

Darwin Project Ref: 14-045 Sustainable Support for Biodiversity & Forestry in Tomsk Taiga, Siberia

Report of Meetings 27 April – 3 May 2006 by Wayne Talbot, Project Leader

9th May 2006

Circulation:

IIES: Svetlana Kozlova (SK), Konstantin Kozlov (KK)

Tree Council: Pauline Buchanan-Black (PBB), Margaret Lipscombe (ML), Andrew Lane (AL)

WTA Education Services: Janet Sackman (JS), Wayne Talbot (WT)

Contents

Contents.....	1
1. Introduction.....	4
2. Project progress in Year 1	4
2.1 FSC Certification.....	4
2.2 Pine nuts.....	4
2.3 Birch bark products.....	5
2.4 School forests	5
2.5 Summary.....	5
3. Project structure review 28th April.....	5
3.1 Objectives.....	5
3.2 Those present.....	5
3.3 Introduction.....	5
3.4 Outline of change in personnel	6
3.5 Finances.....	6



3.6	Russian internal management	7
3.7	Co-ordination issues	7
4.	FSC Certification and Pine Nut review 28 th April.....	7
4.1	Objectives.....	7
4.2	Those present	7
4.3	Introduction.....	8
4.4	Overview to date	8
5.	FSC and Birch Bark products review 1 st May	10
5.1	Objectives.....	10
5.2	Those present	10
5.3	Review of previous meeting	10
5.4	Birch Bark products	11
6.	Ecological Expeditions review 1 st May.....	12
6.1	Objectives.....	12
6.2	Additional item.....	12
6.3	Those present	12
6.4	Overview	12
7.	Eco-tourism review 2 nd May	13
7.1	Objectives.....	13
7.2	Those present	14
7.3	Overview	14
8.	Final review meeting 2 nd May	15
8.1	Objectives.....	15
8.2	Those present	15
8.3	Overview	15
9.	Task List for IIES Year 2	17
9.1	Introduction.....	17



9.2	Project structure review actions	17
9.3	FSC Certification and Pine Nut actions	17
9.4	Review of previous reports.....	18
9.5	Birch Bark products actions.....	18
9.6	Ecological Expeditions actions.....	19
9.7	Eco-tourism actions	20
9.8	Final review meeting actions.....	20
10.	Project Task Plan	22
10.1	Introduction.....	22
10.2	Key to tables.....	22
10.3	Process tasks.....	23
10.4	Tasks to be reviewed.....	23
10.5	Completed tasks	27

1. Introduction

This reports collates the results of a series of project planning meetings with Russian partners IIES in Tomsk by the new project leader. The overall aim of the visit was to apprise Russian partners of changes to the project management structure and review the project's progress to date, before identifying key tasks for next year. In reviewing project management issues the following problems have had to be addressed:

- 1) The mismatch between cash flow forecasts and payment schedules. This required a simple change to budget planning, with Russian partners producing a cash flow statement. This in turn resulted in savings that will allow the visit of Russian partners to the UK for relevant training on import, export and fair trade.
- 2) A lack of communication protocols except for the original project plan developed by WTA. A new communication and liaison protocol has been agreed, and outlined below. Essentially there will be weekly contact between WT and SK. This should identify not only progress but ensure that documents sent by UK and Russian partners have been received - this latter point refers to problems with emailing documents resulting in senders believing documents have been received when they had not.
- 3) The lack of clear procedures for financial accountability and payment from two funds (Darwin, administered by the Tree Council and WTA, and Cambridge University Expedition Society CUEx for expedition expenses). The transfer of funds is being simplified to ensure that Russian partners do not rely on a combination of cash, credit card and transfers to pay for goods and services required to achieve their aims.

The unclear communication did result in repetition of outcomes and outputs for the three years of project planning. These basic factual errors have been corrected. The rest of the report outlines progress to date before reviewing each area of activity. These are then summarised as a series of action points for project partners, and summary of procedural actions. The revised project plans, cash flow for Russian partners and breakdown of costs for this year's expedition are attached in Appendices 1, 2,3, and 4 respectively.

2. Project progress in Year 1

The review meetings refocused the project and addressed the lack of co-ordination. Despite these issues the Russian Partners have demonstrated the following achievements in the last 12 months:

FSC Certification

Two sites have been selected and initial analysis started to prepare for certification application. The key issue for year 2 is the need for ecological surveys and environmental impact information required by Russian legislation. We need to ensure that the expedition is addressing this issue.

Pine nuts

There is interest but the timing of reports and feedback did not coincide with harvest times this year. A marketing strategy will be put in place and actioned before this year's harvest in September.



Birch bark products

A range of products needs to be selected. Samples are available and potential exporting partnership needs to be explored with Pricebatch Ltd.

School forests

This aspect of the project has exceeded targets for the three year project within the first year. Emphasis has now been changed to finding a link with UK forest schools, and looking at potential ways of monitoring impacts.

Summary

Despite communication and co-ordination difficulties, the targets for year 1 have been reached, with some minor modifications outlined in detailed meeting reports below.

3. Project structure review 28th April

Objectives

- Review structure and explain changes in personnel
- Identify issues of concern
- Review year one outputs

Those present

Wayne Talbot, Svetlana Kozlova, Konstantin Kozlov

Introduction

An initial meeting was held to ensure that SK understood the vocabulary and could translate effectively. This allowed the background to the previous project leader's removal from the project to be outlined clearly. In the process of this briefing it became clear that other concerns and irritations had been experienced by the Russian partners. A lack of coordinated communication resulted in misunderstandings concerning which partners should receive what information.

This mirrors problems identified by WTA where they were not copied information – despite project protocols. Rather than spend time working through the specific instances in year 1, it was agreed to concentrate on defining the problems this has created and their solutions.

The time delays in receiving reports from the UK have created a negative impression of our organization of the project. The reasons for this were explained, in that all documentation was filtered through one person and that we had to wait for him to agree on issues or produce reports. The work process below will rectify this problem. These issues are addressed below.

One other note to make is that IIES had identified that the project was not running smoothly and that there was a problem. Before any explanations were entered into IIES stated they simply wanted to know what the problems are, what they are required to do and when they need to complete tasks by.

Outline of change in personnel

WT explained the circumstances that led to the previous Project Leader, Kevin Hand (KH) being removed from the project. SK and KK were able to confirm that:

- KH had been part of the project development from the beginning.
- That the Tree Council was made the lead organization with KH's agreement.

WT expanded that the budget was not verified by the Tree Council accounting staff and that KH had no authority to commit the Tree Council to the project or expenditure on his own. The result is that the budget has had to be re-assessed. The Tree Council is willing to continue with the project, subject to clear progress being shown during the next month. WT explained that working practices have to change so that there is closer liaison with WTA. IIES were concerned that it took so long for the anomalies to be spotted.

All agreed to ensure that we begin working together and in a more co-coordinated way. It also became apparent that KH had not listened to key advice from IIES concerning the analysis of sites prior to starting the FSC process. Further discussion was deferred to the FSC meeting. It was clear that despite asking for guidance on producing project reports, they had not received the expected guidance and that reports and outputs were being worked on in isolation. This situation is now being rectified.

Actions:

- 1) There must be clearer communication between coordinators in UK and Russia so that we are aware of each other's progress.
- 2) For the first month Svetlana will send weekly reports of progress for the action points agreed during the review meetings. The procedure will then be reviewed.
- 3) All documentation identified as relevant during the meetings will be sent or given to WTA.
- 4) All actions and publications will be discussed with WTA to ensure that we agree with them.
- 5) In terms of publications being translated or produced in English, the initial drafts will be sent to WTA for editing, and not produced before agreement by both partners.

Finances

WT explained that parts of the budget are unclear, particularly those concerned with the expedition. There is a need to review all expenditure. The travel budget will also be reviewed as a possible source of fund for training IIES staff in the UK on import and export competencies.

Actions:

- 6) Svetlana will provide breakdown of expedition expenses by 5th May.
- 7) WT will meet with students to discuss their fund-raising to date to verify what they are paying for
- 8) IIES will provide breakdown of travel expenditure for last year.

Russian internal management

Issues concerning interpretation were discussed. IIES had already identified a problem and had taken steps to solve it. They now have a team of people including:

- Nina Rozhanovskay – a qualified interpreter who specializes in foreign relations
- Elvira Nureeva – a qualified interpreter
- Rita Romanova - publications specialists
- Evgenii Murzhacarov – forestry specialist

The extra personnel do not affect the budget and can be considered as matched funding.

The issue with the Pricebatch (Altai) Ltd relationship was also discussed. IIES were aware of the problem and keen to find solutions to it. This will be discussed at the forestry meeting.

It was agreed we have to prioritize the action points. We tentatively agreed the following priority, although this may change during our discussions:

- FSC work
- Nuts / Birch bark products
- Tourism

Co-ordination issues

- WT handed over the relevant contracts for money exchange from Pricebatch UK.
- WT explained that we are attempting to find an alternative method of money transfer to IIES.
- WT explained new monitoring process and filled in relevant points.

Key points to note: after discussion the new form of milestones and dates are easier to understand. The project plans have been updated– see appendices.

4. FSC Certification and Pine Nut review 28th April

Objectives

- Review FSC year one outputs
- Identify actions
- Review Pine Nut progress

Those present

Wayne Talbot, Svetlana Kozlova, Konstantin Kozlov, Evgenii Murzhacarov (EM)

Introduction

SK had established communication with Pricebatch Altai and has been working with them more closely. IIES identified the need to develop a better working relationship with Pricebatch Altai and have taken steps to ensure this happens. They also wished to thank Pricebatch Ltd for their support – WT has suggested that IIES write a suitable email to Heather Godsmark to that effect.

The key development is EM working on the forestry certification issue to ensure that the process progresses. A full description of the activities to date is given in the IIES 12 month report.

Overview to date

IIES have undertaken the following:

Workshops update

- An FSC seminar with Pricebatch, description is given in the first IIES report.
- The seminar led to the conclusion that workshops explaining FSC would be more effective. These were undertaken to ensure foresters and forest directors understood what the scheme is.
- Workshops and discussions have been undertaken in three forest areas – Kaltaiskii, Aseenoviski and Timiryzevskii. These are reported in sections I to IV in the first sixth-month report by IIES. Kaltaiskii and Aseenoviski have been prioritized as having the best potential for certification.

Actions:

- 9) Environmental impact reports and forest management plans will be sent to WTA 3rd May.
- 10) We need to investigate how these reports can be updated; the cost is £10,000 GBP per report. WT will discuss this further with budget holders on return.
- 11) WT will discuss with the Tree Council the opportunity to meet with FSC persons in UK to discuss the assessment of the forests and possible next steps, for example Kaltaiskii preparation is possible but could be delayed due to the late construction of new saw mill.

FSC Certification update

- Based upon the collected information the sites have been evaluated against FSC criteria.
- Pricebatch Altai has offered comments on assessment to date.
- WT introduced SLIMF documentation¹ as a possible alternative certification.
- IIES have enough information to produce a list of potential actions that should form the action plan for Year two – particularly for Kaltaiskii and Aseenoviski. The paperwork will allow WT to have discussions with FSC in UK, if the Tree Council agrees.
- The wood from Aseenoviski is mainly used for crafts and is of smaller scale than Kaltaiskii.
- The paperwork for Aseenoviski requires more research and monitoring – this information will be provided by this year's expedition.

¹ Taken from the Forest Stewardship Council's web site <http://www.fsc.org/slimf/>

- The aim of year two should be to ensure documentation is prepared for FSC for the two forest areas and the appropriate certification chosen.

Actions:

- 12) FSC scoping document will be given to WT by IIES along with the 12 month report for two sites who are interested in certification.
- 13) Analysis and comments for two forest sites will be given to WT by IIES.
- 14) Analysis of actions required to help get sites to FSC standards will produced, after liaison with WTA and PB, by 14th May. These will form action plan for next twelve months after being agreed.
- 15) SLIMF documents will be used for small scale forest certification of Aseenoviski by 15th May.
- 16) Janet Sackman to send the SLIMF documentation to Svetlana.
- 17) Svetlana to discuss SLIMF with PB Altai.
- 18) Timber availability from forests has been researched and will be sent with the end of year report.

FSC Certification - conclusion

The initial site assessment and field work for Kaltaiskii is complete and an FSC framework has been used to assess the forest. All paperwork will be completed in the next two weeks enabling us to agree an action plan to support certification.

Aseenoviski has a similar assessment almost completed. This year's expedition is critical to providing part of the research needed for this area.

The assessment of sites against certification criteria will indicate further training for forest managers and workers.

Pine Nuts

Analysis of the Marketing Report produced by Traidcraft in January 2006 suggests that selling and supplying nuts may be too seasonal. There is an obvious need for a sensible marketing strategy to be agreed, ready for potential sales in September. Only in September will harvest volumes, prices and quality for this year be known. Interest from some buyers was mistimed this year. There are clear actions needed to ensure the research to date has an impact.

Actions:

- 19) WTA need to provide an example of a marketing strategy to IIES by 15th May.
- 20) WTA to draft a framework for a strategy by 25th May.
- 21) IIES to produce an agreed marketing strategy by 30th May.
- 22) Review travel budget with view to IIES representatives attending course on import and export in UK, preferably one run by Traidcraft. This may be combined with a workshop for Taiga Rescue network if finances permit.

23) Svetlana and WT to liaise closely over materials for UK market and their wording.

5. FSC and Birch Bark products review 1st May

Objectives

- Review visit progress to date
- Identify actions

Those present

- Wayne Talbot, Svetlana Kozlova, Konstantin Kozlov

Review of previous meeting

After informal discussions on 30th April the following action points were identified:

Actions:

- 24) We need to adjust the FSC project plan to agree with IIES's original recommendation that we should assess sites in year one, prepare for certification in year two and certify in year three. Only two sites are possible at the moment.
- 25) Adopting the above broad aim will allow us to find a solution to the ecological report required by Russian law that is lacking for Aseenoviski. This needs further discussion in UK both concerning cost and the expedition methodology which has not been 'tied' to the certification process so far. This will require a briefing from IIES for further discussion with Rob Fuller. Potential companies have been identified and IIES have set a deadline for 31st June for a decision about viability of FSC.
- 26) Work will progress on Kaltaiskii as the paperwork is up to date. The key task is to find a felling company to that certification can be started. As agreed on Saturday IIES will provide a number of action points based upon their initial assessment – these will form the basis of the year two project plan. The priority will be finding a suitable felling company.
- 27) There is potential for pine nuts but there seasonality may mean we can only start a process for export in September as the 'niche' for the nuts requires focused marketing.
- 28) We will be able to develop the Birch bark products over the next twelve months.
- 29) A clear distinction needs to be drawn between potential research 'tourism' and ecotourism. Materials need to be edited accordingly.
- 30) The costs for expedition 2005 have been found during the current visit and will be emailed to JS.
- 31) The 12 month report summary will be mailed to JS.
- 32) Documents for tourism will be emailed to WT for editing.

Birch Bark products

In terms of the project plan we have potential production units identified. They exist already in Aseenoviski and have strong community bias. A full list of production units will be available in the 12 month report.

The establishment of the export business needs to be undertaken in light of the Traidcraft report. The report has a summary with key findings that identify three main areas for action:

- Clearer pricing of items for export, including what is known as *landed price*.
- The possible products which would be either very cheap or more specialized. Pricebatch are interested in birch bark products for exclusive items such as hat boxes – provided quality can be guaranteed.
- Samples are required of items that are likely to sell. A unique selling point needs to be created.

Having discussed these points the following actions have been agreed.

Actions:

- 33) Develop comprehensive price list with product code, description, size and landed price so that importers can be sure of a profit.
- 34) Develop import collection.
- 35) Review travel budget to see if IIES representatives can attend course on import and export.
- 36) Create an export story.
- 37) WT buying samples during visit with IIES.
- 38) WTA to provide sample catalogue for IIES.
- 39) IIES to provide prices of samples for import with indicative transport costs assuming order of 1000 of each item identified during the visit. By 15th May.
- 40) WTA to discuss with Pricebatch possible import design by 25th May.
- 41) WTA and IIES to develop a design brief for Aseenoviski by 30th May.
- 42) IIES to send samples when made suggested after discussion with Price batch by WTA.
- 43) IIES to draft an 'import' story for WTA to edit by 25th May.
- 44) Review progress 30th May and agree next steps.

6. Ecological Expeditions review 1st May

Objectives

- Review expedition outcomes to date
- Plan for this year

Additional item

- Problems with payment plan and cash flow identified

Those present

- Wayne Talbot, Svetlana Kozlova, Konstantin Kozlov

Overview

The databases referred to in project outputs were discussed. The output of three databases is a final output of the project, with a database produced by each expedition. When the information is received from English partners it will be added to existing Russian datasets on Red Data species, forest biodiversity and departmental databases – such as the Nature Protection Agency. The new database will be the information that is new to the area and uncovered by the expeditions – such as the new red data species records from year one.

The proposed methodology needs to be written up from last year so that it can be evaluated for usefulness in FSC process and forest management. This needs to be clarified with FSC experts, perhaps PB Altai. This is a matter of urgency.

WT confirmed that the students had booked flights from 4/7/06 to 4/8/06 and raised questions from the students about:

- Confirmation of travel to and from airport
- Need to confirm methodology and viability
- Desire to know which Russian scientists will be involved
- Desire to interview people involved in birch bark trade
- Need to know nearest town and hospital
- Logistics of travelling around need to be confirmed
- Svetlana to confirm visas, after students have provided GPS numbers

The need to review costs and travel budget for IIES was identified.

Actions:

- 45) WTA will confirm methodology usefulness for FSC with Rob Fuller at their meeting 20th May. All comments and amendments will be sent to Svetlana by 23rd May.

- 46) Svetlana to confirm the revised methodology for expedition will support FSC ecological information requirement for Aseenoviski with PB Altai.
- 47) WTA to find out where the expedition results are and ensure completed and sent to IIES before the end of May.
- 48) Svetlana confirmed the following for students:
 - The group will be met at Tomsk.
 - WT agreed to explain transfer process in Domodedovo.
 - WT to explain process for confirming methodology
 - IIES will confirm Russian scientists
 - The nearest town is Asino City which has hospital. IIES will provide address for students
 - Visa will be confirmed beginning of June
 - Students do not have to supply GPs serial numbers
- 49) Expedition expenditure forecasts are needed in advance of June, so that we can agree what should be charged to Darwin as part of IIES's travel and subsistence costs, and what should be charged to the Students.
- 50) Cash flow new concept to Russian team, they need help from JS in preparing one for the project. WT is undertaking to get a payment for expenditure on expedition as either part of May invoice or as separate invoice to be reported on separately. The cash flow will identify those invoices with advance payments.
- 51) Expedition costs need to be paid at beginning of June to avoid problems with for example food supply.
- 52) WTA to use the information provided by IIES to prepare a cash flow for this year that allows expedition advance costs to be paid. IIES are also identifying savings that would allow them to attend necessary training course in the UK for setting up import and export.
- 53) The distinction between research partnership or offers to organize student expeditions and ecotourism was explained. The leaflet agreed last year requires changes to reflect this. Svetlana will email the text for editing by WTA – text needs to be completed by 10th May.

7. Eco-tourism review 2nd May

Objectives

- Review progress to date
- Plan for this year



Those present

Svetlana Kozlova, Wayne Talbot

Overview

Prior to the meeting KK and SK had presented updated databases providing background information for potential eco tourism courses. WT had also explained the situation concerning Ace Tours and the potential new company Nature Trek www.naturetrek.co.uk as recommended by PBB. The initial telephone conversation by WT with Nature Trek prior to the visit to Tomsk suggested a change of emphasis to a more 'up market clientele'. Nature Trek wishes to know the following:

- The diversity of habitats that are unique to Siberia or Tomsk Oblast, their clients wish to visit a number of localities not see forest alone.
- The types of birds groups are likely to see, those they may see.
- The botany, entomology people are likely to see.
- Nature trek use local people as guides / interpreters. Their clients are already very knowledgeable and expect their guides to have a very high knowledge of local ecology. For example being able to identify birds from their songs.
- Nature Trek would cover promotion costs and have existing database of potential visitors, before undertaking a trip they send out an evaluator to meet with potential local agents.
- The local agents suggest itineraries, providing costing and book hotels on behalf of Nature Trek.
- The itinerary should be for an average of 10 days and for an age group of 50-70 years. The groups tend to eat together and like a good quality of food and accommodation.
- They operate 1-2 trips a year to begin with of, on average 15 people. They need to know which season is best.

The key to attracting support from Nature Trek – a well known company in the UK – is to show that there is a variety of habitats and species for their groups to visit. They liked the idea that groups could 'Send themselves to Siberia'.

Agreed actions were:

- 54) To remove Ace Tours from all documentation
- 55) WTA to confirm that we have received the database
- 56) Svetlana to prepare a list of habitats in the oblast, their unique feature and the types of plants and animals people may see
- 57) Svetlana to send latest version of CD script – in English
- 58) Svetlana and WT to use this information and the database to prepare a proposal for Nature Trek – in 'English English'

8. Final review meeting 2nd May

Objectives

- Review project plan
- Other issues identified during trip year

Those present

Wayne Talbot, Svetlana Kozlova

Overview

The trip has been judged useful and successful for the following reasons:

- It has identified processes and clear tasks
- Created better understanding of English systems
- Identified areas which had not been managed well
- Established new working protocol and communication between partners
- Identified support Russian partners require from UK partners

Our aim is to complete the tasks identified as a priority for May as these will ensure progress of the project in Year 2. In reviewing the publications WT has been given school forestry books, the FSC guide will be sent electronically, and the rare species book is in production.

It was also noted that the school forest programmed, which was planned through a similar visit and set of discussions with Svetlana in September has achieved its targets for the whole project in the first year. WT will find a UK partner to help progress this further.

Actions agreed

- 59) Svetlana and WT removed duplication of publications from Year 2's outputs and identified those for production in year 2.
- 60) The key outputs for IIES in year two were reviewed and deadline months decided where possible.
- 61) The web site is a key issue – it needs to be made more professional; WT explained it is to be redesigned. The following additions and amendments are requested by IIES:
 - Tomsk profile information. Svetlana will include on report disk JS to edit
 - IIES profile will be on disk with photos
 - IIES will provide expedition photos

- Research programmed 'advert' inviting people to support ecological monitoring in forests
- Red data species from the forests
- Contacts for birch bark and pine nuts
- Results of expedition

62) WT needs to ensure we have permission to use any photographs.

63) Reiterated WTA needs to be copied in on everything.

64) WT agreed that if money can be saved from printing budget an additional educational resource for forest schools could be produced.

65) DVD disc in UK to be used to brief eco tourism companies and potential expedition groups. (After Janet has evaluated).

9. Task List for IIES Year 2

Introduction

This section brings together all of the tasks identified in the previous sections.

Project structure review actions

- 1) There must be clearer communication between coordinators in UK and Russia so that we are aware of each other's progress.
- 2) From the first month Svetlana will send weekly reports of progress for the action points agreed during the review meetings. The procedure will be reviewed after the first month
- 3) All documentation identified as relevant during the meetings will be sent or given to WTA.
- 4) All actions and publications will be discussed with WTA to ensure that we agree with them.
- 5) In terms of publications being translated or produced in English, the initial drafts will be sent to WTA for editing, and not produced before agreement by both partners.
- 6) Svetlana will provide breakdown of expedition expenses by 5th May.
- 7) WT will meet with students to discuss their fund-raising to date to verify what they are paying for
- 8) IIES will provide breakdown of travel expenditure for last year.

FSC Certification and Pine Nut actions

- 9) Environmental impact reports and forest management plans will be sent to WTA 3rd May.
- 10) We need to investigate how these reports can be updated, the cost is 10 000 pounds per report. WT will discuss this further with budget holders on return.
- 11) WT will discuss with the Tree Council the opportunity to meet with FSC persons in UK to discuss the assessment of the forests and possible next steps, for example Kaltaiskii preparation is possible but could be delayed due to the late construction of new saw mill.
- 12) FSC scoping document will be given to WT by IIES along with the 12 month report for two sites who are interested in certification.
- 13) Analysis and comments for two forest sites will be given to WT by IIES.
- 14) Analysis of actions required to help get sites to FSC standards will be produced, after liaison with WTA and PB, by 14th May. These will form action plan for next twelve months after being agreed.
- 15) SLIMF documents will be used for small scale forest certification of Aseenoviski by 15th May.
- 16) Janet Sackman to send the SLIMF documentation to Svetlana.
- 17) Svetlana to discuss SLIMF with PB Altai.

- 18) Timber availability from forests has been researched and will be sent with the end of year report.
- 19) WTA need to provide an example of a marketing strategy to IIES by 15th May.
- 20) WTA to draft a framework for a strategy by 25th May.
- 21) IIES to produce an agreed marketing strategy by 30th May.
- 22) Review travel budget with view to IIES representatives attending course on import and export in UK, preferably one run by Traidcraft. This may be combined with a workshop for Taiga Rescue network if finances permit.
- 23) Svetlana and WT to liaise closely over materials for UK market and their wording.

Review of previous reports

- 24) We need to adjust the FSC project plan to agree with IIES's original recommendation that we should assess sites in year one, prepare for certification in year two and certify in year three. Only two sites are possible at the moment.
- 25) Adopting the above broad aim will allow us to find a solution to the ecological report required by Russian law that is lacking for Aseenoviski. This needs further discussion in UK both concerning cost and the expedition methodology which has not been 'tied' to the certification process so far. This will require a briefing from IIES for further discussion with Rob Fuller.
- 26) Potential companies have been identified and IIES have set a deadline for 31st June for a decision about viability of FSC.
- 27) Work will progress on Kaltaiskii as the paperwork is up to date. The key task is to find a felling company to that certification can be started. As agreed on Saturday IIES will provide a number of action points based upon their initial assessment – these will form the basis of the year two project plan. The priority will be finding a suitable felling company.
- 28) There is potential for pine nuts but there seasonality may mean we can only start a process for export in September as the 'niche' for the nuts requires focused marketing.
- 29) We will be able to develop the Birch bark products over the next twelve months.
- 30) A clear distinction needs to be drawn between potential research 'tourism' and ecotourism. Materials need to be edited accordingly.
- 31) The costs for expedition 2005 have been found during the current visit and will be emailed to JS.
- 32) The 12 month report summary will be mailed to JS.
- 33) Documents for tourism will be emailed to WT for editing.

Birch Bark products actions

- 34) Develop comprehensive price list with product code, description, size and landed price so that importers can be sure of a profit.
- 35) Develop import collection.

- 36) Review travel budget to see if IIES representatives can attend course on import and export.
- 37) Create an export story.
- 38) WT buying samples during visit with IIES.
- 39) WTA to provide sample catalogue for IIES.
- 40) IIES to provide prices of samples for import with indicative transport costs assuming order of 1000 of each item identified during the visit. By 15th May.
- 41) WTA to discuss with Pricebatch possible import design by 25th May.
- 42) WTA and IIES to develop a design brief for Assino by 30th May.
- 43) IIES to send samples when made suggested after discussion with Price batch by WTA.
- 44) IIES to draft an 'import' story for WTA to edit by 25th May.
- 45) Review progress 30th May and agree next steps.

Ecological Expeditions actions

- 46) WTA will confirm methodology usefulness for FSC with Rob Fuller at their meeting 20th May. All comments and amendments will be sent to Svetlana by 23rd May.
- 47) Svetlana to confirm the revised methodology for expedition will support FSC ecological information requirement for Aseenoviski with PB Altai.
- 48) WTA to find out where the expedition results are and ensure completed and sent to IIES before the end of May
- 49) Svetlana confirmed the following for students:
 - The group will be met at Tomsk.
 - WT agreed to explain transfer process in Domodedovo.
 - WT to explain process for confirming methodology
 - IIES will confirm Russian scientists
 - The nearest town is Asino City which has hospital. IIES will provide address for students
 - Visa will be confirmed beginning of June
 - Students do not have to supply GPs serial numbers
- 50) Expedition expenditure needed in advance of June. As did not understand cash flow statements. This requires action to ensure expedition to continue. – so 1000 pounds could be allocated to expedition expenditure

- 51) Cash flow new concept to Russian team, they need help from Janet in preparing one for the project. WT is undertaking to get a payment for expenditure on expedition as either part of May invoice or as separate invoice to be reported on separately. The cash flow will identify those invoices with advance payments.
- 52) Expedition costs need to be paid at beginning of June to avoid problems with for example food supply.
- 53) WTA to use the information provided by IIES to prepare a cash flow for this year that allows expedition advance costs to be paid. IIES are also identifying savings that would allow them to attend necessary training course in the UK for setting up import and export.
- 54) The distinction between research partnership or offers to organize student expeditions and ecotourism was explained. The leaflet agreed last year requires changes to reflect this. Svetlana will email the text for editing by WTA – text needs to be completed by 10th May.

Eco-tourism actions

- 55) To remove Ace Tours from all documentation
- 56) WTA to confirm that we have received the database
- 57) Svetlana to prepare a list of habitats in the oblast, their unique feature and the types of plants and animals people may see
- 58) Svetlana to send latest version of CD script – in English
- 59) Svetlana and WT to use this information and the database to prepare a proposal for Nature Trek – in 'English English'

Final review meeting actions

- 60) Svetlana and WT removed duplication of publications from Year 2's outputs and identified those for production in year 2.
- 61) The key outputs for IIES in year two were reviewed and deadline months decided where possible.
- 62) The web site is a key issue – it needs to be made more professional; WT explained it is to be redesigned. The following additions and amendments are requested by IIES:
 - Tomsk profile information. Svetlana will include on report disk JS to edit
 - IIES profile will be on disk with photos
 - IIES will provide expedition photos
 - Research programmed 'advert' inviting people to support ecological monitoring in forests
 - Red data species from the forests
 - Contacts for birch bark and pine nuts



■ Results of expedition

63) WT needs to ensure we have permission to use any photographs.

64) Reiterated WTA needs to be copied in on everything.

65) WT agreed that if money can be saved from printing budget an additional educational resource for forest schools could be produced.

66) DVD disc in UK to be used to brief eco tourism companies and potential expedition groups. (After Janet has evaluated).

10. Project Task Plan

Introduction

- The Project Task Plan has been created from the Project Task List in section 9.
- Section 10.3 lists the procedural actions that were agreed; these are ongoing approaches to tasks and should be reviewed regularly along with the date-specific tasks.
- Section 10.4 lists the tasks that have been identified during the meetings. These have been sorted into “Area”, with due dates and an indicator of who is responsible for carrying out each task. This plan will be reviewed each Monday between SK and WT and updates circulated to the recipients of this report. When tasks are completed, they will be removed from the table in section 10.3 and moved into “Completed tasks” in section 10.4 so that progress can be identified.
- New tasks can be added to each “Area” of the Task Plan in 10.4, given a number and monitored in the weekly updates.
- Completed tasks are to be cut from the Task Plan in section 10.4 and moved to the table of “Completed Tasks” in section 10.5. This forms a record of work achieved and will be used to help inform the six-monthly Progress Reports to Defra.

Key to tables

By:

IIES = either SK or KK SK = Svetlana Kozlova (IIES)
 KK = Konstantin Kozlov (IIES) JS = Janet Sackman (WTA)
 WT = Wayne Talbot (WTA) WTA = WTA Education Services
 TC = Tree Council

Due Date:

This is the date on which the task is meant to be completed. It may be done before this date.

Status:

In progress = the task is being worked on currently

Done = the task is complete and there are no actions outstanding on it. The date it was completed should be added.

Pending = the task is awaiting action from another person and cannot be done until the other person acts.

Process tasks

Area	Action	By	Due date	Status
Admin	All actions and publications will be discussed between IIES and WTA to ensure that we agree with them.	SK/WT	Process	Ongoing
Admin	Clearer communication between coordinators in UK and Russia so that we are aware of each other's progress.	SK/WT	Process	Ongoing
Admin	Initial drafts of English publications to be sent to WTA for editing, and not produced before agreement by both partners.	SK	Process	Ongoing
Admin	Weekly reports to be sent to WTA (Mondays)	SK	Process	Ongoing
Admin	WT & JS need to be copied in on everything.	SK	Process	Ongoing
Pine Nuts	Svetlana and WT to liaise closely over materials for UK market and their wording.	SK/WT	Process	Ongoing

Tasks to be reviewed

Area	No.	Action	By	Due date	Status
Admin	1	All documentation identified as relevant during the meetings will be sent or given to WTA.	SK	02/05/06	
Admin	2	The 12 month report summary will be mailed to JS.	SK	01/05/06	Done 01/05/06
Admin	3	SK and WT removed duplication of publications from Year 2's outputs and identified those for production in year 2. JS to add to project file.	JS	05/05/06	
Admin	4	The key outputs for IIES in year two were reviewed and deadline months decided where possible. JS to add to project file.	JS	05/05/06	
Birch Bark	1	IIES to send samples when made - suggested after discussion with Pricebatch by WTA	IIES		
Birch Bark	2	WT buying samples during visit with IIES	WT	02/05/06	
Birch Bark	3	IIES to provide prices of samples for import with indicative transport costs assuming order of 1000 of each item identified during the visit. By 15 th May	SK	15/05/06	
Birch Bark	4	WTA to provide sample catalogue for IIES	JS	20/05/06	
Birch Bark	5	IIES to draft an 'import' story for WTA to edit by 25 th May	IIES	25/05/06	
Birch Bark	6	WTA to discuss with Pricebatch possible import design by 25 th May	WT	25/05/06	
Birch Bark	7	Review progress 30 th May and agree next steps	WTA/IIES	30/05/06	
Birch Bark	8	WTA and IIES to develop a design brief for Assino by 30 th May	WTA/IIES	30/05/06	
Birch Bark	9	Develop comprehensive price list with product codes, description, size and landed price	IIES		

Birch Bark	10	Develop import collection			
Birch Bark	11	Review travel budget to see if IIES representative can attend course in UK on import and export	IIES		
Birch Bark	12	Create and export story	IIES		
Birch Bark	13	IIES to provide prices of samples for import with indicative transport costs, assuming order of 1000 of each item identified during the visit.	IIES	15/05/06	
Birch Bark	14	Discuss with Pricebatch possible import design	WT	25/05/06	
Birch Bark	15	Develop design brief for Assino	WT/SK	30/05/06	
Birch Bark	16	Review progress and agree next steps	WT/SK	30/05/06	
EcoTours	1	Documents for tourism will be emailed to WT for editing.		05/05/06	
EcoTours	2	WTA to confirm that we have received the database.	JS	05/05/06	
EcoTours	3	JS to remove Ace Tours from all documentation.	JS	10/05/06	
EcoTours	4	The distinction between research partnership or offers to organize student expeditions and ecotourism was explained. The leaflet agreed last year requires changes to reflect this. Svetlana will email the text for editing by WTA – text needs to be completed by 10 th May.	SK	10/05/06	
EcoTours	5	SK and WT to use this information and the database to prepare a proposal for Nature Trek – in ‘English English’	SK/WT	30/06/06	
EcoTours	6	SK to send latest version of CD script – in English.	SK	03/05/06	Done
EcoTours	7	JS to evaluate DVD disc in UK for use to brief eco tourism companies and potential expedition groups.	JS	01/06/06	
EcoTours	8	SK to prepare a list of habitats in the oblast, their unique feature and the types of plants and animals people may see.	SK		In progress
EcoTours	9	A clear distinction needs to be drawn between potential research ‘tourism’ and ecotourism. Materials need to be edited accordingly.	SK/JS		
Expedition	1	The costs for expedition 2005 have been found during the current visit and will be emailed to JS.	SK	01/05/06	Done 01/05/06
Expedition	2	Visa will be confirmed beginning of June.	IIES	01/06/06	
Expedition	3	WTA to find out where the expedition results are and ensure completed and sent to IIES before the end of May	JS	02/05/06	Done 02/05/06
Expedition	4	WT to explain transfer process in Domodedeyva	WT	10/05/05	
Expedition	5	WT to explain process for confirming methodology to students	WT	10/05/05	

Expedition	6	SK to confirm the revised methodology for expedition will support FSC ecological information requirement for Aseenoviski with PB Altai.	SK	10/05/06	
Expedition	7	WTA to use the information provided by IIES to prepare a cash flow for this year that allows expedition advance costs to be paid. IIES are also identifying savings that would allow them to attend necessary training course in the UK for setting up import and export.	JS	10/05/06	
Expedition	8	WTA will confirm methodology usefulness for FSC with Rob Fuller at their meeting 20 th May. All comments and amendments will be sent to Svetlana by 23 rd May.	WT	23/05/06	
Expedition	9	Cash flow new concept to Russian team, they need help from Janet in preparing one for the project. WT is undertaking to get a payment for expenditure on expedition as either part of May invoice or as separate invoice to be reported on separately. The cash flow will identify those invoices with advance payments	WT	05/05/06	Done
Expedition	10	Expedition costs need to be paid at beginning of June to avoid problems with for example food supply.	CUEX	01/06/06	
Expedition	11	Travel costs from Darwin required in Quarter 1 to pay for services in Quarter 2 – IIES to provide revised budget to reflect this.	SK	05/05/06	
Expedition	12	IIES will confirm Russian scientists	SK	30/05/06	
Expedition	13	Svetlana to arrange for the group to be met at Tomsk.	SK	30/05/06	
Expedition	14	Students do not have to supply GPs serial numbers. WT to inform students.	WT	09/05/06	
Expedition	15	The nearest town is Asino City which has hospital. IIES will provide address for students	IIES		
Finances	1	SK to provide breakdown of expedition expenses by 5 th May.	SK	05/05/06	
Finances	2	WT to meet with CUEX students to discuss their fund-raising & verify what they are paying for	WT	10/05/06	
Finances	3	IIES will provide breakdown of travel expenditure for last year	SK	15/05/06	
FSC	1	JS to send the SLIMF documentation to Svetlana.	JS	02/05/06	Done
FSC	2	Timber availability from forests has been researched and will be sent with the end of year report.	SK	02/05/06	Done
FSC	3	Environmental Impact Reports and Forest Management Plans will be sent to WTA 3 rd May.	SK	03/05/06	
FSC	4	Adjust the project plan to agree with IIES's original recommendation that we should assess sites in year one, prepare for certification in year two and certify in year three.	JS	10/05/06	

FSC	5	WT with discuss with TC the opportunity to meet with FSC persons in UK	WT	10/05/06	
FSC	6	Analysis of actions required to help get sites to FSC standards will produced, after liaison with WTA and PB, by 14 th May.	WT	14/05/06	
FSC	7	SLIMF documents will be used for small scale forest certification of Aseenoviski by 15 th May.	IIES	15/05/06	
FSC	8	Svetlana to discuss SLIMF with PB Altai.	SK	15/05/06	
FSC	9	Further discussion in UK (with BTO) concerning cost and the expedition methodology which has not been 'tied' to the certification process so far.	WT	24/05/06	
FSC	10	Investigate how EIR & FMP can be updated (cost £10,000 each)	WT	30/05/06	
FSC	11	Find a solution to the ecological report required by Russian law that is lacking for Aseenoviski. This will require a briefing from IIES for further discussion with Rob Fuller.	SK	31/06/06	
FSC	12	Potential companies have been identified and IIES have set a deadline for 31 st June for a decision about viability of FSC.	SK	31/06/06	
FSC	13	Analysis and comments for two forest sites will be given to WT by IIES.	SK	03/05/06	Done
FSC	14	FSC scoping document will be given to WT by IIES along with the 12 month report for two sites who are interested in certification.	SK	03/05/06	Done
FSC	15	Work will progress on Kaltaiskii as the paperwork is up to date. The key task is to find a felling company to that certification can be started. IIES will provide a number of action points based upon their initial assessment – these will form the basis of the year two project plan.	IIES		In progress
Pine Nuts	1	WTA need to provide an example of a marketing strategy to IIES by 15 th May.	WTA	15/05/06	
Pine Nuts	2	WTA to draft a framework for a strategy by 25 th May.	WTA	25/05/06	
Pine Nuts	3	IIES to produce an agreed marketing strategy by 30 th May.	SK	30/05/06	
Pine Nuts	4	Review travel budget with view to IIES representatives attending course on import and export in UK, preferably one run by Traidcraft. This may be combined with a workshop for Taiga Rescue network if finances permit.	SK/WT	05/05/06	Done
Schools	1	WT agreed that if money can be saved from printing budget an additional educational resource for forest schools could be produced.	SK/WT		
Web Site	1	WT needs to ensure we have permission to use any photographs.	SK	10/05/06	

Web Site	2	The web site is a key issue – it needs to be made more professional; WT explained it is to be redesigned by JS working with the CUEX students. Additions and amendments were requested by IIES.	JS	30/09/06	
Web Site	3	Tomsk profile information. Svetlana will include on report disk. JS to edit	JS	01/08/06	
Web Site	4	Add IIES profile (on disk with photos)	JS	01/08/06	
Web Site	5	IIES will provide expedition photos	SK	01/08/06	
Web Site	6	Research programmed 'advert' inviting people to support ecological monitoring in forests	SK	01/08/06	
Web Site	7	Red data species from the forests	SK	01/08/06	
Web Site	8	Contacts for birch bark and pine nuts	SK	01/08/06	
Web Site	9	Results of expedition	SK	01/08/06	
Web Site	10	Produce map and contents of desired web site	JS	31/08/06	
Web Site	11	JS to have meeting with CUEX	JS	14/09/06	
Web Site	12	Ensure web site amended accordingly	JS	31/10/06	

Completed tasks

No.	Area	Action	By	Due date	Status