

SBP Regional Risk Assessment Procedure

Sustainable Biomass Program
sbp-cert.org



Version 1.2

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This document replaces SBP process documents:

- SBP Regional Risk Assessment Procedure (version 1.1)

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In the case of inconsistency between translations, the official English language version shall always take precedence.

SBP welcomes comments and suggestions for changes, revisions and/or clarifications on all of its Standards documentation. Please contact: info@sbp-cert.org

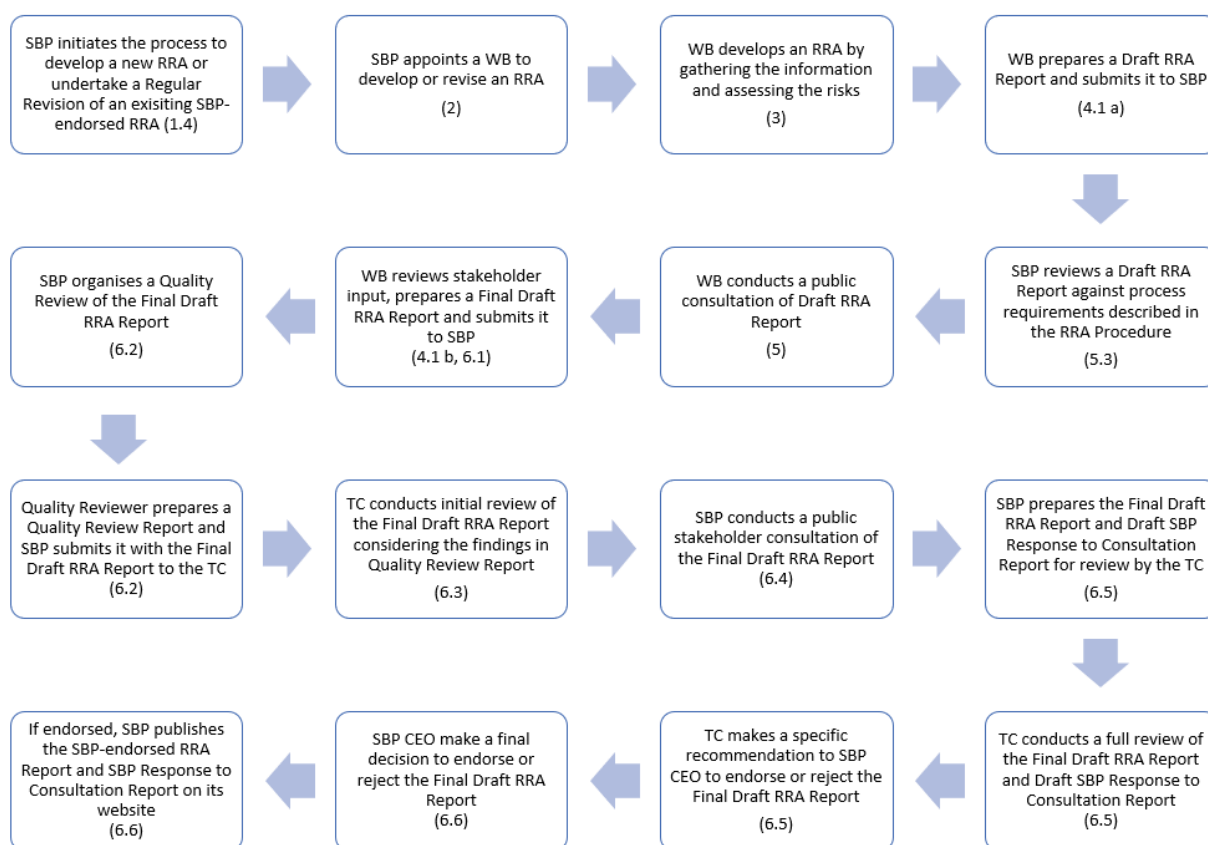
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1 Purpose and scope

- 1.1 This document specifies the requirements and process for the initial development and the revision of a risk assessment for a country, or a region, and its endorsement by SBP. Such a risk assessment is referred to as a 'Regional Risk Assessment' or 'RRA'.
- 1.2 An RRA shall only be endorsed by SBP if it is developed or revised in accordance with this Procedure and submitted to SBP for endorsement.
- 1.3 The Intellectual Property Rights of an endorsed RRA resides solely with SBP.
- 1.4 SBP retains the sole right to all aspects of an RRA, including decisions to approve, reject, initiate development or revision, or withdraw an endorsed RRA.
- 1.5 The figure below provides a process flowchart for the development and endorsement or Regular Revision of an RRA.



2 Appointment of a Working Body to develop or revise Regional Risk Assessments

- 2.1 SBP shall retain overall accountability for overseeing the development or revision of an RRA.
- 2.2 An external 'Sponsoring Body' may finance or otherwise support the development of an RRA. A Sponsoring Body may comprise a single party or a group working on a collaborative basis.
- 2.3 SBP may act as a 'Sponsoring Body' to resource the development or a revision of an RRA. In such cases, SBP would be required to justify the decision to act as Sponsoring Body and measures taken to address any real or perceived conflicts of interest.
- 2.4 SBP will appoint a Working Body (WB) to develop or revise an RRA. A Sponsoring Body may recommend a WB.
- 2.5 Prior to appointment of a WB, SBP will review and confirm that a WB:
- a) has sufficient, suitably qualified staff and resources to perform the risk assessment;
 - b) can demonstrate competence in the application and interpretation of SBP requirements and Standards, including the requirements identified in this RRA Procedure;
 - c) has relevant knowledge of the language, laws and customs of the region(s) in which the WB will operate;
 - d) has effectively managed any real or perceived conflict of interest which could affect the objectivity of the work; and
 - e) accepts the rules and procedures laid down by SBP for the development, approval and revision of the RRA.
- 2.6 The WB shall:
- a) Complete the relevant planning sections from the 'SBP RRA Development Process Review' template provided by SBP before the commencing work on the RRA;
 - b) Prepare a documented timeline;
 - c) Prepare a draft stakeholder consultation list;
 - d) Determine the 'geographic scope' of the assessment, taking into consideration the homogeneity of the region under assessment;
 - e) Appoint a Co-ordinator who is responsible for facilitating and managing the development of the RRA according to the requirements of this Procedure; and
 - f) Have a complaints procedure in place to deal with any stakeholder complaints. Should the WB's complaints procedure be exhausted, the complaint may be referred to SBP and dealt with using the SBP Complaints Procedure.
- 2.7 The WB shall agree an RRA development or revision working plan covering all points in 2.6 above with SBP before starting the development or revision.

3 Development of the Draft RRA

NOTE: the RRA is the process of gathering information and designating risk levels to the indicators of SBP Standard 1 and Standard 2, while the RRA Report is the document describing the process, methodology and conclusions and is used for consultations and ultimately SBP endorsement.

3.1 Applicable standards

3.1.1 The WB shall conduct the RRA against the latest version of SBP Standard 1: Feedstock Compliance and Standard 2: Verification of SBP-compliant Feedstock using the latest version of the RRA template.

3.2 Gathering of information

3.2.1 All data used in the risk assessment shall be relevant and reliable and relevant for all indicators in Standard 1. The evaluation of information should take into account various factors, for example, publication indexes, data providers, relevance of the information considering the validity date of the risk assessment, dates of publication, methodology used for data gathering, etc. The most up-to-date information sources must be used; should sources be more than five years old their adequacy must be verified.

NOTE: The WB Co-ordinator should proactively search relevant sources of information (for example, websites of relevant NGOs, media articles, social media, scientific reports and studies) to identify stakeholder concerns that could be relevant to the RRA process.

3.2.2 Where practicable, remote-sensing data sets should be used to verify or establish baseline forest cover characteristics and land use patterns in relation to sustainability goals for the region.

3.2.3 Stakeholder consultation during the drafting of the RRA constitutes an important source of information.

3.2.4 Data sources shall be referenced in the Draft and Final Draft RRA Reports so that they are verifiable by external parties.

3.2.5 Information and data gathered shall be reviewed for accuracy, credibility and relevance.

3.3 Rating of risk

3.3.1 Risk ratings shall be specified separately for each indicator in compliance with the requirements of the latest version of SBP Standard 2: Verification of SBP-compliant Feedstock.

4 Regional Risk Assessment Reports

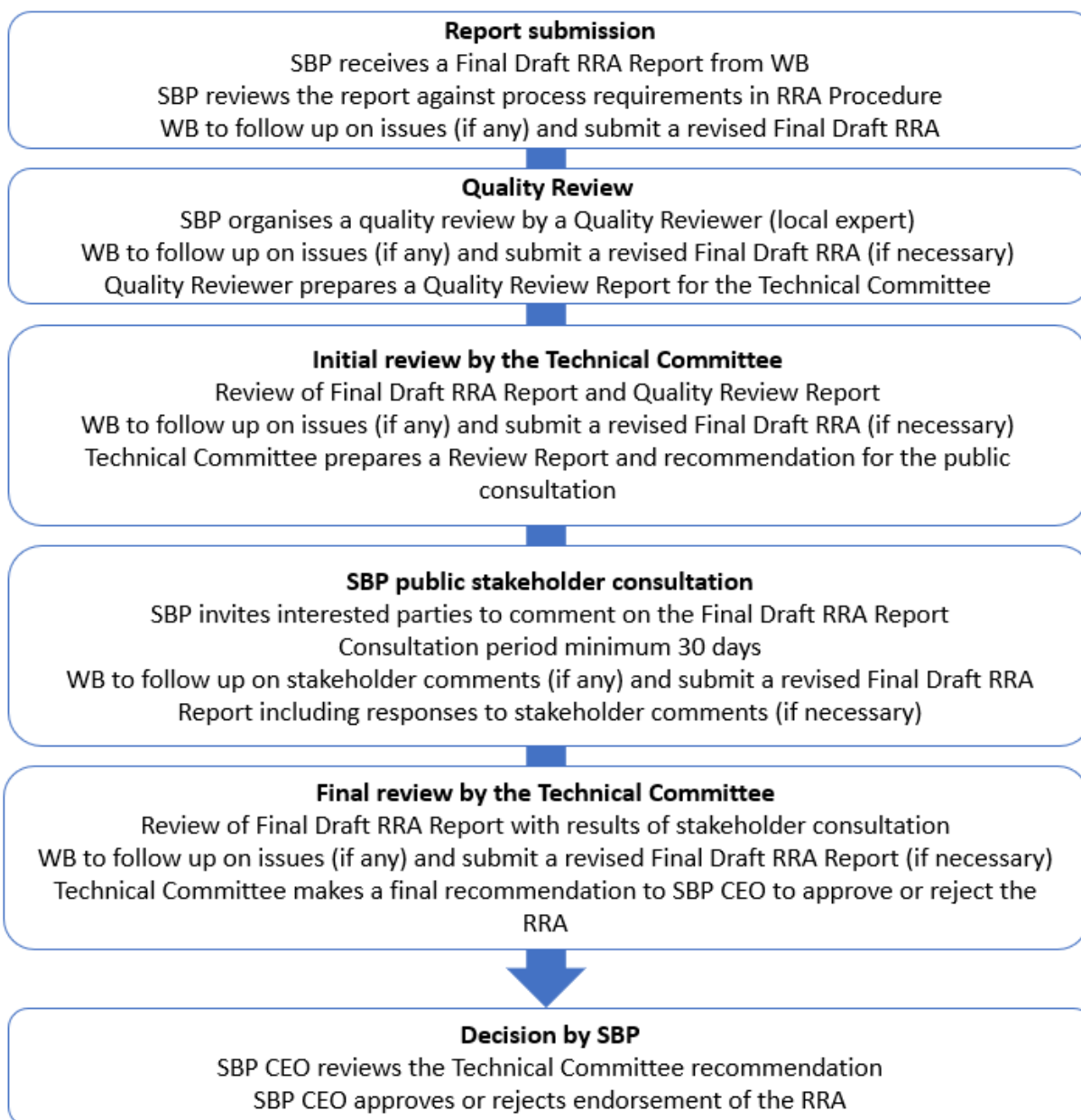
- 4.1 After completion of the draft risk assessment process, the WB shall prepare two versions of the RRA Report:
- a) The Draft RRA Report to be used for the WB public stakeholder consultation (according to Section 5); and
 - b) A Final Draft RRA Report based on WB public stakeholder consultation and which has been prepared for submission to SBP for review and endorsement (according to Section 6).
- 4.2 The RRA Reports shall contain the following elements:
- a) objective;
 - b) scope;
 - c) name and contact details of the WB Co-ordinator and the WB;
 - d) names and qualifications of technical experts (if applicable);
 - e) background;
 - f) summary of identified risk areas;
 - g) list of key stakeholders consulted and the stakeholder report(s);
 - h) risk ratings for each indicator; and
 - i) a reference list for all data sources cited (publications, studies, documents, etc.).
- 4.3 The rationale for the assignment of risk rating to each indicator will be presented in reports using the SBP Risk Reporting Template given in Annex 2.
- 4.4 The Final Draft RRA Report will provide a detailed description of the public stakeholder consultation process that was undertaken by the WB.
- 4.5 The Final Draft RRA Report shall contain an Appendix providing all stakeholder comments received during the WB public consultation on the Draft RRA Report.
- 4.6 The WB is responsible for completing an internal quality review of the Final Draft RRA Report to ensure that it complies with all SBP requirements contained within this Procedure. SBP will not accept the Final Draft RRA Report unless it is approved by an authorised representative of the WB.

5 Working Body stakeholder consultation on the Draft RRA Report

- 5.1 The WB shall publicly consult on the Draft RRA Report to ensure the RRA's relevance to national/regional conditions and to allow stakeholders to contribute to the RRA process.
- 5.2 The WB Co-ordinator shall inform SBP of the start date of the consultation at least three (3) weeks in advance.
- 5.3 The WB Co-ordinator shall send the Draft RRA Report to SBP for review at least ten (10) working days before it is published for public consultation. SBP will review the report against process requirements in RRA Procedure and, following review, may require revision prior to starting the WB public consultation.
- 5.4 The WB Co-ordinator shall identify stakeholders according to the Work Plan 'sign-off' that is based on Annex 1 and shall invite them to comment on the Draft RRA Report.
- 5.5 The WB Co-ordinator shall maintain a list of identified stakeholders and their respective contact details.
- 5.6 Stakeholders shall be given a period of at least thirty (30) days to submit comments on the Draft RRA Report.
- 5.7 Information sent to stakeholders for consultation shall include the following:
 - a) A brief description of the SBP certification system, including direct reference to the current version of SBP Standard 1;
 - b) A brief description of the purpose of the RRA, the scope of the risk assessment and the objective of the stakeholder consultation, including a request for comments;
 - c) The start and end dates of the public stakeholder consultation period;
 - d) The Draft RRA Report;
 - e) Contact details of the WB Co-ordinator;
 - f) An indicative timeline for the completion of the proposed RRA (it should be made clear that the timeline is only an estimate);
 - g) A statement that comments will be published unless confidentiality is requested; and
 - h) A statement that the RRA process is aligned with this SBP RRA Procedure.
- 5.8 The WB Co-ordinator shall be proactive in seeking input from representatives of identified stakeholders and in using a variety of means, as appropriate, for making contact with stakeholders.

- 5.9 Consultation techniques may include face-to-face meetings, personal contact by phone or letter, notices published in the national and/or local press and on relevant websites, local radio announcements, announcements on local customary notice boards in the language of the local people, and emails in the language of the recipients. The WB Co-ordinator should consider holding stakeholder workshops to provide a forum for direct input and discussion.
- 5.10 The WB Co-ordinator is responsible for facilitating culturally appropriate outreach to representatives of all identified stakeholders.
- 5.11 The WB Co-ordinator shall acknowledge receipt of comments and ensure their proper collection.
- 5.12 The WB shall review all comments by stakeholders and address them in the Final Draft RRA Report with the aim of achieving consensus.
- 5.13 The WB Co-ordinator shall respond to all stakeholders who participate in the consultation process and indicate how their comments were taken into account; such feedback shall be provided to participating stakeholders prior to Final Draft RRA Report submission to SBP for endorsement.
- 5.14 The WB Co-ordinator shall prepare a Stakeholder Consultation Report in English that includes:
- a) A summary of the issues raised and how they were addressed;
 - b) An analysis of the range of stakeholder groups that submitted comments; and
 - c) An unedited copy of all comments as an Annex to the Report.
- 5.15 Copies of all stakeholder comments shall be translated from their original language into English.
- 5.16 The Stakeholder Consultation Report shall be appended in its entirety to the Final Draft RRA Report, unless specific stakeholders have requested confidentiality, in which case their comments shall be treated as confidential material.
- 5.17 In addition to the requirements of 5.16, the Stakeholder Consultation Report of a Final Draft RRA Report shall also include a description of how information obtained through the stakeholder consultation was used by the WB.
- 5.18 Translations of Draft and Final Draft RRA Reports shall be prepared at the discretion of the WB considering the needs of local stakeholders.
- 5.19 The need for additional consultation periods prior to the development of the Final Draft RRA Report shall be at the discretion of the WB, taking into account the comments received during the public consultation. Where substantive issues have been identified, additional rounds of consultation should be undertaken. The period for subsequent rounds of consultation may be limited to thirty (30) days.
- 5.20 Requirements for stakeholder consultation during the RRA revisions are presented in Section 7.

6 SBP evaluation and endorsement of Final Draft Regional Risk Assessment Reports



6.1 Report submission

- 6.1.1 The WB shall submit the Final Draft RRA Report to SBP for evaluation and endorsement together with the fully completed 'SBP RRA Development Process Review Report'. The template for this report is provided by SBP.
- 6.1.2 SBP will conduct a review of the process to make sure that the RRA Procedure was followed. SBP may request that the WB follow up on any issues identified and submit a revised Final Draft RRA Report.

6.2 SBP Quality Review

- 6.2.1 Within five (5) working days of receiving the Final Draft RRA Report and any follow up action by the WB, SBP shall arrange for a Quality Review by an SBP Quality Reviewer, against the procedural requirements specified in this Procedure. Additionally, the Quality Review will aim to ensure that the local context was considered and thus a Quality Reviewer must be competent to make this evaluation for the specific geographic scope covered by the RRA.
- 6.2.2 Comments arising from the Quality Review shall be directed to the WB for a complete response to each of the issues raised, and where necessary, a revised Final Draft RRA Report including additional clarifications and/or explanations, shall be provided to SBP.
- 6.2.3 Within five (5) working days of receipt of the Final Draft RRA report, or where necessary the revised Final Draft RRA Report (see Section 6.2.1), the SBP Quality Reviewer will prepare a Quality Review summary of the Final Draft RRA Report (or where necessary the revised Final Draft RRA Report), which shall include a recommendation to either submit the Final Draft RRA Report to the Technical Committee (TC) for initial review or to request a WB to do further changes or improvements. SBP shall decide whether the report is ready to be sent to the TC for initial review.
- 6.2.4 In case of a positive decision, the Quality Review will be submitted by SBP to the TC.

6.3 Initial review by the Technical Committee

- 6.3.1 In the first instance, the TC shall review the Final Draft RRA Report and the Quality Review Report to confirm the adequacy of the RRA content and process.
- 6.3.2 If the TC finds that the Final Draft RRA Report requires further improvements, it will be returned to the WB Co-ordinator by SBP for amendment without any further consideration by SBP.
- 6.3.3 For any reports that are returned to the WB, the TC shall prepare a short description of the report's shortcomings. The TC may also make recommendations for improvement.
- 6.3.4 If the TC finds the Final Draft RRA Report to be appropriate, within ten (10) working days, the TC shall make a specific recommendation to SBP. SBP shall make a decision on whether the report may go for public consultation.

6.4 SBP public stakeholder consultation

- 6.4.1 On receipt of a positive recommendation from the TC's initial review, SBP shall undertake a public stakeholder consultation. The Final Draft RRA Report will be published on the SBP website with an invitation for interested parties to submit written comments on both the Final Draft RRA Report and the RRA Procedure followed. The consultation period shall be for a minimum of thirty (30) days.

6.4.2 Following the public consultation, SBP shall review all comments received and, where necessary, instruct the WB to follow up on any issues arising.

6.4.3 The WB shall follow up on stakeholder comments (if any) and submit a revised Final Draft RRA Report with responses to stakeholder comments (if necessary) to SBP.

6.5 Final review by the Technical Committee

6.5.1 After the SBP stakeholder consultation and any follow-up actions from the WB, SBP will submit the Final Draft RRA Report and Draft SBP Response to Consultation Report to TC for the final review and recommendation.

6.5.2 The TC will conduct a full review of the Final Draft RRA Report and Draft SBP Response to Consultation Report with special focus on the response to the comments from the stakeholder consultation.

6.5.3 If the TC finds the Final Draft RRA Report or Draft SBP Response to Consultation Report to be deficient, it will be returned directly to the WB Co-ordinator by SBP for amendment.

6.5.4 For any reports which are returned to the WB, the TC shall prepare a short description of the shortcomings. The TC may also make recommendations for improvement. The WB shall act on the TC's findings (if any) and re-submit a revised Final Draft RRA Report and, if necessary.

6.5.5 If the TC finds that the WB response and Final Draft RRA Report to be sufficient, within fifteen (15) working days from receiving the Report, the TC shall evaluate whether the Final Draft RRA Report can be recommended for endorsement. The TC will prepare a brief narrative justifying its conclusion.

6.5.6 Following the review, the TC shall make a specific recommendation to the SBP Chief Executive Officer (CEO) on whether to endorse or reject the Final Draft RRA Report or, where necessary, the revised Final Draft RRA Report.

6.6 Decision by SBP

6.6.1 The SBP CEO shall review the recommendation from the TC and take a decision as to whether:

- a) SBP endorses the Final Draft RRA Report; or
- b) SBP rejects the Final Draft RRA Report.

6.6.2 SBP's decision will be final.

6.6.3 SBP shall communicate the decision to the WB Co-ordinator.

6.6.4 In cases where the Report is rejected, SBP shall provide the WB Co-ordinator with an explanation of the reasons for rejection and SBP may make suggestions for improvements or revisions.

6.6.5 In cases where the Final Draft RRA Report is endorsed, SBP shall publish the SBP-endorsed RRA Report on the SBP website, alongside the SBP Response to Consultation Report.

7 Review and revision of SBP-endorsed Regional Risk Assessments

7.1. Validity and revision scenarios for an SBP-endorsed RRA

7.1.1 SBP-endorsed RRAs normally remain valid for a period of five (5) years from the publication date by SBP.

7.1.2 If SBP Standards 1 and 2 are revised, a review and possibly a revision of SBP-endorsed RRAs will be required. SBP-endorsed RRAs requiring revision shall be revised within the transition period that accompanies the revised Standards and normative documents. The end of transition period will define the end of the validity of an SBP-endorsed RRA.

7.1.3 Revisions of an SBP-endorsed RRA may be implemented in three ways:

- a) Administrative update of the RRA, or
- b) Through rapid revision, or
- c) Through regular revision.

7.1.4 The validity of an SBP-endorsed RRA may be extended in the following cases:

- a) The RRA revision process has started but is not expected to be completed before the validity expires. In this case, the validity of the SBP-endorsed RRA may be extended for up to six (6) months.
- b) SBP Standards 1 and 2 are undergoing review and revision but that process is not yet complete **and** there are no proposed changes to the risk designation of the indicators (i.e., from low to specified) following a technical review conducted by SBP in collaboration with the appointed WB. In this case, an extension of the validity may be proposed to coincide with the transition period for the revised Standards; a 30-day public consultation shall be conducted by SBP to seek stakeholder comments on the proposed extension.

7.2 Administrative Update of an SBP-endorsed RRA

7.2.1 Administrative Updates to an SBP-endorsed RRA shall not affect the risk designations and shall be implemented according to need and urgency.

NOTE: Update(s) may include but are not limited to: updated information sources, additional information sources and maps, and amending typographic or translation errors.

7.2.2 In case of an update, the SBP-endorsed RRA shall be given a new, second level version number (e.g., v1.1, v1.2 etc.).

7.2.3 A stakeholder consultation is not required for an administrative update.

7.2.4 SBP may consult the relevant WB for input, if possible.

7.2.5 The TC shall review the Administrative Update Draft RRA Report and if a positive recommendation is made the updated RRA is submitted to SBP CEO. SBP CEO shall make the final decision regarding endorsement.

7.3 Rapid Revision of an SBP-endorsed RRA

- 7.3.1 During the five-year validity of an SBP-endorsed RRA, stakeholders may make the case for a Rapid Revision to an RRA. A request for Rapid Revision of an SBP-endorsed RRA shall be submitted to SBP and shall include:
- a) A detailed description of change(s) proposed;
 - b) Clear objective evidence supporting the change; and
 - c) Any other supportive information (e.g. feedback from stakeholder consultation).

NOTE: Examples of clear objective evidence may include: changes in legislation, results of complaints handled by SBP and newly published scientific evidence.

- 7.3.2 SBP will evaluate requests for a Rapid Revision and shall ask the TC for its evaluation of suitability of the request. SBP will only proceed following a positive recommendation from the TC.
- 7.3.4 SBP may choose to appoint a WB to carry out the Rapid Revision, depending on the scale and complexity of the revision.
- 7.3.5 During a Rapid Revision, a WB stakeholder consultation following Section 5 is not required, however, a targeted consultation of selected experts and stakeholders should be undertaken.
- 7.3.7 SBP shall undertake a public stakeholder consultation of the Rapid Revision Draft RRA Report in according to 6.4. The consultation period shall be for a minimum of thirty (30) days.
- 7.3.8 The TC shall review the Rapid Revision Draft RRA Report and if a positive recommendation is made the Rapid Revision Draft RRA Report is submitted to the SBP CEO. The SBP CEO shall make the final decision regarding endorsement.

7.4 Regular Revision of an SBP-endorsed RRA

- 7.4.1 No later than six (6) months prior to the end of the validity period of an SBP-endorsed RRA, SBP shall have performed a review for its continued relevance and effectiveness in the stated objective. The review shall consider the following information:
- a) New or changed legislation or best practices;
 - b) Emerging technologies or scientific knowledge;
 - c) The results of SBP's Monitoring and Evaluation, and Assurance activities; and
 - d) All stakeholder comments received since the last endorsement of the RRA.
- 7.4.2 SBP shall create a report summarising the results and conclusions of the review process. The report shall include a recommendation as to whether the SBP-endorsed RRA merits re-approval or requires revision. SBP should seek input from a previous WB and other experts.
- 7.4.3 Re-approval means re-publishing the same SBP-endorsed RRA Report for a period not exceeding five (5) years without changes.
- 7.4.4 When re-approval is recommended, SBP shall conduct a stakeholder consultation seeking feedback on the proposed re-approval. The consultation period shall be for a minimum of thirty (30) days. Following the close of the public consultation period, SBP shall review all comments received and include them in a stakeholder consultation report.
- 7.4.5 In those cases where SBP has recommended a Regular Revision or where a stakeholder consultation to re-approve the SBP-endorsed RRA per clause 7.4.4 above indicates the need for a Regular Revision, the Regular Revision shall be undertaken.
- 7.4.6 The TC shall be consulted by SBP and the SBP CEO shall decide regarding re-approval or Regular Revision.

7.4.7 If the Regular Revision process is undertaken, it shall be conducted according to the requirements for initial RRA development specified in this Procedure.

7.5 RRA transition period

7.5.1 The RRA transition period is the period by the end of which a Biomass Producer shall adapt its Supply Base Evaluation in accordance with the revised SBP-endorsed RRA and Standard 2.

7.5.2 The transition period in the case of an Administrative Update or Rapid Revision (Sections 7.2 and 7.3 above) shall be six (6) months from the publication date. Therefore, a Biomass Producer shall adapt its Supply Base Evaluation in accordance with the revised SBP-endorsed RRA within six (6) months of the date of its publication by SBP.

7.5.3 The transition period in the case of Regular Revision at the end of the five-year validity period (Section 7.4 above) shall be twelve (12) months from the date of publication. Therefore, a Biomass Producer shall adapt its Supply Base Evaluation in accordance with the revised SBP-endorsed RRA within twelve (12) months of the date of its publication by SBP.

7.5.4 The transition period in the case of Regular Revision resulting from review and revision of SBP Standards 1 and 2 (Section 7.4 above) shall coincide with the transition period for the revised Standards 1 and 2. Therefore, a Biomass Producer shall adapt its Supply Base Evaluation in accordance with the revised SBP-endorsed RRA by the end of the transition period for the revised Standards.

7.5.5 The Biomass Producer shall prepare a documented transition plan for adopting the revised SBP-endorsed RRA.

7.5.6 The Biomass Producer should engage in the RRA development or revision process to support a timely and efficient transition.

8 Exception to RRA procedure

- 8.1 In special circumstances (for example, during a review and revision of SBP Standards), SBP may need to deviate from the RRA Procedure. For example, SBP may choose to undertake a partial Regular Revision and focus only on the key criteria where it is possible that risk designations may have changed, or new information has become available.
- 8.2 SBP shall develop a proposed plan for the implementation of an exception and submit it to the TC for review.
- 8.3 The TC will consider recommending approval of the exception after taking into consideration at least the following:
 - a) The need for deviation;
 - b) Ensuring the credibility of the SBP-endorsed RRA revision process;
 - c) Ensuring transparency, participation and fairness in the process; and
 - d) Compliance with international best practice for standards development.
- 8.4 If an exception is recommended by the TC, it shall be submitted to the SBP CEO for a decision on the exception. SBP shall make publicly available (through publication on the SBP website) an explanation and justification for the deviation from the RRA Procedure.

Annex 1: Stakeholder groups to be consulted in the RRA process

Stakeholders representing the interests listed below shall be identified and notified during the development of an RRA. Each group specified may be represented by an unlimited number of representatives, provided that a balance of inputs into the RRA process is maintained. The list is not comprehensive and any other stakeholder groups relevant for the RRA process under national/regional conditions shall also be identified and notified.

1 Economic interests

- a) Forest owners and/or managers of large, medium and small forests; high-, medium- and low-intensity managed forests;
- b) Forest contractors (including loggers);
- c) Representatives of forest workers and forest industries;
- d) Stakeholders in the regional biomass sector, including producers of woody biomass for energy production and associated supply chain actors; and
- e) Certificate Holders of relevant certification schemes, including FSC, PEFC, SBP and SFI.
- f) Local communities representatives;
- g) Indigenous peoples' representatives.

2 Social interests

- a) NGOs involved or with an interest in social aspects of forest management and other related operations;
- b) Forest workers association;
- c) International, national and local trade/labour unions;
- d) Representatives of local communities involved or with an interest in forest management;
- e) Representatives of indigenous peoples and/or traditional peoples; and
- f) Representatives of recreation interests, where present.

3 Environmental interests

- a) NGOs involved or with an interest in the environmental aspects of forest management. Consultation should target the following areas of interest and expertise:
 - Biological diversity;
 - Water and soil;
 - Environmental-related High Conservation Values; and
 - Development of renewable and sustainable energy resources.
- b) Local communities representatives;
- c) Indigenous peoples' representatives.

4 Certification Bodies that are actively involved in forest certifications within the country

5 National and state forest agencies

6 Experts in Controlled Wood and other relevant feedstock categories

7 Research institutions and universities

8 Official representatives of forestry certification schemes (for example, FSC, PEFC) from offices in the region

Annex 2: SBP RRA Report template

These elements will be included in the following order in the report:

- a) Title page (Including the title “SBP-endorsed Regional Risk Assessment for [Region]”, version (draft or final draft) and date)
- b) Table of contents
- c) Abbreviations
- d) Foreword
- e) Introduction (including reference to the SBP RRA process)
- f) Statement of scope (including map and written definition of the region)
- g) Methodology (including how the RRA was undertaken, any variations from RRA procedure)
- h) Regional background (including the forestry context in which the RRA was undertaken)
- i) Overview of the local biomass sector
- j) Detailed findings for Supply Base Evaluation indicators – Annex 1
- k) List of experts consulted and contacts of Working Body - Annex 2
- l) List of publications used - Annex 3
- m) List of stakeholders – Annex 4
- n) Stakeholder Consultation Report – Annex 5

This template table shall be used to record the rationale for designating risk levels to each indicator. Example is given for indicator 1.1.

	Indicator
1.1.1	The Supply Base is defined and mapped.
Finding	
Means of Verification	
Evidence Reviewed	
Risk Rating	<input type="checkbox"/> Low Risk <input type="checkbox"/> Specified Risk