



HCV RESOURCE
NETWORK

ASSESSOR LICENSING SCHEME

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HCV assessment Public Summary template with Guidance

Guidance for using the HCV assessment report template for Public Summaries

One of the aims of the HCV Network, is to promote transparency. Thus, public summaries must be submitted with all HCV 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 assessment report according to Assessor Licensing Scheme (ALS) requirements. It explains what is expected and/or required of the assessor 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.

The public summary needs to give due consideration to confidential or commercially sensitive data, without compromising relevant information for interested parties. Stakeholders must have given consent for their feedback and data, including developed maps, to be included in this public summary.

The public summary is submitted to the ALS as part of the Report Package. Once all other key issues are satisfactory, the assessor makes any required changes to the public summary to make it consistent with the full report; this is then verified by the Quality Panel. Consistency of the public summary 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 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 20 pages, excluding tables, figures, maps and references) without oversimplifying or eclipsing facts;
- be able to be '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 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

Cover Page: HCV public summary report

(same as for the full assessment report)

<p>Assessment start date (month/year)</p>	<p>Enter the date the assessment began. This should be when assessment activities (e.g. pre-assessment phase information gathering) first started. This could be the date of contract signature between assessor and commissioning Organisation, however, ALS is more interested in the amount of time it took to conduct assessment activities. So, for example if a large delay occurred between the contract signature and the start of assessment activities, this should be noted here. You can mention the exact date if known, but at least the month and year must be given here.</p>
<p>Date of first report submission to ALS</p>	
<p>Date of first report resubmission (if applicable)</p>	
<p>Date of second report resubmission (if applicable)</p>	
<p>Name of ALS lead assessor</p>	
<p>Contact information of lead assessor (Organisation or institution, address, email, telephone, Skype)</p>	<p>Enter your Organisation or institution (if applicable), address, email, telephone and Skype contact information. Note that contact information will not be posted publicly on the ALS website. Please indicate if there is a preferred contact method for the ALS Quality Manager to reach you.</p>
<p>Contact information of Organisation commissioning the HCV assessment (name, address, email, phone)</p>	<p>Enter the contact information for the person in the commissioning Organisation who is the main relevant contact. This person will also be contacted by ALS throughout the report evaluation process. Please indicate if there is a preferred contact method.</p>
<p>Name of translator of the Public Summary (if applicable)</p>	<p>Include the name of the translator for the public summary. A list of translators can be found here: https://hcvnetwork.org/library/list-of-translators-for-public-summaries/</p>

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1 Introduction and Background (< 3 pages)

Provide the following:

- Dates of the assessment activities
- 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 assessment area
 - Name, location, size (ha), nature of the project (e.g. forestry concession, oil palm plantation), scale and intensity of operations;
 - 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)

Lead ALS assessor

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

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)

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 phase (< 1 page)

For each of the four preconditions below, provide a brief explanation of how the Organisation met the pre-conditions before the full assessment took place.

Preconditions to be met by the Organisation	Explanation Provide information on how the preconditions have been met.
1. Commitment to environmental and social safeguards	
2. Moratorium on any land clearing or land preparation until the HCV assessment has been completed	
3. Demonstrated legal right over or permission to explore the MU	
4. FPIC process has been initiated with full disclosure of the proposed project with all potentially affected communities and stakeholders, and the process for negotiation and consent going forward has been agreed, with representatives appointed through a fair process	

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.

4 Scoping Study (< 1 page)

Timeline of scoping study

Briefly explain the activities and findings of the scoping study:

- 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
- 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.

The following tables can be used for clarity

Timeline of scoping study

Activity	Description	Timing
Information gathering		
Field visit(s)		
Visiting sample of communities		
Stakeholder identification and initial consultations		

Experts and stakeholders contacted/consulted during the scoping study

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

5 Full Assessment

5.1 Description of the AOI (< 2 pages)

Boundaries of the AOI



Describe the AOI (concession plus the wider landscape) and include a map showing the concession and the wider landscape boundaries and reflecting the criteria used to define it. The AOI map must include the landcover layer.

Provide a brief description of the landcover and landscape context

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.

Social results

Provide a summary of the stakeholder consultation and the main outcomes (it is optional to use the table for clarity). Consent is required to disclose stakeholder identity.

Expert/Organisation/social group	Name/title/role – as relevant	Concerns and/or recommendations?

Participatory mapping

Give an overview of the results of participatory mapping.

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.

HCV 4	Finding
Basic ecosystem services in critical situations, including protection of water catchments and control of erosion of vulnerable soils and slopes.	



Insert map of HCV 4

HCV 5: Local people's basic needs

HCV 5	Finding
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.	



Insert map of HCV 5

HCV 6: Cultural values

HCV 6	Finding
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.	



Insert map of HCV 6

5.3 Environmental section

Environmental methods

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

Environmental results

Provide a summary of the stakeholder consultation and the main outcomes (it is option to use the table for clarity)

Expert/Organisation/social group	Name/title/role – as relevant	Concerns and/or recommendations?



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
Concentrations of biological diversity including endemic species and rare, threatened or endangered species that are significant at global, regional or national levels	



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
Large landscape-level ecosystems, ecosystem mosaics and Intact Forest Landscapes that are significant at global, regional or national levels.	



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
Rare, threatened, or endangered ecosystems, habitats or refugia.	

6 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. HCV 1: Tree species X

- 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
HCV 1			
HCV 2			
HCV 3			
HCV 4			
HCV 5			
HCV 6			

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

7 Overall summary (< 1 page)

Summary outputs

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.

Public Consultations

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

Name	Title/role	Organisation/social group	Key concerns & recommendations	Assessment team response
T	T	T	T	T

Next steps

List any outstanding activities which need to be completed. Also list what needs to be done to make draft maps final.

8 References

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