

FLEGT Secretariat Capacity Assessment

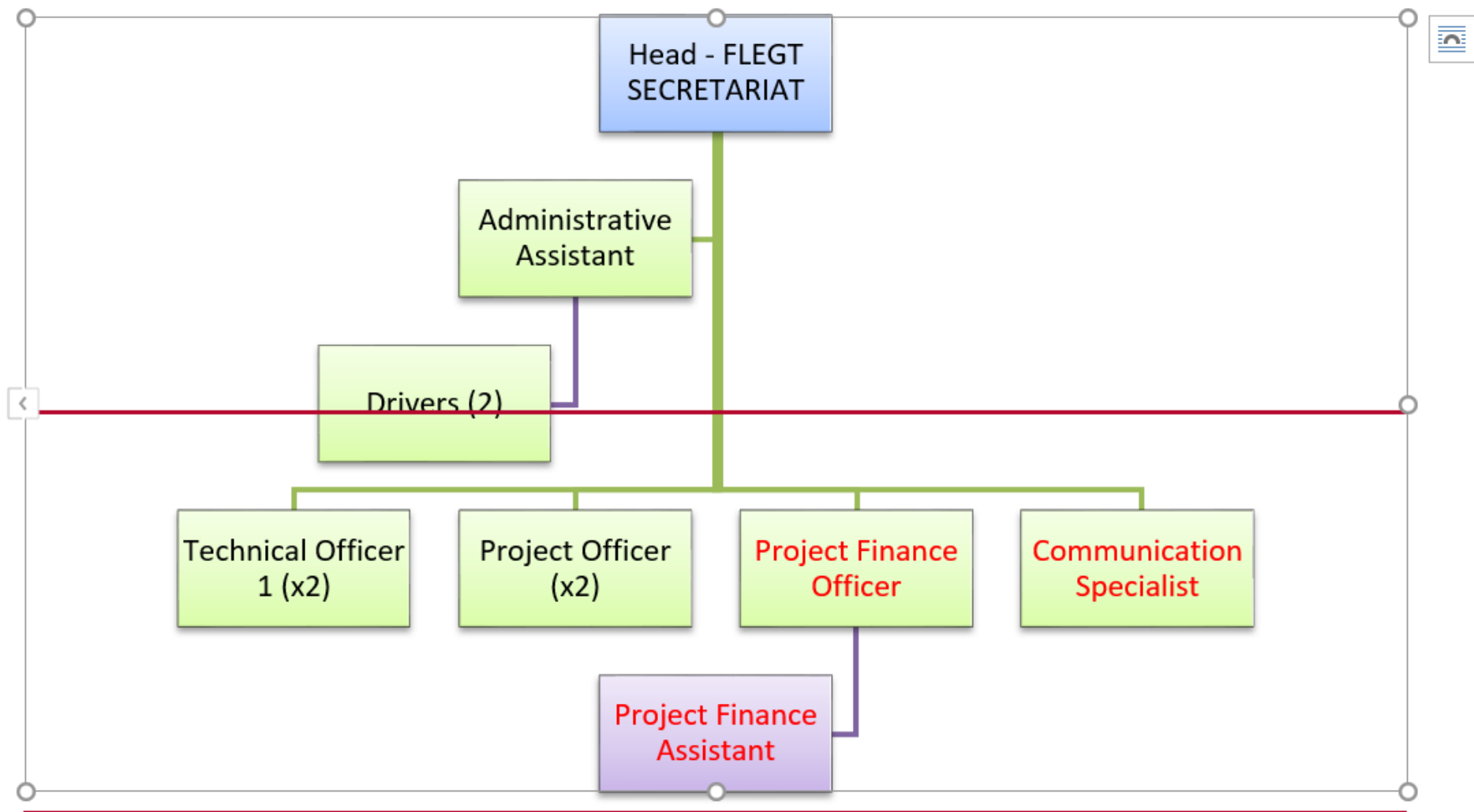
2022

Structure and function of the FLEGT Secretariat

The FLEGT Secretariat is currently staffed with:

- ▶ The Head (1)
- ▶ Technical Officer (1)
- ▶ Project Officers (2)
- ▶ Administrative Assistant (1)
- ▶ Drivers (2)

Chart 1. Organogram of the FLEGT Secretariat¹



- ▶ This rapid capacity assessment of the FLEGT Secretariat took on a 5-step approach to assessing the human resource capacity needs of the FLEGT Secretariat to carry out its mandate effectively. The steps included:
- ▶ **Meeting 1** with the Head and Staff of the FLEGT Secretariat to:
 - ▶ Agree on the objectives of the exercise
 - ▶ Discuss what work has been done in the past year (2021) and what work is expected to be done in 2022.
 - ▶ Identification of capacity needs of the Secretariat (initial review)
 - ▶ Conduct a SWOT analysis of the FLEGT Secretariat
- ▶ **Conduct a SWOT analysis done via Google Questionnaire** to get individual perspectives on:
 - ▶ What the primary functions the Secretariat needs to perform
 - ▶ Top three Strengths, Weaknesses, Opportunities and Threats of the Secretariat
- ▶ **Meeting 2:** Discussion on the results of the Google SWOT Questionnaire
- ▶ **Meeting 3:** Discussion on qualitative (e.g. skills, competencies) and quantitative (e.g. staffing gaps), and how will these be filled.
- ▶ Preparation of report based on the foregoing steps.
- ▶ The capacity assessment process was facilitated by the Forest Governance Facilitator and EFITAP Guyana.

Capacity needed to strengthen the functioning of the FLEGT Secretariat:

- ▶ Documenting meetings
- ▶ Communications
- ▶ IT skills
- ▶ Chairing/facilitating meetings (facilitation skills)
- ▶ Negotiation skills
- ▶ Reporting/report writing
- ▶ Monitoring and Evaluation
- ▶ More conducive work environment/ suitable tools for field work as well
- ▶ Review of Technical Reports
- ▶ Preparation of Presentations for various stakeholders
- ▶ Outreach/engagement planning
- ▶ Legal review

Capacity gaps which may need to be filled through experts:

- ▶ Capacity building
- ▶ Monitoring and Evaluation
- ▶ Market and Product development (ST7)
- ▶ Financial management