



**COMMUNITY BASED
SUSTAINABLE FOREST MANAGEMENT
FOR WATER RESOURCE CONSERVATION**

Training course on preparation of Annual Work Plans & Budget at village level

06.03. 2023

TRAINING AGENDA ANNUAL WORK PLAN 2023 – 2024



Day 1	Duration	Technique	Objectives
1. Introduction, Expectations, Group norms	20 min	Presentation	Introduce training program; participants expectations
2. Main objectives/key words when we think about AWP&B	20 min	Brainstorm	Reflect on previous AWP&B implementation
3. What is FPIC?	30 min	Guided discussion	History, legal background, Main principles
4. Reflect on previous training experiences	15 min	Brainstorm	Recall participants competencies
5. Reflect on COSFOM FPIC implementation	15 min	Plenary discussion	Strength and weaknesses of FPIC implementation
6. How to improve FPIC compliance?	45 min	Guided discussion	Main steps and principles to be followed
Lunch	60 min		
7. How to conduct an effective village meeting?	20 min	Lecture	Introduction to meeting agenda, instructor vs facilitator
8. Documentation of planning process	30 min	Plenary discussion	Required documentation standards
9. Grievance mechanism	20 min	Brainstorm, lecture	Project grievance mechanism
10. Reflect on participants expectations and wrap-up	20 min	Brainstorm, lecture	See if participants expectations have been met
11. Follow-up action plan	30 min	Plenary discussion	Guidance on upcoming implementation
12. Wrap-up and feedback	15 min	Guided discussion	Provide feedback for improvements

YOUR EXPECTATIONS

- ☑ What do you want to learn from this training course?
- ☑ Mention one key point only



- ☑ **We will reflect on your expectations at the end of the training again, and see if they were met**

SETTING GROUP NORMS



- ✓ Any question is a good question
- ✓ Everyone should have the chance to participate
- ✓ We help each other to learn
- ✓ Everyone can ask questions at any time
- ✓ Time schedules are to be adhered to
- ✓ No mobile phones



MAIN OBJECTIVES/KEY WORDS ON AWP&B

- ✓ Bottom-up planning
- ✓ Decision-making by community
- ✓ Sense of ownership
- ✓ Commitment to implement
- ✓ Efficient use of project resources and finance
- ✓ Facilitation skills
- ✓ Village meeting
- ✓ Avoid elite capture
- ✓ Gender; inclusion of disadvantaged groups
- ✓ **FPIC**



WHAT IS FPIC?

Establishment of conditions under which people exercise their fundamental right to negotiate the terms of externally imposed policies, programs, and activities that directly affect their livelihoods or wellbeing, and to give or withhold their consent to them.

Source: Patrick Anderson (2011) Free, Prior, and Informed Consent: Principles and Approaches for Policy and Project Development. Bangkok. Published by RECOFTC

WHAT DOES FPIC STAND FOR?

Free – implies no force, intimidation or manipulation (may it be a government, company, or any project/organization);

Prior - implies that consent has been sufficiently sought in advance of any authorization or commencement of any project and respect of time requirements of indigenous consultation/consensus processes;

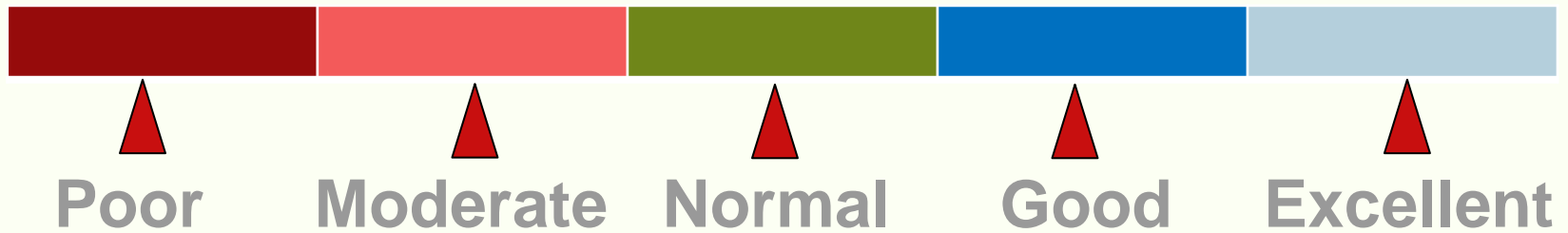
Informed - the community must be given all relevant information to make its decision about whether to agree to the project or not. At least covering the following aspects:

Consent - Consultation should be undertaken in good faith. Establish a dialogue of mutual respect and trust, and full participation. Consultation requires time. The inclusion of a gender perspective and the participation of women, and youth. The right and option to withhold consent.

REFLECT ON PREVIOUS FPIC TRAINING

- **When did you conduct FPIC training?**
- **How many times?**
- **Where can you find information on FPIC?**
- **Are you confident to implement?**
- **Any need for further training?**

REFLECT ON COSFOM FPIC COMPLIANCE



What are remaining shortcomings?

HOW TO ENSURE FPIC COMPLIANCE?

Free



Conducted by neutral Project functionary like
NGO and not State organisation

HOW TO ENSURE FPIC COMPLIANCE?



Prior

- 1st Public Notice and Comment (1 week)
- (draft Plan, dates for village meetings, directions for submitting data and deadlines)
- WRCG agree to content, timing, process and proposed outcomes.
- Timing suitable for disadvantaged groups
- Participation is free for everybody – ensure selection of relevant groups

HOW TO ENSURE FPIC COMPLIANCE?

Informed

- Stakeholder meeting(s)
- Recall overall project objectives, duration support etc.
- All existing planning data (flipcharts prepared during previous sessions) made available
- All pros and cons to be discussed for each selected option.
- Responsibilities during implementation clarified
- All posters to be written in local language



HOW TO ENSURE FPIC COMPLIANCE?

Consent

- Ensure sufficient time for WRCG to discuss, reflect and agree on planning outcomes
- 2nd Public Notice and Comment – Poster to be left in the village hall for comments for 1 week
- Final consent to be reached during plenary village meeting through voting



EFFECTIVE VILLAGE MEETINGS

Preparation

Stationary: Flipchart, markers, ruler, sticky tape, handouts, prepared posters...

Village documents: All previous planning data /flipcharts kept by community, project data...

Planning documents: EPA; PRA; PLUP; SHG; LIP; VMP

Guidelines: SHG, WRCG bylaw, forest management etc. for reference

Any legal documents

All documents to be written in **local language**

Meeting agenda to be prepared as poster

WHY A MEETING AGENDA ?

An agenda can help to:

- ✓ identify outcomes that need to be reached by the end of the meeting
- ✓ identify the process that will help reach the outcome
- ✓ keep the meeting in focus as everyone has the same understanding of the process
- ✓ clarify the roles and responsibilities within the process
- ✓ maximise the effective and efficient use of time available

Time	Topic	Activities/Tools	Outcome
8:00 – 8:45	Fire prevention regulations	Group discussion	Fire prevention plan
8:45 – 9:00	Coffee break	--	--

A SUCCESSFUL MEETING....

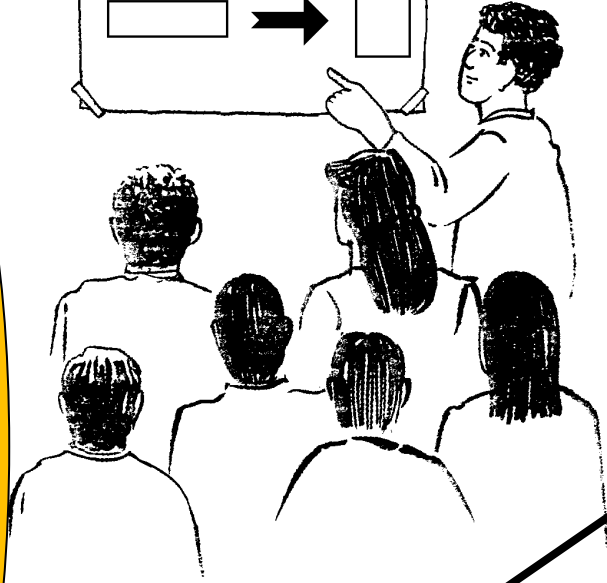
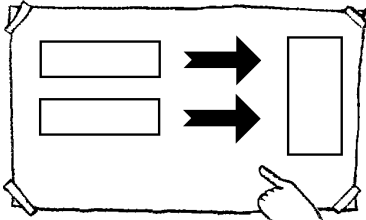
- ✓ **Everybody had the chance to speak out his opinions and concerns**
- ✓ **At the end everybody understands the main outcomes**
- ✓ **The outcome is a shared result representing the opinion of the whole group**
- ✓ **Action points are summarised and a copy remains with the participants**
- ✓ **Activities have a clear timeframe and a responsible person**

Lecturer

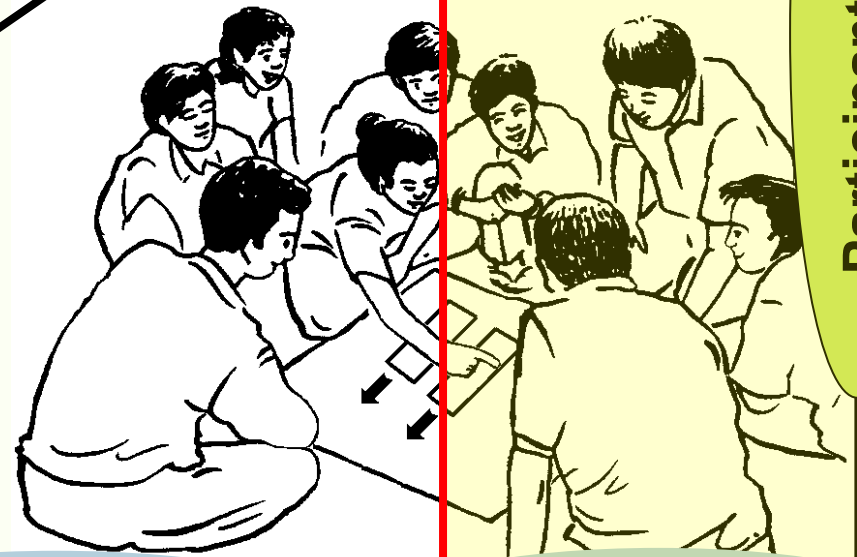
Authority

Collaborator

Facilitator



Instructor centred



Participant centred

Dependent

Collaborative

Independent



DOCUMENTATION OF PLANNING PROCESS



- ☑ The **process** (steps, timing, participation) voting results, list of participants, planning outcomes, remaining issues, follow-up
- ☑ **Photographic evidence** of participation, process
- ☑ All planning documents **left in the village** as original. Project staff only take photographic evidence
- ☑ In the **office**, planning outcomes are entered as digital version in **English** (for donor and State to refer to)

GRIEVANCE MECHANISM



Step 1: How to submit

Step 2: Acknowledged by Project (1 week)

Step 3: Response to complaint within a predefined time frame (before 2 weeks)

Step 4: Resolving the problem together

Step 5: Handover of report and closure

General information to be provided as poster to remain in the village hall at all times!

Grievance Mechanism



STEP 1

SUBMIT YOUR COMPLAINT

- Submit your complaint by Email, Letter or Telephone Call. (See contact information below)
- All information received will be treated as confidential.



ACKNOWLEDGE AND REVIEW

- We will respond in 5 days.
- Your submission will then be reviewed for further action.

STEP 2



STEP 3

RESPONSE TO COMPLAINT MADE

- After reviewing your complaint, we will contact you within 7-14 days with possible solutions.



RESOLVING THE PROBLEM

- We will work together to resolve the problem.

STEP 4



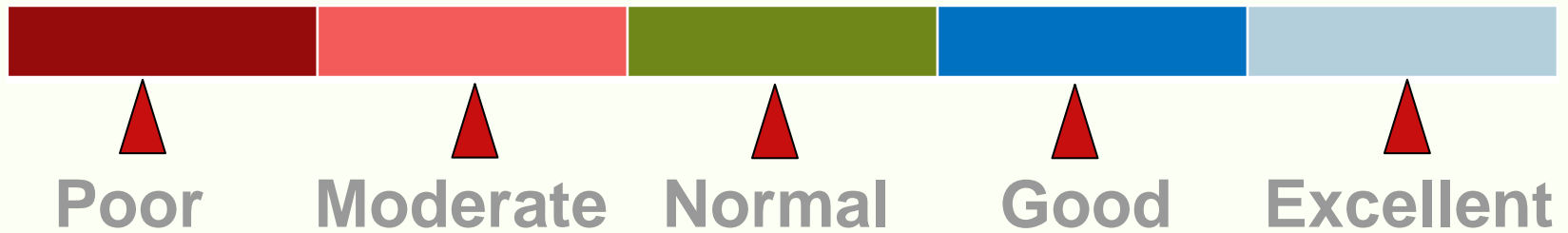
STEP 5

CLOSE OUT

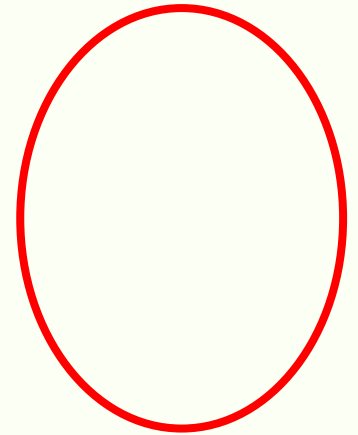
- You will receive a full report on the matter after the problem is resolved.



REFLECT ON COSFOM FPIC COMPLIANCE



REFLECT ON YOUR EXPECTATIONS



FOLLOW-UP ACTIVITY PLAN

- ✓ Each NGO, DPMU etc. develops a brief action plan for the coming 3 months
- ✓ The plan should clearly define activities, responsibilities, **process** and outcomes/products
- ✓ Take 30 min to prepare your plan in your group
- ✓ Place the plan at a prominent place in the meeting hall for remaining participants to review
- ✓ Collect the plan at the end of the meeting and discuss with your villages if the proposed schedule will suit them



***Further
Questions?***