

TSM ASSESSMENT PROTOCOL

A Tool for Assessing Biodiversity Conservation Management Performance

Introduction

Launched in 2004, Towards Sustainable Mining (TSM) is an initiative of The Mining Association of Canada designed to enhance the industry's reputation by improving its performance. MAC members subscribe to TSM guiding principles, a set of commitments that addresses all areas of our industry's performance.

These guiding principles are backed by specific performance indicators, which member companies began reporting against in 2004. These indicators are designed to identify the industry's current performance in key performance areas, and point to actions that could be taken to improve it. Areas for which performance indicators have been developed include tailings management, energy use and greenhouse gas emissions management, Aboriginal and community outreach, crisis management planning, safety and health, and biodiversity conservation management.

This document provides a tool to assist companies in the assessment of the standard of biodiversity conservation management currently being implemented by their facilities, in conformance with the TSM Biodiversity Conservation Management performance indicators and the *TSM Framework on Biodiversity Conservation*. It enables key performance indicators to be segregated and performance improvements for each indicator tracked year to year. The use of this protocol also enhances the consistency of assessments conducted across companies. In addition, this tool has been designed to enable external verification of company performance, consistent with the TSM verification system and the initiative's commitment to transparency and accountability.

Assessing Biodiversity Conservation Management Implementation

The purpose of the assessment protocol is to provide guidance to the member companies in completing their evaluation of biodiversity conservation management against TSM indicators. The assessment protocol sets out the general expectations of MAC for biodiversity conservation management by its member companies in support of the TSM initiative. This protocol supports implementation of MAC's TSM Biodiversity Framework approved in June 2007.

The assessment should also:

- Assist member companies to develop capacity to monitor and improve performance; and;
- Provide a basis for company assurance

As with any assessment of a management system, professional judgment is required in assessing the degree of implementation of a system indicator and the quality of management processes and intervention. Application of this protocol will therefore require a level of expertise in auditing and systems assessment and some knowledge of and experience in the practice of biodiversity conservation management. This assessment protocol provides an indicator of the level of implementation of biodiversity conservation management in support of the TSM initiative and is not, of itself, a guarantee of the effectiveness of biodiversity conservation activities.

Performance Indicators

Three performance indicators have been established.

1. Corporate biodiversity conservation policy, accountability and communications
2. Facility-level biodiversity conservation planning and implementation
3. Biodiversity conservation reporting

Five levels of performance are identified for each indicator. Criteria further define performance at each level, as illustrated below.

Biodiversity Conservation Management ASSESSMENT CRITERIA	
Level	Criteria
C	No systems in place; activities tend to be reactive; procedures may exist but they are not integrated into policies and management systems
B	Actions are not fully consistent or documented; systems/processes planned and being developed
A	Systems/processes are developed and implemented
AA	Integration into management decisions and business functions
AAA	Excellence and leadership

Specific criteria for each performance indicator are provided in subsequent tables to enable the assessor to determine an appropriate level of performance (Levels C-AAA).

The assessor is required to select the level that most clearly represents the status of the operation. Only one level can be selected for each indicator, and it can be chosen only if all criteria for that level and all preceding levels have been met.

Where a performance element or indicator is not relevant, then an assessment of N/A should be assigned.

The goal of each MAC member is to achieve, at a minimum, a consistent “A” ranking on the TSM Biodiversity Conservation Management assessment and to work towards continuous improvement.

Facility-level Assessments

Respondents are expected to provide facility-level assessments for each specified indicator.

By “facility-level assessments”, it is intended that companies will complete an assessment and report on biodiversity conservation management for each distinct operating unit, or facility, of the company. It is recognized that companies may categorize their facilities in different ways.

Facility-level reporting has been found to be the most reliable, informative and useful approach for performance evaluation. The TSM on-line performance reporting database has been designed to facilitate assessment on a facility by facility basis.

Assessment Process

It is recommended that the assessment be completed using a process of interview, discussion and document review, including representative site management, operations and specialist personnel. A level of expertise in auditing and systems assessment and some knowledge of and experience in the practice of biodiversity conservation management is required.

Only one level can be selected for each indicator, and it can be chosen only if all criteria for that level and all preceding levels have been met. No partial levels of performance (e.g. B+) can be reported. Where a performance element or indicator is not relevant, then an assessment of N/A should be assigned.

Where an operation is shared between two parties, e.g. a joint venture, the two parties are encouraged to discuss amongst themselves who should complete the assessment, whether it should be undertaken jointly or divided so that the results reflect the appropriate activities of each company.

Structure of the Assessment Protocol

For each indicator, the protocol provides:

- A statement of purpose that expresses the spirit and intent of the indicator
- Assessment criteria for each level of performance
- Supporting guidelines to help the assessor to understand the general scope of each indicator and to act as a framework for reviewing documentation and conducting interviews necessary for the assessment of the company’s (or facility’s) performance
- Frequently Asked Questions (FAQs) that provide further information, such as definitions for key terms and answers to common questions that arise.

1. CORPORATE BIODIVERSITY CONSERVATION POLICY, ACCOUNTABILITY AND COMMUNICATIONS

Purpose:

To confirm that corporate policies and accountabilities are in place and communicated to all staff to support the management of biodiversity conservation issues.

Corporate Biodiversity Conservation Policy, Accountability and Communications <u>ASSESSMENT CRITERIA</u>	
Level	Criteria
C	No formal corporate biodiversity conservation policy has been developed.
B	<p>Corporate biodiversity conservation policy has been developed. Policy has not been endorsed by senior management <u>or</u> is not consistent with the intent and commitments in MAC’s “Mining and Biodiversity Conservation Framework” <u>or</u> has not been communicated to all staff.</p> <p>Plans are in place to address the gap(s) (i.e. to have the policy endorsed by senior management, made consistent with the commitments in the Mining and Biodiversity Conservation Framework, and/or communicated to all staff).</p>
A	<p>Corporate biodiversity conservation policy, consistent with the commitments in MAC’s “Mining and Biodiversity Conservation Framework” is in place and is endorsed by senior management.</p> <p>The biodiversity conservation policy has been communicated to all staff at the corporate and facility-levels and to facility-level COI.</p> <p>Roles, responsibilities and accountabilities for implementation of the policy are clear, and resources have been assigned to support policy implementation.</p>
AA	Corporate biodiversity conservation policy and its implementation are subject to independent verification/review (internal or external).
AAA	Corporate biodiversity conservation policy includes a commitment to actively partner with other organizations for biodiversity conservation, and roles, responsibilities and resources have been assigned to support this commitment.

Corporate Biodiversity Conservation Policy, Accountability and Communications

FREQUENTLY ASKED QUESTIONS

#	FAQ	PAGE #
1	What are good sources of guidance on biodiversity conservation?	See page 11
2	Does a biodiversity conservation policy have to be a stand-alone document?	See page 11
3	How do you integrate biodiversity conservation into corporate and facility business planning?	See page 11
10	Can corporate documentation be used to demonstrate facility level commitment?	See page 12
11	What is the definition of "conservation"?	See page 12
12	What is a Community of Interest (COI)?	See page 13
13	What does "formal" mean?	See page 13
14	What is a "system"?	See page 13
16	How is "senior management" defined?	See page 14
17	What does "accountability" mean?	See page 14
18	What does "responsibility" mean?	See page 14

Corporate Biodiversity Conservation Policy, Accountability and Communications

SUPPORTING GUIDELINES

Through interview and review of documentation, determine that:

- There is a company-wide, clearly communicated biodiversity conservation policy or policy statement (this can be included in a broader policy) that has been endorsed by senior management.
- Managers and employees appear to be familiar with the policy and commitment and understand its basic intent.
- Management and employee awareness of the policy and commitment is maintained over time, and determine the specific means employed.
- Roles, responsibilities and accountabilities for implementing the policy have been clearly defined and are consistently understood.
- Adequate resources have been assigned to support policy implementation.
- Verification/review processes are in place to ensure that the policy and commitments are implemented.
- An internal or external verification/review of the policy and commitment has been carried out within the last three years.
- The policy includes a commitment to actively partner with other organizations for biodiversity conservation, and adequate resources, roles and responsibilities have been assigned to support this partnership activity.

2. FACILITY-LEVEL BIODIVERSITY CONSERVATION PLANNING AND IMPLEMENTATION

Purpose:

To confirm that effective plans and management systems are implemented at the facility-level in order to manage significant biodiversity aspects.

Facility-level Biodiversity Conservation Planning and Implementation <u>ASSESSMENT CRITERIA</u>	
Level	Criteria
C	No facility-level plan or formal management system is in place to manage significant biodiversity aspects.
B	<p>Facility-level biodiversity conservation plan OR management system has been developed including:</p> <ul style="list-style-type: none"> ■ Assessment of facility-level baseline data and, where available, local ecological knowledge ■ Facility-level monitoring of biodiversity ■ Identification of significant biodiversity aspects ■ Identify key communities of interest <p>The plan has been approved by senior management and is under implementation</p>
A	<p>Facility-level plan OR formal management system to manage significant biodiversity aspects is implemented. Facility-level plan OR management system includes, at a minimum, these elements:</p> <ul style="list-style-type: none"> ■ Potential impacts/risks to biodiversity are assessed ■ Specific targets for significant biodiversity aspects are identified ■ Action plans are developed and implemented to specifically address biodiversity targets ■ Facility-level staff have been assigned responsibility for biodiversity conservation management ■ Biodiversity conservation awareness is included in facility training programs for key personnel ■ The facility has consulted with and/or engaged key communities of interest (e.g. governments, Aboriginal communities and conservation organizations) regarding biodiversity conservation management ■ Implementation of the facility-level biodiversity conservation plan and progress towards biodiversity targets is regularly tracked and reported to senior management

Facility-level Biodiversity Conservation Planning and Implementation
ASSESSMENT CRITERIA continued

<p>AA</p>	<p>The facility demonstrates that biodiversity conservation management is integrated into core business planning processes and tools, including:</p> <ul style="list-style-type: none"> ■ Annual business planning process ■ Annual budget process <p>Independent verification/review has been conducted of biodiversity conservation management system implementation (internal or external).</p> <p>The facility participates with COI or other biodiversity conservation organizations (local, regional or national) to support biodiversity conservation.</p>
<p>AAA</p>	<p>Biodiversity conservation management is integrated into a broader business strategy that includes at least two of the following:</p> <ul style="list-style-type: none"> ■ Investments in research and development that enhance the industry’s understanding of and contribution to biodiversity conservation, science and traditional knowledge ■ Contributing to a greater scientific understanding for the protection of biodiversity ■ Contributing to industry or region specific guidance documents which foster biodiversity conservation ■ Enhancing biodiversity in areas outside of the company’s property ■ Achieving national or regional recognition in biodiversity conservation ■ Conducting ecosystem service valuation ■ Encouraging employee volunteerism in community based biodiversity initiatives.

Facility-level Biodiversity Conservation Planning and Implementation

FREQUENTLY ASKED QUESTIONS

#	FAQ	PAGE #
1	What are good sources of guidance on biodiversity conservation?	See page 11
3	How do you integrate biodiversity conservation into corporate and facility business planning?	See page 11
4	What are “significant biodiversity aspects”?	See page 11
5	What is a biodiversity conservation action plan?	See page 11
6	What types of biodiversity conservation targets might a facility establish?	See page 12
7	What is baseline data?	See page 12
10	Can corporate documentation be used to demonstrate facility level commitment?	See page 12
11	What is the definition of "conservation"?	See page 12
12	What is a Community of Interest (COI)?	See page 13
13	What does “formal” mean?	See page 13
14	What is a “system”?	See page 13
15	What does “effective” mean?	See page 13
16	How is “senior management” defined?	See page 14

Facility-level Biodiversity Conservation Planning and Implementation

SUPPORTING GUIDELINES

Through interview and review of documentation, determine that:

- The facility has assessed local biodiversity and established a baseline.
- The facility can provide a list of identified significant biodiversity aspects and can explain how these were determined.
- There are established processes for monitoring biodiversity.
- There is a facility-level biodiversity conservation plan or management system that has been approved by senior management.
- The level of accountability for biodiversity conservation management, and defined roles, responsibilities and accountabilities for biodiversity conservation management at this facility.
- Specific targets have been established for significant biodiversity aspects, supported by action plans.
- Processes are in place to consult with or engage key COIs regarding biodiversity conservation management, including government, Aboriginal communities and conservation organizations.
- The level of training provided to staff whose activities may have an impact on biodiversity.
- The level of integration of biodiversity conservation management into the business planning of the facility/company.
- Internal/external verification/review of the biodiversity conservation management system is conducted and the results reported to senior management.
- The results of verification/review are acted upon through formal action plans containing, as a minimum, actions, assigned responsibilities and timelines for completion.
- The extent to which the company and/or facility is a leader in biodiversity conservation management.

3. BIODIVERSITY CONSERVATION REPORTING

Purpose:

To confirm that biodiversity conservation reporting systems are in place to inform decision-making and to communicate performance publicly. Biodiversity conservation reporting includes elements such as policy, monitoring and conservation initiatives.

Biodiversity Conservation Reporting <u>ASSESSMENT CRITERIA</u>	
Level	Criteria
C	No reporting on biodiversity conservation occurs.
B	The facility reports on biodiversity conservation to senior management on a regular basis.
A	Formal reporting systems on biodiversity conservation are in place, including: <ul style="list-style-type: none">■ Internal reporting on biodiversity conservation which supports management decision-making processes at the facility, and■ Regular public reporting on biodiversity conservation performance
AA	The public reporting on biodiversity conservation is independently verified or reviewed (internal or external).
AAA	COI feedback on biodiversity conservation reporting is actively sought and reported publicly.

Biodiversity Conservation Reporting

FREQUENTLY ASKED QUESTIONS

#	FAQ	PAGE #
1	What are good sources of guidance on biodiversity conservation?	<i>See page 11</i>
8	How is biodiversity conservation reporting externally verified or reviewed (Indicator 3)?	<i>See page 12</i>
10	Can corporate documentation be used to demonstrate facility level commitment?	<i>See page 12</i>
11	What is the definition of "conservation"?	<i>See page 12</i>
12	What is a Community of Interest (COI)?	<i>See page 13</i>
13	What does "formal" mean?	<i>See page 13</i>
14	What is a "system"?	<i>See page 13</i>
16	How is "senior management" defined?	<i>See page 14</i>

Biodiversity Conservation Reporting

SUPPORTING GUIDELINES

Through interview and review of documentation, determine that:

- The facility has processes in place for tracking and reporting on biodiversity conservation efforts (e.g. procedures etc.).
- Consistent approaches to monitoring and reporting are used over time.
- Who is responsible for biodiversity conservation monitoring, reporting and approval of reports, etc
- Biodiversity conservation performance is reported regularly and assesses how the data and information are used (internal or external reporting, performance assessments, etc.).
- Systems are in place for internal or external verification/review of public reporting on biodiversity conservation.

APPENDIX 1: FREQUENTLY ASKED QUESTIONS

PROTOCOL-SPECIFIC GUIDANCE

1. What are good sources of guidance on biodiversity conservation?

The ICMM has produced a Good Practice Guidance Document for Mining and Biodiversity (<http://www.icmm.com/page/1182/good-practice-guidance-for-mining-and-biodiversity>)

2. Does a biodiversity conservation policy have to be a stand-alone document?

No. It may be part of an overall environmental policy, so long as biodiversity conservation is explicitly addressed.

3. How do you integrate biodiversity conservation into corporate and facility business planning?

The facility must be able to demonstrate that biodiversity conservation management considerations are integrated within its key business management processes and practices. Key business planning processes (such as the annual business plan, annual budget, and project scoping and charter documents) should demonstrate that biodiversity aspects are identified and considered during the planning process and that adequate budgetary provisions are made.

4. What are “significant biodiversity aspects”?

Significant biodiversity aspects are significant issues that have been identified by the site for specific management to meet regulatory requirements, to avoid or mitigate potential impacts on biodiversity or to address community or other stakeholder concerns. Examples include endangered and threatened species, protected areas, critical habitats (e.g. for wildlife, fish or endangered plants) or valued ecosystem components (e.g. wetlands), or ecosystem services (provision of clean water).

5. What is a biodiversity conservation action plan?

A biodiversity action plan is a mechanism by which the objectives and targets for biodiversity conservation can be achieved. They can be either stand-alone plans or be incorporated in a management system. Numerous elements may be covered in the plan, dependent on the risks that have been identified. They can range from control of access to significant biodiversity areas, plans for clearing land i.e.: removal and salvage of soils and vegetation, management of land reclamation and weeds, research and development programs for better land or wildlife management, etc.

A biodiversity conservation plan is a plan that accomplishes the following:

- Establishes base line data including an inventory of the distribution, abundance and status of significant biodiversity aspects (FAQ 4) within a geographic range appropriate to the mine site, claim area and adjacent areas of traditional or other community/stakeholder use, including areas potentially subject to downstream impacts (water, air)
- Contains a risk assessment procedure to determine what the possible impacts are to the key biodiversity aspects from mining activities and establishes a risk profile
- Creates an action plan based on the risk profile on how to conserve, and where possible enhance the significant biodiversity aspects characterized in the base line inventory

6. What types of biodiversity conservation targets might a facility establish?

Biodiversity conservation targets by their nature will be site specific. Targets should be established for significant biodiversity aspects, and may be related to maintaining specific conditions or populations during operation, enhancing conditions or specific habitat, and/or the type(s) of ecosystem to which the site will be returned post-mining.

7. What is baseline data?

Baseline data is the data collected prior to the mine development to assess local biodiversity. For older, established mines, baseline data may include data from a neighbouring unaffected watershed or some other location similar in nature to the mine site while recognizing that historic mining activity may have permanently altered local biodiversity.

8. How is biodiversity conservation reporting externally verified or reviewed (Indicator 3)?

The focus of the verification/review will be on the accuracy and replicability of the key biodiversity performance indicators publicly reported. Verification/review considers not only how the indicators are determined, but also the management and reporting systems used to ensure the indicators are consistently determined and reported over time. External verification/review is conducted by a third party.

9. For how long are internal and external verifications/reviews valid?

An internal or external verification/review that was completed within the last three (3) years meets the requirements for an internal or external verification/review as required by Level AA in all indicators of the Biodiversity Conservation Management Assessment Protocol.

10. Can corporate documentation be used to demonstrate facility level commitment?

Written senior management commitment at the corporate level (e.g. a corporate policy) can only be accepted as evidence during a facility level self-assessment or TSM verification if it is accompanied by evidence that the corporate commitment is being applied and adhered to at the facility level. There must be evidence of a link between the corporate documentation and facility-level practices. If this linkage is established, then the corporate documentation can be accepted as evidence of facility-level commitment.

DEFINITION OF KEY TERMS

11. What is the definition of "conservation"?

Conservation is "The maintenance of environmental quality and resources or a particular balance among the species present in a given area. The resources may be physical (e.g. fossil fuels), biological (e.g. tropical forests), or cultural (e.g. ancient monuments). In modern scientific usage conservation implies sound biosphere management within given social and economic constraints, producing goods and services for humans without depleting natural ecosystem diversity, and acknowledging the naturally dynamic character of biological systems. This contrasts with the preservationist approach which, it is argued, protects species or landscapes without reference to natural change in living systems or to human requirements." (Source: Michael Allaby, *The Concise Oxford Dictionary of Ecology* [Oxford: Oxford University Press, 1994], 92.)

12. What is a Community of Interest (COI)?

COI include all individuals and groups who have an interest in, or believe they may be affected by, decisions respecting the management of operations. They include, but are not restricted to:

- employees
- Aboriginal or indigenous peoples
- mining community members
- suppliers
- neighbours
- customers
- contractors
- environmental organizations and other non-governmental organizations
- governments
- the financial community, and
- shareholders.

13. What does “formal” mean?

The term “formal” is used frequently in the assessment, and usually in conjunction with “system” or “process”. Formalized processes or activities are usually given status through clear and precise requirements, usually documented as a written procedure. This means that the business can clearly and easily demonstrate that the process or system is in place. It would also typically require documented processes or an “audit trail”.

14. What is a “system”?

A system, or “management system” represents processes that collectively provide a systematic framework for ensuring that tasks are performed correctly, consistently and effectively to achieve a specified outcome and to drive continual improvement in performance. A systems approach to management requires an assessment of what needs to be done, planning to achieve the objective, implementation of the plan and review of performance in meeting the set objective. A management system also considers necessary personnel, resources and documentation requirements. Other definitions associated with systems are:

- **Policy:** The formal expression of management’s commitment to a particular issue area that presents the stance of the company to interested external parties.
- **Practice:** Informal, undocumented approaches to carrying out a task.
- **Procedure:** A formalized, documented description of how a task is to be carried out.

15. What does “effective” mean?

Where the term “effective” is used, it requires the element to be fully operational in order that desired outcomes can be achieved.

16. How is “senior management” defined?

For the purposes of biodiversity conservation policy, senior management refers to corporate management (CEO and/or Board). For management performance measurement, senior management refers to the corporate and/or site personnel with overall accountability for biodiversity conservation management.

17. What does “accountability” mean?

Accountability: The biodiversity conservation management system must identify the party who is ultimately answerable for biodiversity conservation management and the development and implementation of the biodiversity conservation management system at the facility. This accountability cannot be delegated. Resources are available to the accountable party to ensure proper systems (training, equipment, communications, etc) are in place to effectively meet their biodiversity conservation management goals.

18. What does “responsibility” mean?

Responsibility: Within the biodiversity conservation management system, specific biodiversity conservation management related requirements and tasks are identified and assigned to specific positions within the facility. It is important that responsibilities are clearly communicated so that each position understands what is expected of them.

19. APPENDIX 2: TSM SELF-ASSESSMENT CHECKLIST

Biodiversity Conservation Management

Facility name:		Company name:	
Assessed by:		Date submitted:	

SUPPORTING DOCUMENTATION / EVIDENCE:	
NAME OF DOCUMENT	LOCATION

Interviewees:			
NAME	POSITION	NAME	POSITION

	Question	Y	N	NA	Description & Evidence
INDICATOR 1: POLICY, ACCOUNTABILITY AND COMMUNICATIONS					
	Is there a corporate biodiversity policy in place? If yes, is it:				
Indicator 1 Level B	<ul style="list-style-type: none"> ■ endorsed by senior management? 				
	<ul style="list-style-type: none"> ■ consistent with the intent and commitments in MAC's "Mining and Biodiversity Conservation Framework"? 				
	<ul style="list-style-type: none"> ■ communicated to all staff at the facility? 				
	If the answer to any of the above questions is no, are there specific plans in place to address the gap(s) (i.e. to have the policy endorsed by senior management, made consistent with the commitments in the Mining and Biodiversity Conservation Framework, and/or communicated to all staff)?				
	<p><i>If you have answered "Yes" to all of the Level B questions, continue to the Level A questions.</i></p> <p><i>If you have answered "Yes" to the first and last questions under Level B, assess the facility as Level B.</i></p> <p><i>If you have not answered yes to the first and last questions under Level B, assess the facility as a Level C.</i></p>				
Indicator 1 Level A	Has the biodiversity policy been communicated to:				
	<ul style="list-style-type: none"> ■ all staff at the corporate and facility-levels? and ■ to facility-level COI.? 				
	Have roles, responsibilities and accountabilities for implementation of the policy been clearly defined?				
	Have adequate resources been assigned to support policy implementation?				
	<p><i>If you have answered "Yes" to all of the Level A questions, continue to the Level AA questions. If you have not answered "Yes" to all of the Level A questions, assess the facility as a Level B.</i></p>				
Indicator 1 Level AA	Has the corporate biodiversity conservation policy and its implementation been subject to independent verification/review (either internal or external)?				
	Was the verification/review conducted within the last three (3) years?				
	<p><i>If you have answered "Yes" to all of the Level AA questions, continue to the Level AAA questions. If you have not answered "Yes" to all of the Level AA questions, assess the facility as a Level A.</i></p>				
Indicator 1 Level AAA	Does the corporate biodiversity conservation policy include a commitment to actively partner with other organizations for biodiversity conservation?				
	<ul style="list-style-type: none"> ■ If yes, have roles and responsibilities been assigned to support this commitment? 				
	<ul style="list-style-type: none"> ■ Have resources been assigned to support this commitment? 				
	<p><i>If you have answered "Yes" to all of the Level AAA questions, assess the facility as a Level AAA. If you have not answered "Yes" to all of the Level AAA questions, assess the facility as a Level AA.</i></p>				
ASSESSED LEVEL OF PERFORMANCE FOR INDICATOR 1					Level: _____

	Question	Y	N	NA	Description & Evidence
INDICATOR 2: BIODIVERSITY CONSERVATION PLANNING AND IMPLEMENTATION					
Indicator 2 Level B	Has a facility-level biodiversity conservation plan OR management system been established that includes:				
	<ul style="list-style-type: none"> Assessment of facility-level baseline data and, where available, local ecological knowledge? 				
	<ul style="list-style-type: none"> Facility-level monitoring of biodiversity? 				
	<ul style="list-style-type: none"> Identification of significant biodiversity aspects? 				
	<ul style="list-style-type: none"> Identification of key communities of interest? 				
	Has the plan been approved by senior management?				
	Is the plan under implementation?				
<i>If you have answered "Yes" to all of the Level B questions, continue to the Level A questions. If you have not answered "Yes" to all of the Level B questions, assess the facility as a Level C.</i>					
Indicator 2 Level A	Does the facility-level plan OR management system include, at a minimum, the following elements:				
	<ul style="list-style-type: none"> An assessment of potential impacts/risks to biodiversity? 				
	<ul style="list-style-type: none"> Specific targets for significant biodiversity aspects? 				
	<ul style="list-style-type: none"> Action plans to specifically address biodiversity targets? 				
	<ul style="list-style-type: none"> If yes, are these action plans being implemented? 				
	<ul style="list-style-type: none"> Clear responsibility assigned to facility-level staff for biodiversity conservation management? 				
	<ul style="list-style-type: none"> Biodiversity conservation awareness included in facility training programs for key personnel? 				
	Has the facility has consulted with and/or engaged key communities of interest (e.g. governments, Aboriginal communities and conservation organizations) regarding biodiversity conservation management?				
	Is implementation of the facility-level biodiversity conservation plan and progress towards biodiversity targets regularly tracked and reported to senior management?				
<i>If you have answered "Yes" to all of the Level A questions, continue to the Level AA questions. If you have not answered "Yes" to all of the Level A questions, assess the facility as a Level B.</i>					
Indicator 2 Level AA	Can the facility demonstrate that biodiversity conservation management is integrated into business planning processes and tools?				
	Do these processes and tools include integration within the: <ul style="list-style-type: none"> Annual business planning process? 				

	Question	Y	N	NA	Description & Evidence
	<ul style="list-style-type: none"> ■ Annual budget process? 				
	Has an independent verification/review been conducted of the biodiversity conservation management system implementation (either internal or external)?				
	Was the verification/review conducted within the last three (3) years?				
	Does the facility participate with COI or other biodiversity conservation organizations (local, regional or national) to support biodiversity conservation?				
<i>If you have answered "Yes" to all of the Level AA questions, continue to the Level AAA questions. If you have not answered "Yes" to all of the Level AA questions, assess the facility as a Level A.</i>					
Indicator 2 Level AAA	Has biodiversity conservation management been integrated into the facility's broader business strategy that includes <u>at least two</u> of the following:				
	<ul style="list-style-type: none"> ■ Investments in research and development that enhance the industry's understanding of and contribution to biodiversity conservation, science and traditional knowledge? 				
	<ul style="list-style-type: none"> ■ Contributing to a greater scientific understanding for the protection of biodiversity? 				
	<ul style="list-style-type: none"> ■ Contributing to industry or region specific guidance documents which foster biodiversity conservation? 				
	<ul style="list-style-type: none"> ■ Enhancing biodiversity in areas outside of the company's property? 				
	<ul style="list-style-type: none"> ■ Achieving national or regional recognition in biodiversity conservation? 				
	<ul style="list-style-type: none"> ■ Conducting an ecosystem service valuation 				
	<ul style="list-style-type: none"> ■ Encouraging employee volunteerism in community based biodiversity initiatives? 				
	<i>If you have answered "Yes" to two or more of the Level AAA questions, assess the facility as a Level AAA. If you have not answered "Yes" to at least two of the Level AAA questions, assess the facility as a Level A.</i>				
ASSESSED LEVEL OF PERFORMANCE FOR INDICATOR 2					Level: _____

	Question	Y	N	NA	Description & Evidence
INDICATOR 3: BIODIVERSITY CONSERVATION REPORTING					
Indicator 3 Level B	Does the facility prepare reports on biodiversity conservation to senior management?				
	Are these reports prepared on a regular basis?				
	<i>If you have answered "Yes" to all of the Level B questions, continue to the Level A questions. If you have not answered "Yes" to all of the Level B questions, assess the facility as a Level C.</i>				
Indicator 3 Level A	Has a formal reporting system on biodiversity conservation been established.				
	If yes, does the report system include: <ul style="list-style-type: none"> ■ Internal reporting on biodiversity conservation which supports management decision-making processes at the facility? and 				
	<ul style="list-style-type: none"> ■ Regular public reporting on biodiversity conservation performance? 				
	<i>If you have answered "Yes" to all of the Level A questions, continue to the Level AA questions. If you have not answered "Yes" to all of the Level A questions, assess the facility as a Level B.</i>				
Indicator 3 Level AA	Has the facility's public reporting on biodiversity conservation been independently verified/reviewed (either internal or external)?				
	Was the verification/review conducted within the last three (3) years?				
	<i>If you have answered "Yes" to all of the Level AA questions, continue to the Level AAA question. If you have not answered "Yes" to the Level AA questions, assess the facility as a Level A.</i>				
Indicator 3 Level AAA	Has COI feedback on biodiversity conservation reporting been actively sought?				
	If yes, has COI feedback been reported publicly?				
	<i>If you have answered "Yes" to all of the Level AAA questions, assess the facility as a Level AAA. If you have not answered "Yes" to all of the Level AAA questions, assess the facility as a Level AA.</i>				
ASSESSED LEVEL OF PERFORMANCE FOR INDICATOR 3					Level: _____