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# HCV-HCSA assessment report **PUBLIC SUMMARY** template with guidance

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One of the aims of the HCV Network and the High Carbon Stock Approach, is to promote transparency. Thus, public summaries must be submitted with all integrated HCV-HCSA assessment reports. Once the report evaluation procedure is complete, the public summaries of satisfactory reports are posted on the ALS website.

This document provides guidance for preparing the public summary of an HCV-HCSA assessment report according to Assessor Licensing Scheme (ALS) requirements. It explains what is required for different sections of the public summary so that you know what the Quality Panel will be evaluating. If you have any questions or require further clarification, please contact [qualitymanager@hcvnetwork.org](mailto:qualitymanager@hcvnetwork.org).

The public summary needs to give due consideration to confidential or commercially sensitive data, without compromising relevant information for interested parties. For example, if presenting the full details (detailed values and location maps) could pose a threat to those values (e.g. disclosing location of species to poachers, disclosing sacred sites) – then this must not be presented, and an explanation must be given. Stakeholders must give consent for their names to be included.

The public summary is submitted to the ALS as part of the report package and its consistency with the full report is a key issue in the evaluation of the report package.

The public summary is a crucial part of the HCV report – often it is the only part of the report that the general public will read. The public summary, therefore, must be presented such that a layman without any background in HCV or HCSA technical aspects or the project can understand the important outcomes of the assessment and pass a considered opinion on the social and environmental values presented. For this purpose, public summaries must:

- be brief and concise (up to 25 pages, excluding cover page, tables, figures, maps and references) without oversimplifying or eclipsing facts;
- be able to 'stand alone' without requiring references to the rest of the report;
- briefly cover all relevant issues and essential information of the project, i.e. provide an overview of the values (e.g. HCVs, peat, HCS forest) identified;
- inform the reader of the major factors considered in decision-making, including the major findings and conclusions of the assessment and explain any remaining uncertainty or unresolved issues;
- include the main concerns from stakeholder consultations;
- include a map of all values identified and management areas required to maintain them;
- include a statement of acceptance of responsibility and signatures of company and assessor (required only for RSPO New Planting Procedure assessments).

## Cover Page: HCV-HCSA assessment report

<b>Date contract for assessment was signed</b>	
<b>Assessment start date (month/year)</b>	
<b>Date of first report submission to ALS</b>	
<b>Date of first report resubmission (if applicable)</b>	
<b>Date of second report resubmission (if applicable)</b>	
<b>Name of ALS lead assessor</b>	
<b>Contact information of lead assessor (Organisation or institution, address, email, telephone, Skype)</b>	
<b>Contact information of Organisation commissioning the HCV-HCSA assessment (name, address, email, phone)</b>	

# Table of Contents

## **Acronyms and abbreviations**

## **List of required maps**

# 1 Introduction (3 pages)

Provide the following:

- Status of project development (e.g. new or existing project), start date of production activities, extent and dates of clearing)
- Relevant background information on the organisation commissioning the assessment
- Description of the Management Unit (MU)
  - Name, location, size (ha), nature of the project (e.g. forestry concession, oil palm plantation), scale and intensity of operations;
  - **Required: Map showing location of the assessment area in the country**
  - Members of assessment team and their roles and qualifications, using the Tables below
- Brief summary of the national and/or regional context
- Reference documents used to identify HCVs (e.g. national HCV toolkit, HCVRN guidance)

Name	Role	Institution (if relevant)	Relevant expertise (e.g. plant taxonomy, hydrology, etc.)	Relevant country or regional experience (including language proficiency)
	Lead assessor			
	GIS and remote sensing expert			

## Environmental and social experts in the assessment team

Name	Role	Institution (if relevant)	Relevant expertise (e.g. plant taxonomy, hydrology, anthropology, participatory mapping etc.)	Relevant country or regional experience (including language proficiency)

## Forest inventory team

\*CVs not required

Name	Position
	Team leader
	Species identification technician
	Measuring assistant
	Plot cleaner
	Hip chain operator
	Compass man
	Line cutter

## **2 Assessment timeline (1 page)**

Provide a timeline of the major events in the assessment chronology that includes the pre-assessment, scoping study and full assessment, and major stakeholder consultation events.

### **3 Pre-assessment (1 page)**

Describe early information gathering activities. Do not provide full details of Due Diligence table but summarise elements from the four preconditions. In one paragraph explain how information gathered during the pre-assessment phase addressed the FPIC Gate and led you to proceed with the scoping study.

### 3 Scoping Study (1 page)

- Briefly describe the different activities conducted during the scoping study.
- Provide a summary of the people and/or groups consulted during the scoping study, and the main outcomes

#### Timeline of scoping study

Activity	Description	Timing
Information gathering		
Field visit(s)		
Visiting sample of communities		
Ground truthing initial land cover map		
Stakeholder identification and initial consultations		

#### 3.1 List of consultations

Experts and stakeholders contacted/consulted during the scoping study

Name	Title/role	Organisation/social group	Key concerns & recommendations

## 5. Full Assessment

### 5.1 Boundaries of the AOI (2 pages)

Describe the AOI (MU plus the wider landscape) and include a **map showing the MU and the wider landscape boundaries** and reflecting the criteria used to define it. **The AOI map must include the landcover layer. Note, requirement for map.**

Provide a brief description of the landscape context

#### Image analysis and land cover classification

Briefly describe methods used for image analysis and land cover classification, including:

- A description of images used for classification
- The classification procedure
- A brief description of field work
- An explanation on how you moved from the initial to the final land cover classification.
- A map of the final (revised) land cover map.

### 5.2 Social section (4 pages)

#### Social methods

Explain the literature and secondary data that was available. Summarise methods used for social fieldwork, and how many and which communities and other stakeholders were involved. Note if any communities refused to participate in the assessment or/and have not granted FPIC for the assessment activities.

#### HCV 4: Ecosystem services in critical situations

Provide a summary of the results that supports the decision on whether HCV 4 is present, potentially present or absent.

Insert HCV 4 Map

HCV 4	Finding
<b>Basic ecosystem services in critical situations, including protection of water catchments and control of erosion of vulnerable soils and slopes.</b>	Insert: Present, Potentially Present, Absent

#### HCV 5: Local people's basic needs

Provide a summary of the results that supports the decision on whether HCV 4 is present, potentially present or absent.

Insert HCV 5 Map

HCV 5	Finding
<b>Sites and resources fundamental for satisfying the basic necessities of local communities or indigenous peoples (for livelihoods, health, nutrition, water, etc...), identified through engagement with these communities or indigenous peoples.</b>	Insert: Present, Potentially Present, Absent

#### HCV 6: Cultural values

Provide a summary of the results that supports the decision on whether HCV 4 is present, potentially present or absent.

Insert HCV 6 Map

HCV 6	Finding
<b>Sites, resources, habitats and landscapes of global or national cultural, archaeological or historical significance, and/or of critical cultural, ecological, economic or religious/sacred importance for the traditional cultures of local communities or indigenous peoples, identified through engagement with these local communities or indigenous peoples.</b>	Insert: Present, Potentially Present, Absent

#### Local people's lands and future livelihood security

Provide a brief description of the activities to identify lands needed for future livelihoods by the local people, and the outcome of this.

## **5.3 Environmental section (5 pages)**

### **Environmental methods**

Provide an overview of all of the environmental methods used in the assessment, and available secondary data.

### **HCS forest classification**

Include the table of total hectares per land-cover class (based on the final landcover classification) and present the vegetation stratification map.

Table of total hectares per vegetation class

Land cover class	Number of Hectares	% of total management unit
<b>Potential HCS classes</b>		
High Density Forest		
Medium Density Forest		
Low Density Forest		
Young Regenerating Forest		
<b>Sub-total</b>		
<b>Non-HCS classes</b>		
Scrub		
Open Land		
Mines, smallholder agriculture, plantation, etc.		
<b>Sub-total</b>		
<b>Total</b>		

Insert: map of land cover classes

### HCV 1: Concentrations of biodiversity

Provide a summary of the results that supports the decision on whether HCV 1 is present, potentially present or absent

HCV 1	Finding
<b>Concentrations of biological diversity including endemic species and rare, threatened or endangered species that are significant at global, regional or national levels</b>	Insert: Present, Potentially Present, Absent

Insert HCV 1 Map

## HCV 2: Large landscapes

Provide a summary of the results that supports the decision on whether HCV 2 is present, potentially present or absent

HCV 2	Finding
<b>Large landscape-level ecosystems, ecosystem mosaics and Intact Forest Landscapes that are significant at global, regional or national levels.</b>	Insert: Present, Potentially Present, Absent

Insert HCV 2 Map

### HCV 3: Rare ecosystems

Provide a summary of the results that supports the decision on whether HCV 3 is present, potentially present or absent

HCV 3	Finding
<b>Rare, threatened, or endangered ecosystems, habitats or refugia.</b>	Insert: Present, Potentially Present, Absent

**Insert HCV 3 Map**

### Peat

State if peat is present, and **if present include the peat map**

## 5.4 Patch analysis

Briefly explain how the first 13 steps of the Decision Tree were followed. Explain any outstanding activities or unresolved aspects of “give and take” from step 13. Explain why some patches have an ‘indicative’ status.

**Insert: Final land cover map with HCS forest patches**

## 4 Management and monitoring recommendations (3 pages)

In this section include:

- The threat assessment
- Recommendations for each value

This can be presented as text or summarized in tabular form

E.g. for an HCV 1: Tree species X, provide:

- Brief summary of the value and where it occurs
- Threats to the value
- Management prescriptions, management activities, design of management areas
- Monitoring recommendations

Value identified	Threats	Management areas and prescriptions	Monitoring recommendations
<b>HCS forest</b>			
<b>HCV 1</b>			
<b>HCV 2</b>			
<b>HCV 3</b>			
<b>HCV 4</b>			
<b>HCV 5</b>			
<b>HCV 6</b>			
<b>Peat</b>			

Summarize cross-cutting recommendations (i.e. how management recommendations can address multiple threats and/or support maintenance of values.)

## 5 Overall summary (4 pages)

Include the **summary map** of all the identified values and management areas with boundaries of concession and wider landscape. The summary table below is indicative.

Table: Summary of identified values

Environmental and social values to be conserved	Area (ha) where the value is found (inside MU only)	Management areas (ha) (inside MU only)
HCS forest		
Peat		
HCV 1		
HCV 2		
HCV 3		
HCV 4		
HCV 5		
HCV 6		
Local peoples lands (if any additional to HCV 5&6). May be indicative.		
Net Total (after subtracting overlaps):		

## Summary of final consultations

Provide a summary of the public consultations held after all the assessment findings were synthesised and management recommendations drafted (see table below).

### Group consultations

Name of group	Title / role of spokesperson	Organisation / social group	Place & Date	
T	T	T	T	T
<p><b>Describe how consultation took place (i.e. group meeting, phone call, individual interview)</b> Text here</p> <p><b>Key concerns &amp; recommendations</b> Text here</p> <p><b>Assessment team response</b> Text here</p>				

## Individual consultations

Name of group	Title / role of spokesperson	Organisation / social group		
T	T	T	T	T
<p><b>Describe how consultation took place (i.e. group meeting, phone call, individual interview)</b> Text here</p> <p><b>Key concerns &amp; recommendations</b> Text here</p> <p><b>Assessment team response</b> Text here</p>				

## **Next steps**

List any outstanding activities which need to be completed, including what needs to be done to finalize draft maps and leading into the elaboration of the ICLUP, such as further field checking of boundaries, gaining consent, collaboration and agreement.

## **6 References**

May be presented separately at the end of the summary report or in footnotes

## References

