

English

# Technical report

## Build capacity for the Management of the Domestic Wildlife Trade in Guyana



CITES MODULE





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| Technical report |

# **Build capacity for the Management of the Domestic Wildlife Trade in Guyana**

Consultancy to build capacity for the Management of the Domestic  
Wildlife Trade in Guyana  
***Gavin Agard***

## Build capacity for the Management of the Domestic Wildlife Trade in Guyana

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The analysis and results contained here in express the opinion of the authors and do not necessarily reflect the views of the ACTO/ARO.

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This project would not have been possible without the support from the outstanding team at ACTO as well as the organization's donor KfW (German Development Bank) who provided the funding to the GWCMC for the implementation of the project titled "Build capacity for the Management of the Domestic Wildlife Trade in Guyana."





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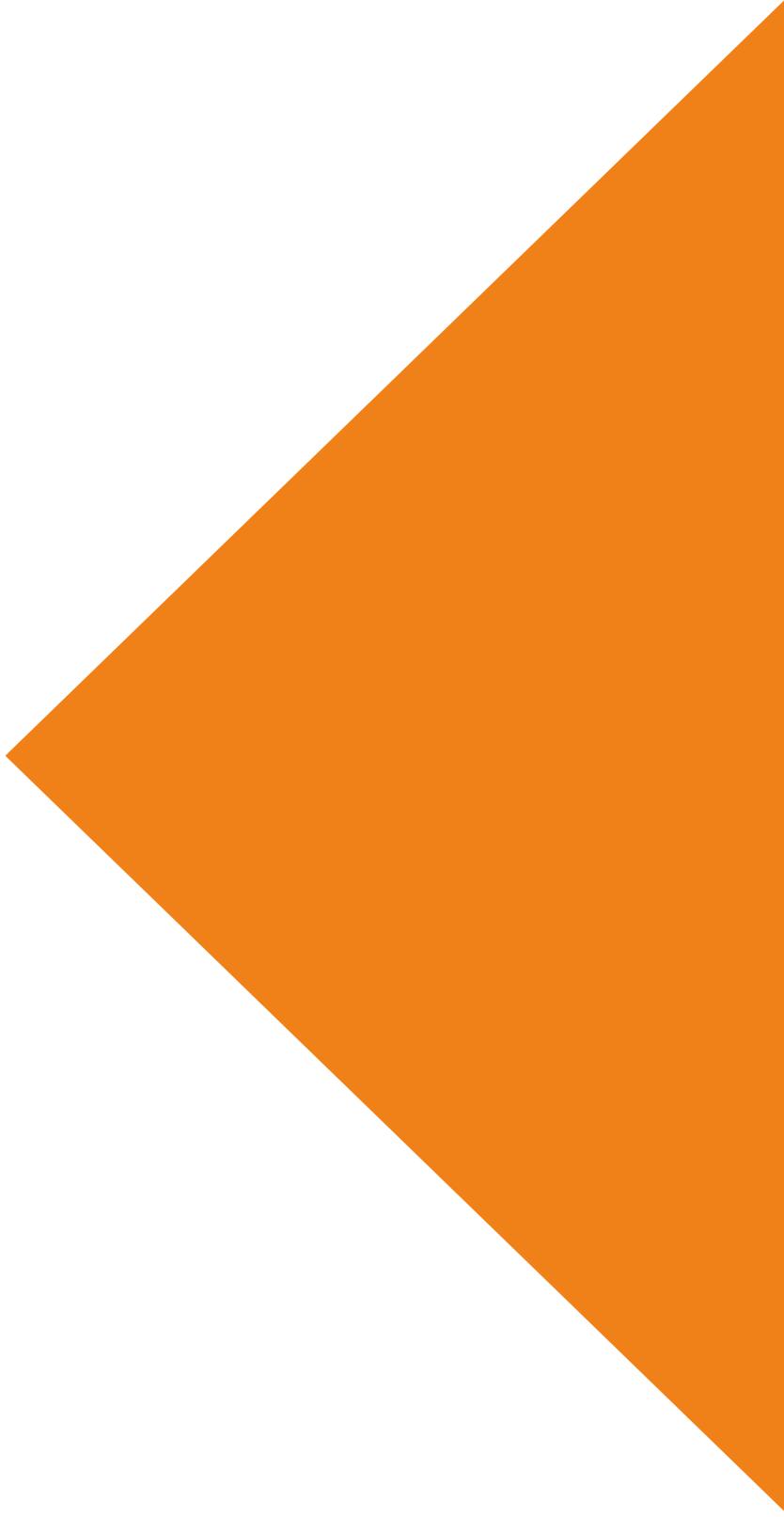
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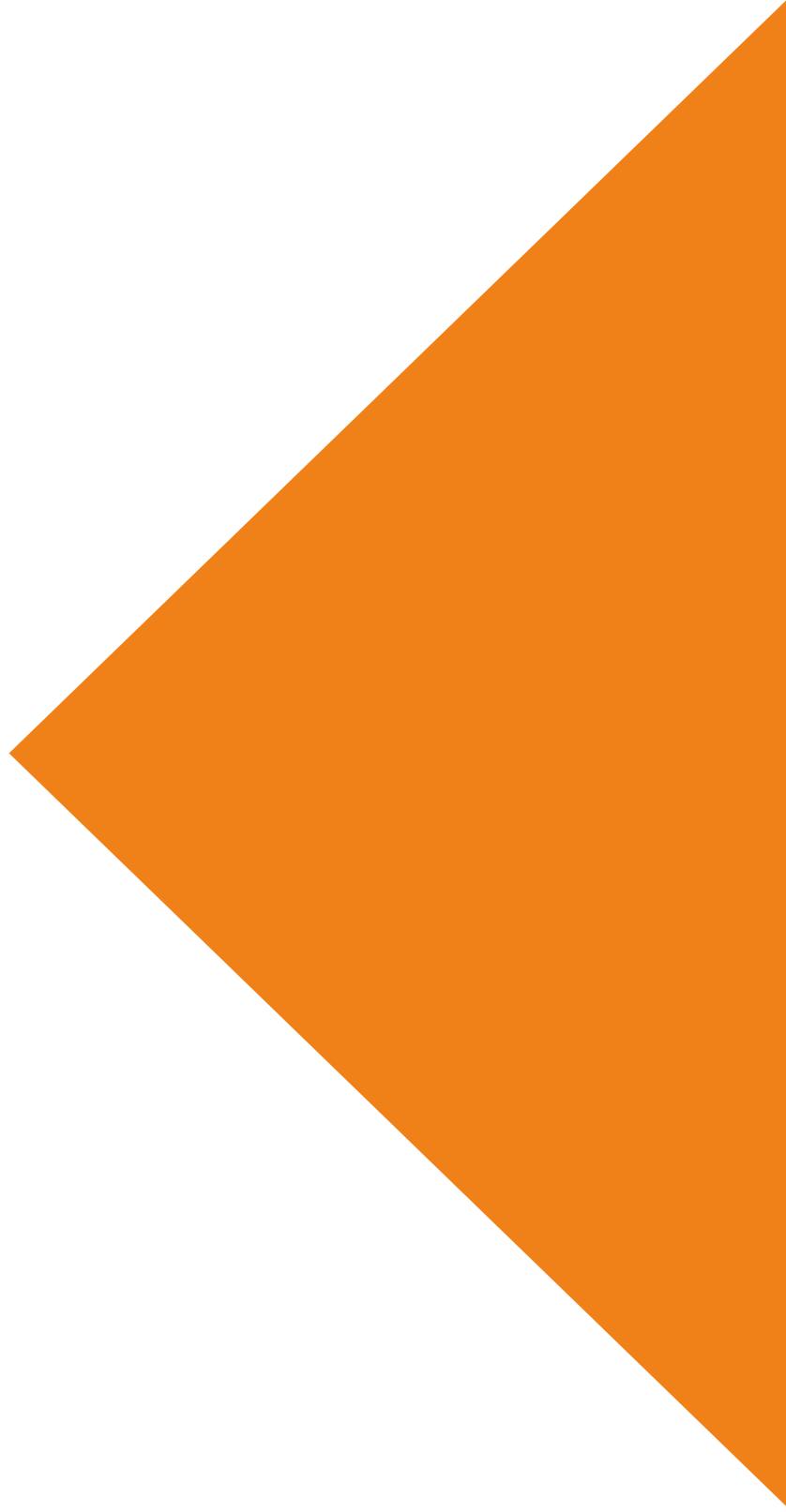
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## Acronyms

<b>CITES</b>	Convention on International Trade in Endangered Species of Wild Fauna and Flora
<b>GFC</b>	Guyana Forestry Commission
<b>GLSC</b>	Guyana Lands and Surveys Commission
<b>GWCMC</b>	Guyana Wildlife Conservation and Management Commission
<b>IUCN</b>	International Union for the Conservation of Nature
<b>PAT</b>	Protected Areas Trust (Guyana)



## Presentation

The Amazon Cooperation Treaty Organization (ACTO) is pleased to present the results of consultancies and technical studies carried out within the scope of its Regional Project for the Management, Monitoring and Control of Species of Wild Fauna and Flora Threatened by Trade (Bioamazon Project), in the format of the publications of the Amazon Regional Observatory (ARO).

In this way, we support the recording and dissemination of knowledge produced during the implementation of the Bioamazon Project by placing the studies available in the CITES Module of the Observatory. These consultancies and studies would not have been possible without the invaluable collaboration of partner institutions in ACTO Member Countries, as well as the organization's donor KfW (German Development Bank) who provided the funding.

In this Technical Report “**Build capacity for the Management of the Domestic**

**Wildlife Trade in Guyana**”, developed for the Guyana Wildlife Conservation and Management Commission (GWCMC), one will find out about the efforts to build awareness on the importance of regulating the wildlife trade; to develop a national system of harvest zones and harvest quotas for specific species, and to establish checkpoints for the monitoring and enforcement of the domestic wildlife license system.

We thank the German International Cooperation and the German Development Bank (kfw) for supporting ACTO over the years with the Bioamazon Project and the Amazon Regional Observatory.

Finally, we hope the contribution of this Technical Report to the knowledge management will inspire other institutions and countries to improve their practices in implementing CITES Convention on the Amazon Region.

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**María Alexandra Moreira López**  
General Secretary  
Amazon Cooperation Treaty  
Organization - ACTO

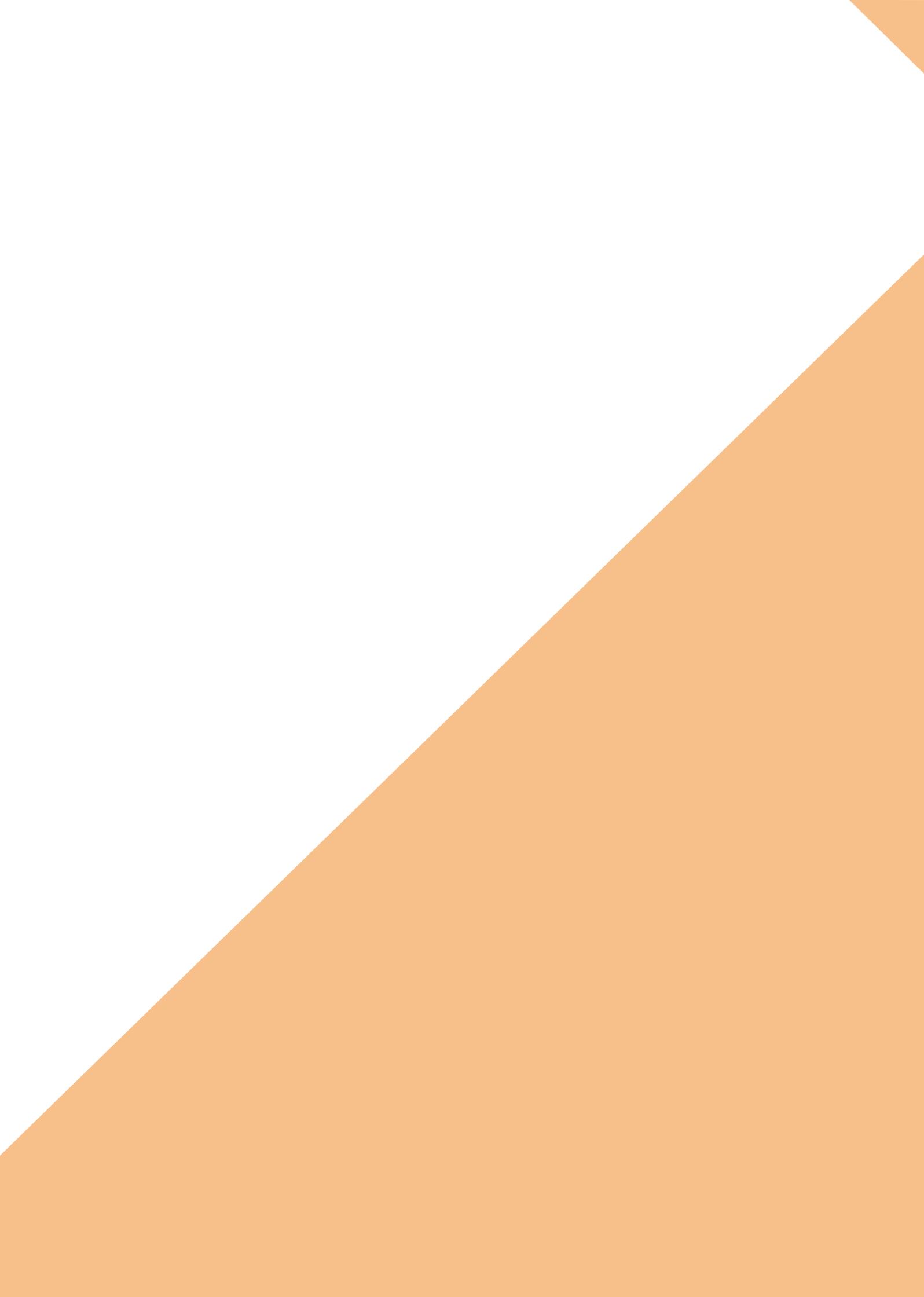


CITES MODULE

# Introduction



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## Introduction

In Guyana, the enactment of the Wildlife Conservation and Management Act of 2016 brought virtually all aspects of the management of wildlife species under a singular legislation. The legislative framework provides for licences to be issued to operators in the trade from trappers and hunters to local retailers and international exporters.

In an endeavor to build capacity for the management of the Domestic Wildlife Trade in Guyana efforts were directed towards three (3) components:

1. building awareness about the importance of regulating the wildlife

trade among wildlife stakeholders through an extensive stakeholder engagement campaign.

2. development of a national system of harvest zones and harvest quotas for specific species identified by the Guyana Wildlife Conservation and Management Commission (GWCMC).
3. the establishment of checkpoints for the monitoring and enforcement of the domestic wildlife licence system.



## 2. Stakeholder Engagement



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## 2. Stakeholder Engagement

The technical approach and applied methods varied depending on the desired objective and the stakeholder group. Several focus group meetings and regional consultations were facilitated by the GWCMC with the support of an independent consultant, to obtain information and raise awareness of the implementation of the domestic wildlife licences. The stakeholder analysis guided the selection of participants and geographic locations for regional consultations. Deliberate effort was made to ensure a stratified sample of wildlife stakeholders were adequately engaged and made aware of the implementation of the domestic wildlife licence in Guyana.

### 2.1 Regional Consultations

The regional consultations were conducted over a four-month period (April to July, 2021) in strategic communities situated in eight administrative regions. The regions are as follows: Region 1 (Mabaruma and Santa Rosa), Region 2 (Lake Mainstay and Charity), Region 4 (East Bank Demerara / Soesdyke, Georgetown), Region 6 (Corentyne), Region 7 (Bartica, Kamarang), Region 8 (Mahdia), Region 9 (Annai, Karasabai and Lethem), and Region 10 (Linden).

### 2.2 Focus Group Meetings

Focus group meetings with a wide cross section of institutions were facilitated via Zoom or in person based on the size of the group, geographic location or preference of the group.

### 2.3 Domestic Wildlife Brochure

In Guyana, stakeholders always appreciate tangible awareness material to take away from stakeholder engagement sessions. The PDF version of the brochure was also shared via WhatsApp to wildlife stakeholders at focus group and regional consultation sessions. WhatsApp was recommended by stakeholders as a communication method that allows for easy sharing of information among wildlife stakeholders.

### 2.4 Public Awareness Campaign

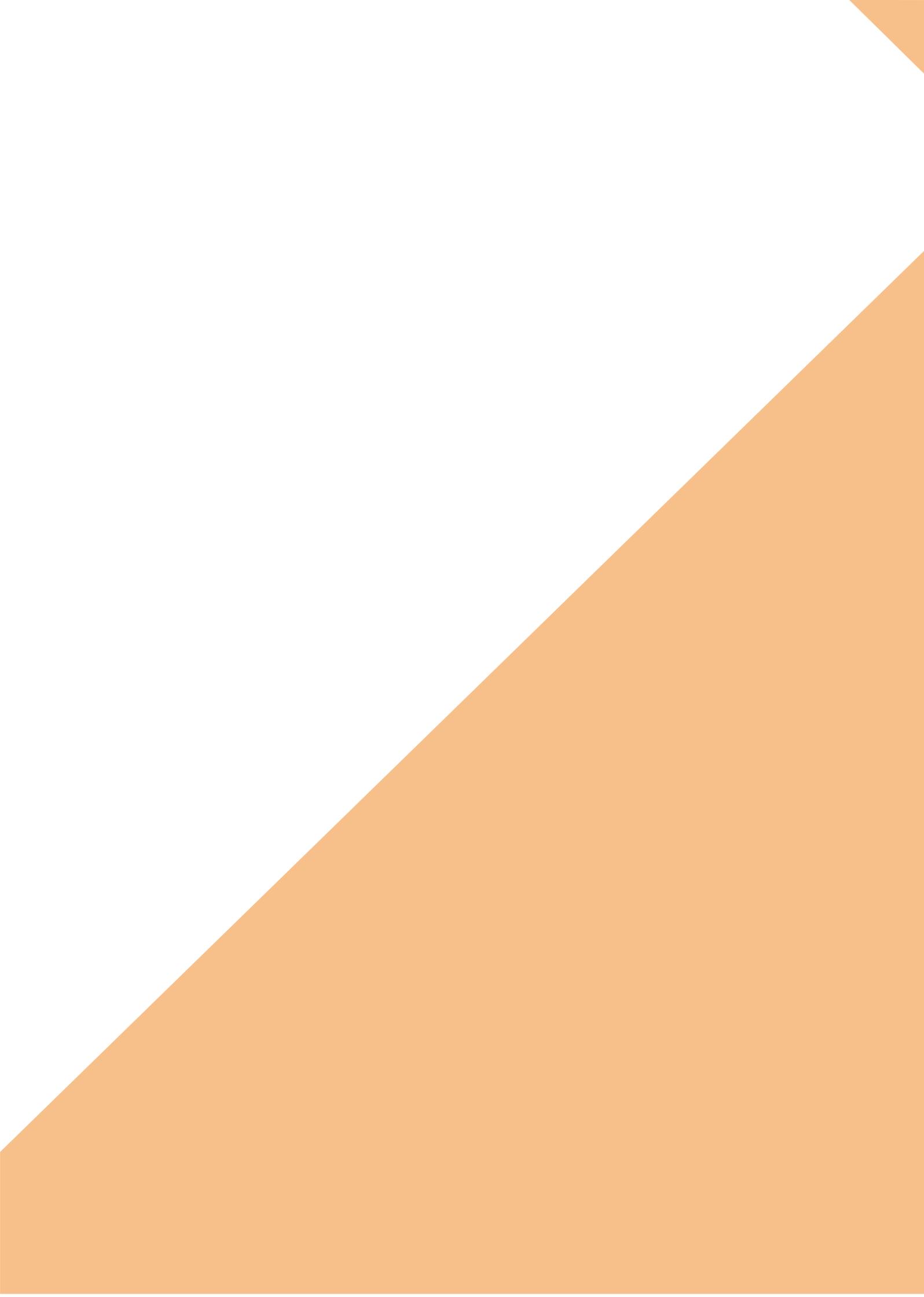
A public awareness campaign for the domestic wildlife licence was launched to raise awareness through a series of radio interviews and informative videos that address the implementation of the domestic licences from the perspectives of stakeholders of different backgrounds

such as tourism, regulatory, indigenous representatives, international organizations and hunters and trappers.

A total of seven radio interviews were conducted to discuss the Domestic Wildlife Licensing System. Eight videos were also successfully produced and published. The concept for the ninth video differed slightly from the others and is to be completed following arrangements with the GWCMC. Seven of the remaining videos were published on the Guyana Wildlife Conservation and Management Commission's Facebook Page.

### 3. Results of the Stakeholder Engagements





### 3. Results of the Stakeholder Engagements

#### 3.1. Reports for Regional Consultations and Focus Group Meetings

The reports for the regional consultations and the focus group meetings captured the assessment of awareness about the importance of regulating the wildlife trade among wildlife stakeholders. These activities provided wildlife

stakeholders with a unique opportunity to express their opinions, fears, concerns, excitement and recommendations regarding the implementation of the domestic wildlife licence system.

**FIGURE 1.**  
**Cover pages for the Regional Consultation Report and Focus Group Meeting Report**

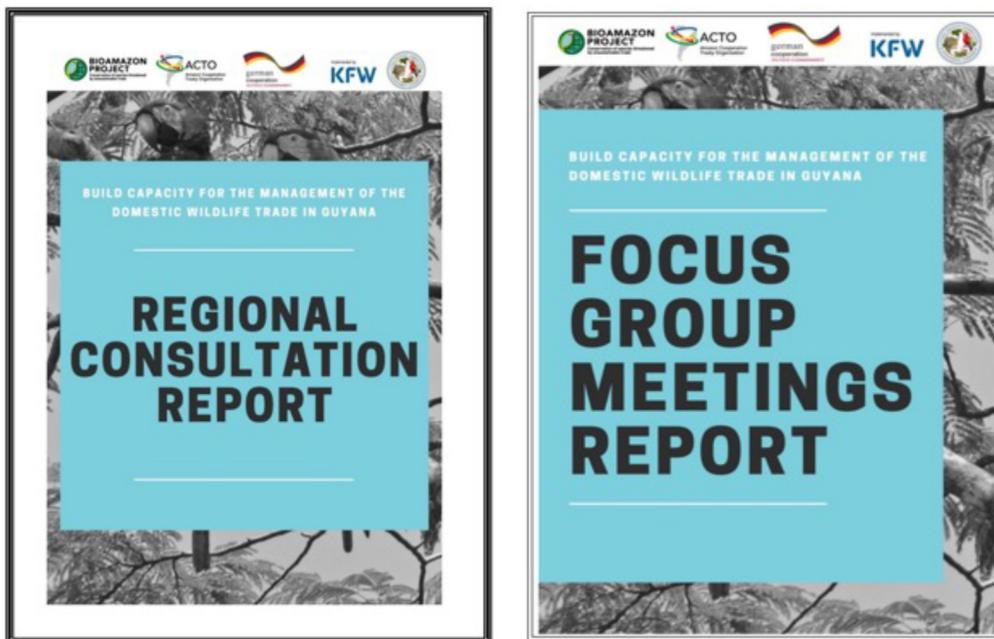


Figure Source: Gavin Agard

The key issues raised at the regional consultations about the implementation of domestic licences were: impact on indigenous peoples, communication

strategies, checkpoints and harvest zones, compliance monitoring, wildlife education, health and license fees.

**FIGURE 2.**  
**Key themes raised by stakeholders**

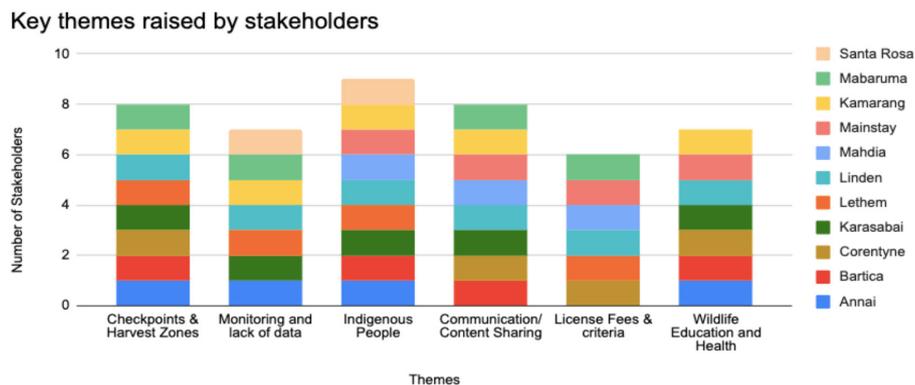


Figure Source: Gavin Agard

Participants expressed that the establishment of checkpoints, monitoring and enforcement as well as community engagement are some of the key challenges. It was recorded that some benefits of the domestic license system include legitimizing the wildlife trade, improved data for decision making and enhanced population management.

The keys issues raised during the focus group meetings surrounded the eight (8) thematic areas including: institutional ambiguities, capacity building/awareness raising/collaboration, harvest zones/checkpoints/quotas/permits, fisheries and illegal trade, village related concerns, royalties/license fees, wildlife-human conflict and incentives.

**FIGURE 3.**  
**Key Issues raised in Focus Group Meetings**

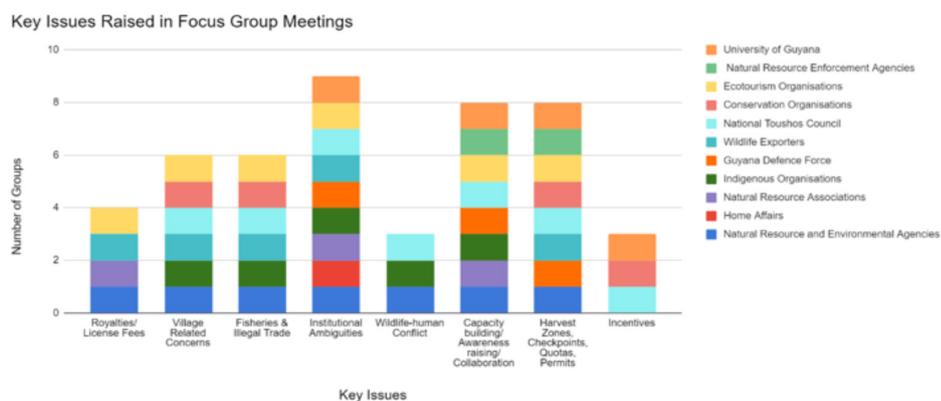


Figure Source: Gavin Agard

The main challenges highlighted during the meetings were monitoring and enforcement, inadequate research, language/terminology, corruption, cultural appropriateness and interagency coordination. Although the challenges seem insurmountable, participants expressed that the benefits associated with implementing domestic wildlife licenses supersede the array of highlighted challenges. In many instances, the participants specified

mitigating measures to remedy the highlighted challenges.

### 3.2 Domestic Wildlife Brochure

In an effort to raise awareness of the licence types, fees and application requirements a brochure containing the relevant information related to the domestic licence system was printed and distributed at stakeholder engagements.

**FIGURE 4.**  
**Image of Domestic Wildlife Brochure**



License Type	Class	Class Application	Validity	Cost \$
WILDLIFE TRAPPING	Class I	A person who harvests for subsistence use and is not a recreational hunter	1 year	\$10,000 Processing fee of \$2,000 to be charged in lieu of license fee
	Class II	A person who harvests for sale	1 year	\$10,000
	Class III	A legally recognized Indigenous village council	1 year	\$50,000
WILDLIFE COLLECTING	Class I	Middlemen	1 year	\$30,000
	Class II	Collectors of wild plants not used for structural purposes	1 year	\$10,000 Fee waived until further notice
	Class III	Pet shops	1 year	\$10,000
WILDLIFE COMMERCIAL	Class IA	Individuals or institutions who sell live animals at a single place of business	1 year	\$50,000
	Class IB	Large Scale vendors	1 year	\$50,000
	Class IC	Medium scale	1 year	\$30,000
	Class ID	Small Scale	1 year	\$20,000
	Class II	Restaurants which sell wild meat	1 year	\$20,000
	Class III	Establishments which sell wild meat	1 year	\$20,000
WILDLIFE RECREATIONAL	Class IIIA	Large Scale vendors	1 year	\$40,000
	Class IIIB	Medium scale	1 year	\$30,000
	Class IIIC	Small Scale	1 year	\$20,000
	Class I	Individual	1 year	\$20,000
	Class II	Group	1 year	\$20,000
WILDLIFE CAPTIVE	Class III	Individual	3 days or weekend	\$5,000
	Class IV	Individual	1 day	\$3,000
	Class IV	Individual, Non-resident	1 year	\$30,000
	Class IV	Individuals or institutions who hold more than 8 specimens for captive breeding, research or pleasure	1 year	\$50,000
SPECIAL WILDLIFE	Class I A	Student	To be determined by the Commission	\$1,000
	Class II	Academic Institution	To be determined by the Commission	\$100,000
	Class III	Commercial Institution	To be determined by the Commission	To be registered
	Class II	National Collection	To be determined by the Commission	\$10,000
	Class III	Private collections held for profit	To be determined by the Commission	\$20,000

Figure Source: Gavin Agard

### 3.3 Radio and Television

Radio interviews were scheduled to discuss the pertinent details of the Domestic Licensing System relevant to members of the public. Given the limited availability of analytics on radio stations and the inability to effectively measure Return on Investment, interviews were booked on stations that at least covered the main geographical areas: Berbice, Demerara, Linden and Essequibo.

Major stations with the largest estimated audience like HJ.94.1FM, 98.1FM AND VOG 102.5FM were also selected to ensure maximum coverage. Some of these stations also paired their broadcasts with Live Facebook streaming which also increased reach. Radio scripts were prepared and are available to be recorded and shared with radio stations in the hinterland.

**FIGURE 5.**  
**Radio and Television Schedule**

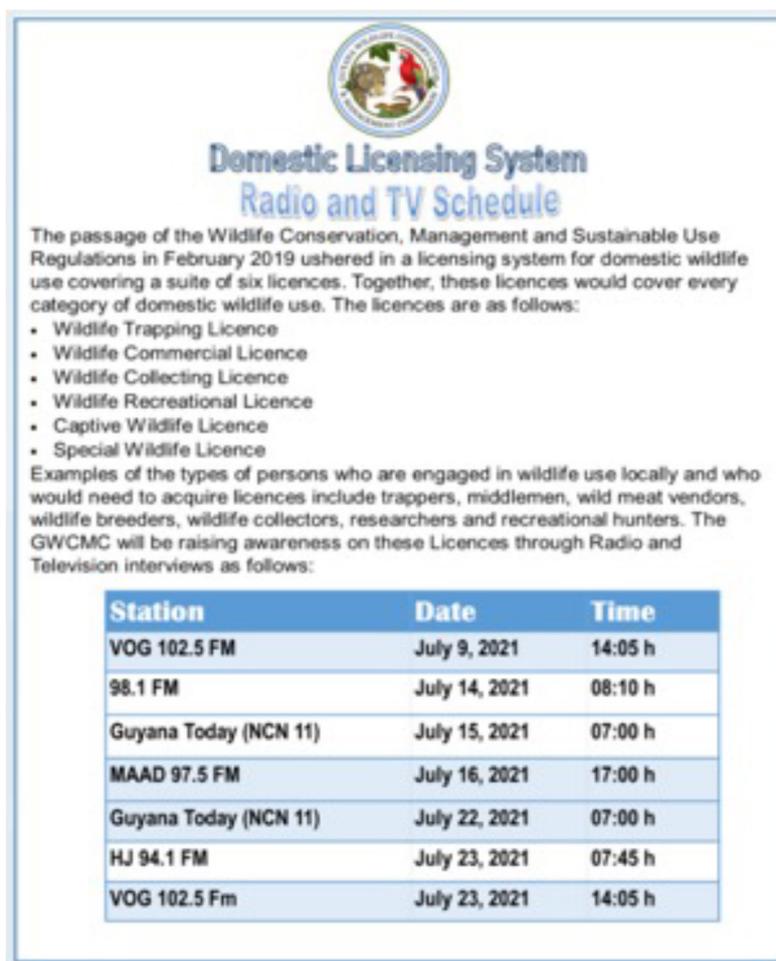


Figure Source: Gavin Agard

### 3.4. Social Media

The published videos were uploaded on September 7, 2021 to the GWCMC's Facebook Page which has and garnered a total of 3,600 followers. These numbers represent the number of persons who viewed the video for longer than three

seconds of its duration without paid distribution. Paid distribution should be considered to increase both the fan base and the reach of the content being posted.

**TABLE 1.**  
**List of videos prepared**

No	Organization	Organization's representative	Designation	Link
1	Amerindian People Association	Jean La Rose	Executive Director	<a href="https://od.lk/d/MjVfMjQ0ODQ3MTNf/APA.m4v">https://od.lk/d/MjVfMjQ0ODQ3MTNf/APA.m4v</a>
2	Conservation International	Curtis Bernard	Executive Director	<a href="https://od.lk/d/MjVfMjQ0ODQ4MThf/Conservation%20International%20.m4v">https://od.lk/d/MjVfMjQ0ODQ4MThf/Conservation%20International%20.m4v</a>
3	Guyana Livestock Development Authority	Dr. Praimnauth Tihul	Senior Veterinary Officer	<a href="https://od.lk/d/MjVfMjQ0ODUxNzBf/LIVESTOCK.m4v">https://od.lk/d/MjVfMjQ0ODUxNzBf/LIVESTOCK.m4v</a>
4	Guyana Tourism Authority	Kamrul Baksh	Representative	<a href="https://od.lk/d/MjVfMjQ0ODU0Nzhf/Tourism%20authority.m4v">https://od.lk/d/MjVfMjQ0ODU0Nzhf/Tourism%20authority.m4v</a>
5	Guyana Wildlife Conservation and Management Commission	Lemuel Cromwell	Director, Monitoring and Compliance	<a href="https://od.lk/d/MjVfMjQ0ODQ5Mzlf/GWCMC.m4v">https://od.lk/d/MjVfMjQ0ODQ5Mzlf/GWCMC.m4v</a>
6	Iwokrama Centre for Rainforest Development	Dr. Raquel Thomas	Director, Resource Management and Training	<a href="https://od.lk/d/MjVfMjQ0ODU2NThf/Wokrama.m4v">https://od.lk/d/MjVfMjQ0ODU2NThf/Wokrama.m4v</a>
7	Tourism and Hospitality Association of Guyana	Harrinand Persaud		<a href="https://od.lk/d/MjVfMjQ0ODUzMTNf/TOURISM%20AND%20HOSPITALITY.m4v">https://od.lk/d/MjVfMjQ0ODUzMTNf/TOURISM%20AND%20HOSPITALITY.m4v</a>
8	Environmental Protection Agency	Rayner McAndrew	Environmental Officer II	<a href="https://od.lk/d/MjVfMjQ0ODQ4ODNf/EPA.m4v">https://od.lk/d/MjVfMjQ0ODQ4ODNf/EPA.m4v</a>
9	Hunting and Trapping perspective	Flemming Brothers	Hunter and Trapper	

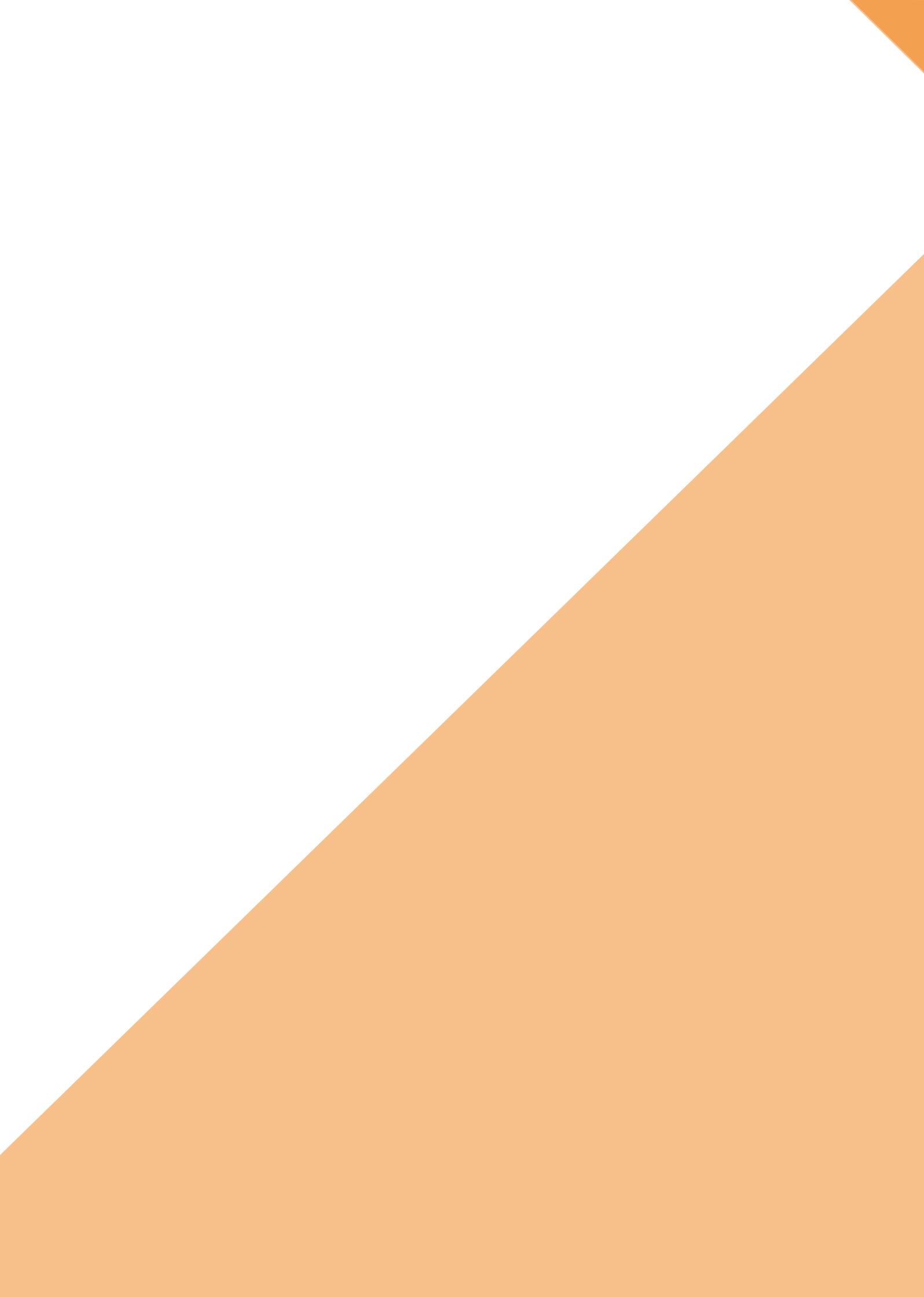
Table Source: Gavin Agard



## 4 Development of a national system of harvest zones and harvest quotas



CITES MODULE



## 4. Development of a national system of harvest zones and harvest quotas

With the enactment of the Wildlife Conservation and Management Act of 2016 Guyana's national CITES legislation became CITES Category 1 compliant. This brought virtually all aspects of the management of wildlife species under a singular legislation. It especially brought all aspects of the trade in wildlife species under this new law. The Guyana Wildlife Conservation and Management Commission, which was established under the act, has since had the responsibility for implementing the provisions of the act. The legislative framework provides for licences to be issued to operators in the trade from trappers and hunters to local retailers and international exporters.

To achieve the goal of sustainable management of all species through an effective licensing system, the GWCMC has decided that a national system of harvest zones will be established and that harvest quotas will be determined for each zone which together will constitute a national quota.

### 4.1 Technical Approach and Applied Methods

Changes in local law in Guyana brought the country's legislation into compliance with CITES category 1 and provided for the Guyana Wildlife Conservation and

Management Commission to assume responsibility for all aspects of the harvest and trade in wildlife. Consequently, the GWCMC has sought to determine a methodology for the establishment of harvest quotas within specified harvest zones, and to use that methodology to establish quotas for 25 selected species.

The method developed was based on the concept of maximum sustainable yield, the precautionary principle and CITES concept of non-detriment and utilized available data on the species. Quotas above zero could only be determined for 21 species. A lack of data and conservation concern related to the other 3 species resulted in a zero quota. Data availability was the major limitation. Careful monitoring of the implementation of these quotas is recommended.

The approach to the determination of quotas utilized the concept of maximum sustainable yield (MSY) (WEINBAUM et al., 2012) which is the absence of detailed longitudinal ecological data was implemented as sustainable yield. This required information for the computation of an estimated net annual population growth was only possible for some species. In other cases, categorical data on abundance, current or previous quotas for the species from Guyana or neighboring Suriname, local utilization and conservation status were taken

into account to determine a quota. Considering the limited data available, the precautionary principle (KRIEBEL et al., 2001) was applied in all cases in keeping with the CITES concept of non-detriment (ROSSER & HAYWOOD, 2002).

Harvest zones and national quotas for each species was determined based on data available on the species and suitable habitats at the national and harvest zone levels. Literature searches were conducted for data on each species using online sources and at the Guyana Wildlife Conservation and Management Commission. Data gathered from literature was inputted into a spreadsheet under the headings described below.

- Local names - Names by which the animal is known locally as far as possible.
- Population - Population size or density assessment and trends for the species in specific places in Guyana (Local) or anywhere in its natural range (Global/Regional). As many references as found.
- Biology - A description of the general reproductive biology of the species including data on reproductive strategy and rates. Any data that could be used to determine

reproductive rate was also included, including, population sex ratio, age structure, age at first reproduction, number of offspring produced per reproductive season. This also included lifespan (overall and reproductive) and ecological niche occupied by the species.

- Biogeography - Data on the habitat and ecosystems occupied by the species. Including species distribution globally, at least to the level of biogeographical zones or significant biogeographical regions such as the Guiana Shield of Amazon Region, and nationally, with greatest accuracy.
- Conservation status - Any listing of the species on the Appendices of the Convention on International Trade in Endangered Wild Species of Fauna and Flora (CITES), the Red List of the International Union for the Conservation of Nature (IUCN) and in local law. Data on known threats and pressures faced by the species.
- Harvest and management - Data on the local harvest of the species if available as well as data on existing or past export quota and actual trade in the species for Guyana or Suriname. Description on local management measures in place for the species.

#### 4.2 Results of the national system of harvest zones and harvest quotas

The report titled “Determination of National harvest Quotas for Selected Species” was the main deliverable. The report details the methodology used to develop quotas for twenty-five (25) species – 12 mammals, 12 birds and 1 reptile. The list of species (scientific and English names) was provided by the Guyana Wildlife Conservation and Management Commission.

It was predetermined that for the purpose of managing extraction of species to distribute the pressure across their ranges harvest zones would be established by the GWCMC. The harvest zones are currently equivalent to the Administrative Regions of Guyana.

**FIGURE 6.**  
**Cover page for National Harvest Quota publication**

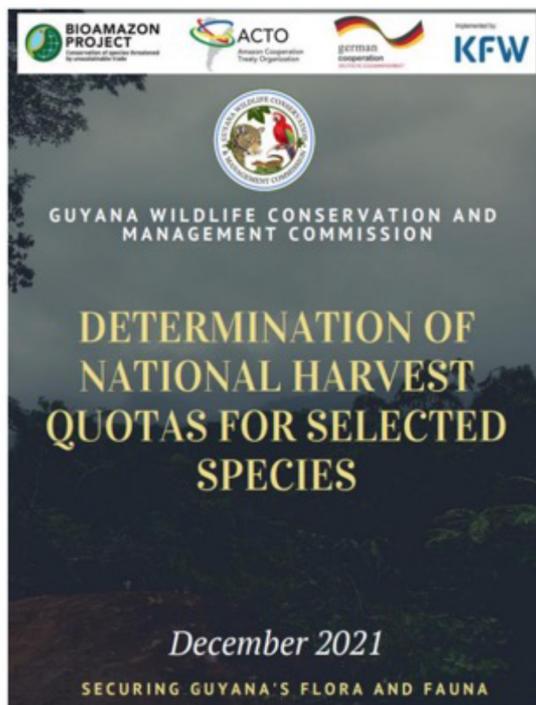


Figure Source: Gavin Agard

The report is laid out in three main sections.

- First a detailed methodology which describes the process of developing the quotas and the rationale.
- The second section provides the proposed national level quota for each species together with the specific reasoning applied for the species.
- And the third section provides a breakdown of the national quota to the level of harvest zone.

**TABLE 2.**  
**Summary of the National Quota for selected species**

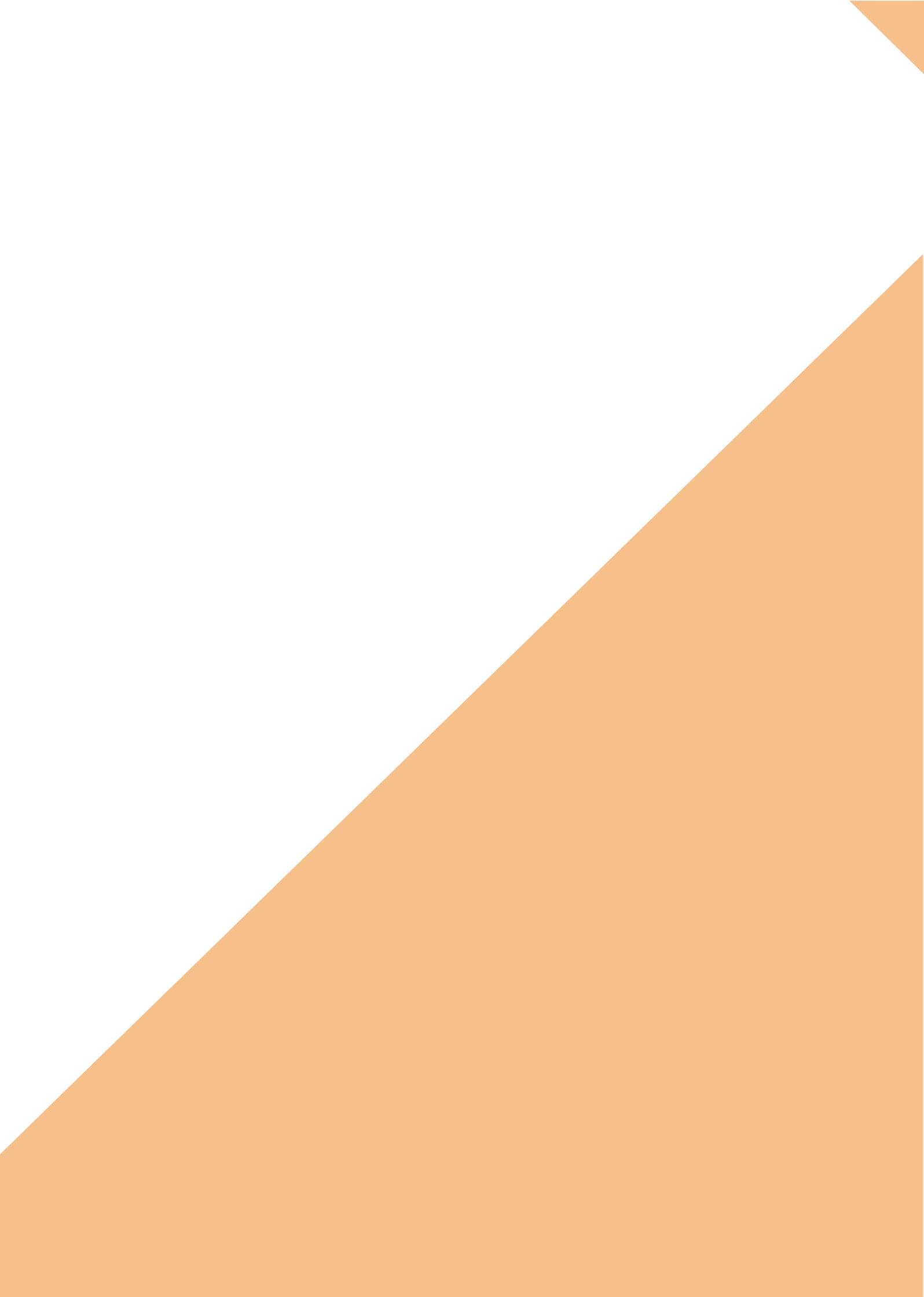
No	Scientific Name	English Name	Recommended Quota
1	<i>Cuniculus paca</i>	Labba / pacca or Lowland paca	37,631
2	<i>Dasyprocta leporina</i>	Agouti	37,631
3	<i>Mazama americana</i>	Deer - red brocket	1,582
4	<i>Odocoileus virginianus</i>	Deer - white tail	746
5	<i>Mazama gouazoubira</i>	Deer - grey brocket deer/brown brocket	2,690
6	<i>Tayassu pecari</i>	Peccary - white lipped	1,649
7	<i>Pecari tajacu</i>	Peccary - collared	3,054
8	<i>Hydrochoerus hydrochaeris</i>	Capybara	6,436
9	<i>Priodontes maximus</i>	Armadillo - giant	0
10	<i>Dasypus novemcinctus</i>	Armadillo - nine-banded	150
11	<i>Cabassous unicinctus</i>	Southern naked tail Armadillo	0
12	<i>Dasypus kappleri</i>	Greater Long nosed Armadillo	75
13	<i>Crax alector</i>	Powis	156
14	<i>Tinamus major</i>	Great Tinamou/ Maam	50
15	<i>Actitis macularius</i>	Sandpiper	250
16	<i>Cairina moschata</i>	Ducks- Muscovy	100
17	<i>Dendrocygna autumnalis</i>	Duck - Black-bellied Whistling-Duck	1,000
18	<i>Anas discors</i>	Blue winged teal duck	0
19	<i>Dendrocygna viduata</i>	White faced whistling duck	1,500
20	<i>Anas carolinensis</i>	Green winged teal duck	0
21	<i>Anas bahamensis</i>	The bahama white jawed pintail	50
22	<i>Psophia crepitans</i>	Grey-winged trumpeter	200
23	<i>Penelope marail</i>	Marudi - Marail guan	125
24	<i>Penelope jacquacu</i>	Marudi - Spix's guan	250
25	<i>Iguana iguana</i>	Iguana	246,204

Table Source: Gavin Agard

## 5. Establishment of checkpoints for the monitoring and enforcement of the domestic wildlife licence system



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## 5. Establishment of checkpoints for the monitoring and enforcement of the domestic wildlife licence system

The harvesting and trade of wildlife occurs in all regions of Guyana. Therefore, the establishment of checkpoints are essential for the monitoring and enforcement of the domestic wildlife licence system. The workplan of this project identifies three (3) activities that must occur to ensure the successful operation of checkpoints.

These activities include:

1. Identify and geographically depict the major transit routes for wildlife.
2. Develop an operational framework for the establishment of checkpoints including but not limited to Memorandums of Understanding (MoU) with agencies where the check points will be established.
3. Develop guidelines for operations at the select checkpoints sites.

This report highlights the achievement of activities detailed in the workplan in relation to the licensing of wildlife users.

### 5.1 Technical Approach and Methods Applied

The technical approach and method applied varied based on the activity and the desired product.

<b>Activity</b>	<b>Technical Approach</b>
1	Literature Review Institutional Harvest Records
2	Focus Group meetings
3	Interviews
<b>Activity</b>	<b>Method Applied</b>
1	Geographic Information Systems
2	Microsoft Word

### 5.2. Results

This section provides a summary of the activities specified in the workplan. Detail reports and products related to each activity is captured in the annexes.

#### 5.2.1 Activity #1: Identify and geographically depict the major transit routes for wildlife

An integral component of this activity was to build the capacity of key staff within the GWCMC to perform geospatial tasks. A baseline assessment revealed that, prior to this project, the staff of the GWCMC did not utilize Geographic Information Systems (GIS) to perform routine task within the Commission.

The four (4) GWCMC staff who participated in the introductory GIS course organized by the Guyana Lands and Surveys Commission (GLSC) are:

<b>N</b>	<b>Name of GWCMC Staff</b>	<b>Designation</b>
1	Charles Stephen	Research Officer
2	Johann Waldron	Research Officer
3	Steven Jones	Monitoring Officer
4	Troy Crawford	Monitoring Officer

The course commenced on February 15, 2021, for a duration of three (3) weeks from Mondays to Thursdays at 10:00 - 12:00hrs.

The course aimed to impart basic GIS functions and operations through lectures, presentations and hands-on training. In this regard, participants work with suitable software, a training manual and various datasets.

After completing the course, the GWCMC staff are able to:

1. Understand concept and principles of GIS
2. Create, develop and update geographic data sets

3. Store, manipulate and present data and information
4. Process data for informed decision making and solving problems

This capacity building activity laid the foundation for the geospatial tasks that will arise after the implementation of the domestic wildlife licence system. Some of these tasks include:

- Recording and geographically displaying the location of licence holders
- Geographically representing the transportation permit data
- Displaying wildlife movement along extraction routes

**FIGURE 7.**  
**GWCMC staff with their certificates**



Figure Source: Gavin Agard



The hinterland region of Guyana is connected with limited arterial roads. The major transit routes for wildlife follows the main arterial road, major rivers and air transportation to the main domestic airport in Georgetown (Eugene F. Correia International Airport) which providing commercial passenger and

cargo air transport services, primarily between Georgetown and the hinterland of Guyana.

An analysis of the transit routes was conducted and the below map was generated.

**FIGURE 8.**  
**Map of Guyana depicting the proposed checkpoints and transit routes**

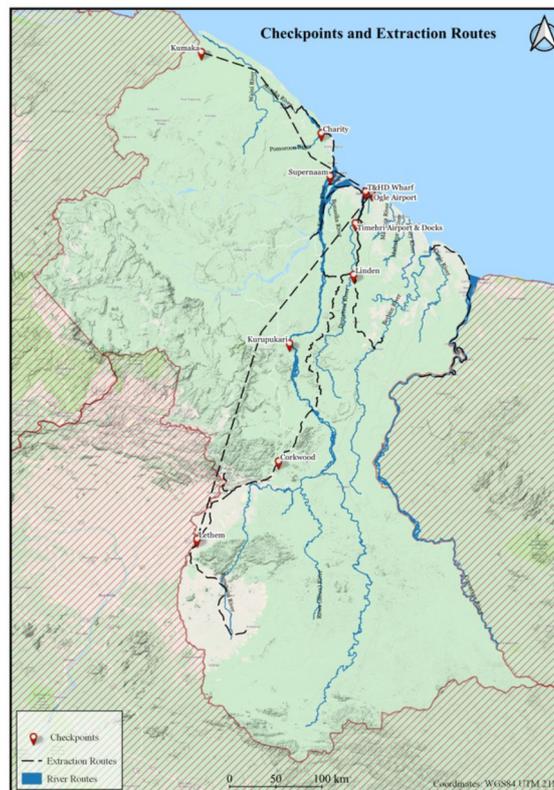


Figure Source: Gavin Agard

### 5.2.2 Activity # 2: Develop Memorandums of Understanding (MoU) with agencies

The signing of Memorandum of Understanding (MOU) between countries or institutions as a means of demonstrating commitment to a common cause and

defining roles and responsibilities for a specific collaboration is a commendable practice.

The Guyana Wildlife Conservation and Management Commission has commenced discussions with several organizations, including the Guyana Forestry Commission (GFC)<sup>1</sup>, Guyana Livestock Development Authority (GLDA)<sup>2</sup> and Iwokrama International Center for Research Development<sup>3</sup>, to approve and sign the Memorandum of Understanding.

The Memorandum of Understanding template was developed and approved by the Board of Directors of the GWCMC. One institution (Iwokrama) has approved

and signed the MOU while the other two organizations (GFC and GLDA) have agreed in principle with the content of the MOU but is awaiting approval from their respective Board of Directors or Subject Minister prior to signing the Memorandum of Understanding.

Iwokrama International Center for Research Development signed the MOU on the 6th August, 2021. The press release regarding the signing of the MOU can be viewed: Iwokrama celebrates 25 years - Stabroek News.

**FIGURE 9.**  
**Representatives from GWCMC and Iwokrama displaying the signed MOU**



Figure Source: Gavin Agard

As part of the public awareness campaign for the domestic wildlife licence videos were developed where an array of stakeholders including the Guyana Livestock Development Authority (GLDA) and the Iwokrama International Center for Research Development.

### **5.2.3 Activity # 3: Operations at checkpoints sites**

The Operational Guidelines is designed to guide staff of the GWCMC or officers from other institutions that have signed the Memorandum of Understanding with the GWCMC and will be performing duties on behalf of the GWCMC.

<sup>1</sup> Guyana Forestry Commission – Ensuring Sustainable Forestry

<sup>2</sup> GLDA - Home

<sup>3</sup> Iwokrama International Centre – Iwokrama! The Green Heart of Guyana.

It is imperative for any officer performing the duties of the GWCMC to conduct their daily routine tasks while remaining within the guidelines and objectives of the GWCMC. The operational guidelines will serve as a critical driver of knowledge exchange between employees in different departments or at different levels.

The operational guidelines should be viewed as a fluid document that may require updates and feedback from the employee on the job. Their feedback on key tasks or changing elements within their roles is critical information for the organization to analyze, learn from, and be adjusted accordingly.

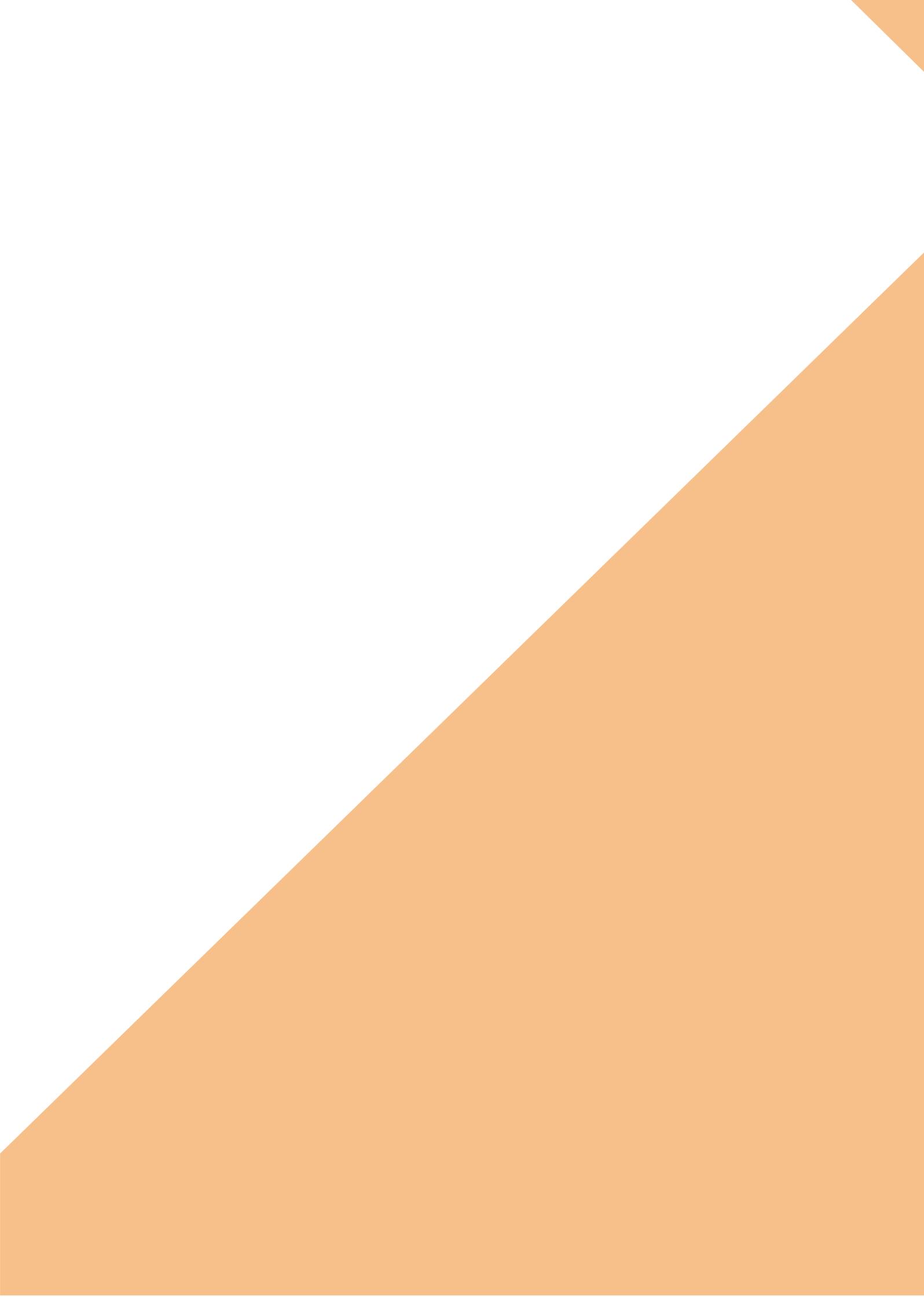
The “Operational Guidelines for Wildlife Checkpoints” is composed of twenty-five (25) pages which outlines the:

1. General Procedures at Wildlife Checkpoints
2. General Procedures for Permit Use and Management
3. Check-in-Transit Procedures
4. Procedures related to Wildlife Breaches
5. Examples of the relevant documents at a Wildlife Checkpoints



## 6. Preparation of Standard Operating Procedures (SOPs) for divisions of GWCMC in relation to domestic licences





## 6. Preparation of Standard Operating Procedures (SOPs) for divisions of GWCMC in relation to domestic licences

The two main operational divisions that requires operational guidelines are the Licensing and Permitting Division (L&PD) and the Monitoring and Compliance Divisions (M&CD). For both divisions, focus group interviews with key staff

were conducted to ascertain the main operational procedures related to the licence system. These procedures were documented and systematically recorded in the operational guidelines for each division.

**FIGURE 10.**  
**Operational Guidelines cover pages**



Figure Source: Gavin Agard

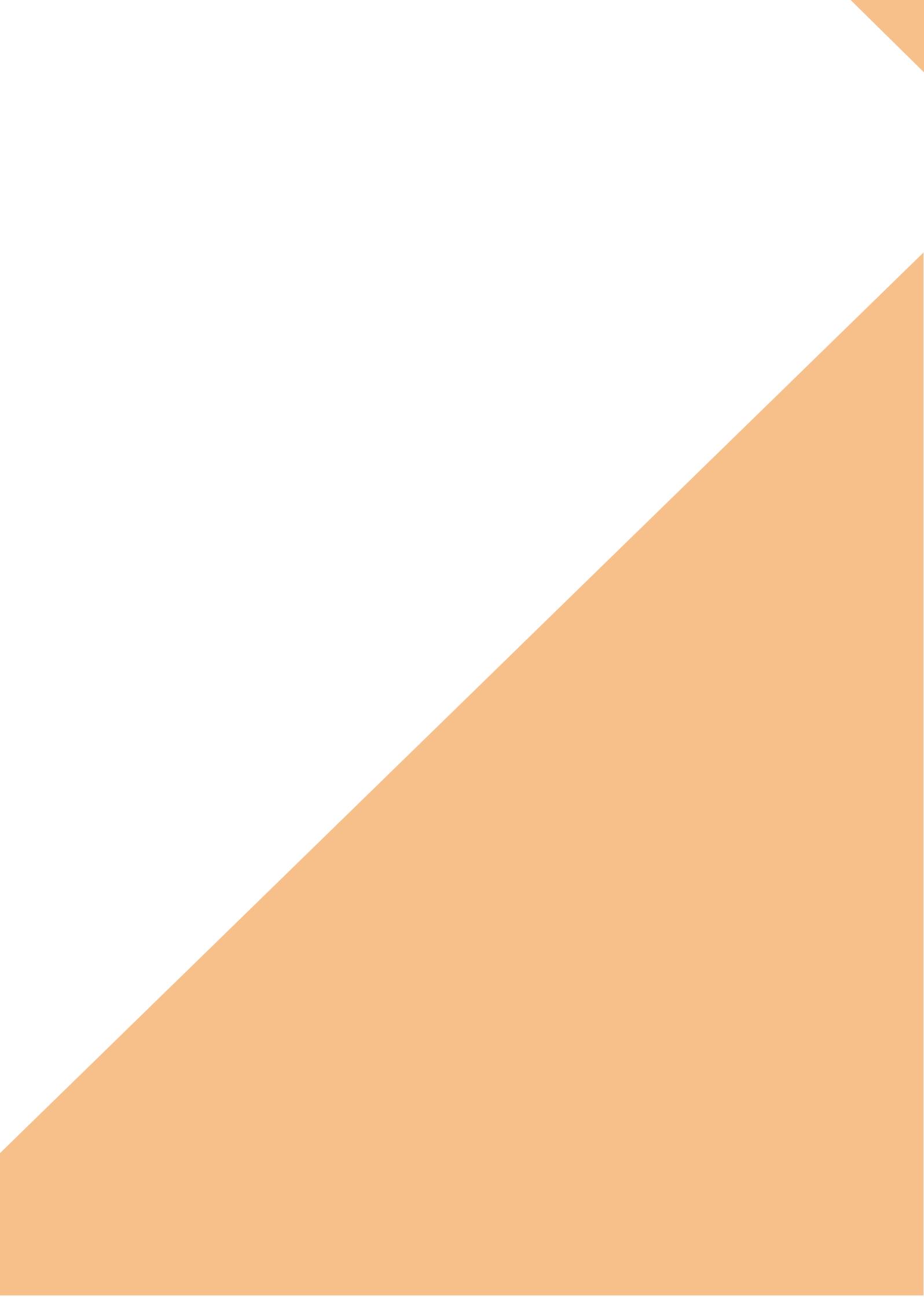
The Standard Operating Procedures for the Licensing and Permitting Division consist of twenty-four (24) pages which specifies the requirements for each licence type, the steps involved in approving each licence type and a summary of the guidelines for updating the licence database.

The Standard Operating Procedures for the Monitoring and Compliance Division consist of thirty- three (33) pages which specifies the procedures related to the monitoring and compliance of licensed operators. It specifies the type of inspection forms, frequency of monitoring inspection, data capture guidelines as well as monitoring and reporting requirements.

The availability of the SOP helps to promote accountability and transparency of operations within the divisions as well as ensuring employees understand how to accomplish their assigned tasks consistently.

**7. Design and implement a database to capture domestic wildlife licence operators**





## 7. Design and implement a database to capture domestic wildlife licence operators

The digital system for licensing the domestic wildlife trade is called the Domestic Licence Management System (DLMS). The main module of this system allows for the management of the domestic licencing process through an

online database that can be accessed through the GWCMC website. The database is being hosted by the GWCMC.

**FIGURE 11.**  
**Home Page of the Domestic Wildlife Application**

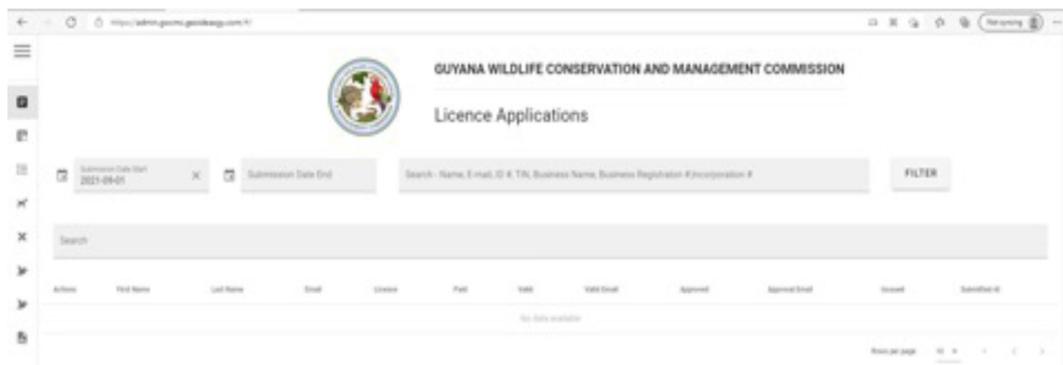


Figure Source: Gavin Agard

The DLMS consist of three applications:

1. Licence Admin Portal (LAP),
2. Wildlife Application Portal (WAP) and
3. Licence Management System API(LMSAPI).

The WAP digitizes the licence application process by allowing the general public to submit applications using a website. The LAP enables the staff of the GWCMC to manage the licensing process, staff accounts and generate reports.



## 8. Conclusion



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## 8. Conclusion

The project titled “Build capacity for the Management of the Domestic Wildlife Trade in Guyana” was successfully completed.

Throughout the project an awareness campaign was sufficiently achieved through the utilization of traditional and digital channels. Radio was used to share the message of the Domestic Licensing System to traditional audiences in the main geographical target areas (Berbice, Demerara, Essequibo and Linden). Hinterland areas received recorded Public Service Announcements (PSAs) with the same information.

Facebook was the main social media platform used as it is the platform with the largest use among the Guyana population. While the organic reach for content posted was fair, for greater reach, paid distribution can be utilised in the future as well as a strategic schedule that spans the period in focus and pays attention peak posting times.

The determination of harvest quotas for selected species and harvest zones are critical for the management of the domestic wildlife trade in Guyana. As the harvest quotas are implemented, data collection on efforts and harvest together

with biological data (reproductive state for example) and ecological data should be collected and used to evaluate the quotas for the next cycle of implementation.

The staff of the GWCMC were instrumental in facilitating the successful completion of all activities. The capacity building initiatives completed through this project should be viewed as foundation on which additional building blocks need to be added. The operational guidelines must also be viewed as a fluid document that can be updated as lessons learnt during the implementation phase commences.

Although the Memorandum of Understanding between the GWCMC and other agencies is a positive first step, the GWCMC must make additional efforts to secure permanent staff to perform its duties within the hinterland regions of Guyana.

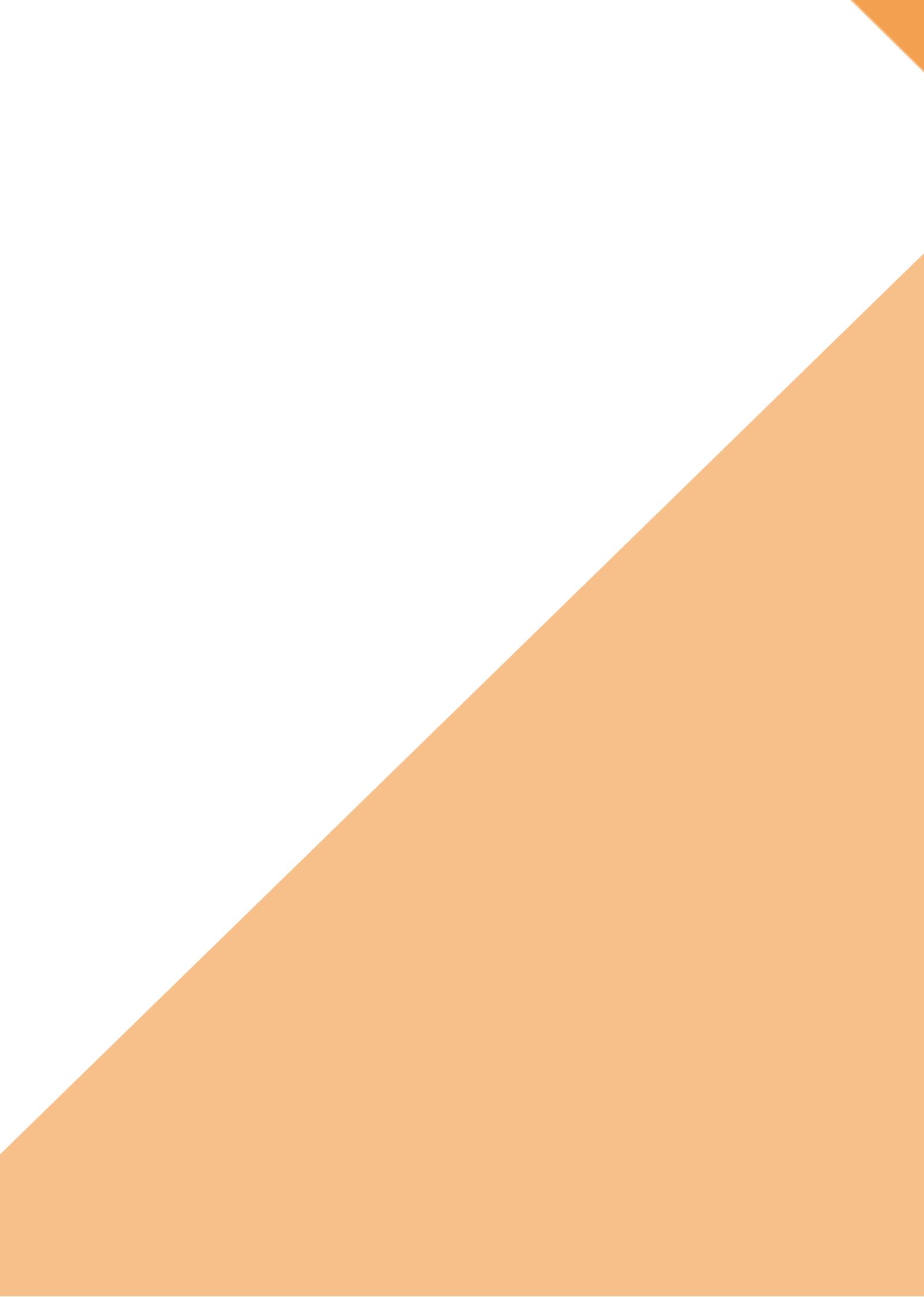
The consensus from the regional stakeholder engagement sessions is that community members are supportive of the domestic wildlife licence system but further engagement from representatives from the GWCMC will be needed to clarify concerns or questions that may arise in the future.



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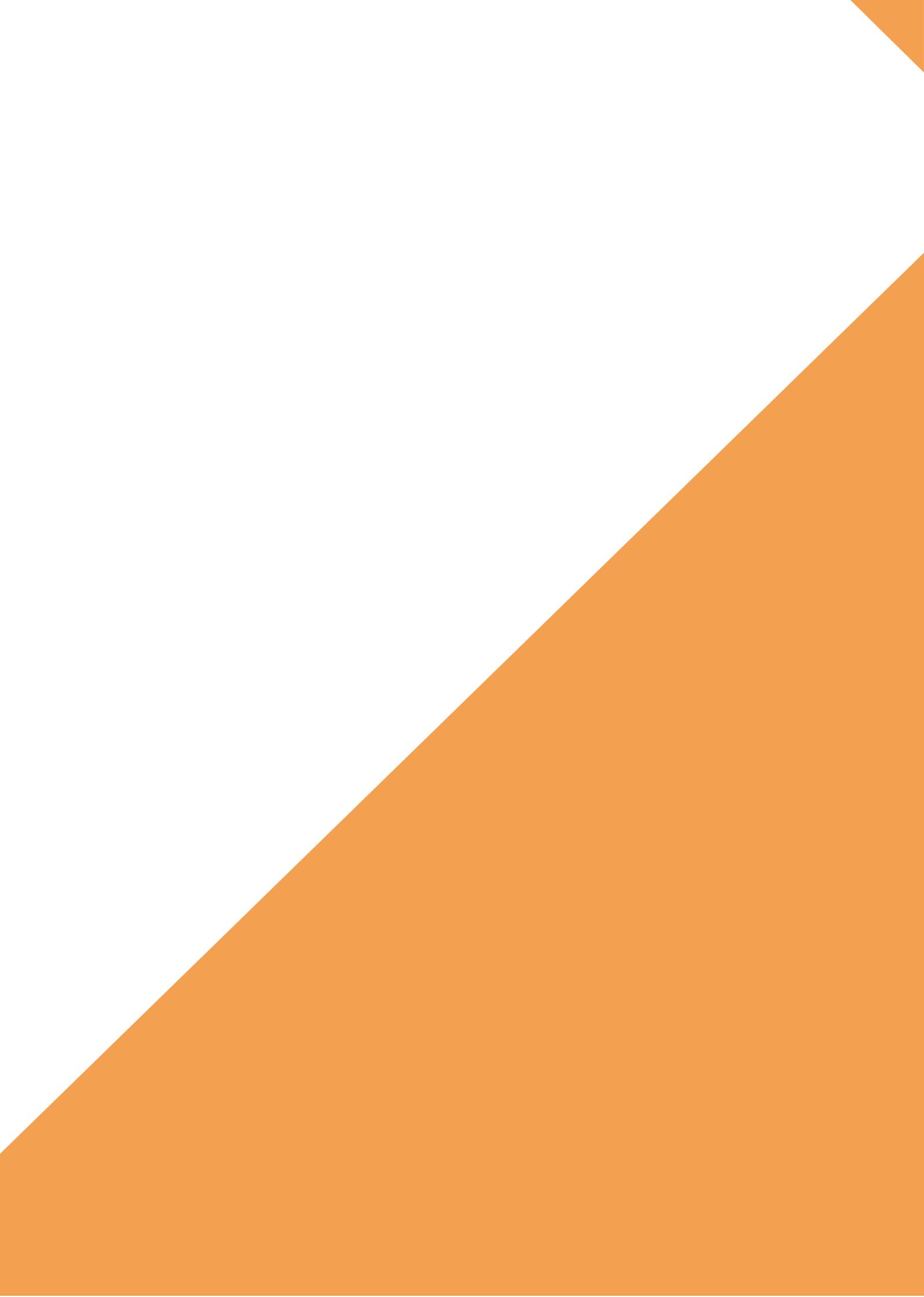
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