

# Introduction

No log-in is required on the OTP to view information available on the site. However, it is necessary to log-in to upload information to your profile. Therefore, all producer companies that want to upload documents need to ask at least one staff to register for an account on the Open Timber Portal. Below you will find step-by-step instructions on how to set up an account, edit your profile, and view, upload and manage your legality documents. For any questions, please contact opentimberportal@wri.org. The Open Timber Portal (OTP) brings transparency to timber operations. The platform makes public previously inaccessible information about on the-ground management practices and compliance with timber legality requirements. It compiles information from three different sources: official concession boundaries and the list of registered forest operators from the government; documents uploaded voluntarily by forest operators to demonstrate compliance; and observations by third party forest monitors. The OTP was designed by the World Resources Institute (WRI) in consultation with government, private sector and civil society actors. The OTP will initially focus on the Congo Basin and will progressively expand coverage to other relevant timber producing countries.

#### The Open Timber Portal is a project of the World Resources Institute's Forest Legality Initiative







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# **Getting Started**

### Registering a New Producer

To create your user profile, your company must be listed in the system as a producer. If your company is already listed, skip this section and go directly to "creating an account". If your company is not in the list, please:

- 1. Go to http://www.opentimberportal.org/
- 2. Click "Sign In" in the top right corner
- 3. Click "Register new producer"
- **4.** Fill in the following information:
  - a. Producer Name: add the name of your company

**b.** Producer Description (please add a short description - up to 1500 characters with spaces - on your company, for example what types of products you work with, where you are based, contact information)

- c. Producer Type
- d. Website
- e. Address (Main office in the country)

f. Logo

**g.** Forest Management Units (FMU) (First choose your country, then select your Forest Management Units in the list. In case your FMUs are not in the list, contact opentimberportal@wri.org)

5. E-mail opentimberportal@wri.org to have your company formally approved and added to the Open Timber Portal database.

### **Creating an Account**

Now that your company is listed in the OTP, you can create your account.

- 1. Go to http://www.opentimberportal.org/
- 2. Click "Sign In" in the top right corner
- 3. Click "Register now"
- **4.** Fill out the form. The nickname must have only letters and no spaces. The password must be at least 8 characters long.
- 5. Press "Sign-Up"
- **6.** E-mail opentimberportal@wri.org to have your account activated. Once activated, you will be able to customize your profile and begin to explore and upload legality documents.

### Signing In

- 1. Go to http://www.opentimberportal.org/
- 2. Click "Sign In" in the top right corner
- 3. Enter your account information and click "Log In"

### Updating Company Profile

- 1. Go to http://www.opentimberportal.org/
- 2. Click "Sign In" in the top right corner
- 3. Enter your account information and click "Log In"
- 4. Under "My Account" in the top right corner, select "Profile"
- 5. Edit data in the form and click "Update Producer"

# Logging Off

- **1.** When you are ready to log out, click "My Account" in the top right corner
- 2. A drop-down menu will appear, click "Log Out"

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	Producer	info			
	Troducer	mo			
	PRODUCER NAME*				
	PRODUCER DESCRIP	ION			
	PRODUCER TYPE*			 -	
	Select				
	WEBISTE				
	ADDRESS			-	
	Forest Managr	nent Units			
	COUNTRY				
	Select				
	CREATE PRODUCE	R			

# **Viewing Your Documents**

Documents on the Open Timber Portal are organized in 3 different ways: whether they apply to a specific company or if they must be provided for each Forest Management Unit; by legality categories (see box 1); and depending on their status (see box 2).

#### **Box 1: Legality Categories**

- 1. Legal Registration: Showing that the company has the right to operate within the country
- 2. Use right: Demonstrating that the company has the right to use the forest
- 3. Forest Management: Documenting forest management procedures and mandatory preliminary studies
- 4. Timber Harvesting: Providing the necessary authorizations to harvest
- 5. Impact assessments: Documenting the mandatory environmental and social impact assessment studies done by the company
- 6. Transport: Providing required transport permits or authorizations
- 7. Trade, export and CITES: Providing CITES permits and other documents required to trade and export timber
- 8. Taxes, fees and royalties: Demonstrating that all required taxes, fees and royalties have been paid
- 9. Population Rights: Documenting a company's processes and actions on how they comply with social requirements
- 10. Labor Obligations: Documenting the company's compliance with labor laws

Box 2: Document Status					
Status		Description	Publically Available?	Part of Transparency Score	Next Step
Not Provided		Document not uploaded yet No No Upload the document		Upload the document	
Provided (Valid)		Document uploaded, valid and not expired Yes Yes N/A		N/A	
Provided (Not Valid)		Document uploaded, reviewed but quality control by OTP team revealed some issues		Replace the document with a valid one or provide additional evidence as an annex	
Provided (Pending)		Document uploaded, has not been reviewedNoNoWait for OTP Team		Wait for OTP Team to review	
Expired		Document uploaded, but has since expiredYesNoUpdate the document		Update the document	
Not Required	Document not applicable to the company and/or the FMU, for which you gave an explanation validated by the OTP team of why it is not applicable		N/A		

#### Your Profile

- 1. In the top right corner, click "My Account" and select "My Documents"
- 2. On your profile, you can view the data available for your company by clicking on the following tabs.
  - a. Overview
  - **b.** Documentation
  - c. Observations
  - d. Forest Management Units

# Your Profile Continued

#### Tab 1: Overview

The Overview Tab allows you to see:

- 1. A summary of key figures from the other sections
- **2.** The short description of your company (for example what types of products you work with, where you are based, contact information) that you entered when you registered your logging company. You can edit it on your profile.
- 3. The number of observations by independent monitors (IM) associated with your company, organized by severity (see Annex 3).

#### Tab 2: Documentation

The Documentation Tab graphics allow you to see:

- The percentage of valid documents you have uploaded
- The breakdown of documents by status and legality categories (See Box 1 and 2)

Next, the **Documentation Tab** contains three subsections, accessed by three tabs underneath the graphs:

#### **1. Producer Documents**

By clicking on this tab, you will be able to see the documents you have uploaded and that are required at the company level,organized according to the 10 legality categories. You can also check the status of



each uploaded document. The list of required documents varies by country, for a complete list please refer to Annex 2.

#### 2. FMUs documents

This tab displays the documents that have to be provided at the FMU level. Uploaded documents are organized by FMU and legality category. This tab is useful for producers that manage more than one FMU and want to see which documents have been provided for each unit.

#### **3.Chronological View**

This tab includes a timeline which chronologically classifies the documents you have provided according to their status over time. It shows the periods during which documents were not provided, the period when they were provided and valid, as well as the current validity period.

#### Tab 3: Observations

The Open Timber Portal compiles information from Independent Monitors (IM) in their countries on forest governance and forest harvesting activities. Some IMs work under EU FLEGT Voluntary Partnership Agreements between timber producing countries and the EU. These independent monitors conduct monitoring missions to producer companies and submit reports of their findings, including monitoring observations of suspected non-compliance with the legal obligations. The Observations Tab allows you to see:

- The number of observations that have been provided for your logging company by independent monitors;
- The category (see Annex 1) and the severity of the observations (see Annex 3) and the dates they were published by the independent monitor.

You will be able to download the entire report of the independent monitoring mission from which the observations are taken. This will allow you access to more information on each observation, including evidence.

#### Tab 4: Forest Management Units (FMU)

This tab shows the management units assigned to your company on a map. If your company has more than one FMU they will all show up on the map. If you click on one of the FMUs you will be able to see information related to that FMU:

- 1. Tree cover loss with >30% canopy density
- 2. Tree cover gain
- 3. Certifications

**4.** GLAD Alerts (weekly 30 m x 30 m tree cover loss alerts covering the tropics developed by the University of Maryland and viewable on Global Forest Watch.)<sup>1</sup>

# **Uploading and Editing Documents**

### **Uploading Documents**

- 1. Click "My Account" in the top right corner
- **2.** A drop-down menu will appear, click "My Documents" and go to the Documentation section.
- **3.** Scroll down to the document you want to upload and click on "Add File"
- **4.** Enter the requested information about the document such as the validity period (start date and expected expiration date)
- 5. Indicate the location of the file in your drive by clicking "locate a file" and then click on "upload file" to submit the document for review
- 6. Once the documents have been approved and your company has provided a written authorization to publish<sup>2</sup> they will appear on the public profile and your transparency score will be

OPEN TIMBER PRODUCERS OBSERVA	TIONS HELP ABOUT TERMS	Q SEARCH PRODUCERS
TAXES, FEES, AND RC	DYALTIES	
Not provident Déclaration de l'assujetti et quittance délivrée par la DGI (impôt professionnel sur les rémunérations versées au personnel expatrié)	Necessade Déclaration de l'assujetti et quittance délivrée par la DGI (l'impôt mobilier)	Net encoded Déclaration et quiltance délivrées par la DGI (impôt professionnel sur les reve- nus)
ADD FILE NON APPLICABLE	ADD FILE NON APPLICABLE	ADD FILE NON APPLICABLE
2019/07/26 Provided (vald) Déclaration et quittance délivrées par la DGI (impôt sur les bénéfices et profits)	2017/07/26 Expred Lettre d'attribution du numéro impôt	
Annexes:		
UPDATE FILE DELETE	UPDATE FILE DELETE	

### **Removing Documents**

- 1. Click "My Account" in the top right corner
- 2. A drop-down menu will appear, click "My Documents" and go to the Documentation section.
- 3. Scroll down to the document you want to delete
- 4. Click on the "delete" button on the right of the document frame
- 5. The document status will change into "Not provided" and the box color will become orange.

### Replacing Expired Documents

- 1. Click "My Account" in the top right corner
- **2.** A drop-down menu will appear, click "My Documents" and go to the Documentation section.
- 3. Scroll down to the document you want to replace
- Click on "Update File" button on the bottom left of the document box
- **5**. Enter the requested information about the document such as the validity (start date and expected expiration date)
- Once the documents have been approved they will appear on your profile and your score will be calibrated accordingly.

Contraction de l'assujetti et quittance délivrée par la DGI (impôt professionnel sur les rémunérations versées au personnel expatric) Déclaration de l'assujetti et quittance délivrée par la DGI (l'impôt mobilier) Déclaration et quittance délivrées par la DGI (impôt mobilier)   ADD FLE NON APPLICAGE ADD FLE NON APPLICAGE   20090075 Provided (edd) Déclaration et quittance délivrées par la DGI Déclaration et quittance délivrées par la DGI Lettre d'attribution du miéro impôt NON Exemption	COPENTIMER PRODUCERS OBSERVA	• ations help adout terms DYALTIES	Q SEARCH PRODUCERS 💄 SIGN IN
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sur les bénéfices et profits) Annexes: D + UPDATE FILE DELETE DELETE DELETE	ADD FLE NON APPLICABLE 2006/07/69 Provided (webb) Déclaration et quittance délivrées par la DGI (impôt sur les bénéfices et profits) Annexe: Di Di C UPDATE FLE DESTE	ADDELE NON APPLICABLE 300.0005 Funet Lettre d'attribution du numéro impôt	ADD FILE NON APPLICABLE

 $<sup>1\</sup> For\ more\ information,\ see\ https://blog.globalforestwatch.org/data/glad-alerts-now-available-for-entire-pantropical-region$ 

<sup>2</sup> Contact opentimberportal@wri.org to receive the most up-to-date authorization template

### **Adding Supporting Documents as Annexes**

- 1. Click "My Account" in the top right corner
- 2. A drop-down menu will appear, click "My Documents" and go to the Documentation section.
- **3.** Scroll down to the document to which you want to attach an annex
- 4. In the document frame, click on the black button with a plus sign "+"
- 5. Enter the requested information about the annex such as the validity (start date and expected expiration date)

Note: An annex does not improve your score but provides OTP users clarification on the document it is related to. Please note that WRI OTP team needs to review both the main document and the annexes. Your annexes will become visible as soon as they are approved.

# Annexes

# Annex 1: Observation Categories and Sub-Categories

Categories	Sub-Categories
	Default on payments
Payment	Default on tax payments
	Export duty unpaid
	Company not registered according to regulations
	Harvesting without required permit
Right to	Irregular subcontracting/transfer of shares
Exploit	Operating without a convention
	Operating without a title
	Operating without a valid license
	Human rights violation
Social	Insufficient consultation of local/indigenous populations
aspects	Nonfulfilment of contractual obligations
	Recruitment/management of workers in breach of labour laws
	Abandonment of timber
	Cutting outside permit boundaries
	Cutting trees below minimum diameter
	Default on demarcation of cutting permit boundaries
	Default on maintenance of exploitation documents
	Default on markings on logs, stumps, other wood products
	Default on transmission of documents to relevant authorities
	Deforestation without authorization
	Exploitation or transport of wood outside of authorized timeframe
Timber	Fraudulent behavior
harvesting	Harvesting in a protected area or other area where logging is prohibited
	Harvesting nonauthorized species
	Illegal timber storage
	Nonrespect of management plan
	Nonrespect of norms for reduced impact logging or environmental regulations
	Nonrespect of procedures related to impact assessments or inventories
	Nonrespect of requirements related to conversion of forest to agriculture
	Obstacles to checks by forest law enforcement officials
	Overharvesting
	Timber laundering
Timber	Default on timber processing documents
	Processing timber without authorization
processing	Processing wood of fraudulent or untraceable origin
	Export of CITES species without authorization
Tio 1	Nonauthorized exportation of timber
Limber	Nonrespect of quotas on processed wood
uansport/uaue	Origin of timber transported not traceable or timber not identified
	Transport regulations breached (registration of vehicle, authorization of transport)

# Annex 2a: Required Documents for Cameroon

Catagorias	Documents					
Categories	Concession	Communal Forest	Sales of Standing Volumes			
	Registre du commerce	Registre du commerce	Registre du commerce			
Legal Registration	Agrément à la profession forestière	Agrément à la profession forestière	Agrément à la profession forestière			
	Décret portant attribution de la concession forestière					
Use Rights	Convention d'exploitation et Cahier des charges/Convention provisoire d'exploitation	Acte de classement de la forêt communale	Arrêté d'attribution de la vente de coupe			
	Plan d'aménagement	Plan d'aménagement				
Forest Management	Lettre/Arrêté d'approbation du plan d'aménagement	Lettre/Arrêté d'approbation du plan d'aménagement				
	Permis annuel d'opération ou Certificat annuel d'assiette de coupe	Permis annuel d'opération ou Certificat annuel d'assiette de coupe				
			Certificat de vente de coupe			
	Notification de démarrage des activités	Notification de démarrage des activités	Notification de démarrage des activités			
Timber Harvesting	Lettre d'approbation du contrat de sous-traitance	Lettre d'approbation du contrat de sous-traitance	Lettre d'approbation du contrat de sous-traitance			
	Attestation de respect des normes d'exploitation forestière/Attestation de respect des normes d'interven-tion en milieu forestier	Attestation de respect des normes d'exploitation forestière/Attestation de respect des normes d'intervention en milieu forestier	Attestation de respect des normes d'exploitation forestière/Attestation de respect des normes d'intervention en milieu forestier			
Impact Assessments	Certificat de conformité environnementale					
		Attestation de conformité de l'étude/ audit d'impact environnemental				
Trado Export and CITES	Certificat d'enregistrement en qualité d'exportateur de bois en grumes	Certificat d'enregistrement en qualité d'exportateur en grumes	Certificat d'enregistrement en qualité d'exportateur en grumes			
	Certificat d'enregistrement en qualité d'exportateur de bois transformés	Certificat d'enregistrement en qualité d'exportateur de bois transformés	Certificat d'enregistrement en qualité d'exportateur de bois transformés			
Taxes, Fees and Royalties	Attestation de non redevance	Attestation de non redevance	Attestation de non redevance			
Population Rights	Procès-verbal de la réunion d'information relative à l'exploitation du titre forestier	Procès-verbal de la réunion d'information relative à l'exploitation du titre forestier	Procès-verbal de la réunion d'information relative à l'exploitation du titre forestier			
	Procès-verbaux de réalisation des œuvres sociales prévues aux cahiers des charges	Procès-verbaux de réalisation des œuvres sociales prévues aux cahiers des charges	Procès-verbaux de réalisation des œuvres sociales prévues aux cahiers des charges			
Labor Regulations	Déclaration d'établissement	Déclaration d'établissement	Déclaration d'établissement			
	Attestation pour soumission	Attestation pour soumission	Attestation pour soumission			
	Convention de visites et de soins avec un médecin traitant	Convention de visites et de soins avec un médecin trai-tant	Convention de visites et de soins avec un médecin trai-tant			
	Acte de création comité d'hygiène et de sécurité du travail	Acte de création comité d'hygiène et de sécurité du travail	Acte de création comité d'hygiène et de sécurité du travail			
	PV élection des Délégués du personnel	PV élection des Délégués du personnel	PV élection des Délégués du personnel			

# Annex 2b: Required Documents for the Democratic Republic of the Congo

Category	Documents
	Acte de dépôt des actes de constitution de la société au greffe du tribunal de commerce
	Arrêté d'agrément au Code des investissements, le cas échéant
Legal	Modèle de marteau déposé et enregistré
registration	Numéro d'identification national
	Preuve d'immatriculation au RCCM
Use right	Contrat de concession forestière
	Arrêté d'approbation du plan d'aménagement
	Certificat de conformité du Plan d'aménagement
	Notification du Plan de gestion approuvé des quatre premières assiettes annuelles de coupe
	Plan annuel d'opération forestière validé
Forest	Plan de gestion quinquennal validé
management	Preuve d'approbation du Plan annuel d'opération forestière
	Preuve d'approbation du Plan de gestion quinquennal
	Rapport d'évaluation finale de la mise en œuvre du plan d'aménagement forestier
	Rapport quinquennal de gestion forestière validé
	Déclaration trimestrielle de production du bois d'œuvre
Timber	Fiche de fermeture de l'assiette annuelle de coupe
narvesung	Permis de coupe industrielle PCIBO
Impact	Permis d'exploitation pour les usines
assessements	Certificat environnemental et social
Transport	Bordereau de circulation
	Attestation de paiement de la taxe de reboisement
	Certificat d'origine
	Certificat de vérification à l'exportation et à l'embarquement (CVEE)
Trade, export and	Certification phytosanitaire
CITES	Déclaration d'exportation (modèle EB)
	Numéro d'import-export
	Permis d'exportation CITES, le cas échéant
	Rapport de lot à exporter
	Attestation de paiement (redevance de superficie forestière)
	Déclaration de l'assujetti et quittance délivrée par la DGI (impôt professionnel sur les rémunéra-tions versées au personnel expatrié)
Taxes, fees	Déclaration de l'assujetti et quittance délivrée par la DGI (l'impôt mobilier)
and royalties	Déclaration et quittance délivrées par la DGI (impôt professionnel sur les revenus)
	Déclaration et quittance délivrées par la DGI (impôt sur les bénéfices et profits)
	Lettre d'attribution du numéro impôt
	Accord sur la clause sociale du cahier des charges conforme au modèle fixé par arrêté
Population rights	PV de désignation des membres et d'installation des comités locaux de gestion (CLG) et de suivi (CLS) (éventuellement déjà inclus dans les clauses sociales qui font partie du contrat)
	PV des réunions trimestrielles du Comité local de suivi « CLS »
	Rapport trimestriel d'avancement de la mise en œuvre des accords constituants les clauses so-ciales de cahier des charges des contrats de concessions forestières
	Registre des consultations locales et des doléances des communautés locales et/ou des peuples autochtones
	Certificat d'affiliation de l'entité à l'Institut National de Sécurité Sociale (INSS)
	Convention collective ou protocole d'accord visé par l'Inspecteur de travail du ressort le cas échéant
Labor	N° d'affiliation à l'INPP
regulations	Procès-verbal de la mise en place de la délégation syndicale ou représentation des travailleurs
	Quittance de versement de la contribution patronale à l'ONEM
	Règlement d'entreprise visé par l'inspecteur du travail

# Annex 2c: Required Documents for the Republic of Congo

Category	Documents			
	Carte d'identité des professionnels du bois et de la forêt			
Legal registration	Certificat d'agrément forestier			
	Document du tribunal actant le marteau forestier			
	Extrait du registre du commerce et du crédit mobilier			
	Cahier des charges particulier			
Line vielet	Convention d'aménagement et de transformation (CAT)			
Use right	Convention de transformation industrielle (CTI)			
	Convention d'établissement			
	Compte-rendu de la réunion de validation du plan d'aménagement			
	Compte-rendu du comité de suivi et d'évaluation du plan d'aménagement			
Forest	Compte-rendu du comité de suivi et d'évaluation du plan de gestion			
management	Plan d'aménagement ou son résumé			
	Plan de gestion			
	Autorisation de coupe annuelle			
	Autorisation de coupe d'achèvement			
Timbor	Autorisation de coupe provisoire			
harvesting	Autorisation de vidange			
nurvesting	Etat de production de l'année d'achèvement			
	Etat de production de l'année de vidange			
	Etat de production de l'année de coupe			
	Etude d'impact environnementale et sociale (base-vie)			
Impact assessements	Etude d'impact environnementale et sociale (exploitation)			
	Etude d'impact environnementale et sociale (scierie) le cas échéant			
Transport	Agrément de transports			
Turk	Certificat phytosanitaire			
Irade, export and	Déclaration en douanes			
CITES	Permis d'exportation CITES			
	Décharge attestant du paiement de la taxe d'abattage			
Taxes, fees	Décharge attestant du paiement de la taxe de déboisement			
and royalties	Décharge attestant du paiement de la taxe de superficie			
	Patente			
	Compte-rendu du conseil de concertation			
Population rights	Etat de réalisation du cahier des charges			
	Preuve de contribution au fond de développement local			
	Arrêté d'agrément du personnel du centre socio-sanitaire de l'entreprise			
	Arrêté d'autorisation d'exercice du ministère en charge de la santé			
	Attestation d'immatriculation à la CNSS			
Labor	Autorisation d'heures supplémentaires le cas échéant			
	Extrait du registre de réclamation et de revendication du personnel (dernière page)			
	Procès-verbal de réunion du comité d'hygiène et de sécurité			
	Procès-verbal d'élections professionnelles			

### **Annex 3: Severity Parameters**

#### What are severity parameters and why are they important?

Until now, most IM reports do not provide any information on the relative importance of an observation in the context of common infractions or in relationship to the legal framework. This is particularly true in reports from the mandated IM who often limit interpretations of their findings to ensure that their report remains objective. Unfortunately, it prevents a broader audience, non-specialized in forestry laws, to understand and use their findings. In addition, many reports are written in highly technical language, making it difficult for most readers to understand the relative importance of a given observation. For instance, a report may state that a given company harvested without a permit, but there is a significant difference between an instance in which a company harvested timber without obtaining a permit at all, or if it harvested the timber two weeks before the permit was officially granted.

To help OTP users understand the relative importance - or significance - of an observation on illegal logging or forest governance problem, WRI and its partners have developed a range of severity parameters for each observation category in collaboration with independent monitors. This severity approach makes it possible to group observations depending on their significance/impact on the natural resource, biodiversity, workers and economy.

The parameters define 3 levels of severity: high, medium and low for each sub-category of observations.

For instance, for the subcategory "Harvesting without required permit", the severity parameters are defined as follows:

Box 3: Severity Parameters			
	High		
	Medium		
	Low		
	Unknown		

- High: absence of permit
- Medium: harvesting before or after the authorized dates (one month or more)
- Low: harvesting before or after the authorized dates (less than one month)

#### What does the severity level of an observation mean?

The severity of an observation on illegal logging or governance problem refers to the relative significance in comparison to other observations of the same infraction. For instance, illegally cutting 500 trees is defined as more damaging than illegally cutting 10 trees.

The OTP severity parameters do not compare severity of different categories or sub category of illegal activity. In other words, infraction types are given equal weight.

#### How are severity parameters determined?

The parameters were determined through 3 basic steps.

- 1. Compilation of IM observations from multiple countries and organizations
- 2. Analysis of the range of observations in terms of impact
- 3. Definition of proposed severity parameters based on the range of observations and legal text
- 4. Discussions and finalization of the severity parameters with Independent monitors from the Congo Basin during a workshop

When entering observations, the user will choose the appropriate severity level from a drop-down menu that includes threshold information (for instance, between 1-500 trees, from 501-1000 trees). The severity parameters are not static and will be updated periodically based on feedback from OTP users including forest companies and governments, further consultations with IMs, lessons learned from the deployment and geographic expansion of the OTP, and policy developments in producer and demand side countries.