PREPARING FOREST PROTECTION
AND DEVELOPMENT REGULATIONS
AT VILLAGE LEVEL

SFDPM Manual No 2
First draft for comments

FIELD GUIDE

or
(Preparing village forest protection and development regulations)
or
(Field guide for the preparation of village level forest protection and development regulations)

Son La, May 2000

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OVERVIEW

This overview contains information on the reason why the Village Forest Protection and Development Regulations methodology has been developed and the main principles on which it is based.

In this session you will also find information on how the Field Guide was developed, suggestions for its use and the overall process flow.

Background

Since 1990 the Government has undertaken a revision of the Law on forest protection regulations with the aim of making local organizations, households and individuals responsible for the protection and development of forest areas in the country.

This shift from state managed forest to participatory forest management can be seen in the new guidelines and decrees. Forest lands are allocated to organizations, households and individuals following a number of steps such as Land Survey, Land Use Planning, and the issue of Land Allocation Certificate.

Through this process the rights over the protection and management of forest areas have been transferred to local communities, and individuals. The result is that the number of the communities with Land Allocation Certificates has increased and is increasing every day.

It is recognized that the role of local communities is particular important to the management and protection of forest resources. This implies that the regulations on forest protection and development need to be developed and applied by the communities concerned.

Traditional village forest regulations are in general available and applied in each community. To respond to the new government policies on forests and to the increased responsibility of communities on protecting and managing their forest it has been proposed to assist communities in revising and updating such regulations by themselves to better respond to today government and forest users needs.

Extension has not been part of conventional forestry and foresters thus are not trained in its practice. Participatory extension methods are more likely not only to articulate farmers’ knowledge and concerns, but also to facilitate the process of action-reflection needed to identify and refine appropriate forest regulations, and also help people develop their own problem solving skills.

Strengthening peoples’ capacity in managing and protecting their forest according to regulations developed by themselves and approved by the relevant authorities is crucial in raising management efficiency and enabling a sustainable utilization of forest resources.

It is believed that if forest users’ capacity in managing their forest could be engaged and strengthened, giving shared importance to both timber and non timber forest products, increased benefits could be shared amongst users without depleting forest resources but on the contrary enhancing its productivity.

The Village Forest Regulations methodology

During the past two years the Son La Provincial authorities, with participation from the District, Commune, Village level representatives, and the SFDP Son La Project have undertaken a revision of the existing guidelines for the preparation of Village Forest Protection and Development Regulations to better respond to government forestry policy changes from state managed to participatory forest management.

Purpose
The Village Forest Protection and Development Regulations methodology is being developed to respond to the government identified need and interest to build farmers’ capacity in designing their own forest regulations and therefore improving the management of forest resources.

The methodology aims to build each farmer’s capacity to analyze their forest resources and traditional regulations, eventually identifying and adopting the forest regulations that will best respond to farmers’ and government’s forest management needs. The purpose is also to assist the Forest Protection Officers to establish a rapport of trust, respect and exchange of information with local communities.

Consequently the methodology is not meant to instruct farmers on how the forest regulations should be prepared but through participatory training methods to provide them with tools and skills which will enable them to analyze their own forest resources, and to generate new ideas on forest regulations.

**Methodological approach used**

The Village Forest Protection and Development methodology uses “non-formal adult education” methods, based on experiential learning techniques, and participatory decision-making techniques. Farmers’ learning is directed by goals and needs looking for solutions to real life problems. Experiential learning advocates the establishment of optimal learning environments in which participants have a sense of belonging, security, and freedom to make choices. Necessary ingredients should extend to “voluntary attendance, informality of meetings, freedom of expression, and avoidance of pressure”. During the development of the methodology four major points were considered as follows:

1. **The existing forest laws**
   - The law on Forest Protection and Regulation;
   - Decision N0. 45-1998/QD-TTG, December 21, 1998; on the execution of state management over forests and forestry lands;
   - Circular N0. 56/1999/TT/BNN-KI, march 30th, 1999 providing a guideline on developing forest protection and development regulations in local communities;
   - The community forestry development strategy of the Social Forestry Development Project Song Da;
   - Village regulations should be design in line with policy and advocacy of the Party and Government as well as the Law. At the same time village regulations should be in armory with the fine traditions and customs of the village;
   - The village regulations should be examine by the commune peoples’ committee and approved by the District People’s Committee.

2. **To increase people’s participation**

   Increased people’s participation at village level in the decision-making process to identify and agree on suitable forest protection and development regulations will greatly assist communities in improving the management of their forest resources.

   In addition to the contributions that will be provided by local leaders in designing the village regulations, attention has been paid to identify and to include elements that will promote a greater involvement of individual community members and in particular a greater involvement of women in the decision-making process.

   In this respect the village regulations should be clear, specific, easy to understand, easy to implement, suit the village forest condition and village future plans in forest development, and should be adequately disseminated amongst members.

3. **To strengthen communities capacity**

   To build communities capacity in resource management is seen as a pre-requisite for the successful design, self-enforcement of forest regulations, and a socially acceptable utilization of forest resources.

4. **To provide a flexible approach**

   Communities varies from one to another in terms of physical, social and economic environments, leadership, cohesion amongst community members, and relation with local authorities. In some communities the forest regulations can be finalized in a short period of time, while in other more time will be needed to sort out conflicts of interest, and different opinions on specific issues.
It has been therefore proposed to devise a methodology that will allow each community to develop their own forest regulations within a flexible period of time and to consider the forest regulations related issues most relevant to them.

This is reflected in the planned number of the village meeting which may vary from two to three days, the duration of each meeting which may vary from half-day to a full day, and the main issues to be discussed during the village meeting(s).

**Introduction to the Field Guide**

**The purpose of this Field Guide**

The overall objective of the Field Guide is to assist facilitators by providing the basic framework and materials for the implementation of the Village Forest Protection and Development Regulations methodology.

The detail objectives of this Field Guide are:

1. To provide District Forest Protection Department officers with a step-by-step methodology to facilitate village members and forest owners in the design of their own Village Level Forest Protection and Development Regulations;
2. to provide methodological guidance to facilitate the village meetings;
3. to provide the base for preparing the final Forest Protection and Development Regulations document for approval;
4. to provide ideas on how approved regulations could be effectively made available and known to all village members.
5. To document and to make the methodology available to:
   - field based extension officers, farmers’ leaders and field-level development workers to facilitate the implementation of a Village Forest Regulation process;
   - trainers or coordinators who will be training field-level facilitators using these guidelines

**How to use the field guide**

This field guide contains a number of exercises on a selected range of forest regulations topics. Each exercise is described in detail so as to provide sufficient guidance to the facilitator. It includes a brief introduction, objectives (or outputs?), time and material needed, and steps to be followed. Each exercise ends with suggestions for leading questions to facilitate group discussions.

To implement an exercise it is often suggested to form small groups of 4 to 5 people or smaller. The group’s assignment includes idea-generation, brainstorming, information sharing, list making, and problem solving. One or two persons work as recorders, summarizing the groups’ output, and reporting to the larger group afterwards. The facilitator does not interfere, but monitors progress of the groups and offers procedural guidance and content suggestions.

Working in small groups is a very effective participatory training method increasing farmers participation and commitment. Small-group task requires and encourages active engagement of all participants. In small group people have less chance to hide or get lost. Participant speak more freely than in large groups where people feel little or no personal responsibility. Working in small groups offers the opportunity to:

- Stimulate individual inputs,
- break the ice,
- gather opinions and identify preconceived ideas,
- rank order item and create an agenda,
- collect questions and issues
- promote feedback

During the exercises, you may also be asked to promote group discussion or assist groups in accomplish the task assigned. To be able to promote group decision-making process you will need to use a variety of facilitation skills and methods you have learnt during the facilitators’ training. Some basic facilitation skills are summarized below.

**Listening.** Listening is the most fundamental skill for facilitation. Effective listening will allow you to single out problems if there is one, to understand the main point expressed by a farmer or a group, help speakers to develop competence and motivation to solve her or his problem,
Observing. This skill involves seeing without judging what happens. Within a group people interact in different ways, they interact not only through what is being said but also through how it is said; use of voice, facial expression, attitude, and gesture. Body language gives a clue to feeling and can convey strong messages.

Questioning. For a group to work together effectively, everyone ideas must be heard. Effective questioning is a necessary facilitation skill in the VFPDR to get everyone involved in learning. Questions are one of the most valuable tools for assessing understanding, making points, promote farmer-to-farmer exchange, using available knowledge in the group to answer a question.

Summarizing. Summarizing what a group of people have said, or summarizing decision taken by the group will help all the participants in the meeting to have a clear understanding of the main point discussed and agreed. It is also used when a participant makes very long, complicated or confusing statements, or when a participant has problems phrasing his/her own thoughts clearly.

Methods in brief?

How the field guide is organized

The field guide contains 4 chapters and 2 annexes. The chapters follow the methodology steps/cycle as sown on page 12. Each chapter deals with a main topic and it contains an introduction and a number of exercises related to the main topic.

Chapter one provides information on the activities suggested to be carried out before the beginning of the village meetings.

Chapter two contains a series exercises to be conducted during the village meetings where decisions on forest regulations are taken.

Chapter three includes the suggestions on procedures to finalize the document, its approval, and ideas to assist communities to effectively disseminate the regulations.

Chapter four deals with monitoring and follow-up activities to review village forest regulations.

Annex 1 contains the format of the document where the village agreed regulations are written down to be submitted to the commune and district authorities.

Annex 2 ...

Annex 3 ...

Overview of the process to design Village Level Forest Protection and Development Regulations

In the following paragraphs you will find a summary of the steps that are suggested to be followed in assisting communities to design their own forest protection and development regulations.
Pre-conditions?

The forest protection and development regulations can be designed only after the forest land has been allocated to forest users.

1. Preparations

To make each village meeting successful, participatory and an useful learning experience for all farmers, some preparations may be necessary and they may include:

- To gather the village (or commune) land use map, and other government regulations documents;
- To review existing data on forest resources, and village socio-economic data;
- To organize a meeting at commune level inviting all village heads to attend (if appropriate);
- To visit the village forest to have a better understanding of the present situation and general conditions and main farmers concerns in forest management;
- To inform the village board of:
  - the VFR process that will take place, its approach and the objectives,
  - what they can expect and what is expected from them;
  - who should attend the village meetings; and
  - agree on the date of the first day meeting.

2. The village meetings

This is probably the most important step in the preparation of the village forest regulations. During a series of meetings the community members will first share their ideas and opinions on the purpose of the forest regulations and agree on what they would like to achieve with them.

Farmers will then classify their forest land and decide what regulations are appropriate and need to be applied for each forest product, for fire prevention, for the wildlife and the fines and compensations that will be applied to violators.
The main objective of the village meetings is the identifications and finalization of the village forest regulations. During this step, together with the village head, you will facilitate the meeting which includes the following main points:

- Introduction to the meeting
- Forest classification for management and utilization and identification of main problems related to protection and management
- Designing regulations for harvesting of forest products
- Designing regulations for uplands clearing and burning, and design the fire prevention plan
- Designing regulations for cattle grazing
- Designing regulations for hunting and harvesting of wildlife
- Identifying benefits and duties of forest owners and protectors
- Identifying procedure for fining, compensations, and awarding.
- Deciding on how regulations will be disseminated within the community

3. Finalize village forest regulations document for approval

Once the village forest regulations have been developed and agreed by all community members, such regulations need to be written down in a simple document that will then be submitted to the Commune and District for their approval.

During this step you will assist the village management board to finalize the document.

4. Approval of the village forest regulations

The document is submitted to the authorities for approval.

**Who submits it? Any procedures? Role of forester in this?**

5. Dissemination of government and village forest regulations

It has been often pointed out that farmers are not always well aware of the forest regulations. Considering that there are several forest regulations and they often change it will be important for the community members to decide how regulations should be made known to everyone.

During this step you will assist the farmers to identify the best way both government and village regulations could be properly made known to all.

6. Monitoring and enforcing forest regulations

At village level the farmers themselves are the main responsible to ensure that regulations designed by them are followed. This is one of the main reasons why the new guidelines for forest regulation stress the importance of community members participation in the design process. Nevertheless during the village meetings it might be necessary for the community members to decide who will have the responsibility to ensure that regulations

7. Periodical review of the village forest regulations

- **Mandatory revision of village forest protection and development regulations? This needs to be agreed by government**
- **Annual revision of quantities to be harvested by households. (no for timber)**
- **Which is the appropriate meeting? The annual village conference?**
- **Follow-up support to communities - coaching activities?**

When and where to implement the process

There are several steps that need to be completed to successfully assist the villages to prepare and disseminate the village forest regulations. When planning the activity in your commune it will be useful to prepare a simple work plan so that your and farmers’ time is properly utilized.

It can also be useful to have a meeting at commune level with all village head so that you have the opportunity to brief them on the overall process, purposes and procedure.

**Time of the year:** In scheduling the preparation of village forest regulations the facilitator should be aware of
farmers’ availability and it is important to involve participants in setting the time and schedule of meetings. Women may not have the same availability as men. To guarantee that women can attend regularly suitable times need to be identified. Facilitators have an important role to play in this respect.

**Duration:** The overall process from design and to dissemination of regulations may take about ……months. The village meetings from two to four half-days

**Length of each meeting:** The are no fixed rules on the duration of each meeting. This will depend on farmers’ and your availability. In general it is not possible for farmers to spend a full day away from their farm or other commitments very often. Therefore it is suggested the meetings take no more than half a day.

**Venue:** The farmers meet at a convenient village meeting place.

**Role of the Forest Protection Officers**

The roles of the Forest Protection officer are to assist the community members during the whole process to design the village forest regulations (from preparations to dissemination and monitoring), to facilitate the village meetings, and to provide adequate information of forest related issues when required.

The facilitator task is to be accepting, supportive, and most important, able to establish a pattern of communication that creates a climate trust and safety eventually increasing the flow of information and cooperation amongst group members.

As mentioned the Forest Protection Officer main role is to guide villagers through the meeting, facilitate the discussion, to settle conflict, facilitate group decision-making, and to help in summarizing the results of each discussion.

The facilitator, a field officer or group leader is trained in adult education principles, facilitation skills, participatory training and group decision-making methods, and has implemented the methodology at least once as part of her or his training.

**Role of community members**

The village head and the management board are responsible for organizing and moderating the meeting.

The community members take part in the meeting and actively contributing in making decisions on village forest the regulations. Since women are the major users of forest resources their presence and contributions during the whole meetings is a pre-requisite for the successful design and implementation of sound forest regulations. Their attendance and active participation has to be encourage and supported.

This also implies that the time of the meeting should be chosen according to women availability to attend and to have a duration suitable with women daily tasks. This is also one of the reason it is suggested to conduct 2 or 3 meetings of half-day each, so that participants have also time to care for their own family and other commitment.

A secretary should be appointed to take minutes of the meeting and to help to compile the results of the discussions.

**Chapter 1**

**PREPARATIONS**

In this chapter you will find hints and ideas on what to consider when preparing to implement the design of village forest regulations in your assigned commune(s).

**Suggestion on preparations**

To assist each village to design their forest regulations, and making the village meeting successful, participatory and an useful learning experience for all farmers some preparations may be necessary and they may include:
1. To gather the village (or commune?) maps, if available, on forest, forest land and land use planning

2. To take with you:
   - the Decree N0. 77 on administrative punishment in forestry issued by the Prime Minister; and
   - the decision QD-UB/131/1998 issued by the Son La provincial People's Committee temporarily providing guidance on harvesting, trading, transporting and processing of forest products; and
   - the district winter-spring plan;
   - The Forest Protection Development Law
   - Existing regulations on the village and the commune;

3. If appropriate, you may ask the commune to organize a meeting inviting all village heads to attend, and to explain them about the process to design each village forest protection and development regulations (VFPDR);

4. To review existing data on forest resources, and village socio-economic data;

5. To visit the village forest to have a better understanding of the present situation and general conditions and main farmers concerns in forest management and protection;

6. To agree on the date of the first day of the village meeting, including who should attend. Participants of the village meeting should include the village management board members, representatives of mass organizations, one representative of each household. Since women are the main actors in harvesting forest products and upland clearing their participation need to be encourage and facilitated.

7. Others? 

Prepare for the commune level meeting

*WE can include here some suggestions on the commune level meeting? We could include:*

1. A simple meeting agenda
2. Check list of what to say, and possible methods to use,
3. To inform the village board of the VFPDR process that will take place in their village, its approach and the objectives, what they can expect and what is expected from them;
4. material to distribute as handouts, and /or
5. the guideline to explain the process
6. ............

Chapter 2

**DESIGNING VILLAGE FOREST PROTECTION AND DEVELOPMENT REGULATIONS**

This chapter contains exercises that will help you to introduce the village meeting, to assist farmers in assessing forest resources and deciding the forest regulations most appropriate.

During this step you will facilitate a number of exercises that will help the group to:

- agree on the purpose and objectives of the village forest regulations
- identify and prioritized main problems in forest management;
- mapping their forest resources, and
- design forest regulations for harvesting of forest product, clearing and burning for upland cultivation, prepare fire protection plan, cattle grazing, hunting and harvesting of wildlife.
Overview of the village meetings' agenda

1. Introduction to the meeting & setting village forest regulations objectives
2. Forest classification for management and utilization & main problems
3. Designing regulations for harvesting forest products
4. Designing regulations for upland clearing and burning & preparing the fire prevention plan
5. Designing regulations for cattle grazing
6. Designing regulation for hunting & harvesting of wildlife
7. Identify benefits and duties of forest owners and protectors
8. Identifying procedure for fining, compensation and awarding
9. Deciding how regulations will be disseminated

Indicative village meetings agenda To be filled for the final version?

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2.1 INTRODUCTION TO THE VILLAGE MEETING

The design of village forest regulations can only become a success with the farmers active participation. When a group of farmers first meet they are usually somewhat full of question. Who is there? What is going to happen? Where do I fit in? It is worth my trouble, and time?

For most of the farmers the approach is new and they are not used to the kind of participatory methods used. It is therefore very important that the farmers know what they can expect from the meetings and what is expected from them.

The main objective on this exercise is to help the group to get settled in, create a sense of welcome, and establish an atmosphere of co-operation, and sharing, increase their self confidence, and increase exchange of information.

Objectives

- A sense of welcome and an atmosphere of co-operation will be created
- Farmers will be able to explain the steps that will be followed to prepare the village forest regulations;
- farmers will be able to explain the purpose of the meeting;

Time needed 20 minutes
**Materials** Large pieces of paper with the methodology steps, tape, pins

**Steps**

1. Before you start the introduction prepare a flip/wall chart clearly indicating the steps that will be followed during the meeting(s) *(the 9 steps of the meeting)*

2. Start your introduction presenting:
   - the objectives of the meeting,
   - the steps that will be followed,
   - the time that may be required, and
   - the role that the participants are expected to play.

   During this presentation show the meeting chart *(previously prepared)* and make use of it while giving farmers an overview, in a chronological order, of the meeting.

3. Then, if appropriate, briefly introduce the relevant government policies.

4. Ask participants if they have any questions for clarification, and answer to them.

**Note:** It will be useful to keep the meeting chart visible to all farmers during the whole meeting(s) period. This will help participants to remember the whole process, and the links amongst different topics discussed during this and following meetings.

**2.2 SETTING FARMERS’ OBJECTIVES OF THE FOREST REGULATIONS**

Before deciding on how forest resources can be utilized and the restrictions to be applied it is important for the community members to reach a common vision on what they want to achieve with the regulations. This will help the community to identify regulations that will better help them to achieve the objectives.

**Objectives**

- Farmers will have shared their perceptions on the purpose of the forest regulations
- Farmers will have agreed on what they want to achieve with the regulations

**Time:** 1 hour

**Material:** Small paper, flip chart, markers, and tape (or pins)

**Steps:**

1. Explain the objectives and the procedure of this exercise to the participants.

2. Ask farmers to divide into three (3) groups and to discuss:

   - what they think is the purpose of designing forest protection regulations
   - what they want to achieve with it.

Then ask the groups to finalize their finding, and write them on paper

*(Allow 20 minutes for discussion and writing)*

3. Ask each group to select a representative that will present their result to all farmers

4. Ask each representative to present their conclusions.

5. Promote a short plenary discussion highlighting differences so that at the end an agreement is reached on the purpose and what the community wants to achieve.
6. Write the main conclusions on a large paper and fix it on the wall for all to see

Your notes:

2.3 MAPPING - FOREST CLASSIFICATION

The preparation of a simple forest map may help the group to visualize and/or identify the main features of their forest such as boundary, as well as different forest areas, their location and condition, present uses, bare lands, streams, roads etc. Thus the map provides a clear picture of the forest at a glance.

When used as a point of discussion this map gives participants a common orientation toward the resources within the forest area, which will assist them in the design of forest regulations according to each area.

This simple forest map could also be followed by a short walk through the forest to confirm representative forest features.

Objectives

- Farmers will be able to identify the position of their forest on the map;
- farmers will be able to distinguish different forest areas, their location and conditions;
- farmers will have classified their forest land according to (managed, protected, and utilized?)

Time needed 1 to 1.5 hour

Materials Large piece of paper, marker, pencils or pens, tape. Or the ground, colored powder, chalk of different colors.

Steps

1. Explain the learning objectives and the procedure of this exercise to the participants.

2. Ask farmers (plenary or smaller sub-groups?) to draw a sketch map of their forest and nearby features on a large piece of paper, or on the ground, indicating main forest boundary, and reference points such as roads, rivers, springs, north/south, special places, and settlements. (this will give them an initial orientation)

3. Ask the farmers:
   - to mark/draw the location of their forest on the map by different areas classified as "Managed", "Protected", and "utilized" and including local names given to each area;
   - to indicate/write/draw the main forest conditions; (and main composition?)

4. While making the map promote group discussion on the characteristics of each identified forest area to share individual perceptions and to reach a consensus on each area. Involve at least 6 or 7 people in making the map, including women.

5. Then ask one person to present/explain the map to all. Add new descriptions or changes if farmers wish to.

6. If appropriate, after the completion of the map, you may suggest to the group to go for a short forest walk to visit the areas and confirm (or change) boundaries and descriptions.

7. Leave the map on the wall for all to see, and at completion of the meetings leave the map with the village for their future reference;

8. Often the map prepared includes many corrections. You may assign two or three persons to re-draw the map to make it more clear. The new map can be prepared in the evening (home work). Leave with them paper and color pencil, markers.

9. Remember to make use of this map during the discussion on regulations

10. Wrap-up, summarising the main points discussed during this exercise.
Note: Often farmers start to draw the commune area. Allow them to make this sketch map, but then ask them to make a more detail map focusing more on the forest and surrounding agricultural lands, where forest boundary, and area classification can be see clearly.

Some suggestions to facilitate the group discussion

- Where is your village?
- Where are the main roads, rivers, springs, cemetery?
- Where is north and south?
- Which are the areas for plantation, holy, production, protection?
- Can you indicate them on the map? (Their location and boundary)
- Can you identify different forest conditions?
- Are you using different forest areas for different purposes?
- In which area harvesting is not allowed (timber and/or firewood, bamboo, others)?
- Which forest areas are considered to be better or poorly managed?

Your notes:

2.4 IDENTIFICATION OF PROBLEMS RELATED TO FOREST PROTECTION AND MANAGEMENT

Within the community there might be issues, related to forest management and utilization, that are controversial and of more concern for all. At the beginning of the meeting it will be important for the village members to express these concerns for all to know and to make sure that during the discussion and the decisions that will follow these points are taken into consideration and not forgotten.

This will strengthen people confidence and participation in the meeting.

Objectives

- Farmers will have exchanged the main problems they feel they have in forest management;
- Farmers will have made a list of problems/issues they would like to discuss during the meeting

Time needed: 45 minutes

Material: Hat or basket, small paper, pens, tape or pins

Steps

1. Explain the objectives and the procedure of this exercise to the participants.
2. Distribute to each farmer a small piece of paper and ask them to write one main issue or problem they would like the meeting to consider, or to take into account. (Allow 10 minute to write)
3. Ask farmer to put their card into a hat (or small basket).
4. Collect the hat and read the cards for all to know.
5. Group the cards according to problems (topic) avoiding duplications.
6. Make a final list of the main problems the farmers would like to consider during the meeting.
7. You may also decide to change the order of the topics to be discussed later in the meeting starting from the one farmers have indicated they are more concerned about.
8. Wrap-up, summarising the main points discussed.

Note: This exercise can also be done in group of 2 (instead of individually), especially in case some of the participants does not feel confident in writing.

Some suggestions to facilitate the group discussion

- no need?

2.5 DESIGNING REGULATIONS FOR HARVESTING OF FOREST PRODUCTS
It has now come the time to start with the identification and agreement on which regulations farmers feel are most appropriate to regulate the harvest of each forest product by each of the previously identified forest areas.

The forest map previously prepared will help farmers to visualize each area.

**Objectives**

- Farmers will have identified the forest products they want to regulate;
- Farmers will have discussed and agreed on regulations to be applied to each product and each area;
- Farmers will have identified and agree on the level of fine to be applied.

**Time** 1 hour and half

**Material** Flipchart, markers, pins, the village forest map, list of main problems

**Steps**

1. Explain the objectives and the procedure of this exercise to the participants.

2. Facilitate a quick brainstorming to identify which forest products farmers would like to include in the regulations. At the end write the final list of products on a flipchart and fix it on the wall for all to see.

3. Ask farmers to divide into three (3) or four (4) groups and ask each group to discuss and write on paper for each forest product:
   - What is allowed, location, when, quantities, by each forest area indicated on the map,
   - what is not allowed and where
   - compensations to be paid
   - the fine to be applied

Farmers can write their findings in form of table or text according to their preference.

4. Ask a representative of each group to present her/his group finding to all;

5. In plenary ask a board member to prepare a final table or text combining the relevant contributions of the groups, avoiding duplications. Promote and guide discussion if disagreements on regulations arises so that a consensus is reached.

6. Wrap-up, summarising the main points discussed.

**Note:** Often farmer concentrate on timber, fuelwood, bamboo, and bamboo shoots only. Depending on local situation there could be other important forest products that could be included in the regulations in particular the time and modality for their harvest.

After making the list of product to consider, to increase farmers’ participation especially women, it is suggested to divide the participants into smaller groups (3 or 4) and then combine their findings in plenary session. The composition of the groups is very important and can vary according to situations.

Two options for consideration: to divide farmers into sub-groups with participants from the same interest groups/village organizations such as Women Union, Youth Union etc. or mixed sub-groups with representatives from different village organizations.

**Some suggestions to facilitate group discussion**

- Which are the important forest products you want to include in the regulations?
- Which are the farmers/groups entitle to harvest forest products?
- By product:
  - Where it can be harvested?
  - Where it can not be harvested?
  - When is the appropriate time for harvesting it?
  - What quantities each household or community is allowed to harvest?
o How harvest should be done? (harvesting formalities)
o What compensation should the transgressor asked to pay?
o What fines should be applied to violators?

Example of table of regulations for harvesting forest products

(to be used by sub-group which may not necessarily be the same as the one in the final document?

These table need to be tested and modified accordingly?

<table>
<thead>
<tr>
<th>Product</th>
<th>Area allowed</th>
<th>Area not allowed</th>
<th>Compensation</th>
<th>Modality of harvest</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Location</td>
<td>When</td>
<td>Quantities</td>
<td>Location</td>
</tr>
<tr>
<td>Fuelwood</td>
<td>area A and B</td>
<td>Once a month</td>
<td>One load per</td>
<td>area C and D</td>
</tr>
<tr>
<td></td>
<td>(local names)</td>
<td>(date)</td>
<td>household</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4,000 /1cm dia.</td>
<td></td>
</tr>
<tr>
<td>Fine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product</th>
<th>Area allowed</th>
<th>Area not allowed</th>
<th>Compensation</th>
<th>Modality of harvest</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Location</td>
<td>When</td>
<td>Quantities</td>
<td>Location</td>
</tr>
<tr>
<td>Bamboo shoots</td>
<td>area B</td>
<td>Once a year</td>
<td>20 shoots per</td>
<td>area C and D</td>
</tr>
<tr>
<td>Variety 1(name)</td>
<td>(local names)</td>
<td>(date)</td>
<td>household</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variety 2</td>
<td>Area B</td>
<td>Once a year</td>
<td>15 shoots per</td>
<td>area A, C and D</td>
</tr>
<tr>
<td></td>
<td>(date)</td>
<td></td>
<td>household</td>
<td></td>
</tr>
<tr>
<td>Fine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.6 DESIGNING REGULATIONS FOR UPLANDS CLEARING AND BURNING

The farmers will now decide which regulations are most appropriate to regulate the clearing and burning of upland fields for cultivation.

The forest map previously prepared will help farmers to visualize the surrounding agricultural field of each forest area.

Objectives

- Farmers will have discussed and agreed on clearing and burning regulations to be applied to each agricultural area surrounding their and others villages forest;
- Farmers will have agreed on modalities/techniques for uplands burning;
- Farmers will have identified and agree on compensation and fine to be applied.
Time 45 minutes

Material Flipchart, markers, pins, the village forest map, list of main problems

Steps

Before you start this exercise it will be important to find out whether the land allocation has been carried out or not. If land has been physically demarcated, border between upland and forest.

1. Explain the objectives and the procedure of this exercise to the participants.

2. Making use of the map ask farmers to indicate where clearing and burning should not be allowed. This is important when forest and agricultural areas have not been allocated/demarcated yet. An agreement/decision on boundaries should be reached.

3. Then guide the discussion by asking farmers to discuss on:
   - Where is burning allowed?
   - What should be the size of the fire prevention belt?
   - When is time for burning on agricultural fields?
   - How burning should be done (techniques/modalities)?
   - What compensation should be paid?
   - What fine should be paid?

4. Follow the discussion, ask questions to involve silent people, help the group to share ideas;

5. While the discussion in going on write the main decisions on the board (or chart) for them to see. WRITE IN BIG LETTERS.

6. Wrap-up, summarising the main points discussed and agreed.

Some suggestions to facilitate group discussion

- Has land allocation been carried out?
- Is forest lands been physically demarcated?
- Is there any area where land allocation has not be conducted?
- Which are the areas where burning and clearing is prohibited?
- Which are the areas where burning and clearing is allowed?
- What is the appropriate time for upland clearing and burning?
- What are the techniques that should be used by all for upland burning?
- What should be the size of the fire prevention belt?

Example of table to be used to summarize farmers decisions

<table>
<thead>
<tr>
<th>Activity</th>
<th>Area allowed</th>
<th>Area not allowed</th>
<th>Compensation</th>
<th>Modality of burning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Location</td>
<td>Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clearing</td>
<td>agricultural lands (local names)</td>
<td>area C and D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burning</td>
<td>agricultural lands (local names)</td>
<td>time of the year</td>
<td>area C and D</td>
<td></td>
</tr>
<tr>
<td>Fine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Farmers decisions can also be summarized in text form instead of tables
2.7 PREPARING THE FIRE PREVENTION PLAN

Should the fire prevention discussed by a selected smaller group, at a different time?

Should the fire prevention prepared by a professional group or by the whole village?

Is the village meeting the appropriate time? May be yes.

Objectives

- Farmers will have discussed and agreed on how forest fire should be prevented;
- Farmers will have agreed on individual responsibilities to prevent forest fires;
- Farmers will have agreed on the composition of the fire prevention group and its responsibilities;
- Farmers will have identified and agree on compensation and fine to be applied.

Time needed: 45 minutes

Material Flipchart, markers, pins, the village forest map, list of main problems

Steps

1. Explain the objectives and the procedure of this exercise to the participants.

2. Guide a plenary discussion by asking farmers to discuss, one at the time, the following:
   - How can a fire prevention plan be organized?
   - What should be immediately done in case of fire?
   - Who is the main responsible for mobilizing the whole village in case of fire?
   - Should a fire prevention group be appointed? (often the forest protection group has also the responsibility for fire prevention)
   - If yes, should the work of the group will be paid?
   - Is there any funding for this? If not, how will they be paid? From where?
   - How should we deal with household who intentionally avoid participating in the fire prevention?
   - How should we deal with households where only elderly people live?
   - How should we deal with households where only mother and child are present at the time of fire?
   - What do we do when fire has been provoked by a nearby village member? Who has the authority to intervene?
   - What compensations should be paid by the violator?
   - What fine should be paid by the violator?

3. Follow the discussion, ask questions to involve silent people, control dominant people, help the group share ideas;

4. While the discussion in going on write the main decisions on the board (or chart) for them to see. WRITE IN BIG LETTERS

5. Wrap-up, summarising the main points discussed and agreed.

Note: To promote people's participation (and individual contributions), this exercise is better done in smaller groups asking each group to discuss on the list of questions and to share results with all.

Your notes:

2.8 DESIGNING REGULATIONS FOR CATTLE GRAZING

The meeting participants will now decide on which regulations are most appropriate to regulate cattle grazing in
The forest.
The forest map previously prepared will help farmers to visualize the different forest areas.

Objectives

- Farmers will have discussed and agreed on regulations to be applied to regulate grazing in each forest area;
- Farmers will have identified and agree on compensations and fine to be applied.

Time 45 minutes

Material Flipchart, markers, pins, the village forest map, list of main problems

Steps

1. Explain the objectives and the procedure of this exercise to the participants.
2. Explain that according to government regulations grazing is not allowed in the forest.
3. Guide a plenary discussion by asking farmers to discuss, one at the time, the following:
   - Which area is designated for grazing?
   - If there is no area designated, which land/areas could be used for grazing?
   - Modalities for grazing?
   - In the agricultural and forest land how to settle dispute between owner, protector and violator?
   - If they don’t come to an agreement who should be involved? Who has the authority to intervene?
4. What compensation should be paid for grazing in the forest areas?
5. What fines should be paid for grazing in the forest areas?
6. Wrap-up, summarising the main points discussed.

Some suggestions to facilitate group discussion

- In which forest area is cattle grazing prohibited?
- Which one are the designated area for grazing?
- In case of damage how the cattle owner and the damaged owner should resolve?
- If they can not resolve, who has the authority to intervene?

2.9 DESIGNING REGULATIONS FOR HUNTING & HARVESTING OF WILDLIFE

The farmers will now decide on the regulations that are most appropriate to regulate hunting and harvesting of wildlife in their forest.

The forest map previously prepared will help farmers to visualize the different forest areas.

Objectives

- Farmers will have discussed and agreed on regulations to be applied to wildlife hunting and harvesting in each forest area;
- Farmers will have learn more about rare and protected species in their province;
- Farmers will have identified and agree on compensations and fine to be applied.

Time needed 1 hour

Material Flipchart, markers, pins, the village forest map, list of main problems, and list of rare and protected species in Son La.
Steps

1. Explain the objectives and the procedure of this exercise to the participants.
2. Prepare a flip chart divided into four columns with the heading "Past", "Present", "Reasons for changes", and "Proposed solutions";
3. Through a plenary session ask farmers to list all the wildlife (animal, insects and plants) they remember to have seen in the past and in the recent years (present) in their forest. Write the local names on the chart under each headings for all to see;
4. Ask farmers to exchange their experience and views on the reasons why species have disappeared or appeared in their forest. The reasons for changes in wildlife.
5. Ask farmers what actions could help to increase and /or protect wildlife in their forest.
6. Ask farmers to indicate which species on their list are protected by government regulations. Circle or underline the protected species on the chart.
7. If the list of protected species can not be completed by farmers complete the list for them and explain the reason why species are protected.
8. Based on the list of wildlife that has no hunting and harvesting restrictions ask farmers to indicate what regulations they would like to apply for hunting in their forest, where, the time, the number of species and fine to be applied.
9. Wrap-up, summarising the main points discussed.

Some suggestions to facilitate group discussion

- Which animal do you remember to have seen in the past (20-30 years ago)?
- Which animal did you see last and this year (present)?
- What do you think are the reasons for the change?
- Do you know which one are rare and protected species in Son La?
- What should we do about to improve the situation?
- Which animal can be hunted and in which area?
- Which plants can be harvested and where?
- Where animals and plants can not be hunted and harvested?
- Where hunting and harvesting is prohibited?
- What fine should be applied?

Example of flipchart

<table>
<thead>
<tr>
<th>Past</th>
<th>Present</th>
<th>Reason for changes</th>
<th>Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specie</td>
<td>Specie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specie</td>
<td>Specie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specie</td>
<td>Specie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specie</td>
<td>Specie</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example of regulations table or text to be completed during discussion?

2.10 IDENTIFYING BENEFITS AND DUTIES OF FOREST OWNERS AND AUTHORITY

I would prefer to complete this and the next session/exercise after we test a little bit the best way or method to be used. This decision can be taken in three different ways:

- through a plenary guided discussion, or
- small group during the village meeting, or
- appointing a small group (6-10 people) with representatives from main village organizations and board giving them the task to draft a proposal for benefits and duties and fining and compensation procedures to be then presented to a next plenary meeting for comments and approval.
Should the authority(ies) of different people decided during the meeting or it has already been decided at higher level or by the contract?

If it is something per-decided no need to involve all in discussion but just inform farmers during the meeting? And only be written in this guide as reference?

Objectives

- Farmers will have identified the benefits and duties of forest owners and of the forest protection/fire prevention group;
- Farmers will have identify who has the authority to fine violators;
- Farmers will have identified the amount and source of funding to pay for the work of the village protection group;

Time needed

Material

Steps

1. Explain the objectives and the procedure of this exercise to the participants.
2. ..
3. ..
4. ..
5. Wrap-up, summarising the main points discussed.

Benefits

During this exercises farmers have to decide how much and from where protectors (contracted individual households, groups, village) and the forest protection group will be paid for the protection work they do when the government funds are available and when government funds will not available anymore.

I think that from the "guidelines" the word "benefits" refers to payment to individual or group for the job they do in protection and development work (such as plantation).

So, the "benefits could be divided into:

Benefits specified in the contract (if exists)

Benefits for who has develop the forest such as plantations

Benefits for the regular forest operations (tinning etc.) (how and how much they should be paid, and from were.

Benefits for the forest protection group.

It seems that the main problem farmers will face is to decide how to pay the forest protection group, the labor for forest operation, and the "contacted person" when government funds will not be available.

At present the tendency is to pay not by cash contributed by villagers but by allowing quantities to be harvested. I am not sure this is a good practice to encourage.

- What are the rights/benefits of the owner indicated in the forest protection and plantation contract?
- What are the short term benefit?
- what are the long term benefits?

Benefits from the guidelines:

If forest protection contracts are made and funding is available, the management and protection of the contracted area has to be done according to the rights and obligations specified in the contract. It is necessary for the meeting to discuss who will manage the forest? and how the benefits can be share when the funding expire.

Duties
During this exercises farmers have to decide what are the duties of protectors (contracted individual households, groups, village) and the forest protection group if established:

- What are the responsibility of the forest protectors (the contractor?)
- Is it necessary to appoint guards?
- Do we need a forest protection group?
- What are the duties of the group? Is it necessary to patrol regularly?
- If the village as a whole has the responsibility to protect the forest, then they may need to appoint a protection group or guards. It seems that at present they are trying to rely on individual moral responsibilities/commitment, and that is also why fine part of the fine go to the detector. Buy this may not be sufficient and to be effective a group need to be appointed. So the conflict will arise between wanting a group and who to pay them.

**Duties from guidelines:**

For all the categories: (household, group of household and villager) involved in forest protection and development activities:

- The different forest owners and the forest protection group of the village may retain the violators, confiscate their illegal products and make minutes for the village head to handle.
- They must take part in public forest protection and development activities like patrolling and fire prevention.
- The forest owners have to follow the village forest regulations and disseminate them to all members of the village.

**Authority**

During this exercises farmers have to decide who has what authority the village head has, and who else has authority on what

Authority on

- dealing with outsiders violations,
- How people from other villages can be fined? And who has the authority / responsibility to do so?
- settling dispute on fine and compensations,
  - between violator and protector, violator and village, and
  - when someone does not want to pay.
- call meetings,
- make people pay contributions to protectors and to forest/fire protection group,
- what authority the protection group has etc.
- Authority of the head of protection group
- Authority of the forest protector
- Authority of the household involved in forest protection and management
- From guidelines:

Authority of village head may mobilize villagers in patrolling, checking and confiscating illegally harvested forest products.

She or he may also render a warning punishment for violating the village regulations between 5,000 and 30,000 VND for cases involving forest products valued under 200,000 VND. Cases involving forest products with a value higher than 200,000 will be referred to higher level for handling.

*We can include what is written in the guidelines as remainder for the protection officer?*

Some suggestions to facilitate group discussion

**2.11 IDENTIFYING PROCEDURE FOR FINING, COMPENSATIONS, AND AWARDING.**

*Same as the one before (2.10)*
Objectives

Time needed

Material

Steps

1. Explain the objectives and the procedure of this exercise to the participants.
2. .
3. .Wrap-up, summarising the main points discussed.

Fining

The amounts have been decided before.

- What are the fining procedure?
- How disputes should be settled?
- Level of fine to be reported to higher authority?
- Should minute be made, by whom?
- First warning, second warning?
- Should all cases of violations be filed?

Compensation

Amounts have been decided before.

- What are the compensations procedure?
- How disputes should be settled?
- Should minute be made, by whom?
- Who decide intentional violation or non intentional?

Awarding

- procedure for awarding?
- Who should be awarded
- which percentage goes to each (detector, forest owner, village fund…)

2.12 DECIDING ON HOW FOREST REGULATIONS WILL BE DISSEMINATED WITHIN THE COMMUNITY

It has been often pointed out that farmers are not always well aware of the forest regulations. Considering that there are several forest regulations it will be important for the community members to decide how regulations should be made known to everyone.

During this step you will assist the farmers to identify the best way village regulations (and relevant government regulations) could be properly make available and known to all.

Objectives

- Farmers will have share ideas and decided on how forest regulation should be made easily known to all.
- Farmers will have agreed on who will be responsible to disseminate the approved regulations

Time needed 1 hour

Material paper for sub-groups, pens, flipchart, markers, pin and tape.

Steps

1. Explain the objectives and the procedure of this exercise to the participants.
2. Ask farmers to divide into organizations’ groups

3. Ask each group to discuss on the following questions:
   - Which one do you think are the best methods that can be used by the village to disseminate both village and government forest regulations.
   - Which one are the village organizations and/or people that can best accomplish this task.
   - What resources are needed for effective dissemination.

4. Ask each group representative to present their finding to all;

5. Through plenary discussion assist farmers in finalize the best methods for dissemination and who will do it.

6. Wrap-up, summarising the main points discussed.

Note: this exercise can also be done by brainstorming (wit flipchart)

Some suggestions to facilitate group discussion

2.13 REVIEW OF THE PREVIOUS MEETING

The time needed to prepare the village forest regulations will vary from one to three days (or half-days) according to local situation. It will therefore be necessary that each meeting starts with a summary of what has occurred during the previous meeting. This will help to bring attention back to the topics, and to refresh memories on what has been discussed, achieved, and agreed during the previous meeting.

Objectives
- Participants will refresh their memories of what has been discussed, achieved, and agreed during the previous meeting.

Time needed 15 minutes

Material Notes from previous meeting, charts prepared by participants, the chart showing the overall meeting steps and topics

Steps
1. Ask a selected farmer to summarize for the participants what was achieved and discussed during the previous meeting.
2. Extend and explain the summary when needed.
3. Before the end of the day’s meeting identify the farmer who will summarize findings at the next meeting (if any) so that they can prepare notes.

Some suggestions to facilitate the review/summary
- Which were the main topics discussed?
- What were the participants’ main observations/comments?
- Which were the main group conclusions or agreement?
- What the group has achieved most?

Your notes:

2.14 BRIEFING ON THE DAY’S ACTIVITIES / TODAY’S AGENDA

At the beginning of each meeting it is important for farmers to know what is today agenda and which activities
have been planned. This helps the group to settle in and focus on the meeting.

Objectives

- Farmers will know the programme, activities for today’s meeting.
- Farmers will be reminded about the process to design forest regulations

Time needed 15 minutes

Material flipchart with the process

Steps

1. Present to the participants the activities that have been planned for today and adjust them if required;
2. Discuss briefly the objective of each activities and expected outputs;
3. If there is a visit to the forest, make participants know about it;
4. Review the steps of the methodology so as to make farmers clear about the process and at what step we are today.

Some suggestions for presenting today agenda

- What are the main objectives of today meeting
- Which are the topic that will be discussed, in chronological order?
- How long the meeting will be?
- What are the participating farmers expected to contribute most?
- What will be their and others role?

Chapter 3

WRITING REGULATIONS’ DOCUMENT, ITS APPROVAL AND DISSEMINATION OF REGULATIONS

We can write here some suggestions on how to assist the village board to finalize the document and the role that the forester may have on both writing and submission. Or just repeat in a more chronological order what the guidelines say.

From the guidelines and my understanding:

People responsible for aggregating and submitting for approval are: the village head and the forest protection officer sent to the village to assist in making the forest protection regulations.

The approving authority is: commune people’s council and the commune people’s committee, and the forest protection station, district of Justice office.

The document is first submitted to the commune and then to the district for approval.

When regulations are approved (with or without modifications) a meeting is organized by the forest protection staff, the cadastral commune forestry staff of the commune, to inform villagers of the approval including modifications made (if modified) by the commune/district. This is where the enforcement of regulation starts.

During this meeting the commune assign a person to check and monitor the collection and utilization of fines.

During this meeting (held for starting the enforcement on the regulation), the village head makes clear each villager’s responsibilities, makes the seasonal forest checking plan and set up the fire prevention and forest protection groups.

Is the government deciding on establishing a forest protection group or should be a decision of the community? As said before they main problem will be how to pay the group, and allowing them to harvest from the land they protect it does not sound correct to me.
It is advisable to make a commitment paper bearing the villagers signatures signifying their agreement with the regulations. (the approved one)

On dissemination we can spend few words with dissemination suggestions and the role that the officer may have in making dissemination effective, also following farmers suggestions.

How regulations will be made known / reminded to people that can not read? I think we should mobilize/encourage the creativity of communities.

Chapter 4

MONITORING AND PERIODICAL REVIEW OF FOREST REGULATIONS

Before finalize this chapter it would be appropriate to decided whether we want to only consider monitoring as checking or if we want to suggest monitoring and follow-up coaching activities.

If the forest protection department (or the project) decide on the need to set up some procedure for monitoring or better on follow-up, coaching activities aimed at supporting communities to review:

- how useful are the regulation for the community,
- what problems encountered
- proposed solutions, and ideas
- If regulation need to be adjusted
- how communities organized themselves to implement the regulations
- Is dissemination effective, and how can be improved

we can include suggestion on how to do it.

This will also help very much the officer to learn more about the regulations from the farmers’ perspective.

Monitoring is often interpreted as checking, patrolling, and I don’t think it what communities need most. It is my impression that once the regulations are done the officer will use them for checking on communities.

I think it will be useful for both communities and officers to keep the process open and reflect on the regulations and gradually adjusting them. (action-reflection)

As far as the periodical review is concern we need first to think/discuss whether it is appropriate, what is flexible, what is mandatory, and if agreed by government. Then procedures and suggestions could be included in the chapter.

We can also include the section of the guidelines. At present the guidelines indicate as follows:

At district level

The district Agricultural and Development office co-ordinate to guide the commune and village levels in enforcing the regulations. The district Forest protection station is the core assisting body to the district People’s committee in monitoring the enforcement of the regulations and at the same time disseminating the printed fire prevention plan issued by the forest protection sector.

At commune level

Responsible people are the forest protection staff in charge of the commune, the cadastral com. Forestry staff of the commune.

They organize a village meeting to inform villagers of the regulations they have themselves made and about adjustment by the district and the commune in the approving process.

The commune assigns a person to check and monitor the collection of fines at the village level and handle
commune level violations.

The commune should receive a copy of all village regulations.

At village level

The village management board assign one of its members to be responsible for enforcing, monitoring and evaluation the regulation. It is also responsible to disseminate the regulations to all households of the village.

In the meeting held for starting the enforcement on the regulation, the village head makes clear each villager’s responsibility, make the seasonal forest checking plan and set up the fire prevention and forest protection groups.

It is advisable to make a commitment paper bearing the villagers signatures signifying their agreement with the regulation.

The regulations should be written on Ao paper or on a sign board with large letters and posted where many people regularly meet or pass as reminder.

In the annual village conference it is necessary to review and evaluate the enforcement of the regulations: make public the number of violations, how many have been handled, how much money is left untreated with proper filing of fines collected and their use.

ANNEX 1

Format of the regulations document to be submitted for approval

(it may also be used to make photocopy from this guide and given to farmers)

This will be included after the working group has elaborated on it. At present it appears to be only in form of table. We discussed with the WG to work out a final draft and test it.

Annex 2 could be rare and protected wildlife species in Son La province?

Annex 3 Icebreakers, energizers and team building?

Annex 4 a comprehensive meeting agenda?

Annex 5 short case studies on how methodology was used and regulation made?