Technical Booklet 4

Procedures for Storage and Protection of Land Use Planning and Land Allocation Information

System 1
Participatory Village Development and Sustainable Land Use

Lao-Swedish Forestry Programme, June 2001
Foreword

The Government of Sweden has provided technical assistance to the Government of Lao PDR in the Natural Resources Sector since 1977. Until the mid 1980s the assistance focused on support to the Department of Forestry and two State Forest Enterprises. From 1985 assistance was expanded to include support for the establishment of a Forestry Training Organization including the Forestry Technician School at Mouang Mai. In the late 1980’s the Lao Swedish Co-operation was further expanded to cover shifting cultivation stabilisation and nature conservation. During the first half of the 1990’s the co-operation gradually changed to institution building/strengthening of the Department of Forestry at the centre and in selected provinces.

The co-operation is based on the premise that national ownership of bilateral programmes will contribute significantly to sustainability after the programmes have been completed.

In more recent years the programme has addressed sustainable land use aspects in the village development context with the view that community participation in partnership with government services will enhance the potential for sustainable management of forest and agricultural resources.

The Phase IV of the Lao Swedish Forestry Programme (1996- 2001) has concentrated on three aspects of institutional building; competence development, model development and research management. The development efforts have covered a process of formulating, improving and disseminating models (methods and procedures) in four main areas including Participatory Village Development and Sustainable Land Use, Participatory National Bio-diversity Conservation Area Management, Natural Resources Management, and Institution Building. Monitoring and gender mainstreaming have been incorporated as cross-cutting efforts in the model development work. The development activities have been performed in partnership with national, provincial and district administrations and with village communities in response to Lao policies.

The LSFP has supported the strategy and policy development of the Government of Lao PDR and contributed to the emerging consensus on rural development that is taking place within the accepted Socio-economic Priorities of the Government of Lao PDR under which broad development policies have long been operative.

This document is one in a series of resulting documents, which have been produced in both Lao and English languages to assist and provide knowledge and ideas to personnel responsible for policy, planning, and implementation of agriculture and forestry development programmes. It contains lessons and experiences learnt during the programme.

I encourage the personnel of departments and agencies to study and assess the content of the documents and apply the relevant parts depending on local conditions.

I wish to commend the Swedish International Development Cooperation Agency (Sida) for it’s continued support during four phases of technical assistance to the Ministry of Agriculture and Forestry, and the LSFP personnel and advisors, who have made a major contribution to this development and documentation.

20 March, 2001
Minister for Agriculture and Forestry

Dr. Siene SAPHANGTHONG
Ministry of Agriculture and Forestry
1. Intended Audience of this Technical Booklet

- Heads of Provincial Forestry and Agricultural Sections.
- Heads of District Agriculture and Forestry Offices.
- District Land Use Planning and Land Allocation Officers.
- Regional Forestry and Agricultural Training Centre (RTC) staff.

2. Explanation of “Manuals/Guides/Technical Booklets”

Manuals/Guides and Technical Booklets are documents that provide practical information on procedures and methods for implementing activities at field level. They have been developed based on experiences at the local levels under the model/method development programme during Phase 4 of the LSFP. Documents have been produced in both the English and Lao languages for each of the four systems in the model/method development programme.

3. Purpose of this Document

- To describe the procedures and methods for storing and protecting LUP/LA information at District and village levels.
- To provide guidance for provincial and district staff involved in LUP/LA activity and instructional material for Regional Training Centre personnel.

4. Information Provided in this Document

- An outline of the purpose and importance of LUP/LA information storage and protection.
- A description of the procedures and methods used to secure land use maps, boundary agreements, forest and agricultural land management agreements, LUP data, LA data and LUP/LA reports at the village level and at the DAFO.
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Introduction

The following information is produced during land use planning and land allocation (LUP/LA) work:

1. Village Maps -(Village Cadastre) and Village Sketch Maps.
2. Inter-village Boundary and Management Agreement.
3. Village Forest and Agricultural Land Use Agreements.
4. Village Land Use Planning Data.

The guide describes the various types of LUP/LA information, provides reasons for storing the information properly, and recommends the procedures and methods which should be used for storing the information.
Purpose of LUP/LA Information Storage

The production of the various types of LUP/LA information is a very time consuming and costly activity, because LUP/LA exercises take many staff two to three weeks to complete. Therefore it is very important to secure the data to facilitate future monitoring and follow-up activities in the villages where LUP/LA has been completed. However it has been observed that often the information is not stored adequately at both village and district levels.

The establishment of a secure storage system for LUP/LA information is important for a number of reasons:

- Valuable data is being lost or will be lost if the methods for storage are not improved.

- An agricultural land record keeping system has been developed by the LUP sub-programme. Proper storage of the LUP/LA information will facilitate the establishment of temporary land use certificate records at district level.

- Securing the LUP/LA data will also facilitate future land use planning, village development, and extension activities and monitoring and evaluation of the LUP/LA programme.

- Accurate LUP/LA data is required to facilitate families making the transition from temporary land use certificates to permanent land use certificates.

The purpose of this guide is to assist district staff establish effective information storage systems at DAFO and village levels. As the data is kept at both village and district levels, procedures are described for both these levels.
Procedures for Storing LUP/LA Information

In this section the recommended procedures for storing six types of LUP/LA information are presented.

2.1 Village Forest Category and Land Use Maps and Sketch Maps

2.1.1 Information on village maps

The following information is indicated on village maps:

- the village territory boundary line;
- village landmarks and topographic features such as streams, roads and walking tracks;
- survey reference points along streams, roads and walking tracks;
- forest and agricultural land use zones;
- agricultural parcels, both lowland and upland; and
- special areas such as the village site, village cemetery, sacred areas etc.

2.1.2 Reasons for proper storage of the village map

At the village:

- To protect it from exposure to rain, dust and sunlight.
- To maintain a permanent reference in the village for the community and visiting government staff.
To assist future land registration, land management and extension and monitoring and evaluation activity in the village.

To assist with solving boundary and land use disputes which may arise in the future.

At the DAFO:

- To protect it from exposure to rain, dust and sunlight.
- To maintain a permanent map reference in the District Office for staff to use.
- To have the map available for planning future forest and agriculture and land management extension activity in the village.
- To brief staff at provincial and central levels on LUP/LA activity in the village.

2.1.3 Storage methods

Two copies of the village map at a scale of 1:5,000 or 1:10,000 are prepared by district staff when LUP and LA is undertaken in the village.

At the village:

- One copy of the map is presented to the village LUP/LA committee.
- The map is stored in a sealed cardboard mapping cylinder or other suitable container, and in a secure place, by the Village Head or the Chairman of the LUP/LA committee.

At the DAFO:

- One copy of the village map is retained by the senior DAFO Officer responsible for LUP/LA.
- The map should be stored using one of two methods:
  - in a sealed cardboard or PVC mapping cylinder; or
  - in a mapping cabinet or map drawer built for the purpose.
- The map cylinder or map drawer will be labelled with the name of the village (or villages) so that the map can be retrieved (or located) easily.
2.2 Inter-Village Boundary and Management Area Agreement

The inter-village boundary agreement is prepared with the target village committee and representatives of neighbouring villages after the village boundary has been agreed and surveyed.

2.2.1 The method for preparing the inter-village boundary agreement

The method for village boundary survey and preparing the inter-village agreement is explained in Chapter 4 of the Manual on Participatory Land the Planning and Land Allocation.

2.2.2 The reasons for proper storage of the boundary agreement

- The DAFO staff will have a written document to refer to should boundary disputes arise between villages in the future.
- The target village and neighbouring villages will have a written record of the agreement which can be used to settle disputes which may arise in future.

2.2.3 Storage methods

At the village:

- The boundary agreement should be stored in a hard-back clip file with other LUP/LA documents.
- The DAFO should supply the file to the village committee. The District officer responsible for LUP/LA should ensure that the document is placed on the file.
- The Village Head or Chairman of the LUP/LA Committee should take responsibility for the file.

At the DAFO:

- The boundary agreement should be stored in a manila clip file with the village agreement and other LUP/LA documents.
- The Officer responsible for LUP/LA in the District should take responsibility for the file.
2.3 Village Forest and Agricultural Land Management Agreement

This agreement is prepared with the target village LUP/LA committee during the LUP/LA activity. The purpose of the agreement is to assist the villagers and the DAFO staff to manage the forest and agricultural land use zones delineated within the village boundary.

2.3.1 The guidelines for preparing the village agreement

These are described in Chapter 10 of the Manual on Participatory LUP/LA and in LUP Technical Booklet 2, "Preparation of Participatory Village Forest and Agricultural Land Management Agreements". Several copies of the village agreement should be prepared by the DAFO so that they can be distributed to representatives of neighbouring villages.

2.3.2 Reasons for proper storage of the village agreement

- The village LUP/LA committee requires a permanent written record for settling in-village and inter-village disputes. It therefore can not be lost.
- The Village Agreement is an important tool for the committee to manage forest and agricultural land within the various land use zones in the village area.
- Copies of the agreement are available for reference by committees of neighbouring villages which helps create awareness and co-operation between villages on forest and agricultural land management matters.
- The DAFO requires a copy for reference in settling disputes which the village committee can not resolve.
- The DAFO requires a copy to help make annual forestry and agricultural extension work plans for the village/s.
2.3.3 Storage methods

At the village:

- The boundary agreement should be stored in a hard-back clip file with other LUP/LA documents.
- The DAFO should supply the file to the village committee. The District officer responsible for LUP/LA should ensure that the document is placed in the file.
- The Village Head or Chairperson of the LUP/LA Committee should take responsibility for the file.

At the DAFO:

- The boundary agreement should be stored in a manila clip file with the village agreement and other LUP/LA documents.
- The Officer responsible for LUP/LA in the District should take responsibility for the file.

2.4 Village Land Use Planning Data

The following land use planning data forms and records need to be collected and stored properly by the DAFO at the end of LUP/LA activity in each village:

- Family socio-economic data forms.
- Family land ownership and land use data forms.
- Summary form for family socio-economic data and family land ownership and land use data.
- Village population growth projection data.
- Village problem/needs data (including the women's data).
- Village land allocation criteria record.

2.4.1 Methods for collecting, analysing and using data

The methods for data collection and analysis are described in Chapters 5 and 6 of the Manual on Participatory LUP/LA.
2.4.2 Reasons for storing the various data securely

- The DAFO requires the information be accessible at any future date.
- The data can be referred to if questions arise about LUP/LA decisions.
- The information can be used for follow-up extension activity in the village.
- The information can be used when monitoring and evaluation activities are being undertaken in the village.
- The information can be used when preparing future village extension plans.

2.4.3 Storage methods

- All of the above data should be kept at the District DAFO office.
- A “LUP data file” should be started. Because of the quantity of the information a large hard back clip file is required.
- The file should be divided into sections so each type of data can be separated and found easily eg. Section 1: Family socio-economic data  
  Section 2: Land ownership and land use  
  Section 3: Summary form for SE and Land data  
  Section 4: Population growth data, etc.

2.5 Village Land Allocation Data

The following land allocation data forms and records need to be collected and stored properly by the DAFO at the end of LUP/LA activity in each village:

- Land Parcel Survey Data Forms.
- Land Parcel Map Forms.
- Temporary Land Use Transfer Forms.
- Land Use Contract Form.
- Village Land Allocation Summary Form.

2.5.1 The reasons for proper storing of completed data forms

These forms contain the field survey data for all the agricultural plots which have been claimed, measured and allocated. If this data is retained and questions arise about plot surveys, plot ownership, location of allocated plots, size of plots, number of plots per family and other information, it is possible to check the information. If the data is not retained properly, and questions arise, the only way to resolve
problems is to do new surveys of agricultural parcels which is both time consuming and costly.

**The Village Land Allocation Summary Form:** This form provides a summary of the agricultural land claimed, land measured, and land allocated to all families in the village.

- The summary provides a ready reference for DAFO staff on land claims and land allocations.
- The data is readily available for reporting purposes.
- The summary provides a back-up in case the LA documents at village and DAFO level are lost or destroyed.
- The village LA data summaries can be aggregated into District summaries as required.
- The families in the village have to retain the documents as evidence of the plots of land transferred to them and the land uses which are planned.
- The family documents are available for reference at the time land tax is collected in the village.
- The DAFO requires a copy for reference as required to supply details of all family parcels to the District Land and Property Office for registration.
- A complete set of all the family documents must be kept in case the documents at the village are lost or destroyed.

**2.5.2 Storage methods**

After field surveys are completed land parcel maps are drawn and the land transfer and land use contract forms are prepared and signed. These are stapled in a set for each family. A minimum of two copies have to be prepared. One copy is left with the family and one copy is retained by the DAFO.

**The family copy of land allocation documents:**

These should be stapled together, issued to the family, and recommendations made for keeping the documents in a safe place.
If three copies are prepared they should be filed in chronological order in a hard backed clip file. The Village Head or the Chairperson of the LUP/LA Committee should take responsibility for caring for the file.

**The DAFO copy of family land allocation documents:**

- The set of documents retained at the DAFO office should be filed in chronological order in a hard backed clip file. The file will be labelled with the name of the village.
- The file will be stored in a filing cabinet (if available) or in a filing cupboard.
- A copy of the Village Land Allocation Summary Form will be placed at the front of the file so that the details of the allocation to all families in the village can be referred to easily.
- A copy of the Village Land Allocation Summary Form should be provided to the Lands and Property Department at the time the land allocation forms are presented for registration.

**If a computer is available:**

- Type the details of the Village Land Allocation Summary Form into the computer in a Land Allocation Directory. A File should be created for each village. The file should be copied onto a back-up floppy diskette.
- File one hard copy of the form in the Village Land Allocation file.
- Keep one copy in the District Land Allocation Summary file.
- Provide a copy to the District Land and Property Office.

### 2.6 Village Land Use Planning and Land Allocation Report

At the completion of each LUP/LA exercise a summary report is prepared by the implementing team. This report contains various information such as: the objectives of the activity, participants, period the work was undertaken, a history of the village, location of the village, a summary of secondary data for the village natural resources, LUP/LA activities conducted, results and outputs of the activities conducted, perceived impacts, strengths and weaknesses, and follow-up activities necessary.

Copies of these reports are forwarded to the PAFO.
2.6.1 Reasons for proper storage of the report

- To ensure the report does not get lost.
- The report will be available for ready reference.
- The report will be available for copying if requested.
- To assist with future extension work and planning.
- For progress reporting on LUP/LA activity.

2.6.2 Storage methods

- Type the report following the format required.
- File a copy in the DAFO Land Allocation file.
- Keep a copy in the village LUP/LA report file (with the Village Agreement).
Storing Land Use Planning and Land Allocation Information

1. Village Sketch Maps and Village Land Use Maps

2. Village Boundary Agreement

3. Village Forest and Agricultural Land Management Agreement

4. Village Land Use Planning Data

5. Village Land Allocation Data

6. Land Use Planning and Land Allocation Report

Mapping Cylinder or Mapping Cabinet

Chrono File 1

Chrono File 2
**Glossary of Terms and Acronyms**

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<tr>
<th>Acronym</th>
<th>Description</th>
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<td>DAFO</td>
<td>District Agriculture and Forestry Office</td>
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<tr>
<td>LSFP</td>
<td>Lao Swedish Forestry Programme</td>
</tr>
<tr>
<td>LUP</td>
<td>Land Use Planning</td>
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<tr>
<td>LUP/LA</td>
<td>Land Use Planning and Land Allocation</td>
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<tr>
<td>PAFO</td>
<td>Provincial Agriculture and Forestry Office</td>
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<tr>
<td>RTC</td>
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