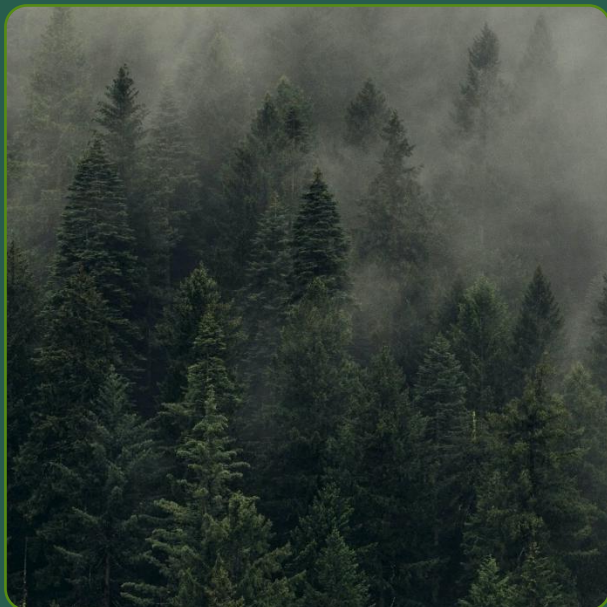




WORKSHOP FOR FACILITATOR ON CONTINUOUS IMPROVEMENT PROCEDURE

Methodology, Modules and Program

Title:	Workshop for facilitator on Continuous Improvement Procedure	
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Responsible program:	Community and Family Forests	
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Intended audience	☐ Internal (FSC)	☒ External
Personal data included?	☐ Yes	☒ No

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INTRODUCCIÓN

The following is the content of the CIP facilitators' workshop organized in nine (9) modules, as well as a table containing the objectives, methodology, exercises, and materials available for each module. The table contains a column with the methodological indications for face-to-face workshops and the estimated times and another column in which methodological indications can be found for the case that the workshop is given virtually. In addition, there are two program proposals for the workshop: one for a face-to-face workshop and the second for a virtual workshop.

In both cases, it is suggested that the workshops be carried out with a maximum of 20 people. This allows for the formation of no more than four working groups or ten pairs for the different exercises, which makes it possible to carry out the workshop in the estimated time. The time needed per module is an estimate. However, the times will vary depending on the previous knowledge of the participants.

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1. CONTENT BY MODULES

MODULE 0: Preparation

MODULE 1: Welcome

- Presentations
- Expectations
- Objectives
- Programme
- Rules of the game

MODULE 2: Introduction to FSC

- FSC- Membership organization
- FSC- Certification System
- FSC - A success story

MODULE 3: FSC for small and community forests

- Community and Family Forest Program
- Eligibility criteria for small-scale or low-intensity managed and community forests (FSC-STD-01-003 V2-0)

MODULE 4: General CIP concept

- Introduction to the concept of continuous improvement
- General CIP concept

MODULE 5: Requirements for CIP users

- Conformity Self-Check
- Action Plan
- Self-Monitoring

MODULE 6: Requirements for Certification Bodies (CB's)

- Frequency, techniques, and content of the different evaluations
- Self-Monitoring and Local Expert

MODULE 7: CIP application in forest management groups

- Introduction to the Forest Management Group Standard (FSC-STD-30-005 V2-0)
- Application of CIP in groups

MODULE 8: Review, evaluation and closure

- Review of the CIP content
- Workshop evaluation
- Closure and handing over of participation certificates.

2. MODULES, OBJECTIVES, METHODOLOGY, EXERCISES, MATERIALS AND TIME

Module	Submodules	Objectives	Methodologies/Exercises/ Materials	Time	Methodologies/Exercises /Materials	Time
			On-site		Virtual	
MODULE 0 Preparation		Prepare the workshop	Exercise 0. Introduction and facilitation List of Participants			
MODULE 1 Welcome	Presentation Expectations Objectives Program Rules of the game	Welcome participants. To get to know the exhibitors and participants. To have participants express their expectations. Everyone is informed about the objectives and program of the workshop. The "rules of the game" for the workshop are established.	Presentation Including objectives and the specific program of the workshop. Exercise 1.1 Presentation in pairs. Exercise 1.2. Question cards. Exercise 1.3. Search for pairs of animals or other things.	30 min	Exercise 1.1. The instructions of exercise 1.1 are used. Work is carried out in pairs in "group rooms". The presentations of the pairs are made in plenary. Exercises 1.2. and 1.3. are not very suitable to be performed virtually.	30 min
MODULE 2 Introduction to FSC	FSC- Membership organization	Participants are generally familiar with: FSC is a membership organization with an international presence.	Exercise 2.1. Introductory quiz. The video on FSC is presented https://youtu.be/hWSvqxRaNWE	40 min	Exercise 2.1: The Quiz is previously entered into SLIDO or another application of choice.	30 min

		The motivation for its foundation. Its mission and vision.			In the case of SLIDO the link or QR code is shared with the participants. The QUIZ is presented in presentation mode. After solving each question, the correct answers can be commented on. At the end, those who have answered the most questions correctly are presented and a (virtual) prize is awarded to the winner. The video on FSC is presented. https://youtu.be/hWSvqxRaNWE	
	FSC-Certification System	Participants are familiar with • FSC Principles • They understand the components and functioning of the FSC certification system.		40 min	Exercise 2.3: This exercise can be worked on virtually using the whiteboard in the group rooms. The whiteboards should be prepared in advance. The whiteboard should present the 10 FSC principles plus 5 imaginary principles. Groups should select and list the FSC Principles on the whiteboard, save their results and present them to the plenary. It is important to note that a whiteboard should be prepared for each group.	30 min

	FSC – A success story	Participants are familiar with: FSC's growth in numbers. That FSC has been a success story.	Presentation	10 min	Presentation	10 min
MODULE 3 FSC for small-scale low-intensity and community forests	Community and Family Forest Program	Participants are aware that: FSC is challenged to increase its impact in tropical and small-scale or low-intensity managed forests (SLIMFs) and community forests globally. To this end, the Community and Family Forest Program has been created and the FSC Indigenous Foundation. The CFF Program has identified the challenges and barriers and created a toolbox. The CIP is one element of the toolbox.	Presentation - Conversation - Questions and Answers	30 min	Presentation - Conversation - Questions and Answers	30 min
	Eligibility criteria for small-scale or	Participants understand: The eligibility criteria for	Presentation	30 min	Presentation	30 min

	low- intensity managed and community forests.	SLIMFs and community forests. That the Management Units that comply with these eligibility criteria can apply the CIP.				
MODULE 4: General concepts of the Continuous Improvement Procedure	Introduction to the concept of Continuous Improvement.	Participants reflect on the meaning of Continuous Improvement.	Exercise 4.1. Construction of abridge. Exercise 4.2. The story of the rice for John's marriage.	30 min	Exercise 4.2. This exercise can be worked on in the group rooms using the whiteboard. The format of the exercise should be copied onto the whiteboard, to be filled in by the groups. In the first stage of the exercise, the groups save their results on the white boards to use for their plenary presentations. In the second stage of the exercise the groups should use the same whiteboards. Exercise 4.1. is not suitable for the virtual version.	30 min
	General concept of the PMC	Participants understand: The innovative aspects of the CIP. The general concept of the CIP. What are Core criteria. What are Continuous Improvement criteria.	Exercise 4.4. Association of the Criteria with the Principles. Exercise 4.5. Reflection on impacts. Exercise 4.6. Site-disturbing activities.	60 min	Exercise 4.4. This exercise can be worked on in group rooms, using whiteboards. One whiteboard per group should be prepared. Each board should contain 2 principles and summaries of the criteria for these principles. The groups have the task of reading, reflecting on and understanding them in order to make a presentation on the	60 min

		What are the low-risk criteria. What are site- disturbing activities.			assigned Principles and Criteria, using their whiteboard, in plenary. Exercise 4.5. One participant is asked to perform the exercise in front of the camera. Exercise 4.6. The exercise will be carried out in breakout rooms using the illustration and the whiteboard to elaborate the list of activities classified as site-disturbing and those that are not. Each group presents the results in plenary session.	
MODULE 5: Continuous Improvement Procedure User requirements	Conformity Self-Check (Annex 1)	Participants are familiar with objectives and operation of the Conformity Self-Check (Annex 1) and they have practiced the use of Annex 1.	Exercise 5.1. and 5.2. House of Don Benjamin Practice Conformity Self-Check (Annex 1)	30 min	Practicing Conformity Self-Check The practice of Conformity Self-Check (completion of Annex 1) can be done in groups. One participant asks the questions in Annex 1 to another participant and the latter answers them on the basis of a concrete or imaginary case. The other members of the group are observers. Or pairs are formed instead of groups. This exercise does not require the presentation of the results in plenary session. Only a reflection on the exercise is done.	30 min

					Exercises 5.1. and 5.2. are not recommended for a virtual training.	
	Action Plan	Participants are aware of the rules for: Establishing and implementing the Action Plan Apply low-risk criteria.	Exercise 5.3. and 5.4. House of Don Benjamin 2 Practice Action Plan use (Annex 2)	25 min	Practicing Action Plan use Filling out Annex 2 (Action Plan) can also be practiced in groups or pairs in the breakout rooms. This exercise does not require the presentation of the results in plenary session. Only a reflection on the exercise can be done.	25 min
	Self-monitoring	Participants are familiar with the contents of Self-monitoring. The topic is covered in more detail in Module 7.	Briefly mention the objective of the Self-monitoring.	5 min	Briefly mention the objective of the Self-monitoring.	5 min
MODULE 6: Requirements for Certification Bodies (CBs) or rules for evaluations using the CIP	Frequencies, techniques and content of the different evaluations.	Participants understand: The general requirements to be met by CBs when applying the CIP. Techniques, frequencies, and content of the different evaluations when applying the CIP.	Exercise 6.1. Define frequency, technique and content of a specific evaluation.	60 min	Exercise 6.1. This exercise can also be done in groups using the whiteboard. The board should be prepared in advance with the illustration for this exercise. The instructions are the same as in the in-person training version. Groups can present their results in plenary using the whiteboard.	60 min
	Self-Monitoring and Local Expert	Participants understand the Content and function of self-monitoring.	Presentation	30 min	Presentation	30 min

		The role of the local expert. Requirements to become a local expert.				
MODULE 7: CIP Application in forest management groups	CIP application in forest management groups.	Participants are familiar with: The existence and general content of the standard for forest management groups <i>FSC-STD 30- 005-V2</i> How to create a forest management group and who can be a group member. The role of the group entity. The distribution of responsibilities in a group Benefits of being part of a forest management group Additional responsibilities for group entities if CIP is applied by group members. Only in case of previous experience in group management, the following topics are addressed: How can new members	Presentation Exercise 8: CIP in Groups	60 min	Exercise 8: This exercise can be done in groups or pairs in the breakout rooms. The whiteboard should be prepared with illustration B. To facilitate the exercise cards with the content to be completed in illustration B can be prepared. Groups can present their results in plenary using the whiteboard.	60 min

		join the group when applying the CIP. How group members using the CIP are evaluated by the CB.				
MODULE 8 Review, evaluation and closing of the workshop	CIP content review	Participants reinforce their knowledge	Exercise 7: General CIP review	50 min	This exercise cannot be performed virtually.	-----
	Workshop evaluation	The workshop and its methodology are evaluated.	Workshop evaluation forms	10 min	The questionnaire should be elaborated in Microsoft Forms and the corresponding link be sent to each participant beforehand.	10 min
	Closure of the workshop	Participants receive participation certificates.	Certificates	30 min	Virtual certificates are prepared and sent to each participant.	10 min
		TOTAL		9 h 30		8 h 20

3. PROGRAM

3.1. Program proposal for a face-to-face workshop.

PROGRAM	TIEMPO
DAY 1	
Module 1–Welcome	9.00 - 9.30
Module 2- Introduction to FSC	9.30 -11.00
BREAK	11.00-11.30
Module 3 – FSC for small and community forests	11.30-12.30
LUNCH	12.30-13.30
Module 4- CIP- General concept	13.30-15.00
BREAK	15.00-15.30
Module 5- Requirements for CIP users	15.30-16.30
DAY 2	
Module 6- Requirements for CB's (Evaluations)	9.00-10.30
BREAK	10.30-11.00
Module 7-CIP application in Forest Management Groups	11.00 -12.30
LUNCH	12.30-13.00
Module 8 – Review and evaluation	13.00-14.00
CLOSURE	14.00-14.30

3.2. Program proposal for a virtual workshop.

PROGRAM	TIEMPO
Session 1	
Module 1 –Welcome	2 hours
Module 2- Introduction to FSC	
Session 2	
Module 3 – FSC for small and community forests	2 hours
Module 4- CIP- General concept	
Session 3	
Module 5- Requirements for CIP users	2 hours
Session 4	
Modulo 6- Requirements for CB's (Evaluations)	
Session 5	
Module 7- CIP application in Forest Management Groups	2 hours
Module 8 – Review, evaluation and closure	
TOTAL	10 hours



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