Global Environment Facility
Trust Fund Grant Agreement

(Cameroon Forestry and Environment Policy GEF TF Grant)

between

REPUBLIC OF CAMEROON

and

INTERNATIONAL BANK FOR RECONSTRUCTION
AND DEVELOPMENT

acting as an Implementing Agency of the Global Environment Facility

Dated June 20, 2006
GLOBAL ENVIRONMENT FACILITY TRUST FUND GRANT AGREEMENT

AGREEMENT, dated June 20, 2006, between the REPUBLIC OF CAMEROON (the Recipient) and the INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT (the Bank) acting as an implementing agency of the Global Environment Facility (GEF) in respect of grant funds provided to the GEF Trust Fund by certain members of the Bank as participants of the GEF.

WHEREAS (A) the Bank, pursuant to Resolution No. 91-5 of March 14, 1991 of the Executive Directors of the Bank, established the GEF to assist in the protection of the global environment and promote thereby environmentally sound and sustainable economic development;

(B) following the restructuring of the GEF, such arrangements continued in place on the basis set forth in Resolution No. 94-2 of May 24, 1994, of the Executive Directors of the Bank which, inter alia, established the GEF Trust Fund and appointed the Bank as trustee of the GEF Trust Fund (Resolution 94-2);

(C) the Recipient has carried out specific measures and taken actions to promote growth in the environment and forestry sectors, including under the third structural adjustment credit that was granted by the International Development Association (the Association) (the SAC III Forestry Reforms);

(D) the Bank has received from the Recipient a letter dated March 1 2005, describing a program of actions, objectives and policies designed to promote growth in the Recipient’s green environment and forestry sectors (the Program), declaring the Recipient’s commitment to the execution of the Program, requesting assistance from the resources of the GEF Trust Fund in support of the Program during the execution thereof; the said request having been approved in accordance with the provisions of the Instrument for the Establishment of the Restructured Global Environment Facility approved under Resolution 94-2;

(E) the Recipient has also requested the Association to provide additional financing for the Program and by an agreement of even date herewith between the Recipient and the Association (the Development Grant Agreement), the Association has agreed to provide such assistance in an aggregate principal amount equivalent to seventeen million and three hundred thousand Special Drawing Rights (SDR 17,300,000) (the IDA Grant);

WHEREAS on the basis, inter alia, of the foregoing, the Bank has agreed in support of the Program to provide such assistance to the Recipient by making the GEF Trust Fund Grant in three tranches upon the terms and conditions set forth in this Agreement;

NOW THEREFORE, the parties hereto hereby agree as follows:
ARTICLE I

General Conditions; Definitions

Section 1.01. (a) The following provisions of the “General Conditions Applicable to Loan and Guarantee Agreements for Single Currency Loans” of the Bank, dated May 30, 1995 (as amended through May 1, 2004), with the modifications set forth in paragraph (b) of this Section (the General Conditions) constitute an integral part of this Agreement:

(i) Article I;

(ii) Sections 2.01 (2), (3), (4), (5), (6), (7), (8), (14), (15), (16), (18) and (21), 2.02 and 2.03;

(iii) Section 3.01;

(iv) Sections 4.01 and 4.06;

(v) Article V;

(vi) Sections 6.01, 6.02 (a), (c), (d), (e), (f), (g), (i), (l), (m), (n), (o) and (p), 6.03, 6.04 and 6.06;

(vii) Section 8.01 (b);

(viii) Sections 9.01 (a) and (c), 9.04, 9.06, 9.07, 9.08 and 9.09;

(ix) Sections 10.01, 10.03 and 10.04;

(x) Article XI; and

(xi) Sections 12.01 (c), 12.03 and 12.04.

(b) The General Conditions shall be modified as follows:

(i) The term “Bank”, wherever used in the General Conditions, other than in Sections 2.01 (6), 6.02 (f) and 5.01 (a) thereof, means the Bank acting as an implementing agency of the GEF, except that in Section 6.02, the term “Bank” shall also include the Bank acting in its own capacity;
(ii) The term “Borrower”, wherever used in the General Conditions, means the Recipient;

(iii) The term “Loan Agreement”, wherever used in the General Conditions, means this Agreement;

(iv) The term “Loan” and “loan”, wherever used in the General Conditions, means the GEF Trust Fund Grant;

(v) The term “Loan Account”, wherever used in the General Conditions, means the GEF Trust Fund Grant Account;

(vi) A new subparagraph is added after subparagraph (o) in Section 6.02 of the General Conditions, as follows: “an extraordinary situation shall have arisen in which any further disbursement under the GEF Trust Fund Grant would exceed the resources available for disbursement from the GEF.”;

(vii) The words “corrupt or fraudulent” in paragraph (c) of Section 6.03 are replaced with the words “corrupt, fraudulent, collusive or coercive”;

(viii) Section 2.01, paragraph 18, is modified to read: “Project’ means the program, referred to in the Preamble to the GEF Trust Fund Grant Agreement, in support of which the GEF Trust Fund Grant is made.”;

(ix) Section 4.01 is modified to read: “Except as the Bank and the Recipient shall otherwise agree, withdrawals from the GEF Trust Fund Grant Account shall be made in the currency of the deposit account specified in Section 2.02 of the GEF Trust Fund Grant Agreement.”;

(x) Section 5.01 is modified to read: “The Recipient shall be entitled to withdraw the proceeds of the GEF Trust Fund Grant from the GEF Trust Fund Grant Account in accordance with the provisions of the GEF Trust Fund Grant Agreement and of these General Conditions.”;

(xi) The last sentence of Section 5.03 is deleted; and

(xii) Section 9.07 (c) is modified to read: “(c) Not later than six months after the Closing Date or such later date as may be agreed for this purpose
between the Recipient and the Bank, the Recipient shall prepare and furnish to the Bank a report, of such scope and in such detail as the Bank shall reasonably request, on the execution of the program referred to in the Preamble to the GEF Trust Fund Grant Agreement, the performance by the Recipient and the Bank of their respective obligations under the GEF Trust Fund Grant Agreement and the accomplishment of the purposes of the GEF Trust Fund Grant.”.

Section 1.02. Wherever used in this Agreement, unless the context otherwise requires, the several terms defined in the General Conditions, the Development Grant Agreement, and in the Recitals to this Agreement have the respective meanings therein set forth and the following additional terms have the following meanings:

(a) “Annual Budget for the Forest and Green Environment Sector” means a budgetary provision made by the Recipient during a Fiscal Year and allocated for management of forest sector and related green environment sector (but excluding urban, grey, brown and marine environment);

(b) “BEAC” means Banque des Etats de l'Afrique Centrale, an institution established and operating pursuant to the “Convention de Coopération Monétaire entre les Etats de l’Afrique Centrale et la République Française”;

(c) “BEAC Deposit Account” means the deposit account to be opened at the BEAC referred to in Section 2.02 (b) of this Agreement;

(d) “CAA” means Caisse Autonome d’Amortissement, an institution established and operating pursuant to Decree No. 87/1176 dated August 28, 1985 “créant et organisant la Caisse Autonome d’Amortissement”;

(e) “CAA Deposit Account” means the deposit account to be opened by Caisse Autonome d’Amortissement referred to in Section 2.02 (b) of this Agreement;

(f) “CFAF” means Franc de la Communauté Financière en Afrique Centrale, the currency of the Recipient;

(g) “Community Forest” means a forest area as defined in Article 37 of Law No. 94-01 dated January 20, 1994, on Forest, Wild life and Fisheries;

(h) “DEPMI” means the software used by MINEFI (as hereinafter defined) for the management and monitoring of ministries expenditures;

(i) “EMP” and “Environmental Management Plan” mean the plan adopted by the Recipient on October 6, 2005;
(j) “First Tranche” means the tranche of the proceeds of the GEF TF Grant for an amount of $3,800,000, to be released on or soon after the Effective Date;

(k) “Fiscal Year” means the fiscal year of the Recipient starting on January 1 and ending on December 31 of the same year;

(l) “Focus UTO” means the following UTOs (as hereinafter defined): Korup, Ndongoro, Bakossi Kupe, Campo Ma’an, Boubi Bek & Nki, Mbaam & Djerem, Béoué and Waza;

(m) “Management Plan” or “MP” means a plan for the monitoring and management of a UFA (as hereinafter defined) established pursuant to Law No. 94-01 dated January 20, 1994, on Forest, Wildlife and Fisheries and its implementing regulations;

(n) “Global Forest Watch Report” means the report produced by the Global Forest Watch Program of the World Resources Institute based on the Memorandum of Understanding signed with the Recipient on June 16, 2005;

(o) “Management Efficiency Score” or “MES” means the level of efficiency in the management of Protected Areas (as hereinafter defined), as measured pursuant to the site level tracking tool developed for the World Bank-WWF Alliance in April 2003, as adapted in 2005;

(p) “MINEP” means the Recipient’s Ministry of Environment and Nature Protection established pursuant to Decree No. 2004/320 dated December 8, 2004, organizing the Government and organized pursuant to Decree 2005/117 dated April 14, 2005;

(q) “MINFOF” means the Recipient’s Ministry of Forestry and Wildlife, established by Decree No. 2004/320 of December 8, 2004, organizing the Government and organized pursuant to Decree 2005/099 dated April 6, 2005;

(r) “MINEFI” the Recipient’s Ministry of Economy and Finance, established by Decree No. 2004/320 of December 8, 2004 organizing the Government and organized pursuant to Decree 2005/119 dated April 15, 2005;

(s) “National Biodiversity Strategy and Action Plan” means the action plan established and in the process of being adopted by the Recipient, for the management and conservation of biological diversity in Protected Areas (as hereinafter defined);

(t) “National Park” means a Protected Area defined and established pursuant to the provisions of Law No. 94-01 on Forest, Wildlife and Fisheries, and Decree No. 95/531 dated August 23, 1995;
“ONADEF” means the National Forestry Development Office created by Decree No. 90/397 dated February 23, 1990, and replaced by ANAFOR, the National Agency for Forest Development established by Decree No. 2002/155 dated June 18, 2002;

Protected Area” means a State forest (forêt domaniale de l’Etat) designated for conservation and/or protection pursuant to Law No. 94-01 on Forest, Wildlife and Fisheries, including all forest reserves mentioned in Article 2 (2) of Decree No. 95/531 dated August 23, 1995;

“SAC III Forestry Reforms” means the forestry reforms carried under the third structural adjustment credit financed by the Association, as referred to in Section 3.1 of the Program;

“Second Tranche” means the tranche of the proceeds of the GEF Trust Fund Grant for an amount of $3,100,000, to be released on or soon after the date on which the conditions referred to in Part A of Schedule 2 to this Agreement shall have been fulfilled;

“Simple Management Plan” means a plan for the management of a Community Forest established and approved pursuant to Article 37 (2) of Law No. 94-01 on Forest, Wildlife and Fisheries and its implementing regulations;

“UFA” means a Unité Forestière d’Aménagement, established and operating pursuant to Law No. 94-01 on Forest, Wildlife and Fisheries, and its implementing regulations; and

“UTO” means Unité Technique Opérationnelle, a geographic area comprising permanent and non permanent forests, established for specific conservation or operation purposes pursuant to Decree No. 98/345 dated December 21, 1998, “portant organisation du Ministère de l’Environnement et des Forêts”.

ARTICLE II

The GEF Trust Fund Grant

Section 2.01. The Bank agrees to make available to the Recipient, on the terms and conditions set forth or referred to in this Agreement, the GEF Trust Fund Grant (the GEF Grant) in an amount equal to ten million Dollars ($10,000,000).

Section 2.02. (a) Subject to the provisions of paragraphs (b), (c), (d) and (e) of this Section, the Recipient shall be entitled to withdraw the proceeds of the GEF Grant from the GEF Trust Fund Grant Account (the GEF Grant Account) in support of the Program;
(b) Except as the Association may otherwise agree: (i) all withdrawals from the GEF Grant Account shall be deposited by the Association into a deposit account opened by CAA in CFAF on terms and conditions satisfactory to the Association; and (ii) the Recipient shall ensure that upon each deposit of an amount of the GEF Grant into said account, this amount be transferred in a separate deposit account opened in BEAC in CFAF on terms and conditions satisfactory to the Association;

(c) The Recipient undertakes that the proceeds of the GEF Grant shall not be used to finance expenditures excluded pursuant to the provisions of Schedule 1 to this Agreement. If the Bank determines at any time that an amount of the GEF Grant was used to make a payment for an expenditure so excluded, the Recipient shall, promptly upon notice from the Bank, refund an amount equal to the amount of said payment to the Bank. Amounts refunded to the Bank upon such request shall be cancelled;

(d) No withdrawals shall be made from the GEF Grant Account after the aggregate amount of the GEF Grant withdrawn from the GEF Grant Account has reached the amount of $3,800,000 unless the Bank is satisfied, after an exchange of views as described in Section 3.01 of this Agreement based on evidence satisfactory to the Bank:

(i) with the progress achieved by the Recipient in the carrying out of the Program;

(ii) that the macroeconomic policy framework of the Recipient is satisfactory, as measured on the basis of indicators agreed between the Recipient and the Bank; and

(iii) that the actions described in Part A of Schedule 2 to this Agreement have been taken.

If, after said exchange of views, the Bank is not so satisfied, the Bank may give notice to the Recipient to that effect and, if within 90 days after such notice, the Recipient has not taken steps satisfactory to the Bank, in respect of (i), (ii) and (iii) above, as the case may be, then the Bank may, by notice to the Recipient, cancel the unwithdrawn amount of the GEF Grant or any part thereof.

(e) No withdrawals shall be made from the GEF Grant Account after the amount of the GEF Grant withdrawn from the GEF Grant Account shall have reached the amount of $6,900,000 unless the Association is satisfied, after an exchange of views as described in Section 3.01 of this Agreement based on evidence satisfactory to the Association:

(i) with the progress achieved by the Recipient in the carrying out of the Program;
(ii) that the macroeconomic policy framework of the Recipient is satisfactory, as measured on the basis of indicators agreed between the Recipient and the Association; and

(iii) that the actions described in Part B of Schedule 2 to this Agreement have been taken.

If, after said exchange of views, the Bank is not so satisfied, the Bank may give notice to the Recipient to that effect and, if within 90 days after such notice, the Recipient has not taken steps satisfactory to the Bank, in respect of (i), (ii) and (iii) above, as the case may be, then the Bank may, by notice to the Recipient, cancel the unwithdrawn amount of the GEF Grant or any part thereof.

Section 2.03. The Closing Date shall be December 31, 2009, or such later date as the Bank shall establish. The Bank shall promptly notify the Recipient of such later date.

ARTICLE III

Particular Covenants

Section 3.01. (a) The Recipient and the Bank shall from time to time, at the request of either party, exchange views on the progress achieved in carrying out the Program and the actions specified in Schedule 2 to this Agreement;

(b) Prior to each such exchange of views, the Recipient shall furnish to the Bank for its review and comment a report on the progress achieved in carrying out the Program, in such detail as the Bank shall reasonably request;

(c) Without limitation upon the provisions of paragraph (a) of this Section, the Recipient shall exchange views with the Bank on any proposed action to be taken after the disbursement of the GEF Grant which would have the effect of materially reversing the objectives of the Program, or any action taken under the Program, including any action specified in Schedule 2 to this Agreement.

Section 3.02. (a) Without limitation upon the provisions of Section 9.01 (a) of the General Conditions, the Recipient shall promptly furnish to the Bank such information relating to the provisions of article II of this Agreement as the Bank may, from time to time, reasonably request;

(b) the Recipient shall:

(i) have the CAA Deposit Account and the BEAC Deposit Account audited by independent auditors acceptable to the Association, in accordance
with consistently applied auditing standards acceptable to the Association;

(ii) furnish to the Association as soon as available, but in any case not later than four months after the end of the Fiscal Year, a certified copy of the report of such audit by said auditors, of such scope and in such detail as the Association shall have reasonably requested; and

(iii) furnish to the Association such other information concerning the CAA Deposit Account and the BEAC Deposit Account and the audit thereof as the Association shall have reasonably requested.

ARTICLE IV

Additional Events of Suspension

Section 4.01. Pursuant to Section 6.02 (p) of the General Conditions, the following additional events are specified:

(a) that a situation has arisen which shall make it improbable that the Program, or a significant part thereof, will be carried out;

(b) that the SAC III Forestry Reforms shall have been amended without prior consultation with the Bank;

(c) that the right of the Recipient to withdraw the proceeds of the IDA Grant shall have been suspended, canceled or terminated in whole or in part, pursuant to the terms of the Development Grant Agreement.

Section 4.02. Pursuant to Section 7.01(k) of the General conditions, the following additional event is specified, namely, that any event specified in paragraphs (a), (b) and (c) of Section 4.01 of this Agreement shall occur and shall continue for a period of 60 days after notice thereof shall have been given by the Bank to the Recipient.

ARTICLE V

Effectiveness; Termination

Section 5.01. This Agreement shall become effective upon its execution by the parties, provided however that the Development Grant Agreement has been executed and delivered and all conditions precedent to its effectiveness have been fulfilled.

Section 5.02. The date ninety (90) days after the date of this Agreement is hereby specified for the purposes of Section 12.04 of the General Conditions.
Section 5.03. This Agreement shall continue in effect until the GEF Trust Fund Grant has been fully disbursed and the parties to this Agreement have fulfilled their obligations hereunder.
ARTICLE VI

Representative of the Recipient; Addresses

Section 6.01. The Minister of the Recipient responsible for Economy and Finance is designated as representative of the Recipient for the purposes of Section 11.03 of the General Conditions.

Section 6.02. The following addresses are specified for the purposes of Section 11.01 of the General Conditions:

For the Recipient:

Ministry of Economy and Finance
BP 1630
Yaoundé
Republic of Cameroon

Cable address: Telex: Facsimile:

237 223 37 17

For the Bank:

International Bank for Reconstruction and Development
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Cable address: Telex: Facsimile:

INTBAFRAD 248423 (MCI) (202) 477-6391
Washington, D.C. 64145 (MCI)
IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized representatives, have caused this Agreement to be signed in their respective names in Yaoundé, Republic of Cameroon, as of the day and year first above written.

REPUBLIC OF CAMEROON

By: /s/ Abah Abah Polycarpe
Authorized Representative

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
(as an Implementing Agency of the Global Environment Facility)

By: /s/ Markus Repnik
Authorized Representative
SCHEDULE 1

Excluded Expenditures

For purposes of Section 2.02 (c) of this Agreement, the proceeds of the GEF Grant shall not be used to finance any of the following expenditures:

1. expenditures for goods or services supplied under a contract which any national or international financing institution or agency other than the Bank or the Association shall have financed or agreed to finance, or which the Association or the Bank shall have financed or agreed to finance under another grant, credit or a loan;

2. expenditures for goods included in the following groups or subgroups of the Standard International Trade Classification, Revision 3 (SITC, Rev.3), published by the United Nations in Statistical Papers, Series M, No. 34/Rev.3 (1986) (the SITC), or any successor groups or subgroups under future revisions to the SITC, as designated by the Bank by notice to the Recipient:
<table>
<thead>
<tr>
<th>Group</th>
<th>Subgroup</th>
<th>Description of Items</th>
</tr>
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<td>Alcoholic beverages</td>
</tr>
<tr>
<td>121</td>
<td>-</td>
<td>Tobacco, unmanufactured, tobacco refuse</td>
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<td>122</td>
<td>-</td>
<td>Tobacco, manufactured (whether or not containing tobacco substitutes)</td>
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<td>-</td>
<td>Radioactive and associated materials</td>
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<td>667</td>
<td>-</td>
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<td>718.7</td>
<td>Nuclear reactors, and parts thereof; fuel elements (cartridges), non-irradiated, for nuclear reactors</td>
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<td>728</td>
<td>728.43</td>
<td>Tobacco processing machinery</td>
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<td>897.3</td>
<td>Jewelry of gold, silver or platinum group metals (except watches and watch cases) and goldsmiths’ or silversmiths’ wares (including set gems)</td>
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<tr>
<td>971</td>
<td>-</td>
<td>Gold, non-monetary (excluding gold ores and concentrates)</td>
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</table>
3. expenditures for goods intended for a military or paramilitary purpose or for luxury consumption;

4. expenditures for environmentally hazardous goods (for purposes of this paragraph the term “environmentally hazardous goods” means goods, the manufacture, use or import of which is prohibited under the laws of the Recipient or international agreements to which the Recipient is a party;

5. expenditures on account of any payment to persons or entities, or any import of goods, if such payment or import is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations; and

6. expenditures under a contract in respect of which the Association determines that corrupt, fraudulent, collusive, or coercive practices were engaged in by representatives of the Recipient or of a beneficiary of the GEF Grant during the procurement or execution of such contract, without the Recipient having taken timely and appropriate action satisfactory to the Association to remedy the situation.
SCHEDULE 2

A. Actions Referred to in Section 2.02 (d) of this Agreement

**Budget allocation and execution**

1. As of December 31 of the Fiscal Year during which the First Tranche was released, the Recipient has committed not less than 75% of the fraction of its Forest and Green Environment Sectoral Annual Budget financed out of the Grant, the IDA Grant and its own resources.

**Environmental and Social Monitoring**

2. The Recipient has successfully implemented activities defined for 2006 in the EMP and established an environmental and social monitoring mechanism, as evidenced by work programs, reports and implementation of mitigation measures.

**Sustainable Management of Production Forests**

3. The Recipient has: (i) reviewed MP for all UFA awarded before January 2002 and existing communal forests; and (ii) signed final concession agreements for UFA with companies having fulfilled their obligations and taken appropriate measures against companies in violation of their obligations (including, as the case may be, the termination of the concession), all as evidenced by copies of the signed final concession agreements and relevant notifications to companies.

**Wildlife and Protected Areas Management**

4. Three Focus UTO have received a MES between 40 and 55; three Focus UTO have received a MES between 20 and 40; one Focus UTO has received a MES of at least 17, and one Focus UTO has received a MES of at least 6, all as evidenced on the basis of a third party evaluation carried out on terms of reference satisfactory to the Association.

**Community Management of Forests Resources**

5. Simple Management Plans of good quality have been prepared and/or satisfactorily implemented in 10 Community Forests, as evidenced by said plans, a report on their implementation prepared by MINFOF supervision assessments undertaken.

**Institutional Strengthening**

6. Satisfactory computerized financial management and monitoring mechanisms are operational within MINFOF and MINEP at the central, provincial and departmental levels, and in
coherence with DEPMI, all as evidenced by documentation showing on-going internal and external monitoring of MINFOF and MINEP expenses and financial management.

B. Actions Referred to in Section 2.02 (e) of this Agreement

Budget allocation and execution

1. As of December 31 of the Fiscal Year during which the Second Tranche was released, the Recipient has committed not less than 75% of the fraction of its Forest and Green Environment Sectoral Annual Budget financed out of the Grant, the IDA Grant and its own resources.

Environmental and Social Monitoring

2. An evaluation of the Program activities’ quantitative and qualitative impacts has been carried out, as evidenced by a publicly available report prepared on the basis of terms of reference defined in a participatory manner.

Sustainable Management of Production Forests

3. Illegal logging is under control in all UFA not awarded by December 2005 and in Protected Areas, as evidenced by satellite images used in the Global Forest Watch Report dated December 2005 and comparable satellite images and/or field visits of the same areas showing a significant decrease in the number of illegal logging roads in comparison to the level observed in 2005.

Wildlife and Protected Areas Management

4. Three Focus UTO have received a MES over 55; three Focus UTO have received a MES between 40 and 55; one Focus UTO has received a MES of at least 26, and one Focus UTO has received a MES of at least 17, all as evidenced on the basis of a third party evaluation carried out on terms of reference satisfactory to the Association; the National Biodiversity Strategy and Action Plan has been updated and adopted by MINFOF and MINEP; and the fraction of the Deng Deng zone retained for conservation purposes has been transformed into a wildlife reserve and the protection of this site has been guaranteed in the field.

Community Management of Forests Resources

5. At least 90% of plantations established on state owned gazetted land and previously under ONADEF’s management are reassigned to appropriate management structures: competitive award of management contracts to the private sector, management contract with local communities, transformation into UFAs or integration into existing UFAs, transformation into Protected Areas with no productive purpose (conservation and/or protection), integration into National Parks, or environmental protection areas or declassification of plantations into urban
zones, all as evidenced by official signed acts by MINFOF and/or MINEP in support of the new status.

*Istitutional Strengthening*

6. At least 50 forestry facilities have been rehabilitated (including through infrastructure, equipment and/or training) at the technical directorate, provincial and departmental level, as evidenced by upgrade reports, listings of works carried out, equipment bought, and field visits.