



**GUYANA FORESTRY COMMISSION
FOREST RESOURCES MANAGEMENT DIVISION**

1 Water Street, Kingston, Georgetown



**ANNUAL PLAN OF OPERATION GUIDELINES FOR CONSERVATION
AND RESERVE CONCESSIONS**

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 and Conservation International Management Plan 2002-2006, 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

2.0 Review of work carried out in previous year

- 2.1 Forest enumeration or other biological, ecological surveys completed by area, at stated intensity (e.g. 5%, 10%, 100%). Information to be tabulated and the area indicated on a 1:50,000 map (maps 1 and 2).
- 2.2 Inventory methods and summary of results to date to be appended
- 2.3 Describe biological, ecological or other surveys methodology, 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
- 2.4 Base camps/cabins, road construction or access completed (km), indicated on a 1:50,000 map (map 2)
- 2.5 Waterway access and maintenance (km), indicated on a 1:50,000 map (map 2)
- 2.6 List number and position of employees
- 2.7 List the number of work-related accidents and or industrial disputes, if any

2.8 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), indicated on a 1:50,000 map (map 2)

3.2 Base camps/cabins construction (number of units) to be completed, indicated on a 1:50,000 map (map 2)

3.3 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

3.4 Waterway access and maintenance to be completed (km), indicated on a 1:50,000 map (map 2)

4.0 Inventory operations planned for current year

4.1 Forest enumeration or other biological, ecological, cultural surveys to be completed by 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 Indicate number of consultants to be employed and recruited, a summary of consultant's background and resume, and theme for employment.

5.0 Other operations planned for current year

5.1 Describe plans for the delineation of concession boundaries on the ground and posting of signboards, indicated on 1:50,000 map (map 1)

5.2 Describe progress with the drafting of a preliminary framework for zoning of the concession Area

5.3 Describe important cultural sites identified, prioritized and mapped through community participation, indicated on 1:50,000 map (map 2).

6.0 Social issues to be addressed in current year

6.1 List number of workers employed

6.2 Describe company procedures for occupation health & safety

6.3 Describe training planned for employees for monitoring and management of concession

6.4 Describe any company outreach programmes with nearby communities

6.5 Describe efforts to prepare and implement public awareness programme on the company

- 6.6 Describe any proposal for contributing to the development for at least one stakeholder community
- 6.7 Indicate any new strategic measures that were considered by the company since the submission of its Forest Resources Management Plan

7.0 Interagency Collaboration

- 7.1 Describe any collaborative activities with other resources or non-resources agencies such as 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.