



Forest Stewardship Council®



“HIGH CONSERVATION VALUES” in Congo Basin

Project Roadmap

Final Version (v.5) – July 2015

Initial version drafted by **GFA Consulting Group GmbH in association with DFS** – July 2014

On Behalf of *Program for the Promotion of Certified Forest Management*

Programme de Promotion de l'Exploitation Certifiée des Forêts

(PPECF/COMIFAC)

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ACRONYMS

ACDF	African Conservation and Development Foundation
AFD	<i>Agence Française de Développement</i> (French Agency for Development)
ATIBT	<i>Association Technique Internationale des Bois Tropicaux</i> (International Technical Tropical Timber Association)
AWF	African Wildlife Foundation
C&I	Criteria and Indicators
CAR	Central African Republic
CB	Certification Body
CBFP	Congo Basin Forest Partnership
CED	Centre for Environment and Development
CEI	Call for Expressions of Interest
CI	Conservation International
CIFOR	Center for International Forestry Research
CIRAD	<i>Centre de Coopération Internationale en Recherche Agronomique pour le Développement</i> (Centre for International Cooperation in Agricultural Research for Development)
CITES	Convention on International Trade in Endangered Species
CNIAF	<i>Centre National d'Inventaire et d'Aménagement des Ressources Forestières et Fauniques</i> (Republic of Congo)
COMIFAC	<i>Commission des Forêts d'Afrique Centrale</i> (Central African Forests Commission)
DFID	Department for International Development
DIAF	<i>Direction des Inventaires et Aménagements Forestiers (DRC)</i>
DIARF	<i>Direction des Inventaires, des Aménagements et de la Régénération des Forêts (Gabon)</i>
DRC	Democratic Republic of Congo
FFEM	<i>Fonds Français pour l'Environnement Mondial</i> (French Global Environment Facility)
FMU	Forest Management Unit
FPP	Forest Peoples Programme
FSC	Forest Stewardship Council
FSC - CAB	FSC Conformity Assessment Body
FSC-CBO	FSC Congo Basin Office
FSC-SDG	FSC Standards Development Group
GEF	Global Environment Facility
GIZ	<i>Gesellschaft für Internationale Zusammenarbeit</i> (German Federal Enterprise for International Cooperation)
HCV	High Conservation Value(s)
HCV-NWG	HCV National Working Group



HCV-RWG	HCV Regional Working Group
HCV-RN	HCV-Resource Network
IFL	Intact Forest Landscape
IGI	International Generic Indicator
IIED	International Institute for Environment and Development
Intl-SAG	International Scientific Advisory Group
IRD	<i>Institut de Recherche pour le Développement</i>
IRSNB	<i>Institut Royal des Sciences Naturelles de Belgique</i>
IUCN	International Union for Conservation of Nature
JBNB	<i>Jardin Botanique National de Belgique</i>
KfW	<i>Kreditanstalt für Wiederaufbau</i> (German development bank)
MBG	Missouri Botanical Garden
MoU	Memorandum of Understanding
MRAC	<i>Musée royal de l'Afrique Centrale</i>
NGO	Non-Governmental Organisation
NFSS	National Forest Stewardship Standard
PPECF	Programme for the Promotion of Certified Forest Management (Programme de Promotion de l'Exploitation Certifiée des Forêts – PPECF)
PSC	Policy and Standards Committee
PSU	Policy and Standards Unit
RAFM	Réseau Africain de Forêts Modèles
RFUK	Rainforest Foundation
SFM	Sustainable Forest Management
HCV-RWG	HCV Regional Working Group
TA-HCV	Technical Assistant to the HCV Project
TFT	The Forest Trust
ToRs	Terms of Reference
ULB	Université Libre de Bruxelles
UMD	University of Maryland
UNEP	United Nations Environment Program
USFWS	US Fish and Wildlife Service
WCMC	World Conservation Monitoring Centre
WCS	Wildlife Conservation Society
WRI	World Resources Institute
WWF	World Wide Fund for Nature
ZSL	Zoological Society of London



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FSC would like to thank Kreditanstalt für Wiederaufbau (KfW), COMIFAC and the Program for the Promotion of Certified Forest Management for this initiative, and to have mandated GFA Consulting Group GmbH in association with DFS to draft the first version of this roadmap.

FSC would like also to thank the Management Unit of the Programme for the Promotion of Certified Forest Management to have compiled the amendments and comments of all those who have commented on the 1st draft of this Road map, and who by their observations and proposals have helped to improve this project: Nicolas BAYOL (FRM France), Romain CALAQUE (WCS Afrique centrale), Inoussa NJUMBOKET (WWF CARPO), Alexandra PASQUIER (FRM France), Vincent PELÉ (independent consultant), Bruno PERODEAU (WWF CARPO), Stéphane RIVAIN (Oréade-Brèche) (contributors to the French version of March 2014) and Ellen BROWN (Proforest) (contributor to the English version of July 2014).

FSC is, at the end, grateful to PPECF to have submitted a 2nd version of this roadmap in September 2014 – with a deep review from GFA Consulting Group GmbH (Pascal DESCHÈRES & Corinne MARÉCHAL - and in English and to have been so proactive during all the drafting period of this current version.



I. RATIONALE TO DEVELOP A « HIGH CONSERVATION VALUES » PROJECT ROADMAP FOR CONGO BASIN COUNTRIES

Over the last few years, eco-certification has begun to impact the timber production sector in Congo Basin, where the FSC (Forest Stewardship Council) system is now established as the Private Certification Scheme of reference for sustainable forest management. The FSC forest management standard lays down many requirements, including that those of protecting and managing forest areas of so-called containing “High Conservation Values” (High Conservation Value Forests or HCVFs) in a considered and critical way.

The HCV concept, set out in the FSC’s Principle no. 9, is intended to accord special recognition to areas within Forest Management Units (FMUs) regarded as having high conservation value. The underlying idea is that all forests have value, but some are more valuable than others on account of their environmental, socio-cultural and landscape features (including biodiversity). In practice, the FSC advocates managing these forests in such a way as to maintain or enhance the HCVs that have been identified. Moreover, according to the FSC, a precautionary approach should be adopted in decisions regarding HCVs.

In the Congo Basin, a number of initiatives have been taken to identify, manage and monitor HCVs in natural forests. In particular, a number of forestry enterprises moving towards (or having already embarked on) the FSC certification procedure have carried out studies to diagnose the presence of HCVs in their FMUs and to define the best possible ways of conserving them. For guidance purposes, Proforest has developed a toolkit to help forestry enterprises and agro-industrials industry recognize the presence of HCVs in their concessions.

It must be admitted, however, that at the present time the concept of High Conservation Value is applied only to a very limited extent in the Congo Basin. The absence of clear and precise instructions for identifying HCVs, both regionally and nationally (attempts at interpretation in Gabon, in the DRC and in Cameroon have not been ratified by the FSC) is indicative of this situation (see analysis in the HCV mission report, which can be consulted at http://www.ppecf-comifac.com/tableau_recapitulatif.html).

The slow progress in this area explains why the conditions for approving the new FSC Congo Basin regional standard include the obligation to “integrate HCV guidance once it is ready at the international level by the end of 2012”. The FSC has recently approved a handbook to provide support in identifying HCVs (available at <https://ic.fsc.org/high-conservation-values.87.htm>) and a common guidance to manage and monitor HCVs (<https://www.hcvnetwork.org/resources/cq-management-and-monitoring-2014-english>).

However, the document is by no means specific to the forest ecosystems of the Congo Basin. Nor does it give advice on how to maintain or improve HCVs that have been identified.

In 2013, a program of activities (“Road Map”) was drawn up to provide clear and precise guidance on how to identify, manage and monitor High Conservation Values in Congo Basin. The project is part of a more general effort to harmonize forestry certification procedures in



the sub-region, and in particular ways of identifying and managing HCVs. It will concern the countries in which the Program for the Promotion of Certified Forest Management (PPECF) is active¹, *i.e.* Cameroon, Democratic Republic of Congo (DRC), Gabon, Republic of Congo and Central African Republic (CAR)².

Motion 65 passed at the 7th FSC General Assembly in Seville (7-14 September 2014)

The GA is FSC's highest decision-making body and it is held every three years. FSC members, supporters and stakeholders come together to discuss a sustainable future for the world's forests and the people who inhabit them.

The seventh FSC GA has taken place in Seville, Spain, from 7 to 14 September 2014, at the facilities of Hotel Barceló Renacimiento.

The FSC GA provides the space for FSC members to discuss and make important strategic decisions that define the future of FSC organization. GA motions reflect the right of members to amend the statutes and the principles and criteria, or propose initiatives related to FSC's policies and activities.

The process for members to prepare and submit motions according to FSC protocol normally starts one year in advance, and the FSC Board of Directors had appointed a Motions Committee to process the motions.

A Policy Motion, proposed by Mrs. Judy Rodrigues from Greenpeace International, seconded by Roberto Waak from Amata SA and by Jens Holm Kanstrup from Verdens Skove / Forests of the World, is directly related to HCV and raises concerns about Intact Forest Landscape (IFL) identification/monitoring/management within FSC Forests Management Units.

This Motion – Motion 65 – has been voted by a large majority of FSC members (90,64 % of the total vote casts), and respectively:

- 72,83 % by the Economic Chamber;
- 99,44% by the Environmental Chamber;
- 99,64% by the Social Chamber.

FSC-International Center has established an internal Advisory Team to implement this Motion 65, as soon as the motion has been voted, and this implementation will mobilize a consequent force within FSC system to achieve it. Terms of Reference of a HCV Technical Working Group, including IFL sub-group has been drafted by FSC-International Center and will be publicly shared on due time.

¹ Although PPECF Project operates in support of the FSC; FSC could have to approach other donors to support this work. It is worth noting, however, that the first regional standard was limited to six countries: the five in the PPECF area plus Equatorial Guinea (see Table 3 in [FSC-STD-CB-2012-01-EN Congo Basin Regional Standard EN](#)).

² At present [February 2015], implementation of the Road Map in the CAR is difficult to envisage. We shall have to wait till hostilities have ceased and stability has returned before we can plan and carry out the survey there.



Due to the strategic importance of this policy motion, the emergency to address it and the heterogeneity between the different forest ecosystems of the world concerned by this motion, **the HCV Congo Basin Roadmap will be the technical and institutional tool for FSC and its stakeholders to conduct its implementation in Congo Basin.**

The original text of this Motion, approved unanimously by FSC members from the three chambers is presented below.

Title: High Conservation Value 2 (HCV2) – Intact forest landscapes (IFL) protection	Policy Motion Number: 65
<p>Policy Motion (high-level action request):</p> <p>To ensure the implementation of Principle 9 and the protection of Intact Forest Landscapes - the world's remaining large undisturbed forest areas contained in HCV2 - across FSC certified operations, FSC will direct Standard Development Groups (SDGs) and Certification Bodies (CBs) ,where no SDG exists, to develop, modify, or strengthen (according to standards revision processes) indicators within National Standards and CB standards that aim to protect the vast majorities of IFLs. Taking into account scale, intensity and risk as well as respecting the activities, customary and legal rights of traditional forest communities, this process will:</p> <ol style="list-style-type: none">1) Be based on best available, independent, peer-reviewed science and other information;2) Take into consideration IFL degradation in FSC FMUs since 2000;3) Respect Free Prior and Informed Consent of indigenous Peoples, traditional peoples and forest dependent communities in affected FMUs;4) Within IFL cores ensure that Certificate Holders implement protection measures (for example, set-asides, legal protected areas, conservation reserves, deferrals, community reserves, indigenous protected areas etc.) ensuring management for intactness, in areas within their control;5) Require a comparative assessment of the viability and effectiveness of alternative land use options, in maintaining and enhancing intactness of IFLs including in areas outside FSC FMUs (landscape level);6) In limited circumstances, allow limited development of IFL cores if such operations produce clear, substantial, additional, long-term conservation and social benefits;7) Where applicable, address the need to reduce timber harvesting rates to reflect any reduction in the timber volume due to removal of IFL areas from harvesting;8) Prioritize development of low-impact/small scale forest management, non-timber forest products in unallocated IFL areas, and provide first access to local communities an taking into consideration section iii;9) Promote alternative models for forest management/conservation (for example, ecosystem services etc.) within the IFLs, <p>If by the end of 2016 a relevant standard has not been implemented, a default indicator will apply that mandates the full protection of a core area of each IFL within the management unit. <i>For this purpose, the core area of the IFL will be defined as an area of forest comprising at least 80% of the intact forest landscape falling within the FMU</i></p>	





II. OBJECTIVES AND RESULTS OF HCV CONGO BASIN PROJECT

2.1 COMPLIANCE WITH FSC NORMATIVE FRAMEWORK

This Road Map has been designed to take into account the requirements of FSC International regarding procedures for formulating national standards (see FSC-STD-60-006 (V1-2) EN) and Common Guidance for HCV provided by the High Conservation Value Resource Network (HCV-RN).

During 2014, the project was negotiated step by step with FSC International Policy and Standards Unit (PSU), which approved it on February 2015³.

Effectively, the results of the Road Map will be taken into account as part of the process of developing national standards and drawing up appropriate rules for identifying and managing/monitoring HCVs in the sub-region. The procedures for integrating them will be decided subsequently by the FSC⁴.

It is likely targeted that main products of this project will become appendixes in corresponding National Forest Stewardship Standards (NFSSs), which will be developed until 2016 to match with Principles & Criteria (Version 5).

2.2 GENERAL OBJECTIVE

In practice, the aim of the Road Map project is to provide those involved in forest management in Congo Basin, and particularly FSC certificate holders or timber companies engaged in a FSC certification process, with a **Regional HCV Guideline for Congo Basin and National HCV Interpretations for Definition, Identification, Monitoring and Management of High Conservation Values (including IFL) in Congo Basin**.

The Road Map, once completed, will set out standard procedures for identifying and mapping different categories of HCV, map the different HCVs where HCV assessments and data are available (and ideally the scope of the mapping to others FMUs), reference thresholds by value and by country, practical ways of managing these HCVs, and harmonised methods for assessing their maintenance (monitoring the effectiveness of the management methods adopted). The final objective of the project is to process and validate the results from the different countries and design a **pragmatic “National HCV Toolkit”** - a document that will be realistic and easy for forest managers to use.

³ Briefed on the French version of the Road Map from January 2014, FSC-PSU approved the idea but asked for an English translation to be provided, to enable it to: (1) ensure the project is fully in line with present developments and procedures within FSC and (2) take an official position and give further guidance.

⁴ Between January and March 2014, the FSC submitted new International Generic Indicators (IGIs) relating to Standard v5-0, including those of Principle 9, to its members for consultation. Once these IGIs have been finalised and approved by the FSC Board of Directors (June 2015), the FSC will begin the process of integrating them into the existing sub-regional and national FSC Standards. In particular, the final versions of the IGIs will serve as a starting point for formulating National Standards for countries in the Congo Basin which at present lack them (Gabon, CAR, DRC). This Transfer Process, which is expected to continue until December 2015, will be an opportunity to harmonise the FSC International Standards for sustainable forest management at the global level, integrating Version 5 of the Principles and Criteria (see also <http://igi.fsc.org/igi-process.34.htm>). In practice, the timetable for drawing up the Road Map is based on the FSC's programming schedule.



The HCV (including IFL) located inside FMUs will be **ideally** (when data already exist such as management inventories, and for FMUs where HCV assessments have been produced) identified through maps, realized during the project implementation in order to avoid any further discussions about HCV delimitation.

HCV mapping is a key objective of the project, since it will allow to define more precisely HCV and IFL limits. Mapping will start where data are available and will use the more recent scientific work led in the sub-region (CoForChange, Missouri Botanical Garden, UMD...).

The resulting National HCV Toolkits (definition, maps and rules to monitor and manage HCV) have to be compliant with their respective legal national frameworks, even if FSC requirements go beyond legal texts.

2.3 FIVE (05) SPECIFIC OBJECTIVES

More specifically, the Road Map, when completed, will try to reach five (05) specific objectives:

1. A **“Regional HCV Guideline for Congo Basin”** to define, identify; monitor and manage HCVs (including IFL) in Congo Basin, on accordance with stakeholders.
2. Using this “Regional HCV Guideline”, **“National HCV Interpretation” will be developed per country (Cameroon, DRC, Gabon, Republic of Congo and CAR if possible) for HCV Management and Monitoring for the 6 HCV categories. Each “National HCV Interpretation” will provide maps of HCVs identified**, ideally for the whole territory (except for DRC) according to the budget allocated to the Project. Firstly FMUs where HCV assessments exist and/or where data are available will be concerned by mapping activities, and the work could be pursued to all FMUs of the country.
3. **Field-testing the “National HCV Interpretation” by Certification Body (CB) with a part of HCV-NWG**. Ideally, field-testing will be conducted in each of the four (04) or five (05) countries, but according to the available budget secured, reducing the geographical scope of the field testing (2 countries) has to be envisaged.
4. **Submit for approval to Policy and Standards Committee (PSC) then to the FSC Board of Directors:**
 - **the final draft of each “National HCV Interpretation”;**
 - **the final version of the Regional Guideline for Congo Basin possibly amended thanks to field-tests results,.**
5. **Annex each approved “National HCV Interpretation” (Final product) to each corresponding NFSSs.**



This document describes the institutional embeddedness of this Project, its decision-making organs and its coordination mode, the planned development of this Road Map, the various stages in its implementation, and the institutional/political dimension of such a project.

III. PROJECT FRAMEWORK: FUNDING, STEERING, COORDINATION & FACILITATION

3.1 POSSIBILITIES OF FUNDING

First, the Roadmap implementation budget will be submitted to PPECF, to see which part of the initial budget could be covered by KfW/COMIFAC funds (PPECF has initiated the roadmap).

Then, according to the remaining budget to cover, other donor agencies will be immediately approached by FSC Coordination for Congo Basin.

3.2 STEERING COMMITTEE

The Steering Committee will be chaired by PSU assisted by HCV Resource Network.

The members of this Steering Committee will be **representatives of the different organizations and institutions involved in Congo Basin forest governance and FSC governance**, such as representatives from:

- FSC Managing Direction (Director of FSC-IC as Chairman);
- Donors Agencies (1 Representative per donor agency involved in the implementation);
- COMIFAC (1 Representative);
- International Environmental NGOs (Greenpeace, WWF, WCS...);
- NGOs involved in Local Communities and Indigenous People's rights (PIPC Permanent Indigenous People's Committee);
- Private Sector (FSC Certificate Holders operating in Congo Basin, ATIBT...);
- Motion 65 Advisory Team, IFL Forum if constituted and FSC-HCV Technical Working Group.

FSC is considering organizing **three Steering Committees meetings for the whole Project**, at FSC-International headquarters in Bonn (Germany) and eventually in the Sub-Region:

1. The first one will be held to officially launch the project, and recognize the different bodies in charge of the project implementation.
2. The second one will endorse the interim results of the project (HCV mapping and HCV Regional HCV Guideline, first drafts of National HCV Interpretation if possible and field-testing methodology) initially validated by the Scientific Advisory Group.
3. The third and last one will be planned to validate the final results (National Monitoring and Management Guidance of each of the six HCV categories, including buffer and core zones and final version of the HCV Regional Guideline).



The Steering Committees will be held in English, using documents translated from French to English by FSC accredited translators.

3.3 PROJECT MANAGER : FSC CONGO BASIN OFFICE AND ITS HCV OFFICER

The FSC Congo Basin Office (FSC-CBO) Coordination will act as Project Manager. A FSC HCV Officer for Congo Basin, based in the sub-region, will assist FSC-CBO permanently during all the phases of the project implementation.

An FSC-HCV Officer for Congo Basin will be recruited by PSU and the FSC Regional Director. He/She will be full-time appointed, and will follow-up the implementation project on a daily basis. This position could be likely funded by PPECF.

The FSC-HCV Officer for Congo Basin will manage implementation for the duration of the project including eventually six months after the project period has closed for a cooling off period.

He/She will work in close contact with the FSC-CBO, supporting and assisting the FSC-CBO in managing the Road Map project.

Working in conjunction with the FSC-CBO, the FSC-HCV Officer will be responsible for launching the technical part of the project.

Among other things, he/she will take part in drawing up Calls for Expression of Interest (CEIs), Terms of References (ToRs) of activities to conduct (see below).

The FSC-CBO Coordination is responsible for the selection of the members of the HCV Regional Working Group (HCV-RWG).

PSU is responsible to contact targeted members and Organizations constituting the International Scientific Advisory Group (Intl-SAG). Then, FSC-CBO will be in charge of work planning, meetings, maintaining the relationships and transmitting information to the Scientists on due time.

Once these implementation organs (Intl-SAG and HCV-RWG) are formally established, FSC HCV Officer for Congo Basin role will be limited to monitoring the progress of the project and ensuring that deadlines are met.

The officer may also be involved in scrutinising the budgets requested by HCV Regional and HCV National Working Groups.

Finally, he/she will ensure that all aspects of the preparation and implementation of activities are transparent and will produce progress reports for the attention of stakeholders (Forest Managers, Administrations, Civil Society and Environmental NGOs).

For the duration of the project, the HCV Officer will act as intermediary between the HCV Regional Working Group, the HCV National Working Groups and the FSC-CBO (ToRs of the FSC HCV Officer for Congo Basin are set out in **Annex 1**).

The Officer – hired as a Consultant – will be supervised by FSC-CBO Coordination (under the supervision of FSC Regional Director for Africa) and PSU.



The FSC-CBO Coordination is responsible for managing and implementing the project for all practical purposes. This is the body that will oversee the activities of the HCV Regional Working Group (HCV-RWG) and the HCV National Working Groups (HCV-NWGs), and will effectively decide on and validate all the project activities/results.

The FSC-CBO will also perform the fundamental task of ensuring compliance with FSC procedures and rules of national and regional governance – compliance with COMIFAC Convergence Plan and with national legal framework – throughout the project.

Before any activities are undertaken, a bilateral agreement (Memorandum of Understanding) will be concluded between the donor agencies and FSC-CBO, clearly setting out the activities of the Road Map funded, the respective duties of the two bodies managing the project, the deliverables of FSC-CBO on behalf of FSC-International, and the financial and contractual procedures involved.

3.4 Two (02) MAIN BODIES OF IMPLEMENTATION

To ensure the success of the project, two structures will be formally established and supervised by FSC Congo Basin Office to facilitate the work of the different actors involved in the roadmap: **(i) a HCV Regional Working Group (Annex 2)** and **(ii) an International Scientific Advisory Group (Annex 3)**.

3.4.1 HCV Regional Working Group (HCV-RWG)

The HCV Regional Working Group (HCV-RWG) will act as interface between all the stakeholders and groups involved in implementing the HCV Road Map in the various countries. It is the key technical organ in the production of technical documents (HCV Regional Guideline) and technical validation of the various material produced during project activities.

The HCV-RWG will be responsible for a range of tasks: the technical management of the project, participation in recruiting experts, coordination of the parties to the project, communications with the outside world, validation of the results produced by the partners, mapping work supervision, database compilation, some administrative tasks coordinated by FSC-CBO etc.

Its first deliverable will be a “Regional HCV Guideline” on accordance with all stakeholders, then to supervise/coordinate the finalization and the submission to FSC-CBO (through Standards Development Group) of National Monitoring and Management Guidance of each of the six HCV categories by HCV-NWG for countries within the project scope.

The HCV-RWG will be supervised by and depend on the FSC Congo Basin Office, in particular in its work of coordinating the organizational, financial and political aspects of the project.



The HCV-RWG will supervise the technical work of the HCV National Working Groups, and be proactive during key working session. The HCV-RWG will review, validate and finalize the technical work done by the HCV National Groups.

In a nutshell, this organ will be the guarantor of the homogeneity of the work given to each National Working Group. To ensure this needed homogeneity, the HCV-RWG will be scientifically framed by the International Scientific Advisory Group.

The HCV-RWG will be representatives (in equal numbers) of the three FSC Chambers: environmental, social and economic.

Its mandate will run for the duration of the project (18 months).

The constitutive members (6) of this HCV-RWG will be selected on the basis of a Call for Expression of Interests (CEI), drawn up by the FSC-CBO and its HCV Officer.

A Consortium of Experts, necessarily chamber-balanced, will be encouraged to apply.

A Representative of this Regional working Group will be in closed contact with the global FSC HCV Working Group, and will attend catch-up call to integrate what is being developed at the international level with what is being developed sub-regionally or nationally and vice versa.

The full Terms of Reference of this HCV-RWG can be found on [Annex 2](#).

3.4.2 International Scientific Advisory Group (Intl-SAG)

The **International Scientific Advisory Group (Intl-SAG)** will be an independent team, tasked with three essential functions:

- i. Providing high-level advice on the strategy for implementing the Road Map;
- ii. Ensuring the scientific quality of all the results produced in the context of the project (particularly the test results);
- iii. Communicating relevant and up-to-date scientific information on the issues covered by the Road Map to all those involved.

The Intl-SAG will consist of members recruited from highly regarded institutions, ideally of international scope, specialising in Wildlife (fauna and flora), Environment, Conservation of Biodiversity, knowledgeable on Intact Forests Landscapes, Social issues and Indigenous Peoples.

Intl-SAG members have proven experience in Congo Basin.

The Intl-SAG will provide guidance to the HCV-Regional Working Group, and validate scientifically its work before submitted to FSC-CBO.

All the institutional and political aspects will be fixed with FSC-CBO.

This key organ will be chaired by the HCV Resource Network and by FSC-International according modalities which will be define after decision-making between HCV-RN and FSC. Its mandate will run for the duration of the project (18 months).

The full Terms of Reference of this International Scientific Advisory Group can be found on [Annex 3](#).



3.5 THE ROLE OF THE HVC NATIONAL WORKING GROUP (HCV-NWG):

The **HCV National Working Group (HCV-NWG)** will be a multidisciplinary team working in close consultation with the **HCV Regional Working Group (HCV-RWG)** and **FSC-CBO** to develop a set of reference criteria and indicators for identifying, managing and monitoring HCVs in countries within the scope of this Project (initially Cameroon, DRC, Gabon and Republic of Congo).

The final product of each HCV-NWG will be a “HCV National Toolkit” (Identifications & Mapping Procedures, National Monitoring and Management Guidance of each of the six HCV categories), in compliance with the national legal framework, and the FSC objectives, which shall be annexed to National Forest Stewardship Standards.

This National toolkit will be **an adaptation of the Regional Guideline** developed in the early stage of this project. Any inconstancy and/or duplication of work will be outstandingly avoided during the drafting of this National Toolkit.

The adaptation of the Regional Guideline by HCV-NWG will be focused on HCV 3 & 6 (culturally adapted to the national context), meanwhile the Regional Working Group will have the lead on HCV 1 & 2.

The **Figure 1** (page 17) presents the Project: Organizational Chart, showing the interdependence of the different bodies, and the institutional embeddedness of the whole roadmap.

The **point IV** (page 18) develops the stages in the development of the roadmap, and summaries all the deliverables of the different implementation organs of this project.

The full Terms of Reference of the HCV National Working Group can be found on **Annex 4**.

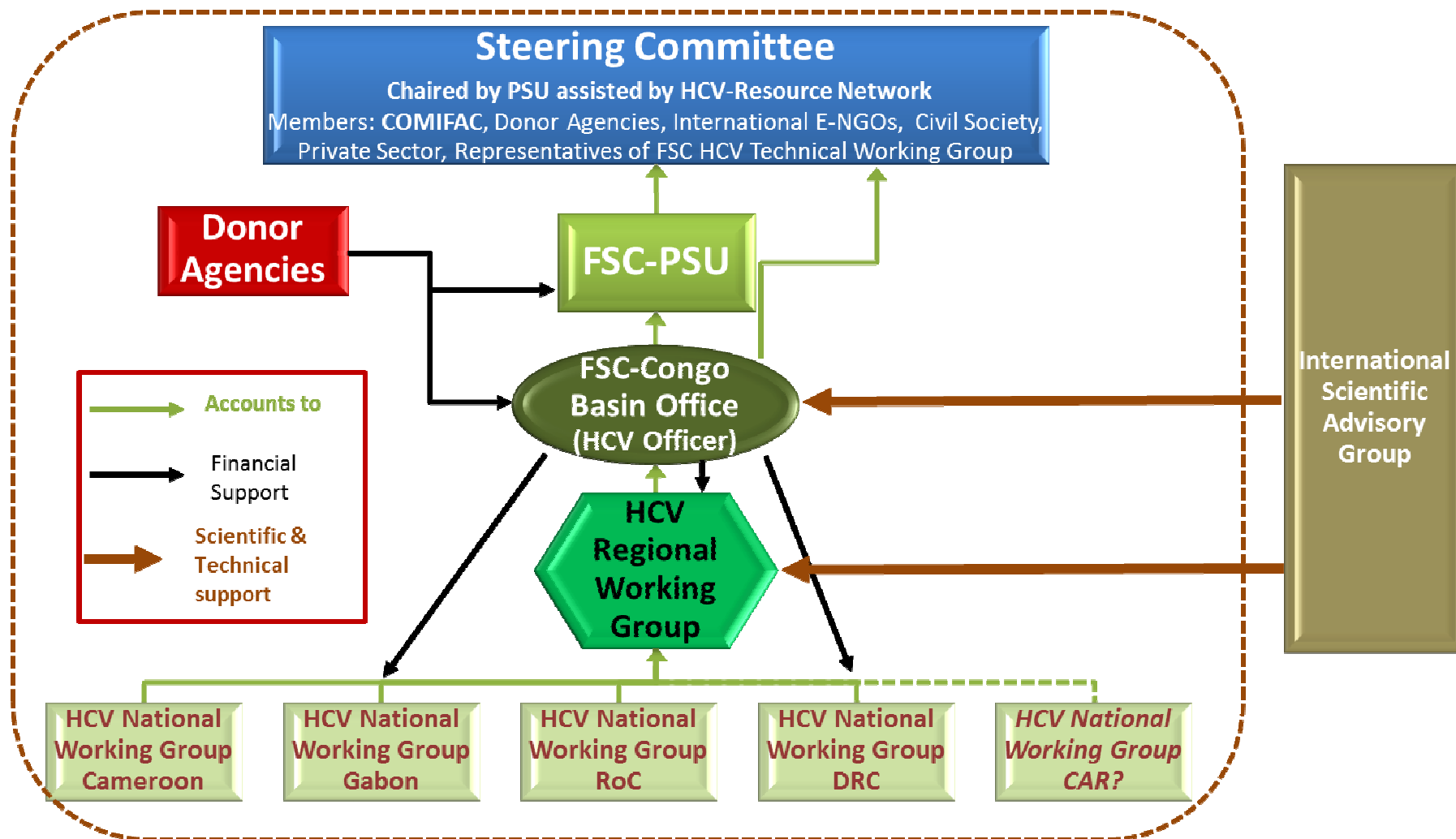


Figure 1. Organizational Chart of the various bodies involved in HCV Congo Basin Project



IV. STAGES IN THE DEVELOPMENT OF THE ROADMAP

Under the supervision of FSC-CBO (for financial/logistical and institutional aspects), with the technical support of the HCV-RWG and the scientific backup of the Intl-SAG, the following steps have to be undertaken, to deliver the expected outputs:

- (i) **Appoint a FSC HCV-Officer for Congo Basin, and set out the project framework** (establish the different organs, select the HCV-RWG; HCV-NWG, survey towards stakeholders asking which problems/challenges they encountered so far identifying/managing/monitoring HCV...).
- (ii) **Hold the 1st Steering Committee to launch the project.**
- (iii) **Produce a “HCV Regional Guideline”⁵ to identify, manage and monitor the six categories of HCV in Congo Basin, on accordance with stakeholders.**
- (iv) **Mapping the HCV in each country following a logical framework including thematic maps indicating buffer and core zones for each HCV:**
 - using the HCV Regional Guideline drafted by the HCV-RWG;
 - Ensure Free Prior and Informed Consent of the forest dependent people
 - Maps have to be validated by the International Scientific Advisory Group before being submitted to FSC-CBO.
- (v) **Deliver a first draft of National Monitoring and Management Guidance of each of the six HCV categories.** The national guidance shall specify acceptable activities for each category of HCV, including buffer and core zones.
- (vi) **Validate the results of the first draft and the field-testing methodology during a National Workshop.**
- (vii) **A 2nd Steering Committee is held to move forward with the field-testing.**

The methodology of the field-testing, drafted by HCV-NWG under the supervision of the HCV Officer, is validated during this Steering Committee, and Certification Accredited Bodies and the field team (mandated to realize the field-testing) are presented to the Steering Committee.
- (viii) **Validate a sampling of maps on the ground (engagement with local & indigenous communities).**
- (ix) **Incorporate the results of the field tests in the HCV National Guidance.**
- (x) **Finalize the Guidance at country level**

Deliver a draft National Guidance to the FSC registered Standards Development Group in each project country.

In compliance with ISEAL procedures, open a consultation period of 60 days.

⁵ Using the two keys reference documents, available [here](#) in several languages:
- [HCV-Resource Network Common Guidance for the Identification of High Conservation Values](#);
- [HCV-Resource Network Common Guidance for the Management and Monitoring of High Conservation Values](#)



During a National Workshop, a final version of each National Guidance will be validated. Each National Guidance is now called “HCV National Toolkit”. The Regional Guideline could be affirmed accordingly and a final version is produced.

(xi) Final steps until annex the “HCV National Toolkit” to each NFSS

The final version of HCV Regional Guideline and the final version of each National Guidance, called now “HCV National Toolkit” are formally submitted for approval to PSU. After 45 days, a 3rd and last Steering Committee is held, HCV Regional Guideline and each “HCV National Toolkit” are officially validated by PSU; After validation by the Board of Directors, each “HCV National Toolkit” shall be annexed to National Forest Stewardship Standards (depending on the advancement of the NFSS Development).

V. LOGICAL FRAMEWORK OF HCV IN CONGO BASIN PROJECT

The logical framework of this project, presented in **Table 1** (page 20), summarizes the three major steps of this project to see annexed to each National Forest Stewardship Standards, a pragmatic and expected “HCV National Toolkit”, usable for forest managers, adopted by all the stakeholders and in consistency with the Motion 65 voted at the last FSC General Assembly (Seville, September 2014) requiring indicators within National Standards that aim to protect the vast majorities of IFLs, taking into account scale, intensity and risk as well as respecting the activities, customary and legal rights of traditional forest communities.

A list of potential partners (technical, scientific and financial) can be found on **Annex 5**.

Organizations, which supported motion 65 voted at the 7th FSC General Assembly, will be strongly encouraged to be part of the Steering Committee of this project.

Table 1. Phases in the development of the Road Map for identifying, monitoring and managing HCVs in Congo Basin

PHASE	OBJECTIVES	PRINCIPAL TASKS	PRINCIPAL RESULTS	DURATION
Preparatory phase: Roadmap validating by all stakeholders, Funds secured; 1st Steering Committee & recruitment and establishment of: 1) FSC HCV Officer – 2) HCV Regional Working Group – 3) HCV National Working Group – 4) International Scientific Advisory Group				<i>3 months</i>
1. Pre-testing phase	<i>HCV Regional Guidance & Pre-definition of HCV criteria and indicators</i>	<ul style="list-style-type: none"> – Reviewing existing HCV literature – Defining criteria and indicators for identifying, managing and monitoring HCV and IFL at Level: “HCV Regional Guideline” – Mapping HCV in each country – Defining management/monitoring indicators for HCV and IFL at National Level (including methodology) – Developing a protocol of field tests – Organising National Workshops and a 2nd Steering Committee to validate “HCV Regional Guideline (IFL will be prioritized)”, present/pre-validate HCV-NWG results and validate field-testing methodology, respecting FPIC 	<ul style="list-style-type: none"> – Appraisal of work already done nationally – Preliminary checklists for identifying/managing HCV & IFL at regional and national level – Pre-validation of HCV mapping – Test protocol (conceptual framework and methodology) approved – MoU concluded with timber concession holders, forest dependent people and technical partners – Report on workshop organised to validate results produced by the HCV-RWG & NWG – Transmission of first drafts translated into English to FSC-International for validation 	Months 1 to 6 (6 months)
Intermediate stage: Recruitment of CAB by FSC-International to conduct the field-tests				<i>2 months</i>
2. Testing phase	<i>Verification of the HCV criteria and indicators as formulated in the first national drafts</i>	<ul style="list-style-type: none"> – Organising work on the ground – Identifying appropriate sites for gathering data – Gathering and analysing field data – Assessing test results – Validating a sample of maps on the ground – If appropriate, proposing improvements to the tested set of criteria and indicators – Organising national workshops to share/validate results of field tests 	<ul style="list-style-type: none"> – Set of HCV criteria and indicators tested, adjusted (if necessary) and validated – Proposal for a national toolkit framework – Report on workshop organised to present/validate test results – Translation of improved national criteria and indicators and submission to PSU 	Months 9 to 15 (7 months)
3. Post-testing phase	<i>Integration of field-testing results into a “National HCV Toolkit” annexed to each NFSS.</i>	<ul style="list-style-type: none"> – Finalising the “HCV National Toolkits” validated by SDG and submitting for approval by PSU – After 45 days, a 3rd Steering Committee is held to officially validate each “HCV National Toolkit” – After validation by the FSC Boards of Directors: annexing the “HCV National Toolkit” to each NFSS. 	<ul style="list-style-type: none"> – National Toolkit for identifying, managing and monitoring HCV in each country of the Congo Basin (in both full and simplified versions) – Possibly recasting the HCV Regional Guidance according to the national HCV t to manage HCV (including IFL) in Congo Basin 	Months 16 to 19 (4 months)
<i>Total duration of HCV in Congo Basin Project:</i>				<i>22 months</i>



ANNEX 1. TERMS OF REFERENCE⁶: **FSC HCV OFFICER FOR CONGO BASIN**

1. Background

At the present time, the concept of High Conservation Value (HCV) is applied only to a very limited extent in the Congo Basin. And yet, over the last five years there have been a growing number of national initiatives to define HCV criteria (Gabon in 2008, Cameroon - for small and low-intensity managed forests (SMILFs) - in 2008, and the Democratic Republic of Congo in 2012). But because there has been no overall analysis of the available data on HCVs, these disparate attempts have failed to produce a rigorous frame of reference for interpreting, identifying, managing and maintaining HCVs. Similarly, owing to the limited involvement of the parties concerned, the results of these workshops have not been validated by FSC International.

The slow progress in this area explains why the conditions for approving the new FSC Congo Basin regional standard include the obligation to “integrate HCV guidance once it is ready at the international level by the end of 2012”. Such guidance does exist, in the form of a handbook, recently approved by FSC, intended to provide support in identifying HCVs (available at <https://ic.fsc.org/high-conservation-values.87.htm>). However, this document is by no means specific to the forest eco-systems of the Congo Basin. Nor does it give advice on how to maintain or improve the High Conservation Values that have been identified.

It is now crucial that national procedures be defined, and therefore a proposal for a “HCV Congo Basin Road Map” project was negotiated step by step with FSC international in the course of 2014. The project was approved in early June 2015 for immediate implementation. The aim is to develop a frame of reference for identifying, managing and monitoring HCVs in the various countries of the sub-region. The project will also help to consolidate national standards based on the new International Generic Indicators (IGIs).

In these circumstances, FSC-International will recruit a FSC HCV Officer tasked with assisting the FSC Congo Basin Office (FSC-CBO) in managing the HCV Road Map project at regional level. The project, when completed, should result in the creation of an HCV toolkit for the various countries in the intervention area, providing a set of reference criteria and indicators for identifying and monitoring High Conservation Values at national level.

⁶

Please note that all the ToRs presented in the present documents will be finalized when Call for Expressions of Interests will be launched.



2. Mission of the HCV Officer for Congo Basin – Technical Assistant to the HCV Project

The FSC HCV Officer for Congo Basin will be an individual appointed to act as interface between the FSC-CBO, PSU, HCV-Regional Working Group, HCV National Working Groups and International Scientific Advisory Group, and to provide support in implementing the Roadmap, in compliance with the FSC's governance principles.

An important aspect of his/her work will be to define the needs of the project in terms of human resources and to select the contractors/technical experts required to achieve its objectives.

He/she will also assist in coordinating activities, and will be responsible for follow-up and communication with the FSC-CBO and drafting financial and technical report for the Donor Agencies (PPECF is strongly targeted to fund this position according to existing exchange between FSC-CBO Coordinator and PPECF Management Unit – This discussion is still ongoing and decisions would depend of PPECF implementation when the roadmap will be officially submitted), and for checking the progress and quality of the work done.

3. Objectives and tasks

The FSC HCV Officer will support the FSC-CBO in managing the Road Map project, the aim of which is to produce national HCV toolkits. In practice, he/she will perform the following activities:

- Finalising the ToRs of the various bodies tasked with implementing the Road Map (clarifying them, if necessary, and integrating any comments and proposals for amendment);
- In consultation with the FSC-CBO, drawing up calls for expressions of interest (CEIs) for recruiting the experts (or organisations having the necessary expertise) who will constitute the various bodies;
- Identifying resource persons/structures qualified to join/constitute the various bodies (i.e. adding further agencies to the lists set out in **Annex 4**);
- Taking part in selecting the members of the various (regional and national) groups tasked with implementing the project, on the basis of previously drafted ToR;
- Ensure engagement of the forest dependent people
- Once they are established, organising meetings with the technical teams working in the different countries (HCV-RWG, HCV-NWG) and briefing them on the objectives, organisation and issues relating to their respective missions (including the tasks of the individual members);
- Ensure FPIC agreements are established with the Indigenous People
- Taking part in drafting the Manual of Procedures common to all the implementing bodies;
- Ensuring the smooth running of operations and compliance with the timetable and, if necessary, chasing up agencies which are behind schedule;
- In particular, closely monitoring the activities of the HCV-RWG and the International Scientific Advisory Group through regular contact and communication;
- Ensuring that the project activities are effectively directed towards achieving the objectives and anticipated results, and communicating with the FSC-CBO on this issue;



- Assisting the FSC-CBO and Donor Agencies on all other matters relating to the organisation and management of the project: harmonisation of activities, use of funds, preparing budget requests, cooperation agreements, etc.;
- Every month and at the end of each phase (milestone) of the project (or at agreed intervals), drawing up and transmitting Road Map progress reports to the Donor Agencies and the various project bodies;
- Informing the FSC-CBO and the Donor Agencies of any perceived weaknesses, disagreements or conflicts affecting implementation of the Road Map;
- Taking part, with the other parties concerned, in the process of sharing and validating the results of the Road Map (pre-validation and validation workshops);
- Taking part in the process of presenting the interim and final results of the project to FSC-International Center GmbH (PSU and FSC-CI) and getting them validated by PSU.

To sum up, the HCV Officer's work will consist essentially in launching the activities associated to this roadmap (including establishing the technical bodies) and in overseeing the progress and smooth running of the project (i.e. backstopping).

He/she will also play an important role in relaying information and reporting to the Donor Agency

His/her responsibilities for coordinating the roadmap implementation, shared with the FSC-CBO, will be relatively limited, as this is more the work of the HCV-RWG and HCV-NWG, with which he/she will remain in close communication.

4. Resources

The volume of work required for launching and supporting the management of the HCV Road Map is estimated to be **a total of 410 working days for 22 months** (provisional forecast – basis: 220 days worked for 12 months), spread over the whole duration of the project (including the preparatory phase, see below).

To perform this mission adequately, one (1) FSC HCV Officer will be recruited, with at least the following qualifications:

- A diploma in forestry, environmental science or social science;
- A minimum of five years' professional experience in managing natural resources in the Congo Basin is an advantage;
- A good understanding of the FSC certification system and of sustainable forest management issues, particularly in the context of timber exploitation;
- A good grasp of the objectives of the HCV Road Map and related issues;
- Proven experience of project management (planning, management, assessment) is desirable.
- Professional experience of drawing up standards would be an advantage;
- A good command of French and English, oral and written;



- Excellent inter-personal skills and the ability to interact neutrally and diplomatically with a whole range of players;
- IT skills: ability to use the MS Office suite and GIS software (ArcGIS and/or Q-GIS);
- Willingness to travel in the different countries of the Congo Basin (at least 40% of the time), and make occasional trips to Bonn (FSC-International headquarters).

During the project, ad hoc support from experts specialising in fields unfamiliar to the HCV Officer (forestry or environmental science or social science) may be arranged, at an estimated rate of 2 working days per month, i.e. a maximum of 44 additional working days.

5. Planning and place of work

The FSC HCV Officer will be recruited by FSC-International for the estimated duration of the Road Map project (including the preparatory phase). Basically, his/her mission will be organised around the two principal phases of the work he/she is to perform: launching the project and monitoring the activities of the various implementing bodies.

He-She will be based in Brazzaville (Republic of Congo) for the first 18 months of project implementation. According to the development of the project implementation after 18 months, a part-time relocation could be considered/renewed at his/her convenience according to the existing results.

6. Anticipated results

The FSC-HCV Officer is expected to achieve the following results:

- The ToR of the various Road Map players will have been drafted, transmitted to the HCV-RWG and amended;
- The CEI for recruiting experts will have been produced ready for distribution (including to resource persons/organisations already identified);
- Meetings to launch the project will have been held with all the bodies involved in implementing the Road Map;
- A Manual of Procedures will have been drafted and transmitted to the HCV-RWG for amendment and validation;
- On-going communication will have been established between the Donor Agencies, the FSC-CBO and the HCV-RWG;
- Monitoring the HCV-RWG and the quality of their work regularly checked (content, timing, etc.);
- Reports will have been produced, at regular intervals, on the progress of the project, highlighting any perceived deficiencies;
- Opinions and ideas will have been given on the various aspects and procedures involved in implementing the Road Map: recruitment, timetable and quality of services provided, use of budgets, any conflicts or obstacles to progress, achievement of objectives, etc.;
- The Road Map project will have been carried forward in compliance with the technical and organisational procedures defined jointly by the Donor Agencies and the FSC-CBO, and between the FSC-CBO and its partners (technical assistance and coordinating bodies).



By the end of the FSC HCV Officer mandate (22 or 28 months if funds are secured), national HCV toolkits will have been designed, validated by the FSC and made available to operators in the field (forestry managers in particular).

7. Selection procedure for the FSC HCV Officer for Congo Basin

The Officer will be recruited on the basis of a call for expressions of interest (CEI) drafted by the FSC-CBO. This will be a public procedure, widely disseminated by FSC-International and Donor Agencies and all the national and regional networks operating in the Forestry Certification field.

The selection procedure will be conducted by a committee composed by an equal number of FSC-International staff and HCV International working groups (advisory team + HCV working group). Donor Agencies representatives could be observers.



ANNEX 2. TERMS OF REFERENCE⁷: **HCV REGIONAL WORKING GROUP (HCV-RWG)**

1. Mission

The HCV-RWG is a multidisciplinary team which will act as interface between all the stakeholders and groups involved, in each country, in drawing up the HCV Road Map. Its mission is to make every effort to ensure that the results expected from the project are effectively achieved, in compliance with the methodology and deadlines set out in the Terms of Reference. It will also make sure that the different HCV Toolkits drafted are in consistency with FSC-International requirements and HCV International Management Guidance. The work needs to be aligned with Guide and Guideline produced by HCV-Resource Network.

The HCV-RWG insures the technical supervision of the HCV-National Working Group. The HCV-RWG is in charge of drafting the reference document called HCV Regional Guideline to identify, manage and monitor HCV in Congo Basin. HCV-RWG is the dialogue platform at sub-regional level, to fix HCV and IFL issues, and to validate management rules of HCV designed by HCV-NWG to adapt the HCV Regional Guideline to the national and/or local context.

2. Objectives and activities

The overarching objective of the HCV-Regional Working Group is to coordinate implementation of the Road Map project with a view to creating national HCV toolkits, following a process that complies with the FSC governance principles. More specifically, the HCV-RWG will be responsible for the following activities:

- Finalising the project's Manual of Procedures and ensuring that the set procedures are complied with internal Donor Agencies requirements/procedures;
- Preparing a "guidance document", common to the different countries, for analysing the work done previously in identifying/defining HCVs, setting out the kinds of information to be gathered and the methodology to be adopted by the various HCV-NWGs;
- Executing and supervising the various areas of project activity, in compliance with the deadlines and conditions set out in its contract with the FSC-CBO;
- Taking part in the recruitment of experts (or expert organisations) for the various constituent bodies (HCV-NWGs, Field-Testing Teams: Local HCV Consortia/CAB), in particular by issuing calls for expressions of interest and helping decide on the suitability of candidates;
- Amending and approving the technical documentation (sets of criteria and indicators, test protocols, toolkits) produced as part of the Road Map process;

⁷ Please note that all the ToRs presented in the present documents will be finalized when Call for Expressions of Interests will be launched.



- Facilitating sharing among the various bodies involved: HCV National Working Groups, Testing Teams, International Scientific Advisory Group (mailing, disseminating information, organising meetings, etc.);
- Suggesting/promoting partnerships agreements between the various parties involved in field testing (forestry companies, technical partners, programme representatives);
- Drafting project proposals for FSC-CBO so that all the project activities can be effectively carried out;
- Acting as interface between all parties involved in the project: enterprises, government departments, civil society organisations, etc.
- Facilitating the technical aspects of workshops;
- Mobilising all national and regional experts and structures able to make a positive contribution to the project.

3. Composition of the HCV Regional Working Group

The HCV-RWG will consist of six people, two from each of the three Chambers of the FSC system⁸:

- Two representatives of the Environmental Chamber;
- Two representatives of the Economic Chamber;
- Two representatives of the Social Chamber.

Moreover, these representatives (experts, consortium, civil society associations or organisations qualified to join one of the Chambers) will be able to count on a constant support from FSC-CBO and/or PSU.

The resignation or replacement of a member of the HCV-RWG will be dealt with by the same recruitment committee.

4. Mode of operation of the HCV Regional Working Group

Periodically, two members of the HCV-RWG will be designated to fulfil the functions of Chairperson and Secretary. The roles associated with each of these positions are described in the Manual of Procedures. Access to each of these functions will be based on a rota previously drawn up with the mutual agreement of all the members (with office holders rotating every four or six months, for example).

The HCV-RWG will work closely with the HCV National Working Group and will report to the FSC-CBO, particularly as regards the organisational and political aspects of its activities management.

An initial working meeting, at which the FSC-CBO absolutely must be represented, will be organised to decide on the following points:

- The HCV-RWG's ToR (duties, deliverables and responsibilities);

⁸ We would point out that the members of the HCV-RWG don't need to be FSC members, but rather persons or entities having expertise or actively engaged in the fields covered by the three Chambers.



- The way in which activities are to be organised among the different members, including the internal accountability mechanism;
- How the various projects and national actors are to be coordinated;
- The procedures to be included in the Manual of Procedures.

The HCV-RWG will be committed for the duration of the Road Map project, i.e. for 22 months. On the whole, the members of the HCV-RWG will work independently, keeping in touch by e-mail. Ideally, however, they should meet regularly (once a month, for example), to share news of their activities, discuss the progress of the project and examine reports from the various bodies. On these occasions, it may be useful to invite representatives of the various donor agencies to ensure that the activities are adequately funded.

Meetings will be chaired by the Chairperson.

Minutes of these meetings will be sent to the Donor Agencies and to the FSC-CBO.

A periodic financial report is to be drafted by the HCV Officer (FSC-CBO), for the Donor Agencies.

5. Anticipated results

The principal results expected of the HCV-RWG are as follows:

- Production of a Manual of Procedures to serve as a basis for the work of all parties involved in the Road Map project;
- Production of a HCV guidance document, distributed to each of the HCV-NWG to serve as a frame of reference for its work;
- Performance of all the activities planned as part of the Road Map project, in compliance with the deadlines, the terms and conditions of the contract with Donor Agencies and FSC governance procedures;
- Conduct of a recruitment process to ensure that the various bodies can draw on all the expertise they require;
- Signature of a memorandum of Understanding (MoU) between the parties involved in the field testing;
- Harmonisation of the activities and conceptual framework (including related methodology data sheets) of the various national programmes;
- Regular communication and good coordination between the different bodies involved in the roadmap implementation;
- Establishment of a panel of partners and external stakeholders with an interest in the Road Map project (potential donors, technical partners, etc.);
- Pre-validation of all the results of the Road Map project and their transmission to the FSC-CBO for final validation.

By the end of its mandate (22 months), National HCV Toolkits will have been designed, validated by FSC and made available to operators in the field (forestry managers in particular).



If additional funding can be obtained, it may be possible to extend the HCV-RWG mandate, enabling it to monitor implementation of the toolkit and the creation of a “regional” adaptation of it with a focus on IFL management.

6. Member selection procedure

The six members of the HCV-RWG will be recruited on the basis of a Call for Expressions of Interest (CEI), drawn up by the FSC-CBO with support from the FSC HCV Officer.

This will be a public procedure, widely disseminated by the Donor Agencies, the FSC-CBO and all the national and regional networks operating in the Forestry Certification field.

The selection procedure will be conducted by a committee composed of equal numbers of FSC-International and Donor Agencies representatives.

When interviews are held, one of the selection criteria for potential resource persons will be a perfect understanding of the reference documents posted on line on FSC Congo Basin websites, i.e.: the HCV Road Map, the Principles and Criteria of forest management (version 5), the FSC International Generic Indicators (IGIs), the identification guide published by the HCV Resource Network, and the draft versions of national interpretations.

8. Resources

All the members of the HCV-RWG will receive the same remuneration. It will be in line with national standards for experts with the required experience. This amount will be paid monthly and will not depend on the intensity of the project activities. It will be calculated on the basis of a weekly input of 16 hours (2 full working days per week).



ANNEX 3. TERMS OF REFERENCE⁹: **INTERNATIONAL SCIENTIFIC ADVISORY GROUP (INTL-SAG)**

1. Mission

The International Scientific Advisory Group (INTL-SAG) will be a multi-disciplinary team working in close contact with the HCV Regional Working Group (HCV-RWG), the HCV National Working Groups (HCV-NWG) and the Testing Teams (Local HCV Consortia/CAB). Its main task will be to make available to each of these bodies, for the whole duration of the Road Map project, the information and documentary resources needed for developing a toolkit of HCV identification criteria, intervention procedures, and monitoring indicators and methods suited to the various countries of the Congo Basin. The INTL-SAG will also check the scientific validity of the results produced in the course of the project.

HCV-RWG and HCV-NWG outcomes in Standards and management rules are lead/guided by the INTL-SAG. This group is critical to steering the direction of the final decisions for management.

2. Objectives and activities

The overarching objective of the International Scientific Advisory Group is to ensure that the project development is at all times based on the most relevant and up-to-date documentary resources (scientific and technical information) in the fields covered by the project.

More specifically, the work of the Intl-SAG will include the following activities:

- Providing the Roadmap stakeholders with access to information held by the institutions to which the members of the International Scientific Advisory Group belong;
- Monitoring the latest developments in forestry certification/FSC standards/HCV issues and forwarding relevant information to the various parties to the Road Map project, each in their particular field of activity;
- Producing summaries of documents that are particularly relevant, long or sensitive;
- Communicating information on the state and value of forests to the national, regional and global bodies, in accordance with HCV criteria;
- Making the other bodies more aware of certain aspects of conservation (e.g. areas of exceptional biodiversity in the countries concerned) or social management (free, prior and informed consent, issues affecting indigenous peoples, etc.);
- Providing high-level advice and guidance on the Road Map strategy, particularly with a view to ensuring that the proposals formulated are consistent with other national and regional “sustainable forest management” programmes;
- Checking and reporting on the scientific relevance of the results and conclusions of all the other Road Map bodies (HCV-RWG, HCV-NWGs, testing teams);

⁹

Please note that all the ToRs presented in the present documents will be finalized when Call for Expressions of Interests will be launched.



- Ensuring that the work of the Road Map project is in conformity with the Convention on Biological Diversity and other relevant regulatory frameworks (e.g. CITES, RAMSAR);
- **Ensuring the work of the roadmap is in consistency with Motion 65 requirements;**
- Providing scientific support to all the various bodies regarding **Intact Forest Landscapes issues;**
- Providing the parties to the Road Map with clear and unambiguous definitions of the various HCVs and concepts relating to the assessment of HCVs (i.e. improving problematic definitions by removing inconsistencies, ambiguities and confusion).

Subsequently, the members of the INTL-SAG will also assist in integrating the results of the Road Map project as a whole into a HCV Regional Guidance and HCV National Toolkits describing the identification criteria, management procedures and monitoring indicators and methods for the six HCV categories in the Congo Basin (toolkit-type document in French and English).

This mandate requires that INTL-SAG members make a substantial contribution in terms of time and workload.

3. Composition of the International Scientific Advisory Group

Ideally, the INTL-SAG will bring together persons having the following qualifications and expertise:

- Experts from international scientific institutions specialising in the fields covered by HCV Principle 9, i.e.: animal biodiversity (2 experts), plant biodiversity (2 experts), water and environmental services (2 experts) and social and cultural values (2 experts);
- A representative of the FSC's regional and global initiatives;
- A specialist in drawing up technical regulations and standards;
- An expert in forestry management from a forestry research institute.

To function efficiently, the INTL-SAG should not consist of more than twelve members. These individuals will be recruited on the basis of their expertise and their potential contribution to the Road Map process as a whole.

One of them (bilingual) will be designated to take care of administrative matters: minutes of meetings, communications with the various parties to the Road Map (HCV-NWGs, Field-Testing Teams (Local HCV Consortia/CAB), Donor Agencies, etc.), regular contacts with the HCV-RWG etc.



4. Organisation of the work of the International Scientific Advisory Group

The work of the INTL-SAG will revolve around two main areas of activity: (i) gathering and disseminating/feeding back information of interest, and (ii) checking data and proposals produced in the framework of the Road Map project (a sort of “peer review” process).

For the first of these, an on-line storage space will be opened (e.g. *Google Drive*, *DropBox* or *SugarSync*¹⁰), accessible to the various parties to the Road Map, where the INTL-SAG experts will deposit their selection of (scientific or more general) documents, arranged by discipline and topic (and possibly by country). Where documentary research is concerned, the internet will of course be a source of valuable information for the experts, as well as the bibliographical resources of their respective institutions.

For the second activity, the HCV-RWG will forward to the INTL-SAG the various reports produced as part of the Road Map process. These documents will be directed towards the appropriate specialist(s) belonging to the Committee, whose task will be to assess the quality of the data produced and the proposals formulated by the different bodies. Reports by these specialists (containing opinions, invitations to modify or adapt the data, etc.) will be sent back to the HCV-RWG, which will then liaise with the groups concerned.

The INTL-SAG experts will work independently in their respective institutions. Given their wide geographical spread, they will communicate mainly by e-mail or telephone, and hold meetings by conference call (e.g. via *Skype*). It will be necessary to draw up a timetable of meetings at the start of the work, ideally with discussions taking place at least every 10 or 15 days.

Before the work begins, the INTL-SAG members will communicate with one another to decide on their working method, particularly as regards the scope of their duties, the sources of information that can be drawn on, the on-line hosting site they will use, how they will classify/prioritise documents, how they will share responsibility for verifying data, etc.

To ensure continuity, each of the INTL-SAG experts will commit to devoting time to this work on a periodic and regular basis.

5. Anticipated results

- The players implementing the Road Map will receive regular, up-to-date and relevant information relating to their field of interest for the whole duration of the project;
- A classified bibliography, with commentary, will be produced, including all the scientific reference documents made available to the Road Map players, possibly with summary information sheets;
- In each country, all the Road Map results and proposals will be checked in terms of their scientific validity, consistency with national FM policies/programmes and conformity with national regulations (an opinion, with reasons, to be given for each document);
- In particular, the on-site tests will be performed in compliance with the HCV identification and management strategy discussed at the workshop organised to pre-validate the criteria and indicators;

¹⁰ Some of these tools alert users (by e-mail) whenever a working folder or folders are updated. This is a distinct advantage and a tool of this kind should be preferred.



- Act as a mentor to precise scientifically the existing definition of Intact Forest Landscapes;
- Clear, unambiguous definitions of the different HCVs and associated concepts (“endemism”, “concentration”, “threatened species”, etc.) will be available to support the work of the various Road Map participants.

6. Selection procedure

The members of the International Scientific Advisory Group will be recruited on the basis of a call for expressions of interest (a single CEI for all 11 members, mentioning the different areas of expertise required).

This will be a public procedure, widely disseminated by the Donor Agencies, the FSC-CBO and all the national and regional networks operating in the Forestry Certification field.

The selection procedure will be conducted by a committee composed of equal numbers of FSC-International and HCV-RWG. Donor Agencies representatives will be part of the committee as Observers.

In addition to their expertise in the disciplines relating to HCVs, particularly in the Congo Basin, the selection criteria will include an interest in sustainable forest management/certification, a thorough understanding of the reference documents posted on line on FSC Congo Basin websites, i.e.: the HCV Road Map, the Principles and Criteria of forest management (version 5), the FSC International Generic Indicators (IGIs), the identification, management and monitoring guides published by the HCV Resource Network, and the draft versions of national interpretations and their experience in consultancy work and information management. Their availability will also be a key consideration.

7. Resources

The INTL-SAG members’ travel expenses to the Steering Committee meeting will be reimbursed. A MoU will be concluded between the FSC-CBO and their respective employers, setting out the basis on which they are recruited and the allowances they will receive. They will receive remuneration for at least one day’s work each month.

8. Key identified Stakeholders

8.1 University of Maryland

Due to the high expertise in IFL and HCV mapping of University of Maryland, through the Global Forest Watch Project, and to its positioning in Congo Basin as a facilitator to support governments in their land-use planning, FSC-International will strongly encourage University of Maryland to be part to this International Scientific Advisory Group and to be a key stakeholder, at the global level, in FSC decision-making organs about IFL.



8.2 World Resources Institute

World Resources Institute is facilitating in Republic of Congo and in Democratic Republic of Congo a governmental draft of a land-use plan.

WRI is working closely with University of Maryland in this project, and has been involved on IFL issues since the birth of this concept, through Global Forest Watch.

8.3 CIRAD (International Center of Research in Agronomy for Development)

CIRAD will realize a regional cartography of all the types of forests existing in Central Africa.

FRM (a consultancy firm) and CIRAD have the largest database of forest inventories of Central African forests worldwide, and they are working together in identifying mapping the main different Central African forest types. The scope of the study is: Cameroon, Gabon, Equatorial Guinea, Central African Republic, Republic of Congo and Democratic Republic of Congo.

A map of aerial biomass will be also produced within this framework.

These both maps could be considered as a major input to identify HCV if combined with others maps of others HCV. The analysis could be used by forest managers within each FMUs.

The concept note of this project mentions that the results (maps) will contribute to HCV mapping in the sub-region.

For further information, consult the Project CoForChange website, led by CIRAD:

http://www.coforchange.eu/fr/produits/actualites/note_a_l_intention_des_decideurs

8.4 Missouri Botanical Garden

Missouri Botanical Garden is doing a flora inventory of endemic species in Gabon (Orchids...) and will produce HCV type I and/or II.

They will be approached to be part of the INTL-SAG.

8.5 Université de Gembloux – Laboratoire de Foresterie Tropicale

8.6 CIFOR (Center International for Forestry Research)



ANNEX 4. TERMS OF REFERENCE¹¹: **HCV NATIONAL WORKING GROUP (HCV-NWG)**

1. Mission

The HCV National Working Group (HCV-NWG) will be a multidisciplinary team working in close consultation with the HCV Regional Working Group (HCV-RWG) to develop a set of reference criteria and indicators for identifying, managing and monitoring HCV within the countries in the project scope

It will subsequently work alongside the field-testing team experts in integrating the results of the Roadmap project (the criteria and indicators that have been produced and tested) into a “National HCV Toolkit”, the final product of this Project.

The HCV-NWG remains under the technical supervision of the HCV-RWG.

HCV-NWG is the dialogue platform at national level, to fix HCV issues, adapt eventually IFL and HCV management rules to the national and/or local context, precise some definitions.

2. Objectives and activities

The overall objective of the HCV-NWG is first to map the different existing HCV – if mapped accordingly with a consistent methodology which will be developed by the HCV-RWG – across the national Forest Management Units (FMUs) and more ideally across the national territory – according to the budget available.

Then, the HCV-NWG, based on existing Guidance documents develop at global level by HCV Resource Network, will set up management and monitoring criteria & indicators for the HCV present in their respective country.

As part of this, the HCV-NWG will also assist in defining the verification tests to be performed in the various partner timber concessions.

More specifically, its work will comprise the following activities:

- Performing an in-depth analysis of earlier research and experience in identifying, managing and monitoring HCV in its respective country, highlighting the strengths and weaknesses of existing tools and exploring the lessons learned¹²;
- Adapting criteria for identifying HCV (the different attributes of each HCV category, the criteria for assessing each attribute), together with classification thresholds¹³ ;

¹¹ Please not that all the ToRs presented in the present documents will be finalized when Call for Expressions of Interests will be launched.

¹² Generally speaking, research work of various kinds may serve as a basis for formulating the set of criteria and indicators in the different countries: workshops, field tests, and possibly other projects - REDD, CoForChange, certification of protected areas, for example. Please note that in the course of this project **the use of existing data from forestry development inventories and other studies conducted in the context of timber concession development plans is strongly encouraged** (wildlife surveys, socio-economic studies, mapping), as using the results of HCV studies performed in the past. Naturally, management experience gained in implementing forestry development plans should also be taken into account and used if appropriate.



- Identifying what reference sources and materials can be used/consulted, and what data need to be generated in the field, with instructions on how to gather and compile the sets of data.
- Proposing a range of priority activities and procedures for managing and monitoring different types and sub-types of HCV;
- Defining indicators for monitoring and assessing the management of HCVs, including maximum and minimum thresholds to be respected or target thresholds to be aimed for (justify choices);
- Selecting priority sites (timber concessions that have been certified or are in the process of FSC certification) for performing field tests (justify choices);
- Developing verification tests to be conducted in the field (checklists including: assessment objectives, host concessions, number of indicators to be tested¹⁴, data-gathering and processing methodology, way of expressing results, etc.);
- Evaluating the results of field tests and, if necessary, proposing adjustments/corrections to the set of indicators that has been developed;
- Taking part in the process of sharing and (pre-)validating the results of the Road Map project (development of the set of criteria and indicators, selection of reference bibliography, results of field tests);

Subsequently, HCV-NWG will also assist in the process of integrating the results of the Roadmap project into a national interpretation guidance setting out management procedures and monitoring indicators and methods for the six categories of HCV in the Congo Basin. Once approved, the national guidance will be called “National Toolkit” and annexed to each National Standards (adapted/transferred from Principles & Criteria version 5).

As a result of these varied activities, the HCV-NWG will provide an ideal setting for exchanging knowledge and discussing the development of a frame of reference for managing HCVs in the four (five?) countries of the sub-region (Cameroon, DRC, Gabon, Republic of Congo and eventually Central African Republic – still uncertain due to civil troubles).

This mandate requires that NWG members make a substantial contribution in terms of time and workload.

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If a national interpretation already exists in draft form, it will be used as a basis for discussion and completed.

¹⁴ Prabhu *et al.* (1999) state that “while it is desirable to ensure that the base sets cover as many of the possible assessment issues in as many different ways as possible, there are usually very real constraints on resources for the C&I assessment and development exercises. We suggest that, as a rule of thumb, the base sets should not contain a total of more than 250–300 C&I at the start of testing”.



3. Composition of the HCV National Working Group

In four countries (Cameroon, DRC, Gabon and RoC), a FSC Standard Development Group has been established and endorsed by FSC-International Center (Policy and Standards Unit) in April 2015. These Standard Development Groups are chamber-balanced and represent efficiently the three interests of the forest (environmental, social and economic).

Some HCV national/international experts will be associated to these national Standards Development Groups to constitute the HCV National Working Groups.

For the sake of efficiency, the size of the HCV-NWG will not exceed 15 members. It will include the following personnel:

- At least three (03) representatives chamber-balanced (one for each chamber) of the FSC National Standards Development Group (FSC-NSDG) if there is a functional group of this kind¹⁵ ;
- National and international experts (4) specialised in the matters covered by Principle 9 on HCV, i.e.:
 - Animal biodiversity (1 expert);
 - Plant biodiversity (1 expert);
 - Water and environmental services (1 expert);
 - Social and cultural values (1 expert);

Eventually, if a FSC Standards Development Group does not contain the following representatives, they could be found within out this group:

- Two (02) representatives of the forestry industry (preferably timber concession holders engaged in FSC certification or, failing that, holders of a legality certificate);
- Two (02) representatives of NGOs concerned with social issues (e.g. involved in the protection of indigenous peoples or communities living in the vicinity of the forest);
- Two (02) representatives of NGOs concerned with environmental issues;
- One (01) representative of the government department responsible for the environment and one (01) from the department concerned with forestry (to cover the legal and regulatory aspects)¹⁶.

4. Mode of operation of the HCV National Working Group

Essentially, where methodology is concerned, the members of the HCV-NWG will base their work on five key principles:

1. Meeting in multidisciplinary plenary sessions and thematic sub-groups;
2. Adoption of a participatory approach involving dialogue;
3. Decision-making on the basis of lessons learned (past experience, field tests), the available scientific literature and the reasoned opinions of experts;
4. Participation in workshops to share and validate results (with the various stakeholders);
5. Compliance with FSC requirements where the development of standards is concerned.

¹⁵ A "FSC National Standard Development Group" is understood to include all the members of the Group's three Chambers.

¹⁶ Or from the technical structures within these government department responsible for drawing up forestry development regulations (DIARF in Gabon, DIAF in DRC, CNIAF in Congo). Note that the national experts are often appointed by the Ministries from these departments.



When they first start work, the members of the HCV-NWG will appoint a Chairperson and a Rapporteur from among their number. The roles associated with these two positions are described in the Manual of Procedures. The Chairperson is elected for the duration of the project; the role of Rapporteur may alternate among the team members (changing every two months, for example).

When it comes to formulating a set of criteria and indicators, the experts will meet in four thematic sub-groups: animal biodiversity, plant biodiversity, water and environmental services¹⁷, social and cultural values. They will be joined in equal numbers by other members of the HCV-NWG (FSC-NSDG members, NGO representatives, timber concession holders). Within each sub-group, the participants will appoint a Secretary to coordinate and report on their discussions. Normally, HCV-NWG members will participate in the work of only one sub-group.

If necessary, the HCV-NWG and its sub-groups may, at the request of their members, invite resource persons (individuals or representatives of organisations) to participate in their meetings (on an ad hoc basis and purely for information purposes).

The work of the HCV-NWG is expected to continue for all the project duration, so twenty-two (22) months.

While developing the set of criteria and indicators, the HCV-NWG (gathered in plenary session or divided into its sub-groups) will meet at least once a month, with each meeting lasting one or two days, in accordance with an internally agreed work schedule. An additional eight days will need to be devoted to the (pre-) validation workshops, and there will be a few working sessions with the Local HCV Consortium experts to write up the toolkit.

The first working session will be a collective one (all participants attending), during which the members will finalise and approve:

- The HCV-NWG's ToR;
- A schedule of activities and the venue(s) for meetings (taking into account the geographical location and availability of individual members);
- The make-up and working method of the thematic sub-groups;
- The rules as to what constitutes a quorum.

Subsequently, the participants will split into their sub-groups, where they will discuss and develop the criteria and indicators relevant to their area of special interest. The sub-groups will meet in plenary session to present and discuss their results with all the members. The results produced by the sub-groups will be validated by the sub-group itself, then by the HCV-NWG as a whole. HCV-NWG decisions and recommendations will be adopted by consensus. The HCV-NWG and its sub-groups will work in accordance with an agenda set by the Chairperson. The meeting minutes containing the decisions resulting from their discussions must be approved by all the members of the HCV-NWG before being transmitted by the Secretary to the HCV-NWG, which will be overseeing their work. The HCV-NWG will

¹⁷ Normally, this sub-group will need to meet less often than the others.



disseminate the results to the other HCV-NWGs, as a source of inspiration and for the purposes of validation. Within groups, individuals may be asked to undertake a piece of work to serve as a basis for discussion at the next meeting.

5. Anticipated results

The following results are expected:

- An assessment of the work already done nationally in the HCV field¹⁸. Prior, a methodology for the assessment should be described by HCV-RWG and transmitted to HCV-NWG;
- Definition and pre-validation of the most appropriate criteria for identifying HCV in the different countries, with associated thresholds, accordingly to the HCV Regional Guidance produced by HCV-RWG → The aim is to minimize a possible overlapping between activities;
- For each HCV, a list of reference documents to be consulted or data to be gathered in the field;
- Definition and validation of the most appropriate indicators for monitoring the management of HCVs, with associated thresholds;
- A methodological framework for gathering the data pertaining to each criterion and indicator;
- Recommendations as to priority management strategies for the different HCVs, with a proposed set of activities for each objective.
- Specification data sheets describing the field tests for the different categories of HCV;
- If appropriate, a list of points to be considered at a later stage;
- Identification/management data sheets for each HCV type and sub-type.

6. Member selection procedure

The 4 HCV-NWG experts will be recruited on the basis of a call for expressions of interest, the ToR of which will be drawn up by the HCV-RWG¹⁹. This will be a public procedure and the CEI will be widely disseminated by the FSC-CBO and all other national networks working in the forestry certification field.

The committee recruiting the experts will consist of a representative of the HCV-RWG, a representative of the FSC-CBO, if possible a member of the International Scientific Advisory Group specialised in the topic concerned (should at least give comments on the CVs of the experts and guide the committee on important questions to be asked to the expert), and the FSC HCV Officer.

When interviews are held, one of the selection criteria for potential resource persons, in addition to their competence in the specific field, will be a perfect understanding of the reference documents posted on line on FSC Congo Basin websites, including the HCV-RN

¹⁸ For this purpose, the HCV National Working Group may invite certification agencies and timber concession holders to share their experience.

¹⁹ These CEIs will not differ much from one country to another.



website i.e. the HCV Road Map, the Principles and Criteria of forestry management (version 5), the International Generic Indicators (IGIs), the identification, management and monitoring guides published by the HCV Resource Network, and the draft versions of national interpretations.

7. Resources

Members of the HCV-NWG will receive a *per diem* allowance to cover expenses relating to their work (board and lodging, etc.), plus a contribution to the travel expenses incurred in getting to and from the working sessions. Before the recruitment procedure begins, the FSC-CBO will provide a scale of basic allowances (meals, hotel accommodation, mileage allowance, air fares).



ANNEX 5.

POTENTIAL TECHNICAL AND FINANCIAL PARTNERS

1. With “biodiversity/fauna” field of competence:

- Africa Biodiversity Collaborative Group – ABCG
- African Conservation and Development Foundation/ACDEF
- African Wildlife Foundation/AWF
- Arcus Foundation
- Birdlife International
- Conservation International/CI
- Fauna and Flora International
- Georg-August-University, Conservation Biology/Workgroup on Endangered Species
- International Union for Conservation of Nature/IUCN
- Jane Goodall Institute
- Musée royal de l’Afrique Centrale/MRAC (Royal Museum for Central Africa)
- San Diego Zoo Institute for Conservation Research (Central Africa Program)
- Wildlife Conservation Society/WCS
- World Wide Fund for Nature/WWF
- Zoological Society of London/ZSL
- Zoological Society of Milwaukee’s Bonobo & Conservation Biodiversity Initiative (RDC)

2. With “biodiversity/flora” field of competence:

- Africa Biodiversity Collaborative Group – ABCG
- Darwin Initiative
- Earthwatch Institute
- Fauna and Flora International
- Flora Earth Ltd
- Herbiers nationaux (Congo Basin)
- Jardin Botanique National de Belgique/JBNB
- Royal Museum for Central Africa (Xylotheque)
- Johann Heinrich von Thünen-Institut (Xylotheque)
- Missouri Botanical Garden/MBG
- Royal Botanic Gardens (United Kingdom)

3. With “social aspects” field of competence:

- Brainforest
- Centre d’Anthropologie Culturelle/ULB
- Centre for Environment and Development/CED (Cameroon)
- Forest Peoples Programme/FPP



- Gesellschaft für bedrohte Völker (Society for Threatened Peoples)
- Rainforest Foundation/RFUK
- University College London

4. Generalist or multidisciplinary:

- Association Technique Internationale des Bois Tropicaux (ATIBT)
- Center for International Forestry Research (CIFOR)
- Centre de Coopération internationale en Recherche Agronomique pour le Développement (CIRAD)
- Greenpeace International
- Global Environment Facility/GEF
- HCV Resource Network
- Individual consultants
- Institut de Recherche pour le Développement/IRD
- Institut Royal des Sciences Naturelles de Belgique/IRSNB
- International Institute for Environment and Development/IIED
- International Union for Conservation of Nature/IUCN
- National universities
- Nature+
- Proforest
- Research consultancies with an interest in HCVs
- Réseau Africain de Forêts Modèles/RAFM
- RSPO Certification
- The Forest Trust/TFT
- Tropenbos International
- University of Maryland (UMD)
- UNEP World Conservation Monitoring Centre/WCMC
- World Research Institute (WRI)
- World Wide Fund / WWF

5. Consultancy Firm experienced in Congo Basin

- GFA Consulting Group GmbH
- DFS
- Eco-consult
- Forêt Ressource Management (FRM)
- Oréade-Brèche
- Terre-Environnement-Aménagement (TEREA)
- Office National des Forêts-International (ONF-I)



6. Potential donor agencies:

- Agence Française de Développement (AFD)
- Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (BMZ)
- Congo Basin Forest Fund (CBFF)
- Department for International Development (DFID)
- Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
- Fonds Français pour l'Environnement Mondial (FFEM)
- International Union for Conservation of Nature (IUCN)
- Kreditanstalt für Wiederaufbau (German development bank) (KfW)
- US Fish and Wildlife Service (US-FWS)