

SBP

Sustainable Biomass Partnership

NEPCon Evaluation of GLHU Stolbtsovski Leshoz Compliance with the SBP Framework: Public Summary Report

First Surveillance Audit

www.sustainablebiomasspartnership.org



Completed in accordance with the CB Public Summary Report Template Version 1.0

*For further information on the SBP Framework and to view the full set of documentation see
www.sustainablebiomasspartnership.org*

Document history

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1 Overview

CB Name and contact: NEPCon OÜ, Filosoofi 31, 50108 Tartu, Estonia
Primary contact for SBP: Ondrej Tarabus ot@nepcon.net , +420 606 730 382
Report completion date: 21/Sep/2017
Report authors: Aliaksandr Zubkevich
Certificate Holder: GLHU Stolbtsovski leshoz
Producer contact for SBP: Shpilevski Genadij, chief engineer
Certified Supply Base: sourcing from territory of GLHU Stolbtsovski leshoz
SBP Certificate Code: SBP -01-52
Date of certificate issue: 18/Nov/2016
Date of certificate expiry: 17/Nov/2021

Indicate where the current audit fits within the certification cycle				
Main (Initial) Audit	First Surveillance Audit	Second Surveillance Audit	Third Surveillance Audit	Fourth Surveillance Audit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 Scope of the evaluation and SBP certificate

The certificate scope covers the pellet production site and office in Stolbtsy, Republic of Belarus. Supply Base of GLHU Stolbtsovski leshoz is the only forest area of GLHU Stolbtsovski leshoz.

GLHU Stolbtsovski leshoz is situated in Stolbtsy District of the western Minsk Region. The enterprise comprises nine forest districts, production and logging facilities and a base nursery. The company is involved in forestry, wood harvesting, wood machining and trade both within the country and abroad. It is responsible for 89.9 thousand ha of forest territory.

The Organisation holds valid FSC FM/Chain of Custody certificate with FSC transfer system in the scope. The input material used by the Organisation for biomass production contains only secondary feedstock. Forest residues and wood industry residues (slabwood, sawdust) are used for drier. Secondary feedstock (sawdust, slab wood etc) is sourced only from their own sawmill.

Description of the scope:

The certificate scope covers production of wood pellets, for use in energy production, at GLHU Stolbtsovski leshoz and transportation by rail to Belarusian/Latvian border, Bigosovo railway station. The scope of the certificate does not include Supply Base Evaluation.

Scope of the evaluation is indicated in the table below:

Scope Item	Check all that apply to the Certificate Scope				Change in Scope (N/A for Assessments)
Approved Standards:	SBP Standard #2 V1.0 SBP Standard #4 V1.0 SBP Standard #5 V1.0 http://www.sustainablebiomasspartnership.org/documents				<input type="checkbox"/>
Primary Activity:	Pellet producer				<input type="checkbox"/>
Input Material Categories:	<input checked="" type="checkbox"/> SBP-Compliant Primary Feedstock (Only for drier)	<input checked="" type="checkbox"/> SBP-Compliant Secondary Feedstock			<input type="checkbox"/>
	<input type="checkbox"/> Controlled Feedstock	<input type="checkbox"/> SBP non-Compliant Feedstock			
	<input type="checkbox"/> SBP-Compliant Tertiary biomass	<input type="checkbox"/> Post-consumer Tertiary Feedstock			
	<input type="checkbox"/> SBP-approved Recycled Claim	<input type="checkbox"/> Post-consumer Tertiary Feedstock			
	<input checked="" type="checkbox"/> FSC	<input type="checkbox"/> PEFC	<input type="checkbox"/> SFI	<input type="checkbox"/> GGL	<input type="checkbox"/>

Focusing on sustainable sourcing solutions

Chain of custody system implemented:	<input checked="" type="checkbox"/> Transfer	<input type="checkbox"/> Percentage	<input type="checkbox"/> Credit	<input type="checkbox"/>
Points of sales	<input type="checkbox"/> Harbour – Permanent storage (Storage site)	<input type="checkbox"/> Harbour – Temporally storage (Logistic site)	<input checked="" type="checkbox"/> Other point of sale (e.g. gate of the BP, boarder, railway station etc.)	<input type="checkbox"/>
Provide name of all points of sales	- - -	- - -	-DAF Bigosovo railway station	
Use of SBP claim:	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/>
SBE Verification Program:	<input type="checkbox"/> Low risk sources only		<input type="checkbox"/> Sources with unspecified/ specified risk	<input type="checkbox"/>
	New districts approved for SBP-Compliant inputs:			
Sub-scopes				<input type="checkbox"/>
Specify SBP Product Groups added or removed:				
Comments:				

3 Specific objective

The specific objective of this evaluation was to confirm that the Biomass Producer's management system is capable of ensuring that all requirements of specified SBP Standards are implemented across the entire scope of certification.

The scope of the evaluation covered:

- Review of the BP's management procedures;
- Review of the production processes, production site visit;
- Review of FSC system control points, analysis of the existing FSC CoC system;
- Interviews with responsible staff;
- Review of the records, calculations and conversion coefficients;
- GHG data collection analysis;

4 SBP Standards utilised

4.1 SBP Standards utilised

Verification of SBP-compliant Feedstock, SBP Standard 2, Version 1.0, March 2015

Chain of Custody, SBP Standard 4, Version 1.0, March 2015

Collection and Communication of Data, SBP Standard 5, Version 1.0, March 2015

Instruction documents:

5A: Collection and Communication of Data, 1.1, October 2016

5B Energy and GHG Data, 1.1, October 2016

5C Static Biomass Profiling data version 1.1, October 2016

<http://www.spbo-cert.org/documents>

4.2 SBP-endorsed Regional Risk Assessment

Not applicable. Supply Base Evaluation is not covered by the Scope of the Evaluation

5 Description of Biomass Producer, Supply Base and Forest Management

5.1 Description of Biomass Producer

GLHU Stolbtsovski leshoz is situated in Stolbtsy District of the western Minsk Region. The enterprise comprises nine forest districts, production (sawmill, pellet production), logging facilities and a base nursery. The company is involved in forestry, wood harvesting, wood machining and trade both within the country and abroad. It is responsible for 90.029.9 thousand ha of forest territory.

The Organisation holds valid FSC FM/Chain of Custody certificate with FSC transfer system in the scope. The input material used by the Organisation for biomass production contains only secondary feedstock. Forest residues and wood industry residues (slabwood, sawdust) are used for drier. Secondary feedstock (sawdust) is sourced only from own sawmill. Supply Base of GLHU Stolbtsovski leshoz is the only forest area of GLHU Stolbtsovski leshoz.

Note: The SBR contains in the description of the input material also primary feedstock, however, this is used exclusively in the dryer.

5.2 Description of Biomass Producer's Supply Base

The supply base of the organization is the total territory of GLHU Stolbtsovski leshoz.

Forests are the dominant vegetation type on the territory of the GLHU «Stolbtsovski leshoz». The structure of the FME includes Okinchitskoe, Opechkovskoe, Prudskoe, Nalibokskoe, Kulscoe, Kletischenskoe, Rubezhevichskoe, Starinskoe and Hotovskoe forestry areas and the logging unit. The FME is located in the western part of the Minsk region, within the Stolbtsy administrative district. The total area of the FME is 90.029 hectares, including 82,855 hectares covered by forest.

Distribution of forests by groups - Group 1 makes 73.9% and Group 2 makes 26.1%. Distribution by age groups - the young forests make 23.6%, middle forests make 62.6%, maturing forests make 10.1% and over-ripe forests make 3.7%. The distribution by dominant species – coniferous forests make 74.9%, hardwood forests make 0.5% and deciduous forests make 24.6%. Average wood volume is 220 m³ per hectare. Average age of trees is 54 years. The limit of cutting of mature trees is 67,100 cubic meters, including 34,100 cubic meters for coniferous. They are pine – 22,700 m³, spruce – 6,400 m³, aspen – 3,000 m³, birch – 11,900 m³, black alder – 18,100 m³. All plots after cutting are planted by trees in the spring or forest plots are left for natural regeneration. All man-made forests are annually under care.

The main objective of forest management in the GLHU «Stolbtsovski leshoz» is to provide the continuous, stable, sustainable, cost-effective, multi-purpose, environmentally responsible and socially oriented forest management that to meet the needs of society in raw materials and to preserve and enhance the ecological functions of forests and to conserve biodiversity in forest ecosystems

For details see the BP website <http://stolbzyles.by/certification/>

5.3 Detailed description of Supply Base

- Total Supply Base area (ha): 90029 ha
- Tenure by type (ha): 90029 ha state ownership, 0 million ha private forests and 0 million ha other ownership types.
- Forest by type (ha): 90029 ha temperate forests
- Forest by management type (ha): 90029 ha managed semi-natural
- Certified forest by scheme (ha): FSC - total certified area 90029 ha
PEFC – total certified area 90029 ha

Quantitative description of the Supply Base can be found in the Supply Base Report of the Biomass Producer <http://stolbzyles.by/certification>)

5.4 Chain of Custody system

The Organisation holds valid FSC FM/COC certificate (NC-FM/COC-017322). Critical control points of the FSC CoC system were evaluated also during SBP audit.

The Organisation has implemented FSC transfer system. The input material used by the Organisation for biomass production contains secondary feedstock - sawdust for pellet production, primary feedstock such as forest residues, diseased wood and wood industry residues for dryer. All feedstock is FSC certified and originates only from forest area of the BP.

6 Evaluation process

6.1 Timing of evaluation activities

Onsite audit was conducted on May 23, 2017 (7h). Audit activities included documents review at office, inspection of production facilities and staff interviews. Desk review of updated document and SAR prepared by BP with help of their customer was reviewed 11.07.2017.

Action	Place	Auditor	date/ time
Introduction meeting (Appr at 9.00-9.15)	Office of GLHU Stolbtsovski leshoz	Aliaksandr Zubkevich	23.05.2017 10.15-12.30; 13.30-17.30
Analyse of the organization SBP system; Staff interview; Documents review procedure, instructions, training minutes, group products list and etc. Analyse of FSC COC system. Checking of critical points. Review of GHG date calculation, interview with staff Visit of pellet factory and laboratory, staff interview, review of records List of reviewed processes (visited departments): 1) acceptance of raw material 2) moisture measurement of raw material and products (operator); 3) production and accounting (bookkeeping); 4) Use of resources (electrician, mechanic); 5) Realisation and sales. Work with clients	Office of GLHU Stolbtsovski leshoz Pellet factory		

Lunch time 12.30-13.30	Office of GLHU Stolbtsovski leshoz		
Final meeting 17.00-17:30	Office of GLHU Stolbtsovski leshoz		
Review of updated documents and SAR	Minsk, desk review		11.07.2017

6.2 Description of evaluation activities

The audit visit was focused on management system evaluation: division of the responsibilities, document and system, input material classification (reception and registration), analysis of the existing FSC system and FSC system control points as well as the collection of the energy and emission data.

Description of the audit evaluation:

All SBP related documentation connected to the SBP as well as FSC system of the organisation, including SBP Procedures, GHG related data, Supply Base Reports, were evaluated during the audit.

Auditor was welcomed in the company. Audit started with an opening meeting attended by the director.

Auditor introduced himself, provided information about audit plan, methodology, auditor qualification, confidentiality issues, and assessment methodology and clarified verification scope. During the opening meeting the auditor explained CB's approval related issues.

After that auditor went through all applicable requirements of the SBP standards nr.2, 4, 5 and instruction documents 5a, 5b, 5c covering input clarification, existing chain of custody system, management system, CoC, recordkeeping/mass balance requirements, emission and energy data and categorisation of input and verification of SBP compliant feedstock/ biomass. During the process, overall responsible person for SBP system and as well as other persons having key responsibilities within the system were interviewed.

After that roundtrip around BP's pellet production was undertaken. During the site tour reception process were observed, applicable records were reviewed, pellet factory staff was interviewed and FSC system critical control points were analysed.

At the end of the audit findings were summarised and audit conclusion based on use of 3 angle evaluation method were provided to the representative of the company. After the audit the final review of the SAR document and additional evidence provided by the organization was done. The outcomes of this additional review were discussed with the company over phone.

Composition of audit team:

Auditor(s), roles	Qualifications
Aliaksandr Zubkevich Lead auditor Evaluation against all applicable requirements	Mr Aliaksandr Zubkevich has education of engineer-economist in timber industry. He had postgraduate study at the Belarusian State Technological University. A. Zubkevich has passed FSC CoC/ FM lead auditor training course, Legal Source, ISO 14001 and SBP training coursed. Previous experience in woodworking industry and SBP pre-assessment and assessments in Belarus.

Impartiality commitment: NEPCon commits to using impartial auditors and our clients are encouraged to inform NEPCon management if violations of this are noted. Please see our Impartiality Policy here: <http://www.nepcon.org/impartiality-policy>

6.3 Process for consultation with stakeholders

No Consultation was conducted for this surveillance audit.

7 Results

7.1 Main strengths and weaknesses

Strength: Use of production residuals. All elements of SBP system are implemented at the time of the assessment. Use of the FSC transfer system and control of all incoming materials at the level of sawdust reception and production process.

Weaknesses: See the non-conformities below

7.2 Rigour of Supply Base Evaluation

Not applicable

7.3 Compilation of data on Greenhouse Gas emissions

Prior the assessment held in year 2016 the organization has not recorded data on greenhouse gas emissions and has only started for purposes of the SBP certification. The data at the end of the assessment were complete and accurate, however there are some minor non-conformities to be addressed. For details see below. Additional information was collected by the BP during the time until the first surveillance audit. Quality of GHG data was improved. During the surveillance audit the organization has already implemented all the requirements for collection of energy data.

7.4 Competency of involved personnel

The SBP responsible person in the company is chief engineer. The SBP responsible person has shown good understanding of the requirements in relation to SBP certification and of the already implemented FSC CoC system.

7.5 Stakeholder feedback

No stakeholder comments were received.

7.6 Preconditions

No preconditions to this certification were identified at the time of this surveillance audit.

8 Review of Biomass Producer's Risk Assessments

Not applicable

9 Review of Biomass Producer's mitigation measures

Not applicable

10 Non-conformities and observations

NCR: 01/17	NC Classification: minor
Standard & Requirement:	<p>Standard #2: Verification of SBP-compliant feedstock requirement 7.1</p> <p>The BP shall prepare a Supply Base Report (SBR) which shall be made readily accessible on the BP’s website. Commercially sensitive and confidential information may be excluded from the SBR</p>
Description of Non-conformance and Related Evidence:	
<p>The BP hasn’t published updated SBR on their own homepage. Организация не поместила обновленный Отчет о ресурсной базе на свой сайт</p>	
Corrective action request:	<p>Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.</p> <p>Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.</p>
Timeline for Conformance:	By the next annual surveillance audit, but not later than 12 months from report finalisation date
Evidence Provided by Organisation:	PENDING
Findings for Evaluation of Evidence:	PENDING
NCR Status:	OPEN

NCR: 02/17	NC Classification: minor
Standard & Requirement:	<p>Standard #5: Collection of Data for Energy and Carbon Balance Calculations, Instruction 5A, requirement 2.1.3</p> <p>Each Legal Owner shall operate a management system to ensure that data recorded is consistently compliant with the requirements specified in SBP Standards and Instruction documents</p>
Description of Non-conformance and Related Evidence:	
<p>During the SBP annual audit, the BP presented an SBP management system, prepared documented procedures, designated responsibilities among the existing staff and conducted the</p>	

<p>staff training. It includes procedures to collect and record the GHG and sustainable information requested by STD5. During the audit of the volume data, the auditor found that the write-off of raw materials for the production of pellets and for the furnace was carried out by understated coefficients. As a result, according to the accounting data, an implausible low volume of pellets was written off for the production of pellets</p>	
<p>Corrective action request:</p>	<p>Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.</p> <p>Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.</p>
<p>Timeline for Conformance:</p>	<p>By the next annual surveillance audit, but not later than 12 months from report finalisation date</p>
<p>Evidence Provided by Organisation:</p>	<p>Endorsed by director new coefficients</p>
<p>Findings for Evaluation of Evidence:</p>	<p>From the time of the field inspection to the completion of the report, the organization analysed the coefficients of the outputs and made changes to the accounting. Review of provided data and interview with responsible staff confirmed that the BP has taken appropriate steps to close NCR.</p>
<p>NCR Status:</p>	<p>Closed</p>

CLOSED NON-CONFORMANCES

<p>NCR: 01/16</p>	<p>NC Classification: Minor</p>
<p>Standard & Requirement:</p>	<p>Standard #2 Chain of Custody (Version 1.0), requirement 7.3 The SBR shall be completed using the latest version of the SBR template, which is available from the SBP website.</p>
<p>Report Section:</p>	<p>Appendix A p.2.2</p>
<p>Description of Non-conformance and Related Evidence:</p> <p>Organization used old SBR template (version 1.1). Организация использует устаревшую версию отчета о ресурсной базе (версию 1.1.)</p>	
<p>Corrective action request:</p>	<p>Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.</p> <p>Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.</p>
<p>Timeline for Conformance:</p>	<p>12 months from the audit closing date</p>

Evidence Provided by Organisation:	SBR in Russian and English	
Findings for Evaluation of Evidence:	The BP has updated own SBR using newest template of SBR. Review of SBR confirmed that SBR meet SBP requirements.	
NCR Status:	CLOSED	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

NCR: 02/16	NC Classification: Minor	
Standard & Requirement:	Standard #2 Chain of Custody (Version 1.0), requirement 4.1 The report shall be concise, covering the most important features, and shall be completed using the latest versions of the SBR Template for Biomass Producers downloaded from the SBP website.	
Report Section:	Appendix A p.2.8	
Description of Non-conformance and Related Evidence:		
The Supply Base Report meet the requirements of SBP and cover most important features. However, organization used outdated template Организация использует устаревшую версию отчета о ресурсной базе (версию 1.1.)		
Corrective action request:	Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.	
Timeline for Conformance:	12 months from the audit closing date	
Evidence Provided by Organisation:	SBR in Russian and English	
Findings for Evaluation of Evidence:	The BP has updated own SBR using newest template of SBR. Review of SBR confirmed that SBR meet SBP requirements - is concise and covering the most important features	
NCR Status:	CLOSED	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

NCR: 03/16	NC Classification: Minor	
Standard & Requirement:	<p>Instruction document 5A Collection and Communication of Data version 1.0. March 2015 was utilised for the evaluation as well, requirement</p> <p>2.2.3 Average values entered shall be for the 12-month period being reported.</p>	
Report Section:	Appendix C p.3.3	
Description of Non-conformance and Related Evidence:		
<p>Frequency of the moisture measurement (raw materials entering the production chain, at the exit of the dryer, wood pellets produced) is designated in the BP production instruction (measurement is done 2 times per day). Measurements records were demonstrated by the company to prove the moisture measurement value. But the BP have started measurement of moisture recently (from 23 of August 2016). So, average data provided for the period less than 12 months. The value reported is very close to the default value for moisture and therefore this non-conformity is considered as minor.</p> <p>Частота измерений влажности (сырья на выходе из сушилки, сырья после сушки, произведенных пеллет) определена в процедурах организации (измерения производятся 2 раза в день). Записи измерений влажности были предоставлены компанией. Однако организация начала делать измерения 23 августа 2016, т.е. средняя влажность представлена за период, который составляет менее 12 месяцев.</p>		
Corrective action request:	<p>Organisation shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above.</p> <p>Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the non-conformance.</p>	
Timeline for Conformance:	12 months from the audit closing date	
Evidence Provided by Organisation:	Moisture measurements records	
Findings for Evaluation of Evidence:	The BP have started measurement of moisture from 23 of August 2016. Measurements records were demonstrated by the company to prove the moisture measurement value	
NCR Status:	CLOSED	
Comments (optional):		
Is the non-conformity likely to impact upon the integrity of the affected SBP-certified products and the credibility of the SBP trademarks?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

11 Certification decision

Based on Organisation's conformance with SBP requirements , the auditor makes the following recommendation:	
<input checked="" type="checkbox"/>	Certification approved: Upon acceptance of NCR(s) issued above
<input type="checkbox"/>	Certification not approved:
Based on auditor's recommendation and NEPCon quality review following certification decision is taken:	
NEPCon certification decision: The certificate can be maintained.	
Certification decision by: Ondřej Tarabus	
Date of decision: 21.09.2017	
Next surveillance audit should take place:	<input type="checkbox"/> within 12 months <input type="checkbox"/> more frequently (please specify)

12 Surveillance updates

12.1 Evaluation details

Please see in a section: p.6.2. Description of evaluation activities.

12.2 Significant changes

No changes

12.3 Follow-up on outstanding non-conformities

See information about the NCR reviewed during the surveillance audit is section 10 of the report. 10. Non-conformities and observations

12.4 New non-conformities

There are two new non-conformities identified as a result of the surveillance audit.

12.5 Stakeholder feedback

No comments or comments from the stakeholders had been received.

12.6 Conditions for continuing certification

No preconditions are identified. List of open/closed NCR is available is section 10. Non-conformities and observations of the report

12.7 Certification recommendation

It is recommended to maintain certification of the organisation.

13 Evaluation details

Primary Responsible Person: (Responsible for control system at site(s))	Shpilevski Genadij, chief engineer
Auditor(s):	Aliaksandr Zubkevich - Lead auditor
People Interviewed, Titles:	Shpilevski Genadij, chief engineer Taleyko Evgenij, standardization and certification engineer Klimovich Genadij, sawmill chief Zhilinski Andrei, pellet production foreman Kolontaj Elena, deputy chief bookkeeper
Brief Overview of Audit Process for this Location:	See in section 6.2, Description of evaluation activities in the main part of the report.
Comments:	N/A