

**ISSUE HISTORY**

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no changes has been done	Head, Forest Health & Biodiversity Conservation	10 <sup>th</sup> June 2010
2	Changes done to conform to ISO 9001:2015 standard	Head, Forest Health & Biodiversity Conservation	31 <sup>st</sup> May 2018

**REFERENCED NUMBERS**

S/NO	REF	TITLE
1.	QPM	Quality Policy Manual
2.	SP	Strategic Plan 2017-2022
3.	FCMA	Forest Conservation and Management Act 2016
		KFS Risk management Policy
		Convention on Biological Diversity
		Nagoya Protocol
		Convention on International Trade in Endangered Species
		Ramsar Convention
		National Biodiversity Strategy and Action Plan
		FAO Global Plan of Action for the Conservation, Sustainable Use and Development of Forest Genetic Resources
		UNESCO's MAB Strategy 2015-2025
		UNESCO's MAB Lima Action plan 2016-2025

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# KENYA FOREST SERVICE

DOCUMENT TITLE: FOREST  
HEALTH & BIODIVERSITY  
CONSERVATION.

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Page 2 of 14

## COPY HOLDERS

1. CCF
2. QMR
3. SDCCF (FO)
4. DCCF (FCM)
5. ACCF - Head, Forest Health & Biodiversity Conservation

## RECORDS/ANEXSES

REC NO:

REC TITLE

1

Nagoya Protocol

2

Ramsar Convention

3

4

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**TABLE OF CONTENTS**

ISSUE HISTORY ..... 1

REFERENCED NUMBERS ..... 1

RECORDS/ANEXSES ..... 2

1. TERMS AND DEFINITIONS ..... 4

2. SCOPE ..... 5

3. PURPOSE..... 5

4. OBJECTIVES ..... 5

5. RESPONSIBILITY AND AUTHORITY ..... 5

6. RESOURCES, INPUTS AND OUTPUTS ..... 7

7. CRITERIA OF MEASUREMENT..... 8

8. RISK AND OPPORTUNITIES ..... 8

9. EVALUATION OF PROCESS ..... 8

10. DETAILS OF PROCEDURE ..... 8

11. PROCESS FLOW CHARTS ..... 12

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**1. TERMS AND DEFINITIONS**

<b>TERM</b>	<b>DEFINITION(S)</b>
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
DCCF (FCM)	Deputy Chief Conservator of Forests – Forest Conservation & Management
SDCCF (FO)	Senior Deputy Chief Conservator of Forests – Field Operations
ACCF – FHBC	Assistant Chief Conservator of Forests – Forest Health & Biodiversity conservation
FAO	Food and Agricultural Organisation
FCMD	Forest Conservation & Management Division
FHM	Forest Health Monitoring
FSGO	Forest Service General Orders
IBA	Important Bird Areas/Important Biodiversity Areas
IK	Indigenous Knowledge
ITPGRFA	International Treaty on Plant Genetic Resources for Food and Agriculture
MAB	Man and the Biosphere Programme
MAT	Mutually Agreed Terms
MEAs	Multilateral Environmental Agreements
MTA	Material Transfer Agreement
PIC	Prior Informed Consent
SAFORGEN	The sub-Saharan African Forest Genetic Resources Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization

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**2. SCOPE**

This procedure covers from biodiversity management, access permits for research and implementation/domestication of international conventions related to forest genetic resources/biodiversity.

**3. PURPOSE**

To explain the scope, responsibility and work process of the Forest Health and Biodiversity Conservation Unit.

**4. OBJECTIVES**

**NB: Refer to the performance contract.**

<b>CSF</b>	<b>KPI</b>	<b>TARGET (S)</b>	<b>DUE</b>
Biodiversity monitoring exercises	Missions undertaken	2 annually	30 <sup>th</sup> June
Research permits	No. of requests processed	As per demand	
Habitat connectivity	Habitat connectivity index	1	
Invasive species management	Survey missions	2 annually	30 <sup>th</sup> June

**5. RESPONSIBILITY AND AUTHORITY****5.1. Chief Conservator of Forests**

- Adequate financing of proposed biodiversity management activities.
- Overall policy guidance and leadership.
- Adequate personnel deployment.
- Support collaboration with other institutions.

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### **5.2 Senior Deputy Chief Conservator of Forests – Field Operations**

- Technical backstopping of biodiversity management activities.

### **5.3 Deputy Chief Conservator of Forests - Forest Conservation & Management Division**

- Approval of funds for biodiversity management activities.
- Approval of consultation and participation in biodiversity management discourse.
- Approval of personnel deployment.
- Supervision and technical backstopping of the biodiversity management activities.

### **5.4 Assistant Chief Conservator of Forests – Head Biodiversity Management Section**

- Support Forest Health Monitoring (FHM) including biodiversity surveys and assessments.
- Provide technical advice on management of biodiversity.

### **5.5 Support management of invasive species.**

- Processing of research access permits.
- Forest fire management.
- Forest pest management.
- Participate in discourses on Multi-lateral Environmental Agreements and their implementation within the forest sector.
- Coordinate monitoring, assessment and reporting.

### **5.6 Conservator of Forests**

- Plan and undertake FHM activities.



- Assist in undertaking biodiversity surveys and assessments.
- Assist in implementation of invasive species management activities.
- Assist in monitoring of compliance of researchers to permits.
- Plan and undertake forest fire management activities.
- Plan and undertake forest pest surveillance and management activities.
- Plan and undertake monitoring, assessment and reporting activities.

### **5.7 Forester**

- Participate in FHM field activities in their stations.
- Participate in biodiversity surveys and assessments in their stations.
- Fill in IBA monitoring forms annually for those stations that are IBA sites.
- Ensure researchers are duly permitted and adhere to the permit requirements.
- Implement fire management instructions.
- Report on forest pest incidences and implement pest management instructions.

## **6. RESOURCES, INPUTS AND OUTPUTS**

### **6.1. Resources**

- Finances
- Personnel
- Infrastructure

### **6.2. Inputs**

- Finances and equipments

### **6.3. Outputs**

- Research permits issued
- Forest health monitoring report
- Invasive species management report

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## **7. CRITERIA OF MEASUREMENT**

**NB: Refer to Performance progress reports**

## **8. RISK AND OPPORTUNITIES**

**NB: Refer to the Service's Risk register**

## **9. EVALUATION OF PROCESS**

**NB: Refer to the Monitoring and Evaluation Reports.**

## **10. DETAILS OF PROCEDURE**

### **7.1 Forest health & Biodiversity Management**

#### **7.1.1 Forest Health Assessment and Monitoring**

Develop Forest Health Monitoring (FHM) methodology.

Train a select team on FHM.

Collect field data using FHM in all forests in 5-year intervals.

Prepare reports of FHM.

Capture data into the FHM database.

Disseminate the information to responsible officers.

Prepare recommendations for action as necessary where negative trends/impacts have been detected.

### **7.2 Biodiversity Monitoring**

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Provide Forest Station Managers in areas designated as Important Bird Areas (IBA) (or Key Biodiversity Areas) with IBA/KBA Monitoring forms.

Foresters fill IBA/KBA forms and submit to ACCF-FH&BC or Nature Kenya offices, annually.

Data in IBA/KBA forms is analyzed.

“IBA Status and Trends Report” prepared in collaboration with Nature Kenya, National Museums of Kenya, National Environment Management Authority, Kenya Wildlife Service and other organizations.

Synthesize the recommendations for management direction and action.

### **7.3 Processing of Research Access Permits**

Receive applications from applicants.

Review the applications including the proposal/project document.

If the proposed research activity is unacceptable, write to the applicant stating reasons for rejection.

If the proposed research is acceptable but with unclear issues or documents are not in order/incomplete:-

- ❖ Write to the applicant giving guidance on corrective action required, and/or documentation.

If the proposed research is acceptable and documents are proper:-

- ❖ Demand payment of fees as per the FSGO
- ❖ Once payment is received,
- ❖ prepare the Research access permit (if PIC and MAT not required),
- ❖ where PIC and MAT are required;

- prepare PIC (including IK related to the resource) to be signed between the provider of the materials and the user/researcher.
- MAT negotiation between the user and provider of the materials (including IK as applicable)
- ❖ In case where samples are to be taken out of the country, a MTA is executed between KFS and the host institution of the researcher/student.
- ❖ Forward the Research Access Permit to the CCF for approval/signature.
- ❖ Issue Research access permit and mail to the applicant or inform applicant to collect from the office.
- ❖ Send a copy(ies) of the Research access permit to the respective Ecosystem Conservator(s) responsible for the forest ecosystems where the research will be undertaken.
- ❖ Maintain a database of research access permits issued.

#### 7.4 Management of invasive species

Undertake annual surveys of already infested forest areas.

Plan and implement activities to control infested.

Undertake monitoring and assessment of invasive species management treatments/activities.

Undertake Early Detection Rapid Response activities in all forests.

#### 7.5 Multi-Lateral Environmental Agreements on/related to Forest Biodiversity &/or Forest Genetic Resources

The MEAs relevant to the forest sector include CBD, Nagoya protocol, CITES, UNESCO's MAB, SAFORGEN, and CGRFA.



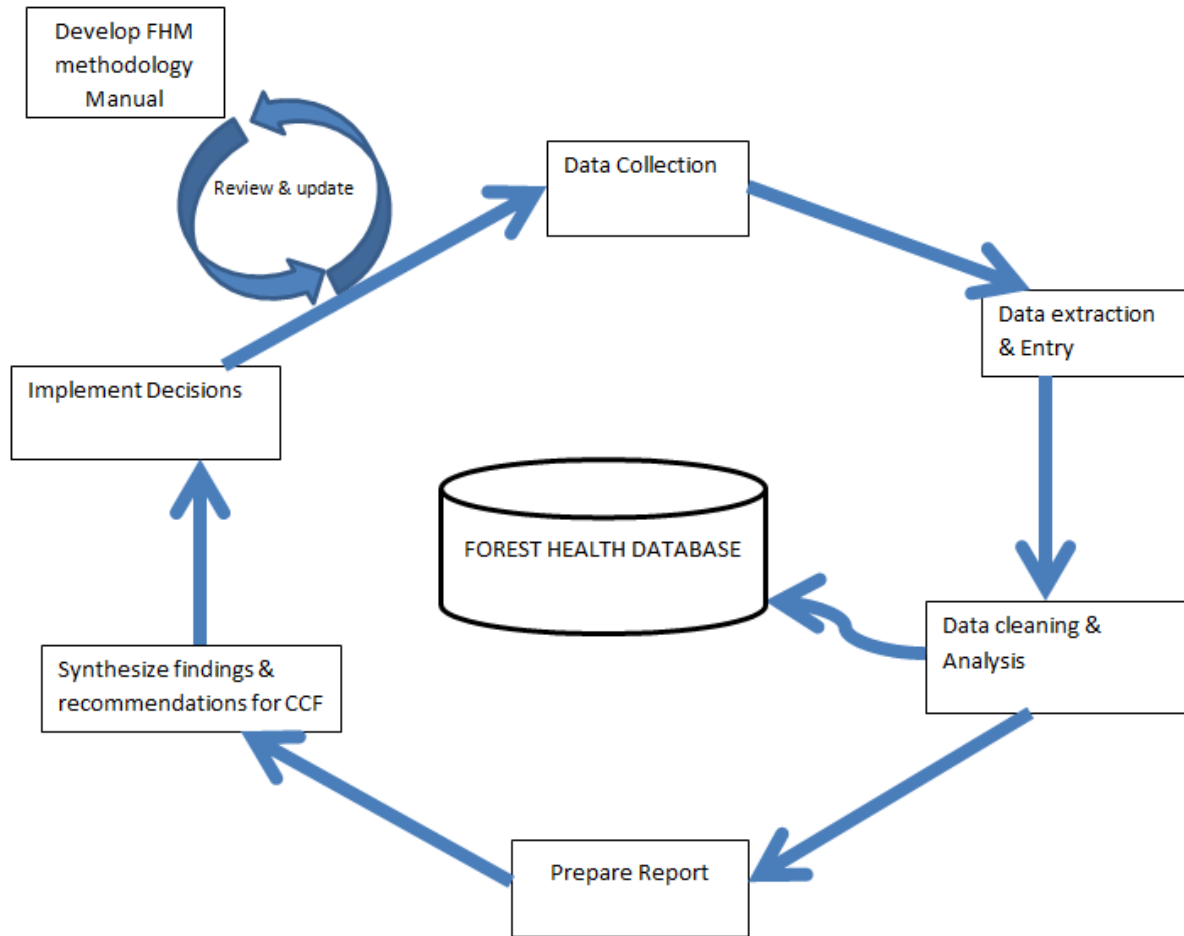
- 1.1.1 Obtain calendar of events of the respective International Conventions or MEAs (CBD, Nagoya protocol, UNESCO's MAB. SAFORGEN, ITPGRFA and CGFRA).
- 1.1.2 Participate in national preparatory events for respective CoPs.
- 1.1.3 Where possible, participate in the respective CoPs or international discourses as part of Kenya delegation.
- 1.1.4 Obtain resolutions of CoP of respective conventions/MEAs.
- 1.1.5 Synthesize the resolutions of the CoP highlighting country actions required/obligations within the forest sector.
- 1.1.6 Incorporate required actions from 6.4.5 in the Annual Workplan.
- 1.1.7 Implement activities.
- 1.1.8 Prepare national reports as per the guidelines of respective MEAs, or prepare reports to feed into the national report where focal point hosted in another agency, respectively.

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**11. PROCESS FLOW CHARTS**

**MANAGEMENT OF BIODIVERSITY**

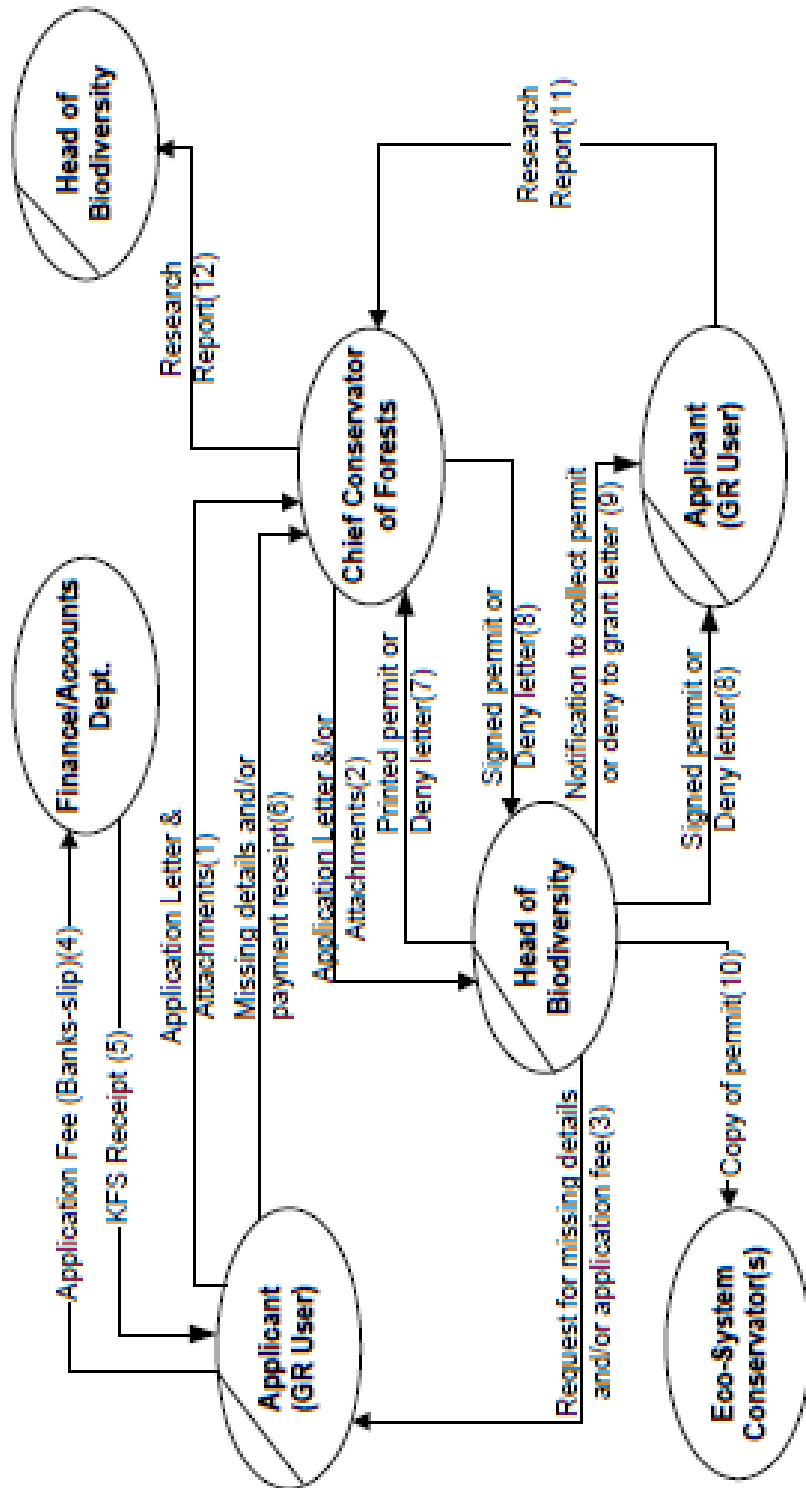


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**PROCESS OF ACQUIRING A RESEARCH PERMIT FROM KFS: DOCUMENT FLOW DIAGRAM**



**KEY**  
**GR:** Genetic resource

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**BY: CCF**



**INVASIVE SPECIES MANAGEMENT**

