



GUYANA FORESTRY COMMISSION
FOREST RESOURCES MANAGEMENT DIVISION
 1 Water Street, Kingston, Georgetown



ANNUAL PLAN OF OPERATIONS GUIDELINES FOR TIMBER HARVESTING
OUTLINE OF INFORMATION REQUIREMENTS

The Annual Plan of Operations is a short document that sets out the main and detailed activities to be undertaken by the licence holder in the forthcoming calendar year (January to December). It contains a review of the previous year's operations to put the current year's plan in context. The following outline, which is drawn from the Code of Practice for Timber Harvesting can be used to help guide the preparation of such plans.

1.0 Introduction

- 1.1 Concession licence number and name of licence holder
 The period covered by the plan
 The author of the plan
 Date of writing
- 1.2 Brief background of the company/individual
- 1.3 Reference to a Forest Management Plan if one has not been submitted before, other, describe briefly the history of harvesting operation of the concession

2.0 Review of work carried out in previous year

- 2.1 Area (ha) logged by compartment and felling block. Information to be tabulated and also indicated on a 1:50,000 scale topographic map sheet (map 1)
- 2.2 Number of trees and volume (m³) felled per species, by compartment
- 2.3 Mean annual volume felled per hectare (m³/ha)
- 2.4 Forest inventory completed, at stated intensity (e.g. 5%, 10%, 100%). Tree data Information to be tabulated and the area indicated on a 1:50,000 map (map 2).
- 2.5 Inventory methods and summary of results to date to be appended
- 2.6 Describe biological, ecological or other surveys methodologies, and summary of results to be appended. A copy of this information be sent to the relevant authorities such as the Centre for Biological Studies, Environmental Protection Agency. The area of survey to be indicated on a 1:50,000 map (map 1).
- 2.7 Road construction or access completed (km), and indicated on a 1:50,000 map (map 2)
- 2.8 Road maintenance completed (km), and indicated on a 1:50,000 map (map 2)

- 2.9 Waterway access and maintenance (km), and indicated on a 1:50,000 map (map 2)
- 2.10 Base camps/cabins completed and indicated on a 1:05, 000 map (map 2)
- 2.11 List number of employees
- 2.12 List the number of work-related accidents and or industrial disputes, if any
- 2.13 Describe the status of any community or regional initiatives

3.0 Infrastructural operations planned for current year

- 3.1 Road construction or access to be completed (km), and indicated on a 1:50,000 map (map 2)
- 3.2 Road maintenance to be completed (km) and indicated on a 1:50,000 map (map 2)
- 3.3 Base camps/cabins construction (number of units) to be completed, indicated on a 1:05,000 map (map 2)
- 3.4 Waterway access and maintenance to be completed (km), indicated on a 1:50,000 map (map 2)
- 3.5 Forward camps/cabins locations to be established, indicated on a 1:50,000 map (map 2). In addition, provide a schedule of work for forward camps to be established during the current year

4.0 Inventory operations planned for current year

- 4.1 Forest enumeration or other biological, ecological, cultural surveys to be completed by compartment/block/area, at stated intensity (e.g. 5%, 10%, 100%). Description of methodology and standards of measurement (e.g. plants, animals), and area indicated on a 1:50,000 map (map 2)
- 4.2 Describe plans for tree marking and presentation of tree location map

5.0 Production operations planned for current year

- 5.1 Area (ha) to be logged by compartment and felling block, indicated on a 1:50,000 map (map 1)
- 5.2 Number of trees and volume (m³) expected to be felled per species

6.0 Other Operations planned for current year

- 6.1 Describe plans for the delineation of concession boundaries on the ground and posting of signboards at strategic points of the concession, and be indicated on 1:50,000 map (map 1)
- 6.2 Describe plans for the monitoring of the concession area

- 6.3 Describe plans for waste disposal produced during processing (at log markets, sawmill)
- 6.4 Provide a list of all records or registers to be maintained by the company/individual
- 6.5 Provide a list of equipment/machinery that will be used by the company/individual
- 6.6 Indicate number of consultants/contractors to be employed and recruited, a summary of consultant/contractor background and resume, and theme for employment.

7.0 Social issues to be addressed in current year

- 7.1 List number of workers employed, contractors and sub-contractors, if any
- 7.2 Describe the company procedures for occupation health & safety
- 7.3 Describe training planned for employees
- 7.4 Describe any company outreach programmes with nearby communities
- 7.5 Describe efforts to prepare and implement public awareness programme on the company
- 7.6 Describe any proposal for contributing to the development of any stakeholder community
- 7.7 Indicate any new strategic measures that were considered by the company since the submission of its Forest Management Plan
- 7.8 Provide copy(ies) of contract document used by contractors/sub-contractors for review by GFC

8.0 Interagency Collaboration

- 8.1 Describe collaborative activities with other resources or non-resources agencies such as the Regional Democratic Councils, Guyana Lands and Surveys Commission, Guyana Forestry Commission, Iwokrama, and other NGOs planned for the current year.

Note: All maps should use the published 1:50,000 scale topographic map sheets. Only clear photocopies, please.

All information given must use the metric system.