

**DEPARTMENT OF AGRICULTURE AND
RURAL DEVELOPMENT
OF QUANG BINH PROVINCE**

QUANG BINH FOREST PROTECTION SUB-DEPARTMENT

Guideline

Development and Implementation arrangements of Forest Protection and Development Regulations in villages and communities in Quang Binh province

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PREFACE

This guideline on the development of forest protection and development regulations is developed by the “Sustainable Management of Natural Resources in Central Vietnam (SMNR-CV)” project, which is implemented by GTZ and executed by GFA and DED. The methodology and the practical guidance as described in this guideline has been tested in the field in two communes, Dong Hoa commune in Tuyen Hoa district, Thuong Hoa and Hoa Hop in Minh Hoa district. Lessons learnt from field implementation as well as lessons learnt from other and former projects in Quang Binh Province, including the “Forest garden Project” implemented by Flora and Fauna International on behalf of Counterpart International, the “Integrated Food Security Project” supported by GTZ and implemented by GFA, and WWF Indochina’s “Linking Hin Namno and Phong Nha through parallel conservation project” are integrated into a comprehensive implementation guideline which was published in March 2006.

However, due to the recent issuance of the national Circular 70/2007/TT-BNN on guidance for implementing organizations on the formulation of Village Forest Protection and Development Regulations further adjustments of the previously applied methodology were required. In close cooperation with the national consultant Mr. Phung Van Bang these adjustments have been incorporated into the implementation guideline and furthermore a detailed monitoring and evaluation questionnaire developed.

The adjusted methodology has been presented and discussed during a provincial meeting with the community forestry consulting group and relevant stakeholders from district level.

The guideline is written for staff of the FPD at the provincial and district levels and for technical staff at the commune level who can support villagers in developing Forest Protection and Development Regulations. The SMNR-CV project hopes that this guideline will lead to the development of regulations that are effective in enforcing the sustainable management of natural resources to ensure that the natural resource base is maintained for present and future generations.

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List of Abbreviations

CPC	Commune Peoples' Committee
CPI	Counterpart International
DED	German Development Cooperation
DPC	District Peoples' Committee
FFI	Fauna & Flora International
FPD	Forest Protection Department (at provincial level)
FPDR	Forest Protection and Development Regulations
FPU	Forest Protection Unit (at district level)
GTZ	German Technical Cooperation
MB	Management Board
M&E	Monitoring and Evaluation
NTFP	Non Timber Forest Products
SFE	State Forest Enterprise
SMNR-CV	Sustainable Management of Natural Resources in Central Vietnam
WWF	Worldwide Fund for Nature



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For the development of the FPDR in Dong Hoa commune, Tuyen Hoa district and Hoa Hop commune in Minh Hoa district, we are very grateful to the support of Vu Van Manh and Nguyen Van Hop, foresters of the SMNR-CV project and the field staff of the district offices.

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Finally we are grateful to Mr. Hans-Jürgen Wiemer, CTA of the SMNR-CV project for his backstopping support and Ms. Pham Thi Lien Hoa who carefully translated this manual into Vietnamese.

We hope that this manual can contribute to the development of specific FPDR that can support the sustainable management of the natural resources in Quang Binh province and elsewhere in Vietnam.

SMNR-CV Forestry group



DEVELOPMENT OF VILLAGE FOREST PROTECTION AND DEVELOPMENT REGULATIONS

GUIDELINE

INTRODUCTION

This guideline for the development of forest protection and development regulations (FPDR) is based on a former guideline developed by projects supported by WWF and GTZ in Quang Binh Province in the year 2002 and the guideline incorporated in the Training Package on Community Forestry developed by the Social Forestry Development Project in Song Da in the year 2004. The development of FPDR is based on Circular 56/1999/TT-BNN-KL, dated 30 March 1999 and titled "Guiding the elaboration of the convention on protecting and developing forests in the communities, in the hamlets and villages in the plains and mountain areas". An earlier draft of this guideline has been discussed with provincial and local stakeholders in a workshop in Dong Hoi held on 7 September, 2005.

The aim of this guideline is to provide a comprehensive methodology and practical guidance for the development of FPDR in order to strengthen sustainable management of the existing forest resources in villages.

The guideline is written for staff of the Forest Protection Department (FPD) and commune staff to help villagers in developing effective FPDR that reflect the specific conditions of the local situation in the villages. The development of detailed FPDR is not easy and requires a good understanding of forestry legislation and sustainable management, but more importantly requires good facilitation skills to help villagers to develop FPDR that are specific for their area. Therefore, it is recommended that Forest Protection Unit (FPU) staff and responsible commune staff will be trained for four days (two days technical training and two days field practice) in this methodology and in facilitation skills before going out to the field for supporting villagers with the development of FPDR¹.

The establishment of FPDR is a first step towards sustainable forest management at the local level. They need to be developed with local participation of poor and rich, young and old, men and women in order to ensure support for the regulations at local level. Without this support, the FPDR will not be applied and implemented properly.

This guideline consists of two parts. Part 1 is a description of the methodology and Part 2 contains practical guidance to draft FPDR as described in step 2 of the methodology. Furthermore the guideline includes a number of appendixes that provide background information for the development of the FPDR.

¹ For materials on facilitation skills see e.g. the Training of Trainers (ToT) Book, material for ToT participants – General guide for facilitation and planning. In: Training Package Community Forestry, 2004. GTZ/GFA Hanoi, Vietnam.



Basic Principles

This guideline on FPDR is based on the following principles:

1. Fit within the legal and administrative framework and on the basis of the socio-economic development plan, land use planning and local forest protection and development planning
2. Be simple and easy to be implemented with the local available resources
3. Ensure that issues of all groups in the community (including women, the poor, ethnic minorities and other disadvantaged people) are respected and taken into consideration
4. Strengthen the sustainable management of forest land and mitigate negative impacts on the forest resources
5. Be participatory and ensure that women, ethnic minorities, the poor and other disadvantaged groups fully participate in the process to develop FPDR
6. Reflect local people's needs to access and use forest resources (and not merely focused on forbidding the extraction of forest products)

PART 1: METHODOLOGY

The development of FPDR involves six steps:

1. Preparation
2. Development of draft FPDR by a selected group of local villagers, with guidance from the FPU, communal forest extension worker and, where appropriate, the State Forest Enterprise (SFE).
3. A village meeting at which the proposed FPDR are presented and discussed with inhabitants of the village (at least one representative of each household should take part in this meeting).
4. Finalize FPDR document and submit for approval
5. Dissemination of FPDR at village level
6. Implementation, monitoring and evaluation of the regulations to ascertain whether or not they are being applied and/or need revision. This should involve a bi-annual village meeting.

It is expected that the development of the FPDR will take about four days; one day preparation, two days for the development of the draft regulations and one day for discussing the draft regulations in a village meeting. Also time is required for the writing of the FPDR document for submission to the authorities. The time needed for authorities to approve the FPDR depends on the authorities and the contents of the regulations.

1.1 Step 1: Preparation

Before going to a village to develop the regulations, a few preparations may need to be made to make the meeting successful:

- Gather documents such as village or commune land use maps, land use plans, land allocation maps and communal socio-economic development plans.
- Review existing socio-economic data of the commune and village and existing data on the available forest resources
- Organize a meeting at communal level in which all hamlet leaders attend. During this meeting the forest guard and the communal forest extension worker can introduce their program to the commune authorities and hamlet leaders. In the same meeting, the dates for developing FPDR and the establishment of a FPDR development group should be scheduled. The FPDR development group could comprise about 10 to 12 people including the village leader (and traditional village leaders in ethnic minority villages), representatives of the mass organizations (Farmers Association, Women's



Union, Veteran Organization, Youth Union, etc.) and representatives of the different groups in the village (e.g. rich, poor and ethnic minorities). At least 30% of group members should be women as women and men often use different forest products and have different, complementary or conflicting interests. It is also of major importance that the poor are represented in the group that drafts the FPDR as the poor depend for a large extent on the forest resources for their livelihood.

- Copies of legislation (Circular 70 /2007/TT-BNN, Circular 56/1999/TT-BNN-KL, Decision 245/1998/QD-TTg, Decision 8/2001/QD-TTg, Decision 178/2001/QD-TTg [only if forestland has been allocated], Decision 48/2002/QD-TTg, New Land Law 13/2003/QH11, Forest Protection and Development Law 29/2004/QH11, Decree 79/2003/ND-CP, and Decision no. 24/1998/QD-TTg). See also appendix 1 for an overview of relevant Government policies
- Gather information about programs and projects that support the establishment of tree plantations (e.g. Program 661) and/or provide tree seedlings for free or for reduced costs.

It is recommended that preparations begin at least one week in advance, so that the village leader and members of the group can prepare themselves and schedule their attendance.

1.2 Step 2: Development of draft FPDRs

The FPDR are drafted by a group of 10 to 12 people that represent the interests of the village, including rich and poor people, men and women, young and old and representatives of mass organizations.

The development of the draft regulations could be considered as the most important step in the process. The responsible forest guard should give a small introduction to the need for developing FPDR in villages where forest land is available. After this introduction the group should agree on what they would like to achieve with the FPDR. The group will then draw a sketch of the available forest resources of the village and analyze the problems related to forest protection and development per area. Further discussions will include the benefits and rights of villagers, and the formation of forest management groups to share responsibilities to manage allocated land that is relatively located far from residential areas. Discussions will be held also on where which species/which parts/which plants/animals (what) by whom (open access/restricted access), and when (throughout the year/restricted period) can be collected and 'how' (what kind of equipment; e.g. no guns) and 'how much' (e.g. restricted amount per household). Furthermore, the group should suggest how the regulations are to be implemented, and the procedure for fining, compensations and awarding. And finally the group should discuss how the FPDR can best be disseminated within the village and in neighboring villages.

Staff of the FPD and technical commune workers is expected to help villages with the development of FPDR. See box 1 for the roles that the FPD staff and commune members are expected to play.



Box 1: Roles of the Forest Protection officers and community members

This proposed methodology for the development of FPDR consumes a lot of time and resources, and asks for a high level of understanding of the functions of forests, forestry legislation, and sustainable management by the facilitator. The role of facilitator should be taken up by the Forest Protection Officers. They should assist the villages during the whole process from preparations to dissemination and monitoring of the FPDR. The facilitator's task is to be accepting and supportive. The facilitator should create an atmosphere of trust and safety in which people are willing to share information and to cooperate with each other. They should use simple language and speak slowly and should ensure that ideas of the poor, women and young people are incorporated in the FPDR. The FPDR should reflect all interests of the different groups in the village. The Forest Protection Officers should also make certain that the developed FPDRs respect the Vietnamese policies (see the overview of relevant policies in Appendix 1).

The major role of the village members is to organize the needed meetings and actively participate in these meetings. The Village Forest Management Board should select the participants for drafting the FPDR and ensure that this group reflects the major groups of the village (both the better-off and the poor, men and women, young and old). Women and the poor are the main users of forest products and their presence is a prerequisite for the development of proper FPDR. A secretary should be appointed to take minutes of the meetings.

There are different approaches that can be used to develop FPDR. In situations, where villages have access to extended forest areas, FPDR can best be developed per zone based on the outcomes of the village resource mapping. The FPDR development group is then split up according to the number of identified zones and each subgroup develops regulations for a specific zone on all relevant topics, such as harvesting of timber/NTFPs, hunting, upland clearing and burning, fire prevention and control, cattle grazing, etc. After each subgroup has developed the regulations for a specific zone, the results are presented and discussed in a plenary group meeting. In the plenary group meeting, decisions will be made on the final (draft) formulation of the regulations for each specific zone.

In situations, where some villages have access to large forest areas while others have only limited access, FPDR can best be developed per topic. In this case first the topics will be defined which should be included in the FPDR and then the specific regulations per topic for the village will be identified, specifying the areas within the village, where the regulations should be applied. The FPDR development group is split up into subgroups to develop regulations on different topics. After each subgroup has developed the specific regulations on a topic, the results will be presented and discussed with the entire group. During the plenary meeting, decisions will be made on the final (draft) formulation per regulation for each topic.

Both approaches are effective to develop draft FPDR that reflect the actual situation in the village and take about two days.



A tentative agenda could for example be as follows:

Day one	
Time	Topic
Morning	Introduction
	Setting objectives
	Benefits and rights of villagers
	Village forest resources mapping
	Analysis of problems related to forest protection and development
Afternoon	Formation of forest management groups
	Designing regulations for forest development
	Summary and feedback
Day two	
Time	Topic
Morning	Agenda of the day and summary of previous day
	Selection of zones/topics for which regulations need to be developed
	Development of specific regulations per zone or per topic in subgroups
Afternoon	Presentation on developed specific regulations in plenary meeting
	Establishment of forest monitoring group
	Procedures for punishments and awarding
	Dissemination of FPDR
	Summary and closure

The main points during the meeting for the development of the draft FPDR, are thus:

1. Introduction and awareness raising about the need of developing FPDR
2. Setting objectives for FPDR
3. Benefits and rights of villagers
4. Village forest resource mapping
5. Analysis of problems related to forest protection and development
6. Formation of forest management groups
7. Designing specific regulations per zone or per topic (topics that could be included are forest development, harvesting of forest products (plants), upland clearing and burning, fire prevention and control, cattle grazing, mineral and construction material exploitation, and hunting and harvesting of wildlife)
8. Establishment of forest monitoring group
9. Identification of the procedures for fining, compensations and awarding
10. Decide on how regulations will be disseminated in the village (e.g. copies and/or sign boards).

In part 2 of this guideline, practical guidance is given for the development of the draft FPDR with clear steps for each point. The hamlet leader and the technical support staff should draft the FPDR based on the outcomes of the discussions (see also box 4 for the format of the FPDR). Below follows a brief description of each of the above mentioned points.

Introduction to the meeting and awareness raising about the need of developing FPDR

The first point during the development of the draft regulations is to introduce the objectives, steps, time that is required and the role that participants are expected to play. Furthermore some information can be provided about the need of developing FPDR. Information about forest functions will help to provide a better understanding about the urgent need for the establishment of regulations. Appendix 2 introduces the major



functions that forests provide - regulatory functions, production functions, carrier functions and information functions. Some of these functions are often overlooked because, although they are invaluable for daily life, they do not provide direct economic benefits.

Setting objectives for the FPDR

All people in a village should agree on the objective of the FPDR. It is important for the development of comprehensive regulations that local villagers have shared perceptions on the purpose of the FPDR and that they agree on what they want to achieve with the FPDR.

Benefits and rights of villagers

The FPDR should clarify the benefits and rights of (different groups of) villagers to exploit forest products (according to Vietnamese law). Also villagers (e.g. the poor) who do not have allocated forest land should have access to forest products needed for their livelihood. In this session access to forest products for these disadvantaged groups should be discussed. The FPDR should not focus merely on forbidding the use of forest products and forest protection, but enforce the sustainable use of forest resources. This means that exploitation of forest products should be based on the reproduction of the desired species to ensure the resource base. If exploitation takes place regardless the reproduction of the species, the species will simply disappear and no one can ever enjoy its products again.

Village forest resources mapping

Village forest resource mapping documents the location of different forest resources in the village. The village map can be used as a tool for further discussions on the vegetation, useful species, type of forest land (protection forest/production forest/ special use forest), problems (livestock/over exploitation), current management and future management opportunities of each forest site. The discussion results will help to formulate the FPDR.

Analysis of problems related to forest protection and development

The FPDR should target the causes that lead to forest depletion in the village area. Forests can provide desired products such as timber, fuelwood, medicinal plants, etc in perpetuity if properly managed. However, taking large amounts of forest products results in decreased availability of species and increased workload, as people have to look longer and travel farther to find the same species or the same quantity. At this point of developing the draft FPDR the group will analyze the situation leading to overexploitation in the village forest area. The FPDR should address the specific situation of each village in order to ensure that forest resources are sustainably managed and maintained for present and future generations.

Formation of forest management groups

One of the major problems of managing forestland that has been allocated to individual households is the unclear boundaries of the individual plots. In many cases in Minh Hoa and Tuyen Hoa districts forestland has been allocated in long narrow strips from close to the household to over the hills. Sometimes these strips are 30 m wide and over 5 km long. Allocation of long narrow strips of forest land might be a good option to promote equity (all households receive a same area of forestland of similar status) but hampers the management and protection of the forestland located further away from the household as boundaries are unclear and/or not maintained. (The management of forestland allocated to individual households close to residential areas is in general carried out properly as management and protection are relative easy). The clarification and maintenance of the boundaries further away from the residential area is complicated and time consuming. Apart from the actual delineation also the maintenance of the boundaries is difficult. If strips along the boundaries are cleared for demarcation, the vegetation will soon grow



back and the boundaries disappear. Therefore it is suggested to form forest management groups to manage the forest land located at a certain distance from the residential area. These groups would ideally consist of people who have allocated forest land adjacent to each other. The size of the forestland managed by a group should follow as much as possible existing ecological boundaries and features to ease the demarcation.

Designing regulations on forest development

At this point the group will discuss which locations are suitable to set up tree plantations and under which conditions. Furthermore, the projects and programs (such as 661) that support the establishment of tree plantations by e.g. distributing seedlings are explained and discussed.

Designing specific regulations per zone or per topic

Topics that could be included are (these topics should also be considered if regulations are developed per site):

Harvesting of forest products (plants)

The regulations for the harvesting of forest products should provide information on what products can be obtained where, when, by whom, how and in what quantity (how much).

What? Answers to the question 'what' should include information on which species (use of species listed in Decision 48/2002/QĐ-TTg is prohibited (see Appendix 3) can be harvested and the conditions under which they can be harvested (for example, their stage of growth, mature/young, alive/dead, size (e.g. only rattan stems longer than 5 m), shape (e.g. only curved and diseased trees), density/spacing (e.g. only thinning), parts (branches, fruits, leaves, stems, flowers, roots, etc).

Where? All forest land in Vietnam is classified as production forest, protection forest or special use forest. Permitted uses depend on the type of forest, e.g. no exploitation is allowed in special use forests (see also Appendix 1). In addition to the type of forest, it is also necessary to know who is responsible for the forest management. Has the land been allocated to individual households, does it fall under the jurisdiction of a State Forest Enterprise (SFE) or a Protection Forest Management Board? Forest use can be further regulated in accordance with zoning, blocks, types of terrain and/or altitude.

When? Collection can be restricted to a certain season when the fruits are ripe and/or when specific animals are not breeding. Time limits can be by day(s), week, month, season, year, several years etc. A regulation could, for example, allow the collection of fuelwood only on Thursdays at a specific location.

Who? Who is allowed to use the forest resources of the village? Is use restricted to the inhabitants of the village or are outsiders also allowed to exploit forest products and, if so, under what conditions? The regulations should make clear who is allowed to use the forest resources. Is it everyone (open access), inhabitants of the village, group of households (forest users group) or an individual household?

How? This question refers to the exploitation methods. Several methods, such as: explosives and poisonous plants are disastrous for the environment and for species communities, while others, like the use of guns and big traps, are dangerous. It is useful to discuss what kind of tools are allowed for forest resource exploitation, for example, the size of net mazes for fishing and kind of traps for hunting. **How much?** Limiting the allowed quantity that can be taken can reduce the pressure on forest resources. The



quantity allowed can be regulated by number or volume of plants/animals/products, by head loads, by baskets, etc.

The regulations should include current local forest management regulations. Some communities, especially ethnic minorities living in forest areas, often have their own specific forest management regulations in relation to issues such as the maintenance of sacred forests. FPDR form an opportunity for ethnic minorities to legalize their own regulations and to ensure that outsiders have to comply with them. See for example the regulations of the Macoong on the exploitation of cardamom in box 2.

Box 2: Cardamom exploitation by the Macoong (Bru-Van Kieu)

The Macoong, a branch of the Bru-Van Kieu minority group, has extended regulations on the exploitation of cardamom to ensure sustainable exploitation and to share benefits among the households. Under these regulations:

- Cardamom can only be exploited when it is ripe by the whole village at the same time, with the time and place for cardamom collection decided at a village meeting
- The villagers should be divided into several groups that go to different sites for exploitation
- Cardamom is exploited only in the area under the village management; if someone wants to exploit cardamom in an area that belongs to another village, the permission of the leader of that village must be obtained
- The exploitation of cardamom will take place when the fruits are ripe (July to August)
- Cutting the shrubs for exploitation is prohibited

Upland clearing and burning

Although clearing and burning of upland areas for agricultural production is discouraged by the Vietnamese Government, it is still practiced in remote areas. The cycle of burning land, cultivation and fallow is not a harmful practice as long as the fallow period is long enough for the soil to recover its fertility. However because of high population pressures the fallow period is often shortened resulting in lower yields or lower periods in which agricultural production is feasible.

Fire prevention and control

Forests are susceptible to forest fires, especially in the dry hot summer in Quang Binh. The fire prevention plan should be part of the FPDR. The fire prevention plan includes an agreement on individual responsibilities to prevent forest fires, the establishment of a fire prevention group and its responsibilities and fines and compensations applied in case forest fires occur.

Cattle grazing

The village forest map will be used as the basis for developing the regulations for cattle grazing. According to Vietnamese law cattle grazing in the forest is prohibited. Regulations on grazing should include discussions on e.g. the designation of a site for cattle grazing and compensations and fines in case cattle destroy planted forests or crops.

Mineral & construction material exploitation

Regulations for mineral and construction material exploitation are especially essential for villagers that are located in limestone areas. Limestone is good construction material and many villagers use stones for construction. Exploitation of any minerals or construction material by the use of explosives can do a lot of damage and should be prohibited.



Hunting and harvesting of wild life

The regulations for hunting and harvesting wildlife should similarly to the regulations of harvesting plants include information on what products (animals) can be obtained where, when, by whom, how and in what quantity (how much). Appendix 3 shows the animals recorded in Quang Binh Province that fall under protection of Decision 48.

Box 3: Arem forest protection group

In Arem (Tan Trach commune, Quang Binh province) a forest protection group has been established to ensure the proper implementation of the forest protection and development regulations. This group consists of the village leader, the vice-village leader and the secretary of the youth union. The group:

- Checks and monitors the exploitation of forest products by households
- Raises awareness of and disseminates the forest protection and development regulations to the villagers and outsiders who stay in Arem village
- Mobilizes households living in proximity to forests to undertake the forest protection tasks according to the village's regulations
- Ejects outsiders from forest belonging to the village
- Confiscates and keeps the equipment of outsiders who illegally exploit the forest
- Keeps cattle out of the forest and explains to households that free grazing in the Phong Nha-Ke Bang National Park is prohibited
- Mobilizes villagers to take part in fire control activities and provides the necessary training in fire control techniques
- Assigns villagers to patrol fire-prone forest sites during the dry months (May to August) and mobilizes villagers to fight fires when necessary
- Settles violations and documents activities

Establishment of forest monitoring group

Apart from the technical aspects included in the forest use FPDR, attention should also be given to the organizational structure. This will ensure that the regulations are applied properly by the local villagers and by outsiders. It will probably be necessary to establish a control mechanism - for example, a guard, a forest protection group or a rotational guard duty. The functions of the guard/forest protection group, and its duties, rights and benefits, as well as the responsibilities of the villagers, should be spelled out (see for example the tasks set for the forest monitoring group of Arem village in box 3).

Procedures for punishments and awarding

The regulations should include a mechanism for the handling of violations of the regulations. (Note that the communal People's Committee but not village leaders can impose fines. However, village leaders can ask for compensations to up to 100,000 VND). Other ways of punishing violators of the regulation can for example be through warnings and or criticizing during village meetings or through the loudspeakers. People who apply the FPDR actively and disseminate knowledge on sustainable management should be praised during village meetings to promote the implementation of the regulations.

Dissemination of the FPDR

One of the lessons learnt from developing FPDRs is that local farmers are often not aware of the developed regulations. Therefore it should be discussed how the regulations will be disseminated within the village and be known to everyone. Possibilities for dissemination are e.g. the erection of a signboard, providing copies and/or agreements with all households that they will follow and implement the FPDR. An advantage of a signboard is that everyone (including outsiders) is reminded of the regulations all the time.



1.3 Step 3: Village approval meeting

After the draft FPDR have been finalized, the Regulations should be presented to the whole village at a village meeting attended by at least one representative of each household to reach an approval by the community. The group who drafted the FPDR (see box 4 for the format) should also present information on the relevance of the FPDR and the need for sustainable forest management to ensure the availability of forest products for present and future generations.

All villagers need to understand that the FPDR are a tool for them to support the management of their forest resources in a sustainable way. They need to be made to understand that they will be the beneficiaries, because the regulations will help them to ensure the availability of forest resources now and in the future.

The village leader will organize the meeting, while two people will act as secretary to write the minutes and revisions to the regulations. After that the draft FPDR will be presented and each article will be explained and discussed. An article is accepted if **50%** of the participants in the village meeting agree with its contents. During this meeting, articles can be revised, deleted and/or new articles or sub-clauses can be developed. At the end of the meeting, the secretary will read all the accepted articles aloud.

Box 4: Format for FPDR

Part 1: Principles of the FPDR

This part includes the legal aspects of the FPDR, the specific objective of the FPDR for the village, the existing forest situation of the village and the local names of the areas for which the regulations are applicable.

Part 2: Specific regulations

The specific regulations cover the rights and benefits of the villagers and detailed regulations on the forest practices that are allowed and the practices that are not allowed related to harvesting of forest products, animal hunting and rearing, and mineral & construction material exploitation in the different forest areas within the village area. This part also include the regulations related to forest development, grazing, upland clearing and burning and fire prevention and control. For all the specific regulations the required compensation is mentioned in case of violating the regulation.

Part 3: General regulations

The general regulations encompass the responsibilities and duties of the villagers with regard to forest protection and development activities and the general procedures for punishing violators and awarding those who actively implement the FPDR themselves and encourage others to comply with the regulations.

Part 4: Implementation

This part includes the formation, responsibilities and members of the “Forest monitoring group” and the “Forest fire prevention and control group” (often the same group) and the operational budget. Also it mentions here about the periods for evaluating the FPDR and the potential for revisions. Furthermore it includes the date when the regulations are valid.



1.4 Step 4: Finalize FPDR document and approval of regulations

Village level

After the FPDR have been presented, discussed, adapted and approved at the village meeting, they need to be sent to the commune for approval. Before sending the regulations to the commune level for approval, they should be written in comprehensive wording and provided in a clear format.

The village head and the Village Forest Management Board are main responsible for the documentation.

The language that should be used in the regulation must be simple, short and precise, while the use of forestry jargons, long and vague statements should be avoided. In this way all villagers are able to understand the contents of the FPDR. See also appendix 4 for the approved FPDRs of Da Nang village (Hoa Hop commune, Minh Hoa district) as an example.

Within 5 working days since the plenary village meeting the draft regulations shall be send to the Commune People's Committee.

Commune level

Within 3 days upon receipt of the Draft Regulation and Minutes of Meeting the chairman of the Commune People's Committee shall have to prepare an official document to request the District People's Committee to approve the Regulation and enclose therewith the Regulation and Minutes of Meeting.

In case of any objections to the content of the Regulations the Commune People's Committee shall promptly return the draft to the village head and Village Forest Management Board and guide them to revise accordingly.

District level

Within 2 working days upon receipt of the official letter from the Commune People's Committee, the Commune People's Committee shall consult the Justice office and the Forest Protection unit to appraise the content of the Regulations.

In case further adjustments of the regulations are required, the draft shall be returned to the Commune People's Committee for immediate adjustment.

Within 5 days upon receipt of the appraisal request by the District People's Committee, the Justice Office shall consult the Chairman of the District People's Committee to issue the Decision on approving the Regulation (see Annex 1 for approval format).

In case a legal approval is rejected a written explanation has to be prepared to be send back to the Commune People's Committee and the village head.

1.5 Step 5: Dissemination of FPDR at village level

The way of dissemination of the FPDR depends on the outcomes of the village meeting on this topic. Dissemination of the FPDR can for example occur through broadcasting by loudspeakers, during village meetings, during community activities, by leaflets, by signboards and by distributing copies of the FPDR. Text on signboards should be detailed and simple, and preferably include a map. See also the example in box 5.



**Box 5: Village Forest Protection and Development Regulations
Dong Phu hamlet, Dong Hoa commune**

All people from the village and from outside have to comply with the following regulations:

- Timber logging is only allowed with written permission from the DPC
- Extraction of NTFPs is only allowed at Khu Ong Bang by villagers from Dong Phu
- No clearance and burning is allowed at Khu Ong Bang and Ong Nghia area
- No cattle grazing is allowed in new established plantations and at the cemetery area
- No hunting/catching of birds is allowed in the entire village area

Violators of the above regulations will be punished and can be requested a compensation of up to 100,000 VND by the village.

1.6 Step 6: Implementation, monitoring and evaluation

Once the FPDR have been approved by the district level, another village meeting needs to be convened to inform villagers that the regulations are to be implemented and strictly applied from that day onwards.

Implementation of the regulations needs to be strictly monitored in order to ascertain the degree of compliance and to identify problems. Monitoring the effectiveness of FPDR involves both, monitoring of violation cases and of commonly used species.

The community should be instructed to maintain a simple record book on violation cases occurred in the village forest area.

The form below is an example that can be used to track violations against the FPDR.

Violation monitoring form

Date	Activity	Location	Name, address of violator	Fine/ compensation	Name of person(s) settling the violation	Remarks

As stated in Circular 70, a bi-annual monitoring and evaluation has to be conducted to assess the effectiveness of the regulations and to identify needs for further adjustments.

Monitoring and evaluation of forest protection and development regulations aims at promoting the community members' awareness for forest protection and to timely adjust weaknesses or shortcomings of the FPDRs in order to ensure that regulations are suitable for the specific local context and are in line with laws and regulations of the government.

In order to reduce the workload for district forest protection staff and to strengthen the ownership over the M&E outcomes, a mid-year evaluation is conducted by the community



alone with only minor support from commune level staff following a standardized questionnaire (see Appendix 7 for questionnaires for this **internal** evaluation).

At the end of the year, district forest protection staff is conducting a M&E survey as preparation for the annual report to district and provincial authorities (see Appendix 8 for questionnaires for this **external** evaluation).

The questionnaires are structured along three main sections:

1. **Development process** to be evaluated only within the 1st year after development of regulations.
2. **Present knowledge** of Forest Protection Regulations to be evaluated on a six-month basis.
3. **Implementation** to be evaluated on a six-month basis.

Preparation of the M&E system comprises of the following activities:

District level:

- Identification of survey areas (villages to be covered)
- Review and update of questionnaire
- Printing and copying of questionnaire
- Purchase of required stationary

Commune level:

Internal evaluation

- Assign commune staff to facilitate communities in completing questionnaires
- Inform concerned villages on the implementation schedule
- Distribute internal evaluation questionnaires to communities

External evaluation

- Assign commune staff to support forest protection rangers during M&E survey
- Inform concerned villages on the implementation schedule

Village level:

- Agree on working schedule and procedures
- Assign tasks to Village forest management board
- Inform households on working schedule and objectives of M&E

Data collection of the M&E system comprises of the following activities:

Internal evaluation:

A selected number of 10 key farmers (representative sample of the village population) is completing the questionnaires. If required commune staff is providing support to the community.

External evaluation:

Forest protection rangers are conducting interviews with a group of 10 key farmers following the provided questionnaire.

In addition, transect walks into the forest together with community members are conducted to assess the current situation of the forest resources.



Apart from monitoring of violation cases, an assessment of the available forest resources in the field is further required to monitor the impact of the regulations. Appendix 5 provides relative simple techniques to execute resource assessments.

Data analysis of the M&E system includes the following activities:

Internal evaluation results will be collected by the Village Forest Management Board and forwarded to the commune authority by the Commune agro-forestry staff.

The Commune People Committee will appraise the results and forward the data to the Forest Protection Unit.

Forest Protection Unit analyses the results and identifies required adjustments to the regulations.

Evaluation results will be compiled in an annual report to be submitted to provincial level. Proposed adjustments have to be presented to the District Justice Section before they can be discussed in the respective village.

Feedback of adjustments to the community

After the proposals from the communities are appraised by the Forest Protection Unit and District Justice Section, a village meeting will be arranged by the Forest Protection staff and regulations adjusted accordingly.

Appraisal and dissemination of the village FPDR

After the village FPDR have been adjusted, the revised regulations are forwarded to Commune People Committee for appraisal and District People Committee for approval.

1.7 Tasks and Responsibilities during the formulation of FPDRs

Provincial People's Committee

- Promulgate policies and instruct target groups as specified in Provision 2 Item 1 of Circular 70 on the formulation of FPDRs in accordance with the specific local socio-ecological conditions.
- Instruct relevant local State agencies to mainstream projects/programs for forest management, protection and development in order to contribute to the formulation and enforcement of developed regulations.

District People's Committee

- Consult Forest Protection Unit and Justice Office to guide, check and cooperate with Commune People's Committee and village communities in the formulation and implementation of regulations.
- Ensure timely funding for formulation of Regulations and implementation according to cost estimates for formulation and implementation as prepared by Commune People's Committees for respective village communities.
- Fund allocation, disbursement and accounting for implementing organizations shall be carried out in strict compliance with the legal policy frame.
- Issuance of the legal approval decision for village FPDRs.

Commune People's Committee



- Steer the process of regulation formulation, appraise and submit draft regulations to the District People's Committee and Forest Protection Unit.
- Prepare annual budget estimates for the formulation and implementation of Regulations in certain village communities and submit budget plans to Commune People's Council for consideration and approval.
- Supervise and instruct village communities to formulate and implement the Regulation; cooperate with forest rangers to instruct and inspect Regulation enforcement.
- Deal with disputes over Regulation formulation and enforcement within its competency.
- **Department of Agriculture and Rural Development**
- Consult Provincial People's Committee to promulgate policies related to community forest management and Regulation formulation and enforcement.
- Develop monitoring and evaluation criteria and indicators; provide instruction on Regulation implementation suitable for the specific local conditions.

Forest Protection Sub-Department

- Take the lead and cooperate with Forestry Sub-Department and Department of Justice as consultants to the Provincial People's Committee to provide technical guidance on Regulation formulation and implementation specific to the real local conditions.
- Instruct Forest Protection Unit to cooperate with Commune People's Committee to support village communities to formulate and enforce Regulations.
- Review the progress of Regulation formulation and implementation on a bi-annual basis and report to the Provincial People's Committee and Forest Protection Department.

Forest Protection Unit

- Instruct Commune People's Committee and forest rangers to cooperate with village heads to formulate and implement Regulations;
- Review the progress of Regulation formulation and implementation on bi-annual basis and report to the Forest Protection Sub-Department

Village head

- Take the lead in Regulation formulation, enforcement and monitoring & evaluation in compliance with Circular 70.
- Facilitate cooperation with grassroots social and political organizations and village heads to tackle disputes and violation cases.

Village Forest Management Board

- Village head or village patriarch shall be nominated as Chairman of Community Forest Management Board. Members of Forest Management Board are selected from mass organizations such as village Party Commission, Farmers' Association, War Veteran Association, Young Union etc...
- Chairman shall be responsible for executing and supervising forestry-related activities in the village community.
- Facilitate plan development and implementation for disbursement of Forest Protection and Development Funds.
- Prepare periodical reports on community forest management performance.
- Set-up working groups on community forest management
- Set-up Forest Monitoring Groups
- Regulations shall be appraised by the village community with more than 50% of the total votes or household representative voters in the village agree to the regulations.



Community Members

- Take part in village meetings and actively contribute in the decision-making process on village forest regulations. Since women are an important forest user their presence and contributions during the whole meetings is a pre-requisite for the successful design and implementation of sound forest regulations.
- A secretary should be appointed to take minutes of the meeting and to help to compile the results of the discussions.

PART 2: PRACTICAL GUIDANCE FOR THE DEVELOPMENT OF FOREST PROTECTION AND DEVELOPMENT REGULATIONS²

In Part 2 practical guidance is given for the development of the draft FPDR as described in step 2 of the methodology in Part 1. The draft FPDR should be developed by a group of 10-12 villagers that represent the village interests, including better-off and poor families, young and old, men and women and representatives of mass organizations.

2.1 Introduction to the meeting to develop draft FPDR

The design of village forest regulations can only become a success with the active participation of the local stakeholders. Therefore these participatory exercises are developed to encourage the full participation of local villagers for the development of FPDR that are specific to their local conditions.

For most of the people this participatory approach is new. It is therefore very important that they know what they can expect from the meetings and what is expected from them.

The main objectives on this exercise are to establish an atmosphere of co-operation and sharing, to introduce the steps involved in developing FPDR and to give an overview of the exercises that are needed to develop the draft FPDR.

Objectives

- To create an atmosphere of co-operation in which participants know what is expected from them
- Participants have an overview of the methodology and exercises for preparing the draft FPDR

Time needed 30 minutes

Material A0 with the methodology steps, tape, pins

Steps

1. Welcome all the participants and explain the objective of the meeting and provide an overview of the schedule for the development of FPDR. Introduce yourself and let all the participants also introduce themselves.
2. Ask participants to agree on certain ground rules-starting and finishing times, arrangements for lunch and other rules which might be necessary

² Several exercises are adapted from: Miagostovic, M., 2004. Forest protection and development regulations. Trainer guide. In: Training Package Community Forestry. GTZ/GFA Hanoi, Vietnam



3. Ask participants if they know why FPDR should be developed. Ask participants also about the importance of maintaining forests. If necessary explain about the functions forests fulfil (see appendix 2 on the functions of Vietnam's tropical forests).
4. Explain the steps in FPDR development as described in part 1 of this guideline (previously prepared on A0)
5. Explain the basic principles for FPDR development and explain that the FPDR are for villagers and will be developed by the villagers. Explain that during the 2 days meeting the draft FPDR will be developed with inputs of all the participants. Their say is very important and everybody should respect each others contributions. It is essential that also the opinions of women, the poor and other disadvantaged groups are respected and incorporated in the FPDR to ensure that these groups are not further marginalised.
6. Ask participants if they have any questions and provide clarifications if needed.

2.2 Setting objectives for the FPDR

Before starting the designing of FPDR and deciding on how forest resources can be utilized and which restrictions should be applied, it is important to reach a common vision on what the village wants to achieve with the regulations. This will later help to identify specific regulations that will lead to achieving the objectives.

Objectives

- To agree upon the objectives of the FPDR

Time: 30 minutes

Material: A0 paper, colour cards, markers, and tape (or pins)

Steps:

1. Explain the objectives and the procedure of this exercise to the participants.
2. Ask participants to divide into small groups and ask them to discuss the purpose of designing FPDR and what they want to achieve with the FPDR (expected results). Ask each group to formulate an objective for the FPDR
(Allow 15 minutes for discussion and writing)
3. Ask each group to select a representative to give a presentation of their results to all participants.
4. Promote a short plenary discussion after all presentations highlighting the differences so that an agreement can be reached on the objectives of the FPDR.
5. Write the final formulation of the objectives on an A0. Explain that the objective of the FPDR will be part of the FPDR document and end the exercise

2.3 Benefits and rights of villagers

A discussion on the benefits and rights related to forest use and development is important to encourage villagers to manage their forest resources sustainable. The prepared village map is useful to clarify the benefits and rights of villagers for each forest area.

Objectives

- To clarify and discuss the benefits and rights of villagers for each forest area

Time needed 30 minutes

Materials A0 paper, markers, pencils or pens, tape.



Steps

1. Present the objective of the exercise, the time that might be required and the role of the participants.
2. Explain that the FPDR cover all forest land areas. The land owners are responsible to ensure that the FPDR are respected on their land. The following types of ownerships and management responsibilities can be distinguished.
 - a) Natural forest land and plantations managed by the village and/or commune
 - b) Forest land managed by SFE, Protection Forest Management Board and/or Special Use Forest Management Board
 - c) Forest land under protection contracts with individual households.
 - d) Forestry land allocated to individual households with red book certificates.
 - e) Forest land allocated to a group of households with red book certificates.
 - f) Forestry land where individual households invest to plant forest themselves.
3. Explain that the FPDR are of major importance for forest areas that fall under a)
4. Areas that fall under the jurisdiction of SFE or Management Boards are managed by the responsible organizations. Explain that villagers should respect the law that regulate the use of these areas (see e.g. Decision 8/2001/QĐ-TTĐ)
5. Explain to villagers that as for c), d) and e) benefits, rights and duties are clearly stipulated in protection contracts and Red book certificates. (*Explain the benefits, rights and duties if necessary*)
6. Explain that in the case of f), the investor has the rights to gain benefits from his plantation at the time of harvesting, but has to pay tax to the Government. The investor should ensure in this case that the FPDR are respected.
7. Discuss if the rights and benefits as stipulated by Vietnamese law are adequate to regulate the access to needed forest products. Pay especially attention to poor people or other disadvantaged groups in the village as they might have no official access to forest land.
8. In case some people in the village (e.g. the poor) do not have allocated forest land and do not have access to other forest areas, discuss how and under what conditions they can have access to the needed forest products (e.g. fuelwood).
9. Write down the rights and benefits of the villagers per area on an A0 and agree upon the formulation.
10. Summarize the results and explain that the statements will be part of the FPDR document. End the exercise.

2.4 Village forest resources mapping

The preparation of a simple forest resources map is useful to visualize the different locations of forest land, the status of the forest and the present uses. The map can also be used as reference during later discussions for designing the FPDR.

A short walk through the forest can help to check the data shown on the forest map. If needed the data on the map should be adjusted with data from the field.

Objectives

- To visualize the different forest areas, their location, their status and current uses in each forest land area

Time needed 2 hours



Materials A0 paper, markers, pencils or pens, tape.
If a 3D map is prepared on the ground, coloured powder and chalk of different colours will help to distinguish the different forest areas.

Steps

1. Present the objective of the exercise, the time that might be required and the role of the participants.
2. Ask participants (in plenary or small groups) to draw a sketch map of their village, including its forest areas. Start with drawing roads, rivers, a north/south orientation, residential areas, etc for the initial orientation.
3. Ask participants
 - to draw the location of their forest on the map.
 - to mark the forest areas that are classified as “Production”, “Protection”, and “Special-use” forest and include local names of each area;
 - to indicate the forest conditions and the locations of forest products such as timber, fuelwood, vegetables, rattan, mushrooms, bamboo, honey and other Non Timber Forest Products (NTFPs), grazing land and so on. (This information can be written on small pieces of paper first)
4. While making the map encourage discussions on the characteristics of each identified forest area, including useful present species and the forest status. Questions that could help to facilitate the drawing of the forest map, include:
 - Where are the boundaries of protection, production and special use forest?
 - What is the status of the forest: barren land, poor forest, medium forest and/or rich forest?
 - Where do you go to harvest timber, fuelwood, rattan, bamboo, medicinal plants, etc.
 - Where is the grazing land for cows and buffaloes?
 - Which areas are suitable to set up tree plantations?
5. Ask one person to present the map to all the participants and adapt the map further if desired.
You may suggest after the completion of the map, to go for a short walk to visit the forest areas and check the boundaries and descriptions.
6. Often the prepared map includes many corrections. You may assign two or three persons to re-draw the final map to make it clearer. (The new map can be prepared in the evening (home work). Don't forget to leave A0 paper, markers and colour pencils for them to prepare the final map).
7. Summarize the results and explain that this map is very important for further reference during developing the FPDR. End the exercise. Leave the map on the wall as a reference for everyone.

Note: In case a current land use map is available, this map can be presented and used as reference for the discussions.

2.5 Analysis of problems related to forest protection and development

There might be issues/problems related to forestry protection and development within the village that are of concern to all. The aim of this exercise is to identify the main problems and to analyse their causes. This analysis forms the basis for the further development of specific FPDR that address the (causes of the) problems.

Objectives

- To identify problems related to forestry protection and development



- To identify the causes that forms the problems

Time needed 1 hour

Material A0 paper, markers, pins, colour cards, village resource map

Steps

1. Present the objective of the exercise, the time that might be required and the role of the participants.
2. Distribute to all participants a colour card and ask them to write at least one issue related to forest protection and development on a colour card (one issue per card) that they feel is most important and should be addressed in the FPDR.
3. Collect all the cards and group the cards according to the different mentioned problems.
4. Discuss the main problems as mentioned and prepare a list of the problems on an A0 paper.
5. Divide the group into small groups and ask each group to discuss per problem as listed:
 - Where does the problem occur (in all forest areas or in specific locations)?
 - Who causes the problem (villagers, outsiders, certain groups of people)?
 - Why does the problem occur?
 - When does the problem occur (whole year round, specific times of the year)?
 (If there are many problems listed you can ask each group to discuss and analyse different problems.)
6. Ask participants to write down their results according to the following table format:

Current problem analysis

Problem (what?)	Location (where?)	Time (when?)	Responsible persons (who?)	Causes (why?)

7. Ask a representative of each group to present their results and encourage the other participants to ask questions.
8. If the participants agree upon the analysis of the problems, summarize the issues in a few statements and write them down on an A0 paper.
9. Summarize the results and explain that the statements will be part of the FPDR document. End the exercise.

2.6 Formation of forest management groups

During this step stakeholders will decide if forest management groups should be formed to improve the management of forestland that is allocated to individual households, which is located at a certain distance from residential areas. At present this kind of forestland is not properly managed because of unclear boundaries.

Objectives

- To discuss and agree upon the formation of forest management groups
- To prepare a tentative plan for the formation of groups



- To discuss potential mechanisms to share responsibilities and benefits among members of the forest management groups

Time needed 1.5 hours

Material A0 paper, markers, pins, forest land allocation map, the village forest sketch map, list of main problems (table prepared in former exercise)

Steps

1. Explain the objectives, the time that might be required and the role of participants.
2. Guide a plenary discussion by asking farmers to discuss one at the time the following:
 - How is the forestland, allocated to individual households, located relative far away from residential areas managed?
 - What are the problems faced?
 - How can these problems be overcome?
 - What are the advantages and disadvantages of forming forest management groups?
3. If participants agree to form forest management groups, split the group up into smaller groups. Each group will represent a forest site as identified in the former exercise and discuss the formation of groups in more details. Ask each group to discuss the following:
 - How many groups could be formed to manage the forest site properly (making use of ecological features as boundaries)?
 - Which households should ideally take part in the groups (if possible households that have allocated forest land adjacent to each other should be in the same group)?
 - What are the general responsibilities and benefits of each group?
 - How could the responsibilities and benefits be shared among the group members?
4. Ask a representative of each group to present the findings of the group.
5. Allow all participants to ask questions after each presentation. Encourage and guide discussions.
6. Prepare a final table (or text) in which all information of the different groups is presented.
7. Wrap up and summarise the main outcomes of the exercise.

Note: Local people often do not want to form groups but prefer to manage forestland on an individual basis at first. However if local people acknowledge the advantages of forming groups and realize that individual management of forestland that is relative far away of residential areas is hardly feasible, they are in favour of forming forest management groups.

If groups are formed, the members of the groups should appoint a head and vice-head of the group, who will be coordinating the group. Furthermore, the group should discuss among themselves the responsibilities and benefit sharing mechanisms in more detail.

2.7 Designing regulations for forest development

During this step participants will decide which locations are useful to set up plantations. Furthermore information will be shared about government and other programs that support the establishment of tree plantations.



Objectives

- To discuss and agree upon the locations for forest development
- To explain about programs supporting tree plantations

Time needed 1 hour

Material A0 paper, markers, tape, forest land allocation map, the village forest sketch map, list of main problems

Steps

1. Explain the objectives, the time that might be required and the role of participants.
2. Explain the benefits and rights of people setting up tree plantations on allocated land (Decision 178/2001/QĐ-TTg)
3. Explain the support that people can receive to set up tree plantations (e.g. Program 661) including technical, financial and in-kind support (e.g. free seedlings or seedlings for reduced costs).
4. Discuss which areas are suitable for tree plantations. Locations with a high slope or with good natural forest are less suitable for plantations. Use the village forest land map as a reference.
5. Discuss briefly the tree species that are suitable for planting in the area. Explain that Eucalyptus has a negative impact on the soil fertility and water level and that planting Eucalyptus should be discouraged. Local species are much better for the environment and are of high value but have a slow growth rate. Discuss and share information about locations of tree nurseries that provide good quality seedlings.
6. Write the outcomes of the discussions that should be incorporated in the FPDR on an A0 paper and agree upon the general formulation.
7. Summarize the results and explain that the statements will be part of the FPDR document. End the exercise.

Note: In general people are very interested in setting up tree plantations as they acknowledge the high potential revenues. However, sometimes natural forest with a high density of tree seedlings is cleared to set up plantations, which is a loss of resources. Before setting up plantations an assessment in the field should be carried out to assess whether to set up plantations or to improve the existing stand by enrichment planting or by favouring existing plants (thinning, clearance of vines and other plants that compete for nutrients, sunlight and or water). Especially in areas with a steep slope, where the aim of the forest is to protect the watersheds the need for plantations should be carefully assessed. Natural forest that covers a high percentage of the ground is more effective for watershed protection than tree plantations that leave the ground between the stems relative barren.

2.8 Designing specific regulations per zone or per topic

Depending on the local situation it can be decided to develop specific guidelines per zone or per topic. The development of specific regulations per zone might be more appropriate when villages have access to large forest areas, while developing FPDR per topic might be more appropriate in other cases.

Objectives

- To develop specific regulations per zone or per topic that reflect the local situation

Time needed 2.5 hours



Material A0 paper, markers, tape, forest land allocation map, village forest resource map, list of main problems

Steps

1. Explain the objectives, the time that might be required and the role of participants.
2. Explain the two different approaches and decide if the specific regulations will be developed per topic or per zone

In case of developing FPDR per zone:

3. Refer to the village resource map and agree upon the zones for which specific regulations will be developed.
4. Divide the group into subgroups and let each group develop specific regulations per zone.

In case of developing FPDR per topic:

5. Refer to the list of main problems and facilitate a brainstorming on which topics specific regulations will be developed.
6. Divide the group into subgroups and let each group develop specific regulations on a certain topic. Some groups can do more than one topic.

For both developing FPDR per zone and per topic:

7. Ask people to use the village resource map and the analysis of the major problems as a reference.
8. Before starting the group work provide some specific questions per topic to support the development of the specific regulations. All topics need to be considered by each subgroup if the FPDR are developed per zone (in this case leave out the questions related to the location). Write these questions on an A0 for all to see.

Designing regulations for harvesting forest products (plants)

Relevant questions:

- For which species/ forest products do regulations need to be developed?
- Where/where not is harvesting allowed (location)?
- When/when not (time period) is harvesting allowed?
- How much (quantities) can be harvested of a certain product?
- Who/who not is allowed to harvest the product?
- How should the extraction be carried out (which modalities)?
- Are there any traditional regulations that should be included in the FPDR?

Note: Often participants only concentrate on the locality where forest products can be harvested. Depending on the local situation there could be more important details to be included in the regulations such as the quantity, the time and modality of the harvest.

Designing regulations for upland clearing and burning

Relevant questions:

- Where is burning and clearing allowed?
- What should be the size of the fire prevention belt?
- When is the right time for upland clearing and burning ?
- How should burning be carried out (techniques/modalities)?
- Who is allowed to clear and burn land?
- Who should be informed when land clearance and burning is carried out?
- Are there any traditional regulations that regulate clearing and burning that should be incorporated in the FPDR?

Note: The most destructive way of forest exploitation is to clear the forest for new agricultural land. The soils under tropical forests are poor in nutrients. The rich natural forest can exist on these poor soils only by recycling of the needed nutrients. Most



nutrients are stored in the biomass (e.g. wood, leaves, fruits, and animals). When the biomass dies off and decays, the nutrients are reabsorbed again by the tropical forest. After conversion of the forest into agricultural land, cultivation on the poor soils is feasible only for a limited number of years. Long fallow periods are needed to restore the soil. When fallow periods are too short or when regeneration is not allowed, barren fields may result and pressure to clear yet more forest is created.

Designing regulations for fire prevention and control

Relevant questions:

- 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 and control group be established?
- What are the responsibilities of the fire prevention and control group?
- Should the fire prevention group be paid? Is there any funding for this? If not, how will they be paid or compensated for their work?
- How to deal with households who intentionally avoid participating in fire prevention and/or fire control activities?
- How to deal with households where only elderly people live? How to deal with households where only mother and child are present at the time of fire?
- What to do if the fire was caused by somebody on purpose? Who has the authority to intervene?

Note: Every year a forest fire prevention and control plan is designed according to the guidelines from the provincial FPD. The main points of this plan should be integrated in the FPDR. The fire prevention and control regulations should be written in a format that is in compliance with the regulations of the Provincial FPD and Decision 245/1998/QĐ-TTg.

Designing regulations for grazing

Relevant questions:

- Is there any area in the village designated for grazing?
- If there is no area designated, which land/areas could be used for grazing?
- What are the modalities for grazing?
- What compensations should be paid if cattle damage crops in the agricultural fields or damage forest plantations (who should pay the fine, the owner of the cattle or the guardian)?
- What compensation should be paid for grazing in the forest areas?

Note: Grazing is another important threat to the forest, as numerous cattle are kept in communes located near forest. Cattle often graze freely in the tropical forests because local villagers do not practice stall-feeding. Free grazing and browsing creates the following problems:

- grazing limits the process of forest regeneration by promoting grasses
- regeneration is slowed by the consumption of e.g. tree seedlings, saplings and bamboo shoots
- the vegetation, and especially young trees, are trampled by the cattle
- new clearings are opened in the forest
- the cattle compete for food with wild ungulates and elephants

Designing regulations for mineral & construction material exploitation

Relevant questions:

- Should the exploitation be allowed within the village area?
- Where can the exploitation be allowed?



- Under what conditions can exploitation be allowed?
- What are the modalities for exploitation?

Note: Limestone forests are susceptible to exploitation. Limestone is good construction material. Many villagers around limestone forests exploit the limestone rocks for house construction. In particular, the exploitation of limestone by the use of explosives does a lot of damage.

Designing regulations for hunting & harvesting of wildlife

Relevant questions:

- For which animal species/products do regulations need to be developed?
- Where/where not is hunting/fishing/harvesting allowed (location)?
- When/when not (time period) is hunting/fishing/harvesting allowed?
- How much (quantities) can be taken of a certain animal/ animal product?
- Who/who not is allowed to hunt/fish/harvest animals/animal products?
- How should the extraction be carried out (which modalities)?
- Are there any traditional regulations that regulate clearing and burning that should be incorporated in the FPDR?

Note: Over-hunting threatens the viability of an animal population. Apart from the consequences of a desired species becoming rare or even extinct, hunting also affects the survival of certain plant species. Plant species in tropical rain forests generally depend for up to 90% of their seed dispersal on animal species. Frugivorous primates (e.g. langurs, macaques and gibbons), frugivorous birds (e.g. hornbills) and frugivorous bats are particularly effective seed dispersers. The disappearance of these animals directly influences the regeneration of plant species. Hunting and removal of predators, such as cats, snakes, eagles and owls can disrupt the ecological balance between predator and prey. Prey species, such as rats, mice, caterpillars may become plagues once their predators are removed from the wild.

Fishing is not that harmful as long as there is no over-fishing and no explosives used. While explosives might seem a very effective way to catch fish, they kill not only the fish you want to catch but also everything else. Fish reproduction is severely disrupted as the young fish and its food are destroyed as well. This causes a rapid reduction in the quantity of fish and weight of the fish available to catch. The same is true for the use of certain poisonous plants and electricity in fishing.

9. Ask each group to start discussions about the above topics and formulate regulations based on answering the above questions. The regulations should be detailed and reflect the local situation.
10. Ask a representative of each group to present their developed regulation to the whole group.
11. Encourage the other participants to ask questions and give comments. Facilitate discussions to reach an agreement on the specific regulation for each zone or topic.
12. Facilitate a plenary discussion on the compensations that should be paid if the regulations per zone or topic are violated.
13. Write down the final regulations on an A0 paper with the responding compensations that should be paid in case of violating the regulation.
14. Summarize the results, explain that these regulations will be part of the major content of the FPDR. End the exercise.



General note: The facilitator should provide background information if needed to the specific subgroups or during the plenary discussions if needed. Relevant information is written in the notes after the relevant questions per topic.

Local forest management practices that regulate the extraction of animals/animal products, plants or plant products, upland clearing and burning, etc. should be included in the regulations. It is important that traditional practices are incorporated into the FPDR to make them official. In this way, traditional management regulations have to be respected by other people and outsiders.

2.9 Establishment of forest monitoring group

At the village level a certain mechanism needs to be established that ensures that the FPDR are implemented and respected by both villagers and outsiders. A possibility is for example to establish a forest monitoring group or to appoint a guard who monitors the forest.

Objectives

- To discuss about the formation and responsibilities of a forest monitoring group
- To identify the amount and source of funding to finance the operation of the forest monitoring group;
- To develop and agree upon a monitoring plan for the forest monitoring group and the community.

Time needed 1 hour

Material A0 paper, markers, pins, list of main problems

Steps

1. Explain the objectives, the time that might be required and the role of the participants.
2. Discuss how the implementation of the FPDR can be ensured. In cases where forest land is allocated, discuss the role of different organizations (e.g. hamlet leader, Commune Peoples' Committee (CPC) and FPU) to support the forest owner to implement the FPDR.
3. Facilitate a plenary discussion on the formation of a forest monitoring group. Ask questions such as:
 - Is there a need for a forest monitoring group to ensure that the FPDR are respected?
 - What are the tasks and responsibilities of the monitoring group?
 - What are the rights and benefits of the monitoring group?
 - Is it necessary to carry out regular patrols?
 - Who should be part of the monitoring group?
 - How is the monitoring group funded? Does the group get a certain fee in cases of settling violations?
 - Who should be responsible to monitor and evaluate the effectiveness of the FPDR?
4. Write down the results of the discussion on an A0 paper and agree upon the general formulation.
5. Try to further describe activities by responsibilities, timing, funding and location to come up with a monitoring plan for the community forest area.
6. Summarize the results; explain that the outcomes will be part of the FPDR. End the exercise.



2.10 Procedures for punishments and awarding

In this session, the participants will discuss about the procedures to enhance the implementation of the FPDR by punishing violators and awarding people who manage the forest well.

Objectives

- To formulate the rights of the village heads and the Forest Monitoring Group to punish violators of the FPDR and award those who manage the forest well;
- To identify general punishing and awarding procedures

Time needed 1 hour

Steps

1. Explain the objectives, the time that might be required and the role of the participants.
2. Explain to the participants that awards, punishments and compensations are necessary to encourage people to respect the FPDR.
3. Discuss if in the in the past compensations and punishments occurred in the village. Should these practices be continued and applied in the near future?
4. Discuss the mechanisms for punishments and write the outcomes on an A0.
 - How many warnings will be given before fining a person?
 - Should the level of the fine increase with the number of times a person violates the regulation?
 - Should a person who often violates the regulation be criticised openly during a village meeting and/or through the loudspeakers?
5. Discuss who has the right to impose fines and ask for compensations (village head and/or forest monitoring group). Explain that the village head can ask for compensations (but has not the right to fine) of up to 100,000 VND per case, because a village is not an administrative level. The first administrative level is the CPC who has the authority to fine up to 500,000 VND per case. Thus if according to the law a compensation is required of more than 100,000 VND, the case should be settled at a higher authority level (note that the level of compensation and fines should correspond to the law; a compensation imposed by the village level should be lower than the legal level of the administrative fine).
6. Discuss in cases of a village fine how the amount is calculated e.g. compensation (for the forest owner for the losses) + settlement fee (fee for monitoring group, person who detected the violation and/or hamlet leader) + amount to put into the village forest protection and development fund.
7. Discuss about the necessity to set up a village forest protection and development fund. Part of the fines could be put in this fund, which can be used to finance the operation of the forest monitoring group. Who will keep the village fund? What are the procedures and how are the violations recorded and filed? How will the village funds be used? Who decides? Write down the outcomes on an A0 paper.
8. Discuss the awards for people who identify violators and solve violation cases. In which cases should awards be given? In what forms are awards given e.g. praising during village meetings and/or over the loudspeakers, and/or financial awards. In case of financial awards discuss which percentage of the compensation fee is used as award and which percentage is put in the village's or commune's budgets. (Persons detecting violations/arresting violators could for example receive a certain percentage per case settled). Write down the outcomes on an A0 paper.
9. Discuss briefly about the formulation of the outcomes of the discussions on punishments and awarding and agree upon the general formulation.



10. Summarize the results, explain that the outcomes will be part of the FPDR and that now all the main contents of the draft FPDR have been developed. End the exercise.

Note:

It is very important to take into account the situation of disadvantaged groups such as the poor when applying a system of punishments and awarding. The FPDR should become a means for both the poor and rich to manage the forest resources sustainably. This means that the poor should have access to forest land and needed forest resources (see the session on rights and benefits of villagers), while the better-off should be able to use the FPDR for improved protection of their forest land. A situation where the poor are further marginalized through denied access to forest land and fined if extracting forest products from land allocated to the better-off households should be avoided at all costs.

2.11 Dissemination of FPDR

Often villagers are not aware of the FPDR for their village area and neighbouring villages. For the implementation of the FPDR it is essential that they are known to all villagers and also to neighbouring villages (especially in cases when people from adjacent villages come to the area to exploit forest products). Therefore the aim of this session is to discuss and identify the best ways to disseminate FPDR within the village area and outside.

Objectives

- To identify and discuss the best ways to make the FPDR known within the village and neighbouring villages.
- To develop and agree upon a work plan for the dissemination of the regulations.

Time needed 45 minutes

Material A0 paper, markers, (pin board and pins) and tape

Steps

1. Explain the objectives, the time that might be required and the role of the participants.
2. Discuss plenary or in small groups the following questions:
 - What are the best methods to disseminate the FPDR within the village area? (e.g. village meeting, community activities, copies of FPDR distributed to all households, signboards, use of loudspeakers, etc.)
 - What should be the design/text if village signboards are erected (map/text)? How many signboards would be needed and where should they be placed?
 - Who is responsible for the dissemination of the FPDR?
 - What resources are needed for effective dissemination?
3. Document the results of the small groups in a table form on A0 paper and add for each activity responsibilities, timing, funding and location to come up with a work plan for the dissemination of the regulations.
4. Summarize the results and end the exercise. Explain that now all the points to draft the FPDR have been finalized and that the hamlet leader with support from the communal forestry extension worker and/or FPU staff will finalize the draft FPDR document based on the outcomes of the two days meeting. Set a date for the village meeting in which the draft FPDR will be presented to the entire village.



Appendix 1 Policies related to the development of and arrangement for implementation of FPDR

Law 29/2004/QH11, dated 14 December 2004. Law on forest protection and development

Decree 163/1999/ND-CP, dated 16 November 1999. Concerning allocating and leasing of forest land to organizations, households and individuals for long-term forestry purposes.

Decision 661/1998/QĐ-TTg, dated 29 July 1998. On the target, task, policy and organization for the implementation of the project of planting five million new hectares of forest.

Decision 178/2001/QĐ-TTg, dated 12 November 2001. On the benefits and obligations of households and individuals assigned, leased or contracted forests and forestry land.

Decision 40/2005/QĐ-BNN, dated 7 July 2005. Promulgating the regulation on exploitation of timber and other forest products (MARD)

Circular 80/2003/TTLT/BNN-BTC, dated 3 September 2003. Guiding the implementation of Decision 178/2001/QĐ-TTg of November 12, 2001 by the prime minister on the benefits and obligations of households and individuals, to which forest and forest land were allocated, leased or contracted.

Decision No. 186/2006/QĐ-TTg on promulgation of the Forest management regulations, by the Prime Minister, on 14/8/2006.

Decision 245/1998/QĐ-TTg, dated 21 December 1998. On the exercise of state managerial responsibilities of various levels concerning forests and forests land.

Decree 79/2003/ND-CP dated 07/7/2003 regarding regulations on the implementation of democracy in commune.

Decree No. 32/2006/ND-CP of the Government, dated 03 March 2007, on management of urgent, rare and precious forestry plants and animals. 30/03/2006.

Circular 70 /2007/TT-BNN, dated 01.August 2007. On guidance for implementing organizations on the formulation of Village Forest Protection and Development Regulations.



Appendix 2 Functions of Vietnam's tropical forests³

Table 1: Major functions of tropical forests⁴

<p>Regulatory functions</p> <ul style="list-style-type: none"> • Buffering of CO² • Climate regulation • Watershed protection and catchments • Erosion protection • Storage/recycling of organic matter • Storage/recycling of human pollution • Biological control • Migration habitat • Maintenance of biological diversity 	<p>Production functions</p> <ul style="list-style-type: none"> • Food/nutrition • Genetic resources • Medicinal resources • Raw material for manufacturing • Bio-chemicals • Fuel and energy • Fodder and fertilizer • Ornaments/pets
<p>Carrier functions</p> <ul style="list-style-type: none"> • National security • Habitat for indigenous people • Recreation/Eco-tourism 	<p>Information functions</p> <ul style="list-style-type: none"> • Aesthetic, spiritual/religious and cultural /artistic information • Historic information • Educational and scientific information

³ Meijboom, M and Trinh Thang Long, 2002. Development of village forest use guidelines. Guideline. WWF-GTZ, Dong Hoi, Vietnam

⁴ After de Groot, R.S., 1992. *Functions of nature in environmental planning, management and decision making*. Wolters-Noordhoff. The Netherlands



Appendix 3 Flora and fauna of Quang Binh included in Decision

Group I: List of wild flora and fauna which are strictly banned from exploitation or use for commercial purposes

I A. Wild flora species

No.	Vietnamese name	Scientific name
	NGÀNH THÔNG	PINOPHYTA
1	Hoàng đàn	<i>Cupressus torulosa</i>
2	Bách Đài Loan	<i>Taiwania cryptomerioides</i>
3	Bách vàng	<i>Xanthocyparis vietnamensis</i>
4	Vân Sam Phan xi păng	<i>Abies delavayi fansipanensis</i>
5	Thông Pà cò	Pinus kwangtungensis
6	Thông đỏ nam	<i>Taxus wallichiana (T. baccata wallichiana)</i>
7	Thông nước (Thuỷ tùng)	<i>Glyptostrobus pensilis</i>
	NGÀNH MỘC LAN	MAGNOLIOPHYTA
	Lớp mộc lan	Magnoliopsida
8	Hoàng liên gai (Hoàng mù)	<i>Berberis julianae</i>
9	Hoàng mộc (Nghê hoa)	<i>Berberis wallichiana</i>
10	Mun sọc (Thị bong)	<i>Diospyros salletii</i>
11	Sưa (Huê mộc vàng)	<i>Dalbergia tonkinensis</i>
12	Hoàng liên Trung Quốc	<i>Coptis chinensis</i>
13	Hoàng liên chân gà	<i>Coptis quinquesecta</i>
	Lớp hành	Liliopsida
14	Các loài Lan kim tuyến	<i>Anoectochilus spp.</i>
15	Các loài Lan hài	<i>Paphiopedilum spp.</i>

I B. Wild fauna species

No.	Vietnamese name	Scientific name
	LỚP THÚ	MAMMALIA
	Bộ cánh da	Dermoptera
1	Chồn bay (Cầy bay)	<i>Cynocephalus variegatus</i>
	Bộ khỉ hầu	Primates
2	Cu li lớn	<i>Nycticebus bengalensis (N. coucang)</i>
3	Cu li nhỏ	<i>Nycticebus pygmaeus</i>
4	Voọc chà vá chân xám	<i>Pygathrix cinerea</i>
5	Voọc chà vá chân đỏ	<i>Pygathrix nemaeus</i>
6	Voọc chà vá chân đen	<i>Pygathrix nigripes</i>
7	Voọc mũi hếch	<i>Rhinopithecus avunculus</i>



No.	Vietnamese name	Scientific name
8	Voọc xám	<i>Trachypithecus barbei (T. phayrei)</i>
9	Voọc mõng trắng	<i>Trachypithecus delacouri</i>
10	Voọc đen má trắng	<i>Trachypithecus francoisi</i>
11	Voọc đen Hà Tĩnh	<i>Trachypithecus hatinhensis</i>
12	Voọc Cát Bà (Voọc đen đầu vàng)	<i>Trachypithecus poliocephalus</i>
13	Voọc bạc Đông Dương	<i>Trachypithecus villosus (T. cristatus)</i>
14	Vượn đen tuyền tây bắc	<i>Nomascus (Hylobates) concolor</i>
15	Vượn đen má hung	<i>Nomascus (Hylobates) gabriellae</i>
16	Vượn đen má trắng	<i>Nomascus (Hylobates) leucogenys</i>
17	Vượn đen tuyền đông bắc	<i>Nomascus (Hylobates) nasutus</i>
	Bộ thú ăn thịt	Carnivora
18	Sói đỏ (Chó sói lửa)	<i>Cuon alpinus</i>
19	Gấu chó	<i>Ursus (Helarctos) malayanus</i>
20	Gấu ngựa	<i>Ursus (Selenarctos) thibetanus</i>
21	Rái cá thường	<i>Lutra lutra</i>
22	Rái cá lông mũi	<i>Lutra sumatrana</i>
23	Rái cá lông mượt	<i>Lutrogale (Lutra) perspicillata</i>
24	Rái cá vuốt bé	<i>Amblonyx (Aonyx) cinereus (A. cinerea)</i>
25	Chồn mực (Cầy đen)	<i>Arctictis binturong</i>
26	Beo lửa (Beo vàng)	<i>Catopuma (Felis) temminckii</i>
27	Mèo ri	<i>Felis chaus</i>
28	Mèo gấm	<i>Pardofelis (Felis) marmorata</i>
29	Mèo rừng	<i>Prionailurus (Felis) bengalensis</i>
30	Mèo cá	<i>Prionailurus (Felis) viverrina</i>
31	Báo gấm	<i>Neofelis nebulosa</i>
32	Báo hoa mai	<i>Panthera pardus</i>
33	Hổ	<i>Panthera tigris</i>
	Bộ có vòi	Proboscidea
34	Voi	<i>Elephas maximus</i>
	Bộ móng guốc ngón lẻ	Perissodactyla
35	Tê giác một sừng	<i>Rhinoceros sondaicus</i>
	Bộ móng guốc ngón chẵn	Artiodactyla
36	Hươu vàng	<i>Axis (Cervus) porcinus</i>
37	Nai cà tong	<i>Cervus eldii</i>
38	Mang lớn	<i>Megamuntiacus vuquangensis</i>
39	Mang Trường Sơn	<i>Muntiacus truongsonensis</i>
40	Hươu xạ	<i>Moschus berezovskii</i>
41	Bò tót	<i>Bos gaurus</i>
42	Bò rừng	<i>Bos javanicus</i>
43	Bò xám	<i>Bos sauveli</i>
44	Trâu rừng	<i>Bubalus arnee</i>
45	Sơn dương	<i>Naemorhedus (Capricornis) sumatraensis</i>
46	Sao la	<i>Pseudoryx nghetinhensis</i>
	Bộ thỏ rừng	Lagomorpha
47	Thỏ vằn	<i>Nesolagus timinsi</i>
	LỚP CHIM	AVES
	Bộ bồ nông	Pelecaniformess



No.	Vietnamese name	Scientific name
48	Gà đẩy nhỏ	<i>Leptoptilos javanicus</i>
49	Quắm cánh xanh	<i>Pseudibis davisoni</i>
50	Cò thìa	<i>Platalea minor</i>
	Bộ sếu	Gruiformes
51	Sếu đầu đỏ (Sếu cổ trụi)	<i>Grus antigone</i>
	Bộ gà	Galiformes
52	Gà tiền mặt vàng	<i>Polyplectron bicalcaratum</i>
53	Gà tiền mặt đỏ	<i>Polyplectron germaini</i>
54	Trĩ sao	<i>Rheinardia ocellata</i>
55	Công	<i>Pavo muticus</i>
56	Gà lôi hồng tía	<i>Lophura diardi</i>
57	Gà lôi mào trắng	<i>Lophura edwardsi</i>
58	Gà lôi Hà Tĩnh	<i>Lophura hatinhensis</i>
59	Gà lôi mào đen	<i>Lophura imperialis</i>
60	Gà lôi trắng	<i>Lophura nycthemera</i>
	LỚP BÒ SÁT	REPTILIA
	Bộ có vảy	Squamata
61	Hổ mang chúa	<i>Ophiophagus hannah</i>
	Bộ rùa	Testudinata
62	Rùa hộp ba vạch	<i>Cuora trifasciata</i>

Group I: List of wild flora and fauna which are limited from exploitation or use for commercial purposes

II A. Flora species

No.	Vietnamese name	Scientific name
	NGÀNH THÔNG	PINOPHYTA
1	Đình tùng (Phỉ ba mũi)	<i>Cephalotaxus mannii</i>
2	Bách xanh (Tùng hương)	<i>Calocedrus macrolepis</i>
3	Bách xanh đá	<i>Calocedrus rupestris</i>
4	Pơ mu	<i>Fokienia hodginsii</i>
5	Du sam	<i>Keteleeria evelyniana</i>
6	Thông Đà Lạt (Thông 5 Đà Lạt)	<i>Pinus dalatensis</i>
7	Thông lá dẹt	<i>Pinus krempfii</i>
8	Thông đỏ bắc (Thanh tùng)	<i>Taxus chinensis</i>
9	Sa mộc dầu	<i>Cunninghamia konishii</i>
	Lớp tuế	Cycadopsida
10	Các loài Tuế	<i>Cycas</i> spp.
	NGÀNH MỘC LAN	MAGNOLIOPHYTA
	Lớp mộc lan	Magnoliopsida



No.	Vietnamese name	Scientific name
11	Sâm vũ diệp (Vũ diệp tam thất)	<i>Panax bipinnatifidum</i>
12	Tam thất hoang	<i>Panax stipuleanatus</i>
13	Sâm Ngọc Linh (Sâm Việt Nam)	<i>Panax vietnamensis</i>
14	Các loài Tế tân	<i>Asarum spp.</i>
15	Thiết đĩnh	<i>Markhamia stipulata</i>
16	Gỗ đỏ (Cà te)	<i>Azelia xylocarpa</i>
17	Lim xanh	<i>Erythrophloeum fordii</i>
18	Gụ mật (Gỗ mật)	<i>Sindora siamensis</i>
19	Gụ lau	<i>Sindora tonkinensis</i>
20	Đẳng sâm (Sâm leo)	<i>Codonopsis javanica</i>
21	Trai lý (Rươi)	<i>Garcinia fagraeoides</i>
22	Trắc (Cắm lai nam)	<i>Dalbergia cochinchinensis</i>
23	Cắm lai (Cắm lai bà rịa)	<i>Dalbergia oliveri (D. bariensis, D. mammosa)</i>
24	Giáng hương (Giáng hương trái to)	<i>Pterocarpus macrocarpus</i>
25	Gù hương (Quế balansa)	<i>Cinnamomum balansae</i>
26	Re xanh phần (Re hương)	<i>Cinnamomum glaucescens</i>
27	Vù hương (Xá xị)	<i>Cinnamomum parthenoxylon</i>
28	Vàng đắng	<i>Coscinium fenestratum</i>
29	Hoàng đẳng (Nam hoàng liên)	<i>Fibraurea tinctoria (F. chloroleuca)</i>
30	Các loài Bình vôi	<i>Stephania spp.</i>
31	Thổ hoàng liên	<i>Thalictrum foliolosum</i>
32	Nghiến	<i>Excentrodendron tonkinensis</i> <i>(Burretiodendron tonkinensis)</i>
	Lớp hành	Liliopsida
33	Hoàng tinh hoa trắng (Hoàng tinh cách)	<i>Disporopsis longifolia</i>
34	Bách hợp	<i>Lilium brownii</i>
35	Hoàng tinh vòng	<i>Polygonatum kingianum</i>
36	Thạch học (Hoàng phi hạc)	<i>Dendrobium nobile</i>
37	Cây một lá (Lan một lá)	<i>Nervilia spp.</i>

II B. Fauna species

No.	Vietnamese name	Scientific name
	LỚP THÚ	MAMMALIA
	Bộ dơi	Chiroptera
1	Dơi ngựa lớn	<i>Pteropus vampyrus</i>
	Bộ khỉ hầu	Primates



No.	Vietnamese name	Scientific name
2	Khỉ mặt đỏ	<i>Macaca arctoides</i>
3	Khỉ mốc	<i>Macaca assamensis</i>
4	Khỉ đuôi dài	<i>Macaca fascicularis</i>
5	Khỉ đuôi lợn	<i>Macaca leonina (M. nemestrina)</i>
6	Khỉ vàng	<i>Macaca mulatta</i>
	Bộ thú ăn thịt	Carnivora
7	Cáo lửa	<i>Vulpes vulpes</i>
8	Chó rừng	<i>Canis aureus</i>
9	Triết bụng vàng	<i>Mustela kathiah</i>
10	Triết nâu	<i>Mustela nivalis</i>
11	Triết chỉ lưng	<i>Mustela strigidorsa</i>
12	Cầy giông sọc	<i>Viverra megaspila</i>
13	Cầy giông	<i>Viverra zibetha</i>
14	Cầy hương	<i>Viverricula indica</i>
15	Cầy gấm	<i>Prionodon pardicolor</i>
16	Cầy vằn bắc	<i>Chrotogale owstoni</i>
	Bộ móng guốc chẵn	Artiodactyla
17	Cheo cheo	<i>Tragulus javanicus</i>
18	Cheo cheo lớn	<i>Tragulus napu</i>
	Bộ gặm nhấm	Rodentia
19	Sóc bay đen trắng	<i>Hylopetes alboniger</i>
20	Sóc bay Côn Đảo	<i>Hylopetes lepidus</i>
21	Sóc bay xám	<i>Hylopetes phayrei</i>
22	Sóc bay bé	<i>Hylopetes spadiceus</i>
23	Sóc bay sao	<i>Petaurista elegans</i>
24	Sóc bay lớn	<i>Petaurista petaurista</i>
	Bộ tê tê	Pholidota
25	Tê tê Java	<i>Manis javanica</i>
26	Tê tê vàng	<i>Manis pentadactyla</i>
	LỚP CHIM	AVES
	Bộ hạc	Ciconiiformes
27	Hạc cổ trắng	<i>Ciconia episcopus</i>
28	Quắm lớn	<i>Thaumabitis (Pseudibis) gigantea</i>
	Bộ ngỗng	Anseriformes
29	Ngan cánh trắng	<i>Cairina scutulata</i>
	Bộ sếu	Gruiformes
30	Ô tác	<i>Houbaropsis bengalensis</i>
	Bộ cắt	Falconiformes
31	Diều hoa Miến Điện	<i>Spilornis cheela</i>
32	Cắt nhỏ họng trắng	<i>Polihierax insignis</i>
	Bộ gà	Galiformes



No.	Vietnamese name	Scientific name
33	Gà so cổ hung	<i>Arborophila davidi</i>
34	Gà so ngực gụ	<i>Arborophila charltonii</i>
	Bộ cu cu	Cuculiformes
35	Phước đất	<i>Carpococcyx renauldi</i>
	Bộ bồ câu	Columbiformes
36	Bồ câu nâu	<i>Columba punicea</i>
	Bộ yến	Apodiformes
37	Yến hàng	<i>Collocalia germaini</i>
	Bộ sà	Coraciiformes
38	Hồng hoàng	<i>Buceros bicornis</i>
39	Niệc nâu	<i>Annorhinus tickelli</i>
40	Niệc cổ hung	<i>Aceros nipalensis</i>
41	Niệc mỏ vằn	<i>Aceros undulatus</i>
	Bộ vẹt	Psittaciformes
42	Vẹt má vàng	<i>Psittacula eupatria</i>
43	Vẹt đầu xám	<i>Psittacula finschii</i>
44	Vẹt đầu hồng	<i>Psittacula roseata</i>
45	Vẹt ngực đỏ	<i>Psittacula alexandri</i>
46	Vẹt lùn	<i>Loriculus verlanis</i>
	Bộ cú	Strigiformes
47	Cú lợn lưng xám	<i>Tyto alba</i>
48	Cú lợn lưng nâu	<i>Tyto capensis</i>
49	Dù di phương đông	<i>Ketupa zeylonensis</i>
	Bộ sẻ	Passeriformes
50	Chích choè lửa	<i>Copsychus malabaricus</i>
51	Khướu cánh đỏ	<i>Garrulax formosus</i>
52	Khướu ngực đỏ	<i>Garrulax merulinus</i>
53	Khướu đầu đen	<i>Garrulax milleti</i>
54	Khướu đầu xám	<i>Garrulax vassali</i>
55	Khướu đầu đen má xám	<i>Garrulax yersini</i>
56	Nhông (Yểng)	<i>Gracula religiosa</i>
	LỚP BÒ SÁT	REPTILIA
	Bộ có vảy	Squamata
57	Kỳ đà vân	<i>Varanus bengalensis (V. nebulosa)</i>
58	Kỳ đà hoa	<i>Varanus salvator</i>
59	Trăn cộc	<i>Python curtus</i>
60	Trăn đất	<i>Python molurus</i>
61	Trăn gấm	<i>Python reticulatus</i>
62	Rắn sọc dưa	<i>Elaphe radiata</i>
63	Rắn ráo trâu	<i>Ptyas mucosus</i>
64	Rắn cạp nia nam	<i>Bungarus candidus</i>



No.	Vietnamese name	Scientific name
65	Rắn cạp nia đầu vàng	<i>Bungarus flaviceps</i>
66	Rắn cạp nia bắc	<i>Bungarus multicinctus</i>
67	Rắn cạp nong	<i>Bungarus fasciatus</i>
68	Rắn hổ mang	<i>Naja naja</i>
	Bộ rùa	Testudinata
69	Rùa đầu to	<i>Platysternum megacephalum</i>
70	Rùa đất lớn	<i>Heosemys grandis</i>
71	Rùa rừng (Càng đước)	<i>Hieremys annandalii</i>
72	Rùa trung bộ	<i>Mauremys annamensis</i>
73	Rùa núi vàng	<i>Indotestudo elongata</i>
74	Rùa núi viền	<i>Manouria impressa</i>
	Bộ cá sấu	Crocodylia
75	Cá sấu hoa cà	<i>Crocodylus porosus</i>
76	Cá sấu nước ngọt (Cá sấu Xiêm)	<i>Crocodylus siamensis</i>
	LỚP ẾCH NHÁI	AMPHIBIAN
	Bộ có đuôi	Caudata
77	Cá cóc Tam Đảo	<i>Paramesotriton deloustali</i>
	LỚP CÔN TRÙNG	INSECTA
	Bộ cánh cứng	Coleoptera
78	Cạp Kim sừng cong	<i>Dorcus curvidens</i>
79	Cạp kim lớn	<i>Dorcus grandis</i>
80	Cạp kim song lưỡi hái	<i>Dorcus antaeus</i>
81	Cạp kim song dao	<i>Eurytrachelteulus titanus</i>
82	Cua bay hoa nâu	<i>Cheriotonus battareli</i>
83	Cua bay đen	<i>Cheriotonus iansoni</i>
84	Bọ hung năm sừng	<i>Eupacrus gravilicornis</i>
	Bộ cánh vẩy	Lepidoptera
85	Bướm Phượng đuôi kiếm răng nhọn	<i>Teinopalpus aureus</i>
86	Bướm Phượng đuôi kiếm răng tù	<i>Teinopalpus imperialis</i>
87	Bướm Phượng cánh chim chân liền	<i>Troides helena ceberus</i>
88	Bướm rừng đuôi trái đào	<i>Zeuxidia masoni</i>
89	Bọ lá	<i>Phyllium succifolium</i>



Appendix 4 Decision on FPDR approval

DISTRICT PEOPLE'S COMMITTEE SOCIALIST REPUBLIC OF VIETNAM

Independence- Freedom- Happiness

.....Date.....MonthYear.....

**DECISION
Approving "Regulation on Forest Protection and Development"**

DISTRICT PEOPLE COMMITTEE

- Pursuant to the Organization Law on People's Council and People's Committee dated 26 November 2003;
- Pursuant to the Forest Protection and Development 2004 and the Decree 23/2006/ND-CP dated 3 March 2006 by the Government guiding the implementation of the Forest Protection and Development;
- Based on the Ordinance No. 37/2007/PL-UBTVQH11 on the Democracy Implementation in communes, wards and towns by the Standing Committee of National Assembly dated 20 April 2007;

Considering the request by Commune People's Committeeand comments by Chief Officer of Justice Office District.....

DECIDES

Article 1. The "Regulation on Forest Protection and Development" developed by the community.....village.....,commune..... district,.....province.....is approved

Article 2. This Decision takes effect upon the date of signature.

Article 3. Village head.....shall have responsibility for working together with households from the village community to well implement the Regulation on Forest Protection and Development

Commune People's Committee....., Director of Forest Protection Unit, Chief Officers of District People's Committees and relevant organizations, individuals shall have to take responsibility for instructing, guiding and supporting hamlet.....to well organize the implementation of this Regulation.

**for District People's Committee
CHAIRMAN**



Appendix 5 Village internal monitoring & evaluation questionnaire

**Monitoring and Evaluation Questionnaire
Forest Protection and Development Regulation
conducted by Village Community**

Quang Binh Province

Village.....

Commune.....

District.....

Date...../...../200.....

Done by



Development process (1st year after implementation)

1) When did you develop your village FPDR?

Month..... Year.....

2) What village representatives were invited for developing FPDR?

Village head Village Management Board Women Union Youth Union

Other.....

3) How many villagers participated? Number of women?

No. of people..... Number of women.....

4) Who has facilitated the FPDR development during the village meetings?

Forest Protection Staff Extension Worker

Other.....

5) Who prepared the content of the forest protection and development regulations during the meeting?

Forest Protection Unit Villagers

Comment.....

6) To whom did you send the regulation after the village meeting?

Commune People Committee Forest Protection Staff

Extension Worker

Other.....

7) Were contributions from villagers included into the village's regulation?

Yes No

Comment.....



Present knowledge of Forest Protection Regulations (bi-annual basis)

8) How many steps do you implement during developing your FPDRs?

three steps *four steps* *five steps*

9) Do you remember what is mentioned in your village Forest Protection Regulations
(main points)? Yes No

Forbidden activities.....

Benefits.....

10) Do you know who is in charge of keeping the money gained from compensations?

Individual person *Village head* *Village Management Board*

Other.....

11) Do you know what are the compensations used for?

Payment for commune staff *Village forest development fund*

Other.....

12) To whom would you report cases of burning/ violent cases? And how?

Forest Protection Staff *Village head* *Police*

Oral *Written*

13) Do you remember what happened on the last violation case?

Contents.....

People involved.....

Result.....

14) What benefit do you get after the implementation of the FPDR?

Timber *Firewood* *Water resource protection* *NTFP*

Other.....



Implementation (bi-annual basis)

Page 1

15) Has the number of forest violations caused by accident or intention decreased or increased after having the FPDR?

Increased *Decreased* *No. of cases*.....

16) How do you organise yourself within a group to implement the Forest Protection Regulations?

17) *Forest protection group* *Individual*

Employed forest guards *cooperation with organisations*

18) Where do you have a copy of the complete regulations?

Village center *House of village head* *Every house* *Only commune*

19) Have you problems with violators not following the punishment terms identified in the regulation?

Yes *No* *Explanation*.....

.....

20) What is the role of the village head in solving violation cases?

Report to higher level for solving the case *Village head solve the case*

Other.....

21) Are neighbouring villages aware of your village Forest Protection Regulation?

Yes *No* *Comments*.....

22) Do neighbouring villages violate your FPDRs?

Yes *No*

Describe.....



Implementation (bi-annual basis)

Page 2

23) Are there cases that can not be solved by your village? Why?

Yes No

Explanation.....

24) Who help you with violation cases that can not be solved by yourself?

Forest Protection unit Commune People Committee

Explanation.....

25) Do you get sufficient support from commune level when dealing with violation cases?

Yes No

Describe.....

26) Are you talking about FPDR related issues during village meetings?

Yes No

Example from last meeting.....

27) Do you see the necessity to re-adjust, leave out some issues?

Yes No

Details.....

28) What are the difficulties during the process of solving cases of violation?

Village has no rights for fining from or above VND 50,000

Reporting to CPC

Late supports from CPC and/or FPU

Violator does not obeying the fine

Other:

Reason:



29) Location and area of forest regeneration and restoration, forest enrichment?

Yes No

Activity.....LocationArea.....

Activity.....LocationArea.....

Activity.....LocationArea.....

30) Do you set up additional regulations?

Yes No

Details.....

31) Kind of management/organisation of silvicultural activities (planting, forest restoration...) ?

Individual Group of household Community

Others.....

32) How much do the village harvest (timber, fuel wood, non-timber forest products)?

Product type.....

Total amount harvested for own consumption.....

Total amount harvested for sale



Appendix 8 External monitoring & evaluation questionnaire

**Monitoring and Evaluation Questionnaire
Forest Protection and Development Regulation
conducted by Forest Protection Staff**

Quang Binh Province

Village.....

Commune.....

District.....

Date...../...../200.....

Done by

Forest Protection Unit.....



Development process (1st year after implementation)

1) Who has facilitated the FPDR process during village meetings?

Forest Protection Staff

Economic Section

Commune forest staff

Other.....

2) Are main aspects of the methodology incorporated in the regulation? Why not?

Yes

No

Explanation.....

3) Does the regulation include specific regulations concerning area and land-use types?

Yes

No

Examples.....

4) Does the regulation also include detailed management aspects?

Yes

No

Examples.....

5) Where is the regulation available (how is the dissemination carried out)?

Village center

House of village head

Every house

Only at commune

A0 poster

A4 Photocopy

6) The commune received copies of all village regulations?

Yes

No

Comment.....

7) Are all required articles (see Circular 70) included in the regulations?

Yes

No

Comment.....



Present knowledge of Forest Protection Regulations (bi-annual basis)

8) Are villagers still able to briefly repeat main aspects in the process of elaborating FPDR?

Yes No

Examples.....

9) Who is participating in the planning and implementation process? And how?

Women Union Individual women Only man participate

Explanation.....

10) Which points in your regulations are not in line with current legal documents?

Explain.....

11) Is the FPDR appropriate to local traditional customs?

Yes No

Comment.....

12) Do villagers know about regulations on rights and responsibilities of community's members stated in the village's regulation?

Yes Only some contents Do not know

Comment.....

13) Are the regulations on rewarding and punishment practical?

Yes No Only some

Explain.....



Implementation (bi-annual basis)

14) How many violation cases have been reported?

No. of violation cases.....

15) How is the monitoring of the FPDR in the village carried out?

Details.....

16) Are villagers confident in handling and solving violation cases?

Yes No

Problems.....

17) Who is keeping record about the violation cases?

Village head Forest Protection staff Village Forest Protection

Group *Other*.....

18) Are higher level properly informed about the violation cases?

Yes No

Comment.....

19) Are the FPDR regularly discussed during village meetings?

Yes No

Details of last meeting.....

20) Do the regulations have been changed and updated with some more details?

Yes No

Details.....

21) Does afforestation and harvest, and protection of natural and planted forest complies with technical norms?



Yes No

Details.....

22) Forest resources improved (number of valuable tree species regenerated, canopy coverage increased, etc...)?

In terms of area: Yes No

In terms of quality: Yes No

Details.....

23) Species which are used for combined agro-forestry production mode, help protecting both soil and forest product diversification and resulting in higher income?

Yes No

Details.....

24) What are major violation cases?

Forest cutting Harvest other forest products Trading forest products

Fire Wild animal hunting Shifting cultivation

Others.....

25) Are violation cases treated in line with current legislation?

Untreated In line with legislation Not in line with legislation

Other opinions: Reasons:

26) Which solutions are needed for having a better forest protection and management? (policies on land and forest; support from Central State and local authorities; people participation; etc.)

Explain.....
.....
.....