

USER MANUAL FOR EVT V2.0 EXCEL® WORKBOOK: DATA COLLETION & VISUALISATION

INTENDED FOR FACILITATORS



**FORESTS
FOR ALL
FOREVER™**

18/Feb/2026

Work Area: Community and Family Forests
communityandfamilyforests@fsc.org

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Acronyms

CFF	Community and Family Forests
EVT	Economic Viability Tool for Community and Family Forests
VBA	Visual Basic for Applications
macOS	Macintosh Operating System
PC	Personal computer

1. Introduction (1/2)

1.1. Context

The Economic Viability Tool (EVT) is a "Market Tool" from the FSC® Community and Family Forest Toolbox (CFF Toolbox). It is a voluntary tool for use by **owners or managers of community and family forests**, referring to **small-scale, low-intensity managed forests and/or collectively owned forests**.

EVT implementation is supported by **Technical Facilitators** who are not users. They are trained to implement the EVT in four modules consisting of theoretical and practical workshops.

- Module I. EVT 2.0 framework and approach guide
- Module II. Systematisation of information in the EVT V2.0 Excel Template
- Module III. FSC-guided implementation of the first cycle in a community or SLIMF group, applying the four steps for three or four components.
- Module IV. Implementation of a first autonomous cycle with FSC EVT expert camp.

There is an "EVT V2.0 Approach Guide for Facilitators" that covers the Implementation of the tool. In addition, "EVT V2.0 Excel Workbook User Manual for Systematising Data" is a base document for the aforementioned Module II, together with the Excel Workbook accessed by facilitators in training.

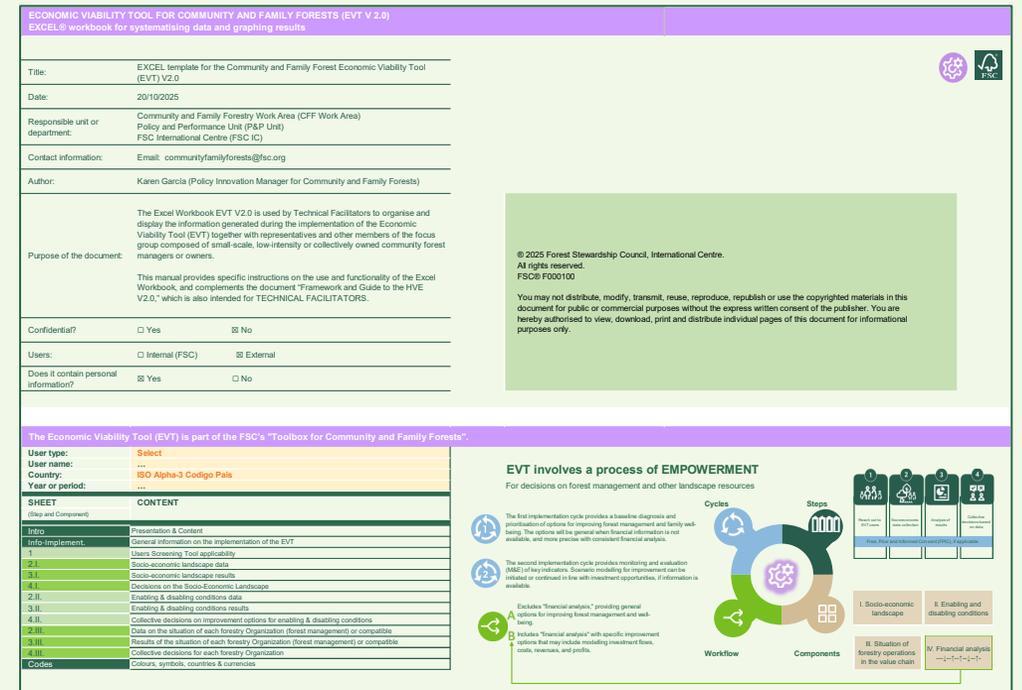
1. Introduction (2/2)

1.2. Purpose of EVT V2.0 Excel Workbook

EVT Excel Book V2.0 is the tool used by Technical Facilitators to **organise and visualise** the information generated during the implementation of the Economic Viability Tool (EVT) with representatives and other members of the Focus Group of owners or managers of small-scale, low-intensity or collectively owned forests.

This manual provides specific instructions on the use and operation of the Excel Workbook and complements the “EVT V2.0 Approach Framework and Guide,” which is also intended for Technical facilitators.

With this Excel tool, the data provided by representatives and other members of the Focus group of users are recorded by the Technical facilitators in an orderly manner and transformed into graphs and results that are easy to interpret for EVT users.



ECONOMIC VIABILITY TOOL FOR COMMUNITY AND FAMILY FORESTS (EVT V 2.0)
EXCEL® workbook for systematising data and graphing results

Title: EXCEL template for the Community and Family Forest Economic Viability Tool (EVT) V2.0
Date: 20/10/2025
Responsible unit or department: Community and Family Forestry Work Area (CFF Work Area) Policy and Performance Unit (P&P Unit) FSC International Centre (FSC IC)
Contact information: Email: communityfamilyforests@fsc.org
Author: Karen Garcia (Policy Innovation Manager for Community and Family Forests)

Purpose of the document:
The Excel Workbook EVT V2.0 is used by Technical Facilitators to organise and display the information generated during the implementation of the Economic Viability Tool (EVT) together with representatives and other members of the focus group composed of small-scale, low-intensity or collectively owned community forest managers or owners.
This manual provides specific instructions on the use and functionality of the Excel Workbook, and complements the document "Framework and Guide to the HVE V2.0," which is also intended for TECHNICAL FACILITATORS.

Confidential? Yes No
Users: Internal (FSC) External
Does it contain personal information? Yes No

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The Economic Viability Tool (EVT) is part of the FSC's "Toolbox for Community and Family Forests".

User type: Select
User name: ...
Country: ISO Alpha-3 Code
Year or period: ...

SHEET	CONTENT
Intro	Presentation & Content
Info-Implement	General information on the Implementation of the EVT
1	Users Screening Tool applicability
1.I	Socio-economic landscape data
1.II	Socio-economic landscape results
2	Decisions on the Socio-Economic Landscape
2.I	Enabling & disabling conditions data
2.II	Enabling & disabling conditions results
3	Collective decisions on improvement options for enabling & disabling conditions
3.I	Data on the situation of each forestry Organization (forest management) or compatible
3.II	Results of the situation of each forestry Organization (forest management) or compatible
4	Collective decisions for each forestry Organization
5	Codes, symbols, countries & currencies

EVT involves a process of EMPOWERMENT
For decisions on forest management and other landscape resources

The first implementation cycle provides a baseline diagnosis and prioritisation of options for improving forest management and family well-being. The options will be general when financial information is not available, and more precise with consistent financial analysis.

The second implementation cycle provides monitoring and evaluation (M&E) of key indicators. Scenario modeling for improvement can be initiated or continued in line with investment opportunities, if information is available.

Enables "financial analysis," providing general options for improving forest management and well-being.

Includes "financial analysis" with specific improvement options that may include including investment flows, costs, revenues, and profits.

Cycles
Steps
Workflow
Components

I. Socio-economic landscape
II. Enabling and disabling conditions
III. Situation of forestry operations in the value chain
IV. Financial analysis

Note: EVT is part of the FSC® Community forests and Family Forest (CFF) Toolbox, and its use is completely voluntary. More information can be found at the following link:
[Economic Viability Tool \(EVT\) | FSC Connect](#)

2. Minimum technical requirements (1/2)

2.1. Computer

Parameter	Excel 2013(*) or 2016 for PC	Excel 2016 for Mac	Excel 365 for PC	Excel 365 for Mac	Excel 365 Web
Minimum operating system	Windows 10+	macOS 10.13+	Windows 10+	macOS 10.13+	Web browser
Processor	Dual-core 1.6 GHz	Intel Core i5	Dual-core 1.6 GHz	Intel Core i5	Not applicable
RAM	4 GB (8 GB recommended)				
Disk space	4 GB free				Not applicable
Screen Resolution	1280 x 768	1280 x 800	1280 x 768	1280 x 800	1280 x 768
Compatible Browser	Not applicable	Not applicable	Edge, Chrome, Firefox	Safari, Chrome, Firefox	Edge, Chrome, Firefox, Safari
Internet connection (only for Masters, Facilitators do not require it)	Not required	Not required	Required only for translation	Required only for translation	High speed (minimum 2 Mbps)
Translation features	Manual translation, using DeepL PRO in a specific Worksheet with the support of EVT Glossary of terms				

Note: (*) Although Excel 2013 works, **its support ended on 11 April 2023**. This means that it **no longer receives security updates** or fixes. You can **install and use it** on Windows 10 without any problems, but as it does not receive patches, it may present **security risks** and some compatibility issues with modern features.

2. Minimum technical requirements (2/2)

2.2. Excel® application requirements

- **For optimal performance**, especially in terms of graphics display and operation, we recommend using **Excel 2016 to Excel 365 in its PC (desktop) version**. However, it is possible to use the Workbook with all its functionality from **Excel 2013** onwards.
- **For macOS users:** we suggest always using the **version without macros** to avoid possible compatibility issues between platforms.
- The **online version (Excel 365 Web)** can only be used in locations with **stable internet connectivity**. Its use is not recommended in **rural areas** where the connection is limited or unstable.
- Always keep **Excel and your operating system optimised and up to date** to reduce compatibility errors and ensure the workbook functions correctly.

Note: This workbook **does not** currently **use macros**. They may be incorporated in the future to optimise translations.

3. Getting started with the EVT V2.0 Excel Workbook (1/4)

3.1. Language and technical terminology (1/2)

EVT V2.0 Excel Workbook was originally developed in **Spanish (SP-ESP)**, with a "switch" that allows you to choose between three other languages, as shown in the adjacent table. The language switch can only be activated by the EVT V2.0 Exel Workbook **administration** at FSC Internattional, upon request to communityfamilyforests@fsc.org.

EVT V2.0 Excel Workbook can be translated into other languages, requiring technical review by users or their partner institutions, as explained on the following page.

Language	Language code	Calibration in translation
British English	en-GB	calibrated translation during an initial implementation in Kenya in 2025.
French from France	fr-FRA	translation pending calibration during initial implementation
Brazilian Portuguese	pt-BRA	calibrated with a first implementation in Brazil in 2025.



The screenshot shows a user interface with three key functions:

- 1) Manual Translation**: A blue button.
- 2) Español**: A dark green button.
- 3) Inglés Británico**: A light green button with a dropdown menu open, showing options: Inglés Británico, Español, Francés (Francés), and Portugués (Brasil).

On the right side, there are four explanatory arrows:

- Translator Selector
- Original TEXT language
- Language selector for the language into which you wish to translate
- Code of the language to translate all content
- Code of the language of the Original Text

In all cases, the Book may require adaptations of some terms (Example in Mexico: Ejido instead of community, Non-Timber Resource Management Area instead of Forest, etc.). These changes must be made in coordination with the administration of EVT V2.0 Excel Workkook (FSC International).

3. Getting started with the EVT V2.0 Excel Book (2/4)

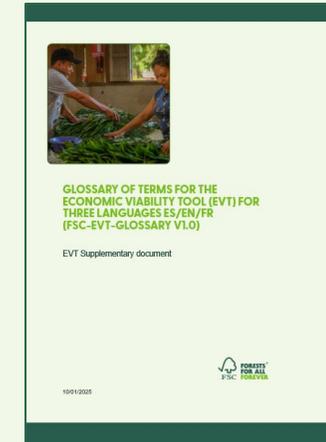
3.1. Language and technical terminology (2/2)

For the translation of the Excel Book from Spanish into the 3 languages:

- **en-GB,**
- **fr-FRA and**
- **pt-BRA,**

A **Glossary of Terms for EVT V2.0** was used to optimise the translation and harmonise terms in accordance with:

- FSC regulatory framework,
- EVT methodological framework, and
- other conceptual frameworks.



In addition, **the EVT V2.0 Excel Book allows new languages** to be **included** relatively easily and without affecting the cells containing calculations or graphs. This requires the commitment of the FSC NETWORK, MEMBERS or ALLIED INSTITUTION of USERS, mainly in the following areas.

- Updates of "EVT V2.0 Glossary of Terms" to the new language required. (2-3 days).
- Initial translation of the content at FSC International (1-2 days).
- Review and adjustments of the translation to the required language and context. The technical language used in all versions of the Book is based on the document "HEV V2.0 Approach and Guidance", which serves as a conceptual and methodological reference to ensure terminological and operational consistency. (2-3 days)

3. Getting started with the EVT V2.0 Excel Workbook (3/4)



3.2. Excel language or terms used

The language used in the "Workbook" is compatible with Excel.

The technical language of EVT is harmonized with the document "EVT Approach and Guide V2.0".

	Term	Description	Example
Validation and conditions	Data validation	Restricts values that can be entered in a cell.	List: Yes, No, Maybe.
	Conditional formatting	Changes the format of cells that meet a criterion.	Colours cells with values >100.
	Validation with formats	Combine validation with conditional formatting to highlight errors.	Restrict values <100 and colour errors.
Cell Formats	Number format	Change the display of numbers (currency, decimals, etc.).	Display numbers as £1,234.56.
	Date format	Defines how dates and times are displayed.	dd/mm/yyyy.
	Merge cells	Merge several cells into one.	Merge A1:B1 for a header.
Tables and Data Organization	Group columns	Allows you to combine columns to expand or collapse.	Group Column A and Column B.
	Automatic filters	Filter data according to criteria.	Show only rows with values >100.

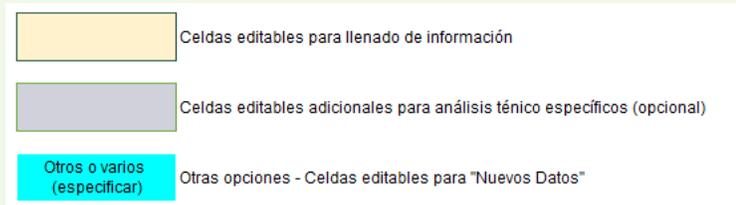
3. Getting started with the EVT V2.0 Excel Workkook (4/4)



3.3. Permissions and restrictions on use in the Worksheets

The only cells with no restrictions in EVT 2.0 Excel Workbook are

- Selecting EDITABLE CELLS and filling in information in them.



- Applying formatting to cells (e.g., changing font size or type).
- Applying formatting to columns and rows (useful for adjusting text in boxes, for example).
- Editing objects in Sheets 3.I., 3.II., and 3.III. It is important to edit objects with care so as not to delete important information or damage the functionality of the graphics.

NOTE: If you are unable to fill in the editable cells or have problems with certain usage restrictions, please contact communityandfamilyforests@fsc.org.

4. Workbook structure and functional overview (1/5)

4.1. Contents of the Workbook

The workbook consists of 13 sheets.

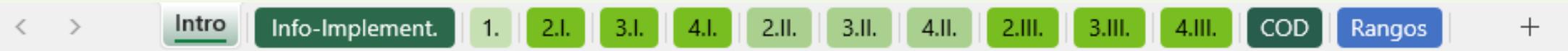
- 1 **Introduction** sheet
- 1 sheet with general **information** on EVT **implementation**.
- 10 sheets with **data content and results** of the EVT Implementation.
- 1 page with colour **codes**, validators and a list of countries and abbreviations together with their respective currencies.

SHEET	CONTENT
(Step and Component)	
Intro	Presentation & Content
Info-Implement.	General information on the implementation of the EVT
1	Users Screening Tool applicability
2.I.	Socio-economic landscape data
3.I.	Socio-economic landscape results
4.I.	Decisions on the Socio-Economic Landscape
2.II.	Enabling & disabling conditions data
3.II.	Enabling & disabling conditions results
4.II.	Collective decisions on improvement options for enabling & disabling conditions
2.III.	Data on the situation of each forestry Organization (forest management) or compatible
3.III.	Results of the situation of each forestry Organization (forest management) or compatible
4.III.	Collective decisions for each forestry Organization
Codes	Colours, symbols, countries & currencies

4. Workbook structure and functional overview (2/5)

4.2. Visual functionality and codes (1/4)

The 10 Data Content and Results Sheets in the Excel Workbook have a numbering system, colours and images to differentiate between Steps and Components.



The "Codes" sheet brings together all the visual and operational references needed to understand how the EVT V2.0 Excel Workbook works. Although it appears at the end of the file, it is important to review it from the beginning, as it helps Technical facilitators to correctly interpret the elements of the workbook.

This sheet contains:

- ✓ Colours used to:
 - Identify editable cells.
 - Guide the correct entry of data (numbers, text, drop-down lists).
 - Respond to conditional rules that display alerts, opportunities, or information gaps.
- ✓ Selectors and validators, which allow:
 - Delimit areas for copying/pasting in printouts or reports.
 - Choose options or filter information.
- ✓ Lists of country codes and their corresponding currencies.

4. Workbook structure and functional overview (3/5)

4.3. Colours for functionality

Functionality of the EVT V2.0 Excel Workbook: indicates the content of cells that are editable or unrestricted.

Delimitation of "copy and paste" sections for:
 1. Printing A0 sheets for workshops (delimitation in purple).
 2. Word report (delimitation in blue).

Colours applied using conditional formatting in Step 2 of components II and III within the framework of the EVT Methodology.

Colours used in the functionality of the Excel Workbook EVT V2.0

- Editable cells for filling in information
- Additional editable cells for specific technical analysis (optional)
- # Number of questions in Step 2
- Indicates how to fill in the editable cells (unit of measurement, cell format, etc.)
- Indicates input data content in the column
- Calculation Calculations for FSC MASTER user: EVT subject leader
- Other or various (specify) Other options - Editable cells for "New Data"
- Suggested changes from EVT Excel V2.0 to V.3
- Filters for FSC staff to prepare EXCEL template for facilitators
- MASTER filter (Hide 1) Instructions for FSC MASTER users: EVT topic leader
- IMPORTANT instructions for facilitators
- Separation between input INFORMATION and drop-down lists and/or graphs
- Requirement to incorporate, review or improve translation

Colours used in the Delimitation of sections to "copy and paste"

- Manual delimitation for "copying/pasting" content into the Word report
- Delimitation for printing / A0 format

Colours applied through Conditional Formatting:

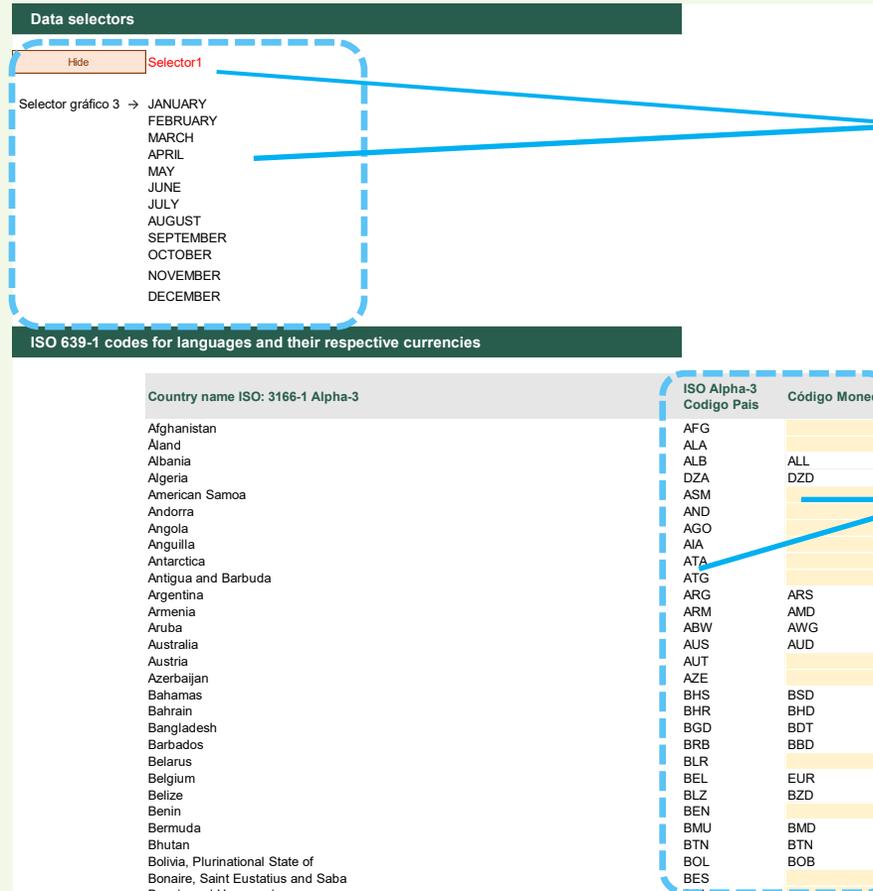
- Opportunity
- Opportunity or warning?
- Alert
- Not applicable
- Review
- Other or various (specify) Other options - Editable cells for "New Data"

4. Workbook structure and functional overview (5/5)

4.5. Country & Currency Codes

✔ **Ensures data validation:** I use filters that control the correct entry of data into the corresponding cells. This prevents formatting errors or inconsistencies.

🌍 **Guarantees international consistency:** ISO 3166-1 Alpha-3 codes to identify countries, along with their respective currencies, with the aim of ensuring standardisation of information.



The screenshot shows two parts of an Excel workbook. The top part, titled 'Data selectors', contains a dropdown menu for 'Selector gráfico 3' with a list of months from JANUARY to DECEMBER. A callout box points to this list, stating: 'Validators used to hide work areas and enter months for graph 3.' The bottom part, titled 'ISO 639-1 codes for languages and their respective currencies', is a table with three columns: 'Country name ISO: 3166-1 Alpha-3', 'ISO Alpha-3 Código Pais', and 'Código Moneda'. A callout box points to the 'ISO Alpha-3 Código Pais' column, stating: 'Codes ISO 3166-1 Alpha-3 for countries and their currencies.'

Country name ISO: 3166-1 Alpha-3	ISO Alpha-3 Código Pais	Código Moneda
Afghanistan	AFG	
Åland	ALA	
Albania	ALB	ALL
Algeria	DZA	DZD
American Samoa	ASM	
Andorra	AND	
Angola	AGO	
Anguilla	AIA	
Antarctica	ATA	
Antigua and Barbuda	ATG	
Argentina	ARG	ARS
Armenia	ARM	AMD
Aruba	ABW	AWG
Australia	AUS	AUD
Austria	AUT	
Azerbaijan	AZE	
Bahamas	BHS	BSD
Bahrain	BHR	BHD
Bangladesh	BGD	BDT
Barbados	BRB	BBD
Belarus	BLR	
Belgium	BEL	EUR
Belize	BLZ	BZD
Benin	BEN	
Bermuda	BMU	BMD
Bhutan	BTN	BTN
Bolivia, Plurinational State of	BOL	BOB
Bonaire, Saint Eustatius and Saba	BES	

Validators used to hide work areas and enter months for graph 3.

Codes ISO 3166-1 Alpha-3 for countries and their currencies.

5. Worksheets content overview (1/12)

Sheet: "Intro"

ECONOMIC VIABILITY TOOL FOR COMMUNITY AND FAMILY FORESTS (EVT V 2.0)
EXCEL® workbook for systematising data and graphing results

Title: EXCEL template for the Community and Family Forest Economic Viability Tool (EVT) V2.0
Date: 20/10/2025
Responsible unit or department: Community and Family Forestry Work Area (CFF Work Area)
Policy and Performance Unit (P&P Unit)
FSC International Centre (FSC IC)
Contact information: Email: communityfamilyforests@fsc.org
Author: Karen García (Policy Innovation Manager for Community and Family Forests)

Purpose of the document:
The Excel Workbook EVT V2.0 is used by Technical Facilitators to organise and display the information generated during the implementation of the Economic Viability Tool (EVT) together with representatives and other members of the focus group composed of small-scale, low-intensity or collectively owned community forest managers or owners.
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Confidential? Yes No
Users: Internal (FSC) External
Does it contain personal information? Yes No

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The Economic Viability Tool (EVT) is part of the FSC's "Toolbox for Community and Family Forests".

User type: Select
User name: ...
Country: ISO Alpha-3 Codigo Pais
Year or period: ...

SHEET	CONTENT
Intro (Step and Component)	Presentation & Content
Info-Implement.	General information on the implementation of the EVT
1	Users Screening Tool applicability
2.I.	Socio-economic landscape data
3.I.	Socio-economic landscape results
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2.III.	Data on the situation of each forestry Organization (forest management) or compatible
3.III.	Results of the situation of each forestry Organization (forest management) or compatible
4.III.	Collective decisions for each forestry Organization
Codes	Colours, symbols, countries & currencies

EVT involves a process of EMPOWERMENT
For decisions on forest management and other landscape resources

Cycles:
1. The first implementation cycle provides a baseline diagnosis and prioritisation of options for improving forest management and family well-being. The options will be general when financial information is not available, and more precise with consistent financial analysis.
2. The second implementation cycle provides monitoring and evaluation (M&E) of key indicators. Scenario modelling for improvement can be initiated or continued in line with investment opportunities, if information is available.

Steps:
1. Reach out to EVT users
2. Socioeconomic data collection
3. Analysis of results
4. Collective decisions based on data
Free, Prior and Informed Consent (FPIC), if applicable

Workflow:
A. Excludes "financial analysis," providing general options for improving forest management and well-being.
B. Includes "financial analysis" with specific improvement options that may include modelling investment flows, costs, revenues, and profits.

Components:
I. Socio-economic landscape
II. Enabling and disabling conditions
III. Situation of forestry operations in the value chain
IV. Financial analysis

EDITABLE cells for data entry, according to drop-down list.

Links to access the Sheets in the EVT V2.0 Excel Workbook

5. Worksheets content overview (2/12)

Sheet: "Info-Implementation"

Purpose

To provide general **information** on the scope and organization of EVT implementation.

Information in SECTION 1:

1. Context of EVT users and their territory.
2. Inter-institutional coordination.
3. Dates and participants in meetings, workshops, and assemblies with users.
4. Key data on the territory and users.
5. Application of steps and components in the implementation process.

Information requirements and how to express them (in brackets)

Type of data to be entered in editable cells (number, text, date, drop-down list option)

Select unit of measurement from drop-down list

EDITABLE cells for data entry.

General information on the implementation of the EVT										
SECTION 1										
Select	→	ISO Alpha-3 Codigo Pais								
Country:	→									
Region (text):	→									
Forest type (text):	→									
Partner institution (name and acronym, if applicable):	→									
Contact person at partner institution (first and last name and position):	→									
FSC Network Organization involved (name):	→									
Representatives of FSC International (first and last name and position):	→									
EVT implementation workshops and assemblies										
		First workshop	Second workshop	Preparation meeting	Assembly					
Dates (day-month-year):	→									
Members of the user focus group (first and last names):	→									
Technical facilitation by partner institution (first and last name, position, institution):	→									
Guidance and technical facilitation from FSC International (first and last name, position):	→									
Key information about the territory										
People	→	#	Drop-down list							
Households or Families	→									
Total area of the community territory	→		ha							
Area of the Forest Management Unit	→		ha							
EVT IMPLEMENTATION ACTIONS										
		STEP	Applicability	DATE	Target group participants			Age range of the target group		
		Drop-down list	Drop-down list	day-month-year	Total	Women	Men	Under 25	between 25 and 50	over 50
		#	#	#	#	#	#	#	#	#
Meetings with user authorities										
Initial information meeting (if applicable)										
Screening or exploration of EVT users										
Initiation to implement the EVT										
WORKSHOPS with FOCUS GROUPS and ASSEMBLIES										
Component I										
Socio-economic landscape of the territory										
Component II										
Enabling & disabling conditions										
Component III										
Situation of each forestry operation in the value chain										
Component IV										
Financial analysis (applies only if data is available)										
WORKSHOPS WITH FSC INFORMATION										
Basic introduction to the FSC										
Cases of Community and Family Forests with FSC Forest Management Certification										

5. Worksheets content overview (3/12)

Sheet: "Info-Implementation" (2/2)

SECTION 2

Enter a list and general characteristics of the forestry organisation(s) or organisations compatible with responsible Forest Management.

It is important to have at least approximate information at the start of HEV implementation (in Step 1). Data may change during implementation of the tool, so it is essential to record and update changes in a timely manner.

SECTION 2					
Name of Forestry Organizations or Organizations Compatible with Forest Management	Economic activity	CURRENT SCENARIO What is the situation today?		Improved Scenario	Scenario with Certification
		Situation	Position in the Value Chain	Text	
Text	Drop-down list	Drop-down list	Drop-down list	Text	Text
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

EDITABLE cells for data entry, subject to validators

5. Worksheets content overview (4/12)

Sheet: "1"
 Step 1.
 User exploration or detection

Complete input data (names, numbers with drop-down lists and text).

Date (dd-mm-year)	→	
Person responsible for providing the information (name; role; Organization)	→	
Person(s) interviewed (name, role, Organization)	→	

Enter the information in text format in the yellow cells, following the instructions in the green cells, which specify the type of data required.

NOTES column: This column may be displayed during data collection and hidden afterwards. Notes are also available by clicking on the cells in the previous column.

In this column, select the data from the drop-down list.

Text data entry

Note: Some cells have conditional formatting to highlight **opportunities**, **alerts**, and **information gaps**, depending on the selection from the drop-down list.

5. Worksheets content overview (5/12)

Sheet: "2.I." (1/3) Step 2. Component I. Socio-economic landscape data

Complete the fields highlighted in yellow with the information gathered in focus group workshops. The data can be text, numbers, dates, values from drop-down lists, etc., depending on the requirements.

Step 2.
Component I.
Socio-economic landscape data

1
2
3
4

Select
-
-

Data details	People	Households or Families	
	#	#	#
Registered	200	50	...
With permanent residence > 75%	180	48	50
Including unregistered	4	52	...
Economically active persons by family or household	3		

In this cell, you will find a drop-down list to select the number of households or families to be used for the analysis of this component.

Enter the requested data in the area highlighted in yellow.

5. Worksheets content overview (6/12)

Sheet: "2.I." (2/3)

Step 2. Component I.

Socio-economic landscape data

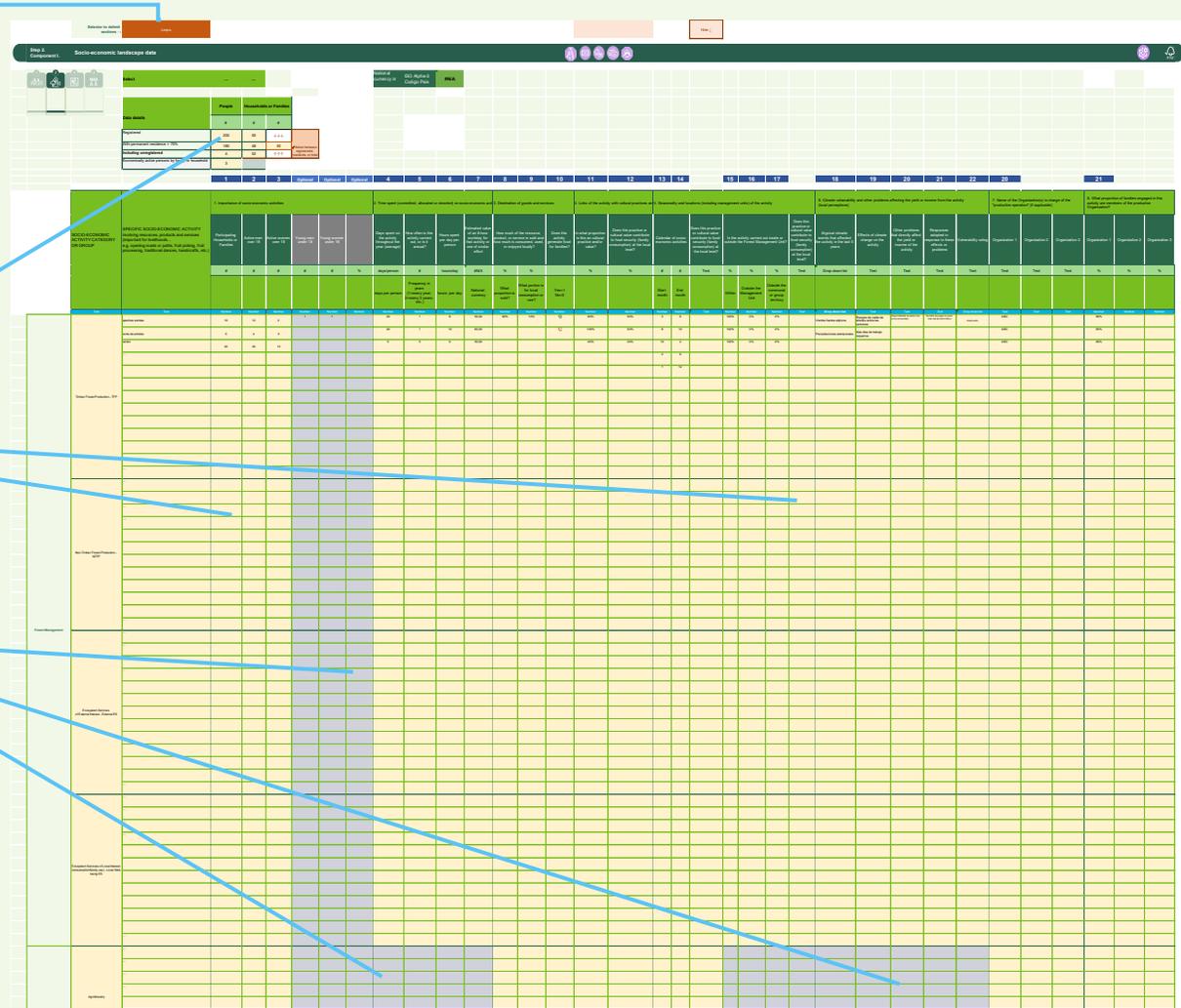
Section DELIMITATION selection cell for "copy and paste" for:

1. Printing of A0 sheets for workshops (purple delimitation).
2. Word report (blue delimitation).

If you do not need the print delimiters, select "Clean".

EDITABLE cells for data entry.

The grey cells correspond to optional data entry (only if you have time and are interested in providing more detailed data on non-forestry items).



The screenshot shows a spreadsheet interface with a title bar 'Step 2 Component I Socio-economic landscape data'. The main area is a grid with columns numbered 1 to 21. The grid is divided into several sections: a top section with a purple header, a middle section with a blue header, and a large bottom section with a yellow background. The bottom section contains numerous rows of data, with some cells highlighted in grey. A vertical purple bar is visible on the left side of the grid. The spreadsheet is annotated with blue lines pointing to specific areas, corresponding to the text boxes on the left.

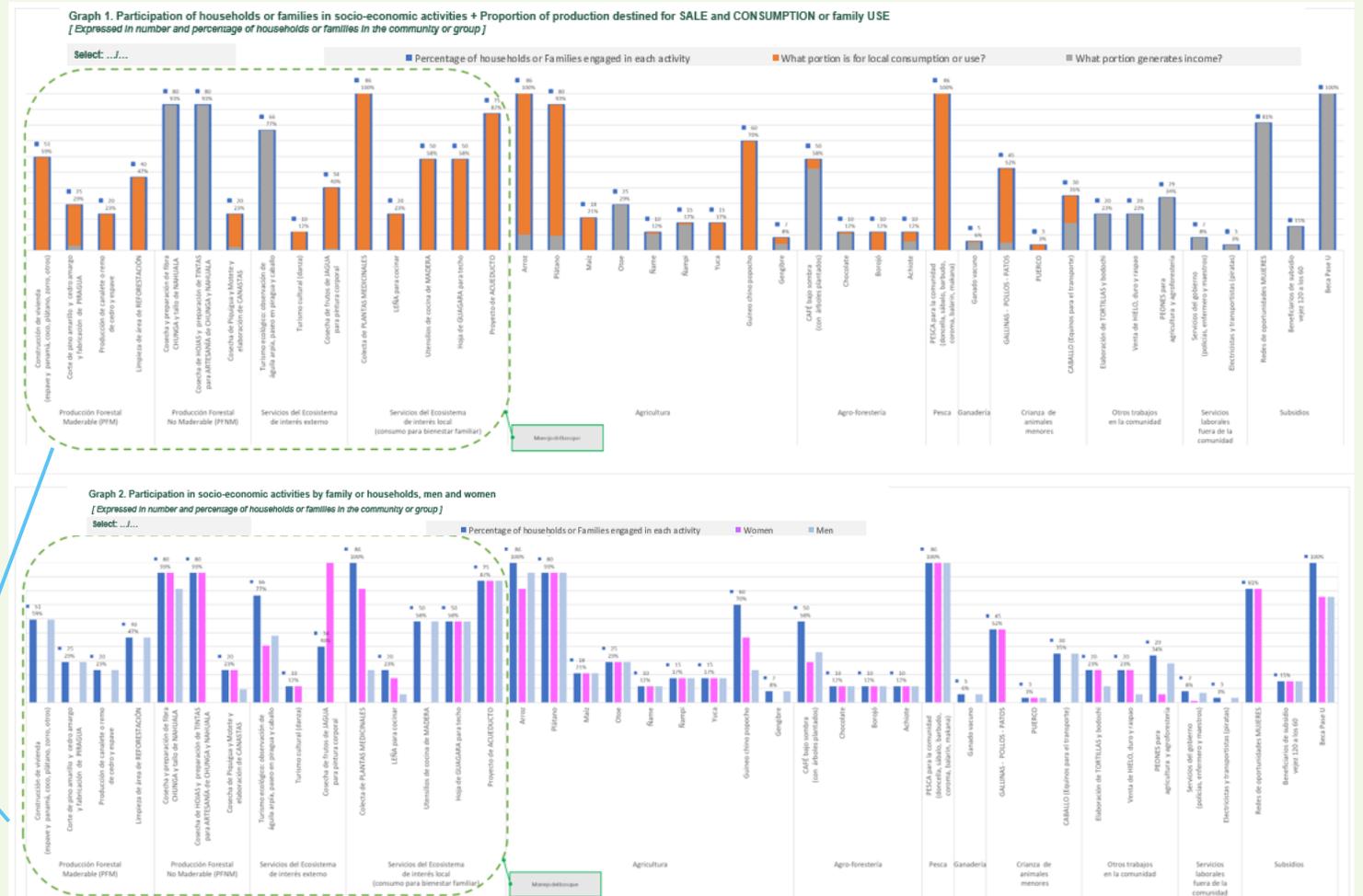
5. Worksheets content overview (7/12)

Sheet: "3.I." (1/2) Step 3. Component I. Socio-economic landscape results

This sheet displays three graphs generated using data from sheet "2.I."

- Sheet content cannot be edited. Everything is edited in Sheet "2.I."
- Permission only to edit shapes and copy and paste graphs (useful for preparing printouts and confidential reports in Word). We recommend copying and pasting as an image, so that you have all versions of the graphs prior to validation, reducing the risk of losing information.

The only manual action required is to adjust the quadrant with segmented lines to the socio-economic activities of responsible Forest Management. It is also possible to add another quadrant for compatible activities.



5. Worksheets content overview (9/12)

Sheet "4.I."

Step 4. Component I.

Decisions on the socio-economic landscape



On this sheet, you must complete the information with text and select the corresponding data from the drop-down lists.

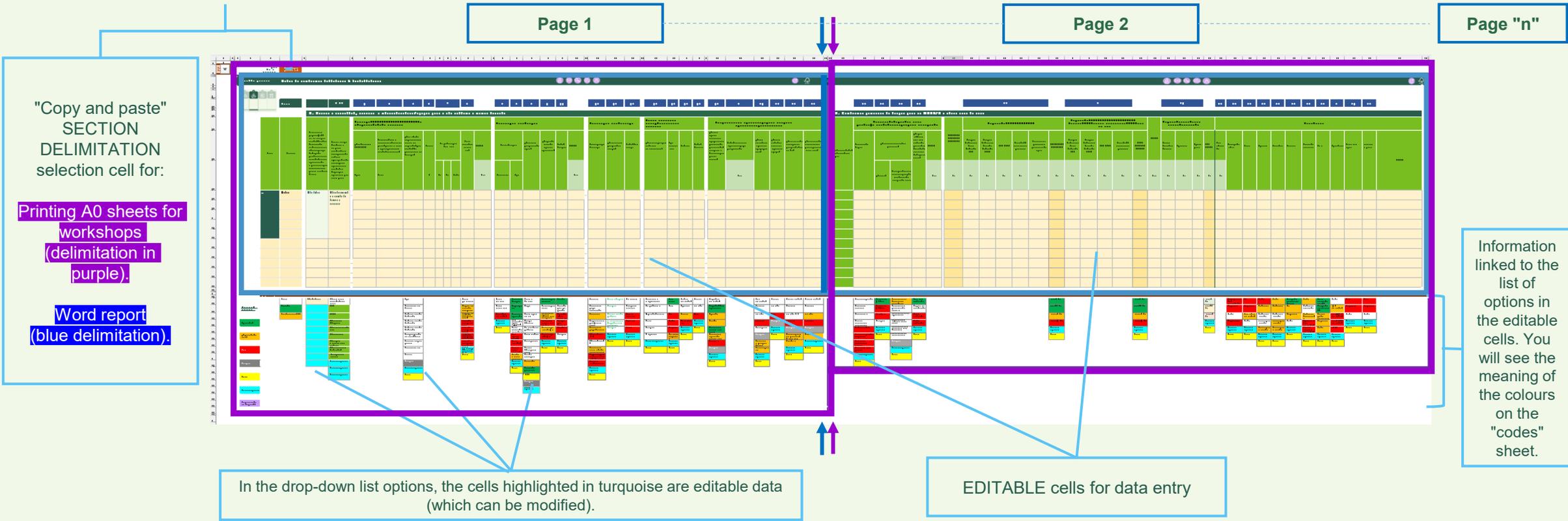
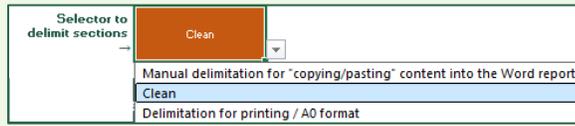
EDITABLE cells for data entry

TERRITORY MAPS		What use are the MAPS?	COLLECTIVE DECISIONS IN ASSEMBLY on the use or improvement of the maps generated			COMMENTS
		Text	CONTINUE	UNDER CONSIDERATION	REJECT	Text
	Participatory map used in EVT workshops					
	Other existing maps (describe them in this box)					
SOCIO-ECONOMIC ACTIVITY GROUP OR CATEGORY		What do we highlight in the graph for the economic activity category (group)?	COLLECTIVE DECISIONS IN ASSEMBLY			COMMENTS
		Text	CONTINUE	UNDER CONSIDERATION	REJECT	Text
Forest management activities	Timber Forest Production - TFP					
	Non-Timber Forest Production - NTFP					
	Ecosystem Services of External Interest - External ES					
	Ecosystem Services of Local Interest (consumption/family use) - Local Well-being ES					
Activities compatible with forest management						
Activities that are contrary to or threaten the forest						

5. Worksheets content overview (10/12)

Sheet "2.II."
Step 2. Component II.
Enabling conditions & Disabling conditions Data

Sheet: "2.III."
Step 2. Component III.
Data on the situation of forestry organizations (or compatible)



"Copy and paste"
SECTION
DELIMITATION
selection cell for:

Printing A0 sheets for
workshops
(delimitation in
purple).

Word report
(blue delimitation).

Information
linked to the
list of
options in
the editable
cells. You
will see the
meaning of
the colours
on the
"codes"
sheet.

In the drop-down list options, the cells highlighted in turquoise are editable data (which can be modified).

EDITABLE cells for data entry

5. Worksheets content overview (11/12)

Sheet: "3.II."
Step 3. Component II.
 Enabling & Disabling conditions Results

Sheet: "3.III."
Step 3. Component III.
 Result on the situation of each forestry organization

SECTION DELIMITATION selection cell for "copy and paste" for:
 1. Printing A0 sheets for workshops (purple delimitation).
 2. Word report (blue delimitation).
 If you do not need the print delimiters, select "Clean".

EDITABLE cells for data entry

Each green and red cell is a "text" entry. They are notes linked to the graphs. Try to make them specific "notes" that are understandable to users.

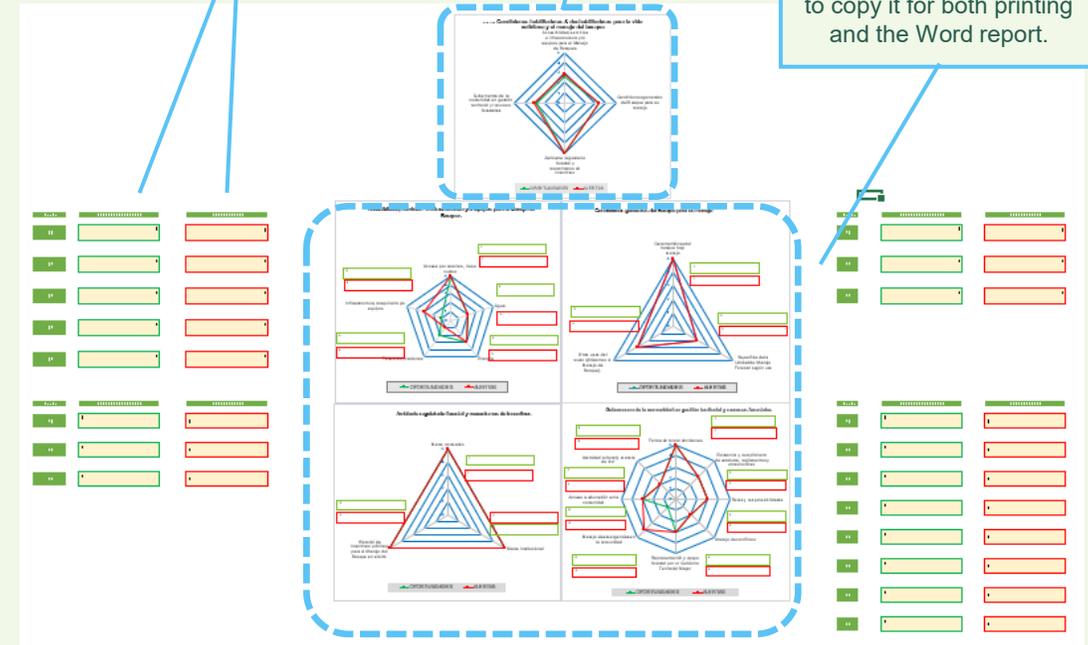
This graphic shows aggregate results. It is copied and pasted only for the WORD report.

The four graphics are grouped into a single image. Be careful to select the grouped image to copy it for both printing and the Word report.

Seleccionar para delimitar secciones - Delimitación por impresión / Formas A0

Panel 3. Componente II. Resultados de Condiciones Habilitadoras & Deshabilitadoras

TEMA / VARIABLE	OPORTUNIDADES	ALERTAS	OPCIONES DE MEJORA	Es posible mejorar en el corto plazo (1 a 3 años)?	¿Cómo?	Nota
Accesibilidad, servicios e infraestructura y/o equipar para el Manejo del Bosque	2,6	2,6	2,6			
Acceso por caminos, r/cra o vial	5	5	5			
Agua	2	2	2			
Energía	3	3	3			
Telecomunicaciones	2	1	1			
Infraestructura, maquinaria y/o equipar	1	3	3			
Condiciones generales del Bosque para su manejo	3,2	3,2	3,2			
Conectividad del Bosque bajo manejo	5	5	5			
Superficie de la Unidad de Manejo Forestal adecuada	2	2	2			
Otras uses del suelo (diferente al Manejo de Bosque)	3	3	3			
Comunidad de propietarios forestales y/o comuneros de Incentivos Mercenaristas	5,0	5,0	5,0			
Mercado Institucional	5	5	5			
Material de Incentivos público para el Manejo del Bosque en el área	5	5	5			
Gobernanza de la comunidad en coordinación territorial y acciones forestales	2,0	3,1	3,1			
Formas de tener el sistema	5	5	5			
Ejercicio y cumplimiento de estatutos, reglamentos y ordenanzas.	3	3	3			
Rol y responsabilidad	3	3	3			
Manejo de conflictos	2	2	2			
Representación y apoyo forestal por un Gobierno Territorial Mayor	3	3	3			
Manejo de emergencias en la comunidad	1	4	4			
Acceso e inclusión en la comunidad	3	3	3			
Identidad cultural y manera de vivir	2	2	2			
PONDERACIÓN	3,4	3,4	3,4			



Note: if the graphics undergo any change in size, colour or position, please contact communityfamilyforests@fsc.org

5. Worksheets content overview (12/12)

Sheet: "4.II."

Step 4. Component II.

Collective decisions on enabling and disabling conditions

Sheet: "4.III."

Step 4. Component III.

Collective decisions on the status of each forestry organization

Step 4. Component II. Collective decisions on improvement options for enabling & disabling conditions

Select	GROUP / VARIABLES					COLLECTIVE DECISIONS IN ASSEMBLY		
	PRELIMINARY IMPROVEMENT OPTIONS	Is it possible to improve in the short term (1 to 3 years)?	How?	Notes	ACCEPTANCE	UNDER CONSIDERATION	REJECT	
A. Access and accessibility, services and infrastructure/equipment for daily life and forest management								
Access by road, river or air	-	-	-	-				
Water	-	-	-	-				
Energy	-	-	-	-				
Telecommunications	-	-	-	-				
Infrastructure, machinery and/or equipment	-	-	-	-				
B. General conditions of the forest for its MANAGEMENT and other land uses								
Characteristics of the managed (or under management) forest	-	-	-	-				
Area of the Forest Management Unit according to use	-	-	-	-				
Other land uses (other than forest management)	-	-	-	-				
C. Regulatory context and incentive mechanisms for forestry activity								
Regulatory framework	-	-	-	-				
Institutional framework	-	-	-	-				
History of public incentives for forest management at the site	-	-	-	-				
D. Governance in land management								
Decision-making process	-	-	-	-				
Existence and compliance with statutes, regulations and other standards	-	-	-	-				
Roles and responsibilities	-	-	-	-				
Conflict management	-	-	-	-				
Forest representation and support by a higher territorial government	-	-	-	-				
Emergency management in the community	-	-	-	-				
Access to education in the community	-	-	-	-				
Cultural identity and way of life	-	-	-	-				
AVERAGE								

Other or various (specify)	Other or various (specify)	Other or various (specify)
Other or various (specify)	Other or various (specify)	Other or various (specify)
Other or various (specify)	Other or various (specify)	Other or various (specify)

Step 4. Component III. Collective decisions for each forestry Organization

1.	GROUP / VARIABLES					COLLECTIVE DECISIONS IN ASSEMBLY		
	PRELIMINARY IMPROVEMENT OPTIONS	Is it possible to improve in the short term (1 to 3 years)?	How?	Notes	ACCEPTANCE	UNDER CONSIDERATION	REJECT	
A. Supply of forest resources and environmental functions for the market								
Experience with a credible and serious certification system	-	-	-	-				
Real forest utilisation potential	-	-	-	-				
Products or services intended for the market	-	-	-	-				
B. Direct benefits generated by forestry operations								
Current and potential ecosystem services	-	-	-	-				
Cultural benefits	-	-	-	-				
Current income from payment or compensation for ecosystem services	-	-	-	-				
Benefits for self-consumption or use	-	-	-	-				
Benefits related to governance	-	-	-	-				
C. Commercial and financial context of the forestry Organization								
Profitability analysis	-	-	-	-				
Commercial relationships	-	-	-	-				
Access to working capital (formal loans, available funds)	-	-	-	-				
Members' own capital contributions	-	-	-	-				
Profits generated and how they are distributed	-	-	-	-				
Capital funds for the same forestry production activity	-	-	-	-				
D. Governance of the forestry Organization								
Situation of the productive Organization	-	-	-	-				
Coordination with other actors	-	-	-	-				
Decision-making process	-	-	-	-				
Motivations in forest management activities	-	-	-	-				
Average								

Other or various (specify)	Other or various (specify)	Other or various (specify)
Other or various (specify)	Other or various (specify)	Other or various (specify)
Other or various (specify)	Other or various (specify)	Other or various (specify)

EDITABLE cells for data entry

EDITABLE field for customizing the droptown list

6. Sections for printouts and Word report (1/1)

Section DELIMITATION selection cell for "copying and pasting" for:

1. Printing A0 sheets for workshops (purple delimitation).
2. Word report (blue delimitation).

If you do not need the print delimiters, select "Clean"

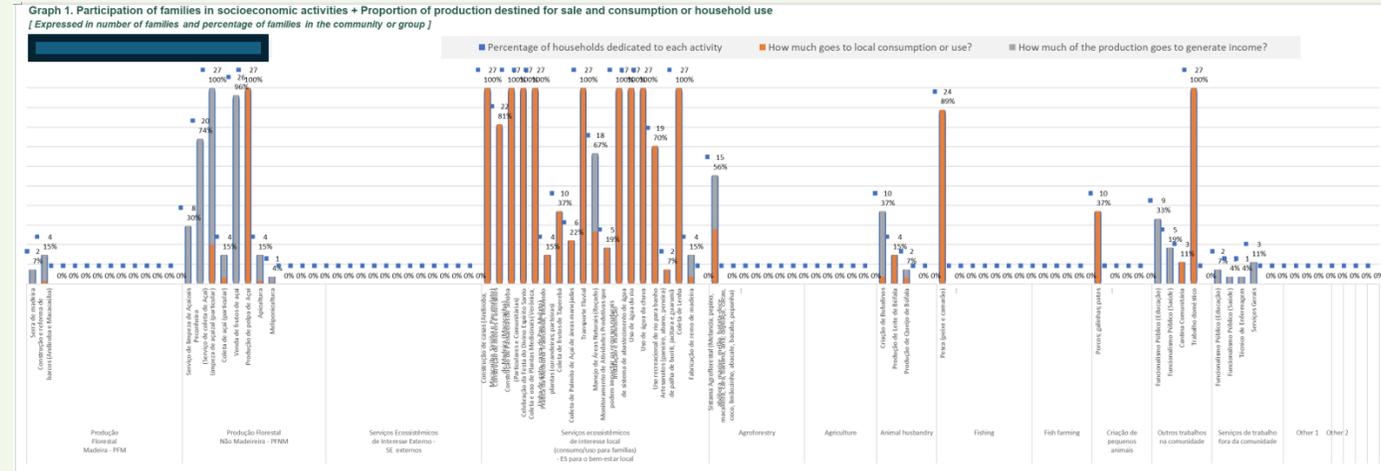
AREA that is COPIED AND PASTED onto a blank A4 WORD sheet, converted to PDF and sent to A0 PRINTING

AREA that is COPIED AND PASTED into a CONFIDENTIAL WORD REPORT sheet, which has a specific FORMAT.

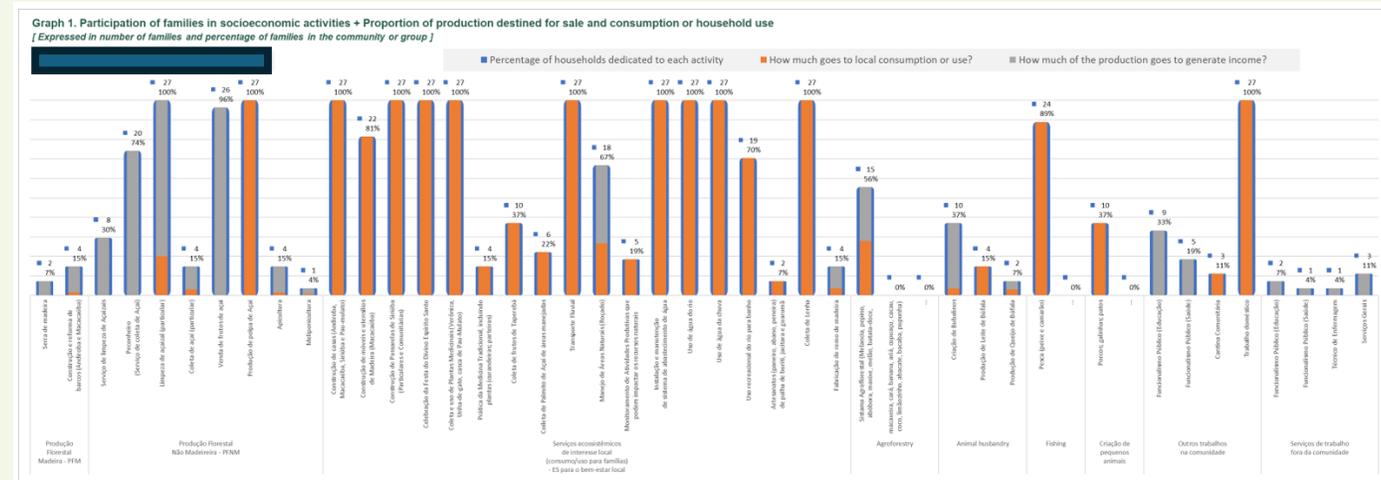
7. TIPS for proper graph visualisation (1/6)

7.1. Component I. Socio-economic landscape (1/4)

Instead of this illegible and incomprehensible graph...



...you should have this graph with the necessary bars and legible captions



7. TIPS for proper graph display (2/6)

7.1. Component I. Socio-economic landscape (2/4)

The legibility of Figures 1 and 2 should be improved,

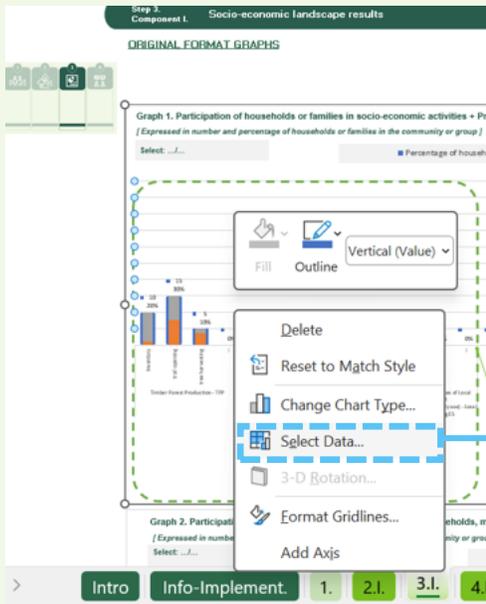
primarily in two aspects:

1. Hide spaces without data:

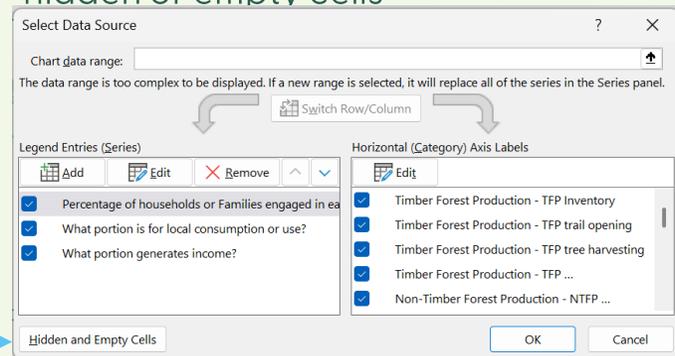
1.1. In **cell A2** of "**Sheet 2.I.**" there is a drop-down list where you should select only the "**Full**" option.

1.2. In "**Sheet 3.I.**" in Graph 1 (and also in Graph 2), do the following:

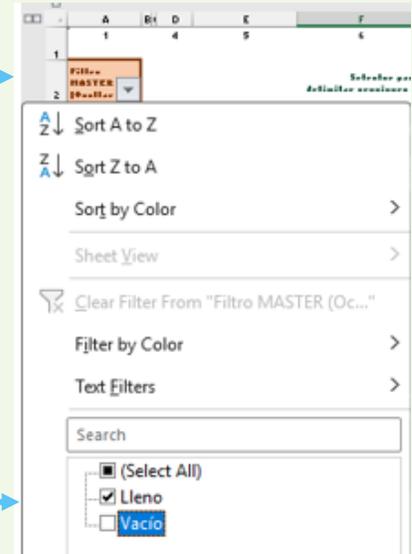
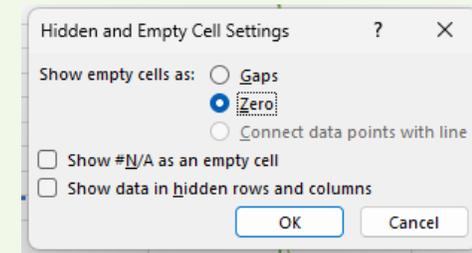
Right-click on "Select Data"



Right-click on "hidden or empty cells"



Uncheck the 2 boxes:
 "Show #N_A as empty cell"
 "Show data in hidden rows and columns".



7. TIPS for proper graph visualisation (3/6)

7.1. Component I. Socioeconomic Landscape (3/4)

2. Provide sufficient space for the legend on the horizontal axis

Column D of "**Sheet 2.I.**" records the "socioeconomic activities" of each pre-identified subsector(*).

The template is configured to allow up to 10 socio-economic activities per subsector(*). In each subsector you will find:

Full 3 cells with **ellipsis ("...")**, located in the first two positions and in the last position. These are **filled cells**, used to generate visual space in the graph. Their content can be replaced when data exists, but leave the ("...") if it does not exist (so it does not remain empty).

Empty 7 empty cells, to be filled with data, if applicable.

(*) Notes:

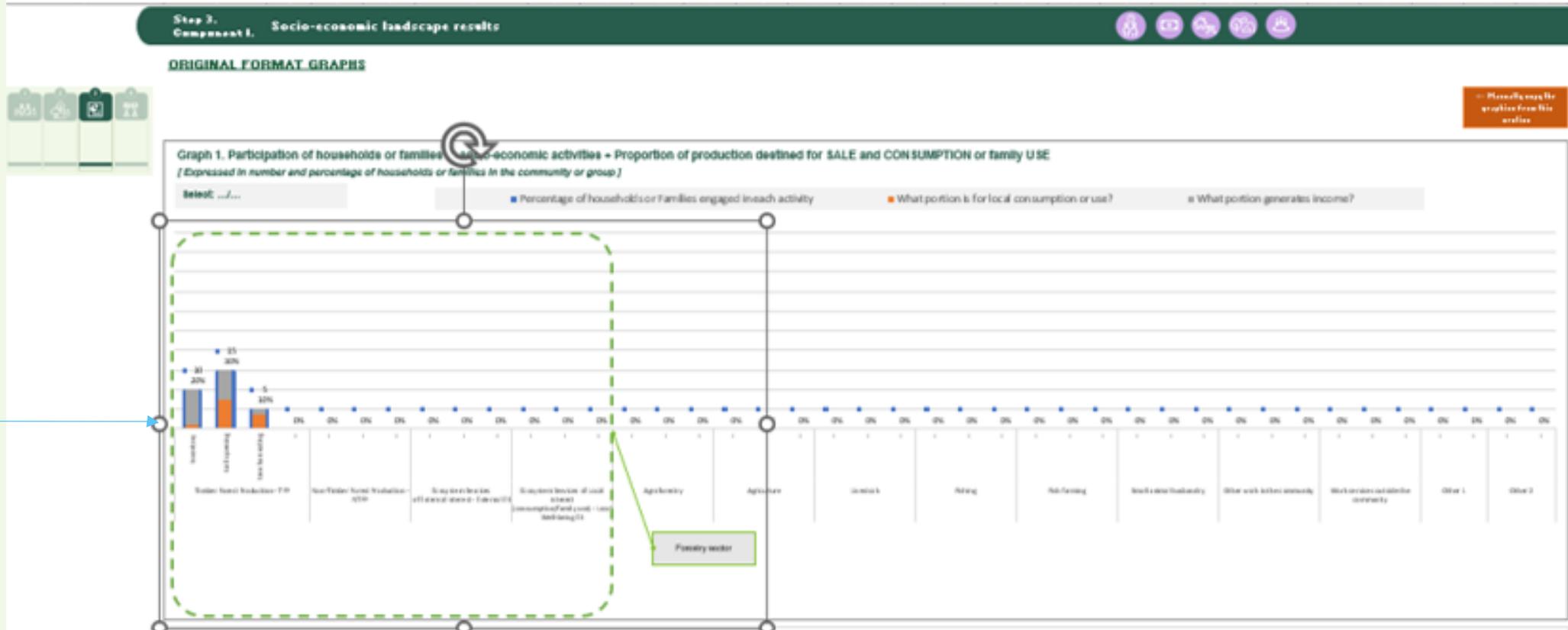
- (a) It is recommended to leave the 4 forestry subsectors (although you can modify the form). You can change the names of the other sectors and subsectors for other land uses or time uses.
- (b) If you require more than 10 cells per sub-sector, please contact communityandfamilyforests@fsc.org.

SUBSECTOR THAT GROUPS SOCIO-ECONOMIC ACTIVITY	SPECIFIC SOCIO-ECONOMIC ACTIVITY involving resources, products and services (important for livelihoods... e.g. opening roads or paths, fruit picking, fruit processing, traditional dances, handicrafts, etc.)
Text	Text
Timber Forest Production - TFP	<div style="text-align: center;">■ ■ ■ ■</div> <div style="text-align: center;">■ ■ ■ ■</div>

7. TIPS for proper graph visualisation (4/6)

7.1. Component I. Socioeconomic Landscape (4/4)

This is how the legends look with the above recommendations.



Función adicional: Puede ajustar manualmente la figura segmentada (el cuadrado) para alinearla con los subsectores forestales correspondientes. Para ello, seleccione la figura agrupada y utilice los pequeños controles circulares que aparecen alrededor para reposicionar o cambiar el tamaño de la figura.

7. TIPS for proper graph visualisation (5/6)

7.2. Components II. and III. (1/2)

Sheet: "3.II."
Step 3. Component II.
 Enabling conditions & Disabling conditions Results

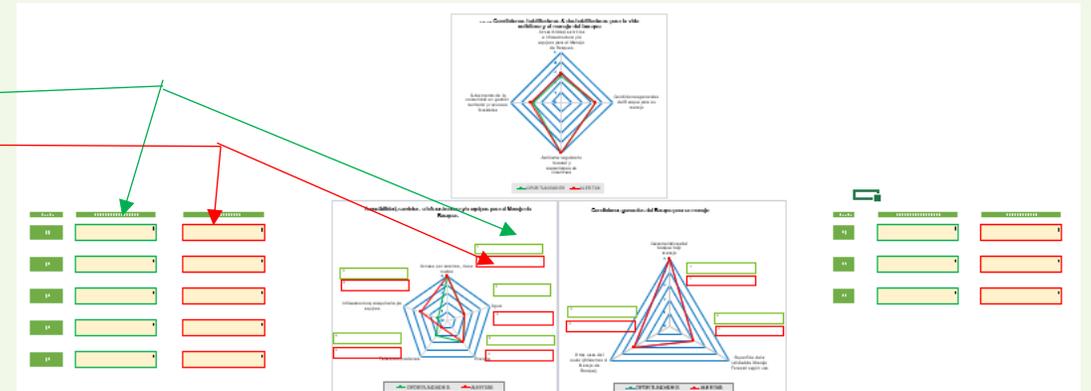
Sheet: "3.III."
Step 3. Component III.
 Result on the situation of each forestry organization

Adjusting rows and columns:

- Avoid formatting the height or width of cells so as not to change the graphics.

Opportunity and Alert Notes.

- Adjust the size of the notes according to the content (text) so that the banner printouts are aesthetically pleasing to users (HVE customers).



7. TIPS for proper graph display (6/6)

7.2. Components II. and III. (2/2)

Opportunity Notes and Alerts

To prevent empty notes from standing out visually in charts and ensure a clean presentation in banner prints, follow these recommendations:

- 1. Identify notes without content.** In graphs, notes that do not contain information will appear with a visible outline. You can attenuate these outlines by applying 90% transparency and respecting the green tone for opportunities and red for alerts, as seen in the circles with segmented lines in the examples shown below.
 - **Reduce the intensity of the outline.** If a note has no text, it is recommended to reduce the colour intensity of the outline to 5%. This prevents it from being noticeable when printing, maintaining the aesthetics of the graphic.
 - **Do not delete empty notes.** Even if they have no content, it is important to keep them for use in **future HVE (M&E) implementation cycles**. Notes function as placeholders that facilitate subsequent updates.

- 2. Adjust the size of each note according to its content.**

When a note does include text, adjust its size so that all the information is legible without distorting the display of the graphic. This adjustment ensures that banner printouts maintain a clear and appropriate presentation for users (HVE clients)

