



PROCEDURE FOR CONFLICT RESOLUTION

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Approved by :

Chief Operating Officer

1.0 PURPOSE

To provide practical guidance to forest managers and stakeholders to identify and resolve conflicts arising from forest operations activities.

2.0 SCOPE

This procedure applies to all principal, criteria and indicators stipulated in MTCS (MC&I SFM).

3.0 RESPONSIBILITY AND AUTHORITY

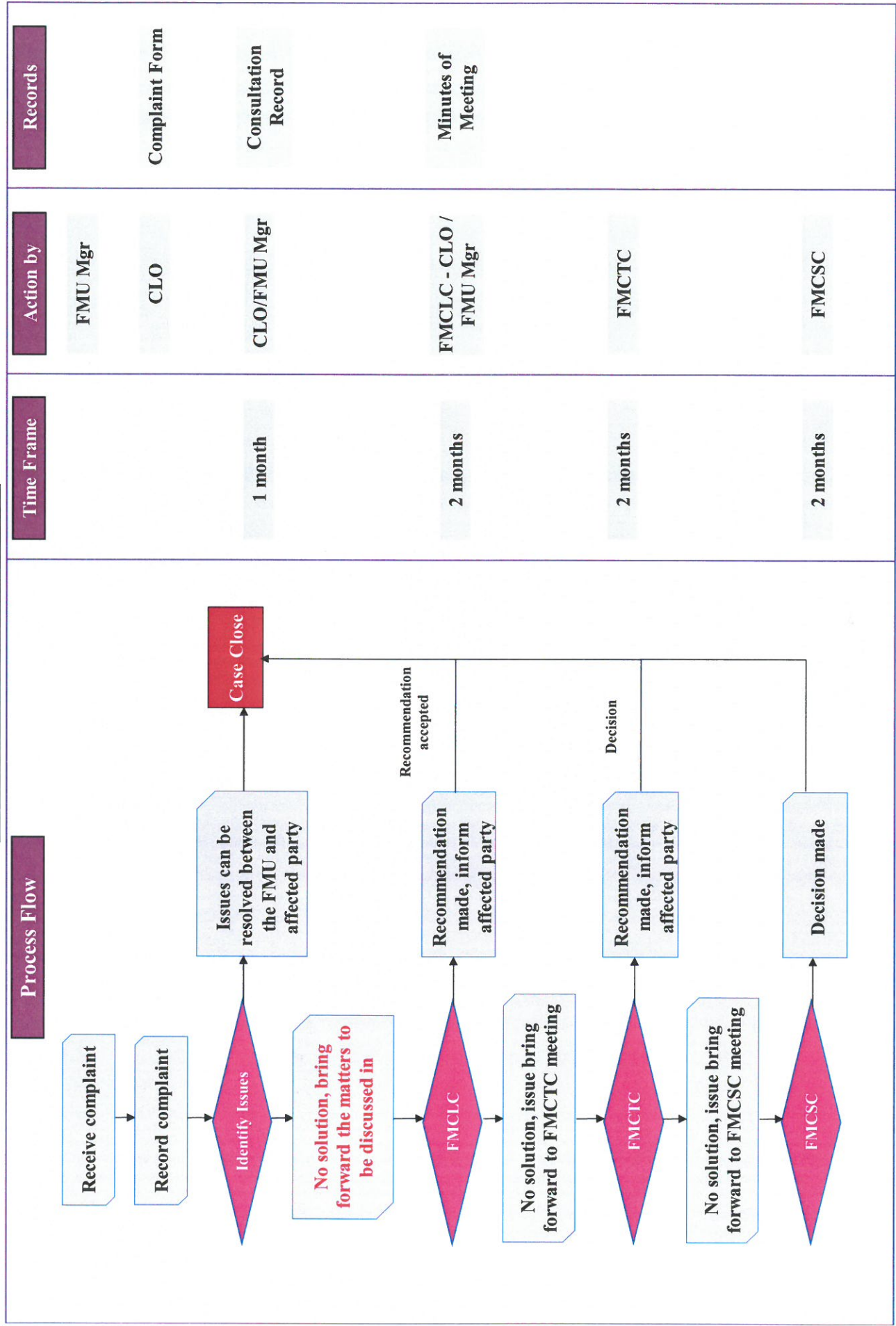
The Chief Operating Officer (COO) has overall responsibility and authority for this procedure.

4.0 DEFINITIONS/ABBREVIATIONS

COO	Chief Operating Officer
FMU Mgr	FMU Manager
CLO	Community Liaison Officer
CRC	Community Representative Committee
FMCLC	Forest Management Certification Liaison Committee
FMCTC	Forest Management Certification Technical Committee
FMSCC	Forest Management Certification Steering Committee
FMU	Forest Management Unit
MTCS	Malaysian Timber Certification Scheme
MC&I SFM	Is the national forest management certification standard under the MTCS.

5.0 FLOW CHART SUMMARY

Conflict Resolution Flow Chart



6.0 STEPS OF CONFLICT RESOLUTION

Description	Time Frame
<p>Step 1 When a dispute is brought up to the attention of FMU Manager either from a report or by a complainant, the FMU Manager forward it to CLO or notify him/her:</p> <ul style="list-style-type: none"> i. If the FMU Manager received any unauthorized report, he is to forward the report to CLO. ii. If the complainant involved local community, the FMU Manager to advise the complainant to refer CLO so that his/her complaint could be recorded in the Complaint Form (appendix 1) 	
<p>Step 2 Issue raised by complainant or through a report to be recorded by CLO in the Complaint Form (see appendix 1). CLO and FMU Manager shall find, record and assess fact involving:</p> <ul style="list-style-type: none"> i. All parties concerned ii. Witness and evidences produced by parties concerned 	
<p>Step 3 CLO / FMU Manager to identify and assess the issue – whether within jurisdiction of the FMU or to be forwarded to the right party.</p> <ul style="list-style-type: none"> 1. If the issue is within the jurisdiction of FMU, based on the information gathered, the FMU Manager / CLO is to solve the issue informally with the affected parties through consultation, negotiation of fair and equitable compensation related to traditional knowledge and practices, which may or may not involve CRC, until it reaches a consensus. 2. All information obtained from the consultation to be recorded accordingly. 3. If the FMU fail to reach any solution, the issue would be brought forward to FMCLC meeting. The Committee Chairman is the Regional Forest Officer. 	1 month
<p>Step 4 FMU / CLO to initiate consultation meeting through FMCLC prior to the meeting, the following information to be furnished:</p> <ul style="list-style-type: none"> i. Clarification from individuals and/or elders with background knowledge of the issue ii. Consulting knowledgeable or wise individuals (who may and may not be the same individuals as in (i), if necessary iii. Prepare a summary of findings. <ul style="list-style-type: none"> 1. Based on all the information obtained from the consultation, FMCLC recommend actions or solutions to address the issue. 2. If decision cannot be made or the issue cannot be solved under FMCLC level, the matter would be brought up to higher committee, FMCTC. The Committee Chairman is Director of Forests. 	2 months

Step 5	If the matters settle at FMCTC level, the decision is to be conveyed to FMU / FMCLC. i. In the event the matter cannot be settled, then the issues would be handled by FMCSC. It would be chaired by Permanent Secretary of Ministry for Urban Development and Natural Resources.	2 months
Step 6	FMCSC to make decision, recommendation and suitable solutions.	2 months
Case close		

6.1 Community Representatives Committee (CRC)

CRC is a committee established on the wishes of local communities either within and adjacent to FMU that are directly or indirectly affected by FMU's forest operation.

The chairman and members of the committee are determined by the communities themselves.

6.2 Forest Management Certification Liaison Committee (FMCLC)

FMCLC is a consultative framework involving multi-stakeholder representatives from local communities residing within or surrounding the FMU that are directly or indirectly affected by the forest operation, FMU representatives, FDS as well as other relevant government agencies as and when required. The Committee Chairman is the Regional Forest Officer.

6.3 Forest Management Certification Technical Committee (FMCTC)

FMCTC was set up to address issues related to technical issues on the ground with regards to the implementation of SFM and FMC. One of the main task of this committee is to evaluate Forest Management Plan and provide a recommendation for approval. The committee members are expert in various field from relevant agencies related to forestry sector (FDS, SFC, NREB, STIDC). The Chairman for this committee is the Director of Forests.

6.4 Forest Management Certification Steering Committee (FMCSC)

FMCSC was set up to address issues related to policy, laws or regulation and management issues at the Ministry level. Chaired by Permanent Secretary of Ministry for Urban Development and Natural Resources. Members of the committee are representatives from various agencies under the jurisdiction of the Ministry (Forest Department Sarawak (FDS), Sarawak forestry Corporation (SFC), Sarawak Timber Development Corporation (STIDC), Natural Resources and Environment Board (NREB), Land and Survey (L&S) and Sarawak Biodiversity Centre (SBC).

7.0 REFERENCE DOCUMENTS

1. MC&I SFM MTCS ST 1002:2021.
2. Complaint Form.



Complaint Form
Borang Aduan

Edition: 11 May 2023

Name of Villagers / Nama Penduduk <i>Kampung</i>	
Contact No. / No. Telefon	
Village / Kampung	
Complaint Information / Maklumat Aduan <i>(If the space provided is insufficient, a separate attachment may be enclosed/ Jika ruang yang disediakan tidak mencukupi, lampiran yang berasingan boleh disertakan).</i>	
----- Signature / Tandatangan	
To be filled by CLO / Untuk kegunaan CLO	
Date received / Tarikh diterima	
Name of CLO / Nama CLO	
CLO contact no. / No. telefon CLO	
Signature / Tandatangan	
Particulars of Action Taken (within 1 month) / Maklumat Tindakan yang Diambil (dalam masa 1 bulan)	
Name & Signature <i>Nama & Tandatangan</i>	
Designation / Jawatan	FMU Manager
Date of action taken <i>Tarikh tindakan diambil</i>	
Office contact no. / No. telefon pejabat	
Comments by Complainant on action taken [please (✓)] / Komen oleh pengadu mengenai tindakan yang diambil [sila (✓)]	
<input type="checkbox"/> Accepted / Diterima <input type="checkbox"/> Not Accepted (please explain below) / Tidak diterima (sila jelaskan dibawah)	
----- -----	
Signature / Tandatangan	
Date / Tarikh	

cc.
FMCLC Chairman
CRC Chairman

Abbreviations / Singkatan
CLO = Community Liaison Officer / Pegawai
Perhubungan Komuniti

Note : To be filled in triplicate copy