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USAID KOSOVO PRIVATE ENTERPRISE PROGRAM (KPEP)

Forest Certification Working Group Facilitation

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Implemented by
Booz Allen Hamilton

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The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government

FOREST CERTIFICATION WORKING GROUP FACILITATION

REPORT ON ACTIVITIES RELATED TO ESTABLISHMENT OF FOREST
STEWARDSHIP COUNCIL, KOSOVO STANDARD DEVELOPMENT
GROUP

Kosovo Private Enterprise Program, Project: Forest Certification Working Group Facilitation.
Contract No. EEM-I-07-00007-00, TO #2

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PURPOSE OF ASSIGNMENT

This report covers the main activities carried out during the second phase of the aforementioned subtask. The work was based on the requirements from Statement of Work and the workplan laid out by the consultant.

The main objectives of the subtask are the following:

1. Provide guidance in developing a Kosovo working group on forest certification; and
2. Once a working group is established, provide training to them on the forest certification process as administered through the Forest Stewardship Council (FSC).

BACKGROUND

In September 2008, USAID awarded the Kosovo Private Enterprise Program (KPEP) to Booz Allen Hamilton. USAID designed KPEP to build on the successes achieved to date and elevate impact by catalyzing transformational change for Kosovo's economy through lasting improvements in private sector competitiveness.

KPEP includes four main components: 1) private sector support in targeted sectors with potential for growth and competitiveness; 2) identify demand driven development for business support services; 3) improve business enabling environment; and 4) workforce development. The Kosovo Private Enterprise Program will also address several cross-cutting areas including gender, youth and minority development. Finally, the program will manage a Strategic Activities Fund (SAF) valued at \$3,760,000.

As a part of efforts to improve the competitiveness of forestry and wood processing sector in Kosovo, the decision was made to support the process of FSC forest certification. The process will prepare Kosovo Forest Agency and other relevant institutions to improve their planning and operational practices in order to meet the requirements of internationally recognized forest management standards. The ultimate goal would be to have two selected forest management units FSC certified and also a number of wood processors that are supplied with timber from aforementioned units.

Primary task of the assignment was to provide assistance in the facilitation of the development of a Kosovo working group, which will be responsible for creating local stewardship standards based on the International forestry standards of the Forest Stewardship Council for forest certification.

EXECUTIVE SUMMARY

As a part of efforts to improve the competitiveness of forestry and wood processing sector in Kosovo, the decision was made to support the process of FSC forest certification. The process will prepare Kosovo Forest Agency and other relevant institutions to improve their planning and operational practices in order to meet the requirements of internationally recognized forest management standards.

The main objectives of the subtask are the following:

1. Provide guidance in developing a Kosovo working group on forest certification; and
2. Once a working group is established, provide training to them on the forest certification process as administered through the Forest Stewardship Council (FSC).

This report covers the main activities carried out during the two phases of the aforementioned subtask. The work was based on the requirements from Statement of Work and the workplan laid out by the consultant.

The main objective of the first mission was to facilitate establishment of Standard Development Group for development of FSC Kosovo standards and it happened on a workshop held on April 29, 2009 where following decisions were made:

- 9 members of SDG in three chambers and three presidents of the chambers were elected;
- Hysen Shabanaj was approved as a chair of the group;
- Ratko Matošević was approved as a group facilitator and external assistant;
- Consultative forum was accepted.

As agreed on the second workshop, the following activities will be carried out in near future:

- send the application;
- wait for FSC reply;
- make corrections on potential comments from FSC;
- become FSC registered SDG;
- preparation of the first draft (Sept 09);
- first discussion on a first draft (Sept/Oct 09).

The main objective of the whole assignment was to facilitate establishment of Standard Development Group for development of FSC Kosovo standards and to provide initial training to the members and they were both fulfilled.

So, the future activities should continue with the work on introduction of FSC certification in Kosovo forestry. According to the workplan, based on FSC procedures and discussion held, Kosovo will have FSC accredited forest management standards by March 2011.

The whole process of introduction of FSC certification include following key steps:

- Development of Kosovo FSC standards and consultation process with all relevant stakeholders in the country;
- Preparation of Kosovo Forest Agency and MAFRR to meet the requirements of FSC;
- Preparation of two selected forest management units for FSC forest certification;
- Preparation of selected wood industries for FSC COC certification.

FIELD ACTIVITIES TO ACHIEVE PURPOSES

This report covers the main activities carried out during the two phases of the aforementioned subtask. The work was based on the requirements from Statement of Work and the workplan laid out by the consultant.

First phase (April 26-30, 2009)

As this was the first mission, some time was designated to general familiarization with general project provisions, people and working environment. This also included setting up the workplace and initial discussion with program managers and local Forestry Specialist.

As the main event of the mission was the workshop to be held on third day, most immediate work was done in preparation of the workshop. It included:

- review of stakeholders;
- preparation of presentations;
- preparations of info pack for the participants;
- different communication tasks and translation of necessary documents;
- preparation of the workplan for future steps.

Second phase (June 14-18, 2009)

This mission added up to the first mission with the aim of complete the documentation needed for the FSC registration and to train additionally the SDG members.

Following documents were prepared:

- o communication plan
- o workplan
- o ToR for SDG

TASK FINDINGS

The main objective of the first mission was to facilitate establishment of Standard Development Group for development of FSC Kosovo standards and it was designed to happen on a workshop held on April 29, 2009. Half of the workshop was allocated for presentation aimed to train participants in general provisions and requirements of forest certification, to inform them about the structure and process of development of FSC national standards. Second half was assigned for formal establishment of the group. The participants were given time to decide internally on main bodies that need to be formed.

The discussion was carried out in the spirit of consensus and following decisions were made:

- 9 members of SDG in three chambers and three presidents of the chambers were elected;
- Hysen Shabanaj was approved as a chair of the group;
- Ratko Matošević was approved as a group facilitator and external assistant;
- Consultative forum was accepted.

We can conclude that the main objectives of the mission were fulfilled.

The last day was used for wrap-up of conclusions and results, additional communication and drafting the workplan for the second mission. Also, last day was used for filling out the registration form for application to FSC.

For the second phase, following documents were prepared and presented on the second workshop held on Wednesday June 17, 2009.

The workshop was held with following agenda:

- Arrival and registration
- Overview of the activities so far and new developments
- Presentation on other process requirements
- Presentation and discussion on the SDG documents (workplan, comm. plan, ToR)
- Presentation and discussion on future project
- Various discussions
- Conclusion of the work shop

The overview of the process was presented with the plan for immediate continuation of work. The future steps will include finalization of the application for FSC; we will wait for the approval and then continue work in September as FSC registered SDG. The future short-term plan is following:

- send the application
- wait for FSC reply
- make corrections on potential comments from FSC
- become FSC registered SDG
- preparation of the first draft (Sept 09)
- first discussion on a first draft (Sept/Oct 09)

The conclusions of the workshop were following:

- USAID will be asked to consider raising the fee for SDG members from US\$200 to US\$400 per quarter as SDG members feel that the proposed amount is too low and does not justify the efforts put in the work;
- Funding modalities will have to be sorted out as soon as possible in order to cover the travel costs that already incurred for some participants;
- SDG has approved with consensus three documents needed for FSC application (Communication Plan, Terms of Reference, Workplan and Budget);

- the Albanian translation of the documents should be corrected and communication plan has to be translated to Albanian and Serbian);
- As soon as this is made, the application has to be sent to FSC.

The activities of the project will have to ensure that all funding and contracting for the continuation will have to be solved.

Forest Specialists Ratko Matošević and Hysen Shabanaj, together with Communication Specialist Lindita Baleta were guests on a radio show of Radio Dukagjini, on June 18, 2009. The topic of the interview was forest certification and the process of drafting Kosovo FSC standards.

Forest Specialists Ratko Matošević and Hysen Shabanaj attended the debriefing meeting with USAID representatives on June 18 2009. Firstly, they have added to the presentation of the Communication Specialist Jason Kemp to the communication plan within the process of FSC Kosovo standard development. They informed USAID about the results of first two mission of subtask of for establishment of Kosovo FSC Standard Development Group. The key objective, establishment and initial training of SDG were successfully met. They have also presented the plan of proposed future steps necessary to reach the FSC accredited standard. The future steps were presented along the timeline and with projected budget. The discussion was held on other requirements to get the Kosovo forests and wood industry certified with overview of benefits, costs and potential issues.

CONCLUSIONS AND RECOMMENDATIONS

The consultant's work should be carried out in two missions that roughly correspond with these two main objectives.

The main objective of the whole assignment was to facilitate establishment of Standard Development Group for development of FSC Kosovo standards and to provide initial training to the members.

We can conclude that the main objectives of the assignment were fulfilled.

Workplan for the future work

The most immediate task is to finalize application to FSC so that it can be processed in FSC over the summer. The consultant will stay in touch with Hysen Shabanaj over these developments and they will formulate the documents to translate and draft Statements of Work for SDG members and international consultant.

On the other side, Booz-Allen-Hamilton and USAID representatives will have to agree all the modalities of future work, including all necessary contracting and to secure the funding according to the Workplan and Budget.

So, the future activities should continue with the work on introduction of FSC certification in Kosovo forestry. According to the workplan, based on FSC procedures and discussion held, we have identified the following steps to be made:

| Item | Time needed | Estimated Date | National workshop |
|--|-------------|----------------|-------------------|
| Formation of Standards Development Group | | June 2009 | |
| Registration of SDG | 30 days | Sept 2009 | |
| 1st Draft Standard | 30 days | Oct 2009 | |
| Stakeholder Comments | 60 days | Dec 2009 | First |
| Consultation report | 10 days | Jan 2010 | |
| 2nd Draft | 30 days | Feb 2010 | |
| Forest testing | | April 2010 | |
| Forest tested draft | | May 2010 | |
| Stakeholder Comments | 60 days | Jul 2010 | Second |
| Consultation report | | Aug 2010 | |
| Pre-approval draft | | Sept 2010 | |
| SDG Formal recommendation | | Oct 2010 | Third (Optional) |
| Submit to FSC | | Nov 2010 | |
| Corrections of draft | | Jan 2011 | |
| FSC Approval | | March 2011 | |

The whole process of introduction of FSC certification include following key steps:

- Development of Kosovo FSC standards and consultation process with all relevant stakeholders in the country,
- Preparation of Kosovo Forest Agency and MAFRR to meet the requirements of FSC,
- Preparation of two selected forest management units for FSC forest certification,
- Preparation of selected wood industries for FSC COC certification.