



Template for Public Summaries of HCV Assessment Reports

One of the aims of the HCV Resource Network, outlined in its Charter, is to promote continuous improvement in the application of the HCV approach. The Assessor Licensing Scheme (ALS) seeks to formalise this desire through requirements for transparency. Thus, public summaries must be submitted with all HCV assessment reports and the assessor must ensure that stakeholders who request a public summary receive one in a timely manner.

The public summary needs to give due consideration to confidential or commercially sensitive data, without compromising relevant information for interested parties.

The public summary is a crucial part of the HCV report – often the only part of the report that the general public will read. It is strongly advisable therefore to prepare the public summary such that a layman without any background in HCV or the project can quickly and fully understand the important outcomes of the assessment and pass a considered opinion on the social and environmental values presented. For this purpose, public summaries must:

- be brief and concise (**up to 15 pages, excluding tables, figures, maps and references**) without oversimplifying or eclipsing facts;
- be able to ‘stand alone’ without requiring references to the rest of the report;
- briefly cover all relevant issues and essential information of the project, in particular provide an overview of the HCVs identified (see Table 1);
- inform the reader of the major factors considered in decision-making, including the major findings and conclusions of the assessment and explain any remaining uncertainty or unresolved issues.
- include the main concerns from stakeholder consultations
- include a map of HCVs and HCV management areas (see note on maps below)

Licensed assessors may use branded templates from their companies or organisation in terms of logos, font and design. However, the public summary must strictly follow the order and content presented in this template.

The Public Summary must include the following in the order listed below:

- Cover page
- List of acronyms and abbreviations (or list can be omitted if clear explanations are presented in parentheses or footnotes)
- Introduction and background
- Description of the assessment area
- Members of HCV assessment team and their roles and qualifications
- Methods

- Findings/Results
 - National and/or regional context
 - Landscape context
 - HCV outcomes and justification
 - Stakeholder consultation outcomes
- HCV management and monitoring
 - Total number of hectares allocated as HCV management areas
 - Threat assessment
 - Management and monitoring recommendations
- References (as a separate list or as footnotes)
- Statement of acceptance of responsibility and signatures of company and assessor

Cover page (1 page)

- Date
- Name and contact details of lead assessor
- Location of assessment e.g. nearest town, region, country (could also include geographic coordinates if more relevant)
- Size of assessment area (ha)
- Total of hectares allocated as HCV management areas (ha)
- Current or planned land use for assessment area (e.g. forestry, oil palm plantation, soy, sugar, etc.)
- Certification scheme (specify certification scheme or state if taking place outside of a widely recognised scheme)

Introduction and background (< 2 pages)

- Dates of HCV assessment process
- Reference documents used to identify HCVs (e.g. national HCV toolkit, HCVRN guidance)
- Status of project development (e.g. new or existing project), start date of production activities, extent and dates of clearing)
- Relevant background information on the organisation commissioning the assessment including:
- Contact details for a person in the organisation who commissioned the assessment
- Description of the assessment area
 - Name, location, size (ha), nature of the project (e.g. forestry concession, oil palm plantation), scale and intensity of operations;
 - Map showing location of the HCV assessment area in the country
 - Members of HCV assessment team and their roles and qualifications

Methods (<2 pages)

- Overview of methods used during assessment
- Dates of major events in assessment chronology (e.g. scoping, field work, analysis, stakeholder consultation)

Findings/Results (<7 pages)

This section must clearly explain the results of the HCV assessment (primary and secondary data collection, consultation, analysis) and include interpretation of the findings that led to decisions on HCV presence/absence. It is key that all decisions on HCV presence/absence are adequately justified and backed up by evidence. Findings/results must include summaries of:

- National and/or regional context
- Landscape context
- HCV outcomes and justification including summary table
- The assessment report must describe the approach¹ (methods) used for stakeholder consultation and provide summary outcomes of consultations

HCV	Definition	Present	Potential	Absent
1	Concentrations of biological diversity including endemic species, and rare, threatened or endangered (RTE) species that are significant at global, regional or national levels.			
2	Large landscape-level ecosystems, ecosystem mosaics and Intact Forest Landscapes that are significant at global, regional or national levels, and that contain viable populations of the great majority of the naturally occurring species in natural patterns of distribution and abundance.			
3	Rare, threatened, or endangered ecosystems, habitats or refugia.			
4	Basic ecosystem services in critical situations including protection of water catchments and control of erosion of vulnerable soils and slopes.			
5	Sites and resources fundamental for satisfying the basic necessities of local communities or indigenous peoples (for example for livelihoods, health, nutrition, water), identified through engagement with these communities or indigenous peoples.			
6	Sites, resources, habitats and landscapes of global or national cultural, archaeological or historical significance, and/or of critical cultural, ecological, economic or religious/sacred importance for the traditional cultures of local communities or indigenous peoples, identified through engagement with these local communities or indigenous peoples			

Table 1 Required summary table of HCVs including definition and description to be inserted in public summary report. In addition to this table, you must provide explanation in the text of the report which includes a justification for all HCV designations. More detailed information on the six HCV definitions can be found at: http://www.hcvnetwork.org/resources/folder.2006-09-29.6584228415/2013_commonguidancev5

¹ For example, how were people informed about / invited to these consultations? Were group meetings or individual meetings held?

The summary table(s) of stakeholder consultation must include the following:

- Date
- Stakeholder details
 - Name and title or role
 - Organisation or social group
 - Key concerns/recommendations

HCV management and monitoring (<3 pages)

The total number of hectares allocated as HCV management areas needs to be included.

Threats to each HCV must be identified, described and addressed through management recommendations. Monitoring options, even if fairly general, need to be presented for each HCV, aimed at verifying management objectives and targets.

Management recommendations must be linked to maps and descriptions of management areas (HCV Management Areas). Map(s) must show both the location of HCVs themselves, and corresponding management areas where measures are taken to maintain these values. Maps must be appropriately scaled, clear and legible, and include a title, date, draft or version number (if appropriate), GPS coordinates, scale bar and legend. It must be clearly stated whether maps are definitive (i.e. final versions ready for active HCV management to begin) or draft versions (e.g. maps of areas where more ecological or biological studies are required before deciding on HCV area boundaries or community use areas which are labelled HCV 5&6 areas as a result of the assessment, but which may change after negotiation processes with local people). It must also be clear which maps were used during consultations.

If a final HCV map is not possible by the end of the HCV assessment, there must be recommendations for what remains to be completed for the HCV map to be finalised.

References

May be presented separately at the end of the summary report or in footnotes

For assessors working in the context of the RSPO New Planting Procedure (NPP)*

*For more information about the RSPO NPP visit: <http://www.rspo.org/certification/new-planting-procedures>