

Register of documents to provide evidences required for monitoring and transparency compliance.
“Building Capacity of Small-Medium Forest Enterprises (SMFEs) in Ghana and Liberia to supply and trade in legal timber”.

Acronyms

ALMCC	Abandoned Lumber Measurement and Conveyance Certificate	LMCC	Log Measurement Conveyance Certificate
CLMCC	Confiscated Lumber Measurement and Conveyance Certificate	LI	Legislative Instrument
DOTIC	Domestic Timber Inspection Certificate	MLNR	Ministry of Lands and natural Resource
EU	European Union	OFR	Off- Forest Reserve
FC	Forestry Commission of Ghana	SP	Salvage Permit
FLEGT	Forest Law Enforcement, Governance and Trade	TIDD	Timber Industry Development Division (of the FC)
FR	Forest Reserve	TIF	Tree Information Form
GhLAS	Ghana Legality Assurance System	TUC	Timber Utilization Contract
		WTS	Wood Tracking System

Background

Ghana signed a Voluntary Partnership Agreement (VPA) with the European Union in 2009 to ensure that only legal timber is supplied and traded. To ascertain the legality of timber and timber products, Ghana through stakeholder consultation has developed timber legality standards which are implemented based on a legality assurance system (Ghana Legality Assurance System, LAS). The system provides for a Wood Tracking System (WTS) that companies are expected to comply with before being issued with a certificate of sale (FLEGT License to the EU, Export Permit to outside of the EU and DOTIC to the domestic market) on the parcel of product to be sold. The WTS has been developed on legality standards used to control the timber supply chain (WTS) from the point of harvest through transport, production in the factory to the point of sale in order to be 'legal'.

The law underpinning compliance with the GhLAS and WTS in respect of granting of timber rights and legality licensing scheme is the “Timber Resource Management and Legality Licensing Regulations, 2017 (LI 2254). Given that stakeholder consultation was relevant to develop the GhLAS, its implementation requires public disclosure of information relating for example to timber rights allocation process followed, holders of the right to harvest timber, how much legal timber is traded and by who, among others for scrutiny and verification. This transparency demand on implementing the GhLAS is provided for in Article 76 of the LI which states inter alia that the Forestry Commission (FC) make information on the management of forest resources available both on its website and on request. It is proper for companies to know the information that FC puts up to meet the transparency requirements of LI 2254. At the same time, companies need to know the information and data on their supply chain operations which the FC divisions and departments must verify and validate before they are issued with any sales certificate. Every company is expected to collect and keep those pertaining to them and be ready to make them available upon request or be able to verify and validate what the FC may present on their behalf.

Most companies, especially the small and medium-sized ones require support to fully comply with the legal standards and to compile the transparency information and other data, as appropriate. This brochure therefore is a simple and easy to understand listing of the data and information a company must always keep. It provides evidences required for monitoring transparency compliance as per regulation 76 of LI 2254 (2017), as well as for issuing of sales licenses.

The transparency requirement of Regulation 76 of LI 2254 (2017) demands that the underlisted information be made available on the FC website. They are:

- a) a list of registered timber companies
- b) a list of companies with their valid property marks
- c) separate lists of large-scale and small-scale timber utilization contracts as well as salvage permit holders, including
 - i. the names of the timber utilization holders and salvage permit holders,
 - ii. the location for performance of the contract,
 - iii. size of the contract
 - iv. duration of the contract
 - v. the required payments under Social Responsibility Agreement (SRA)
 - vi. the status of account on payment of fees (eg. Stumpage fees)
- d) a list of certificates of purchase (of confiscated timber), including:
 - i. the names of the purchase certificate holders
 - ii. the date of public sale, and
 - iii. the quantity and price of timber acquired.

Additional information on the management of forest resources to be made available on request are,

- a) Forest reserve management plans: strategic plans (Name of forest reserve, copy of the plan), operational plans (name of harvest area, copies of plans), timber specifications (copies), harvesting operational schedules (copies),
- b) National forest maps delineating the timber utilization contract areas, and
- c) Any other relevant forest management.

Company Information and Data for Legality Verification and Transparency Reporting
The table below represents the legal timber supply process and the list of documents that are expected to be kept by a company involved in sourcing, timber harvesting, processing or trading, as evidence of legality compliance

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Control Point	Means of Verification	Documentation		
		Plantation / Natural Forest	Abandoned & Confiscated	Milled Rejects /Slabs/Off cuts
Sourcing	1. Access rights (TUC, Other permits) Note: Provide access rights necessary for 100% yield removal	Plantation 1. Cert. of Incorporation. 2. Registration FC/TIDD Natural forest 1. TUC approval/ratification 2. Valid SRA agreement & Compensation	3. Consent from Landowners 4. Form C Plantation: 1. Entry Permit 2. Allocation letter 3. Valid SRA 4. Form C	1. Cert. of Incorporation. 2. Registration FC/TIDD 3. Court Order 4. Payment receipts 5. Certificate of Purchase
Harvesting	1. Harvest Approval	Not Applicable		
Log Transport	1. Transportation Compliance.	Natural forest 1. Stamped/ Endorsed LMCC 2. Letter: special permit to transport timber 3. Company Waybill 4. LTC Plantation 1. Stamped/ Endorsed PLMCC 2. Company Waybill	1. Log Transfer Certificates (LTC) 2. Confiscated Log Measurement and Conveyance Certificate (LMCC) 3. Abandoned Log Measurement and Conveyance Certificate (ALMCC)	LTC N/A
Processing	1. Processing Compliance.	1. Log Remanufacture Forms 2. Log Input Statement 3. Tally Sheets 4. Lumber Inspection Certificate 5. Endorsed consignment input-output statement/report 6. Log Disposal Statement 7. DoTIC (Mill rejects) 8. Company Waybill		
Transport (lumber)	Lumber Transportation Compliance	1. DoTIC 2. Company Waybills 3. Input/Output Statement		
Sales /Retail	1. Domestic Trade Documentation	1. Valid Domestic Market Registration Certificate - TIDD 2. DoTIC/ Other Products Inspection Certificate 3. Waybills 4. Stock Records 5. Sales Records 6. Lumber Sales Report to TIDD		
Sales Export	2. Export Trade Documentation	1. TIDD approved sales contracts 2. FLEGT Licenses 3. Export Permits 4. List of buyers with their registration certificate numbers 5. TIDD approved Sales Contract 6. Packing list & summary specification sheet 7. GRA (CEPS) clearance (GCNet) 8. Harmonized commodity codes for timber		
	Miscellaneous	1. Health & safety Inspection Certificate/ Report 2. Documented Procedures (Sourcing, Transport, Processing, Health & Safety) 3. Personal Protective Equipment (PPE) supply list 4. Accident Report Summary (First Aid Report)		