# REPORT ON LAND ALLOCATION AND FOREST ASSIGNMENT AND RECOMMENDATIONS ON ASSISTANCE TO FACILITATE THE EFFECTIVE PROCESS OF LAND ALLOCATION AND FOREST ASSIGNMENT AT COMMUNE LEVEL, LAK DISTRICT, DAK LAK PROVINCE

Short-term Consultant Report

by

Pham Quoc Tuan

August - 1997

On behalf of:

Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH and

Mekong River Commission Secretariat

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INTRODUCTION

Lak district is located in the centre of Dak Lak province, 60km southwest of Buon Ma Thuot, and bordering with Lam Dong province. The topography is sloping and rocky. Lak Lake directly influences the lives of ten of thousands of inhabitants of the district, while at the same time being a mini protection watershed of the Mekong River.

The issues of land protection, soil erosion control, protection of the lake reservoir to ensure water supply for agricultural production and living purposes of the local communities are becoming more and more urgent.

The Vietnamese component of the "Sustainable Management of Resources in the Lower Mekong Basin" project is being implemented by the Department of Agriculture and Rural Development with the assistance of the Mekong River Commission and the German Technical Cooperation Agency (GTZ). The main objective of the project in the first phase is to: collect and analyse technical data related to sustainable watershed management, search, analyse and promote effective participatory approaches in local natural resource management. Therefore, from the very start the project has paid attention to reviewing the current land use patterns, as well as land tenure and security of local inhabitants.

The project held a workshop on Land use Planning and Land Allocation/Forest assignment on August 2-3, 1997 for key staff of Land Management Department, Forest Protection Departments and Department of Agricultural and Rural Development at provincial and district levels. The main purpose was to find out the shortcomings in Land Allocation/Forest Assignment; difficulties of agencies during the implementation of Land Allocation/Forest Assignment; requests of local inhabitants and suggestions of solutions to overcome the shortcomings; to develop methodology, contents and plan implementation steps with special attention paid to the rights and responsibilities of inhabitants in Land allocation/Forest assignment; issues of land tenure; date of land tenure certificates and policies used in land allocation/forest assignment. The workshop also introduced the experiences and results of the land allocation/forest assignment process gained through the Social Forestry Development Project Song Da. Lessons learned from the implementation of land use planning and land allocation/forest assignment, which are relevant for the Lak district, the pilot area and the whole province of Dak Lak. Departments and units at provincial and district levels contributed their ideas how to carry out land allocation/forest assignment procedures and recommended cooperation possibilities among the agencies in order to facilitate the land allocation/forest assignment process in 1997.

1. PRESENT STATUS OF FOREST AND LAND ALLOCATION
1.1 In Dak Phoi Commune

Present status of land use in Dak Phoi commune (old statistics)

<table>
<thead>
<tr>
<th>Land categories</th>
<th>Area (ha)</th>
<th>Allocated to HH</th>
<th>Yet to be allocated village</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total land of commune</td>
<td>14130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Forestry land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with natural forest cover</td>
<td>5639</td>
<td>5639</td>
<td></td>
</tr>
<tr>
<td>with plantation forest</td>
<td>410</td>
<td>410</td>
<td></td>
</tr>
<tr>
<td>bare land</td>
<td>3286</td>
<td>3286</td>
<td></td>
</tr>
<tr>
<td>B. Agriculture land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>wet rice field</td>
<td>70</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>upland field</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>coffee area</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>cashew area</td>
<td>220</td>
<td>220</td>
<td></td>
</tr>
<tr>
<td>other subsistent crops + cassava</td>
<td>300</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>C. Other land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>settlement</td>
<td>32</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>wetland</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>civil construction</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>others</td>
<td>719</td>
<td>719</td>
<td></td>
</tr>
</tbody>
</table>

(Notes: statistics from commune but there are many unlikely figures)

From the above-mentioned figures, all forestry land (bare land and forest covered land) under management of Forestry Enterprise has not yet been allocated to households or groups of households.

The agricultural land is currently being allocated. So far, the fieldwork (survey) has been completed, calculations are being done, and the red book is being prepared for submission to the Commune People’s Committee for approval. It is expected that around October - November 1997 the process of registering and issuing the red book will be completed.

Population: The whole commune consists of 11 villages, 694 households totalling 3821 persons.

The M’Nong people account for 95%, the rest are Kinh people and Tay migrants. The traditional farming practice is slash and burn, shifting cultivation.

1.2 In Krong No commune
The old figures of the commune on land use

<table>
<thead>
<tr>
<th>Land categories</th>
<th>Area (ha)</th>
<th>Allocated to HH</th>
<th>Yet to be allocated to HH</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total land of commune</td>
<td>28250</td>
<td>26711</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>A. Forestry land</td>
<td>26711</td>
<td>5142</td>
<td>95%</td>
<td></td>
</tr>
<tr>
<td>• with natural forest cover</td>
<td>15142</td>
<td>450</td>
<td>39% with natural forest cover</td>
<td></td>
</tr>
<tr>
<td>• with plantation forest</td>
<td>450</td>
<td>450</td>
<td>100% with plantation forest</td>
<td></td>
</tr>
<tr>
<td>• bare land</td>
<td>11119</td>
<td>11119</td>
<td>0.05% bare land</td>
<td></td>
</tr>
<tr>
<td>B. Agriculture land</td>
<td>1347</td>
<td>1347</td>
<td>100% agriculture land</td>
<td></td>
</tr>
<tr>
<td>• wet rice field</td>
<td>45</td>
<td>45</td>
<td>100% wet rice field</td>
<td></td>
</tr>
<tr>
<td>• upland field</td>
<td>1064</td>
<td>1064</td>
<td>100% upland field</td>
<td></td>
</tr>
<tr>
<td>• coffee area</td>
<td>40</td>
<td>40</td>
<td>100% coffee area</td>
<td></td>
</tr>
<tr>
<td>• cashew area</td>
<td>195</td>
<td>195</td>
<td>100% cashew area</td>
<td></td>
</tr>
<tr>
<td>• other subsistent crops + cassava</td>
<td>3</td>
<td>3</td>
<td>100% other subsistent crops + cassava</td>
<td></td>
</tr>
<tr>
<td>C. Other land</td>
<td>292</td>
<td>292</td>
<td>100% other land</td>
<td></td>
</tr>
<tr>
<td>• settlement</td>
<td>32</td>
<td>32</td>
<td>100% settlement</td>
<td></td>
</tr>
<tr>
<td>• wetland</td>
<td>10</td>
<td>10</td>
<td>100% wetland</td>
<td></td>
</tr>
<tr>
<td>• civil construction</td>
<td>250</td>
<td>250</td>
<td>100% civil construction</td>
<td></td>
</tr>
<tr>
<td>• others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The total land area of Krong No is located within the boundaries of Lak Forestry Enterprise; as a matter of fact the enterprise was established before the foundation of the villages. The enterprise was established under government planning and demarcation in 1978, and in 1985 the People’s Committee of Dak Lak province decided to establish the villages. Now the enterprise has stopped its main function (i.e. forest exploitation) due to the government’s no-logging policy. The enterprise has 35 staff who mainly functions as forest product collectors. They are incapable of managing 28,250 ha of forest. Present land use is erratic; the enterprise is just theoretically managing 26,711 ha of forestry land.

Krong No commune has 3,240 persons living in 8 village in 532 households. Inhabitants are mainly M’Nong, with shifting cultivation practice and forest clearing for upland cultivation. The implementation of land allocation/forest assignment in 1996 was not carried out. In fact the actual land tenure has not been issued to the user yet.

1.3 Constraints in Forest and Land Allocation

In fact, forest and land allocation in Lak district has been attempted but not completed. It was not carried out in collaboration with relevant authorities such as land management department, agriculture and forest protection departments, especially without integration into the 327 programme, resettlement program and SRMP, who are active in the same area.

Due to both, the lack of skilful staff who can carry out land and forest allocation and insufficient attention paid to training, the land allocation staff do not understand in full the land allocation policy, land management law, and therefore they could not provide appropriate explanations to people about problems arising.

Lacking of proper guidelines, monitoring and supervision, the land allocation process involves only the land
management department and forestry enterprise; a steering committee at district level has not been formulated to resolve problems and constraints.

There is a lack of participation from commune cadres and local people in discussion and agreement on the process at village level. Exclusively land allocation staff makes the decision. Therefore, there are many complaints and constraints relating to agricultural land allocation.

Agricultural land allocation was not carried out in combination with forestland, which resulted in inefficient resource allocation, i.e. waste of time, labour and costs. Additionally, the classification of agricultural land and forestland has not been done properly, resulting in complaints between local people and the forestry enterprise.

It appears that there has been no land use planning before land allocation!

The symbols and colours used in land use maps and land use planning maps do not follow formal regulations.

These are several constraints in the process of forest and land allocation in Dak Phoi commune of Lak district. It is necessary to find solutions to overcome such constraints to prevent unreasonable costs and satisfy local expectations.

2. RECOMMENDATIONS AS LEVERAGE TO ACCELERATE PROCESS OF PARTICIPATORY LAND ALLOCATION

2.1 Establish district level steering committee and organise the field work

2.1.1 Land Allocation Steering Committee

- **Justification:**
  To manage the agricultural and forestry land allocation, to solve problems arising during the process.

- **Requirements**
  The members of the steering committee should have a good reputation, the capacity and responsibility to link all relevant authorities in the commune and district, and be skilful in organising implementation in the complex area of land allocation.

- **Function**
  The steering committee is the advisory unit, which is established by the district chairman to provide advice in implementing land allocation in the district.

- **Participants**
  - District chairman or deputy chairman
  - Head of land management section
  - Forestry enterprise director
  - Head of agriculture section
  - Head of forest protection section
  - Commune chairman

  - Chief of steering committee
  - Deputy chief (standing)
  - Deputy chief
  - Member
  - Member

- **Activities**
  - Develop land allocation plan for whole district
  - Guide, review and supervise the implementation in every commune
  - Develop land use plans for every commune and submit to district chairman for approval.
- Demarcate the administrative boundary of commune and economic entities in the area, such as "forest enterprise"
- Organise periodical meeting to learn from experience and solve arising problems, report to district chairman.
- Monitor and evaluate the performance.

2.1.2 Field Team

The district chairman should formulate the field team.

- **Function**
  - To work under direct management of the steering committee.
  - To work in collaboration with the commune government and local people in land allocation process.
  - To be responsible for implementation and achievement of results according to the plan.
  - To develop adequate number of maps and materials, at standard quality.

- **Activities**
  - To carry out all contents and steps according to land allocation plans in the planned time.
  - To review or study additionally the present land use statuses at commune level (PRA).
  - To develop land use plan at commune level.
  - To allocate land to households, groups of households and co-operatives.
  - To conduct desk study, calculation, complete land allocation documents to submit for approval and issue red book to local people.

- **Organisation**

Every field team includes:

- One staff from forestry enterprise
- One staff from forest protection department
- One staff from management board of protection forest
- One cadastral staff

After discussion at the workshop on the involvement of local resources, the field team for land allocation includes:
(recommended by relevant authorities)

* At district:

- Forestry enterprise: 3 foresters (2 technicians + one BSc.)
- Forest protection section: 3 foresters (2 BSc. + one technician)
- District cadastral section: 1 technician
- Agriculture Section: 2 technicians (employed by project)
- Commune forestry unit: 1 person (Deputy chairman)
All the above mentioned members will be trained in techniques and steps of participatory forestry and agricultural land allocation and practice in the field. It is planned to divide them into 3-4 groups, each group with one head and deputy head to allocate land in one village, going through each village until one commune is completed.

2.2 Technical Method - Steps in One Process.

2.2.1 Step 1: Preparation

a. Organisational preparation (as mentioned in Section I)

b. Technical preparations

- Maps

- The maps used for land allocation/forest assignment implementation are topography maps with a scale of 1:10,000 or 1:5,000; for the areas without maps of 1:10,000 they can be enlarged from the original topography maps of 1:50,000 or 1:25,000 with additional details on terrain, roads, rivers, streams, and names of places in the local language.

- Collection of existing maps on land use situation and existing maps of agricultural plots... If the maps of agricultural plots have a scale of 1:2,000, they can be reduced to the same scale as land allocation/forest assignment maps of the whole commune or village.

- Boundary maps 364, land use planning maps of district, commune levels.

- Collecting relevant data

- Collecting information on economic, social situation, agro-forestry production, potentials and difficulties and major issues through PRA.

- Survey documents on existing land use patterns of the commune

- Survey documents on land use planning of the commune, e.g. shifting cultivation.

- Data on forest lands and plantation over the past few years

- Other related documents

- Systematically demarcate boundaries between villages in the commune

Copy administration boundaries of commune and villages into topography map with a scale of 1:10,000. The places that are not clear or causing conflicts should be marked on the maps.

- Obtaining transparency of working maps

Use technical-use papers for transparency, copy all the boundaries of villages, contours, names of places, terrain, rivers, streams, roads... to be the basis for field work to establish land allocation maps. This gives the output map for land allocation/forest assignment.

- Stationary, technical and financial materials
Transparency papers, pen-brushes, technical instruments, working maps and allowances for staff

- Technical training
  - Select staff of the units participating in land allocation/forest assignment process (proposed by personnel departments) for training.
  - Training on methodology and steps in fieldwork, calculation, documentation, approval and issuing of red books to the people. Training contents should focus on the following aspects:
    - skills of using maps, producing transparencies from original maps, establishing output maps, making signs based on the rules agreed between the Land Management Ministry Department and the Ministry for Agriculture and Rural Development;
    - skills on land use planning, land allocation/forest assignment in the field;
    - skills on communication with people, on organisation workshops with participation of inhabitants;
    - Select a village to be pilot area for the district.

2.2.2 Step 2: Surveys, reviews on land use and land use planning situation (commune level)

a. Land use situation

* If maps on land use situation are not yet available:
  - Work with local investigation staff (Investigation team No.3) and officers at commune, village levels to prepare present land use map, add all agricultural and forestry land and bare lands to the map. Complement maps with additional statistics of land and forest area (through PRA).

* If maps on land use situation are available:
  - Work with officers at commune, village levels to adjust the existing map to suit the practical situation, add data of area to the statistics.

b. Land use planning

* If maps on land use planning are not yet available:
  - Field staff should discuss with commune officers, village headmen on existing land use and resources of the commune, conditions for future land use patterns. For example: protection and production needs, the area that could be given priority for agricultural production, industrial activities, fruit trees, etc. Where forest should be protected, regenerated or planted, proposed species etc.
  - Jointly clarify boundaries for management and transfer details into the map.

* If land use planning maps are already available
  - To cooperate with commune officers and village headmen in reviewing land use planning to find out shortcomings and unsuitable aspects so that land use planning for agricultural and forestry land of the whole commune can be adjusted and agreed between all involved parties.
  - Find out about unsuitable issues in demarcation of boundaries and solutions for adjustment.

c. Submit land use planning for approval at commune level

After completing the land use planning process at commune level it must be approved by the People’s Committee of the commune, who shall submit it to the district PC for approval.

2.2.3 Step 3: Land use planning (village level)

a. Meeting at village, hamlet level: first round
• Reasons and purposes of land use planning and land allocation/forest assignment

* Why is land use planning and land allocation/forest assignment carried out?
  - In 1995 agricultural land was allocated to farmers - a process carried out without land use planning, without clear classification of agricultural and forestry land, and without the participation of farmers. Therefore after the completion of the process, many households did not have enough land, and agricultural land situated far from the settlement area was not allocated to households.
  - Forestry land under the management of Forestry Enterprise, in fact, was not managed.

* Purposes:
  - To allocate land for agricultural production, to ensure that land and forests are properly managed, to ensure the protection function of Lak Lake.
  - To ensure effective utilisation of bare land, to control soil erosion and degradation
  - To generate incomes for inhabitants from forests and bare land, to make people’s lives linked with forests, ensuring sustainable and effective land use patterns.
  - To disseminate State policies and strategies (Governmental Decree 02/CP - Law on Land issued in 1993).
  - To promote the rights and responsibilities of farmers to receive allocated land and forest (introduced at the workshop held in Buon Ma Thuot on August 1-2, 1997).

* Discussion
To listen to farmers’ opinions, take minutes and discuss solutions to overcome difficulties.

• Village modelling

* Why is it necessary to establish a model?
  - To help local inhabitants see the whole picture of their village (topography, land use situation, population...)
  - to make it easier for inhabitants to discuss advantages and disadvantages of their locality
  - to make it easier to add details on land use situation, names of places, roads, rivers, streams to the map

* Implementation:
  - Work team officers explain the purposes of model establishment to the participants of the meeting
  - To select subjects that are easy to recognise (transportation roads, big streams, PC office, medical station, school) and starting points for modelling the whole village.
  - Use leaves and colours to mark forest land, agricultural land, land of industrial trees, settlement land, bare land... and then add names of places.
  - Then all the topographic subjects, rivers, streams, village boundaries and land area, agricultural and forestry land as well as planned constructions, will be added into a topography map with a scale of 1:10,000.

• Discuss land use planning on the model: use colour paints to clarify boundaries of village, Forestry Enterprise, 327 program, and program for sedentarisation. Encourage villagers to discuss future land use planning, protection land, production land, forest plantation land and land to be used for agricultural production and production of industrial crops.

Everybody agrees that the technician will add all the contents of land use planning that villagers made on the model into the village land use planning map 1:10,000.

Material used for modelling: sand, clay, leaves and colours paints.
It is recommended to encourage and guide the villagers to participate actively rather than do it for them. This practice showed that the villagers establish a model faster and more exactly than technicians from other locations.

- Create transects of village

Based on modelling contents, select and conduct walking transects to add field details into existing map and land use planning map of the village.

After the meeting 1-2 villagers are selected to walk with the village headman through the transect to add the things that lack in the model and map.

- Participants of the meeting: traditional headman, heads of households, women account for at least 20% of the participants.

2.2.4 Step 4: Land allocation/Forest assignment

a. Village meeting, round 2: plan for land allocation/forest assignment

- Use the established model to discuss land allocation/forest assignment, propose land allocation methods at the field. At the meeting, if the villagers do not understand land allocation/forest assignment policies as well as their rights and responsibilities, the working team must explain again to them. Then they should give them a form of application, guide the form filling and plan for land allocation/forest assignment at the field.

- Discuss on management and protection of existing forests.

- Discuss land resources of the village to adjust land allocation between the households with more or less agricultural land. The households themselves with the assistance of district, commune officers and project staff decides these issues.

- Discuss on land allocation for households, groups of households and village community to suit local land resource.

- Collect application forms

b. Organisation of land allocation/forest assignment at the field

- Heads of households go to the fields, point out plots of forestland, land for industrial crops, vegetables to be grown or the existing cultivation area to add to the map.

- Heads of households, village headman and technicians compare with the application for land allocation/forest assignment to identify the boundaries of the fields, and fix land marks for households and groups of households.

- If the actual boundaries are difficult to recognise on the map, they can be discussed and adjusted.

- Having agreed on the boundaries and finished land allocation in the fields, the head of the working team and head of the household to receive allocated land sign a contract right at the field (location, boundaries of households); the area will be calculated and informed later.

- If land is allocated to a group of households, they should select a head of group to sign the contract on behalf of the group.

- As for forest assignment contract, it should be signed by heads of households or head of groups and the project director, or head of management unit, or head of forest protection station (depends on what area belongs to the management of what unit as regulated by Law).

2.2.5 Step 5: Calculation, establishment of output map

a. Adjust working documents and put them in order

Arrange documents based on places, plots in a village, including the original of:
- application form for land allocation/forest assignment
- working land use planning and land allocation/forest assignment map of the fields (1:10,000)
- Land allocation minutes and forest assignment contracts

b. Calculation of land area allocated to households and groups of households.

- Calculation of the area based on squared net (by hand)
- calculation by machines with GPS method
- Establish the statistics table of the area of land types
- Establish the statistics table of the area of allocated land
  - for households
  - for groups of households
  - for co-operatives of the village

(to be explained in detail in the pilot calculation at a village to be held in October 1997).

2.2.6 Step 6: Submission for approval and issues of certificates

- Monitor and complete procedures
- inform the data of land allocation/forest assignment to the village, in case of disagreements it can be reviewed and adjusted right in the village
- Mapping, issuing decisions and certificates of land use rights (issuing of red books).

The documents for land allocation/forest assignment include:

1. Application form: 3 copies
2. Minutes of Land allocation/Forest assignment at the fields 3 copies
3. Forest assignment contract 3 copies
4. Land use planning and Land allocation/Forest assignment map 3 copies (1:10,000)
5. Table of land classification of the village and the commune
6. Results of land allocation/forest assignment of village, commune
7. Decision on land allocation/forest assignment signed by the chairman of district PC
8. Red book

References

1. Technical document issued by the Forest Protection Department in 1996
2. Technical document on land use planning and land allocation/forest assignment of Social Forestry Development Project Song Da
3. Technical document on agricultural land allocation issued by the Land Management Department in 1994
4. Document on forest classification and criteria for classification issued by the Forestry Inventory and Planning Institute in 1990.
5. Document on criteria of land use planning of SFDP Song Da.
6. Document on colours used for existing maps, land use planning maps, land allocation/forest assignment maps of Land Management Department and Forestry Inventory and Planning Institute.

ANNEX I

WORKING SCHEDULE IN DAK LAK

August 1\textsuperscript{st}

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.m.</td>
<td>Collect information from relevant project and authorities in Dak Lak</td>
</tr>
<tr>
<td>7:30 - 11:00</td>
<td>Meeting with project staff in project office (Mrs. Ute Bartels, Mr. Thanh, and Mr. Nghi)</td>
</tr>
<tr>
<td>p.m.</td>
<td>Meeting with Director of Land Management Department, Mr. Duc and staff in charge of forestry land allocation</td>
</tr>
<tr>
<td>16:00 - 19:00</td>
<td>Meeting with Mr. Binh, director of agriculture and rural development department</td>
</tr>
<tr>
<td>19:00 - 19:30</td>
<td>Agreed on training curricula on land use planning and land allocation in Lak district</td>
</tr>
</tbody>
</table>

August 2\textsuperscript{nd}

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.m.</td>
<td>Opening and registration session, Mr. Thanh, Mr. Minh</td>
</tr>
<tr>
<td>8:30 - 10:30</td>
<td>Report on land allocation in Lak forestry enterprise (Mr. Long)</td>
</tr>
<tr>
<td>10:30 - 11:30</td>
<td>Discussion</td>
</tr>
<tr>
<td>p.m.</td>
<td>List out the short-term problems and constraints.</td>
</tr>
<tr>
<td>14:-- - 16:30</td>
<td>Introduction of significance of land allocation, red book, benefits, mandate of local people who receive land and forest, policy on land allocation and decree 02/CP of the government, law on land management 1993 and law on forest protection and development</td>
</tr>
<tr>
<td>16:30 - 16:40</td>
<td>Conclusion.</td>
</tr>
</tbody>
</table>

August 3\textsuperscript{rd}

Training on content, steps of land allocation, the co-ordination between land management department and forestry enterprise, provincial department for forestry development

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.m.</td>
<td>Introduction of new concept in land allocation and land use planning</td>
</tr>
<tr>
<td>9:30 - 10:00</td>
<td>Discussion</td>
</tr>
<tr>
<td>10:15 - 11:00</td>
<td>Land and forest categorised system, criteria for land use planning.</td>
</tr>
<tr>
<td>p.m.</td>
<td>The concrete steps for land use planning and land allocation in Dak Phoi commune, Krong No commune, Lak district</td>
</tr>
<tr>
<td>16:30 - 17:00</td>
<td>Conclusion, recommendations of resources (the participation of staff, proposed training, and practice in the field)</td>
</tr>
</tbody>
</table>

ANNEX II: TRAINING RECOMMENDATIONS

1. Training capacity for LUP and LAND ALLOCATION

1.1 Proposed trainee

- Project staff
- District forest guards
- Provincial and district cadastral staff
• Staff from district agricultural section

1.2 Number of trainees is about 12-15 persons/course

1.3 Timing: October 1997

• Theory: 1-2 days
• Practice: 4 days in village

1.4 Site: in Dak Phoi commune, Lak district

1.5 Training content

• Map and technical tool utilisation skill
• LUP and LA skill, steps of LA
• Organisation skill for holding one meeting (propose list of local people to attend the meeting, evoke participation in discussion.
• Skill to develop output map, key of the map, the colour application in existing land use map, land use planning and land allocation maps.

1.6 Instructor

• SFDP staff
• Mapping expert Nguyen Huu Hung, FIPI

1.7 Select one village in Dak Phoi for trial, learn experience, review and expand to other village in the commune

1.8 Training curricula is responsible by:

• Mr. Pham Quoc Tuan
• Mr. Nguyen Huu Hung

1.9 Organise implementation:

• Mr. Tran Ngoc Thanh: Field Co-ordinator
• Mr. Tran Huu Nghi: project staff

ANNEX III: PLAN FOR LAND ALLOCATION IN ONE COMMUNE

(Prepare for PRA, LUP and LA in one commune of area 10,000 ha with approximately 10 villages)

1. Formulate one work team (3-4 persons) 2-3 days
2. Technical training 6-7 days
3. Revise existing LU patterns + PRA 10 days
4. LUP at commune level 01 day
5. Local people meeting 2 times/village (10 villages) 20 days
6. Modelling, transect mapping (10 villages) 10 days
7. Additional agricultural land allocation (10 villages) 50 days
8  Forestry land allocation (10 villages)  40 days
9  Desk work for output mapping, approval of red book  60 days

- Total man days for completing LUP and LA, approval of red book for one work team of 2-3 persons are about 200 days (some 7 man months)
- If we have 12 staff dividing into 3-4 teams, it takes about 2 months

Remarks: This proposal is made from personal experience, it is proposed to complete LA for one commune in good condition (dry season because in rainy season, it's unworkable) and sufficient resource. Of course, it is also depended on cropping of farmers; it's one factor affect to LA process in the commune.