

Facilitators Manual

Controlled Wood Risk Assessment Workshop





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Acronyms

GFR Global Forest Registry (www.globalforestregistry.org)

WF Workshop Facilitator

WIM Workshop Information Manager

CW FSC Controlled Wood

FSC IC FSC International Center

FSC NI/NO FSC National Initiatives / National Offices



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1 Introduction

This manual aims to provide those who are organizing and facilitating risk assessment workshops for FSC Controlled Wood (CW) with a tool to plan and deliver a successful workshop. The manual will guide the facilitator from the early phase of the planning process, through to navigating the challenges of running the workshop itself and the final steps after the event.

The manual is a generic guide, and the facilitator may modify the plan and the materials to meet the specific conditions needed for the region in which the workshop is taking place.

This manual assumes that you are already familiar with the CW concept and the related standards (most importantly FSC-STD-40-005). If not, please read "Introducing FSC Controlled Wood" included in this workshop material, before continuing with this manual.

The workshop and training materials are developed by NEPCon for the FSC International Centre and WWF Sweden. Financial support for the project is provided by WWF.

2 Workshop objectives

The primary objective of the workshop is to facilitate the process of developing a national CW Risk Assessment, according to the FSC Controlled Wood standard (FSC-STD-40-005) and a related FSC procedure (FSC-PRO-60-002).

Where present, FSC National Offices are expected to coordinate the process. Consultants and external parties may be used in helping to conduct and facilitate the workshops and related processes.

The primary target group of the workshop is key FSC stakeholders. These include FSC AC members, members of the FSC National Office, and experts within areas covered by the CW standard.

The main objectives of the workshop are:

- 1. Provide information about the CW system and risk assessment preparation
 - Key stakeholders gain a clear understanding of the CW concept and related requirements
 - Key stakeholders gain a clear understanding of the process and procedures for conducting a CW risk assessment
- 2. Conduct the initial risk assessment
 - Collect preliminary stakeholder feedback on risk in relation to the five controversial wood categories in the region, through analyzing the 15 related indicators of controversial sources for CW
 - · Indicators for which there is broad consensus among stakeholders are identified and results described and documented
 - · Controversial indicators (no consensus among stakeholders) are identified and viewpoints are documented
- 3. Agree on further action plan to finalize the risk assessment
 - Necessary further steps to clarify status of the controversial indicators are agreed and documented e.g. further consultation, studies
 - Needs for additional data and maps are identified and documented
 - Results of the workshop are documented, included in the GFR as draft info (if sufficiently detailed and if sensible) and submitted to the FSC International Centre (FSC IC)



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3 Workshop organizers – roles and responsibilities

The process should be coordinated by FSC National Offices (NOs) or FSC National Initiatives (NI) where present. Alternatively, consultants or professionals can be hired by FSC to facilitate the process. In any case, it is important that at least one of the organizers is well aware of the FSC certification system and certification background. It is recommended that two facilitators are present during the workshop: Workshop Facilitator and Workshop Information Manager.

The proposed roles and division of responsibilities are given below. However both facilitators must work as a team and depending their expertise, different divisions of tasks can be agreed. Regardless of the agreement, one person – the Workshop Facilitator – shall have overall responsibility for the workshop.

3.1 The Workshop Facilitator

The Workshop Facilitator has overall responsibility for successfully conducting the workshop. The facilitator is also a key presenter of information during the workshop, although he may delegate conducting certain presentations to other people as deemed appropriate.

One of the key roles of the facilitator is to manage the general atmosphere during the workshop and communication between stakeholders. The Workshop Facilitator shall always strive to navigate the consultation process towards common consensus. This role calls for exceptional people-management skills, professionalism and neutrality. The stakeholders present are from varying background, hold different perception and often have competing or even directly contradicting views. Fairness and equal respect for the legitimate role that economic, environmental and social stakeholders have is needed from the Workshop Facilitator. Section 7 provides guidance on how to manage and steer the actual process during the workshop.

The Workshop Facilitator is also responsible for consolidating and documenting the workshop results and submitting them to FSC IC. However input documentation will come largely from the workshop information manager (see section 3.2 below and Section 8 in relation to gathering the data and preparation of the workshop report).

The Workshop Facilitator must have a proven ability to facilitate events, and preferably have experience with FSC or CW approaches and procedures. Since good sense of the people's perception, mood, claims etc. is important for effectively managing the process, it is preferable if the facilitator can speak the language in which the workshop is conducted. Background knowledge of the region and national context is also advisable although not strictly required since the local expertise will also be provided by the Workshop Information Manager (see next sub-section).

3.2 The Workshop Information Manager

The Workshop Information Manager is responsible for:

- Conducting the desktop baseline study and preparing the applicable presentations (CW indicators) the person who
 presents the regional background can be agreed mutually with the Workshop Facilitator.
 See section 6 for more info on the baseline study.
- 2. Collecting and recording the opinions of workshop participants on CW indicators
- 3. Collecting and recording the different viewpoints regarding controversial indicators for which no consensus can be agreed
- 4. Recording the agreed further steps to finalize the risk assessment

See Section 8 in relation to gathering the data and preparation of the workshop report.



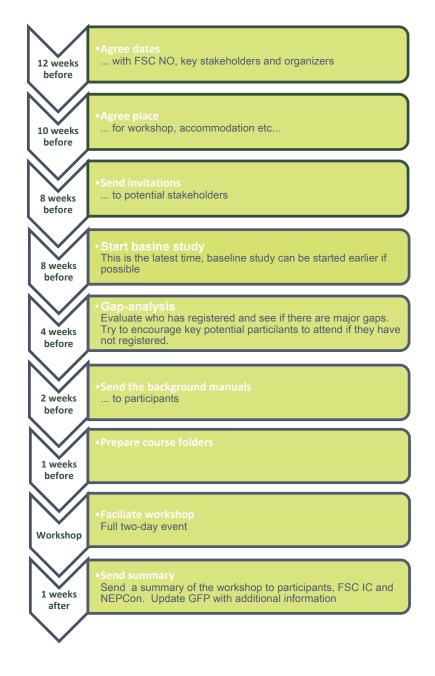
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4 Planning the workshop

Advanced and careful planning of the workshop is crucial for its success and you are recommended to begin planning three months in advance. This should enable you to secure availability of key stakeholders and sufficient time for conducting the desktop baseline study.

The actual workshop should be planned as a two full day event. This will allow enough time for discussions and formulation of an initial risk assessment to begin during the workshop. However preparation must have already started months before. Time also needs to be reserved after the workshop to follow-up and document results of the workshop. The recommended timeline is shown in Figure 1 and useful hints on some of these steps are detailed in Table 1.

Figure 1: Workshop overview





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Table 1: Tips on some preparations steps

The venue

Since you need to choose and book the venue before you know the final number of participants, you will need to estimate the total number of participants. It is estimated that on average the workshop will have 10-25 participants, depending on the country and level of stakeholder interest and involvement.

Consider the logistics and try to ensure the location is adequately accessible for the participants. The venue shall have accommodation possibilities for the people who would like to stay overnight a between the two days (probably most of the participants). Catering shall be offered by the venue. When choosing the meeting room, consider the following:

- · estimated number of participants
- access to electricity (for projector and laptops)
- · access to projector, screen and drawing board
- access to wireless internet, if available
- air conditioning (depending on location, season and expectations of participants)

Course folders

Upon arrival, the participants shall receive a hard copy folder with the workshop materials (the manuals, key normative documents; presentations with space for notes etc.). Depending on the number of participants, all the folders may be collectively too heavy to transport by air. Thus depending on the logistics and event location, you may prefer to prepare the folders near the venue.

Workshop facilitation

- Consider using name tags so that people can easily recognize each other
- NB! Each participant shall have red, green and yellow paper cards that are
 available to them individually. These will be used for indicating their votes during
 the workshop. The paper cards thus need to be thick so that they can be easily
 held up.



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5 Involving the stakeholders

The primary target group is FSC key stakeholders, including members of the national FSC Working Group and others involved in the standard-setting process. The FSC National Office that worked on standard development should have already identified and be aware of key stakeholders. In case there is no updated information on relevant stakeholder groups, an important first step should be to prepare this information. For help in identifying relevant stakeholder groups, see the separate guidance "Risk assessment preparation process" which is also part of the workshop package. The document identifies most commonly included stakeholder groups based on FSC-PRO-60-002.

The Workshop Facilitator is responsible for preparing a list of relevant stakeholders to be invited; however input for this should come from the FSC National Office, the Workshop Information Manager and other relevant key people.

It should be noted that the workshop is planned to be a sequence of interactive working sessions, thus participants need to be able to contribute to the discussion in a meaningful way. This also means the workshop should not include too many people as it may hinder effective teamwork. An estimated number of 15-25 participants is recommended for the workshop. If there is strong interest in all chambers and more people want to attend, the chambers should make a selection whom to send.

For the facilitator it is important to appreciate that the participants represent different interest. While consensus is the aim, the integrity and legitimate role the various stakeholders represent cannot and should not be jeopardized. This has a bearing on the way information is compiled during and after the workshops. This does not change the fact that the workshop is non-exclusive in nature.



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6 Desktop baseline study

The standard workshop package contains information on FSC, the CW system and the process of risk assessment preparation. These materials are globally applicable and do not contain any country or region specific information, and therefore it is necessary to gather and include country specific information in the workshop materials. We have called this step "desktop baseline study" and this is necessary and an inseparable part of the process. This process will ensure the efficient use participants' time and facilitate greater progress in the preparing the risk assessment during the workshop.

The purpose of this step is to gather information on and systematically prepare for presenting available key information in relation to the 15 CW indicators for the workshop. The practical responsibility for this lies on the Workshop Information Manager (see section 3.2) who, as a minimum, shall involve the FSC National Office (as they may have key information already available). The Workshop Information Manager may outsource or contract the study to an external party. It is important that the persons conducting the study has a clear understanding of what suffices as relevant information and is able to prepare abstracts related to the relevant indicators in the CW standard.

At minimum, the information included in the Global Forest Registry (GFR) (www.globalforestregistry.org) shall be considered and included. In most cases, a person with regional knowledge and relevant contacts is able to gather additional relevant national and international studies, databases, mappings or reports with information relevant for one or more of the CW indicators. Having an overview of these data sources prior to the workshop will provide participants with necessary background information and will help them to determine the risk level on an informed basis.

Research institutions, NGOs and governmental bodies may have relevant data materials which are not published or publicly available. This information can be very important for determining of the risk classification on a local scale and efforts should be given to gain access to such data. For example, this can be maps of HCVF, GMO plantations or areas where forest conversion is planned. If experts have data that is important for determining the risk level, it is recommended to invite key experts to the workshop.

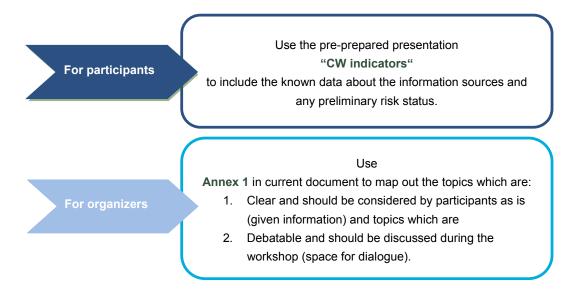
Based on the gathered material, it may be clear that certain indicators will not fulfill the criteria, potentially leading to the whole category to be determined as "unspecified risk". For example, if the corruption level in the country is high, it is not possible to classify the whole country as "low risk". It is important to present such "determining factors" very clearly to the participants, so that no excessive time is used during the workshop to discuss issues which are already clearly determined by FSC rules.

There are two levels at which the information gathered during this phase shall be compiled and made available as indicated in Figure 2.



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Figure 2: Information material



The blank template presentation on CW indicators enables you to capture the results from the desktop baseline study and make it presentable to the workshop participants (Figure 3). Annex 1 is meant for the workshop organizers so that they are prepared and can expect the areas where there will be more debates and discussion.

Figure 3: Template presentation of CW indicators - black template (left); completed template (right)





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7 Conducting the workshop

7.1 Structural concept of the workshop

To reach the objectives of the workshop (see section 2), there are two overall stages that can be further divided into sections. The first part of the workshop provides participants with required background information (training session) and the second part involves people in the process of risk evaluation (workshop session). The first part covers half of the first day while the second part covers the rest of the two day workshop, as illustrated in Figure 4.

Figure 4: Workshop overview



The training part seeks mainly to provide participants with sufficient information so that an informed and constructive cooperation can take place in the workshop phase. Workshop Facilitators start by providing the basic background information, after which the "rules of the game" for the workshop part are explained. In the initial phase, the participants will be provided background information detailed in Table 2.



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Table 2

Introduction to the FSC organization and system

Usually, not all stakeholders will have a complete picture of how the FSC system works. Stakeholders often come with specific agenda and fail to see the big picture. This part also serves to inform participants about the significance and importance of FSC certification globally. This may motivate participants who do not see a real value in the whole FSC system to contribute more eagerly.

If all participants are already knowledgeable about FSC as an organization and its functional mechanisms, this session can be shortened or carried out more interactively involving participants.

Introduction of the CW system and requirements

Many stakeholders who are deeply involved in FSC do not know the full complexity and mechanism of the CW system and related requirements for industries. It is very important to establish a clear understanding among all participants in relation to the practical implementation of the system and also the consequences of both risk conclusions for the industry, and ultimately for whole forest sector.

Such information – for example on the sampling rate required for field evaluations in unspecified risk areas – is not directly relevant for conducting the risk evaluation. However it is still important for participants to get an overview, to appreciate the responsibility related to the discussions carried out during the workshop.

Introduction to the process of risk assessment preparation

At a later stage the formal process prescribed by FSC for FSC National Offices to prepare risk assessments and submit them for approval to FSC IC will also be introduced. This is less relevant for the discussions during the workshop, but important information for FSC National Offices and other people involved in further process of the risk assessment preparation and approval.

The main part of the workshop is dedicated to working with the risk indicators. As explained in detail in the CW introduction manual, FSC has developed indicators for each of the five categories. These indicators, 15 in total (listed in Table 3) will be the primary level of discussion for the workshop organizers and participants.

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Table 3: CW indicators

OVERALL RISK



Although it may be tempting for stakeholders to jump into concluding the risk status for whole category, it is the responsibility of the Workshop Facilitator to ensure that the discussions are carried out within the proper framework and in clear relation to one of the indicators. This is important to instill an objective, systematic and balanced evaluation. When a conclusion is made for each indicator, the risk status for the whole category will be derived based on the logic presented in Table 4 as defined by FSC in the CW standard.

Table 4:

Category		Indicators	Compliance for low risk
1	Legality	4	ALL
2	Traditional and civil rights	5	ALL
3	HCVF	2	At least ONE
4	Conversion	1	ALL
5	GMO	3	At least ONE

It is imperative that participants understand the assumptions taken and logic behind the risk assessment preparation and process of defining the risk of each indicator. A separate presentation on the work process has been prepared and shall be presented by the

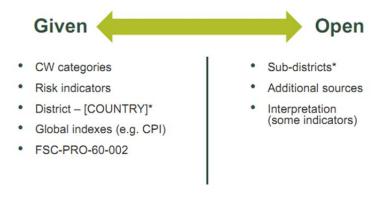


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facilitator before actual work on indicators begins. It is important to ensure that all participants have a solid understanding on the aspects outlined in **Figure 5**.

Figure 5:

- 1. Ultimately the results of the risk evaluation can be only binary: EITHER "Unspecified risk" OR "Low risk". There is no third option or any option "in between."
- 2. FSC requires that a **precautionary approach** is used. This means the risk status by default is "Unspecified risk", UNTIL the alternative status Low risk can be positively proved. This also means that in case there is no clear justification for low risk, the risk will remain unspecified.
- 3. The CW categories, related risk indicators and the logic is set up so that some information is predetermined (given) by FSC; to re-discuss these would only result in a loss of time. All discussions need to stay within the given framework of the CW system. Take time to explain the given information well, as this may reduce the time later as people will be focused on things which are open for discussion.





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7.2 Working with the risk indicators

Work on the indicators is designed around two phases – first phase will be conducted on the first workshop day and the second phase on the second day. Both phases essentially follow the same process and begin with presenting the existing known information and risk status (based on information gathered during the Desktop Baseline Study – see section 6). As the information is presented to the participants, they will have a chance to consider the information and express their own opinion and/or engage in the discussion to consider the information and develop a new, more detailed understanding of the appropriate risks. In the third stage, participants need to formulate their position and viewpoint in a clear and tangible language to capture the information for inclusion in the risk assessment or as input to further discussions and steps where needed.

Table 5

Day I	Day II
Present	(Present)
Consider	Consider
Capture	Capture

During both days, the facilitated process shall follow the same process stages (Table 5). The difference is in the level of details and the complexity.

In the first phase, we seek to identify and "deal with" indicators which are clear and where a conclusion is easily reached. These are indicators where participants can immediately reach consensus. Normally this is where the risk status is the same for the whole country so there is no need to evaluate risks on a sub-national level. This may be due to there already being clear and conclusive data, or when all or the majority of participants find it easy to justify the conclusion and related relevant data sources. The conclusion can be both "low risk" or "unspecified risk" status. What is important is by the end of this stage, a set of "easily agreed upon" indicators have been filtered out and agreed upon and a set of remaining "difficult" indicators have been identified which need further work and discussion. NB! no detailed discussion or work will be done in the first phase with these indicators, they will be dealt with during the second day.

In the second phase an attempt will be made to discuss and address the indicators which were identified as "difficult" in the first day.

- 1. Potentially some of these can be agreed upon after a more thorough discussion
- For indicators where consensus cannot be reached, it should be seen if the controversy can be linked and limited to specific smaller geographical region (risks need to be evaluated on subnational level) or certain species
- For the remaining indicators, further required actions and steps are to be taken after the workshop should be agreed

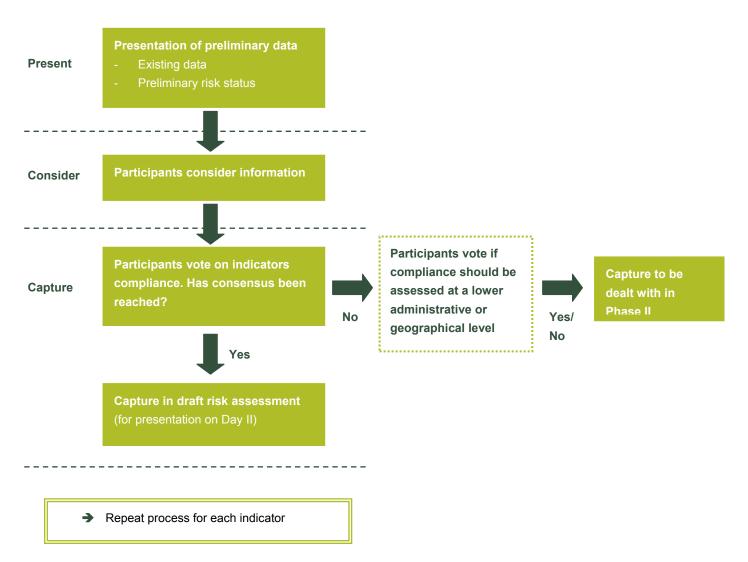
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7.3 Day I – workshop stages

The facilitator shall go through a three step process for each of the 15 indicators in the CW standard **one at a time**: present; consider; and capture. Figure 6 illustrates the process taken for Phase I/ Day I.

It is very important that the participants understand that that they have a right to hold and present an opinion of their own. It is also important they understand and follow the two phase approach. This will ensure that disagreements are not ignored but merely postponed to the second phase when further work will be done on the more "difficult" indicators.

Figure 6. Overview of Phase I process





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7.3.1 Present

The facilitator will present the preliminary data for a given indicator using the "CW indicators" presentation template, which is pre-filled with data collected during the desktop baseline study (as described in section 6).

Preliminary information includes both existing data and a preliminary risk status. If no information is available, the status is classed as "unspecified risk" as a precautionary approach. The information shall be presented starting from the most generic level, beginning with information on a country scale and where feasible, underlying administrative areas.

The facilitator will also explain how and why the country – and where feasible underlying administrative areas – has been assessed at the compliance level indicated.

7.3.2 Consider

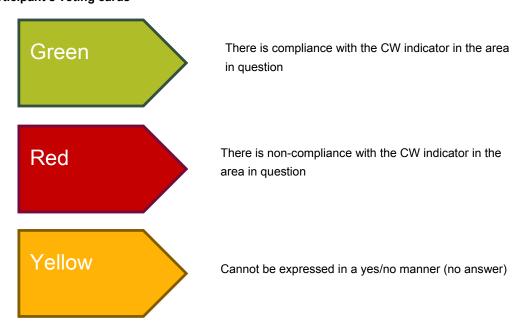
Once information is presented by the facilitator, participants have a short time to consider the information received, think about their opinion and ask questions to other participants or the facilitator for clarification.

The facilitator at this stage has to be mindful of time availability and manage the discussions and questions appropriately. At this stage the goal is to collect initial perceptions and filter out the "easiest" indicators and that consensus is the aim but the integrity of the various stakeholders shall not be jeopardized. As there are 15 indicators, the time available for each indicator is likely not to be more than 10 minutes (15 minutes maximum) at this stage.

7.3.3 Capture

After the participants have been given a short time to consider the information, it is time to capture the opinions of the participants. At this stage, the facilitator shall ask all participants to indicate by show of green, red or yellow paper card their position on the indicator. Participants should have been provided with these cards, see section 4 for workshop preparation. The meaning of these cards is indicated in Figure 7.

Figure 7. The participant's voting cards





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The Workshop Information Manager shall record the votes (i.e. the number of votes in each category) and shall take note of any outstanding and important statements, data references or other critical information expressed by the participants during the consider and/or capture phase. The Workshop Information Manager will also be responsible for formulating the risk assessment draft text for the indicators for which consensus exists, and may ask the participants clarifying or specific questions to have sufficient data to formulate the text (sources; justification) for the risk assessment.

If the first round of input from participants reveal that no immediate consensus can be reached, the Workshop Facilitator shall refer this indicator for a second round in Day II. If no consensus on a country level is reached, the facilitator may briefly explore with participants if consensus on a lower administrative or geographical level could be easily reached. It will be useful to get a vote from the participants by show of papers. However the more complicated indicators are best to be further handled and discussed during the second day.

Depending on the amount of open indicators, the workshop organizers should review progress and discuss the strategy and timeline for the second day at the evening of the first day and determine approximate time available for the indicators. If there are many open indicators and time is short, the organizers may decide to conduct some shorter steps.

For indicators where the conclusion is clear and consensus is reached during this first phase, the data will be included in the draft risk assessment by the Workshop Information Manager at the end of the first day (to be presented to the participants at the beginning of the second day).

Box 1. Capture the data in GFR sandbox

A sandbox version of the Global Forest Registry will be available for use during the workshops. In venues with high speed internet connection, input from the participants can be entered to the GFR sandbox directly at the end of the first day. This enables you to geographically present progress to the participants in an engaging and fun way. This however requires that the Workshop Information Manager has sufficient knowledge on how to use and update the database.

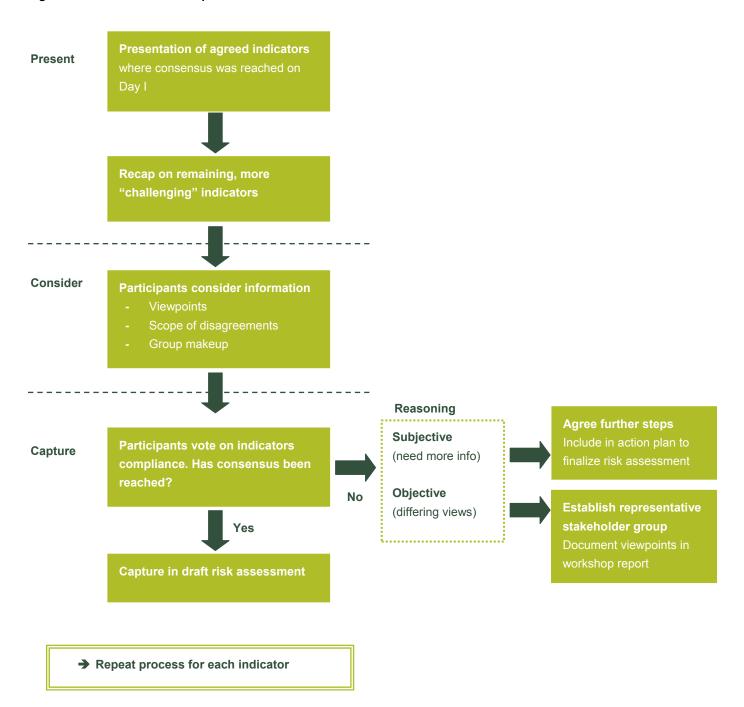
7.4 Day II - workshop stages

The second day is dedicated to dealing with the indicators where consensus was not reached, and follows a similar process to Day I: present; consider; and capture. The facilitator shall go through a three step process for each remaining indicator **one at a time**. Due to more complicated and controversial nature of the topics, this day requires strong facilitation skills and guidance of participants by the workshop organizers. Figure 8 illustrates the process taken for Phase II/ Day II.



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Figure 8. Overview of Phase II process





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7.4.1 Present

Before starting work on the indicators, the Workshop Information Manager should present the overall risk assessment status from the first day and summarize the indicators where agreement has already been reached. This will also motivate the participants to work further as they are reminded about the progress already made and encouraged to tackle the remaining indicators. The results can be shown using the filled in CW indicators presentation with updated data, or using the preprinted posters for indicators (which can be put on a wall). If the results from the first day have been captured in the web-based GFR sandbox (see Box 1 above), they can be illustrated directly from the database.

The facilitator shall then briefly present the remaining indicators. Should additional data or statements from the previous day have been included, this updated information can be presented. Then discussion will be carried out for each open indicator as detailed below.

7.4.2 Consider

In most cases, there will be only be a few indicators remaining where immediate agreement could not be found. While it allow the group more time than in Day I to deal with each indicator at a more detailed level, the Workshop Facilitator shall ensure that all open indicators are addressed by controlling and facilitating the discussion and keeping track of time. During this process, the facilitator should encourage participants to think about the following questions and options, and posing questions when appropriate.

A: Are the stakeholders' viewpoints within the scope of the CW requirements?

If some stakeholders have viewpoints, which are clearly outside the scope of the standard, the facilitator should draw attention to this. If the stakeholders insist on their viewpoints, the facilitator should request the stakeholder to formulate their viewpoint in written firm and explain that this viewpoint will be added to the workshop report. This way it is possible to avoid spending a long time on discussing issues outside the scope of the standard.

B: Can the disagreement be limited to certain geographical area, certain management type or certain species?

The facilitator shall aim to limit the disagreement to certain smaller geographical region within the country wherever possible, in which case availability of maps and database should be considered and discussed. The borders of the smaller defined areas may follow the administrational borders or be custom borders.

Viewpoints

- Does the standard provide guidance? Some stakeholders might have expectations to the CW system that exceed the requirements of the standard. In this case the facilitator shall explain what can be expected within the scope of the standard.
- Have FSC provided guidance on standard interpretation in similar cases or formed precedence by approving specific interpretation on other countries.
 In this case the Workshop Facilitator is expected to present such information (homework may be needed for the facilitator at the end of first day to be able to present this information).

Narrowing scope of disagreement

- 1. If disagreement exist on a country scale, it might be possible to find an agreement on a lower geographical scale and limit the disagreement to specific geographic regions e.g. issues with HCVF, GMO and conversion might be related to only a small part of the country. In these cases, the facilitator should aim to identify the parts of the country where disagreement exists and limiting the disagreement to these areas
- Disagreement may also be limited to certain forest types e.g. issues related to HCVF and conversion is, by its nature, not relevant for plantations.
- Disagreement may be limited to specific species e.g. harvesting an exotic species doesn't usually threaten endangered HCVF. GMO is usually only relevant for plantation species and in most cases only for a single species.
 All other species within the country or district can be considered as low risk.

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C: Can the participants find consensus?

Depending on the number of participants and indicators, the facilitator may choose to work on all indicators with the whole group of participants or divide the participants into different groups for a certain period of time to allow more detailed discussions to happen in groups working in parallel. If participants are divided into groups, it is important to agree a time when everybody will gather and present the results from the small group discussions.

Group makeup

- If the facilitator finds that consensus might be found by further discussions between stakeholders with different viewpoints, this should be explored by forming a group of stakeholders representing the viewpoints.
- 2. If the facilitator finds that additional information might help reaching the consensus he/she should explore if this information can be obtained during the workshop. In this case he can appoint somebody of the participants or supporting staff to get this information. In case it cannot be obtained during the workshop, an action plan should be prepared for following up after the workshop).

NB! Throughout the discussions, it is the responsibility of the Workshop Information Manager to record relevant information and remarks to be added to the relevant information for the risk assessment or workshop report.

7.4.3 Capture

After the discussion phase where information and possible options for risk status are considered by the participants, it is important to capture the results. There could be two primary types of outcome from the discussion phase.

Firstly there are likely to be indicators where consensus has been reached after the additional discussions. Conformance (or non-conformance) to these indicators must be clear and related justification understandable for all participants.

For such indicators, the facilitator should ask the participants to formulate their justification for their decision on conformance or non-conformance with the indictor in written form. The facilitator shall make sure that the inputs are written down, preferably by one of the participants. The formulation need not be long, but it shall express consensus on compliance to the indicators.

The Workshop Information Manager gathers the inputs of the participants and compiles the responses. The Workshop Information Manager shall ensure that all input from the participants is properly collected and recorded. If data is prepared for a sub-national level (smaller district), the Workshop Information Manager shall ensure that the data is clearly linked to a defined geographical region.

Secondly there may be still indicators left regarding which non agreement can be reached. There are further generally two main potential causes for this:

- Objective disagreements There may be lack of information available regarding certain indicators, which results in situation where some stakeholders do not feel confident to agree on compliance. In such cases, the facilitator should request the representatives to agree further steps, on which additional information is needed and how the data can be obtained. The information shall be recorded by the Workshop Information Manager and can be used for in a further action plan to finalize the risk assessment.
- 2. Subjective disagreements Participants may have fundamentally different opinion on certain matters, even if the data is available and clearly understandable. For such cases the facilitator should request the representatives of different viewpoints to document and justify their viewpoints in writing. This information shall be added to the workshop report and ultimately the decision will need to be taken during a public stakeholder consultation process, or eventually by FSC IC.



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7.5 Conclusion

At the end of the workshop, the facilitators will present a summary of the workshop results, including the indicators that participants have reached consensus on as well as indicators for which additional information is required or further negotiation is needed in order to reach consensus. As far as possible, the facilitator shall also present the agreed or discussed actions that are needed to follow-up on areas where participants could not reach consensus.

The supportive role of the Workshop Information Manager is important here. The summary should be presented shortly after the final inputs from group work are gathered. The Workshop Information Manager should be able to summarize and process the data quickly and effectively to present this to participants in a timely and well-structured way.

8 Workshop follow-up

Subsequent to the workshop, the Workshop Information Manager shall prepare documentation of the outcome of the workshop, including the aspects mentioned in section 3.2. The Workshop Facilitator shall finalize the workshop report and forward the information to the FSC IC Policy and Standards Unit, and to NEPCon for updating the Global Forest Registry.

The workshop report is expected to provide detailed results for each of the indicators in the CW standard. These address the following issues:

- 1. Was consensus reached for the indicator? (y/n)
- 2. Justification for the conclusion
- 3. Sources used to reach the conclusion
- 4. Data and maps that should be considered for the GFR
- 5. In cases where consensus was not reached, documentation of the different viewpoints should be included.

If consensus is reached on all the indicators and the risk assessment can be finalized during the workshop, the risk assessment can be sent out for public stakeholder consultation.

If further action is needed, the FSC National Office is normally the most appropriate body to continue and finalize the work on the risk assessment preparation.

The separate guidance document "Risk assessment preparation process" provides advice and information on the process following the workshop to get the risk assessment approved by FSC IC.

Even, if the risk assessment is not finalized but the draft results are more detailed than the contents in the Global Forest Registry, FSC can choose to include the information on the Global Forest Registry (www.globalforestregistry.org) for information.



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Annex 1. Indicators – given information and space for dialogue

The matrix below gives an overview of the information available and the issues around which dialogue may be expected for each indicator. This information is to be compiled and filled in the preparation phase (see chapter 4).

Categories & Indicators	Given information	Space for dialogue			
1 Legality (all)					
1.1 Evidence of enforcement of logging related laws in the district					
1.2 There is evidence in the district demonstrating the legality of harvests and wood purchases that includes robust and effective systems for granting licenses and harvest permits.					
1.3 There is little or no evidence or reporting of illegal harvesting in the district of origin.					
1.4 There is a low perception of corruption related to the granting or issuing of harvesting permits and other areas of law enforcement related to harvesting and wood trade.					
2 Traditional and civil rights (all)					
2.1 There is no UN Security Council ban on timber exports from the country concerned;					
2.2 The country or district is not designated a source of conflict timber (e.g. USAID Type 1 conflict timber)					
2.3 There is no evidence of child labor or violation of ILO Fundamental Principles and Rights at work taking place in forest areas in the district concerned					
2.4 There are recognized and equitable processes in place to resolve conflicts of substantial magnitude pertaining to					



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traditional rights including use rights, cultural		
interests or traditional cultural identity in the		
district concerned;		
2.5 There is no evidence of violation of the		
ILO Convention 169 on Indigenous and		
Tribal Peoples taking place in the forest		
areas in the district concerned.		
3 HCVF (at least one)		
3.1 Forest management activities in the		
relevant level (eco-region, sub-eco-region,		
local) do not threaten eco-regionally		
significant high conservation values.		
3.2 A strong system of protection (effective		
protected areas and legislation) is in place		
that ensures survival of the HCVs in the		
eco-region.		
-		
4 Conversion (all)		
4.1 There is no net loss AND no significant		
rate of loss (> 0.5% per year) of natural		
forests and other naturally wooded		
ecosystems such as savannahs taking place		
in the eco-region in question.		
5 GMO (at least one)		
	,	
a) There is no commercial use of genetically		
modified trees of the species concerned		
taking place in the country or district		
concerned.		
b) Licenses are required for commercial use		
of genetically modified trees and there are no		
licenses for commercial use.		
c) It is forbidden to use genetically modified		
trees commercially in the country concerned.		