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The Chairman of Executive committee
International Seminar in Tokyo
for Tackling Illegal Logging, 2007

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Note for Invitees and applicants

All invitees and applicant need to submit by January 31

- A) Summary of the verification scheme according to the format described in Appendix A ,and
- B) the Presentation Document according to the Manuscript Preparation Guidelines in Appendix B.

Both documents will be translated in Japanese, compiled and distributed to the participants of the seminar.

The Presentation Document shall contain the items listed below (“Items of the report and the focus of discussions”).

The oral presentations and following discussions shall focus on the Item (2), and the panel discussions shall focus on the Item (3).

Those who contribute poster presentation also need to include the listed items in their poster. The Summary format Appendix A would be the contents of the poster.

Items of the report and the focus of discussions

Items to be reported		Points of the issue and focus of discussions
(1) Forest management conducted for the subject region and green purchasing of timber material (including relevant background information)	Enforcement and enhancement of the forest law applied to the subject region, and general evaluation on the current status of forest management	System of law
		Descriptions on enforcement and compliance will be as objective as possible. (It is recommended to include evaluations made by a third party such as an international organization.)
	Trends in the green purchasing of timber and responses thereto	Consumer trends regarding illegal logging and sustainable forest management in their own country and the countries to which the timber is exported
		Approaches taken by the government, industries and businesses regarding the green purchasing of timber
(2) Relationship between the Japanese guidelines and the verification (points at issue for the oral presentation and for the discussion thereafter)	General overview of verification	Party responsible for issuing verification and the issuing process involved
		History, background and basis of the system's construction
		Items which the verification shall verify (Does it concern only legality? Is sustainability also included?)
	Scheme to check for legality at the time of logging	Definition of legality
		Relevant laws
		Details of presumed illegal acts
		Procedures for retaining and verifying those documents by which legality can be demonstrated
		Scheme implemented by the third party and/or the government to ensure reliability
Scheme to check for sustainability	Definition of sustainability	
	Procedures for retaining and verifying those documents by which sustainability can be demonstrated	

		Scheme implemented by the third party and/or the government to ensure reliability
	Scheme of separative custody management	Real picture of the dealings, from logging to export
		Procedure for ensuring separative custody management
		Scheme implemented by the third party and/or the government to ensure the reliability
(3) Future tasks and perspectives (points at issue for panel discussion)	Problems with the current verification system and matters to be resolved	Criticisms against the system and recognition of problems
		Remediation procedure
		Future perspectives
	Expectations and requests regarding Japan's green purchasing of timber	Challenges of producing countries to supply legal wood and sustainable wood and role of consuming countries
Expectations and requests regarding the policies adopted by the Japanese government and regarding the purchasing policies of businesses		