Start-up report of the project to strengthen the capacities of members of Gabon's civil society and local communities in monitoring activities and collecting information on forest crime.

Rapport de démarrage du projet de renforcement des capacités des membres de la société civile gabonaise et des communautés locales aux activités de surveillance et de collecte d'informations sur les infractions forestières

Start-up report of the capacity building project for members of Gabonese civil society and local communities on monitoring and information collection activities regarding forest infractions, for improved governance Brainforest NGO located in the Ambowé neighborhood BP: 23 749 Libreville, Email info@brainforest.org - www.brain-forest.org Gabon [June 17, 2011] This report has been prepared for the program related to the enforcement of forest regulations, governance, and trade exchanges for countries in Africa, the Caribbean, and the Pacific (ACP-FLEGT Support Program - GCP/INT/064/EC)

-- 1 of 38 --

The content of this publication is the sole responsibility of the Brainforest NGO and cannot in any way be considered as reflecting the opinion of the European Union. This report provides a description of the project's activities, results, and deliverables for the period starting [from 05/16/2011] and ending on [06/16/2011]. [Richelieu ZUE OBAME FLEGT/APV Focal Point for Civil Society/Gabon FLEGT/APV Program Manager of Brainforest] [Email: zrichelieu@gmail.com. Tel: +241 07 05 22 10 +241 06 29 76 58]

-- 2 of 38 --

TABLE OF CONTENTS

Introduction: 4
II Description by objective and activities ..... 6 III How the project's products will contribute to achieving the overall objectives of the FLEGT action plan (see detailed list of ACPFLEGT program themes on the site: www.fao.org/forestry/acpflegt/en) ..... 11 IV Project team:..... 12 A – The people employed by the project: ..... 12 B The terms of reference of the consultants and the competitive recruitment process used: ..... 12 C The competitive recruitment process used: ..... 13 V potential risks in the implementation of the project and how they will be minimized by the project. ..... 13 Annexes: ..... 15 A Budget (initial budget, expenditure status, balance) ..... 15 A1. Initial budget ..... 15 A2. Expenditure status ..... 20 A3. Balance ..... 32 B Report and list of participants from the launch meeting ..... 33 B.1/ regarding the first communication: ..... 33 B.2/ regarding the second communication: ..... 34 C Minutes of courtesy visits with the EU Delegation and FAO ..... 36 D

Other relevant documents. 37

-- 3 of 38 --

Introduction: In November 2009, Gabonese political authorities expressed interest in opening negotiations with the European Union with a view to signing a Voluntary Partnership Agreement (VPA). To this end, the official opening ceremony of the negotiations took place on September 23, 2010, immediately followed by the first technical session on September 24, 2010. The VPA aims to adopt a regulatory mechanism capable of ensuring forest exploitation that respects regulatory texts in Gabon. It also aims to improve trade exchanges with the European Union by opening markets to products from legal sources. The desired regulatory mechanism includes several elements, among which are the institutionalization and operationalization of an independent Forest Observatory. Independent observation contributes to strengthening forest governance and improving practices. By monitoring activities, it allows for verifying the adequacy of practices with regulatory provisions in the forestry sector. It thus highlights deficiencies such as exceeding permit limits, violations of exploitable diameter, illegal and unlicensed logging, lack of governance, non-payment of taxes... and even the exclusion of communities from benefiting from the resource. To ensure the effectiveness of such an instrument, mobilizing stakeholders with real technical capacities is necessary. In this regard, an international firm has been selected by the Ministry of Water and Forests to ensure the process of independent forest observation (OIF) within the framework of Gabon's VPA/FLEGT. While the designation of this actor allows the administration to have a relay to make one of its sovereign missions effective, namely forest monitoring, it does not indicate in the context of the VPA/FLEGT how the involvement of other stakeholders will occur. Indeed, one of the principles of FLEGT is to encourage the participation of all stakeholders in all activities related to this process. The dual issue raised by both this principle and the designation of the official independent forest observer by the administration is, on one hand, how to ensure the involvement of Civil Society Organizations (CSOs) in forest monitoring activities. On the other hand, what skills and technical know-how do these CSOs need to best contribute to the effort to reduce illegal forestry activities in Gabon.

-- 4 of 38 --

The observation that the OIF is not well known by the various stakeholders did not allow a timely satisfactory response to these questions and raised concerns about their ability to align and meet the practical expectations of this tool for close collaboration in the fight against forest illegalities. Thus, there arose a need for capacity building for stakeholders, particularly civil society, to which this project seeks to respond. Capacity building is also one of the themes of the ACP-FLEGT program, and the pilot project submitted by Brainforest and the Gabonese civil society platform promotes this objective. It also works to address the issues highlighted above by ensuring that civil society actors and those from local forest communities have the skills to monitor, collect, and document forest infractions.

-- 5 of 38 --

II Description by objective and activities Methodology Responsible party and partners Target and location of activity Products and deadlines Objective 1: Informing the civil society network and local communities about the concept of Independent Forest Observation (OIF) Activity 1: organize a project launch workshop. The workshop will be held in plenary and participatory manner. The project team, the consultants. The workshop will take place in Libreville. The targets are: The NGOs of the FLEGT network, the General Directorate of Water and Forests, the EU Delegation, the FAO Representation. Start-up report of the project, available 1 month after the project starts. 30 participants trained, 20 FLEGT network organizations present. 3 actors involved

(EU Delegation, Representative of the ACP program, a consultant). Activity 2: Organize 4 information missions to rural forest communities. The information missions will be conducted in the form of exchange meetings. Local partners will be involved to facilitate explanation in local languages if necessary. The project team led by the FLEGT focal point of civil society will carry out the information missions. The missions will take place within the country. The beneficiaries are the members of the target project communities. Information mission reports, available at the end of each mission. 20 participants per mission are sensitized and informed. Activity 3: Organize a public campaign on the role of civil society in the OIF. The public campaign will rely on the media. The media, the website management team of Brainforest, the project team. The communication campaign will take place in Libreville. The target of this campaign is the Gabonese and international public opinion brochures, flyers, etc). Available at each event. Objective 2: Strengthen the capacities of civil society and local communities to carry out monitoring missions and collect data on forest infractions. Activity 1: Organize 1 training workshop on: the preparation of observation missions, the identification of infractions, the presentation of reports. The theoretical training will be conducted by a consultant to achieve the objectives. The project team will coordinate the activity. Project team, consultant. The training will take place in Libreville. The targets are the members of the NGOs and representatives of the target local communities. Workshop report available at the end of the same month, 30 participants are trained, Activity 2: Organize 4 theoretical training sessions on the use of GPS. The training will be conducted by a consultant to achieve the objectives. The project team will coordinate the activity. Project team, consultant. The training will take place within the country in the target areas of the project. Workshop report available at the end of each training session, 20 participants are trained, Activity 3: Organize 4 practical sessions on forest sites. The training will be conducted by a consultant to achieve the objectives. Project team, project consultant. The training will take place within the country in the target areas of the project. Workshop report available at the end of each training session, 20 participants are trained,

Objective 3: Establish the institutional foundations for collaboration with the Forest Administration, the private sector, and the Independent Observer engaged by the State, to carry out monitoring activities and collect data on forest violations led by civil society. Activity 1: Initiate discussions with stakeholders to establish a partnership for monitoring violations. Multi-stakeholder discussions to establish the framework for institutional collaboration will be conducted under the leadership of the consultant (facilitator). Project team, project consultant. The discussions will take place in Libreville. The targets are the Water and Forests administration, the private sector, and CSOs from the FLEGT network. The memorandum of understanding, or partnership agreement, are the main outputs. They must be available at the end of the 11 months of project implementation. Activity 2: Prepare and have adopted a contractual protocol for the implementation of an observatory between the organizations of the FLEGT network. The drafting of the protocol will be led by a legal consultant. At the end of the drafting, meetings to discuss and validate the protocol will be organized by the project team. Project team, project consultant. This work will be done in Libreville. The targets of the protocol are all CSOs in the FLEGT network, and members of local communities in the target areas. The protocol document for launching the independent forest observatory is the output. It must be available at the end of 9 months. Objective 4: Information and lessons learned are capitalized.

Activity 1: Animate a website that presents the activities and results of the project. The website animation is ensured by the technical team of Brainforest in charge. Data will be published on the site at the end of each activity. Project team The website animation takes place in Libreville

at the Brainforest offices. Reports of different activities, videos of broadcasts, and other productions related to the project are posted online. The frequency of publication is monthly and depends on the progress of the activities. Activity 2: Produce communication materials. The communication materials will be designed and produced by the communication manager of Brainforest. To be effective, the messages conveyed must be adapted to the type of target audience. Project team The production of communication materials takes place in Libreville, at the Brainforest offices. The various produced materials. The materials are produced monthly. Activity 3: Organize radio and television broadcasts to highlight the usefulness of an independent forest observatory. A partnership will be established with a local radio and television channel for the broadcast of these programs related to the OIF. Project team, local radio and television channel. The broadcasts are produced and broadcast in Libreville. The outputs are the produced and broadcast programs as well as their videos. The production and broadcasting deadline for programs is quarterly. Activity 4: Final presentation of the project (results, lessons learned, and recommendations) Draft and discuss the final project report during Project team The activity will take place in Libreville. The recommendations of the workshop. This report will be available at the end of the project. Activity 5: Evaluation completed by participants of all workshops, seminars, trainings, or information meetings conducted as part of the project. Design evaluation forms and administer them during each activity. Analyze the forms and prepare an evaluation report completed with the data from the forms. Project team At all sites where project activities will take place. The evaluation report. Available at the end of the project. Activity 6: Carry out awareness and visibility activities (the program logos on the project website, on all awareness materials, studies, reports, presentations, and printed documents) Design work materials (documents, website, leaflets, etc.) presenting the program logos. Project team This work will be done in Libreville. The various produced materials. Available at each stage of the project.

III How the project outputs will contribute to achieving the general objectives of the FLEGT action plan (see detailed list of the ACP FLEGT program themes on the site: www.fao.org/forestry/acp flegt/en) All expected outputs, namely: activity reports, awareness and information materials, radio and television broadcasts, the website, etc.; will contribute to achieving the general objectives of the FLEGT action plan. Indeed, awareness, information, and training activities on monitoring techniques and data collection on forest violations will help facilitate the implementation of themes such as: capacity building/training, transparency and independent observation, promoting community initiatives related to the FLEGT process, supporting the implementation of the Voluntary Partnership Agreement, and assistance in communication, awareness, and information. More specifically, by conducting activities (workshops) aimed at facilitating the understanding of the mechanism of independent forest observation, and others (practical work sessions) that help civil society actors familiarize themselves with the use of monitoring techniques for forest violations, the project will greatly contribute to translating into practice the objective related to training and capacity building. As for activities focused on the production and dissemination of programs centered on the role of a forest observatory led by civil society, it should be noted that these activities pursue both the objective of promoting the theme centered on transparency in the national forestry sector, and that related to communication, awareness, and informing the public on issues related to FLEGT and the VPA. On a deeper level, it can also be acknowledged that the continuation of the project and especially the implementation of its activities will contribute to strengthening the capacity of Gabonese CSOs to participate in the negotiation process and in the implementation of the VPA. The last point illustrating that the project outputs contribute to promoting the themes of the FLEGT action plan is the participation of communities in this preparation process to establish a forest

observatory led by CSOs. Indeed, the project, as indicated by its title, aims to strengthen the capacities of CSOs and local communities so that they can carry out monitoring and information collection activities on forest violations. Therefore, it remains undeniable that all outputs aimed at materializing this goal will also contribute to enabling initiatives by communities for the benefit of FLEGT.

-- 11 of 38 --

IV Project team: A – The people employed by the project: The project team for implementing activities consists of four people, each fulfilling specific responsibilities. 1/ The Project Manager: He coordinates the entire process and ensures the link with the ACP-FLEGT program to present the project results and accountability. For efficiency purposes, the Project Coordinator is also the FLEGT/VPA focal point for Gabonese CSOs. 2/ The Project Assistant: from the FLEGT civil society platform, he assists the focal point in implementing the project activities. 3/ The Accountant: from Brainforest, he is responsible for financial management and banking operations related to the ACP-FLEGT program. 4/ The Communication Manager: He ensures the relay with the media and the animation of the website. Through these tasks, the communication manager ensures a near-daily update of the internal site which serves as an interface between the Gabonese civil society FLEGT network and its partners around the world. 5/ The Consultants: They are not directly part of the project team. Consultants are contracted individuals to ensure the execution of specific tasks requiring expertise not available within the project team or the platform. Their recruitment can be done at the national or sub-regional level. B The Terms of Reference for consultants and the competitive recruitment process used: For the success of certain delicate operations, particularly the theoretical and practical training processes on independent forest observation techniques, the consultants will have the mission to: a) Ensure the knowledge transfer process during workshops and practical sessions. b) Draft and submit to the project team a training report highlighting: - The purpose of the training and its objectives;

-- 12 of 38 --

- The technical information of the training provided. In other words, specify the points of the technical discussion. c) For facilitating the multi-stakeholder collaboration framework around the Independent Forest Observation (IFO), the consultant must facilitate exchange meetings and explanations on the purpose of the IFO from civil society, and must also support the reflection aimed at ensuring the integration of the CSO IFO into the Gabonese legality verification system (SVL). d) Finally, the consultant must propose a model of a memorandum of understanding between the CSOs of the FLEGT network and the Water and Forests Administration, in order to establish a permanent forest observatory led by civil society, working in collaboration with the official independent observer designated by the government. This protocol will specify: - The bodies of the observatory and their roles; - The missions and roles of the CSO IFO in the Gabonese Legality Verification System (SVL); - The rules for managing information on the IFO; - The rules for transmitting information to the competent authorities and the official independent observer; - The follow-up of sanctions with the competent authorities; - The rules of exception and the right to disseminate data on monitoring forest violations. C The competitive recruitment process used: The recruitment of consultants will be done at the national or sub-regional level by direct call to resource persons justifying expertise in the field of independent forest observation. It will mainly focus on individuals who have worked on previous cases of forest observation at the national or sub-regional level. V Potential risks in the implementation of the project and how they will be minimized by the project. Two types of risks can be anticipated in this project. The first, related to the political context, refers to the probable disruption that could affect the project execution schedule, following the legislative elections scheduled to take place in the country in December 2011 on one hand, and following the effective organization of the Africa

Cup of Nations (CAN). To circumvent this situation and minimize the risk, the strategic approach will be to plan activities that do not require field visits during the months impacted by the organization of these events.

-- 13 of 38 --

The second concerns necessary to consider activities account ond risk p upation it’s aires. Comm enced. It is about vited to sor of our cont our part p t to have to c me for the pr notably rte that they l constraints of t carry on the at each step first, one t to send integrate it to time. a availability pe of the process e approach p r to the person at their propr ty of the perso ssus who ex for minimizing n resources re calendar onnes resources xige, the pan ize the second rces contact r and engage urces. Here, the nel of the consu nd risk has been ndrier nt

-- 14 of 38 --

Start-up report of the project to strengthen the capacities of CSOs and members of local communities in monitoring activities and collecting information on forest infractions. Annexes: A Budget (initial budget, state of expenses, balance) A1. Initial Budget Budget Line Unit # units Unit Cost (in USD) Total 1. Human resources3 1.1 Permanent staff 1.1.1 Project Manager Per month 12 1,000.00 12,000.00 1.1.2 Project Assistant Per month 12 600.00 7,200.00 1.1.3 Financial Officer Per month 12 400.00 4,800.00 1.1.4 Communication Officer Per month 12 400.00 4,800.00 1.2 Temporary staff 1.2.1 Forestry Engineer Consultant Per day 28 180.00 5,040.00 1.2.2 Forestry Planner Consultant Per day 28 180.00 5,040.00 1.2.3 Legal Consultant Per day 28 180.00 5,040.00 Subtotal 43,920.00 2. Travel 2.1 Transport 2.1.1 International/ National travel (destination) Per flight 2.1.2 Local travel (4 missions x 15 people) mission 60 80.00 4,800.00 2.2 Daily allowances for missions 4

-- 15 of 38 --

Start-up report of the project to strengthen the capacities of CSOs and members of local communities in monitoring activities and collecting information on forest infractions. 1.3.1 Abroad Per diem 1.3.2 In the country (4 information missions and 4 training missions x 15 people) 120 234.00 28,080.00 Subtotal 32,880.00 3. Equipment 5 3.1 Vehicle rental Per month / Per day 3.2 Computer equipment Per unit 3.2.1 Laptops Per unit 3 1,000.00 0.00 3.2.2 Photocopier Per unit 1 2,000.00 0.00 3.2.3 Printer Per unit 1 400.00 0.00 3.2.4 Video projector Per unit 1 1,000.00 0.00 3.3 Office equipment (office and associated costs) Per month 3.4 Others 3.4.1 Maintenance and repair of equipment Flat rate 1 1,500.00 0.00 Subtotal 0.00 4. Operational costs 6 4.1 Vehicle-related costs Per mission 4 600.00 0.00 4.2 Office rental Per month 12 2,000.00 6,000.00 4.3 Consumables - Office supplies Per month 4.3.1 Daily consumables (reams, inks, pens, etc.) Per month 12 300.00 3,600.00 4.3.2 Consumables during workshops and training Per workshop/training 10 300.00 0.00 4.4 Other services (phone/fax, internet, electricity, maintenance) Per month Subtotal 9,600.00 5. Workshops/Training 7 5.1 Workshop 1 (opening Libreville, 1 day, 30 people) 5.1.1 Facilitation Per day 2 400.00 800.00 5.1.2 Per diem (number of people x number of days) Per diem/ 1 Day 30 40.00 1,200.00

-- 16 of 38 --

Start-up report of the project to strengthen the capacities of CSOs and members of local communities in monitoring activities and collecting information on forest infractions. 5.1.2 Travel (4 Representatives of NGOs from inside the country) Round trip 4 80.00 320.00 5.1.3 Accommodation (4 Representatives of NGOs from inside the country) Per night 12 50.00 600.00 5.1.4 Meeting room Per day 1 600.00 600.00 5.1.5 Media Flat rate 1 600.00 600.00 5.1.6 Coffee/lunch breaks Per unit 30 50.00 1,500.00 5.1.7 Details of other costs associated

with the event Subtotal 5,620.00 5.2 Workshop 2 (Libreville, 2 days, 30 people) 5.2.1 Facilitation Per day 4 200.00 800.00 5.2.2 Per diem (number of people x number of days) Per diem/ 2 Days 30 80.00 2,400.00 5.2.2 Travel Round trip 4 80.00 320.00 5.2.3 Accommodation (if applicable) Per night 16 50.00 800.00 5.2.4 Meeting room Per day 2 600.00 1,200.00 5.2.5 Media Flat rate 600 600.00 5.2.6 Coffee/lunch breaks Per unit 60 50.00 3,000.00 5.2.7 Details of other costs associated with the event Subtotal 9,120.00 5.3 Workshop 3 (Libreville, 2 days, 30 people) 5.3.1 Facilitation Per day 4 200.00 800.00 5.3.2 Per diem (number of people x number of days) Per diem/ 2 Days 30 80.00 2,400.00 5.3.3 Travel Round trip 4 80.00 320.00 5.3.4 Accommodation (if applicable) Per night 16 50.00 800.00 5.3.5 Meeting room Per day 2 600.00 1,200.00 5.3.6 Media Flat rate 600.00 600.00 5.3.7 Coffee/lunch breaks Per unit 60 50.00 3,000.00 5.3.8 Details of other costs associated with the event Subtotal 9,120.00 5.4 Workshop 4 (Closure/Restitution Libreville, 1 day, 30 people)

-- 17 of 38 --

Start-up report of the project to strengthen the capacities of CSOs and members of local communities in monitoring activities and collecting information on forest infractions. 5.4.1 Facilitation Per day 2 400.00 800.00 5.4.2 Per diem (number of people x number of days) Per diem/ 1 Day 30 40.00 1,200.00 5.4.3 Travel Round trip 4 80.00 320.00 5.4.4 Accommodation (if applicable) Per night 12 50.00 600.00 5.4.5 Meeting room Per day 1 600.00 600.00 5.4.6 Media Flat rate 600.00 600.00 5.4.7 Coffee/lunch breaks Per unit 30 50.00 1,500.00 5.4.8 Details of other costs associated with the event Subtotal 5,620.00 5.3 Training session 1 (Oyem, 7 days, 15 people) 5.5.1 Facilitation Per day 5.5.2 Per diem (number of people x number of days) Per diem/ 1 Day 15 50.00 750.00 5.5.3 Travel Round trip 5.5.4 Accommodation (if applicable) Per night 5.5.5 Meeting room Per day 1 200.00 200.00 5.5.6 Media Flat rate 1 230.00 230.00 5.5.7 Coffee/lunch breaks Per unit 15 60.00 900.00 5.5.8 Details of other costs associated with the event Subtotal 2,080.00 5.3 Training session 2 (Tchibanga, 7 days, 15 people) 5.3.1 Facilitation Per day 5.3.2 Per diem (number of people x number of days) Per diem/ 1 Day 15 50.00 750.00 5.3.3 Travel Round trip 5.3.4 Accommodation (if applicable) Per night 5.3.5 Meeting room Per day 1 200.00 200.00 5.3.6 Media Flat rate 1 230.00 230.00 5.3.7 Coffee/ lunch breaks Per unit 15 60.00 900.00

-- 18 of 38 --

Start-up report of the project to strengthen the capacities of CSOs and members of local communities in monitoring activities and collecting information on forest infractions. Subtotal 2,080.00 5.3 Training session 3 (Mouila, 7 days, 15 people) 5.3.1 Facilitation Per day 5.3.2 Per diem (number of people x number of days) Per diem/ 1 Day 15 50.00 750.00 5.3.3 Travel Round trip 5.3.4 Accommodation (if applicable) Per night 5.3.5 Meeting room Per day 1 200.00 200.00 5.3.6 Media Flat rate 1 230.00 230.00 5.3.7 Coffee/lunch breaks Per unit 15 60.00 900.00 5.3.8 Details of other costs associated with the event Subtotal 2,080.00 5.3 Training session 4 (Makokou, 7 days, 15 people) 5.3.1 Facilitation Per day 5.3.2 Per diem (number of people x number of days) Per diem/ 1 Day 15 50.00 750.00 5.3.3 Travel Round trip 5.3.4 Accommodation (if applicable) Per night 5.3.5 Meeting room Per day 1 200.00 200.00 5.3.6 Media Flat rate 1 230.00 230.00 5.3.7 Coffee/lunch breaks Per unit 15 60.00 900.00 5.3.8 Details of other costs associated with the event Subtotal 2,080.00 6. Information management 8 6.1 Publications 6.1.1 Production of communication materials Per unit 25 120.00 3,000.00 6.1.2 Production of audiovisual documentaries Per unit 7 600.00 4,200.00 6.1.3 Website management Per unit 12 300.00 3,600.00 6.2 Visibility actions 9 Per unit

-- 19 of 38 --

Start-up report of the project to strengthen the capacities of CSOs and members of local

communities in monitoring activities and collecting information on forest infractions. 6.2.1 xxx 6.2.2 xxx Subtotal 10,800.00 TOTAL 135,000.00 A2. State of expenses Budget Line Beneficiary / suppliers Unit #units Unit Cost in FCFA) Total June / July 2011 in FCFA Total in USD (1USD = 500 FCFA) 1. Human resources3 1.1 Permanent staff 1.1.1 Project Manager Per month 1.1.2 Project Assistant Zue Obame Richelieu June/July 2011 2 250,000 500,000 1000 1.1.3 Financial Officer Allogo Mendou Franck June/July 2011 2 200,000 400,000 800 1.1.4 Communication Officer Mezui Gualbert Phal June/July 2011 2 200,000 400,000 800 1.2 Temporary staff 1.2.1 Forestry Engineer Consultant Per day 1.2.2 Forestry Planner Consultant Per day 1.2.3 Legal Consultant Per day

-- 20 of 38 --

Start-up report of the project to strengthen the capacities of CSOs and members of local communities in monitoring activities and collecting information on forest infractions. Subtotal 1,300,000 2,600 2. Travel 2.1 Transport 2.1.1 International/National travel (destination) Per flight 2.1.2 Local travel (4 missions x 15 people) mission 2.2 Daily allowances for missions 4 1.3.1 Abroad Per diem 1.3.2 In the country (4 information missions and 4 training missions x 15 people) Subtotal 3. Equipment 5 3.1 Vehicle rental Per month / Per day 3.2 Computer equipment Per unit 3.2.1 Laptops Per unit 3.2.2 Photocopier Per unit 3.2.3 Printer Per unit 3.2.4 Video projector Per unit 3.3 Office equipment (office and associated costs) Per month 3.4 Others 3.4.1 Maintenance and repair of equipment Flat rate Engen-Gabon invoice n°09103 purchase of fuel 1 10,000 10,000 20 Ndoutoumou Obiang Berenger: purchase of fuel 1 10,000 10,000 20

-- 21 of 38 --

Start-up report of the project to strengthen the capacities of CSOs and members of local communities in monitoring activities and collecting information on forest infractions. Engen-Gabon invoice n°0004323 purchase of fuel 1 10,000 10,000 20 PetroGabon invoice n°160279 purchase of fuel 1 10,000 10,000 20 CFAO MOTORS GABON proforma invoice n°DVP272089 1 651,360 651,360 1302.72 PetroGabon invoice n°137264 1 10,000 10,000 20 Total service receipt S/N purchase of fuel 1 10,000 10,000 20 Matforce invoice n°FCC12099 1 48,000 48,000 96 Ndoutoumou Obiang Berenger: vehicle wash M L200 1 3,000 3,000 6 PetroGabon invoice n°187709 Purchase of fuel 1 10,000 10,000 20 Engen-Gabon receipt n°09102 oil change ML200 1 68,804 68,804 137.61 Ndoutoumou Obiang Berenger: purchase of fuel 1 10,000 10,000 20 Subtotal 851,164 1702.33 4. Operational costs 6 4.1 Vehicle-related costs Per mission 4.2 Office rental Per month Essabogho Mendene Régis (Donor) June-11 1 250,000 250,000 500 Essabogho Mendene Régis July-11 1 250,000 250,000 500

-- 22 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in monitoring activities and collecting information on forest offenses. (Funder) 4.3 Consumables - Office supplies Per month 4.3.1 Daily consumables (reams, inks, pens, etc.) Per month La Gabonaise Plus invoice n°0002287 and 0002289 1 131,000 131,000 262 GABON-MECA invoice n°50241 1 84,960 84,960 169.92 GABON-MECA invoice n°52708 1 63,950 63,950 127.9 Bookstore Stationery Everything is Vanity N°1 Invoice n°0003447 from 14/06/2011 1 147,000 147,000 294 Printing of 2 banners (ALSEM: Receipt S/N from 16/06/2011) 2 45,000 90,000 180 4.3.2 Consumables during workshops and training Per workshop/training 4.4 Other services (phone/fax, internet, electricity, maintenance) Per month Ntsele Ornella: taxi fees for filing a dossier at the CNSS 1 2,000 2,000 4 Ntsele Ornella: taxi fees for filing a dossier at the CNSS and the post office 1 3,000 3,000 6 Allogo Mendou Franck: taxi fees for SEEG 1 1,000 1,000 2 SEEG (electricity) june-11 1 99,500 99,500 199

-- 23 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in monitoring activities and collecting information on forest offenses. Allogo Mendou Franck: taxi fees for the bank 1 2,000 2,000 4 Ntsele Ornella: taxi fees for DVD purchase 1 1,000 1,000 2 Ntsele Ornella: taxi fees for mailing 1 5,000 5,000 10 Ntsele Ornella: DVD purchase 1 10,000 10,000 20 Ste Tigana and Sylla invoice n°04683 1 2,500 2,500 5 IDODO: repair of 1 split and a water leak at the evaporation 1 15,000 15,000 30 Yoya Annie: purchase of cleaning supplies 1 5,600 5,600 11.2 Ntsele Ornella: taxi fees for the post office 1 1,000 1,000 2 Yoya Annie: purchase of cleaning supplies 1 3,000 3,000 6 Abdoulaye invoice n°0291000: purchase of bulbs 1 3,000 3,000 6 Tonlgu Armand: plumbing repair 1 15,000 15,000 30 TLDC invoice n°a015490 Internet subscription 1 190,000 190,000 380 Airtel Gabon: subscription Intra-fleet Brainforest 1 242,500 242,500 485 Subtotal 1,618,010 3,236.02

Start-up report of the capacity building project for CSOs and members of local communities in monitoring activities and collecting information on forest offenses. 5. Workshops/Training 7 5.1 Workshop 1 (opening Libreville, 1 day, 30 Pers) 5.1.1 Facilitation Per day 2 Moderation/ Reporting 1 200,000 200,000 400 Coverage outside the workshop of the NGO representative NYANGA TOUR 2 25,000 50,000 100 Coverage outside the workshop of the NGO representative Muyissi Environment 2 25,000 50,000 100 Ntsele Ornella: Taxi fees for transporting materials 1 1,500 1,500 3 Azizet Dallia Arielle: taxi fees for workshop 1 2,000 2,000 4 Allogo Mendou Franck: taxi fees for workshop 1 1,000 1,000 2 5.1.2 Per diem (number of people x number of days) Per diem / 1 Day a-Seminar participants Dynamique Mitzicoise 1 10,000 10,000 20 Génération Eau Claire 1 10,000 10,000 20 Muyissi Environment 1 10,000 10,000 20 H2O GABON 1 10,000 10,000 20 Nyanga Tour 1 10,000 10,000 20 Sauvons La Planète 1 10,000 10,000 20

Start-up report of the capacity building project for CSOs and members of local communities in monitoring activities and collecting information on forest offenses. H2O GABON 1 10,000 10,000 20 Conscience Baleine 1 10,000 10,000 20 FENSED 1 10,000 10,000 20 FOGAPED 1 10,000 10,000 20 AMI DU PANGOLIN 1 10,000 10,000 20 AGAFI 1 10,000 10,000 20 E S F 1 10,000 10,000 20 AGNU ESF 1 10,000 10,000 20 CADDE 1 10,000 10,000 20 Réseau DIBUMBU 1 10,000 10,000 20 b-Support staff Brainforest Staff (NTSELE Ornella, NZALBE ESSOGHO Graziella, AZIZET Dallia Arielle, ALLOGO MENDOU FRANCK) person 4 50,000 200,000 400 5.1.2 Travel (4 Representatives of NGOs from the interior of the country) Round trip Nyanga Tour YES 2 20,000 40,000 80 Muyissi Environment YES 2 15,000 30,000 60 5.1.3 Accommodation (4 Representatives of NGOs from the interior of the country) Per night Nyanga Tour 2 25,000 50,000 100 Muyissi Environment 2 25,000 50,000 100 5.1.4 Meeting room STUDIOS M’PLAZA invoice Per day 1 200,000 200,000 400

Start-up report of the capacity building project for CSOs and members of local communities in monitoring activities and collecting information on forest offenses. Invoice n°084/2011 5.1.5 Media (Media coverage) Package 1 Press RTG1 1 50,000 50,000 100 Press L’UNION 1 50,000 50,000 100 Press GABONECO 1 50,000 50,000 100 Press GABONEWS 1 50,000 50,000 100 Press RTN 1 50,000 50,000 100 Press GABON MATIN 1 50,000 50,000 100 Press TV+ 1 50,000 50,000 100 Press TELEAFRICA 1 50,000 50,000 100 5.1.6 Coffee/lunch breaks STUDIO M’PLAZA invoice n°084/2011 Per unit 30 450,000 450,000 900 5.1.7 Detail of other costs associated with the event Subtotal 1,884,500 3769 5.2 Workshop 2 (Libreville, 2 days, 30 Pers) 5.2.1 Facilitation Per day 5.2.2 Per diem (number of people x number of days) Per diem/ 2 Days

5.2.2 Travel Round trip 5.2.3 Accommodation (if applicable) Per night 5.2.4 Meeting room Per day 5.2.5 Media Package 5.2.6 Coffee/lunch breaks Per unit

-- 27 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in monitoring activities and collecting information on forest offenses. 5.2.7 Detail of other costs associated with the event Subtotal 5.3 Workshop 3 (Libreville, 2 days, 30 Pers) 5.3.1 Facilitation Per day 5.3.2 Per diem (number of people x number of days) Per diem/ 2 Days 5.3.3 Travel Round trip 5.3.4 Accommodation (if applicable) Per night 5.3.5 Meeting room Per day 5.3.6 Media Package 5.3.7 Coffee/lunch breaks Per unit 5.3.8 Detail of other costs associated with the event Subtotal 5.4 Workshop 4 (Closure/Restitution Libreville, 1 day, 30 Pers) 5.4.1 Facilitation Per day 5.4.2 Per diem (number of people x number of days) Per diem/ 1 Day 5.4.3 Travel Round trip 5.4.4 Accommodation (if applicable) Per night 5.4.5 Meeting room Per day 5.4.6 Media Package 5.4.7 Coffee/lunch breaks Per unit 5.4.8 Detail of other costs associated with the event

-- 28 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in monitoring activities and collecting information on forest offenses. Subtotal 5.3 Training session 1 (Oyem, 7 days, 15 Pers) 5.5.1 Facilitation Per day 5.5.2 Per diem (number of people x number of days) Per diem/ 1 Day 5.5.3 Travel Round trip 5.5.4 Accommodation (if applicable) Per night 5.5.5 Meeting room Per day 5.5.6 Media Package 5.5.7 Coffee/lunch breaks Per unit 5.5.8 Detail of other costs associated with the event Subtotal 5.3 Training session 2 (Tchibanga, 7 days, 15 Pers) 5.3.1 Facilitation Per day 5.3.2 Per diem (number of people x number of days) Per diem/ 1 Day 5.3.3 Travel Round trip 5.3.4 Accommodation (if applicable) Per night 5.3.5 Meeting room Per day 5.3.6 Media Package 5.3.7 Coffee/lunch breaks Per unit 5.3.8 Detail of other costs associated with the event Subtotal

-- 29 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in monitoring activities and collecting information on forest offenses. 5.3 Training session 3 (Mouila, 7 days, 15 Pers) 5.3.1 Facilitation Per day 5.3.2 Per diem (number of people x number of days) Per diem/ 1 Day 5.3.3 Travel Round trip 5.3.4 Accommodation (if applicable) Per night 5.3.5 Meeting room Per day 5.3.6 Media Package 5.3.7 Coffee/lunch breaks Per unit 5.3.8 Detail of other costs associated with the event Subtotal 5.3 Training session 4 (Makokou, 7 days, 15 Pers) 5.3.1 Facilitation Per day 5.3.2 Per diem (number of people x number of days) Per diem/ 1 Day 5.3.3 Travel Round trip 5.3.4 Accommodation (if applicable) Per night 5.3.5 Meeting room Per day 5.3.6 Media Package 5.3.7 Coffee/lunch breaks Per unit 5.3.8 Detail of other costs associated with the event Subtotal 6. Information management 8

-- 30 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in monitoring activities and collecting information on forest offenses. 6.1 Publications 6.1.1 Production of communication materials Per unit 6.1.2 Production of audiovisual documents Per unit 6.1.3 Website management Per unit 6.2 Visibility actions 9 Per unit Visibility action local press (L'Union): Moussadji Serge A. 1 50,000 50,000 100 Subtotal 50,000 100 TOTAL 5,703,674 11,407.35

-- 31 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in monitoring activities and collecting information on forest offenses. A3. Balance Date of receipt of payment/Period of financial report In local currency (FCFA) Amounts received 1st payment 07

June 2011 11,512,050 Subtotal amounts received 11,512,050 Expenses 1st Financial report 5,703,674 Subtotal Expenses 5,703,674 Balance 5,808,376

-- 32 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in activities of monitoring and collecting information on forest violations. B Minutes and list of participants from the launch meeting On June 17, 2011, starting at 9 a.m., a project launch workshop titled: capacity building for CSOs and members of local communities in activities of monitoring and collecting information on forest violations was held in the multipurpose room of the M'plaza hotel. Present at this meeting were the individuals whose names appear on the attendance lists. Two presentations punctuated the workshop proceedings. One, primarily focused on outlining the objectives, methodology, and expected results, was led by the FLEGT focal point of civil society in their capacity as coordinator for the implementation of activities of this project. The other, addressing the fundamental parameters to mobilize for effective project implementation, was presented by a consultant, Ms. Nathalie Nyarre. B.1/ regarding the first communication: It should be noted that the project's objectives are as follows: ensure that CSOs and local communities have the skills to monitor, collect, and document forest violations; Develop and facilitate a multi-stakeholder exchange process (administration, private sector, civil society) around: the role, missions, and methodology of the civil society OIF to successfully integrate it into the SVL of the APV/FLEGT; Develop and facilitate an information and communication program on the OIF and its importance, targeting CSOs; local communities; and national opinion. As for the methodology, it will require the synergy of efforts from three groups of actors, namely the project team, consultants, and the media. 1/ The project team: it was noted in the presentation that the project team, composed of four people, will be responsible for the overall coordination of activities under the direct authority of the Project Manager coordinating the FLEGT program of Gabonese CSOs. 2/ The consultants: they will be resource persons under contract, responsible for implementing certain specific tasks requiring expertise not available within the project team or at the level of the FLEGT civil society platform.

-- 33 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in activities of monitoring and collecting information on forest violations. 3/ The media: they will be technical partners in the project. The media will play a very important role in the communication process to successfully inform and raise awareness among national opinion on the stakes of FLEGT and the fight against illegal logging on one hand, and on the other hand, on the role and importance of strong civil society involvement in the governance process of this resource, through the establishment of an independent forest observatory. The project targets are: FLEGT platform CSOs; local communities in logging areas; stakeholders in the APV/FLEGT negotiations; the media. The expected results at the end of the project will be as follows: 4 information missions are organized for communities in logging areas; The capacities of civil society and local communities are strengthened through: 2 workshops focusing on: - The concept of independent forest observation: history, role, forms - Preparing observation missions, relevant identification of violations, presentation of reports; 4 training sessions on GPS usage are organized; 4 practical sessions on forest sites are organized. B.2/ regarding the second communication: The second communication, formulated in the form of major questions, aimed to allow Gabonese CSOs to establish reflection axes likely to promote the success of the project, provided that the coordination team and all stakeholders in the project have provided satisfactory answers to these questions. In this regard, the following reflection paths for the project should be noted: 1/ train civil society actors and communities in independent forest observation techniques: a) which communities should be trained? b) what basic message

should be conveyed regarding OIF? c) what should remain in substance in terms of lessons learned? d) have the targets understood what an observatory is and what it is for?

-- 34 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in activities of monitoring and collecting information on forest violations. 2/ The institutional bases for collaboration with the Forest Administration, the private sector, and the Independent Observer engaged by the State, to carry out monitoring activities and collect forest violation data led by civil society are established: a) what are the expectations of civil society regarding these collaborations? b) what type of observation do we want to pursue? 3/ Prepare and adopt a memorandum of understanding between the Forest Administration and the FLEGT network CSOs expanded to communities in forest areas, for the establishment of a forest observatory led by civil society: a) Content of this memorandum? b) Implications of this memorandum? 4/ Institutional risks. - Control is the sovereign role of the State. - The agents of the forest administration are sworn Judicial Police Officers. - Civil society actors are not sworn. Hence: a) what missions should be assigned to the OIF of CSOs? b) how to integrate the OIF of CSOs into the legality verification system? The workshop proceedings concluded with the idea that the FLEGT platform of civil society, supported by the project team and consultants, must first find answers to these fundamental questions during an internal network meeting before continuing the implementation of the project. At the end of these reflections, the workshop concluded at precisely 5 p.m.

-- 35 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in activities of monitoring and collecting information on forest violations. c Minutes of courtesy visits with the EU Delegation and FAO On Wednesday, June 8, 2011, at 11 a.m., a working meeting was held at the FAO representation in Libreville, between the FLEGT focal point of civil society responsible for implementing the support project funded by the ACP-FLEGT program, and Mr. Jean Claude Nguinguiri, head of forest programs. This meeting focused on the preparations for the project launch workshop and also on the visit of Mr. Marc Vandenhaute on the occasion of this activity. From the discussions, it can be noted that Mr. Nguinguiri was invited to honor the opening of the work alongside Marc Vandenhaute. In response to this invitation, the latter stated that he would unfortunately not be able to attend as he would be out of Libreville on the date of this workshop for service reasons. However, he assured that Mr. Marc Vandenhaute would be present in Libreville during these proceedings. As for the EU delegation in Libreville, discussions on the preparations for the workshop took place both via emails and through a short information and invitation visit on Thursday, June 9, 2011, addressed to Mr. Bernard de Schrevel, head of the sustainable development section at the EU delegation. As with the FAO, the discussion revolved around the visit of Marc Vandenhaute and the goals of the project with the FAO;

-- 36 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in activities of monitoring and collecting information on forest violations. D Other relevant documents. 1 – Banners from the project launch workshop; 2 – Badges of participants;

-- 37 of 38 --

Start-up report of the capacity building project for CSOs and members of local communities in activities of monitoring and collecting information on forest violations. 3 – Labels for shirts;
---------- The content of this publication is the sole

responsibility of the NGO Brainforest and cannot in any case be considered as reflecting the opinion of the European Union.