



LAO PEOPLE'S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Charter

Lao Civil Society Organization Forestry Law Enforcement, Governance and Trade.

Chapter I

General Provision

Article 1. Objective:

This regulation defines basic rule of organization, activity and procedure of “**Lao Civil Society Organization Forest Law Enforcement, Governance and Trade**” to be a reference point for member aims to support role, transparency, systematic and actively protecting rights of organization and its members.

Article 2. Name of Organization:

Full Name in Lao: ອົງການຈັດຕັ້ງທາງສັງຄົມລາວໃນການຈັດຕັ້ງປະຕິບັດ
ກົດໝາຍປາໄມ້, ການຄຸມຄອງ ແລະ ການຄ້າໄມ້

Abbreviation: ອລກບ

Full Name in English: Lao Civil Society Organization Forest Law Enforcement,
Governance and Trade

Abbreviation: Lao CSO FLEGT

Article 3. Office Address:

Lao Civil Society Organization Forestry Law Enforcement, Governance and Trade
located in

Lao Biodiversity Association (LBA) Prime Minister Office,
MoNRE Building or 100 Building, 1st Floor
Nahaidouy Road, Chanthabury District, Vientiane Capital, Laos

Article 4. Seal and Logo:

- 4.1. Organization seal: Lao Civil Society Organization Forest Law Enforcement, Governance and Trade has its own seal for activities in which certify size, design by relevant organization.
- 4.2. Logo:
Logo of Lao Civil Society Organization Forest Law Enforcement, Governance and Trade consist of: three green trees with lao and English in white letters on the right shown: ອລກບ in lao and Lao CSO in English. Green background represents abundant of forest in three regions in Laos namely: North, Middle and southern Laos to be unite in term of protection and utilise forest by law in sustainable manner.



Chapter II

Objective, framework and scope of organization

Article 5. Objectives of Organization:

- 5.1. General objective is to implement Forest Law Enforcement, Governance and Trade. To improve law enforcing tool to be more effective and highly productive with collaboration all state organizations, private, collective group and communities who live by.
- 5.2. Specific objective:
 - 1). collaboration to promote rights and benefit of people toward conservation and natural resources management to be transparent, fair and gain solid income from timber and non-timber products. This will support economy and mission to eliminate national poverty level from least development country by 2020.
 - 2). Prevent illegal logging, deforestation and adherent to promote legally and sustainable agriculture; support and contribute to forest and biodiversity protection and monitoring activity that not comply to implementing forest law.
 - 3). Unite members in Lao Civil Organization Forest Law Enforcement, Governance and trade. Select and encourage members to participate in social awareness, research, implement FLEGT framework with public, private, collective group and NGOs to assure collective development, effective and standardize law.

- 4). Strengthening capability of Lao Civil Organization Forest Law Enforcement, Governance and trade to maximum their capacity by support from participation of FLEGT movement. This will be part of good governance and preservation.
5. 3. The aim of organisation is to be crucial and close partnership with public, business or other stake holder to achieve common goals. Members would utilise knowledge, capacity, and idea toward VPN movement in highly quality manner.

Article 6. Scope of Activity:

- 6.1. Monitoring and support Lao Civil Organization Forest Law Enforcement, Governance and trade related to FLEGT and progress of VPA and participation of Lao Civil Organization Forest Law Enforcement, Governance and Trade Network.
- 6.2. Coordinate with Public, International partner to negotiate and seeking for technical and financial support.
- 6.3. Being a part with committee under interest, related general and specific knowledge.

Article 7. Framework of Activity:

Lao Civil Organization Forest Law Enforcement, Governance and trade can operate in every national level.

Chapter III

Organisation Principle

Article 8. Membership:

- 8.1. Any organisation to be entire to membership shall have official licence obtained by state organization
- 8.2. Members with position in committee and members who recruited in specific position in Lao Civil Organization Forest Law Enforcement, Governance and trade shall be certified by relevant state Department or issue by Lao CSO FLEGT.
- 8.3. Each member has variety of duty, role, experiences, qualification and so on. Once become membership, he or she has to abide to regulation, respectful to other members and willing to share knowledge and gives reasonable and constructive input to organisation.
- 8.4. Every member has rights to discuss and exchange for sake of organization development and themselves. Avoid segregation, disrespectful and other mean of communication to bring conflict into organisation.

Article 9. Working Style:

Every member shall encourage to achieve working target to support VPA movement. To provide all effort and professional in regard to sharing knowledge and vision. (participation aim to relevant, consistency, continuity, capability and unite from every members). Each member shall work together to find capable person to fill each mission and assure voluntary and active.

Article 10. Transparency:

Members shall abide the law and other regulations. Every member shall be highly adherent to transparency, responsibility, honesty especially toward financial issue and reporting, we stand in principle and being role model to other colleagues.

Article 11. Unity:

- 11.1. Member shall give priority to support each other, benefit, proud and development. Member shall not slander or any mean to get colleague into difficulty, every appeal, conflict, disagreement and internal problems shall be resolve with fairness, direct and internal discussion manner. We shall not complete internally but to highly achieve common goals with constructive manner.
- 11.2. Members shall understand in organization work as professional and differentiation in target set. As a group we shall assure to present target and member would satisfy of success and work with other colleague, Civil Organization Forest Law Enforcement, Governance and trade shall reflect unity, security and unite.

Article 12. Equality and Participation:

12.1. Equality:

We are agreed up on principle for group leader shall be assigned by members. Every member shall have rights to vote despite no matter gender, age, ethnic and nationality. Equality to free of expression, opportunity to participate and self-development.

12.2. Participation:

- Every member shall participate to implementation of Forest Law Enforcement, Governance and trade. Members shall abide to law and other relevant regulation along with FLEGT from central to local level.
- Members shall participate to access to information on regulation, international procedure, collaboration and coordination with other partners but not contrast with Lao PDR law.

Chapter IV

Establishment and Operation of Organization

Article 13. Structure of Steering Committee:

- 13.1. Leading committee of Lao CSO FLEGT (This mean Central Level) has be established to represent Lao Civil Organization Forest Law Enforcement, Governance and Trade on FLEGT movement. VPA has been recognized by office of FSO, Department of Forest Inspection (DOFI) Ministry of Agriculture and Forestry (MAF).
- 13.2. The committee comply with five members from participant association through democratic election. The commission have followed election process during meeting

with mission to achieve target for beneficial of lao national and people by abiding this regulation and other law of Laos PDR.

- 13.3. Lao CSO FLEGT and Commission shall participate into social, forestry, forest management, conservation, land management, natural resources and timber industry. Lao CSO FLEGT would integrate with FLEGT VPA movement and being initiative to other mission such REDD, community forest management and policy improvement to strengthening operation effectiveness in every step that will be commencing.

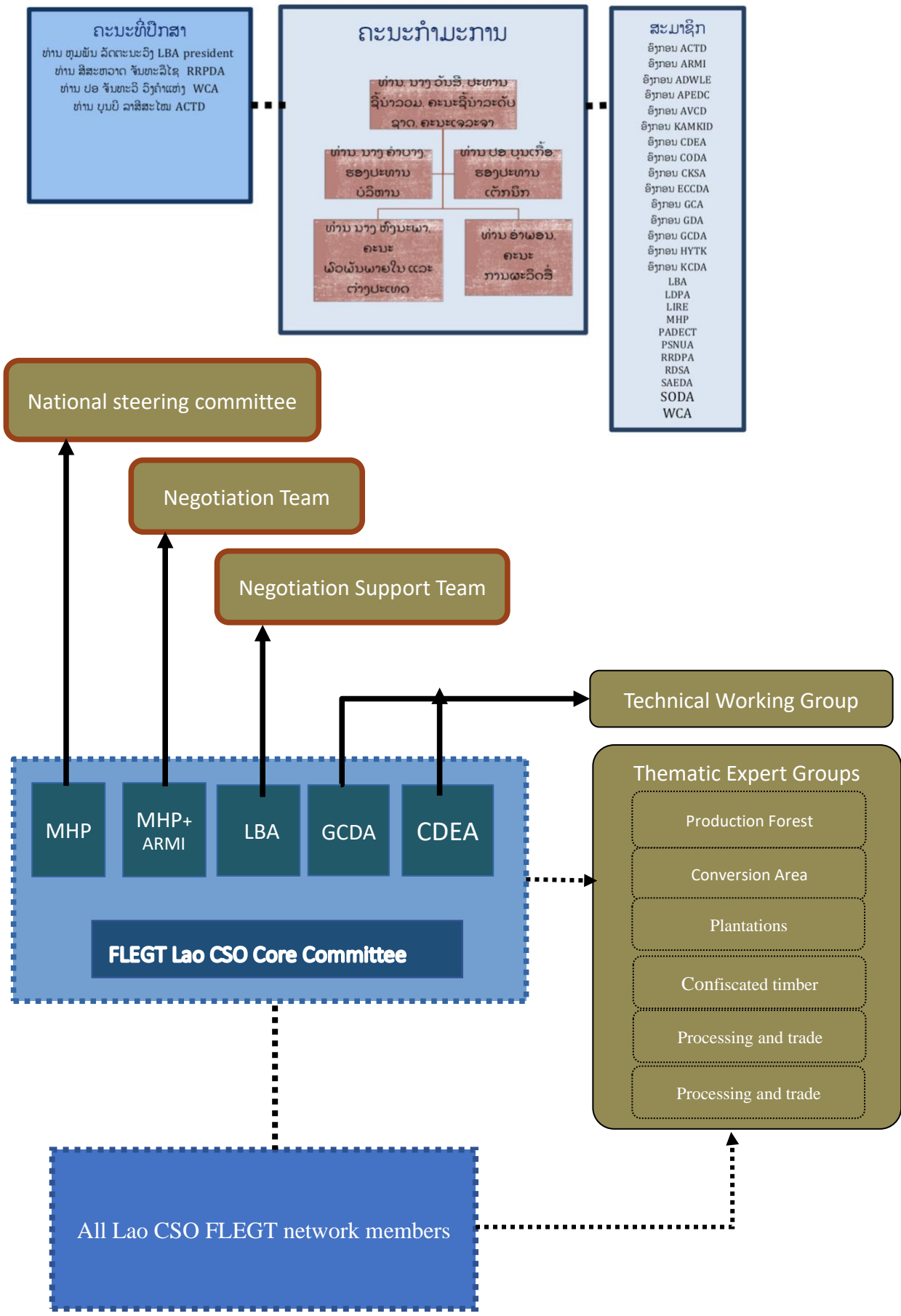
Article 14. Election:

- 14.1. Leading committee shall be elected by supervision of electoral committee by international standard manner with 2 terms period.
- 14.2. Election shall be held every 60 months (5 years). At lease there shall be 2 of former commission to remain in position to serve as advisor role and keep on capacity building in the team.
- 14.3. Every election will be held in Lao CSO FLEGT Members will be informed at lease 3 weeks in advanced. In order to vote, the meeting will be able to hold with condition of member participation at least 2-3rd for assurance of election effectiveness. However, members who are not in the meeting are not allowed to send their vote to electoral committee before election taking place.
- 14.4. All Lao Civil Organization that legally registered under the law could apply or nominate member by informed electoral committee before or during meeting (Note: In case of applicant withdrawal would have to find candidate during meeting)
- 14.5. During the election candidate shall accept nomination or provide reason why he\she shall be selected. Each organization participated have only one vote and every election card shall identify five organization to leading commission.
- 14.6. Independent Observer shall count score during meeting and announce those who been selected. Top five candidate's ranking would have to submit written application to have DOFI official approval.

Article 15. Steering Committee structure and Membership:

- 15.1. five leading commission work collectively and assign duty according to Capability and role comply with this regulation. Each member has been assigned voluntary, unite and comply with strategies of government of Laos and issued law.

Structure of Lao CSO FLEGT committee



Secretariat Unit: It could be appointed by steering committee from one of member or recruit from outer organization. This unit shall be responsible for coordination for **Lao CSO FLEGT** under supervision of steering committee and comply with this scope, Secretariat unit deserve to have incentive to operate collective role and other administration cost according financial situation and approval from steering committee.

15.3. Electoral committee:

During election cycle, electoral committee shall be 2 **Lao CSO FLEGT network** who is not under nomination to be steering committee and one independent observer for fairness assurance.

Article 16. Membership Condition:

Any registered Civil Organization, work in line with national development framework such forest management, rural development or forest industry and trade. Association can be member of **Lao CSO FLEGT** or withdraw membership from network by filling application to Secretariat Unit.

Article 17: Condition of Association and individual for candidacy to be steering Committee.

Hold membership of **Lao CSO FLEGT** and eligible of association fulfill with condition such:

- 17.1. Express consent and interest toward FLEGT VPA and area of FLEGT
- 17.2. No demand for any incentive before participates into FLEGT VPA movement
- 17.3. Able to communicate in English at least 60% or self sufficient
- 17.4. Proactive, well organised and willing to have plan formalise and being realistic.
- 17.5. Voluntary to Lao Civil Organization in FLEGT movement.
- 17.6. Knowledgeable and willing to solve issue in FLEGT VPA moment

Article 18. Condition of individual to be steering committee:

- 18.1. In order to be steering committee would have to follow rule of organisation, law issues by government in accordance with international system.
- 18.2. Nomination by Association member and not only individual intention
- 18.3. President, Vice President and Board or Director of each association shall main participants and will fully responsible. Each association shall appoint one or two standing members to maintain consistency, continuity and being recognisable to FLEGT movement, government, international and EU with high respect of professionalism.

Article 19: Withdrawal, Termination and Vacancy:

- 19.1. Any member of steering committee can withdraw from standing membership by submitting written consent to committee for approval. Any conflict shall be discussed and resolve accordingly.
- 19.2. Any member in committee who severely breach the rule without any compromise head or committee shall terminate that position by majority vote of at least 60%.
- 19.3. Vacant position will be filled to network meeting according to its condition
- 19.4. In case of withdrawal, shall be reported to members and FLEGT working group and go through election process such mentioned in above sector.
- 19.5. Membership in steering committee through election, withdrawal or terminate is entire to be network member and willing to continue task, position and other incentive programme. Unless defined by relevant partners.

Chapter V

Rights and Duty of Member

Article 20. membership right:

- 20.1. Member of **Lao CSO FLEGT** voluntary participate meeting, monitoring and revise communication with steering committee. Member agreed to guidance, progress report and success of FLEGT VPA movement and ready to participate beyond FLEGT VPA especially in regard to vision, priority and progressive of CSO.
- 20.2. Member may participate into FLEGT VPA we request knowledge, experiences and interest of discussion topic such technical operation by agreement of FLEGT co-workers. In this case member shall coordinate with steering committee and Secretariat unit to assure if participation is considerable.
- 20.3. To consult with steering committee. Network member may design and present to support VPA with potential to be obtain support from development co-worker or other sources. In addition, members shall have regular communication with steering committee to exchange idea, lesson learned, challenge and report to steering committee for propose of discussion FLEGT VPA movement despite of member still aware of progress of VPA. To sum up, **Lao CSO FLEGT** vision, movement and other activity related to project shall be present progress, lesson learned and new discovery in network meeting.
- 20.4. Members have rights to be informed progress of FLEGT VPA in Laos. Participation of **Lao CSO** and express their concern over relevant issues.
- 20.5. Members may nominate or being nominated to be steering committee as mentioned above and deserve right to vote for steering committee.
- 20.6. Member have rights to follow up on implementation of this regulation. They can propose amending, change, ratify, vote and cancelation of propose for changes.

- 20.7. Member engaging to participate of Lao Civil Organization into FLEGT VPA and else for forest management.

Article 21. Rights and Duty of Steering Committee:

Steering committee have equal rights to networking member such:

- 21.1. Steering committee shall participate to network meeting and report on FLEGT VPA and other relevant projects.
- 21.2. Steering committee shall joint meeting to support CSO and FLEGT VPA movement by participate toward project referring to **Lao CSO FLEGT** as well as guidance on coordination with responsibility as below:
- 21.3. Steering committee responsible as representative of society in FLEGT VPA movement. Statement and vision to express society thought show characteristic and those statement delivery to FLEGT co-work via agreed mechanism.
- 21.4. Steering committee bring understanding among FLEGT VPA movement as mention this is paper and advice to **Lao CSO FLEGT** in matter of dividing responsibility as mention in structure and other process with FLEGT Co-worker included with office of FLEGT under DOFI.
- 21.5. Steering committee may be supported by mean of reasonable incentive to participate into FLEGT VPA movement that included salary, wages, fees, compensation, incentive by referring to this rule, relevant framework of Laos PDR, donors, projects and other sources.

Article 22. Divide Responsibility:

FLEGT movement is ongoing project and committee is working on dividing task to be effective as much as possible. Steering committee may assign according to role and duty to committee member or preferential, readiness and expertise for each individual. To provide fund could take from donors or other sources that compensate for those individuals for responsibility and duty such as:

- 22.1. Internal facilitation and Administration
- Planning and setup committee and Lao CSO FLEGT meeting
 - Support and oversight CSO projects related to FLEGT
 - Communication on progress of VPA and participation to CSO by **Lao CSO FLEGT**
- 22.2. Participate in FLEGT VPA movement
- Participation with standing member such
 1. National Steering Committee
 2. Negotiation Team
 3. Negotiation Support team
 4. Thematic Team
 5. Technical Working Group
 6. Specific Expert Group
 7. Main Expert Group

Article 23. Contact and Coordination

23.1 Steering committee may assign member for external coordination, activity programme especial coordinate with FLEGT standing office.

Chapter VI

Meeting

Article 24: Steering Committee meeting:

- 24.1. Leading of Core Committee of Lao FLEGT network will be held meeting up to necessity and available resources at least once per quarter (In general once per month or 2 months) to coordinate with FLEGT VPA movement and Lao CSO FLEGT
- 24.2. Objectives of steering committee meeting is to monitoring committee and assign officers in Lao CSO FLEGT. In process of vision development, though on movement of FLEGT VPA and coordination point with each activity, participation, present vision of Lao CSO FLEGT in VPA movement.
- 24.3. In general, Leader has been appointed by steering committee or member of the committee shall attend to meeting. Steering committee can propose or approve participant, He or She can be specialist, specific expert member of Lao CSO FLEGT projects or related activity.
- 24.4. Steering committee shall be host, coordinator and facilitator by secretariat Unit and may use related fund in which include travel, accommodation and food for member of committee and participants.

Article 25. Lao CSO FLEGT Network meeting:

- 25.1. Lao CSO FLEGT network shall have regular meeting if necessary and fund availability but shall at least held once a year.
- 25.2. Objectives Lao CSO FLEGT network meeting is to acknowledge progress of FLEGT VPA movement and provide Lao CSO FLEGT feedback. This meeting shall be opportunity for propose of training in specific topic that will help FLEGT VPA movement in national level in term of forest management and it is time for election, amend rule and regulation.
- 25.3. Steering committee of FLEGT and secretariat Unit shall responsible for coordination, host and facilitate to this meeting support by donors or other sources of fund.
- 25.4. In general, Lao CSO FLEGT would lead assign member to participate in meeting. Other individual may be participated by request or authorize by steering committee especially training request or\and related to FLEGT issues.
- 25.5. Lao CSO FLEGT network meeting shall be announced 2 weeks (14 days) in advanced. The announcement shall include meeting agenda, discussion topic and decision-making topic.

Chapter VII

Suggestion for Steering Committee

Article 26. Expectation:

- 26.1. Member of committee are expected to joint meeting of Lao CSO FLEGT and steering committee. Within these meeting, they are expected to prepare presentation with scope of movement and lesson learned, and participate to discussion of Lao CSO FLEGT topic in VPA plan.
- 26.2. Member of Committee is supposed to enhance knowledge and experiences into VPA movement. It is important for point agreed to solve through each responsibility whether or not if solution is suitable or not to request fund support from donors. Before file request, it critical to spend time and effort on VPA movement and related technical information.
- 26.3. Member are expected allocate task with timely manner. Being professional and solve issue in time, even though member maybe assigned in specific that but He\She shall find out support from other colleagues if He\She does not understand task.

Article 27. Solvable issues:

- 27.1. There could be some difficulty to prevent from success. Initially, to understand these types of issues and confidence toward solution process shall unlock impossibility. Our group challenge and management role including:
 1. Personal obligation
 2. Time limitation
 3. Communication problem
 4. Individual issues: Individual issue could be harmful for group without proper management
 5. Working style and habit. We agreed up on that people may not agree in every same point and in case of disagreement lead to difficulty and ineffective, we shall compromise and avoid group difficulty.
- 27.2. As working group, we shall resolve issue with our core value and common goals to resolve any occur issues.

Article 28. Group Strength and weakness:

We are dynamic and diversity group. We aim to combine diversity, teaching each other and rely on each strength to improve organization, better communication and reduce conflict, we aware that conflict is inevitable. However, we learn from conflict and realise everything is possible and move forward quickly.

- Article 29.** The committee shall communicate via E-mail or relevant individual during meeting period. In additional, WhatsApp messenger or other mean off communication would take place for faster communication.

Chapter VIII

Financial Management

Article 30. Committee:

Steering committee may raise fund on behalf of Lao CSO FLEGT. This duty include support for Lao CSO FLEGT meeting, committee meeting, education activity, data collection on membership and communication, the expenditure will be used for staffs, transportation, administration and other reasonable expense by rule of donors and law of Laos PDR.

Article 31. Member of Lao CSO FLEGT:

Members can raise fund to support initiative of FLEGT. These may cover the participation of community, research, capacity building, testing and other important task, member shall work put with steering committee in sharing information on budget in transparency and good manner.

Article 32. Sources of Fund:

Fund support can be raised with framework of FLEGT and comply with law of Laos PDR and donors Mostly like fund are from:

- a. Support fund from development partner, EU, local community and NGOs in FLEGT network.
- b. ODA for programme such Forestry, conservation and rural development to be able to use in FLEGT.
- c. Private and public support on FLEGT

Article 33. Fund Management:

Those who have been obtained fund shall be comply with international procedure and be responsive. Member shall aware that FLEGT not only Lao CSO FLEGT responsibility but to all CSO.

Article 34. Financial Report:

Fund obtained by steering committee shall be reported to committee for expense and remain toward committee and its members.

Chapter IX

Final Provisions

Article 35: Implementation and Effectiveness:

- This set of regulation is agreed up on FLEGT committee and member of Lao CSO FLEGT on 22-23 October,2018 and certify by government department
- This rule is enforced and effective from the approval of FLEGT project by relevant Ministry.

Annex:

1. Annex1 = References Document

- In accordance with Agreement No.1915/KP, Dated 10 September, 2013 on Appointment of Negotiation Team and Specific working group in VPA movement between Lao PDR and EU in FLEGT Development.
- In accordance with Decree No.65/PM, Dated 19 August, 2015 on National Steering Committee on FLEGT VPA.
- In accordance with Notification No.986/LTB, Dated 18 June, 2015 to approve FLEGT and VPA activity.
- In accordance with Notification Letter No.1278/KP Dated 23 September, 2015 on approval of Election of representative to FLEGT VPA Network.

2. Historical Overview:

Laos and EU Joint on FLEGT movement since 18 June, 2015. Lao Government office has approval on negotiation to be partner on FLEGT VPA between EU and Laos PRD, the main objective is to improvement forest management of those timber products export countries are comply with legal framework. The FLEGT shall issue licence of origin of forest products and in order to fully operate on FLEGT VPA negotiation shall taking place between EU and Laos PDR.

3. Provisions:

- 3.1. This provision establishes and effective to implement on FLEGT CSO, Steering Committee. This form of set rule has been approval in majority vote during network meeting, any changes to be effective shall be under consent and discuss by majority in network meeting.
- 3.2. This set of rules will be published in English and Lao. Lao version shall be base in case of any conflict or misunderstood.
- 3.3. The latest draft of this rule shall be distributing in electronic format to FLEGT CSO members within 2 weeks. Any outer parties shall be obtained per request.
- 3.4. The Annex references is name list of Steering Committee and Responsibility

4. Annex2. Name list of Current committee and members:

- 4.1. Steering committee of Lao FLEGT CSO elected on 5 August, 2015 are:
 1. Mr. Houmphunh Lattanavong (LBA)- National Steering Committee
 2. Dr. Chansy Vongkhamheng (WCA)- Negotiation Team
 3. Ms. Vansy Senyavong (MHP)- Regional
 4. Mr. Sisavath Chanthaluexay (RRDPA)- Specific Technical group (Land I= Land III)
 5. Mr. Bounbee Lasysamai (ACTD)- Technical Operation Group
- 4.2. List of Members:

5. Annex 3. FLEGT Lao-CSO

6. Annex 4. Responsibility.