

INDEPENDENT FOREST MONITORING

MODULAR TRAINING MATERIALS

Model timetable for

**9 DAY
COURSE**



These training materials have been produced with the financial assistance of the European Union and UK Aid. The contents are the sole responsibility of the authors and can in no way be taken to reflect the views of the European Union or the UK DFID.

Introduction

The course requires nine days, including a one-day field trip. This does not include travelling to and from the training venue. This long course, with the field trip, provide an opportunity for participants to research and draft a short IFM report, for peer review. It broadly comprises four days of class-room based learning, three days of practical exercises, and a final two days on report-writing and follow-up. It also includes a half-day break in the middle so the course is not too intensive. It has typically been delivered to groups of 20 participants from civil society organisations, all from the same country.

This timetable should be used alongside the Curriculum / Index of modules that provides learning objectives for each section.

The materials provided in this modular set include **Presentations**, **Handouts**, and **Group exercises**. In addition there are some sessions for which no materials are provided. These include detailed instructions on the use of GPS devices, cameras, smartphones etc. as these vary from model to model.

Timetable Day 1

Day	Time	Title	Description	
1	Pre-Workshop	Module A: Preparation		
		a.1	Pre-workshop preparations	
		a.1.1	Handout: Checklist for training workshop	A preparatory checklist for trainers and organisers
		a.1.2	Template: Application form	Participant's application form
	Morning	a.2	Workshop introductions	<ul style="list-style-type: none"> • Introduction of participants • Introduction organisers and trainers
		a.2.1	Template: Pre-evaluation	<ul style="list-style-type: none"> • Participants complete pre-evaluation sheets • Organisers explain the context for the training
		a.2.2	Exercise: Training expectations	<ul style="list-style-type: none"> • Expectations; what participants can contribute
		a.2.3	Handout: Workshop rules	<ul style="list-style-type: none"> • Agree workshop rules • We do not expect to produce a detailed workshop report for participants, so they should keep their own notes and the hand-outs we give them.
	Afternoon	Module B: Context		
		b.1	What is Illegal?	
		b.1.2	Exercise: What is Illegal?	<ul style="list-style-type: none"> • Distinguishing what's illegal from what you might disapprove of, but isn't illegal
		b.1.3	Presentation: Causes and nature of illegality	<ul style="list-style-type: none"> • General points about forest illegalities • Consequences of illegal logging

			<ul style="list-style-type: none"> Nature of illegalities in the forest sector
		b.1.3 Handout: Illegality checklist	<ul style="list-style-type: none"> The kinds of things to investigate

Timetable Day 2

Day	Time	Title	Description
2	Morning	b.2 Regulatory structure	Recap of the previous day by a volunteer at the start of the day
		b.2.1 Presentation: Forest regulatory structure	<ul style="list-style-type: none"> Object & types of forest control Public involvement Social Agreements Control missions Penal provisions
		b.2.2 Presentation: Free prior informed consent	<ul style="list-style-type: none"> FPIC – Principle, need and reality
		b.2.3 Handout: Who checks what where?	<ul style="list-style-type: none"> A table of official roles and documents that might be needed
		b.2.4 Presentation: What role does civil society have in forest law enforcement & governance?	<ul style="list-style-type: none"> Some limitations of official forest control, and thus the role of civil society
	Afternoon	b.2.5 Exercise: How is FLEGT an opportunity?	<ul style="list-style-type: none"> Update on the negotiation of a FLEGT VPA; legality matrices; the legality assurance system

Timetable Day 3

Day	Time	Title	Description	
3	Morning	Module C: Setting up an IFM initiative		
		c.1	Introduction to IFM	Recap of the previous day by a volunteer at the start of the day
		c.1.1	Exercise: History of IFM	<ul style="list-style-type: none"> Global Witness IFM Video
		c.1.2	Presentation: Types of independent monitoring	<ul style="list-style-type: none"> Difference between forest control, independent monitoring, and independent audit
		c.1.3	Handout: Checklist of possible monitors	<ul style="list-style-type: none"> A table of different monitoring functions
	c.1.4	Presentation: Legal basis for IFM in your country	<ul style="list-style-type: none"> This presentation should be given by a competent local forest legal expert 	
	Afternoon	c.2	IFM by civil society & communities	
		c.2.1	Presentation: Principles of IFM	<ul style="list-style-type: none"> Mandate, institutional arrangements and relationships Terms of reference / minimum standards
		c.2.2	Presentation: Specific aspects of IFM by communities	<ul style="list-style-type: none"> The importance of CS-IFM and of involving communities in IFM
		c.2.3	Handout: Example objectives	<ul style="list-style-type: none"> Assistance in identifying IFM project objectives

Timetable Day 4

Day	Time	Title	Description	
4	Morning	Consolidation of concepts	Recap of the training course so far	
		Module D: Implementing an IFM initiative		
		d.1 Establishing IFM		
		d.1.1 Exercise: Strengths, weaknesses, opportunities and threats	<ul style="list-style-type: none"> Participants' experiences of monitoring forest activities: obstacles, challenges, needs, and recommended practices 	
		d.1.2 Presentation: Case selection and field preparations	<ul style="list-style-type: none"> Case selection Principles of missions / field investigations and reports Planning and preparing for a mission Requesting information from officials Obstacles posed by loggers and / or the forest authorities 	
		d.1.3 Handout: Checklist – where to go: Decision matrix for mission planning	<ul style="list-style-type: none"> To help monitors systematically select mission topics or locations 	
	Afternoon	d.2 In the field		
		d.2.1 Presentation: Field techniques	<ul style="list-style-type: none"> Description of the use of IFM tools (GPS, smartphone, camera, tape measure) Introduction / checklist for the use of a GPS Conducting interviews 	
		d.2.2 Handout: Checklist – what to take	<ul style="list-style-type: none"> To ensure all the necessary equipment is taken on field work 	
		d.2.3 Handout: Finding a document	<ul style="list-style-type: none"> Tips on sourcing documents, and a list of kinds of document IFM might need 	

Timetable Day 5

Day	Time	Title	Description
5	All day	Practical exercises with GPS, Camera, log measurement	<p>Recap of the previous day by a volunteer at the start of the day</p> <ul style="list-style-type: none"> • Introduction to the operation of GPS: Datum, Position Format, marking and describing waypoints, 'Goto' to find each other's waypoints, entering waypoints and drawing a map, determining distances, panning, scaling. • Discreet use of a digital camera, taking evidential photos in combination with a GPS • Logs measuring techniques

Timetable Day 6

Day	Time	Title	Description
6	Morning	Preparation of a field mission	<p>Recap of the previous day by a volunteer at the start of the day</p> <ul style="list-style-type: none"> • Group work to complete mission plan terms of reference
	Afternoon	Half-day break in the middle of the training course	

Timetable Day 7

Day	Time	Title	Description
7	All day	Implementation of a field mission	<p>Recap of the previous day by a volunteer at the start of the day</p> <ul style="list-style-type: none"> • Field visit to one or more logging sites, saw mills etc.

Timetable Day 8

Day	Time	Title	Description
8	Morning	Module E: Using what you find	
		e.1 Documenting & reporting	Recap of the previous day by a volunteer at the start of the day
		e.1.1. Presentation: Analysis	<ul style="list-style-type: none"> Data processing & analysis Document tracking Selection and presentation of maps and pieces of evidence of the illegalities observed
		e.1.2 Exercise: Reports, audiences, and strategies	<ul style="list-style-type: none"> Comparing different report styles for different purposes
		e.1.3 Presentation: Report writing	<ul style="list-style-type: none"> Structure and contents of an IFM report
	e.1.4 Handout: Opportunity to comment letter	<ul style="list-style-type: none"> Model letter providing those mentioned in any report with an opportunity to comment 	
	Afternoon	Practical exercise: writing a report	<ul style="list-style-type: none"> Download the GPS data and photos from field trip The same groups that were formed for the field trip should write a short mission report (in PowerPoint format).
Report presentations		<ul style="list-style-type: none"> Reports are presented and discussed. 	

Timetable Day 9

Day	Time	Title	Description	
9	Morning	e.2 Publication & follow-up	Recap of the previous day by a volunteer at the start of the day	
		e.2.1 Presentation: Ensuring reports lead to change	<ul style="list-style-type: none"> • Publication and dissemination of the report • Information management and tracking illegal cases 	
		e.2.2 Presentation: Credibility, trust and security	<ul style="list-style-type: none"> • Building relations: local, international NGOs, local and central authorities • Risks and barriers to the implementation of IFM, and suggestions for an MOU with the forest authorities 	
	Afternoon	Module F: Next steps		
		f.1 After training		
		f.1.1 Exercise: Follow-up action points	<ul style="list-style-type: none"> • Individual and collective forward planning 	
f.1.2 Template: evaluation form		<ul style="list-style-type: none"> • Course final evaluation • Ceremony to give out certificates of training 		

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