



06 February 2020

To: See Appendix 1 for Circulation list

Dear Datuk Seri/Dato' Seri/ Datuk/Dato'/Dr./Tuan/Puan,

**Subject: Technical Working Group for development of the Malaysian National Interpretation of the Common Guidance for the Management and Monitoring of HCV ("HCV MYNI for Management and Monitoring")**

As a follow up to the Malaysian National Interpretation for the Identification of High Conservation Values (HCVs), Proforest Sdn Bhd has been engaged by the HCV Malaysia Toolkit Steering Committee to facilitate the development of the second guidance document in the HCV Toolkit for Malaysia. The second guidance document to be developed for the toolkit is the Malaysian National Interpretation of the Common Guidance for Management and Monitoring of HCV ("MYNI HCV Management and Monitoring") and will be **specific to the palm oil and forestry sectors**.

The development of the HCV Toolkit for Malaysia will continue to be governed by the HCV Malaysia Toolkit Steering Committee comprising sustainability certification systems operational in Malaysia as well as initiators and funders of the process, namely the Forest Stewardship Council (FSC) -Malaysia, Malaysian Palm Oil Association (MPOA), Malaysian Palm Oil Certification Council (MPOCC), Malaysian Timber Certificate Council (MTCC), Roundtable on Sustainable Palm Oil (RSPO) and WWF-Malaysia.

To move things forward, the Steering Committee is forming a Technical Working Group (TWG) to develop the HCV MYNI for Management and Monitoring. On behalf of the Steering Committee, we are pleased to invite you to become a member of the TWG.

The Terms of Reference (ToR) for the TWG is attached (see Appendix 2) for your perusal. This invitation is in recognition of the strong links between the work of your organisation and its relevance to the HCV approach. As a member of the TWG, your insight, expertise and ideas will surely help the process of developing the new HCV Malaysia toolkit.

There will be a kick-off meeting for the TWG during which we will provide an outline of the process for developing the new HCV MYNI for Management and Monitoring and facilitate the initiation of the TWG. We will keep TWG members informed on the kick-off meeting once the details are finalised.

It would be greatly appreciated if you could please indicate your interest in becoming a member of the TWG by providing the details of your lead and alternate representatives and signing the ToR (Appendix 2) as attached and return to us latest by **11 February 2020**. If you have any queries regarding this matter, please contact Ms. Razanah Ahmad, at [hcvmalaysiasc@gmail.com](mailto:hcvmalaysiasc@gmail.com) or call her at +603-22420021.

Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Surin', with a stylized flourish at the end.

SURIN SUKSUWAN,  
on behalf of the HCV Toolkit Malaysia Steering Committee

## Appendix 1: Circulation list

No	AGENCY	DESIGNATION
1	Asia Prima	CEO
2	Asrama Raya Sdn Bhd	Director
3	Benta Wawasan Sdn Bhd	CEO
4	Borneo Resources Institute (BRIMAS)	Person-In-Charge
5	Borneo Rhino Alliance	Executive Director
6	Boustead Plantation Sdn Bhd	Sustainability chairman
7	Centre for Orang Asli Concerns (COAC)	Coordinator
8	Curtin University Sarawak Malaysia	Dean Faculty of Engineering and Science
9	Dayak Oil Palm Planters Association	Secretary
10	Department of Agriculture	Acting Director of Agriculture Sarawak
11	Ecological Economic Solutions Sdn Bhd	Director
12	Environmental Protection Society of Malaysia (EPSM)	President
13	Envirotech Environmental Consultancy	Consultant
14	ERE Consulting Group	Managing director
15	FGV Plantation	Head of Department Sustainability and Quality Management (PSQM) Department
16	Forest Department Sarawak	Pengarah
17	Forest Plantation Development Sdn Bhd	General Manager
18	Forest Research Institute Malaysia (FRIM)	Ketua Pengarah FRIM
19	Forest Solutions Sdn Bhd	Technical Director
20	Forestry Department Peninsular Malaysia	Director-General of Forestry PM
21	Forever Sabah	Executive Director
22	FORMADAT	Coordinator
23	FSC Malaysia	FSC Malaysia Country Manager
24	Genting Plantation Berhad	Sustainability Manager
25	Global Environment Centre	Director
26	GP Pusaka Sdn bhd	Conservation Manager
27	Harwood Timber Sdn Bhd	General Manager
28	Hijauan Bengkoka	Director
29	HUTAN	Communication Director
30	Institute of Rimbawan Malaysia	Director
31	Institute of Tropical Forestry and Forest Product (INTROP)	Director
32	IOI Plantation	Group Head of Sustainability
33	Jabatan Hidupan Liar Sabah	Pengarah
34	Jabatan Kemajuan Orang Asli Malaysia	Ketua Pengarah
35	Jabatan PERHILITAN Semenanjung Malaysia	Ketua Pengarah
36	Jabatan Perhutanan Sabah	Chief Conservator of Forests
37	Jabatan Perlindungan Alam Sekitar	Director
38	Jaringan Orang Asal Se-Malaysia (JOAS)	Coordinator
39	KL Kepong	Sustainability Senior Manager
40	Kompleks Perakayuan Kelantan (KPK) Sdn Bhd	General Manager
41	KTS Forests Management Sdn Bhd	Director

No	AGENCY	DESIGNATION
42	KTS Plantation Sdn Bhd	Director
43	Kumpulan Pengurusan Kayu-Kayan Terengganu SB	Planning & Development Senior Manager
44	Kwantas Corporation Bhd	Environment officer
45	Malaysian Conservation Alliance for Tigers (MYCAT)	Secretariat
46	Malaysian Environmental Consultants (MEC)	Director
47	Malaysian Estate Owners' Association	Secretariat
48	Malaysian Nature Society (MNS)	Executive Director
49	Malaysian Nature Society (MNS) Kuching	President
50	Malaysian Palm Oil Board	Director General
51	Malaysian Timber Industry Board (MTIB)	Ketua Pengarah
52	Ministry of Primary Industries	Secretary General
53	Ministry of Water Land and Natural Resources	Secretary General
54	MNS Sabah	Chairperson
55	Muzium Sabah	Director
56	National Associations of Smallholders Malaysia	President
57	Natural Resources & Environment Board (NREB)	Controller of Environmental Quality Sarawak
58	NEPCon	Responsible Sourcing Specialist
59	Non-Timber Forest Product (NTFP)	Coordinator
60	Partners for Community Organizations (PACOS) Trust	Coordinator
61	Perak Integrated Timber Complex (PITC) Sdn Bhd	Pengarah
62	Persatuan Dayak Sarawak	Advisor
63	Persatuan Orang Asli Semenanjung Malaysia (POASM)	Presiden POASM
64	Rakyat Berjaya Sdn Bhd	Director
65	Resource Stewardship Consultants Sdn Bhd (RESCU)	Technical Director
66	Rimbunan Hijau Group	Madam Jacquiene
67	RSPO	Biodiversity Manager
68	Sabah Biodiversity Center (SaBC)	Director
69	Sabah Environmental Protection Agency	President
70	Sabah Environmental Trust	CEO
71	Sabah Forest Industries Sdn Bhd	Director
72	Sabah Softwoods	Sustainability manager
73	Sabah Timber Industries Association	Secretary General
74	Sahabat Alam Malaysia (SAM)	Setiausaha Kehormat
75	Samling Groups	Assistant GM
76	Sarawak Biodiversity Centre	CEO
77	Sarawak Dayak Iban Association (SADIA)	President
78	Sarawak Forestry Corporation (SFC)	General Manager
79	Sarawak Oil Palm Plantation Owners Association (SOPPOA)	Chairman
80	Sarawak Oil Palms Berhad	Head of Sustainability
81	Sarawak Plantation Berhad	Chief Operating Officer
82	Sarawak Planted Forest Sdn Bhd	Director
83	Sarawak Timber Association	General Manager
84	Sarawak Timber Industry Development Corporation (STIDC)	General Manager
85	Sarawak Tipun Penan Development Association (PETIPUN)	Secretariat
86	Shin Yang Sdn Bhd	General Manager
87	Sime Darby Plantation	Head of Department Sustainability Unit
88	Society for Rights of Indigenous People of Sarawak (SCRIPS)	Person-In-Charge

No	AGENCY	DESIGNATION
89	Ta Ann Holdings Bhd	Director
90	Terengganu Timber Association	President
91	The East Malaysia Planters Association	President
92	Timber Association Sabah	President
93	TRAFFIC Southeast Asia	Regional Director, South-East Asia
94	Tropical Peat Research Laboratory	Director
95	TSH Resources Berhad	Senior Manager
96	United Plantation	Vice Chairman & Chief Executive Director
97	Universiti Kebangsaan Malaysia	School of Environmental & Natural Resource Sciences
98	Universiti Malaya	Head of Department, Department Institute of Biological Sciences
99	Universiti Malaysia Sarawak (UNIMAS)	Director
100	Universiti Putra Malaysia	Dean Faculty of Forestry
101	Universiti Putra Malaysia	Dekan, Fakulti Sains Pertanian dan Makanan
102	Universiti Sains Malaysia	Head of Department School of Biological Science
103	Universiti Malaysia Sabah	Dean Faculty of Science and Natural Resources
104	University of Nottingham Malaysia Campus	Professor at Faculty of Science
105	Wild Asia	Executive Director
106	Wildlife Conservation Society	Director of WCS Malaysia
107	Wilmar International	Senior Sustainability Officer
108	WTK Holdings Berhad	Director
109	WWF-Malaysia	Responsible Forestry Manager
110	Yayasan Hasanah	Head of Environmental Pillar
111	Yayasan Sabah	Director
112	Yayasan Sime Darby	CEO
113	Zedtee Sdn Bhd	Director

## Appendix 2: Terms of Reference (ToR) for the Technical Working Group (TWG) for HCV MYNI for Management and Monitoring

### 1. Overview

#### Background

The first Malaysian HCV Toolkit document namely the Malaysian National Interpretation (MYNI) of the High Conservation Value Resource Network (HCVRN)'s Common Guidance for the Identification of HCVs<sup>1</sup> was developed through a multi-stakeholder process that was facilitated by Proforest with oversight from a Steering Committee (SC) and with funding from WWF-Malaysia. It was completed and launched in November 2018 after a lengthy process of public consultations including regional workshops in Sabah, Sarawak and Peninsular Malaysia, and a national workshop in Kuala Lumpur.

While the first guidance document is not commodity-specific, there is a need for an MYNI for the Management and Monitoring of HCVs which is commodity- or sector-specific. This is because the management and monitoring approaches are not exactly the same across different commodity production, although there are some commonalities.

WWF-Malaysia and RSPO, have jointly agreed to provide funding for the development of an MYNI for the Management and Monitoring of HCVs specific to the palm oil and forestry sectors with Proforest appointed as the facilitator and secretariat for the process

Production of MYNI for the Management and Monitoring of HCVs shall involve a multi-stakeholder consultation process, and the toolkit should be jointly owned by the stakeholders involved in the development process rather than by any individual party.

#### 1.1 Scope and Deliverables

The TWG is a group of subject matter specialists to provide advice and technical inputs for the development of MYNI for the Management and Monitoring of HCVs. It will comprise the stakeholders that are involved in the assessment, management and monitoring of the HCV areas in the country. The TWG is structured in accordance with the three geographical regions in Malaysia namely Sabah, Sarawak and Peninsular Malaysia as these three regions vary substantially in legal frameworks, pace of economic development and the extent of environmental degradation.

The deliverable will consist of the MYNI for the Management and Monitoring of HCVs document developed in accordance with the updated HCV generic definitions and relevant guidance documents by the HCV Resource Network (HCVRN). Specifically, it will include:

- i. National guidance for the management and monitoring of HCVs relevant to palm oil and forestry production in Malaysia
- ii. Indicators and specific guidance, and
- iii. Accompanying checklist and references

#### 1.2 Meaning of these Terms of Reference

These Terms of Reference outline the common intention and aspirations of the subscribing organisations working together to ensure the completion of the MYNI for the Management and Monitoring of HCVs. Although these Terms of Reference are not legally-binding, they represent the values, approaches and goals that are supported in good faith by these organisations. As far as possible,

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<sup>1</sup> HCV Malaysia Toolkit Steering Committee, *Malaysian National Interpretation for the Identification of High Conservation Values* (Kuala Lumpur, 2018).

these Terms of Reference propose processes that are open, consultative and collaborative and that also aim to produce effective and demonstrable outcomes.

## **2. Governance**

The members of TWG are appointed by the HCV Malaysia Toolkit Steering Committee (SC) specifically to produce the MYNI for the Management and Monitoring of HCVs. As such, the TWG shall report directly to the SC. The TWG will automatically cease to exist once the MYNI for the Management and Monitoring of HCVs is published.

## **3. Roles and Responsibilities**

Key roles and responsibilities of the TWG are:

- To provide technical inputs for the development of the MYNI for the Management and Monitoring of HCVs;
- To draft the MYNI for the Management and Monitoring of HCVs, in close collaboration with the facilitator and secretariat, for approval by the SC;

### **3.1 Membership Composition**

Membership of the TWG is voluntary, and it will comprise (but not limited to) the organisations listed in Annex A that have agreed to become members of the TWG. Priorities will be given to organisations/individuals with the relevant skills, experiences and qualities as follows:

- Prior experience in the HCV approach, especially in the management and monitoring of HCVs
- Representation from different stakeholder sectors and geographic regions in Malaysia
- Subject matter expertise e.g. biodiversity conservation, social assessment etc.
- Strong commitment to the multi-stakeholder process

### **3.2 Facilitator and Secretariat**

The Secretariat and Facilitator for the TWG shall be the same as that appointed by the Steering Committees (i.e. Proforest) and shall be responsible for scheduling TWG meetings for the TWG, preparing and circulating the meeting agenda in advance, preparing meeting notes, circulating the meeting notes in a timely manner before the subsequent meeting, and preparing relevant documentation related to the drafting of the toolkit.

### **3.3 Decision-making process**

In line with the open, consultative and collaborative process, as far as possible decisions of the TWG will be by consensus, that is, decisions are accepted in the absence of sustained objection. In the case where a consensus cannot be reached after a reasonable time has passed, a decision may be made by a simple majority vote by the TWG members. Where a vote is taken, the range of perspectives shall be reflected in the meeting notes as part of the record of the deliberations.

Except as otherwise herein stated, the TWG shall determine its own ways of working, including preparation of its agenda, establishment of sub-groups for specific HCV principles and criteria, and keeping of records and other documents and report on its activities and progress.

### **3.4 Participation in TWG meetings**

Each member organisation of the TWG shall be an equal and active member. The member agency shall designate one principal representative and an alternate as its representative at the TWG meetings. Both representatives can attend the TWG meetings but each member organisation only has one vote. To ensure an efficient process, partner organisations shall make all efforts to ensure continuity of attendance at meetings by the same representative(s).

Member organisations, when unable to attend a TWG meeting, may make their views known to the Secretariat via e-mail.

### **3.5 Quorum**

The quorum for conducting the TWG meeting shall be no less than half of the membership of the TWG.

**3.6 Withdrawal from the TWG**

Any member organisation may withdraw from the TWG by giving notice in writing to the Secretariat. Any member organisation failing to attend three consecutive TWG meetings without informing the Secretariat may be deemed to have withdrawn unless they communicate in writing their desire to continue as the TWG.

**3.7 Time Commitment by TWG members**

The tenure of the TWG is dependent on the timeline for the development of the MYNI for the Management and Monitoring of HCVs, which is expected to take place between January 2020 and June 2021. It is expected that the TWG will physically meet two or three times within this period until the toolkit is completed and published. The Secretariat will organise meeting agendas and notes, meeting times, and venues. Each physical meeting is expected to take about half-a-day. In between physical meetings, TWG members are expected to provide technical inputs via email and other means, review technical documents, provide recommendations, contribute case studies etc. as and when appropriate. If there is a need to extend the timeline for the completion of the MYNI for the Management and Monitoring of HCVs, the Secretariat will advise accordingly based on the advice from the SC.

**3.8 Copyright and Ownership**

The new toolkit shall be jointly owned by all the stakeholders involved in the development process.

**4. Declaration**

*I/We, the undersigned, being the official representative(s) of my/our respective organisation, agree to commit my/our organization to support the development of the MYNI for the Management and Monitoring of HCVs and to abide by the provisions as set out in these Terms of Reference.*

**Agency** : \_\_\_\_\_

**Address** : \_\_\_\_\_

\_\_\_\_\_

**Office phone** : \_\_\_\_\_

Principal Representative		Alternate Representative	
Name:		Name:	
Signature:		Signature:	
Position:		Position:	
Email:		Email:	
Mobile No:		Mobile No:	
Date:		Date:	