

PROCEDURE FOR ISSUING STATE FOREST PERMISSION

1. GFC identifies suitable areas for (re-) allocation and publicizes same with individual descriptions and digitized maps.
2. GFC invites applications for these advertized areas on prescribed GFC application forms. These applications with relevant supporting documentation are to be submitted to the nearest convenient forest station within the stipulated deadline for submission of applications.
3. A receipt is issued to the applicant for payment of the application fees and each application is stamped with the date of submission.
4. GFC checks each application for completeness and remarks are made by relevant authorized forest officers as to the status of each application.
5. All SFP's are then sent centrally to the GFC Head Office for administrative sorting and processing.
6. GFC then convenes a meeting of the Forest Resources Allocation Committee (FRAC) to review all applications in accordance with GFC Board approved criteria. Each FRAC member individually scores each application and submits each scored application to the convener of FRAC.
7. The convener then uses these scores to prepare a report to the Commissioner of Forests (CoF) who checks for consistency in evaluation based on the criteria, and impartiality.
8. If there is evidence that the approved procedures were not adhered to, the FRAC is instructed to review the applications and re-submit a report which is then re-examined by the CoF until he is satisfied that the application review process was properly done.
9. The CoF then presents this report to the Technical Sub-Committee of the Board for its comprehensive review. All applications are also available at this review in case Board Directors need to refer to same.
10. The GFC Technical Sub-Committee Chairperson then tables a report to the GFC Board of Directors with the necessary recommendations.
11. GFC Board of Directors examines the recommendations and makes final decision on the allocation of SFP's.
12. GFC formally notifies each applicant on status of application in accordance with GFC Board decision. Unsuccessful applicants can request a review by writing to the CoF.
13. GFC formally issues SFP agreement to successful applicant upon payment of issuance fee and submission of relevant documentation.

PROCEDURE FOR ALLOCATION OF STATE FOREST EXPLORATORY PERMITS

1. GFC identifies areas suitable for allocation as SFEP's, with accompanying maps and boundary descriptions.
2. GFC advertizes areas as available for allocation and invites applications on the GFC prescribed application form. These applications with relevant supporting documentation and non refundable application fee of US \$ 20,000.00 are to be submitted to the GFC Head Office within the stipulated deadline for submission of applications.
3. A receipt is issued to the applicant for payment of the application fees and each application is stamped with the date of submission.
4. GFC checks each application for completeness and remarks are made by relevant authorized forest officers as to the status of each application.
5. GFC Deputy Commissioners then review all applications in accordance with approved criteria and prepare a report to the Commissioner of Forests (CoF) who checks for consistency in evaluation based on the criteria, and impartiality.
6. If there is evidence that the approved procedures were not adhered to, the Deputy Commissioners are instructed to review the applications and re-submit a report which is then re-examined by the CoF until he is satisfied that the application review process was properly done.
7. The CoF then presents this report to the Technical Sub-Committee of the Board for its comprehensive review. All applications are also available at this review in case Board Directors need to refer to same.
8. The GFC Technical Sub-Committee Chairperson then tables a report to the GFC Board of Directors with the necessary recommendations.
9. GFC Board of Directors then advises Cabinet Sub-Committee on Natural Resources on whether it recommends the issuance of the SFEP and to which preferred applicant(s).
10. Cabinet Sub- Committee reviews the recommendations of GFC Board and advises Cabinet on same.
11. Cabinet then makes a final decision on the award/non award of the SFEP.
12. GFC formally notifies each applicant on status of application in accordance with Cabinet decision. Unsuccessful applicants can appeal in writing to the CoF.
13. GFC formally issues SFEP agreement to successful applicant(s) upon payment of acreage fee and submission of relevant documentation.

**PROCEDURE FOR ISSUANCE OF TIMBER SALES AGREEMENT (TSA) OR
WOOD CUTTING LEASE (WCL)**

1. Applicant must have a valid SFEP or have applied for a previously issued concession (TSA/WCL) which has reverted to the State.
2. Holders of an SFEP must submit within the valid duration of the SFEP: a Business plan, an Environmental and Social Impact Assessment (ESIA) and conduct a strategic level forest inventory in accordance with GFC approved methodology.
3. Documentation from an SFEP holder is reviewed by the GFC and the EPA. Documentation from an applicant for a previously issued TSA/WCL is reviewed by the GFC Technical Heads of Divisions.
4. If the documentation submitted is of acceptable quality, stage 5 of the process is triggered. If the submitted documentation is not satisfactory, the applicant may be allowed to do a re-submission subject to GFC Board and/or EPA approvals.
5. If documentation submitted is acceptable to the relevant agency(ies), the Technical Sub-Committee of the GFD Board reviews the recommendation of the GFC/EPA to grant the award of a TSA/WCL to the applicant.
6. A report of the sub-committee is then forwarded to the GFC Board of Directors which then recommends the issuance /rejection of the award of the TSA/WCL to the Minister with responsibility for Forestry.
7. The Minister then makes a recommendation to HE The President for the award/non issuance of the TSA/WCL
8. The GFC then acts on the instructions of the President and formally advises applicants as to the award or rejection of their TSA/WCL application.
9. GFC then prepares the TSA/WCL agreement and gives same to any successful applicant(s) upon payment of the appropriate fees.
10. Unsuccessful applicants can lodge an appeal by writing to the CoF.
11. Areas for re allocation are not required to undergo the SFEP phase (Items 1-10). TSA/WCLs that are being reallocated are required to submit a plan outlining the proposed TSA/WCL operations. Further, the steps to be followed in such cases are: the GFC makes a request for the issuance of the TSA/WCL to the President of Guyana; the request must be signed by the Chairman of the GFC's Board of Directors and the Minister of Agriculture with responsibility for forestry; once approved by the President the GFC issues the TSA/WCL agreement.