>5,125</b>	<b>-</b>
<b>50. Consumable Items</b>					
51. Raw materials	19.5	2,000	39,000	39,000	
54. Office Supplies					
<b>59. Component Total</b>			<b>39,000</b>	<b>39,000</b>	<b>0</b>
<b>60. Miscellaneous</b>					
62. Audit Cost	1	5,000	5,000	-	5000
<b>69. Component Total</b>			<b>5,000</b>	<b>-</b>	<b>5,000</b>
<b>70. National Management Costs</b>					
71. Executing Agency Management Costs	18 months	2,000	36,000	18,000	18,000
<b>79. Component Total</b>			<b>36,000</b>	<b>18,000</b>	<b>18,000</b>
<b>SUBTOTAL</b>			<b>103,125</b>	<b>71,125</b>	<b>32,000</b>
<b>Executing Agency/Host Government Cost</b>			<b>103,125</b>	<b>71,125</b>	<b>32,000</b>

## PART 4: IMPLEMENTATION ARRANGEMENTS

### 4.1 Organization structure and stakeholder involvement mechanisms

#### 4.1.1 Executing agency and partners

The Guyana Forestry Commission's mission is "To provide excellence in forestry management services to our stakeholders through the application of professional skills to contribute to our nation's development."

It is the Government Agency that is responsible for the management of Guyana's forest resources in accordance with the Reviewed National Forest Policy, which was approved by Cabinet in 2011.

#### **Budget**

*Budget (US\$)*

<b>Budget Component</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Personnel	730,000	740,000	745,000	750,000	780,000
Subsistence	215,000	220,000	226,500	234,000	245,000
Capital Items	235,000	240,000	246,000	252,000	275,000
Consumables	590,000	600,500	610,000	618,000	640,000
Other	200,000	205,000	211,000	220,000	240,000
<b>Total</b>	<b>1,970,000</b>	<b>2,005,500</b>	<b>2,038,500</b>	<b>2,074,000</b>	<b>2,180,000</b>

*(1US\$=G\$200)*

#### **Personnel**

<b>Skill Levels</b>	<b>Number of Staff</b>
Technical Staff with Post Graduate Degrees	18
Technical Staff with Graduate Degrees, Diploma and Certificates	230
Non Technical Staff with Post Graduate Degrees	10
Non Technical Staff with Graduate Degrees, Diploma and Certificates	65

#### **The main project personnel and partners are:**

1. Guyana Forestry Commission
2. Forest Products Association
3. Guyana Manufacturers and Service Association
4. Forest Products Development and Marketing Council
5. National Steering Committee of Community Forest Organisations

#### **The role of the GFC as the executing agency will be as follows:**

- Oversee and coordinate the implementation of all project activities.

- Develop the Yearly Plan of Operation and Work Plan for the Project
- Seek No objection for relevant aspects of the project implementation.
- Coordinate the close off audit and reporting for the project.
- Execute project reporting.
- Coordinate procurement efforts needed under the project.
- Update the ITTO On Line Monitoring System
- Liaise with key stakeholders identified in the stakeholder analysis for consultations, coordination of stakeholder inputs, and feedback.
- Develop and execute a communication mechanism for the project.
- Integrate the results and deliverables of the project into the work plan of the GFC.

**The role of the other key partner will be as follows:**

- Serve as the stakeholder forum for dialogue with the main groups that are part of the Marketing Council: National Steering Committee of Community Forest Organisations., Forest Products Association, GFC, and the Guyana Manufacturers and Services Association.
- Provide feedback and inputs at all stages in the implementation of the project's activities.
- Liaise with other stakeholder groups to gather support for project activities and feedback information.
- Support the GFC in promoting the objectives and activities of this project.

**4.1.2 Project Management Team**

**The Project Management Team will be as follows:**

1. Jowala Somai – Project Coordinator, GFC
2. Edward Goberdhan, Finance Coordinator
3. Training Specialist
4. Forest Resources Management Specialist

**4.1.3 Project steering committee**

The Guyana Forestry Commission will be the sole executing and implementing institution for this project. However, a Project Steering Committee will be established to oversee the project that will include the following members:

- Guyana Forestry Commission
- International Tropical Timber Organization
- Forest Products Association
- National Steering Committee of Community Forestry Organization
- Main Donors

**The roles and functions of the Steering Committee are as follows:**

1. Provide strategic guidance on the management and implementation of all activities under the Project.
2. Support the development of deliverables identified to be done under the project.
3. Receive and review Project Progress report and Completion report on the Project.
4. Provide a communication mechanism between the GFC and the ITTO.

#### **4.1.4 Stakeholder involvement mechanisms**

Key sector agencies: The Guyana Forestry Commission, Forest Product Association, Guyana Manufacturers & Services Association, National Steering Committee of Community Forest Organisations, Forestry Training Centre Incorporated and the Forest Product Development and Marketing Council will contribute to the implementation of this project through the Technical Committees which are already set up for inputs, communication and networking with these key industry bodies. Project results, findings and deliverables will be shared with these bodies through meetings and their members will be involved in all of the consultation and training activities of the Project.

Stakeholders (as identified in section 2.1.2) will be directly involved and engaged with through a series of regional workshops at the outset and towards the conclusion of the project. In addition, training and awareness sessions will also be conducted for stakeholders as well as GFC staff.

#### **The following mechanism will be employed in this project to allow for appropriate stakeholder involvement:**

- The main partners of FPDMC and the main industry bodies (Forest Products Association and the Guyana manufacturers and Services Association) are part of this Council and will thus be involved during project implementation to guide and information this process.
- Stakeholders will be involved at the level of the Project Steering Committee to give strategic level inputs to the Project.
- Through stakeholder consultations sessions over the project implementation, there will be a mechanism of inputs and feedback by stakeholders.
- Through the already established technical sub committees, the GFC and the industry bodies, will discuss and give inputs on the Project activities.
- Communication and training materials will be circulated to main stakeholder groups for further sensitization on the Project activities.

The executing agency can also establish a consultative committee comprising, for example, representatives of local and regional authorities and organizations, local communities, research and educational institutions, citizens' groups and NGOs, as well as independent experts, members of parliament and other stakeholders. The purpose of the consultative committee is to keep stakeholders informed about and involved in project implementation and to provide a platform by which stakeholders can provide input into the project. The consultative committee can request and receive information and give advice but has no formal responsibility for the project. Its recommendations are forwarded to the chairperson of the project steering committee.

#### **4.2 Reporting, review, monitoring and evaluation**

GFC will work with ITTO to establish an appropriate monitoring schedule and ensure that results of such periodic assessments are linked to further development of the project.

Bi-annual (mid-year and end-of-year) progress reports will be prepared and submitted to ITTO at mutually agreed dates. These financial and operational progress reports will be submitted to GFC for analysis and approval; if approved, GFC will forward them to ITTO.

In addition, assessment reports, workshop reports, and other similar documents will be printed and made available to ITTO and other interested parties as appropriate. This will facilitate the national monitoring process and increase interactions with stakeholders and assist in developing and maintaining support for the project.

The project completion report will be completed and submitted to ITTO and GFC within 3 months of project completion.

The project will be subject to monitoring by ITTO representatives. The project will also be subject to GFC monitoring on behalf of the Government of Guyana. ITTO will monitor project outputs (reports etc) during the project which, once satisfactory, should remove the need for mid-term review.

Stakeholders will be able to make input at the level of the Steering Committee and Consultation Committee. All results and outputs of the project will be made available to Stakeholders through implementation (in the case of stakeholders which are beneficiaries, such as communities in the training exercises), and at the end of the project as appropriate.

Below is a schedule for reporting and other arrangements for the Monitoring and Stakeholder Participation processes:

#### **Reporting and Monitoring Process**

- Monthly Project Management meetings
- Half Yearly Project Steering Committee Meetings or as determined by ITTO
- Periodic updates as required by ITTO in the On Line Monitoring System
- Semi Annual Progress Reports (February and August)
- End of Project Completion Report
- Main Technical Report from Project
- Monitoring Missions

### **4.3 Dissemination and mainstreaming of project learning**

#### **4.3.1 Dissemination of project results**

The mechanisms for dissemination of project results will be via meetings, workshops and training/sensitization sessions, and through the use of ITTO and GFC websites and local media.

Minutes of Project Steering Committee and Technical Committee Meetings, and semi-annual progress report and updates on ITTO's on line monitoring system will provide the major stakeholders with information on implementation progress of project's activities.

Training sessions, consultation and workshops will be used to receive feedback and also provide information of project results and activities to stakeholder. Necessary material that can be used for reference will also be distributed at these sessions. Where necessary, relevant materials will also be distributed through GFC divisional offices.

The ITTO and GFC websites will also be used to disseminate any project result that is felt will be beneficially to stakeholders nationally as well as globally.

Where an output is considered to be significant and can benefit other forest communities, the Forest Sector Information Report of GFC, Forest Update Newsletter, etc. will be used to disseminate the results.

#### **4.3.2 Mainstreaming project learning**

The project will benefit primary, secondary and tertiary stakeholders as described in section 2.1.2 and therefore will have a wider value to the country as a whole. Awareness of project outcomes will be achieved through the following media (see section 4.3.1).

#### **More specifically, the project learning will be mainstreamed through the following means:**

- The activities under this project will be continued in implementation, as part of the GFC, FPDMC and FTCl annual work plan.
- The infrastructures for the management of Guyana's forestry sector would have been strengthened through stakeholders' participation and contribution towards the implementation of this project.
- The monitoring mechanism for forest products would have been strengthened and expanded to incorporate the new features which are geared towards making it more effective at local and international level.

- Experiences learned will be shared with ITTO and other bodies at Council sessions and other opportunities.

## **ANNEX 1: Profile of the executing agency**

The Guyana Forestry Commission started as a Department of Forestry under the Ministry of Agriculture and Natural Resources in 1925; in 1979 through an Act of Parliament the Guyana Forestry Commission (GFC) was formed. While still being part of the government system it is considered semi- autonomous and thus its day to day activities are independent. Activities relating to the forestry sector started as early as in 1925 and these functions were absorbed by the GFC when it was formed in 1979.

The main activities of the Guyana Forestry Commission are:

- a. Promote sustainable and efficient activities which utilize the broad range of forest resources and contribute to national development.
- b. Conduct surveys and inventories and making recommendations on forest dynamics and silviculture.
- c. Prescribing standards for forest management and provide support for forestry extensions.
- d. Planning and allocation of forest concessions.
- e. Monitoring of forest concessions to ensure, all legislative, social and environmental regulations and procedures are adhered to.
- f. Preparing operational guidelines for forest management and operational plans
- g. Responsible for overseeing community forest activities, and the activities of the Forest Products Marketing Council of Guyana and the Forestry Training Centre Inc.

The Guyana Forestry Commission is self financing, meaning that it generates its own income through collection of royalties, fees and export commission. Fees relate to income from licensing and lease fees and are sufficient to cover the operational activities of the Commission, which is payment of salaries, administrative and operational expenses and purchase of capital items.

### **The GFC is mandated by law to:**

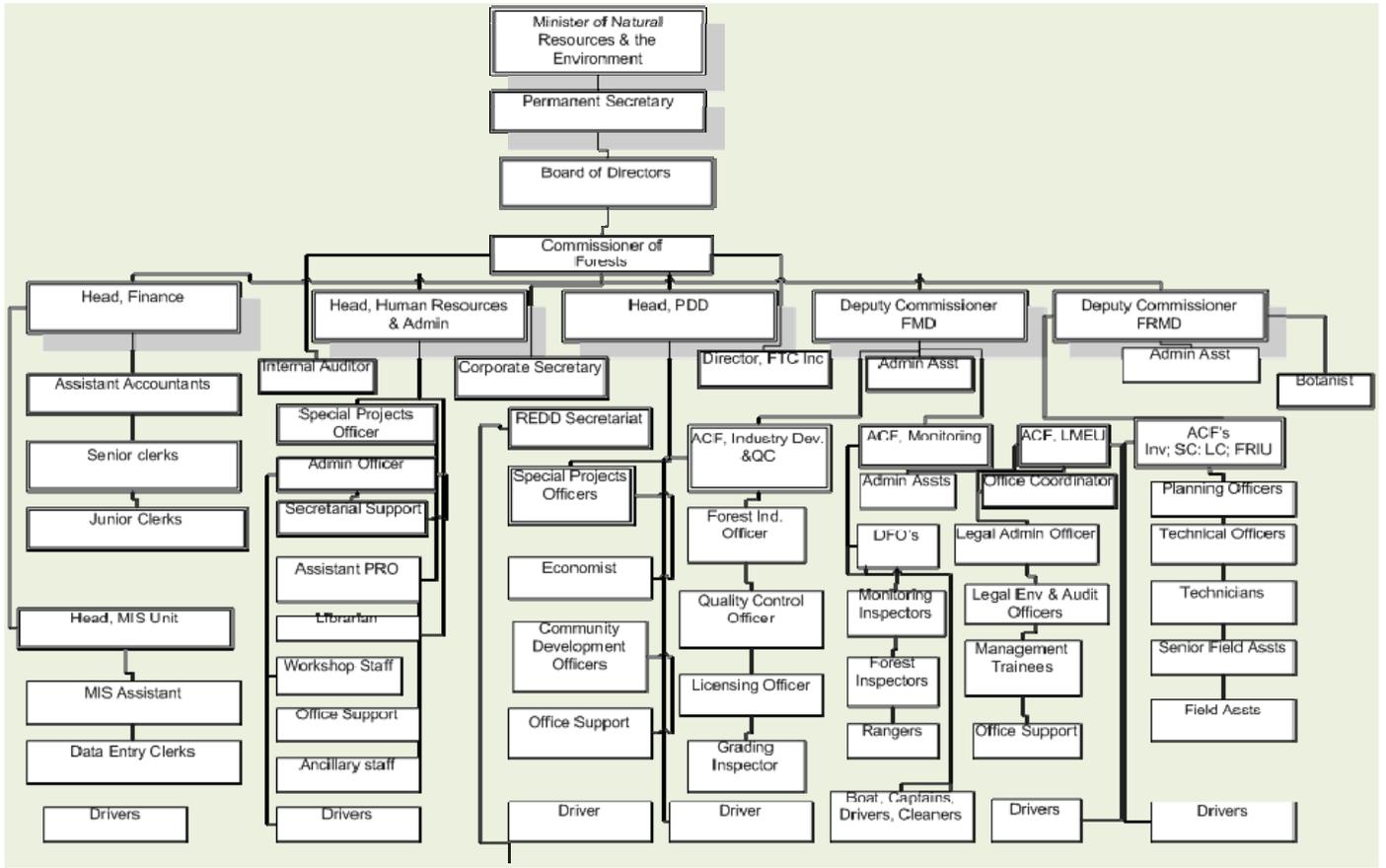
- Advise the Government on, and implement the National Forest Policy;
- Be responsible for the management and control of the utilization of the forests to ensure an optimum yield of forest produce and the maintenance or improvement of the environment.

The GFC is governed by a Board of Directors appointed by the President. The Commissioner of Forests is the Chief Executive Officer and an ex-officio member of this Board.

### **The GFC is structured with the following Divisions to address its policy mandate:**

1. Planning and Development: responsible for the co-ordination and preparation of forest sector plans and reports and GFC reports and publications, for conducting special studies, for providing a drafting project proposals to donor agencies and for implementing projects.
2. Forest Resources Management Division: responsible for, inter alia, data collection on national forest resource, conducting surveys and inventories, researching and making recommendations on forest dynamics and silviculture, planning and recommending the allocation of concession areas.
3. Forest Monitoring Division: responsible for the enforcement of Forest Laws and regulations, monitoring and control of environmental and social impacts of operations within the forest estate and collection of revenue.
4. Human Resources Division: responsible for staff management and development, production and implementation of Human resources policies and procedures, education, training, including in-service training and liaison with relevant teaching and training institutions.
5. Finance Division: responsible for financial and board matters.

The GFC is also equipped with a library, which provides library services to staff at the GFC and to the public.



The GFC has a main headquarters building in Demerara, with Divisional offices in Berbice and Essequibo. In addition to these central Division offices, 32 field stations are distributed throughout the country. All stations are equipped with radio/telephone communication equipment for easy exchange of information across the entire country. The Divisional offices are all computerized, and there is access to key databases via this medium. The head office has accommodation for consultants working on projects. These facilities are strategically located for training, but the infrastructure needs to be renovated. The GFC has a fleet of road and field vehicles.

### Infrastructure

The Forest Products Marketing and Development Council and the Forestry Training Centre Inc. will also support this project. The GFC's Forest Monitoring Department (FMD) Unit will be the key mean through which contact is made with the appropriate stakeholders, through the GFC's 26 forest stations, contact will be made with stakeholders in this process.

### Staffing

The total existing staff compliment of the GFC is approximately 323 full time staff comprising a mixture of technical forestry experts and non technical support staff. Technical staffs are both at the senior, middle, and lower level management and also forest technicians. The technical skills of the Commission is very diverse comprising of wood technologist, inventory and mapping specialist, project managers, botanist, forest planners, geographical information systems specialist (GIS), surveyors, cartographer, forest technicians, rangers, monitoring officers, and environmentalist among others. The non technical support

or administrative staffs are also very diverse comprising, accountants, computer programmers, marketing specialists, economist, statistician, human resources specialists, management personnel, and legal and public relations officers. Most of the senior and middle level staff has at least an under-graduate degree. The table presents the breakdown of full time staff.

The Staff possess a blend of skills and most have the necessary qualification and experience for their job responsibilities. Below shows the skill levels for the technical and non technical staff.

<b>Skill Levels</b>	<b>Number of Staff</b>
Technical Staff with Post Graduate Degrees	18
Technical Staff with Graduate Degrees, Diploma and Certificates	230
Non Technical Staff with Post Graduate Degrees	10
Non Technical Staff with Graduate Degrees, Diploma and Certificates	65

### **Budget (US\$)**

<b>Budget Component</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Personnel	730,000	740,000	745,000	750,000	780,000
Subsistence	215,000	220,000	226,500	234,000	245,000
Capital Items	235,000	240,000	246,000	252,000	275,000
Consumables	590,000	600,500	610,000	618,000	640,000
Other	200,000	205,000	211,000	220,000	240,000
<b>Total</b>	<b>1,970,000</b>	<b>2,005,500</b>	<b>2,038,500</b>	<b>2,074,000</b>	<b>2,180,000</b>

(1US\$=G\$200)

### **Tasks and responsibilities of the Responsible Agencies are:**

#### **The GFC will:**

- Oversee and coordinate the implementation of all project activities.
- Develop the Yearly Plan of Operation and Work Plan for the Project
- Seek No objection for relevant aspects of the project implementation.
- Coordinate the close off audit and reporting for the project.
- Execute project reporting.
- Coordinate procurement efforts needed under the project.
- Update the ITTO On Line Monitoring System
- Liaise with key stakeholders identified in the stakeholder analysis for consultations, coordination of stakeholder inputs, and feedback.
- Develop and execute a communication mechanism for the project.
- Integrate the results and deliverables of the project into the work plan of the GFC.

## ANNEX 2: Curricula vitae of personnel provided by executing agency

### JAMES SINGH

<b><u>Name</u></b>	<b>James Nirmal Singh</b>
<b><u>Date of birth</u></b>	<b>September 6, 1962</b>
<b><u>Country of birth</u></b>	<b>Guyana</b>
<b><u>Nationality</u></b>	<b>Guyanese</b>

#### EDUCATION

<b>Degree</b>	<b>Name / Specialization</b>	<b>Institution</b>	<b>Year</b>
BSc	Biology (Chemistry Minor)	University of Guyana	1986
MSc	Forest Products Technology	University of Andes, Venezuela	1991
MBA	General Management	University of West Indies	2004

#### EMPLOYMENT RECORD

- 1999-present** **Commissioner of Forest, Guyana Forestry Commission**
- 1998-1999** **Deputy Commissioner of Forests, Guyana Forestry Commission (GFC)**
- 1997-1998** **Manager, Centre for Biological Diversity, University of Guyana (UG)**
- 1996-1997** **Forester, Iwokrama International Centre, Guyana**
- 1991-1996** **Head, Forestry Unit, UG**
- 1991-1993** **Lecturer I, Forestry Unit ,UG**
- 1986-1991** **Assistant Lecturer, UG**

- 1 Overall management of the Guyana Forestry Commission to promote the achievement of yearly work plans and greater cooperation and collaboration with the forestry sector/industry. Overall coordination of all Forestry donor funded projects.
- 2 Assisting in the formulation of appropriate policies to encourage development and growth in the forestry sector of Guyana. This involves participation in several Governmental Boards and sub-committees.
- 3 Attendance at overseas meetings/seminars/conferences on behalf of the GFC and the Government of Guyana (Forestry and Natural Resource issues).
- 4 Providing support to the Guyana Forestry educational and training facilities (Forestry Training Centre; University of Guyana; Guyana School of Agriculture)

## EDWARD GOBERHDAN

**Name** Edward Goberdhan (Mr.)  
**Date of birth** September 15, 1974  
**Country of birth** Guyana  
**Nationality** Guyanese

### **EDUCATION**

Degree	Name / Specialization	Institution	Year
MBA	Business Mgt.	Edinburgh Business School	2008
FCCA	Accountancy and Finance	Association of Certified Chartered Accountant	2002
BSc	Accountancy	University of Guyana	1996

### **EMPLOYMENT RECORD**

2001 to Present Head of Finance Division, Guyana Forestry Commission  
2000 - 2001 Financial Analyst, Banks DIH Ltd

### **RELEVANT WORK OVER THE PAST THREE YEARS**

1. Coordinate revenue collection of the Guyana Forestry Commission
2. Prepare budgets and reports for the GFC
3. Prepare financial and management accounts of the GFC
4. Establish and monitor effective and efficient accounting standards and practices within the Finance Division of the GFC
5. Coordinate the Management Information Systems Unit within the GFC
6. Coordinate information flow and database management within the GFC
7. Prepare and manage project accounts and budget for externally funded projects of the GFC
8. Prepare GFC final account for external audit

## **JOWALA SOMAI**

**Name** Jowala Persaud Somai  
**Date of birth** January 08, 1962  
**Country of birth** Guyana  
**Nationality** Guyanese

### **EDUCATION**

<b>Degree</b>	<b>Name / Specialization</b>	<b>Institution</b>	<b>Year</b>
BSc	Biology (Chemistry Minor)	University of Guyana	1987

### **EMPLOYMENT RECORD**

2010-present Project Officer, Guyana Forestry Commission  
2009-2010 Quality Assurance and Research Manager, Edward B. Beharry Co. Ltd  
2008-2009 Head of Unit – CRA Secretariat/ Executive Secretary –CRA, Caribbean Rice Association (CRA).  
2005-2008 Programme Monitoring and Evaluation Officer –CRA, Caribbean Rice Association (CRA).  
1998-2005 HEAD – Management System Department, Guyana National Bureau of Standards (GNBS)  
1993-1998 Team leader/ Internal Quality Auditor, Master Precision Tool and Die.  
1989-1993 Technical Officer 2. Guyana National Bureau of Standards (GNBS)

### **RELEVANT WORK OVER THE PAST THREE YEARS**

1. Develop, implement and monitor projects
  - Research and develop project proposals
  - Coordinate and monitor project implementation activities.
    - Prepare procurement plan
    - Preparation of Terms of Reference and Evaluation criteria
    - Execute the Procurement process
  - Prepare reports on project implementation and status.
  - Facilitate administration of project activities
2. Conduct research on forestry and wood processing related activities.

## Task and Responsibilities of Other Persons Involved in the Project

Persons involved in the project, in addition to the two identified consultants will be Mr. Jowla Somai who will function as Project Coordinator and Mr. Edward Goberdhan who will project financial oversight.

The roles and responsibilities are as follows:

### Project Coordinator

- a. Prepare the yearly plan of operation for the project and work plan for the project
- b. Oversee and coordinate all activities for the project
- c. Ensure project activities are completed in accordance with the yearly plan of operation and work plan and within the time allotment
- d. Liaison on with project consultants and provide technical and logistical support to the project personnel
- e. Review consultants work plan and ensure the deliverables of the project are accomplished
- f. Review consultant's report and provide feedback to GFC and consultant
- g. Prepare project progress report and update ITTO OLMS
- h. Ensure results of the project are disseminated in accordance with the project agreement
- i. Coordinate field assessment work and also coordinate all stakeholders input for the project and provide feedback as necessary

### Financial Coordinator

- a. Ensure project activities are executed within time frame and budget
- b. Prepare ITTO financial statements and cash flow and submit to ITTO in accordance with project reporting time frame
- c. Prepare financial statements for GFC contribution to project and submit to ITTO.
- d. Ensure project finances are used for the intended purposes
- e. Ensure Executing Agency meets its contribution to the project
- f. Coordinate the payments for project personnel and other project cost in a timely and efficient manner
- g. Maintain adequate records of all project expense
- h. Co-ordinate and execute project audit in accordance with ITTO guidelines.
- i. Ensure all assets if purchased under the project are accounted for and transfer to the executing agency in accordance with ITTO guidelines.

**ANNEX 3: TERMS OF REFERENCE OF PERSONNEL AND CONSULTANTS FUNDED BY THE ITTO**

TERMS OF REFERENCE - FOREST RESOURCE MANAGEMENT SPECIALIST  
(INTERNATIONAL CONSULTANT)

DURATION: 120 Days

DUTIES

The Forest Resource Management Specialist will undertake a resource assessment of Guyana's commercial forest estate with the view to determining the status (standing commercial volume) of Red Cedar and other commercial species with the potential for listing on any of the CITES Appendices.

QUALIFICATIONS and EXPERIENCE

The Forest Resource Management Specialist shall have the following minimum qualifications:

- Degree in forestry, with at least, 10 years professional experience as a practicing forester.
- Ability to use aerial photography and satellite imagery and in forest resource assessment; understanding of CITES requirements.
- Experience in forest product marketing and trade
- Extensive experience in ITTO, including ITTO-related projects.
- Proficient in computers; excellent oral and written communication skills.

List of Duties and Responsibilities:

1. Coordinate sessions with local stakeholders aimed at designing resource assessment for Red Cedar in Guyana.
2. Finalize Design and Conduct Resource Assessment for Red Cedar.
3. Develop Forest Management Plan for Red Cedar
4. Develop Protocol Framework for international trade of Red Cedar
5. Work with local marketing bodies and industry association, in developing markets for Red Cedar locally and internationally.
6. Compile Market Information and Trade Statistics on Red Cedar.
7. Support work of Training Consultant in stakeholder awareness programme
8. Support Training Consultant in developing and executing training programme on CITES and its implication for the forest sector in Guyana
9. Assist the GFC in consolidating information on timber utilization
10. Support interactions between local partners and international contacts at level of US, EU and CITES.

TERMS OF REFERENCE - TRAINING SPECIALIST  
(NATIONAL CONSULTANT)

DURATION: 80 Days

DUTIES

The Training Specialist will prepare training materials and deliver training to the companies within the sector on CITES-related activities.

QUALIFICATIONS and EXPERIENCE

The Training Specialist shall have the following minimum qualifications:

- Recognized qualification in training, with at least, 10 years professional experience as a trainer.
- Extensive experience in delivering training, particularly to the private sector and specifically the wood products sector.
- Understanding or awareness of CITES requirements.
- Extensive experience in ITTO, including ITTO-related projects.
- Proficient in computers.
- Excellent oral and written communication skills.

List of Duties and Responsibilities:

1. Develop Stakeholder Awareness Programme on CITES and the impact on the local forest sector.
2. Develop Training Materials for stakeholder engagement exercise.
3. Conduct training sessions with key stakeholder groups, to be decided in consultation with the GFC.
4. Draft Report on Training Sessions held with outcomes and areas of discussions
5. Conduct pre and post evaluation of training exercise to determine the level of capacity before and after sessions.
6. Support work of the Forest Resources Assessment Specialist in developing Resources Assessment activity and Management Plan.
7. Assist in compiling trade statistics and market information on Red Cedar as an outcome of stakeholder engagement sessions.

## ANNEX 4: Responses to Reviewer Comments/Recommendations

Reviewer Comments/Recommendations	Amendment(s) made	Page #
<b>SPECIFIC COMMENTS</b>		
Include List of Abbrev. & Acron.	List of Abbreviations and Acronyms Inserted on page 3.	3
It would be useful to also know why <i>Cedrela Odorata</i> has not been used much to date. Guyana is also a range State of big-leaf mahogany and this species should be added as a target species of the proposed work. The species should also be added to the project title.	Explanation given for limited use of <i>Cedrela Odorata</i> and exclusion of big leaf mahogany owing to this not being endemic to Guyana.	4
Good use of TMT monitoring protocol and CITES program objectives; but there is no need for NDFs for CITES Appendix III species.	Section on Relevance and Sub Section on Compliance with ITTO CITES Programme edited to exclude aspect on NDF.	5,10
Does the species grow throughout the country?	Explanation provided in Section on Origin and Target Area.	5, 15
Refine table according to ITTO manual (p. 26). Explain how civil society and international trade community as well as domestic will be included?	Stakeholder analysis modified to match ITTO's format and civil society, and international and community markets added.	16-18
Problem analysis is thorough - but not all issues reflected in the proposal e.g. <b>loss of market share cannot just be rectified by increasing volume on the market. Not all stakeholders are identified in the project. Refine/simplify problem tree and provide a description on the problem analysis in a logical sequence.</b> The problem should also be related to deciding on appropriate conservation status as well as sustainable utilization. <b>How is falling market share to be addressed?</b> More on <b>end uses of red cedar</b> and whether it is used in "high value" products - so what is the potential for marketing this species?	Problem Analysis has been simplified to focus on the key sub causes and impacts; other issues were included such as providing information on conservation/utilization status, and high value application of Red Cedar. An expanded list of stakeholder has been included in the Stakeholder Analysis.  A description on the problem analysis has been added.	16-18, 19-20
Include impact indicators.	Impact Indicator added.	18
List outcome indicators; idea of improving conservation/sustainable mngt of species could be included. Outcome 3 - does not focus on trade but only statistics on trade.	Outcome Indicator added.  Outcome 3 refocused on market development.	18

<b>Reviewer Comments/Recommendations</b>	<b>Amendment(s) made</b>	<b>Page #</b>
There appears to be rather little activity in actually developing the market.	Output 3 and Activity 3.2 reformulated to focus greater on market development. Modifications made to sections on: Activity and Inputs, Work Plan, and Master Budget.	22
Please detail the role of international/local experts provided for in budget. Market information will be developed - but to whom will it be targeted? Who will it be in consultation with at the International level?	Details added on role of experts and the target group for market information. Additionally the groups to be consulted has been clarified.	23
Does not entirely reflect the objectives - taking into account above comments.	Output 3 and Activity 3.2 reformulated to focus greater on market development. Modifications made to sections on: Activity and Inputs, Work Plan, and Master Budget.	22, 24, 29
There is no need for ITTO Evaluation costs. Please delete and reduce ITTO/overall budget by US\$ 15k and adjust programme support accordingly.	Budget changes have been made as recommended to the ITTO Budget and the Consolidated Budget tables.	1,33,35
Add monitoring missions to the list.	Monitoring missions has been added.	40
List the tasks and responsibilities for each person in this project.	List of tasks and responsibilities for each person involved in the project has been added.	47-49
Include fees. Is it really required for an international expert to work for 18 months?	Correction made to duration of proposed contract.	48
<b>GENERAL COMMENTS</b>		
All the effort is at the producer end with little focus on the consumer & no mention of consultation with civil society per se.	Stakeholder analysis modified to match ITTO's format and civil society, and international and community markets added.	16-18
What international trade expertise is being utilised to enable effective marketing? The focus should be on the end user as much as the producer. Demand for tropical timber is going down - how will this project address this & be sure to meet international market requirements such as Lacey EUTR etc?	ToR for Forest Resource Assessment Specialist includes aspect on Marketing and a requirement for forest products marketing to be among the areas of experience.  Additionally, local counterparts will support efforts in consolidating experience through this project. This has been detailed in section on Strategic Approach and Methods.  Inclusion in ToR for International Consultant.	23, 48
Since Guyana has not listed Cedrela in Appendix III of CITES, one of the outcomes should be information to inform a discussion on this issue. Since it is likely that pressure to list the species in	Included as Impact Indicator.	18

Reviewer Comments/Recommendations	Amendment(s) made	Page #
<p>Appendix II will continue, the information derived from this project on the extent of Cedrela in Guyana should help the country to formulate a position on whether it wants to join other countries in the region in listing Cedrela in Appendix III and whether it would be prepared to support any eventual Appendix II listing proposal.</p>		