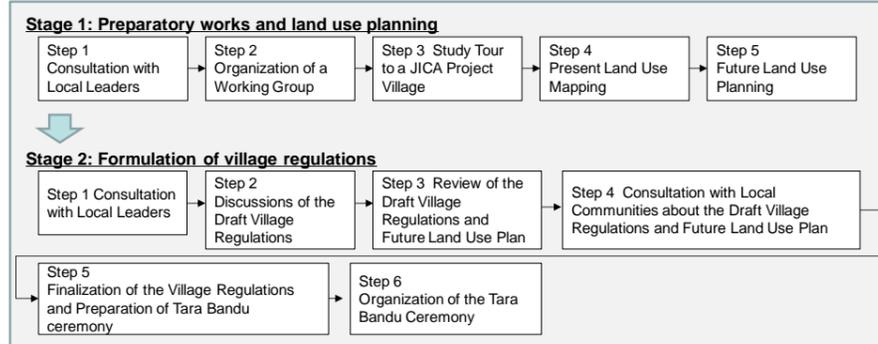


## Quick Reference for CB-NRM Operation Manual

### 11 Steps for Participatory Land Use Planning (PLUP)



Steps to be taken in PLUP

#### Stage 1: Preparatory Works and Land Use Planning

##### Stage 1-Step 1 Consultation with Local Leaders

Session 1: Explain the purpose of the meeting.

Session 2: Introduce to the participants i) objective, ii) overall process, and iii) expected results of the CB-NRM mechanism by introducing the results of the JICA Project.

Session 3: Explain the process of PLUP and responsibilities of relevant stakeholders in the course of PLUP.

Session 4: Confirm villages intention/willingness to introduce the CB-NRM mechanism.



##### Stage 1-Step 2 Organization of a Working Group

Session 1: Explain the purpose, timeframe, and expected outputs of the meeting.

Session 2: Explain the necessity of a working group and select its members.

Session 3: Discuss roles of members of the working groups.

##### Tips on discussion

- ◆ Suco council and large land owners should be the members of the working group.
- ◆ Use the sample shown in the Operation Manual (Appendix-4.1) as references.

##### Stage 1-Step 3 Study Tour to a JICA Project Village

Session 1: Explain the purpose, timeframe, and expected outputs of the tour after introduction.

Session 2: Ask leaders in the host village to explain the process and results of the JICA Project, e.g.,:

- Major activities that they have done;
- Outline and effectiveness of the village regulations and future land use plan;
- Results of the CB-NRM mechanism;
- Roles of leaders and other members; and
- Lessons learned and good practices.

Session 3: Facilitate the discussions among the participants.

Session 4: Observe the CB-NRM techniques introduced.



##### Stage 1-Step 4 Present Land Use Mapping

An A0-size aerial photo covering the territory of a village, of which the scale should range from 1/7,500 to 1/15,000, should be prepared prior to the meeting.

Session 1: Explain the purpose, timeframe, and expected outputs of the meeting.

Session 2: Show the participants the A0-size aerial photo and help them interpret the photo.

Session 3: Ask them to depict landmarks (e.g., boundaries of sub-village, streams, roads, houses, sacred places, and water sources) on a transparent plastic placed on the aerial photo.

Session 4: Put another transparent plastic over the aerial photo and ask them to: i) demarcate the boundaries of land uses (i.e., forests, shifting cultivation lands, permanent



farms, coffee plantations, grasslands, and others) and ii) classify forests in terms of density of crown canopy and dominant tree species.

Session 5: Ask them to demarcate i) grazing areas, ii) areas for firewood collection, iii) those prone to forest fires, and iv) communal areas on another blank transparent plastic overlaid on the aerial photo.



#### Stage 1-Step 5 Future Land Use Planning

Session 1: Explain the purpose, timeframe, and expected outputs of the meeting.

Session 2: Show the present land use map made in Step 4 and ask the participants to confirm if it correctly represents the situations in a village.

Session 3: Ask them to discuss functions and values of the land uses and forest types in the present land use map.

Session 4: Ask them to i) discuss the current management practices in the respective land uses and forest types and ii) evaluate the functions of the same.



##### Tip on discussion

- ◆ Prepare a format in the Operation Manual (Appendix-4.3) prior to the meeting.

Session 5: Discuss the extent and causes of land and forest degradation in a village.

Session 6: Discuss potential rules (dos and don'ts) on land and forest management in the respective land uses/forest types as well as important natural resources.

##### Tip on discussion

- ◆ Advise them to develop environmentally-friendly rules as shown in the Operation Manual.

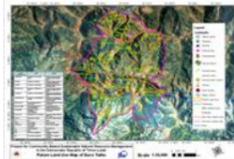
Session 7: Ask the participants to examine if current land uses need to be changed.

##### Tip on discussion

- ◆ Some recommendable changes are shown in the Operation Manual.

Session 8: Prepare a matrix which contrasts the present land use with the future land use options and recommended management practices as shown in the Operation Manual.

Also, ask the participants to demarcate the boundaries of future land use options on a blank transparent plastic sheet overlaid on the present land use map.



#### Stage 2: Formulation of Village Regulations

##### Stage 2-Step 1 Consultation with Local Leaders

Session 1: Explain the purpose, timeframe, and expected outputs of the meeting.

Session 2: Ask the participants to assess the past and existing rules focusing on:

- Banned activities relating to natural resource management;
- Responsible persons to enforce the rules;
- Fines and penalties imposed on violations;
- Enforcement/implementation system; etc.



##### Tip on discussion

- ◆ Prepare a format shown in the Operation Manual prior to the meeting.
- ◆ Refer the points of discussions described in the Operation Manual.

Session 3: Ask them to determine the village rules based on the discussions of i) good and bad points of the past rules, ii) parts that can be used as village rules, and iii) changes/revisions to be made.

##### Stage 2-Step 2 Discussions of the Draft Village Regulations

Session 1: Explain the purpose, timeframe, and expected outputs of the meeting.

Session 2: Present the results of Stage 1-Step 5 and Stage 2-Step 2.

Session 3: Ask the participants to discuss and determine the objectives of the village regulations using the guidelines described in the Operation Manual.

Session 4: Introduce the typical contents (12 chapters described in the Operation Manual) of the village



regulations.

Section 5: Ask the participants to discuss the contents of village regulations using those of the JICA-MAF CB-NRM Project villages attached to the Operation Manual.

##### Tips on discussion

- ◆ Advise them to refer the results on Stage 1-Step 5 and Stage 2-Step 1 for Chapters 4 and 5 of the village regulations.
- ◆ Use the village regulations developed by the JICA Project villages.

#### Stage 2-Step 3 Review of the Draft Village Regulations and Future Land Use Plan

A set of the village regulations should be drafted on the basis of the discussions in Step 3 prior to the meeting.

Session 1: Explain the purpose, timeframe, and expected outputs of the meeting.

Session 2: Help the participants check one article by one article of the draft village regulations and revise the same if any of them are not applicable.

Session 3: Explain the necessity of consultation meetings with communities at the sub-village level and determine i) dates of the meetings and ii) roles of members of the working group in the meetings.



#### Stage 2-Step 4 Consultation with Local Communities about the Draft Village Regulations and Future Land Use Plan

Session 1: Explain the purpose, timeframe, and expected outputs of the meeting.

Session 2: Help members of the working group i) explain the process of PLUP and ii) read through the village regulations.

Session 3: Ask the participants (communities who attend the meetings) to give their opinions and comments on the village regulations and future land use plan.

Session 4: Help members of the working group reply to the questions/inquiries given by the participants.



#### Stage 2-Step 5 Finalization of the Village Regulations and Preparation of Tara Bandu ceremony

Action 1: Revise and finalize the village regulations and future land use plan by referring the comments and feedbacks given in the consultation meetings.

Action 2: Bind up the village regulations with a future land use plan in a simple book form.

Action 3: Hold a meeting with the working group to decide the date of the ceremony, guests to be invited, and tasks of the working group and NDFWM/MAF Municipal Office in the preparation.

Action 4: Prepare for the customary ceremony (Tara Bandu ceremony) in collaboration with members of the working group.

Action 5: Help members of the working group prepare for the ceremony.

#### Stage 2-Step 6 Organization of the Tara Bandu Ceremony

The ceremony should be held in a customary/traditional manner of a village. Hence, no standard guideline is specified in this manual. However, introduction of the village regulations and future land use plan should be one of the key agendas of the ceremony. The ceremony could be a good opportunity not only to make communities aware of the village regulations but also to enhance a sense of ownership of the village regulations among village leaders.



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## 4 Steps for Selection of Extension Services



### Steps to select agricultural and forestry extension services

#### Step 1 Long-listing of Potential Extension Services

The 10 extension services (or micro programs) designed by the JICA-MAF CB-NRM Project can be used as a master list, as their effectiveness has been proven in the field. More details of the extension services are given in the Operation Manual.

#### Step 2 Examination of the Potential Extension Services/ Micro Programs for Short-listing

Session 1: Explain the purpose, timeframe, and expected outputs of the meeting.

Session 2: Explain the main purpose of the extension services stressing that they would provide technical support but not cash incentives and relationship with the future land use plan.

Session 3: Explain the outline of the potential extension services and obligations of the communities.

Session 4: Split the participants into 2 groups, male and female, and ask each group to select 3 preferable extension services among the long-listed ones.

Session 5: Ask each group to introduce the results of the discussions to one another.



#### Tips on discussion

- ◆ Prepare explanatory flipcharts of the extension services by referring the Operation Manual.
- ◆ Help them assess the extension services in terms of i) importance, ii) easiness of implementation, and iii) relevance to the future land use plan for selection.

#### Step 3 Evaluation of the short-listed Extension Services/ Micro Programs

Session 1: Explain the purpose, timeframe, and expected outputs of the meeting.

Session 2: Explain the results of the discussions in Step 2

Session 3: Help them evaluate the extension services according to 5 criteria: effectiveness, relevance, applicability, impact, and contribution to livelihoods.

Session 4: Calculate the total scores of the respective extension services and select the priority ones.



#### Tips on discussion

- ◆ Transcribe a format in the Operation Manual on flipcharts prior to the meeting.
- ◆ Clearly explain the implication of the five (5) criteria in the beginning of the meeting.
- ◆ Evaluate the extension services by using a 3-rating system.

#### Step 4 Discussion of Scopes of Priority Extension Services/ Micro Programs

Session 1: Explain the purpose, timeframe, and expected outputs of the meeting.

Session 2: Explain the results of the discussions in Step 3.

Session 3: Introduce the draft scope of the priority extension services.

Session 4: Discuss the draft scopes of the priority extension services and make an agreement with village leaders on the same.



## 3 Activities for Institutionalization of the Village Regulations

It might be difficult for village leaders to govern a village using the village regulations without any support even though the village regulations are in place through PLUP. It is, therefore, essential to keep enhancing their governance capacity using the village regulations through the following activities.

- a. Monthly monitoring meeting at the village level
- b. Quarterly information sharing meeting at the sub-village level
- c. Annual evaluation meeting at the village level

#### Activity 1 Monthly Monitoring Meeting at the Village Level

Session 1: Introduce the purpose, outline and timeframe of the meeting.

Session 2: After opening remarks given by Chef de Suco, ask Chef de Aldeia to report any illegal cases or problems happening in sub-villages in a month and how they have solved the cases/problems. If there is any problem that Chef de Aldeia cannot settle/solve, help the participants discuss how to solve the problem using the village regulations.



Session 3: Discuss any important issues, when necessary.

#### Activity 2 Quarterly Information Sharing Meeting at the Sub-village Level

Session 1: Introduce the purpose, outline and timeframe of the meeting.

Session 2: After opening remarks given by Chef de Suco, ask the village committee to report the results of the monthly meetings at the village level.



Session 3: Facilitate discussions between the participants and the members of the village committee.

#### Activity 3 Annual Evaluation Meeting at the Village Level

Session 1: Introduce the purpose, outline and timeframe of the meeting.

Session 2: After opening remarks given by Chef de Suco, ask Chef de Aldeia to report i) major problems happening in aldeias in a year, especially wild fire, illegal cutting, and crop damage, and ii) actions taken in accordance with the village regulations.



Session 3: Ask the participants evaluate the effectiveness of the village regulations.

Session 4: Ask the participants if they need to change the regulations, and discuss the revision of the village regulations when necessary.

## 5 Activities for Implementation of Priority Extension Services

The priority extension services should be put into action in this phase. The following activities should be carried out for 2 years

- a. Organization of farmers/beneficiaries groups at the sub-village level
- b. Study tour/cross visit to the JICA CB-NRM Project Village
- c. Preparation of an annual work plan in a participatory manner
- d. Conducts of a series of hands-on training courses/farmers field schools (FFSs)
- e. Annual evaluation and planning of an annual work plan for the following year
- f. Repeat activities c. to e. in the second year.

#### Activity 1 Organization of Farmers/Beneficiaries Groups

Session 1: Introduce the purpose, outline and timeframe of the meeting.

Session 2: Explain the outline of the priority extension services, especially objectives, major activities, responsibilities of the members, and expected benefits.

Session 3: Ask the participant to select about 20-30 households as members. The guidelines on selection of members are shown in the Operation Manual.

Session 4: Help members select key members and discuss roles and responsibilities of key members referring the ones described in the Operation Manual.

Session 5: Help members determine visions, missions, and rules of the farmers group by referring the ones described in the Operation Manual.

#### Tip on discussion

- ◆ Prepare explanatory flipcharts for Sessions 3, 4, and 5 by referring to the guidelines and samples shown in the Operation Manual prior to the meeting.

#### Activity 2 Study Tour/Cross Visit to the JICA CB-NRM Project Village

Session 1: Introduce the participants in the study tour to host communities and explain the purpose, timeframe, and expected outputs of the tour to the participants.



Session 2: Ask village leaders in the host village to explain the CB-NRM activities in which they have engaged and the results of the same.

Session 3: Facilitate the discussions between the participants in the tour and communities in the host village.

Session 4: Show the participants the results of the CB-NRM activities in the field (e.g., the farms with soil conservation measures, plantation, and local commodities produced by communities).

#### Activity 3 Participatory Planning of Annual Work Plans of Extension Services

Session 1: Introduce the purpose, outline and timeframe of the meeting.

Session 2: Introduce the activities planned in the extension services by explaining: i) objectives and outline of the activities, ii) target group, and iii) timeframe of the activities.



Session 3: Discuss timing and expected outputs of the respective activities.

Session 4: Discuss the roles and responsibilities of members and other stakeholders and ask members to select persons responsible for the activities planned.

#### Tip on discussion

- ◆ Transcribe formats shown in the Operation Manual on flipcharts prior to the meeting.

#### Activity 4 Conducts of Hands-on Training Courses/Farmers Field Schools (FFSs)

The whole period of the training courses or FFSs ranges from six (6) months to a year depending on the type of extension service. The training courses/FFSs of agriculture and forestry extension services will be held in a demonstration plot established in each sub-village in principle. The demonstration plot should be selected among farms/plots owned by members according to the guidelines described in the Operation Manual. The training courses should be conducted in accordance with the following procedures.



Session 1: Introduce the purpose and timeframe of the training course.

Session 2: Explain the techniques introduced in the course.

Session 3: Demonstrate the techniques in a demonstration plot and help members practice the techniques in the plot to learn them.



Session 4: Help the participants evaluate the techniques that they have practiced in the demonstration plot.



#### Activity 5 Annual Evaluation and Planning of an Annual Work Plan

Session 1: Introduce the purpose, outline and timeframe of the meeting.

Session 2: Introduce i) training courses held, ii) major techniques introduced, and iii) the level of participation in the training courses in a year.

Session 3: Ask the participants to i) evaluate the results of the training courses and techniques introduced, ii) enumerate difficulties that they have faced, and iii) discuss how to solve such difficulties, if necessary.



Session 4: Introduce activities planned in the extension services in the following year.

Session 5: Help the participants make an annual work plan using the format shown in Activity 3.

#### Tip on discussion

- ◆ Prepare explanatory flipcharts and formats for a work plan according to the guidelines given in the Operation Manual.