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UPM BIOFORE BEYOND FOSSILS

Guidelines

for Sustainable Forest Management and Responsible Production for Russian Timber Suppliers

WWF is one of the largest independent international environmental organizations, with over five million regular supporters worldwide, working in more than 100 countries.

WWF's mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

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- **Barents** (Murmansk, Arkhangelsk, Naryan-Mar),
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- **Northern Caucasus** (Krasnodar),
- **Kamchatka/Bering** (Petropavlovsk-Kamchatsky)
- **Amur** (Vladivostok)

133

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UPM BIOFORE
BEYOND FOSSILS

GUIDELINES

FOR SUSTAINABLE FOREST MANAGEMENT AND RESPONSIBLE PRODUCTION FOR RUSSIAN TIMBER SUPPLIERS

Moscow, 2020

UDC 502/504+630+331+304
BBK 20.18+43.48+4H

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The Guidelines are a collective monograph, which contains and systematizes practical recommendations, the implementation of which will allow suppliers of wood raw materials to help comply with their environmental and social responsibility as well as the requirements of the Russian laws of wood harvesting. The cases of the best practices in biodiversity protection, environmental impact mitigation, health and safety, relationships with local people and other stakeholders are presented.

The purpose of the Guidelines is to systematize the requirements of the Russian laws and the international voluntary forest certification schemes, explain the requirements for suppliers during field inspections, and encourage suppliers to implement the best practices for responsible forest management.

The publication is intended for managers and employees of logging and timber processing companies seeking to conduct responsible forest management, forest management authorities, and various stakeholders.

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CONTENTS

REQUIREMENTS FOR SUPPLIERS TO CONFIRM THE LEGALITY OF WOOD ORIGIN, COMPLIANCE WITH THE PRINCIPLES OF RESPONSIBLE FOREST MANAGEMENT AND SUSTAINABLE DEVELOPMENT

The **Guidelines for Sustainable Forest Management and Responsible Production for Russian Timber Suppliers** were developed by WWF-Russia and UPM (FSC-C011143, PEFC/02-31-160) to help understand what the buyer company expects from them in terms of responsible forest management and sustainable development. The Guidelines contain and systematize practical recommendations that allow wood raw material suppliers to help comply with their environmental and social responsibility as well as meet the requirements of the Russian legislation for harvesting.

We expect the suppliers to implement the practical recommendations in their operations and communicate the importance of their implementation to their employees throughout the whole supply chain.

UPM BIOFORE BEYOND FOSSILS

UPM is one of the world's largest timber companies. It is headquartered in Finland. UPM leads the movement of forest bioeconomics towards sustainable and exciting future based on innovation. The company has six business lines: UPM Biorefining, UPM Energy, UPM Raflatac, UPM Specialty Papers, UPM Communication Papers, and UPM Plywood. The company's products are made from renewable raw materials and are recyclable. UPM employs about 19 thousand people and has production sites in 12 countries. In 2019, the company's sales amounted to 10 billion EUR. Additional information is available on *www.upm.ru*

UPM has maintained trade relations with Russia since the late 19th century. Even then, the products of Kymmene Aktiebolag, Kuusankoski Aktiebolag and Voikkaa, which were the forerunners of the current UPM Corporation-Kymmene Oyj, were sold in Russia. UPM currently exports and sells paper and label materials to Russia, purchases wood raw materials, and owns a plywood manufacturing plant in Novgorod Oblast. UPM buys wood in a number of Russian regions to provide raw materials for the company's production facilities in Finland and Russia. Forest procurement offices are located in Saint Petersburg, Veliky Novgorod, Petrozavodsk, Vyborg, and Vologda. The regional office in Vyborg, in addition to purchasing wood, supervises the production of wood chips at the Verkhne-Cherkasovo terminal.

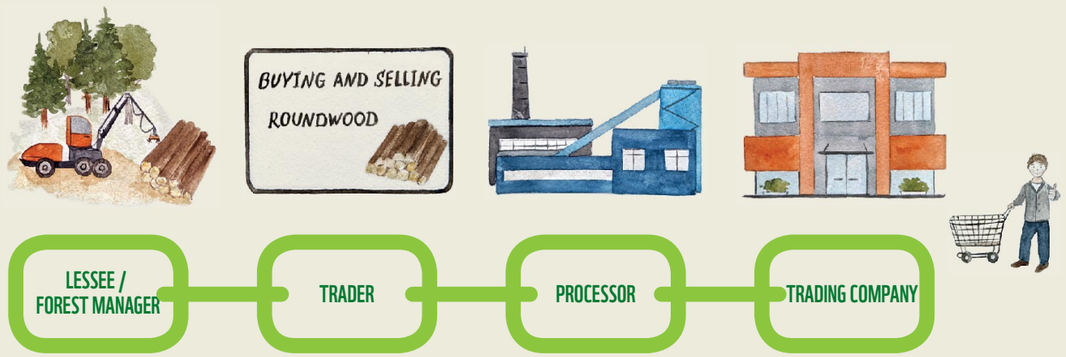
In its activities in Russia, as well as in any other country, UPM complies with all the legal requirements and is guided by the principles of economic, social and environmental responsibility.

UPM has developed and has been applying the system for wood origin tracking since 1996, which includes confirmation of wood origin, social and environmental responsibility of suppliers, ensuring transparency and monitoring compliance with the legal requirements in the supply chains. For UPM, voluntary forest certification is one of the guarantees that the supplied wood is harvested in compliance with the principles of sustainable development. UPM uses certified raw materials whenever possible and promotes the idea of using certified wood on a global level, without giving preference to any one of the certification schemes. The company has set a goal — all raw materials used by UPM must be certified by 2030.

Learn more about voluntary forest certification on the following sites *https://ru.fsc.org/ru-ru and http://www.pefc.ru/*

UPM sets clear requirements for suppliers and the wood they supply. Suppliers of wood raw materials are important elements of the UPM value chain, and their activities have a significant impact on the quality of UPM's production processes and final products.

UPM strives to cooperate with companies registered in the country where logging operations take place, and wood is supplied through a minimum number of intermediaries. The path of wood from the forest to the final product can be long and complex but the wood supplier must know the entire supply chain from the forest to the factory.



UPM regularly spot checks its suppliers and contractors in the supply chain for compliance with the corporate requirements. During the audits, plots from which the wood is delivered under relevant contracts are visited, and the documentation confirming wood origin is checked. Violation of the UPM requirements or repeated unsatisfactory business conduct can lead to the termination of relationships with the suppliers.

Preference is given to the suppliers who are reliable, responsible and pay due attention to environmental and social aspects. The company has long business and partnership relationships with many of them. The suppliers must comply with the requirements of the Russian legislation, corporate business rules, the UPM code of suppliers and third-party organizations (see the QR code link) in particular, and their activities must comply with the principles of responsible forest management and sustainable development:

- Wood is legally harvested; the requirements of the national legislation are met.
- Employees are provided with safe working conditions and their rights are respected.
- Rights and interests of the local population, indigenous communities, and other stakeholders are taken into account.
- Valuable natural areas that perform important environmental and protective functions and support biodiversity at the landscape level have been preserved.
- Measures have been taken to preserve rare, threatened, and endangered species of plants and animals, and their habitats.
- Measures have been taken to reduce the impact on soil and prevent erosion and contamination.
- Measures have been taken to reduce the impact on water bodies and maintain the quantity and quality of water resources.

UPM is confident that cooperation with suppliers is the basis for mutual success!

CONFIRMATION OF TIMBER ORIGIN LEGALITY

To confirm the legality of the timber origin, prepare a set of documents for the buyer, submit their copies, or show them when the buyer arrives for a field inspection.

- Prepare the documents confirming the registration as a Legal Entity or an Sole Proprietorship.

Legal Entities (LE)	Sole Proprietorship (SP)
LE Statute	SP State Registration Certificate
LE State Registration Certificate	
Registration with tax authority certificate	Registration with tax authority certificate
Protocol (decision) on LE manager appointment	
Extract from the Unified State Register of Legal Entities (USRLE) confirming that the LE is not bankrupt or liquidated	Extract from the Unified State Register of Sole Proprietorship (USRSP) confirming that the SP is not bankrupt or liquidated

! Additionally, a tax authority certificate is required to confirm absence of any tax debts, fees, penalties and fines.

- Collect timber harvesting permitting documents.

Management type	Documents
Short-term use	Forest stand sales contract Contract for forest protection, conservation, and reproduction
Gratuitous use	Contract of gratuitous use of a forest plot (with a state registration mark)
Permanent (indefinite term) use	Decision of the authorized authority to grant the forest plot for permanent (indefinite term) use Forest development plan (with the conclusion of the State Environmental Expertise) Forest Declaration (with an order for its adoption)
Forest plot lease	Forest plot lease contract (with a Federal Registration Service registration mark) Forest development plan (with the conclusion of the State Environmental Expertise) Forest Declaration (with an order for its adoption)

!
- In case of non-gratuitous use of forest resources, the supplier shall confirm the absence of payment arrears for forest management, for example, submit a certificate of reconciliation of payments for wood harvesting.
- For salvage logging, it is necessary to have approved and published acts of forest pathology examination in addition to the above documents.
- The volume of wood harvesting must not exceed the allowed volume provided by permit documents. In case of long-term use of forest plots, it is allowed to use an additional amount of wood at the expense of the underutilized established volume of wood yield for the forest plot for the previous 3 years.
- Check the volumes specified in permit documents with the data in 1-IL report.

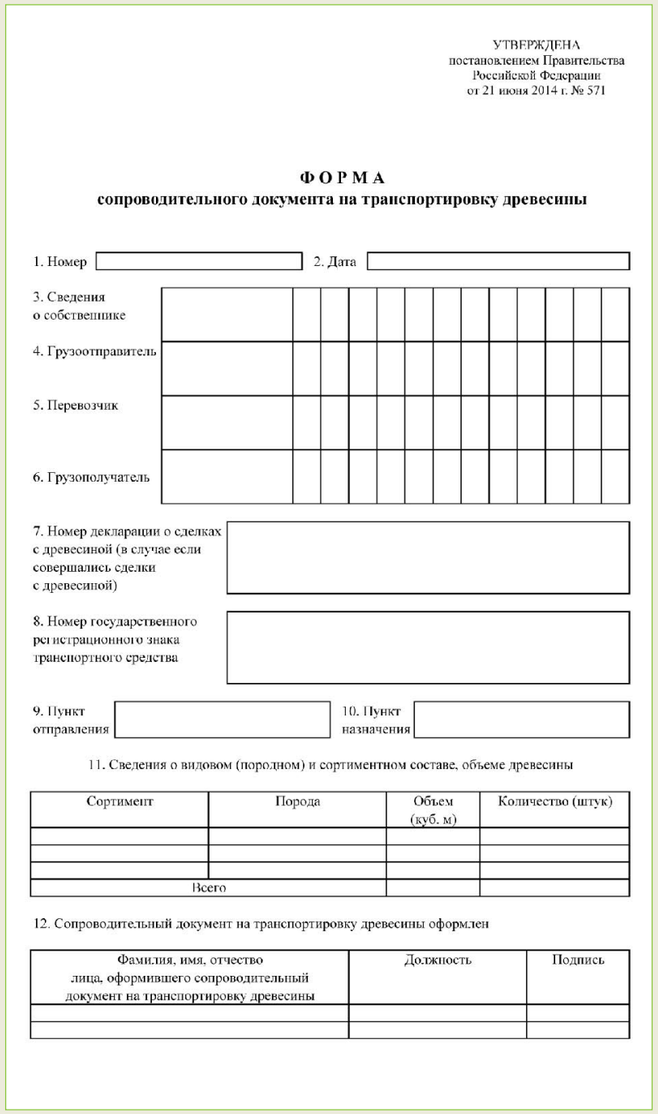
- Insert the timber transaction declaration into USAIS (*Unified State Automated Information System*) and issue a correctly drawn-up accompanying document for wood transportation (in accordance with regulatory legal acts).

WOOD TRANSACTION DECLARATION:

- It must be entered in USAIS within 5 working days from the date of the transaction but no later than one day before the start of the transportation;
- It must contain the information about the origin of timber (a link to the contract that granted the right to own the wood);
- It must contain the information about places where wood is stored (if any).

!
- At least once a month, reports with volumes transferred under this declaration must be entered in the wood transaction declaration.
- The amount of wood transferred according to the reports must not exceed the amount of wood declared under the declaration, state or sale contract.

ACCOMPANYING DOCUMENT



УТВЕРЖДЕНА
постановлением Правительства
Российской Федерации
от 21 июня 2014 г. № 571

Ф О Р М А
сопроводительного документа на транспортировку древесины

1. Номер ____ 2. Дата ____

3. Сведения о собственнике
4. Грузоотправитель
5. Перевозчик
6. Грузополучатель

7. Номер декларации о сделках с древесиной (в случае если совершались сделки с древесиной)

8. Номер государственного регистрационного знака транспортного средства

9. Пункт отправления ____ 10. Пункт назначения ____

11. Сведения о видовом (породном) и сортиментном составе, объеме древесины

Сортимент	Порода	Объем (куб. м)	Количество (штук)
Всего			

12. Сопроводительный документ на транспортировку древесины оформлен

Фамилия, имя, отчество лица, оформившего сопроводительный документ на транспортировку древесины	Должность	Подпись

A separate accompanying document is issued for each wood transportation. It is not allowed to carry out multiple transportations of wood under the same accompanying document.

When transporting wood for sale, all fields of the accompanying document must be filled out.

In case of internal transportation (moving from warehouse to warehouse), No. 7 is not filled out.

No. 9 and No.10 must contain accurate information about the location of the loading or unloading bays:
- in the case of a forest warehouse, specify the subject of the Russian Federation, district, forestry unit, district forestry unit, forest compartment, number of the harvest area or forest warehouse (if any).
- if there is an address, it should be stated in full;
- if there is no address, enter a description of the location.

In No. 11, the “Quantity (pcs)” field is only filled out for marked wood of valuable species.

No. 12 contains the surname, first name, patronymic, position and the signature of the owner of wood or the person authorized by the owner who issued the accompanying document.

COMPLIANCE OF WOOD HARVESTING WITH THE LEGISLATIVE REQUIREMENTS

Timber harvesting must be carried out in accordance with the requirements of such regulatory legal acts as:

- Order of the Ministry of Natural Resources of the Russian Federation No. 474 dated 13.09.2016 'On Approval of Timber Harvesting Regulations';
- Order of Ministry of Natural Resources of the Russian Federation № 367 dated 27.06.2016 'On Approval of the Types of Logging Operations, Order and Sequence of their Conduct, Form of Logging Operation Technological Map, Form of Harvest Area Inspection Act and Harvest Area Inspection Order;
- Order of the Ministry of Natural Resources of Russian Federation No. 188 dated 25.03.2019 'On Approval of Reforestation Rules, Composition of the Reforestation Plan, Procedure for Developing the Reforestation Plan and its Updates';
- Order of the Ministry of Natural Resources of the Russian Federation No. 626 dated 22.11.2017 'On Approval of Forest Care Rules';
- Decree of the Government of the Russian Federation No. 417 dated 30.06.2007 'On Approval of Fire Safety Rules in Forests';
- Decree of the Government of the Russian Federation No. 607 dated 20.05.2017 'On Approval of Sanitary Safety Rules in Forests'.

The requirements apply to logging operation technological maps and logging operations.

LOGGING OPERATION TECHNOLOGICAL MAP

The form of the logging operation technological map (hereinafter technological map) was approved by Order of the Ministry of Natural Resources of the Russian Federation No. 367 dated 27.06.2016. The technological map has seven sections and an annex, a harvest area development scheme, each of which must be correctly filled out.

CHAPTER 1. HARVEST AREA LOCATION AND CHARACTERISTICS

This section is filled out to determine the exact location and the area being harvested, the volume of harvesting, and to inform employees, for example, about the presence of rare tree species (species composition) or waterlogged soil conditions (type of forest).

Recommendations for filling out:

- Fill out all the items of the section. Item 'Crown Closure' is filled out at young stand thinning.

Main errors:

- If a harvest area is located in several sub-compartments, the characteristics for only one sub-compartment are specified;
- If there are some non-operational areas (key habitats, clumps of seed trees, etc.), the same values are entered for the total and operational area of the harvest area.

CHAPTER 2. TECHNOLOGICAL INSTRUCTIONS FOR HARVEST AREA DEVELOPMENT

This section contains instructions for employees by type and sequence of work. Incorrect filling out of the section may lead to non-compliance with the legal requirements when developing a harvest area. Example: a company uses CTL harvesting technology (harvester + forwarder). The company's specialists filled out some sections of the technological map based on the applied technology and use this template, entering only changing data (areas, location, etc.). The same technological map is issued to the contractors who use chainsaws and tractors for harvesting. Using a technological map with the technological instructions for the CTL technology in this case may lead to non-compliance with the requirements provided for in the technological map (width of forest swaths, skidding trails, loading bays, method of clearing harvest areas, etc.).

Recommendations for filling out:

- In 'Harvesting form', specify: a clearcut or a selective cut;
- In 'Harvesting type', specify:
  - harvesting in ripe and overripe stands;
  - harvesting for the purpose of forest care;
  - harvesting of damaged and dead stands;
- Fill out 'Harvesting Intensity' in case of selective cut in ripe and overripe stands or thinning;
- Provide a brief description of the main technological processes and mechanisms used for this particular harvest area;
- Be sure to specify measures for clearing harvest areas; specify the end date of wood removal, for example, 'according to the expiration date of the forest declaration.' If the validity period of the forest declaration is extended, make a note in the appropriate line.

Example **Chapter 2. Technological instructions** *for filling out*: **harvest area development**

Forest stand harvesting form	**Clearcut**
Forest stand harvesting type	Harvesting of ripe and overripe wood stands
Harvesting intensity	—
Felling season (calendar)	Winter
Preparatory harvesting operations (indicating the machines and mechanisms used)	Marking the borders of elements of the harvest area. Cutting strips for loading bays and security zones. Installation of information signs, including safety ones.
The main harvesting operations (indicating the machines and mechanisms used)	Felling trees, delimbing, bucking, chopping felling residues using a harvester. Collection and hauling assortments to the loading bay, storage of assortments in piles in the loading bay using a forwarder
Final harvesting operations (indicating the machines and mechanisms used)	Clearing up of harvest areas: combined: • laying felling residues on skidding trails to strengthen them and protect soil from strong compaction and damage at skidding; • leaving felling residues in the harvest area for rotting. Demolition of temporary crossings over watercourses
Deadline for timber removal	According to the validity period of the forest declaration
The term for extending the end of timber removal with an indication of the reason	—

Main errors:

- A template is being developed that is used despite the fact that the form or type of harvesting, technology, or technique may change;
- Actions for clearing harvest areas are omitted or incorrectly specified;
- The terms of timber removal or their justified extension are not specified.

CHAPTER 3. FORESTRY REQUIREMENTS

The information in this section is used to determine further reforestation activities.

Recommendations for filling out:

- Specify the parameters of the harvest area (width of skidding trails and loading bays);
- Specify the characteristics of the undergrowth;
- Enter the information about the number and area of allocated clumps of seed trees, the number of individual seed trees subject to conservation (if necessary);
- If seed trees are conserved by employees during harvesting, specify the characteristics of such seed trees in the technological map;
- Specify the planned reforestation activities;
- Item 'Closeness of crowns of forest stands after felling of forest stands' is filled out at young stand thinning.

Main errors:

- Reforestation activities are not specified or are not fully specified, for example, item 'Planned reforestation activities' contains 'NRP' (natural restoration promotion), and the NRP type is not specified: mineralization, conservation of undergrowth, etc.

CHAPTER 4. BIODIVERSITY PROTECTION

The chapter should be filled out before harvest area development. It is allowed to allocate objects simultaneously with logging operations unless they were allocated during the allocation of harvest areas. Appropriate changes should be made to the technological map of logging operations. During visual inspection of harvest areas, the representative of the forestry unit is provided with the technological map with all the changes introduced.

Recommendations for filling out:
- In 'Non-commercial areas with the presence of natural objects that have conservation value,' indicate the type and area of the identified key habitats;
- In 'Natural objects having nature protection values,' indicate key wood stand elements that are subject to protection, their quantity and attributes.

Example: *Option 1.* Only those objects can be filled out that were found in the harvest area
Chapter 4. Biodiversity protection

Non-commercial areas with the presence of natural objects that have conservation values, ha.	*Areas around wetlands — 0.6* *Rare species habitat (lady's slipper) — 0.15*
Natural objects that have conservation values, pcs.	*Old growth trees outside the technological network: aspen d > 40 cm and birch d > 28 cm* *Rare trees (elm, linden) — 11 pcs. (trees marked with red ribbons)* *Fallen trees, stumps, and dead trees are all outside the technological network and do not threaten the safety of employees*

Option 2. A complete list of potential biodiversity items for a forest management unit (FMU) can be included and space can be left to input the area or quantity, and other attributes
Chapter 4. Biodiversity protection

Non-commercial areas with the presence of natural objects that have conservation values, ha.	*Areas around wetlands — 0.6* *Areas around lakes —* *Areas around springs —* *Small waterlogged depressions —* *Ephemeral waterflows —* *Karst formations —* *Rare species habitat (lady's slipper) — 0.15*
Natural objects with conservation values, pcs.	*Old growth trees outside the technological network: aspen d > 40 cm; birch d > 28 cm* *Rare trees (elm, linden) — 11 pcs. (trees marked with red ribbons)* *Fallen trees, stumps, and dead trees are all outside the technological network and do not threaten the safety of employees*

The main mistakes:
- the chapter is not filled out.

CHAPTER 5. FIRE-PREVENTION MEASURES

Fire-prevention measures are indicated to be checked by representatives of the forestry unit and other bodies that exercise control and supervision.

Recommendations for filling out: *see the example.*
Chapter 5. Fire-prevention measures

Measures to be taken in accordance with the Forest Fire Safety Regulations	Clearing harvest areas from felling residues in accordance with the requirements of the technological map; storage of harvested wood no closer than 40 m from the border of the harvest area; the machinery is equipped with serviceable fire extinguishing equipment
Fire safety equipment	For each vehicle: an axe, a crowbar, a bucket, and a fire extinguisher; for each harvest area: a bayonet shovel (3 pcs.), a bucket (2 pcs.), and a knapsack forest fire extinguisher (3 pcs.)

The main mistakes:
- Vague wording; no particular measures;
- Type and number of fire extinguishing equipment do not meet the existing norms.

CHAPTER 6. OCCUPATIONAL HEALTH AND SAFETY (OHS)

It includes the information about familiarizing employees with the OHS regulations, waste management, and fuel spill prevention and removal.

Recommendations for filling out: *See the example.*
Chapter 6. Occupational Health and Safety (OHS)

Information of workers engaged in logging operations with the OHS regulations	*Entries in workplace briefing logs*
Measures for collection and disposal of industrial and household waste generated as a result of logging operations	*Waste management in accordance with the in-house guidelines*
Fuel spill prevention and disposal measures	*Use of serviceable equipment, mechanisms and machines. Timely maintenance. Removal of fuel and oil spills using sawdust. Compliance with the in-house instructions*

The main mistakes:
- The chapter is not filled out;
- As measures for waste management, activities to be licensed are listed (Article 9 of Federal Law No. 89-FZ of 24.06.1998 'On production and household waste');
- Additionally, see Chapters 'Safe Environment and OHS', 'Waste, Fuel and Oil Treatment.'

CHAPTER 7. SIGNATURES

Check the following signatures in the technological map:
- The person who drafted the technological map;
- The person responsible for harvesting operations (head of the legal entity, another authorized person, a personal entrepreneur);
- All employees engaged in harvesting operations.

Signatures of employees are collected after their familiarization with all the requirements of the technological map and with the specific features of the development of a particular harvest area.

The main mistakes:
- The chapter is not filled out or it is incompletely filled out.

ANNEX: HARVEST AREA DEVELOPMENT SCHEME

The scheme determines the actual location of the technological network elements within the harvest area borders.

Recommendations for filling out:
- Approved legend should be used when drafting the scheme. Ambiguity should be avoided between the symbols on the scheme and the legend;
- The scheme should show the following:
  - Scheme of plot positioning in the compartment network;
  - Location of roads and road circles within the plot borders;
  - Scheme of skidding trails; trailing and felling directions;
  - Areas of harvested timber piling (loading bays);
  - Safety zone borders;
  - Places of installation of information signs (at crossroads and safety zone borders);
  - Production and household sites;
  - Clumps of seed trees and non-commercial areas (if any);
- If necessary, the responsible person can update the harvest area development scheme during harvesting operations;
- See also chapter: Making safe working environment and OHS.

The main mistakes:
- Lack of some elements of the technological network in the harvest area development scheme;
- There is no network adjustment of harvest area development scheme (e.g., location, skidding trails, loading bays, road circles, etc.) in case of change of technology and the actual location of the elements of the technological network.

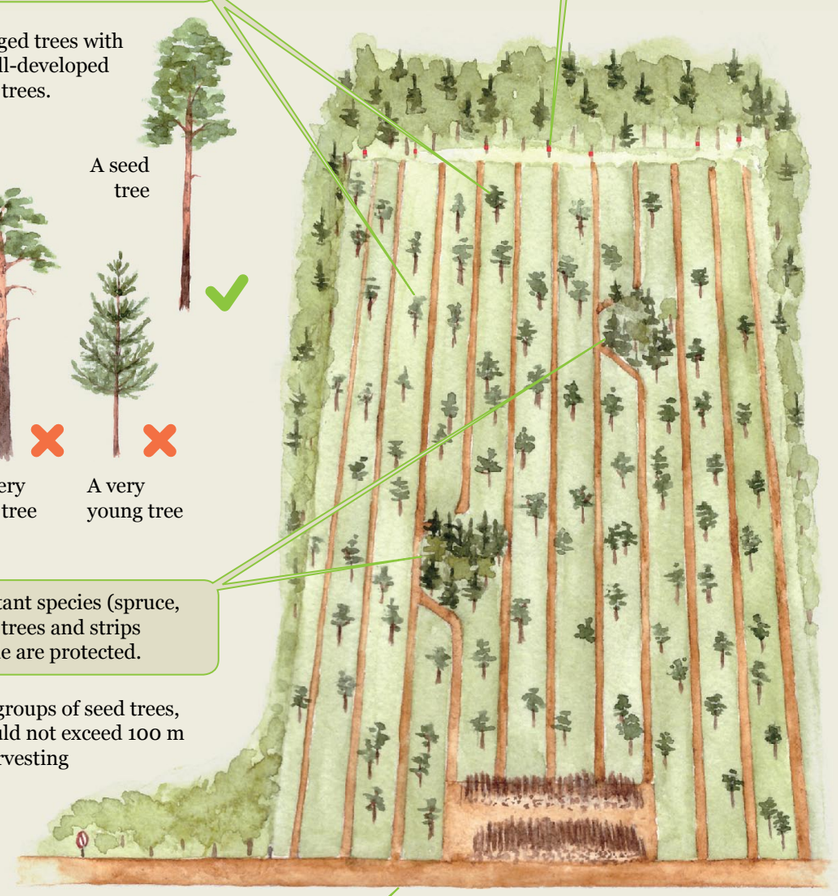
HARVEST AREA ON-SITE INSPECTION

When promoting natural reforestation at clearcuts, the following seed sources are preserved:

- For wind-resistant species, they are single seed trees in the amount of at least 20 pcs/ha.

Ripening or medium aged trees with straight trunks and well-developed crowns are left as seed trees.

The trees located along the sight and in non-exploitable areas that are not included in the harvest area are marked (bright tape, adhesive tape, paint, blaze cuts).

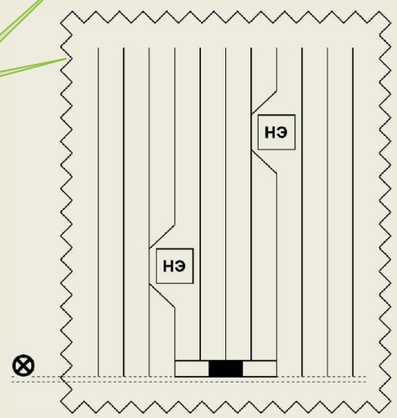


- For low wind-resistant species (spruce, fir), clumps of seed trees and strips of at least 30 m wide are protected.

The distance between groups of seed trees, strips and clumps should not exceed 100 m (Item 51 of Timber Harvesting Regulations).

Harvesting technologies are observed:
- harvest area dimensions;
- location of skidding trails, safety signs, warehouses, other harvest area objects;
- the maximum permissible area occupied by loading bays, industrial and household facilities, and road and skidding trail routes (Item 7 of Logging Operation Types, their Order and Sequence).

The measurement accuracy does not exceed:
- For a line: ± 1 m per 300 m long;
- For angles: with accuracy of not more than ± 30 minutes;
- For the area of harvest areas: ± 3 % (Item 22 of Timber Harvesting Regulations).



The intervals between harvesting and (or) the maximum size and area of the harvest area of the same year specified in the technological map are met.

For selective and multi-stage cuts, the intensity of logging is observed as a percentage (taking into account cutting to make trails and sites).

At the corner of the harvest area to which the tool is bound, a plot post with a diameter of at least 12 cm and a height of 1.3 m above the ground is installed (Item 23 of Timber Harvesting Regulations and Specifics of Wood Harvesting in Forestry Units and Forest Parks as specified in Article 23 of the Forest Code of the Russian Federation).

At the remaining corners of the harvest area (at turning points), posts of any diameter can be installed without any inscriptions, or growing trees can be used, on which appropriate marks are made (bright tape, adhesive tape, paint, blaze cuts).

An inscription is made on the post indicating the compartment and sub-compartment number(s), the form of felling of forest stands (clearcuts, selective felling), the year for which felling is planned, the harvest area number, and its operational area in hectares.

The deviation of the volume of harvested wood from the volume of wood according to the forest inventory (allotment) should not exceed ± 10 % for the total volume and ± 12 % for individual species (Item 26 of Timber Harvesting Regulations and Specifics of Wood Harvesting in Forestry Units and Forest Parks specified in Article 23 of the Forest Code of the Russian Federation).

In the areas of selective cuts, the number of damaged trees should not exceed 5 % of the trees left after logging (Item 8 of Logging Operation Types, their Order and Sequence).

Damaged trees include: trees with broken tops; with broken trunks; with an inclination exceeding 10 degrees; with damage of one third of the crown surface or more; with trunks with no bark on 10 % or more of the trunk circumference; and with scraped and broken skeletal roots.

Broken top | Broken stem | Debarked trunk

OBSERVATION OF EMPLOYEES' RIGHTS

Employees' rights are regulated by the Labor Code of the Russian Federation.

ENSURE THAT YOUR EMPLOYEES HAVE THE FOLLOWING RIGHTS:

Right
to conclude
labor contracts

For employment, the employer enters into an employment contract with the employee in writing in two copies, one of which remains with the employee.

Any labor contract must have the following information:

- Employee's position or type of work performed
- Working and rest hours, including information about the leave provided by the employer
- Amount and terms of pay
- Training procedures and qualifications required to do the job
- Procedure for compensation of harm caused to an employee.

Right
to timely pay
in full

Pays are made twice a month at least. The minimum pay cannot be less than the Statutory Minimum Wages.

Pays are made within the established timeframes.

Pays are made with the accrual of social taxes on the entire amount of the pay.

Right
to safe working
conditions

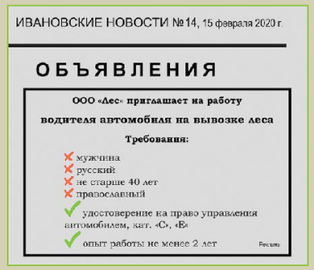
See Section "Safe conditions of work".

Right
to equal opportunities
to exercise labor
rights
(non-discrimination)

No one may be restricted in their labor rights and freedoms or receive any benefits based on gender, race, skin colour, nationality, language, origin, property, family, social and official status, age, place of residence, attitude to religion, beliefs, membership or non-membership in public associations or any social groups, or other circumstances not related to the employee's business qualities.

For example, when doing the same work, employees are made the same pay regardless of gender or the above circumstances, which are not related to the employee's business qualities.

For example, advertisements for hiring employees cannot specify requirements for gender*, nationality, age**, religion, or other of the above circumstances, which are not related to the employee's business qualities.


ИВАНОВСКИЕ НОВОСТИ №14, 15 февраля 2020 г.

ОБЪЯВЛЕНИЯ

ООО «Лес» приглашает на работу

водителя автомобиля на вывозке леса

Требования:

- ✗ мужчина
- ✗ русский
- ✗ не старше 40 лет
- ✗ православный
- ✓ удостоверение на право управления автомобилем, кат. «С», «Е»
- ✓ опыт работы не менее 2 лет

Реклама

✗ — unacceptable requirements
✓ — acceptable requirements

* except for the types of work specified in Order N 512n of the Ministry of Labor of the Russian Federation of 18.07.2019 «On approval of the list of production facilities, work and positions with harmful and (or) dangerous working conditions where the use of women's labor is restricted».

** except for the types of work specified in Decree N 163 of the Government of the Russian Federation of 25.02.2000 (as at 20.06.2011) «On approval of the list of heavy work and work with harmful or dangerous working conditions, where it is prohibited to use the labor of persons under eighteen years of age».

Right
to freedom of association, including the right to organize trade unions and join them to protect labor rights, freedoms, and legitimate interests, and right
to collective
bargaining

The Russian laws complies with the international legal instruments, i.e. ILO Convention No. 87 "The freedom of Association and Protection of the Right to Organize" and ILO Convention No. 98 "On Right to Organize and Collective Bargaining" and provides for the protection of the right to freedom of association, protection of trade unions from discrimination and independence of trade unions from interference and control by employers and their associations.

ILO — International Labor Organization is a specialized agency of the United Nations, an international organization responsible for labor relations. To date, 187 States, including the Russian Federation, are its members.

Right
to rest and leisure,
provided by the establishment
of standard working hours,
reduced working hours for certain
professions and categories of
employees, provision of weekly days
off, non-working holidays, paid
annual leaves

40 HOURS PER WEEK	Standard working hours		
NOT MORE than 24 h per week	For employees of 14 to 16 years of age	NOT MORE than 35 h per week	For employees of 16 to 18 years of age
30 MIN.	Minimum and maximum break for rest and meals	2 HOURS	
42 HOURS	Minimum duration of weekly uninterrupted rest		
28 CALENDAR DAYS	Duration of the main annual paid leave		

SAFE WORKING CONDITIONS, HEALTH AND SAFETY

Creating safe working conditions, health and safety at an enterprise is the employer's responsibility in compliance with the requirements of the Russian and international legislation. The employer must provide:

- Presence and functioning of the health and safety management system;
- Special assessment of working conditions in a workplace;
- Training of employees in the health and safety requirements;
- Purchase and issue of personal protective equipment (PPE);
- Compliance with the health and safety requirements at work.

Develop a health and safety management system (HSMS) in accordance with Order of the Ministry of Labour of the Russian Federation No. 438N dated 19.08.2016 'On Approval of the Standard Provision on Health and Safety Management System.'

HSMS is a document that describes the organization and functioning of the health and safety management system at an enterprise. This document is first requested during inspections.

Supporting documents:

- approved health and safety management system regulations.

Conduct special assessment of working conditions (HSMS) for all workplaces, including workplaces in forestry and support work (Federal Law N5 426-FZ dated 28.12.2013 'On special assessment of working conditions'). Inform the employees about the results of the assessment of working conditions at workplaces confirmed with their signatures.

Confirming documents:

- Report on special assessment of working conditions and/or
- Declaration of compliance of working conditions with the state regulatory health and safety requirements.

Provide employee training to implement the health and safety requirements in accordance with Decree of the Ministry of Labour and Ministry of Education No. 1/29 dated 13.01.2003 'On Approval of Order of Health and Safety Training and Assessment of Knowledge of the Health and Safety Requirements of Employees of Organizations' (Health and Safety Training Procedure).

Third-party training (in a specialized organization)

Based on a 40-hour program:	Based on a special program:
• Enterprise manager and the deputies • Direct managers of operations, for example, foremen who conduct briefings on health and safety at workplaces • Health and safety employees • Employees who conduct introductory training health and safety briefing for newly hired employees • Members of joint health and safety commissions	• Employees working with chainsaws and bush cutters • Drivers of logging and skidding machines • Operators of hydraulic manipulators and loaders • Electricians servicing electrical systems, including mobile power generators
Confirming documents: certificates issued by a specialized organization	

Internal training (by the enterprise specialists)

Introductory briefing	**Confirming documents:** • introductory health and safety briefing plan; • registration log of introductory health and safety briefing
Workplace briefings • Initial and on-the-job training • Recurrent • Target • Unscheduled	**Confirming documents:** • Workplace introductory briefing program • Order on admission to unsupervised work based on the results of an internship at workplace • Health and safety at workplace • Registration log of workplace briefings
Annual health and safety training of workers	**Confirming documents:** • Order on conducting annual health and safety training of workers • Program of annual health and safety training of workers • Minutes of the meeting of the commission for testing the knowledge of the health and safety requirements of employees or certificate of testing the knowledge of the health and safety requirements

Frequency of recurrent workplace briefings

Recurrent briefing is held at least once every 6 months according to the programs developed for conducting initial workplace briefings (p. 2.1.4 of Order of the Health and Safety Training).

Once a quarter, employees who perform operations that are subject to additional (increased) health and safety requirements (p.9 of the Health and Safety Regulations) i.e., work in the presence of dangerous and (or) harmful industrial factors with high risk of injury, acute poisoning or the possibility of developing a chronic occupational disease as well as work with increased danger, i.e. 3-4 classes of working conditions according to the HSMS results (p. 3.15 GOST 12.0.004-2015, Interstate standard. System of health and safety standards. Organization of health and safety training. General provisions). The list of professions of employees and types of work that are subject to additional (increased) health and safety requirements is approved by local regulatory acts of employers.

In some cases, employees **may be exempt from receiving initial and recurring briefings** at their workplaces. The list of professions and positions of employees who are exempt from initial briefing at workplaces is approved by employers (p. 2.1.4 of Order of the Health and Safety Training).

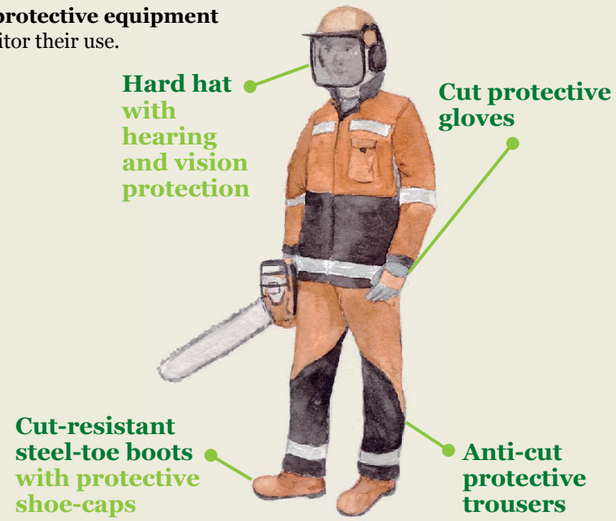
Ensure compliance with the health and safety requirements at work in accordance with Order of the Ministry of Labour of the Russian Federation N 835N dated 02.11.2015 'On Approval of the Health and Safety Regulations at Logging, Woodworking and Forestry Operations' (hereinafter referred to as HS Regulations).

Provide employees with personal protective equipment at the expense of the employer and monitor their use.

To reduce the risk of injury to chainsaw operators, the best practice is to comply with the international requirements[1] and provide additional personal protective equipment (PPE).

Confirming documents:

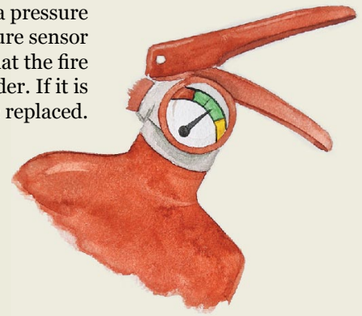
- norms for issuing PPE at the enterprise;
- personal registration cards for issuing PPE;
- statement of issue of PPE (if available);
- certificates of conformity for PPE.



[1] Safety and health in forestry work (ILO Instruction, 2001, in Russian).

- **Provide fire extinguishers for workers' recreation areas, warehouses for storing fuel, mobile repair shops, cars and tractors** in accordance with the requirements of building and construction projects, operational instructions for cars and tractors, and health and safety instructions. Some vehicles may have an automatic fire extinguishing system installed.
- Assign persons responsible for providing fire extinguishers, their serviceability, keeping records and log entries about their issuance and serviceability.
- Ensure daily monitoring of the availability and serviceability of fire extinguishers before starting work.

Check fire extinguishers with a pressure sensor: the arrow of the pressure sensor in the yellow or green zone means that the fire extinguisher is in good working order. If it is in red, it is defective and must be replaced.



Check fire extinguishers without pressure sensors reading the date indicated on the fire extinguisher tag.

Ensure that the first-aid kit is complete in accordance with Order of the Ministry of Health and Social Development of the Russian Federation No. 169H dated 05.03.2011 'On Approval of the Requirements for Completing First-Aid Kits for Employees with Medical Items' (hereinafter, Requirements for completing first-aid kits).

Examples of incorrect completion of first-aid kits:

Use of foreign first-aid kits that may be in purchased logging machines

In such first-aid kits, the names of medical items and their instructions are written in a foreign language, which may lead to errors in their use. In addition, the first-aid kit may contain pharmaceuticals, which contradicts the national requirements for completing first-aid kits.

Medical items in the first-aid kit must be registered in the Russian Federation in accordance with the established procedure.

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Availability of pharmaceuticals in first-aid kits

Only specialists with medical education can prescribe pharmaceuticals.

Self-application of pharmaceuticals from the first-aid kit may lead to undesirable consequences.

An employee may carry personal pharmaceuticals prescribed by their doctor.

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Incomplete equipment of first-aid kits

Often, when purchasing first-aid kits, the cheapest ones are selected, and the content of the first-aid kit is not checked. Thus, in an emergency situation, you may not find what you need in the first-aid kit.

When purchasing a first-aid kit, check its configuration for compliance with the requirements for completing first-aid kits.

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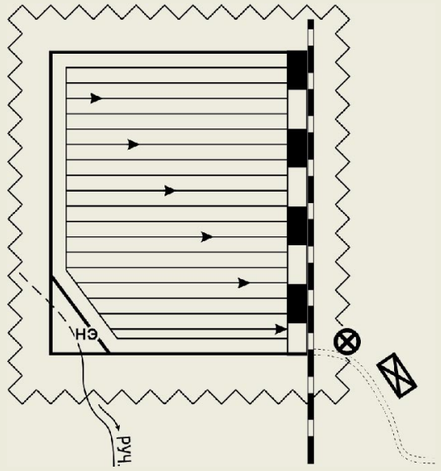
Harvest wood in accordance with the requirements of the technological map.
The technological map scheme shall contain:
- Danger zone boundaries;
- Places where information signs are installed, including security signs.



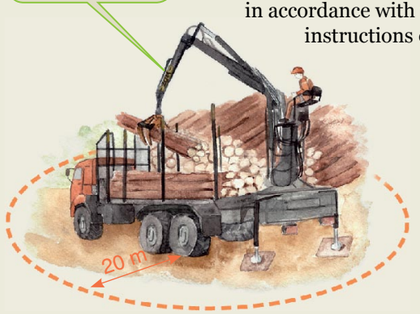
Symbols

Clearing between compartments	
Harvest area border, non-operational site	
Danger zone boundary	
Skidding trail tracks (technological corridors)	
Felling direction	
Forest road	
Loading bays, harvested wood storage places	
Production and household sites	
Places of installation of information signs	
A non-operational site	НЭ

Observe safety zone dimensions

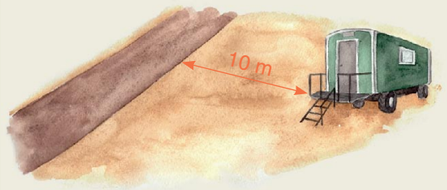
Felling zone in a flat area at a distance of double the height of the stand, but not less than 50 m, is a dangerous zone (p.80 of the Health and Safety Regulations).

When using multi-operation logging machines (harvester or felling machine) for wood harvesting, the width of the danger zone is set in accordance with the operating instructions of the logging machine.



When using hydraulic manipulators for assortment loading and unloading, the width of the dangerous zone is set in accordance with the operating instructions for hydraulic manipulators, i.e. at least 20 m.

It is prohibited:
...
To place premises, canteens, parking areas, sites for logging machine maintenance and repair, power plants closer than 10 m from the logging road (p.85 of the Health and Safety Regulations).

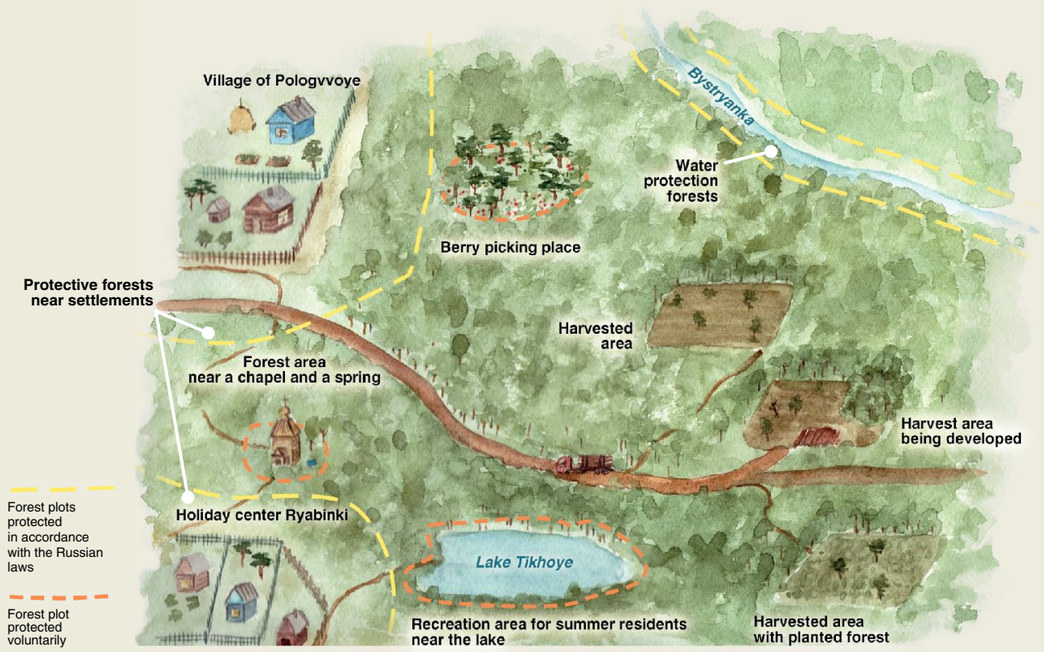


RELATIONS WITH LOCAL COMMUNITIES AND INDIGENOUS PEOPLES

Useful functions of forests are quite diverse. Forests provide commercial wood but, at the same time, it is a source of many different resources: mushrooms, berries, medicinal plants, game animals, etc.

In legal terms, forests can be used both by legal entities and citizens. The same site can be leased out for wood harvesting, hunting, tourism, or recreation. In addition, citizens have the right to freely and free of charge stay in the forest and to harvest and collect wild fruits, berries, nuts, mushrooms, other suitable for food forest resources as well as non-timber forest resources (NTFP) for their own needs.

Not only legally, but also in fact, certain areas of forest and forest resources can be very important for local people, including indigenous peoples (see the map and examples below).



Completely different sites can be potentially significant for local people, including indigenous peoples. A sample list of common cases is presented below.

Forest areas and resources of importance for life support:
- Game habitats and hunting sites;
- Wild plants (nuts, berries, mushrooms, medicinal plants, etc.) and places of their collection;
- Non-timber forest products;
- Fish and other freshwater species, places of fishing;
- Pastures and livestock nutritive base;
- Water (springs, rivers, lakes).

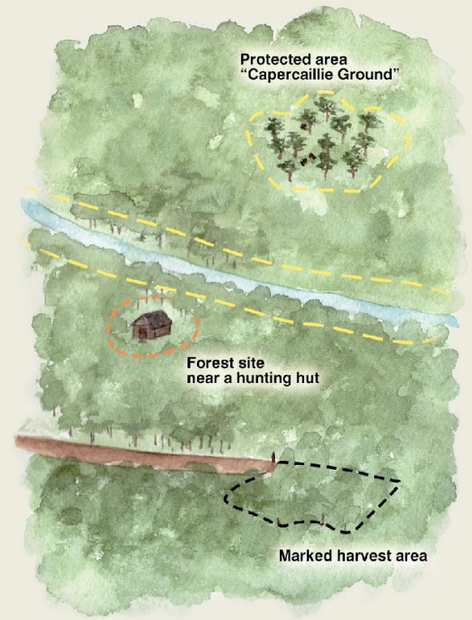
Cultural values of local people, including indigenous peoples:
- Recreation sites;
- Sacred places (groves, springs, hills, forbidden or "bad" places, and other revered objects)
- Cemeteries;
- Local historical monuments, including oral history; (places of military glory, old settlements, old camps and other objects of historical memory).

Different management types can influence each other and improve or worsen each other's forest management conditions. For example, logging can help improve forage lands for game animals and appearance of berry bushes in clearings, on the contrary, lead to the disappearance of *Capercaillie leks* and destruction of paths because of laying skidding trails and minor hauling roads. Therefore, it is necessary to clarify and address the rights and interests of different forest managers to avoid unresolved conflicts with local communities or indigenous peoples. It can be easily achieved in case of well-established interaction between enterprises and local stakeholders.

The main subject of the interaction is the rights and interests of residents related to the forest. This page covers the main types of such rights and interests, and the next page provides recommendations for organizing the interaction.

Due to their way of life, history and culture, many indigenous groups (in the Russian legislation the term "indigenous minorities" (IM) is used) are more dependent on access to forest resources than the rest of the population. In this regard, both the international and the Russian legislation recognize the special rights of such groups.

Traditional economic activities and crafts: hunting, fishing, gathering of wild plants (berries, mushrooms, medicinal plants), beekeeping, harvesting of non-timber forest products, etc.



Key rights of the IM under the Russian legislation

- Gratuitous use of land for traditional economic activities
- Monitoring land management by other managers
- Monitoring compliance with the environmental protection laws
- Compensation for damages caused to the land by other managers

Some IM in northern European Russia:
- Veps (Republic of Karelia, Leningrad Oblast, Vologda Oblast);
- Votes (Leningrad Oblast);
- Izhorians (Leningrad Oblast);
- Mansi (Sverdlovsk Oblast, Komi Republic);
- Nenets (Arkhangelsk Oblast, Komi Republic);
- Setos (Pskov Oblast);
- Khanty (Komi Republic).

From the point of view of the international law, the following peoples can also be considered as indigenous: the Pomors (Republic of Karelia, Arkhangelsk Oblast), the Izhma Komi (Komi Republic), the Udortsy (Komi Republic).

To find out if there are any IM communities in lease areas or nearby, one can use:
- Statistical Bulletin "National composition of municipalities" (available in Departments of Statistics of the subjects of the Russian Federation);
- consultations with experts, researchers, IM associations, administration, surveys on the spot.

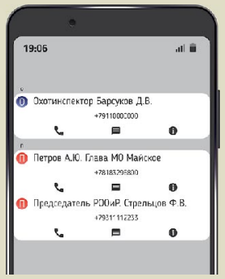
RECOMMENDATIONS FOR INTERACTION WITH LOCAL PEOPLE, INCLUDING INDIGENOUS PEOPLES

As a rule, when leasing small plots, there is no need for large-scale actions on the part of the enterprise: systematic and proportionate efforts to build and maintain constructive and mutually beneficial relationships with local residents and indigenous peoples suffice. **This page** contains recommendations for such cases.

If a large number of settlements with actively interested residents are near the enterprise's lease area, it makes sense to build interaction in a more formalized way and make more efforts to do so. Recommendations for such cases are on **the next page**.

Identify the rights and interests of the residents.

Check the Forest Development Plan (FDP).	Are there any areas in your leased land allocated to any other managers for recreational, religious, and other purposes?
Contact the forestry unit.	Please specify whether there are any lessees not included in the FDP?
Meet with the head of the district and / or rural administration.	Find out if there are any agricultural plots near the lease area: hayfields, pastures, etc.; places where warehouses should not be placed or timber should not be exported; do indigenous peoples live in the area; who is ready to meet.
Meet with the hunting inspector.	Find out if there are any hunters' associations, who their leaders are, and what the boundaries of hunting grounds are, if any; which hunters are ready to provide the information about the common hunting grounds.



Make a list with contacts of interested residents.

Interact with the residents.

Contact with those who are really interested.	Are there any mutual claims and potential conflict situations? In what form and how often is it best to inform the residents about the enterprise activities? How can the residents contact enterprises regarding issues of their interest?
Share information with the interested residents and take their interests into account.	Provide schematic maps of harvest areas and information about when and through which localities wood is to be hauled. Take into account the information provided by the residents about the location of areas of special significance to them (for example, change the logging season or do not carry out logging there).


IVANOVO NEWS #14,15 February 2020

ADVERTISEMENTS

Les LLC informs that it is planned to carry out selective logging of an area of 300 hectares in Ivanovskoye forestry unit area in Petrovskoye district forestry unit area in compartments 26, 27, 42, and 43 in 2Q 2020.

These sites are located east of the Pologoye village and Ryabinka holiday center. Hauling by public road Pologoye - Dubki.

If the activities of Les LLC in the above compartments affect the interests of any stakeholders, please inform Les LLC thereabout in order to take such interests into account when conducting the business.
Tel. 8 903 538 84 121 9.00 - 18.00).

Marketing

* The advertisement can be accompanied by a map of the areas to be harvested.

Come to an agreement with the residents (verbally or in writing) and follow it.

Inform the local communities properly.

Use different types of media.	Publish the information about upcoming work, consultations and their results in local newspapers, on the administration's websites, and in social networks.
Provide access to a number of documents about your business.	Place information about the enterprise, a map of the leased land, a report on the annual activities, minutes of consultations, etc. in the public places (administration, library, community center).

This will allow taking into account the interests and rights of residents and prevent possible conflicts.

Consult with various stakeholders.

Use different consultation formats.	For example, group and individual consultations, working groups, and advice from representatives of stakeholders in the administration. Consult with experts.
Pay special attention to the arrangements of consultations.	Choose convenient time and place for the local residents, make sure that the information about the consultations is available to them, and think about the procedure for conducting them. Do not hold consultations with the same people (for example, heads of settlements).
Ensure that you can get feedback.	Make sure that the residents have contact details of your enterprise, and if necessary, develop a formal contact procedure.

Consultations are important not only to exchange information but also to establish trust in relations with the local residents

Record the results of interactions and formalize relationships.

Document the interactions.	Update the list with stakeholder contact details, record consultation results, register appeals and feedback from enterprises.
Make agreements with the local residents.	Draw up an interaction agreement, stipulate the rights and obligations of the parties, an action plan, deadlines, and responsible persons. Sign agreements with selected representatives of local communities.
Fulfill your obligations under your agreements, inform the residents about their implementation.	Prefer social investments (investments in infrastructure, projects with co-funding, etc.) to monetary compensation. Fulfill agreements (for example, about identified significant forests, road repairs, hiring, and joint projects).

Documenting the conditions and results of interaction allows organizing systematic work and confirming good-neighborly relations and the absence of conflicts

PROTECTION OF VALUABLE NATURAL AREAS ALLOCATED IN COMPLIANCE WITH THE RUSSIAN LAWS

The Forest Fund of the Russian Federation has:

- **Protective forests** and special protective forest sites in compliance with the Forest Code and Forest Inventory Instruction;
- **Specially protected natural areas (SPNA)** in compliance with Federal Law 'On Specially Protected Natural Areas.'

PROTECTIVE FORESTS are allocated to protect environment forming, water protection, sanitary and hygienic, recreational, and other useful functions of the forests.

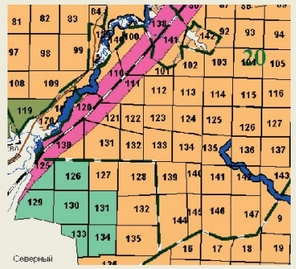
Protective forest categories:
1) Forests located within SPNA;
2) Forests in water protection zones;
3) Forests that protect natural and other objects;
4) Valuable forests;
5) Urban forests.

SPECIAL PROTECTION FOREST SITES (SPS) are areas allocated to protect protective and other environmental forest functions.

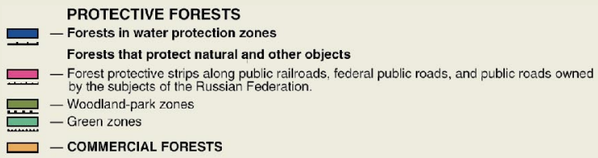
The Forest Inventory Instruction specifies 31 SPS types. Note that the forest inventory descriptions based on the previous forest inventory data may include other SPS types not mentioned in the current Forest Inventory Instruction, which have to be taken into account unless they are canceled or transferred to other categories.

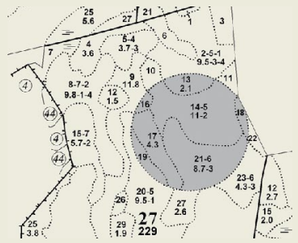
Protective forests and SPS have a special legal regime for management, protection, and reproduction of forests, i.e. restrictions on logging and other types of management activity (Art.111-116,119 of the Forest Code).

The information about categories and types, presence, location of protective forests and SPS is included in the Forest Plan of a particular subject of the Russian Federation, forestry regulations, forest development plans, thematic forest maps, forest inventory descriptions, and forest inventory survey sheets.



Part of the thematic schematic map *Classification of Forests by Target Use*.





Plot No.	Composition Species	Layer	H	D	Age class	Yield class	Total alive	Standing wood stock, m³	Tree stand market class	Wood stock in plot, m³		
Area ha	Age		height	diameter								Economic instructions
Year of inventory	Undergrowth					Forest type		Per ha	By species	Dead-wood	Total	
	Undergrowth											
	Grass	Average height			Age group	Type of forest conditions		Per plot		Spare	Marketable	
	Soil Features											
17	10C -130	1	14	20	7	5	0.5	11	54	1	-	14	Excluded from clear cut
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SPS: Capercaille ground

A part of the forest inventory survey sheets with SPS 'Forest areas around Capercaillie ground' and a taxation description of one of the allotments assigned to this SPS

- Pay special attention to the information about protected forests 'Forests located in water protection zones.' In some subjects of the Russian Federation, water protection zones may not be allocated or may have been allocated according to outdated standards.
- Analyze forest development plans taxation descriptions, forest inventory descriptions and survey sheets, and make sure that water protection zones are correctly identified. If water protection zones are not marked or are marked incorrectly, determine their width yourself.

According to Article 65 of the Water Code, the width of a water protection zone of a river or stream is set from their source for rivers or streams with a length of:
1) Up to 10 km — 50m;
2) From 10 to 50 km – 100 m;
3) From 50 km and more – 200m.

To determine the length of a river or stream, you can:
- Measure their length on a map;
- Find information about the length of a river or stream in the Internet;
- Send a request to the basin water authority of your region (for more information, see the website of the Federal Water Resources Agency).

Forest intended use	Area, ha	%
Protective forests, total	2000	5,0
Including		
1) forests in SPNA	200	0,5
2)forests in water protection zones	–	–

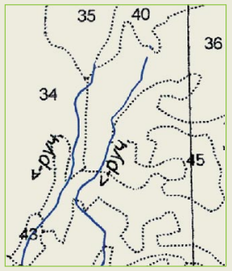
The line 'Forests located in water protection zones' (Table 'Distribution of the area of the forest plot by types of intended use of forests' in Section 'Information about the forest plot'), may lack the data on the area and share of water protection zones.

Water object	Length within site, km	water protection zone, m
River of Bystraya	4,2	In compliance with the Water Code
River of Bolshaya	11,5	
Unnamed Stream	2,1	

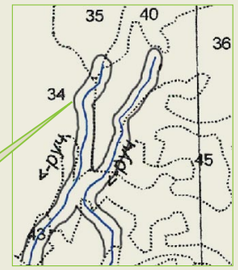
Section 'Measures for the protection of wildlife and water objects' does not contain the information about the specific width of the water protection zones for each water object.

Water object	Length within site, km	water protection zone, m
River of Bystraya	4,2	200 In compliance with the Water Code
River of Bolshaya	11,5	100
Unnamed Stream	2,1	50

Enter manually the information about the width of water protection zones in the table with the list of water objects.



The borders of the water protection zones are not marked in the forest inventory survey sheets or are marked without taking into account the requirements of the Water Code, especially if the forest inventory survey sheets were made according to the data of the forest inventory held before the introduction of the Water Code.



Mark water protection zones in the forest inventory survey sheets yourself.

- These measures will allow correctly addressing the location of water protection zones when planning and conducting work.
- In the allotted water protection zones, observe the use regime established by the Water Code (Article 65) and the Forest Code (Articles 11, 113).

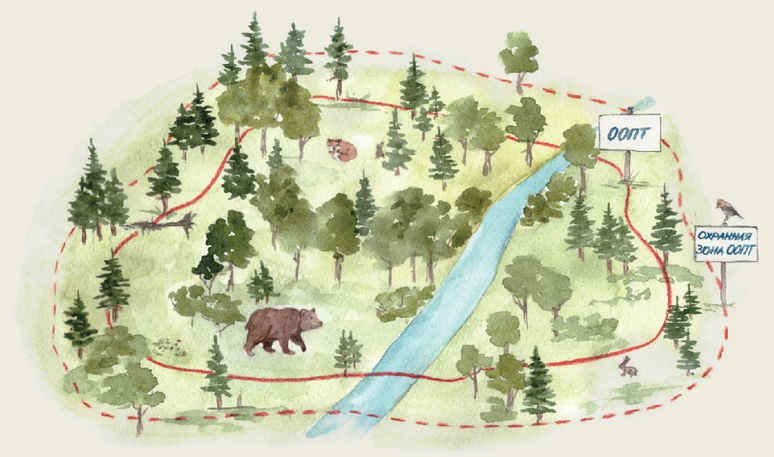
Specially Protected Natural Areas (SPNA) are areas where natural complexes and objects having special nature protection, scientific, cultural, aesthetic, recreational and improving value, which are withdrawn by decisions of public authorities fully or partly from management and for which special protection regimes are established.

Protected area categories:
- State natural reserves, including biosphere ones;
- National parks;
- Nature parks;
- State nature reserves;
- Natural landmarks;
- Dendrological parks and botanical gardens.

The laws of the subjects of the Russian Federation may also establish other categories of protected areas of regional and local significance.

Protection zones may be created near some SPNA. They act as a buffer and mitigate anthropogenic impacts on SPNA.

The regime of protection and management of each particular SPNA is determined by the regulations on SPNA (I.14 Article 2 of the Federal Law of 14.03.1995 No. 33-FZ 'On Specially Protected Natural Areas').



The regime of protection and use of each specific protected area is determined in the regulations on the protection zone of a particular SPNA (Section IV of the Decree of the Government of the Russian Federation of 19.02.2015 No. 128 'On approval of the Regulations for establishing protected zones of certain categories of Specially Protected Natural Areas, establishing their borders, determining the regime for the protection and use of land and water bodies within the boundaries of such zones).

The leased forest area may contain not only the existing but also **projected SPNA**, i. e. he areas where state authorities and local municipalities plan to establish SPNA.

The information about the projected SPNA is reflected in the territorial planning documents of:
- Subjects of the Russian Federation;
- Municipalities of the subjects of the Russian Federation.

Territorial planning documents can be found on the official websites of the subjects of the Russian Federation or municipalities as well as on the website of the Federal State Information System for territorial planning (*https://fgistp.economy.gov.ru*).

10 Projected hydrological reserve "Koitajoki" (Suojärvi district, Kuolisim forestry unit, compartments 5, 6, 11–14, 20–24, 30–34, 42–48, 146–170)

A section of the map of the location of the projected SPNA (Appendix to the Territorial Planning Scheme of the Republic of Karelia)

! Violation of the rules of protection and management of natural resources in SPNA is subject to administrative liability (Article 8.39 of the Administrative Code of the Russian Federation).

Criminal liability is established for violation of the protected area regime (Article 262 of the Criminal Code of the Russian Federation).

In order to meet the requirements of legislation on SPNA, the forest plot lessee must have reliable information about SPNA:
- Availability of SPNA, their list;
- The presence of a protected area near the SPNA;
- Location, borders, area, regime of protection and management of SPNA (protected zones);
- A normative legal act establishing the SPNA (protected zone) and the regime of protection and management.

Collecting this information can be difficult in some regions for a number of reasons:
- Not all SPNA have definite borders and areas, have relevant regulations developed and the relevant regime established;
- One executive body has the authority in the field of forest relations, and another one has it in the field of nature protection. 'Foresters' may lack information about SPNA or it is incomplete (inaccurate);
- When creating a new SPNA or changing the boundaries of the existing SPNA, the information about changes is often not communicated to the lessee;
- The organization that develops the forest development plan may not have any reliable information about the SPNA;
- For projected SPNA, there may be no decision on reserving land, and they may be leased out for logging.

USE A VARIETY OF POSSIBLE SOURCES TO COLLECT INFORMATION ABOUT SPNA IN THE LEASED FOREST PLOT

Check the availability of information about SPNA in the forest development plan, subsection 'Characteristics of SPNA and objects located within the boundaries of the forest plot, plans for their establishment, development of ecological networks, and conservation of biodiversity' in Section 'Information about the forest plot.

Send a request to the executive body authorized in the field of environmental protection with a request to provide the above information about the SPNA existing in the leased forest plot. Attach a map of the location of the leased forest plot and a list of leased compartments to the request.

Use additional sources of information, such as:
- Internet resources: Site "Specially Protected Natural Areas of Russia" (*http://oopt.aari.ru*) and Site "High Conservation Value Forests" (*http://hcvf.wwf.ru/ru*).
- The schematic map of territorial planning for your region (on the official websites of the subjects of the Russian Federation or municipalities as well as on the website of the Federal State Information System for territorial planning *https://fgistp.economy.gov.ru*).

Hold consultations with such stakeholders as research institutes and universities and regional environmental organizations. They may have initiated SPNA establishment, conducted the SPNA survey, and have the information you are interested in.

This work must confirm your responsibility and due diligence regarding compliance with the SPNA legislation.

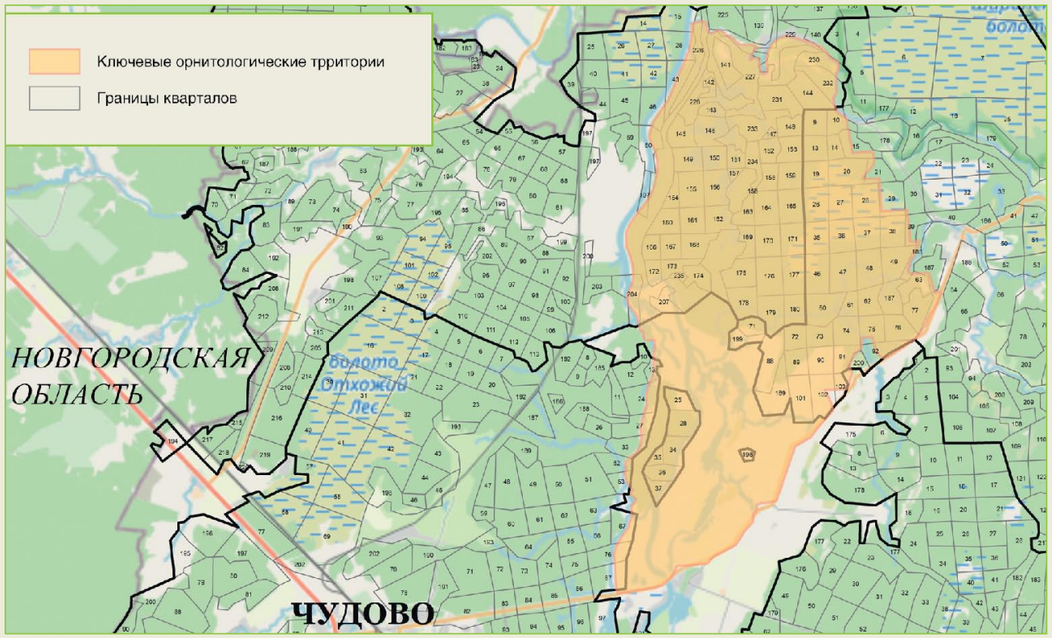
VALUABLE NATURAL AREAS THAT MAY NOT HAVE AN OFFICIAL PROTECTED STATUS

Some valuable natural areas that have been allocated according to the stakeholder proposals (environmental organizations, scientists, local residents, etc.) may not have the official status of protected areas and established management restrictions. However, in accordance with the requirements of the voluntary forest certification, responsible buyers should not buy wood harvested in forests where economic activity threatens the existence of natural values.

Suppliers should be aware that such valuable natural areas may be located in their FMUs and understand that they will not be able to sell wood harvested in such areas to certified buyers without stakeholder consent.

The following are examples of the areas that have high natural values but may not have an official protected status. More complete and detailed information about valuable natural areas available on website *http://hcvf.wwf.ru/ru* dedicated to high conservation value forests.

Important Bird Areas of International Significance (IBA) are areas that are important for birds as nesting sites, molts, wintering grounds, and stops on the passage. The IBA network was established by BirdLife International. In Russia, the all-Russian public organization 'Russian Birds Conservation Union' is a stakeholder regarding IBA conservation (*http://www.rbcu.ru*). At the moment, more than a thousand IBA of various ranks are allocated in Russia, 789 being of international significance.



Example of information about the location of IBA NV-003 "Volkhovskaya Floodplain" in Novgorod Oblast (based on website *http://hcvf.wwf.ru/ru*)

Wetlands (Ramsar Sites) are some of the key types of ecosystems on the planet associated with waterlogged habitats (sea coasts, river deltas, lake systems, peat bogs, etc.). They provide habitats for many species of animals and plants and are hotbeds of biological diversity. By joining the Ramsar Convention, the Russian Federation has committed itself to the conservation of this type of ecosystem. Most of the internationally important wetlands are part of different types of SPNAs and their protection is determined by the position of such SPNAs. The non-profit partnership "Birds and People" is a stakeholder in the conservation of wetlands (http://*irder.ru*).

Intact Forest Landscapes (IFL) are integral natural areas with an area of more than 50 thousand hectares and a minimum length of 10 km within the modern forest zone. They can include both forest and non-forest ecosystems that are minimally disturbed by economic activity. The size and condition of such areas ensure the sustainable existence of viable populations of the majority of naturally occurring species native to the landscapes, and minimize the impact of edge effects. IFL stakeholders are the WWF-Russia (*https://wwf.ru*), Greenpeace Russia (*https://greenpeace.ru*).

Example of information about the location of intact forest landscapes in the Komi Republic (based on website *http://hcvf.wwf.ru/ru*)

Rare, threatened, or endangered ecosystems are ecosystems that occupy a small total area within a given landscape, region, natural area, or internationally valuable for various reasons (for example, unique natural and historical processes or a result of human impact). Rare ecosystems are usually vulnerable, i.e. they can be completely lost as a result of a wide range of destructive factors and even a minor disturbance.

There is no national list of rare ecosystems in Russia. Regional methods for identifying rare ecosystems, including forest ecosystems, have been developed for a number of regions. Some publications on regional methods for identifying rare ecosystems and their borders (where they have been identified) are available in the HCVF website (*http://hcvf.wwf.ru*). You can also get the information about the presence of rare ecosystems from local experts and regional research centres.

For example, according to regional experts, one of rare ecosystems in Arkhangelsk Oblast is forests with linden. The share of such ecosystems is less than about 0.1 % in the area of forested land in the oblast. The rarity is due to the limited number of habitats suitable for the growth of this tree species, since in Arkhangelsk Oblast linden grows along the northern border of its range.

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A plot with the presence of linden in Arkhangelsk Oblast

BIODIVERSITY PROTECTION IN HARVEST AREAS AT LOGGING

Large clearcuts with relatively short logging cycles can significantly transform forest environment and negatively affect biodiversity. To mitigate negative impacts, key habitats and key stand elements shall be left intact at harvest area allocation and development to maintain patchiness of the habitats necessary for survival of various forest species, and will make it possible to disseminate them in the future. Key habitats and key stand elements are often habitats for rare species of plants, animals and fungi.

Key habitats are small-size forest areas with increased biodiversity (for example, wetland margins, etc.) or the most vulnerable sites that can be easily disturbed at management and need long time to recover (for example, temporary waterflows, etc).

Key stand elements are individual trees and their groups, which are essential elements of forest environment (for example, old trees, dead wood: dead standing trees, high stumps, fallen trees, etc.) and are a substrate for various types of living organisms.

LEGAL BASIS FOR CONSERVATION OF KEY HABITATS AND KEY STAND ELEMENTS

Wood Harvesting Regulations and Specific Features of Wood Harvesting in Forest Areas, Forest Parks specified in Article 23 of the Forest Code of the Russian Federation (approved by Order No. 474 of Ministry of Natural Resources of the Russian Federation of 13.09.2016):

- p. 16. To increase forest biodiversity at logging sites, individual trees in any tier, and their groups (old growth trees, trees with hollows, nests of birds, and potentially suitable for nesting and hiding places of small animals) can be protected at logging.
- p.24 At allocation of harvest areas for clearcuts, the operational harvest area does not include:
  d) Areas with the presence of natural objects that have conservation value:
  e) Biodiversity site objects over 0.1 ha.
  ...

It is allowed to allocate non-operational areas according to the specified criteria simultaneously with logging operations if they were not allocated during the allocation of harvest areas. Appropriate changes are made to the technological map of logging operations.

PRACTICAL RECOMMENDATIONS:

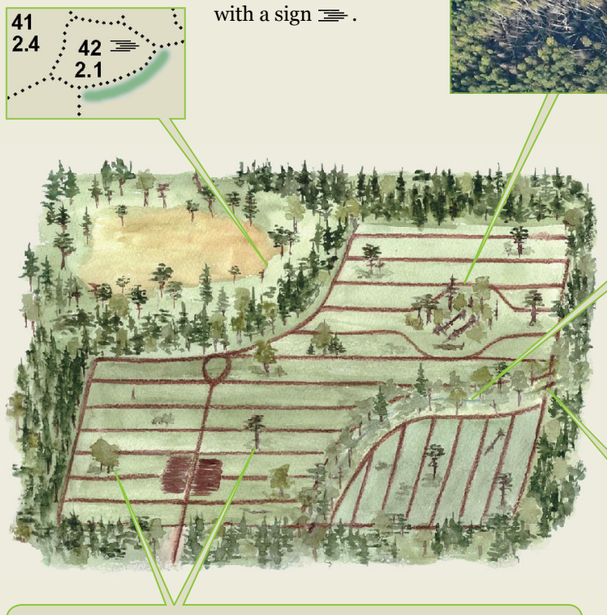
- Review key habitats and key stand elements in Section 'List of species of biological diversity and the size of buffer zones to be protected at logging operations' of the forestry regulations of the forestry unit.
- Determine which key habitats and key stand elements may be present in your leased forest plots. If necessary, consult with biologists in your region, such as university professors.
- Develop instructions for biodiversity protection with a list and characteristics of protected objects, the order of their allocation and protection, responsibility for allocation and protection at each stage: when planning, allotting, developing harvest areas.
- Train your employees to understand how key habitats and key stand elements can be identified and what measures they should take to protect them.

For some regions, illustrated field guides of key habitats and key stand elements have been developed. They can be found on High Conservation Value Forests website (*http://hcvf.ivivf.ru/ru*) in chapter 'Publications.'

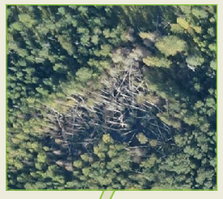
EXAMPLES OF CONSERVATION OF SOME MOST COMMON KEY HABITATS AND KEY STAND ELEMENTS

Areas near wetlands are located on the border of two ecosystems: forests and wetlands, and therefore have increased species diversity.

These areas are easy to identify at the planning stage using forest inventory survey sheets. Wetlands are classified by separate sub-compartments and are marked with a sign ≡.



Decay windows — accumulation of dead wood at different stages of decomposition from standing dead trees to fallen ones. It is important to protect such areas as places of concentration of insect species, mosses, fungi, lichens, and other organisms associated with dead wood.



You can identify decay windows at the planning stage based on high-resolution satellite images, images from unmanned aerial vehicles, and in the field during the harvest area allotment and development.

Temporary (ephemeral) watercourses with pronounced riverbeds are areas where water begins to collect and fills streams and rivers.

For temporary watercourses, it is important to:

- conserve the riverbed, soil, and ground cover in adjacent areas (at least 8 m);
- provide riverbed shading;
- ensure free flow of water.

If necessary, for example, when a watercourse crosses the entire harvest area and it is impossible to lay a technological network without crossing the watercourse, a temporary watercourse crossing is made, preferably no more than 2 times. After the development of the harvest area, the decking for the crossing must be disassembled to ensure the flow of water and non-cluttering of the riverbed.

It is recommended to maintain a buffer zone along a temporary watercourse on both sides (the width and regime are specified in the forestry regulations).

Areas with temporary watercourses can be found at the planning stage using high-resolution satellite images, images from unmanned aerial vehicles, and in the field during harvest area allotment and development.

Old trees are trees that are older than the age of the main stand.
The age, shape of the crown, thick branches, and other features of old trees provide unique habitats, so it is recommended to protect such trees or part of them (outside the technological network).

They can be identified at the planning stage according to the taxation descriptions and in the field during the harvest area allotment and development.

```
-------------------------------------------------------
: S : A : Composition          : F e : A : H : D : A c :
: I : r : Young Growth         : o l : g : e : i : g l :
: t : e : Undergrowth          : r e : e : i : a : e a :
: I : a,: Soil                 : e m :   : g : m :   s :
:   :   : Relief               : s e :   : h : e :   s :
: N : h : Features             : t n :   : t : t :     :
: o : a : of the site          :   t :   :   : r :     :
-------------------------------------------------------
 44  18  5E2C1B1Oc             Spruce  85  23  26   5
                               Pine    85  24  26
                               Birch   85  23  26
                               Aspen  120  24  36
        Single trees
        10C                    Pine   140  24  32
        Young growth 10E (15) 1.0 m, 1.0 k pcs per ha
```

CONSERVATION OF RARE, THREATENED, AND ENDANGERED SPECIES OF PLANTS, ANIMALS, AND FUNGI

Rare, threatened, and endangered species of plants, animals, and fungi (rare species) are the species in the:

- Red Data Book of the Russian Federation;
- Red Data Books of the subjects of the Russian Federation.

LEGAL ASPECTS OF RARE SPECIES PROTECTION

- Federal Law No.7-FZ of 10.01.2002 'On Environmental Protection' (Art. 60);
- Federal Law No.52-FZ of 24.04.1995 'On Animal World' (Art.24);
- Forest Code of the Russian Federation No.200-FZ of 04.12.2006 (Art.60.15);
- Order of the Ministry of Natural Resources of the RF No. 264 of 29.05.2017 'On Approval of Features of the Protection in Forests of Rare, Threatened, and Endangered Trees, Shrubs, Lianas, and Other Forest Plants Listed in the Red Data Book of the Russian Federation or the Red Data Books of the Constituent Entities of the Russian Federation';
- Administrative Offences Code of the Russian Federation (Art.8.35).

Rare species are the most vulnerable part of biodiversity. They require special care. Responsible forest managers should take special measures to conserve rare species and their habitats.

1 Collect information about what rare species can grow or live in the leased forest management units (FMU), habitats of importance, and conservation measures to be taken.

The main sources of information about rare species:

Red Data Book	Executive Body of a subject of the Russian Federation that maintains the Red Data Book	Scientific and Educational organizations
The Red Data Book can be found on the formal websites of the subjects of the Russian Federation or on the website of Russian protected areas (*http://oopt.aari.ru/rbdata*)	A formal request can be sent regarding the presence of rare species in the FMU.	Consultations with biologists can be held. They can provide the latest and detailed information and help determine protection measures for particular species.

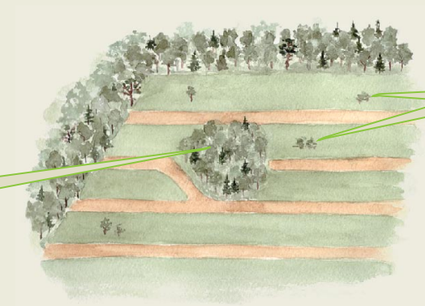
2 Inform the employees about

- Important key habitats to protect when marking and developing harvest areas (borders of wetlands, waterlogged depressions, old trees, etc. — see Section 'Conservation of biodiversity in harvest areas').
- Measures to be taken if any rare species is found at marking and harvest area development.

3 Make the information available for your employees putting it on stands as leaflets or otherwise.

EXAMPLES OF SOME RARE SPECIES CONSERVATION

Cypripedium calceolus



Conserve areas with Cypripedium calceolus.

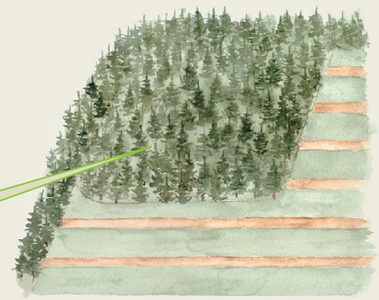
Save undergrowth in the entire harvest area: willow, rowan, cherry, and wild rose.

These plants are needed for Cypreipedium calceolus pollinators. Therefore, it is important to keep them in harvest areas as well.

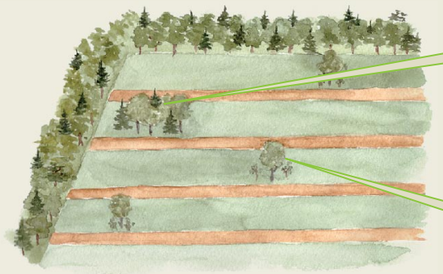
Calypso bulbosa

Conserve the area where Calypso grows, and surrounding area of at least 1 ha. If possible, the conserved area should be adjacent to forest walls.

Calypso is very sensitive to changes in soil moisture and temperature, so that you need to conserve a large area.



Lobaria pulmonaria



The best practice is to conserve sustainable sites of groups of aspen and other species.

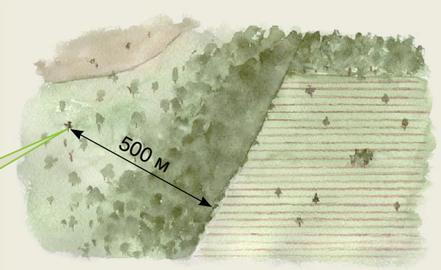
Individual aspens surrounded by second growth, young growth, and undergrowth for shading Lobaria to mitigate changes in light and humidity conditions.

Conserve aspens with Lobaria.

Golden eagle

The best practice to conserve golden eagle nesting sites is to find them before logging.

If a golden eagle nest is found, conserve an area of at least 500 m in radius around it.



If a nest is found when developing a harvest area, logging should be suspended and the remaining section of forest with a radius of at least 500 m should be allocated.

Such measures are necessary due to the intolerance of this bird to the presence of humans and the need for a constant environment around the nest.

MITIGATION OF IMPACT ON WATER OBJECTS

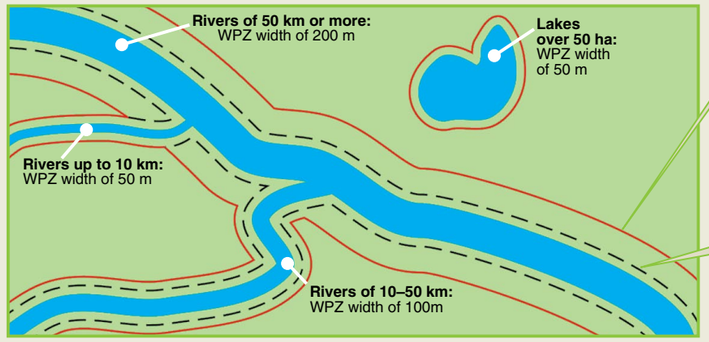
Working near water bodies carries a high risk of affecting the quality and quantity of water, the state of bank areas, plants and animals that live in the water and in adjacent areas, and the hydrological regime of the forest.

A special regime is established in water protection zones (WPZ) and bank protection strips to protect water bodies along rivers, streams, channels, reservoirs, and near lakes over 50 hectares in accordance with the Water Code of the Russian Federation (Article 65).


Prohibition of parking and washing of cars and logging equipment

Prohibition of waste placement

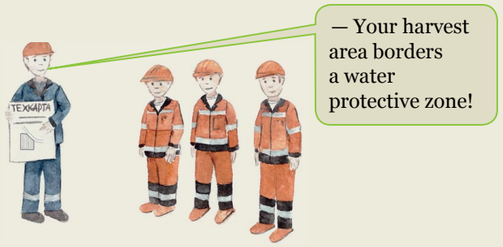

Prohibition of fuel and lubricant storage and refueling



Water Protection Zone (the width depends on the waterflow length and lake area).

Bank protection strips (set within the boundaries of WPZ, 30 to 50 m wide depending on the slope of the water body's bank).

- Analyze forest development plans, forest inventory survey sheets and descriptions to check whether WPZ are allocated in a leased forest plot and whether their width meets the requirements of the Water Code (see *Protection of Valuable Natural Areas Allocated in Compliance with the Russian Laws*).
- If wood harvesting, road construction (repair), or other works are carried out near a river, lake, or stream, inform your employees about the presence and location of WPZ of these water bodies and about compliance with the regime of their use.



- Take additional measures to protect water bodies where the legislation does not provide for the allocation of WPZ — Lakes of less than 50 hectares, wetlands, temporary watercourses.

No WPZ near lakes of less than 50 ha

No WPZ near wetlands

No WPZ along temporary watercourses

The WPZ established in accordance with the legislation are marked red.

- Allocate buffer zones near these bodies in accordance with the recommendations in Section of forestry regulations 'List of Species of Biological Diversity and Size of Buffer Zones to be Protected at Logging.'
- Avoid effects that can lead to significant negative impacts.

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Incorrectly set crossings obstruct water flow

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Littering of the riverbed with assortments and slash residues

© Elena Rai

Waste pollution of water bodies

© Artem Stolpovsky

Pollution of water bodies due to improper setting of crossings

© Alexey Ilyintsev

Ground pollution and silting of watercourses during the construction of crossings

© Elena Rai

Placement of a residential trailer for the employees, machinery and equipment parking in WPZ

SOIL IMPACT MITIGATION

Soil is a complex habitat of plants, animals, and microorganisms that plays an important role in the life of the forest. Soils determine the composition and productivity of plantings, tree growth rate, wood quality, reforestation processes, and the stability of plantings after logging.

At the same time, the soil is an easily destructible natural resource. It was found that it takes 250–300 years for 1 cm of soil, and 5–6 thousand years for 20 cm to be formed. Soil fertility can be destroyed in 5–10 years.

Loggers should take into account soil vulnerability and apply measures to prevent or mitigate the negative impact on soil during forest operations.

1 Comply with the requirements of the regulatory legal acts regarding wood harvesting, including prevention and mitigation of impact on the soil:

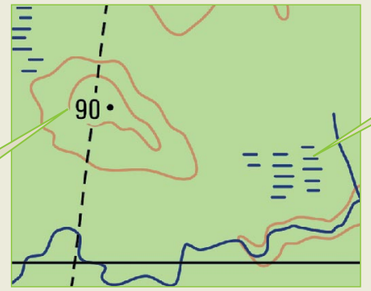
- Order of the Ministry of Natural Resources of the Russian Federation No. 474 dated 13.09.2016 'On Approval of Wood Harvesting Regulations and Specifics of Wood Harvesting in the Forestry Units and Forest Parks Listed in Article 23 of the Forest Code of the Russian Federation'
- Order of the Ministry of Natural Resources of the Russian Federation No. 367 dated 27.06.2016 'On Approval of the Types of Logging Operations, Order and Sequence of their Conduct, Form of Logging Operation Technological Map, Form of Harvest Area Inspection Act and Harvest Area Inspection Order'

2 Plan work in the forest by season, taking into account soil vulnerability. Stands with the most vulnerable soils shall be harvested after the soil has frozen and a stable snow cover has been established. Use taxation descriptions to determine the forest type.

Types of forest	Lichen, cowberry	Bilberry fresh, Oxalis, complex (oak, linden)	Bilberry moist, near-stream tall grass	Long-moss, near-stream sphagnum, grass-marsh
Types of soil moisture	Dry	Fresh	Wet or Periodically Waterlogged	Damp

Soil vulnerability is increasing

3 Use topographic maps when planning the work to identify vulnerable areas: depressions and slopes.



Horizontal lines on the topographic map indicate the presence and direction of the slope.

Laying skidding trails along the slope can lead to erosion

Designation of waterlogged areas on the topographic maps.

Laying skidding trails on waterlogged areas can lead to formation of deep and extended ruts, destruction of soil structure.

4 Use the ability to select and adjust machinery and equipment, such as bogie tracks, larger tires, and tire pressure control systems. This will optimally distribute the pressure on soil and reduce the impact on it.

© Anton Studentsov

5 Strengthen skidding trails with felling residues and low-grade wood, engineering structures to reduce soil compaction, avoid deep and extended ruts, destruction of the soil structure.

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6 Equip temporary waste storage sites, fuel and lubricant storage and refueling sites in such a way as to avoid cluttering and soil pollution (see Section *Waste Management, Fuels and Lubricants*).

7 Avoid significant negative impacts on soil, such as:

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Littering and pollution of soil with wastes and fuels and lubricants

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Deep and extended ruts

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Destruction of soil structure

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Erosion on slopes

WASTE MANAGEMENT, FUELS AND LUBRICANTS

Places of temporary accumulation of waste, storage of fuel, refueling of machinery and equipment, parking of equipment, and working equipment are potential sources of soil and water pollution, negative impact on living organisms.

The main waste at logging is believed to be wood waste from logging: waste of branches, tops, uprooting of stumps, bucking, and wood greenery. This is waste of hazard Class V, i. e. practically non-hazardous waste.

However, when harvesting wood, waste of hazard Classes I-IV may occur, requiring special treatment.

PRACTICAL RECOMMENDATIONS FOR WASTE MANAGEMENT

- When handling waste, follow the requirements of Federal Law N 89-FZ of 24.06.1998 'On production and consumption waste'.
- Draw up and approve waste passports in accordance with the form approved by Decree of the Government of the Russian Federation N 712 of 16.08.2013 'On procedure for certification of waste of hazard classes I-IV'.
- Enter into a waste transfer contract(s) with specialized organizations that have waste management licenses.

Contract with a specialized organization

Transfer of waste to a specialized organization

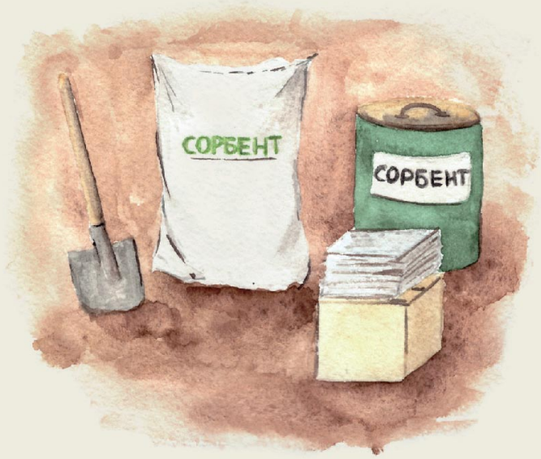
Specialized organization with a waste management license

- Properly equip areas for temporary waste accumulation:
  - Use closed containers to accumulate waste;
  - Containers must be signed to mark what waste shall be stored there;
  - Places of temporary waste accumulation should not be located in water protection zones.
- Avoid the worst waste management technologies. Waste cannot be:
  - buried,
  - burnt,
  - left in the forest.

PRACTICAL RECOMMENDATIONS FOR HANDLING FUELS AND LUBRICANTS

- When installing fuels and lubricants storage facilities, make sure you protect soil and water from contamination and comply with the requirements of Fire Safety Regulations (Decree of the Government of the Russian Federation N 417 of 30.06.2007):
  - During the fire season, it is necessary to clean fuels and lubricants storage areas from vegetation, wood debris, and other combustible materials and separate them by making min 1.4 m fire prevention mineralized strips.
  - Fuels and lubricants must be stored in closed containers.
  - Fuels and lubricants must not be stored and refueled in water protection zones.
  - Containers with fuels and lubricants must be sealed and (or) installed on sealed pallets, excluding the ingress of petroleum products to the soil.
  - Fuels and lubricants storage and refueling areas must be equipped with fuels and lubricants spill removal kits (absorbent, shovel).

- Prevent accidental spills of fuels and lubricants. You must:
  - Before starting work, check the machines and mechanisms for serviceability of the fuel and hydraulic system and allow them to be operated only in good technical condition;
  - Track the condition of hydraulic system hoses;
  - Use fuels and lubricants distribution mechanisms that prevent leakage of petroleum products; regularly check containers to detect breaks of their integrity and leakage of fuels and lubricants.



- Eliminate accidental spills of fuels and lubricants. To eliminate spills, use various absorbing materials, such as napkins, mats, oil-absorbing pillows, granulate, sawdust.
- Develop simple and clear instructions for waste and fuels and lubricants management for your employees, train them to meet the instructions and monitor the correct fulfillment of the requirements.

GUIDELINES
FOR SUSTAINABLE FOREST MANAGEMENT
AND RESPONSIBLE PRODUCTION
FOR RUSSIAN TIMBER SUPPLIERS

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WWF GOAL IN SUSTAINABLE FOREST MANAGEMENT:

Protect biological diversity of forests and stop their degradation in ecoregions

CONSERVATION

Of the most valuable forests

ENSURING

The legality of wood harvesting and turnover in ecoregions

DEVELOPMENT

Of sustainable forest management in secondary forests in ecoregions as an alternative to wood harvesting in intact forests and enabling public engagement in decision making in forest management

ENSURING

High quality of voluntary forest certification under the Forest Stewardship Council scheme (FSC) and its further development

WWF Mission
To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

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