



THE REPUBLIC OF UGANDA

**MINISTRY OF WATER AND ENVIRONMENT**



# **GUIDELINES**

**For Registration and Management  
of Private Natural Forests in Uganda**

**Popular Version**

Forestry Sector Support Department (MWE), Uganda

Policy

Guidelines

Registration and Management

Private Natural Forests

- 1.1 The Meaning of Private Natural Forests
- 1.2 Government Policy
- 1.3 Government Policy on Private Natural Forests
- 1.4 Government Policy on Private Natural Forests

Guidelines

Registration and Management

## Guidelines

For Registration and Management  
of Private Natural Forests in Uganda.

Popular Version

Forestry Sector Support Department (MWE), Uganda

April 2015

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- 1.1 Private Natural Forests
- 1.2 Registering Private Natural Forests
- 1.3 Managing Private Natural Forests
- 1.4 Harvesting Private Natural Forests
- 1.5 Marketing Private Natural Forests
- 1.6 Monitoring Private Natural Forests
- 1.7 Maintaining Private Natural Forests



## Table of contents

Glossary .....	iv
Preface .....	vi
Acknowledgements.....	vii
1. Background.....	1
1.1 The Meaning of "Private Forests".....	2
1.2 Objectives of the Guidelines.....	2
1.3 Summary of the steps for registration and management of a private forest .....	2
2. Who will use these guidelines.....	5
2.1 Who will Use the guidelines.....	5
2.2 Why the PFO should use these Guidelines?.....	5
2.3 How to Use These Guidelines.....	6
3. Phase One: Understanding Private Forests in the National Context.....	7
3.1 Private Forests in the Context of Government Forestry Related Policy and Legal Instruments .....	7
4. Phase Two: Physical Stability of Your Forest and Compliance with legislations.....	9
4.1 Demarcation of the forest external boundaries.....	9
4.2 Rights of Access and Use.....	9
4.3 Operating Legally.....	10
4.4 Preventing and or Stopping Unauthorized Activities.....	12
5. Phase Three: Forest Management for Sustainable Production of Goods and Services.....	13
5.1 Forest Management Planning.....	13
5.2 Managing the Forest for Selected Forest Products.....	15
6. Tracking of Forest Produce from the Forest to the Customer.....	25
6.1 Tracking Timber.....	25
6.2 Tracking other Forest Products.....	26
6.3 Marketing the Forest Products.....	27



7. Phase Four: Environment Management .....	28
7.1 The Project Brief.....	28
7.2 Natural Forest Conservation and Environmental Protection.....	29
8. Phase Five: Social Responsibility .....	30
8.1 Employees' Rights.....	30
8.2 Promoting Local Community Development.....	30
8.3 Dealing with Conflicts.....	30
9. Crosscutting Issues.....	31
9.1 Training.....	31
9.2 Funding Forest Management.....	31
9.3 Institutional Arrangements.....	32
9.4 Managing the Group.....	32
9.5 Monitoring Forest Management Performance.....	33
10 Appendices.....	34
10.1 Appendix 1: Structure of a Forest Management Plan.....	34
10.2 Appendix 2: Application form for registration of private forests.....	36

## Glossary

Compartment	The smallest unit (on ground) of management in a forest. Activities such as inventories, harvesting, and enrichment planting are carried out in one such area at a time.
De facto rights	Rights which are not necessarily given by law but the people perceive them to be theirs by tradition. E.g. the "right" to collect firewood for domestic use.
De jure rights	Rights given to a people by the law e.g. forest produce in a private forest belongs to the owner.
Degraded forest	A forest whose capacity to provide goods and services has been reduced. Capacity includes maintenance of ecosystem structure and functions (Adapted from: European Forestry Institute, Internal Report No. 6, 2002,).
Ecosystem	A community of all plants and animals and their physical environment, functioning together as an interdependent unit, e.g. a forest, a swamp, or a lake (Adapted from: Sophie Higman, et al 2002).
Forest	An area of at least one hectare of land with a minimum tree canopy cover of 30% and a minimum tree potential height of 5 metres (Adapted from UNFCCC, 2001).
Forest Biodiversity	The variability among living organisms in forest ecological systems; this includes diversity within species, between species and of ecosystems. (Adapted from: Sophie Higman, et al 2002).
Forest Management Unit	An area of forest under a single or common system of forest management (Sophie Higman, et al 2002).
High conservation value forest	Parts of the forest with environmentally sensitive areas such as river banks, lakeshores, areas with species that are protected by law (local, national & international) area critical for the survival and identity of the local community.
Logging Waste	The offcuts, broken trees, branches, etc. that are generated during harvesting of trees for timber.

Natural Forest	Forest areas where most of the principle characteristics and key elements of native ecosystems such as complexity, structure and diversity are present (Sophie Higman, et al 2002).
Non-Timber Forest Products (NTFPs)	All forest products except timber, including other materials obtained from trees such as resins and leaves, as well as any other plant and animal products (Sophie Higman, et al 2002).
Other wooded lands	Land that has more than 30% of trees not able to reach a height of 5 metres at maturity (Adapted from: FAO's Forest Resource Assessment, 2000 Main Report).
Private forest	A natural forest or a plantation forest or area dedicated to forestry, registered under Section 21 or 22 of the National Forestry and Tree Planting Act, 2003. However, for purposes of these guidelines, community forests declared under Section 17 of the same Act are also treated as private forests.
Responsible Body	A body designated by law to manage, maintain, and control a forest. In the case of a private forest, the responsible body is the owner and in the case of a community forest, the Minister, under section 17(2) of the NFTP, will appoint the RB.
Responsible Forest Management	Management that takes into account all legal requirements, is socially acceptable and economically rewarding.
Sustained yield	Production of forest products on a perpetual basis, ensuring that the rate of removal of forest products does not exceed the rate of replacement over the long term. (Sophie Higman, et al 2002).
Tropical Moist Forest	Broadleaf forests found in a belt around the equator and are characterized by warm humid climates with high year-round rainfall. Normally the forests are evergreen although some species may shed their leaves periodically. (Adapted from: TheFreeDictionary.com Encyclopedia).

## Preface

Of the 3.6 million hectares (NFP 2013) which constitute forest cover in Uganda, 64% are found on private land (owned individually and customarily). A lot of this forest cover is degraded because of uncontrolled harvesting of forest products, and encroachment for agriculture and human settlement. This has adversely affected the capacity of Uganda's local people to earn a living from forests (estimated at 11-27% of annual incomes to rural households), the forests to maintain sustainable productivity of watersheds, which are invaluable for agricultural, municipal and domestic water supplies (estimated at Shs. 60.8 billion annually) and the land to sustain Uganda's soil conservation values (estimated at Shs. 99.2 billion annually).

In recognition of this, the Forest Policy (2001) provides for mechanisms to work towards responsible forest management on lands that are outside government protected areas. It is along this line that the Forestry Sector Support Department (FSSD) with financial support from FAO-Netherlands Partnerships Programs, developed guidelines for registration and management of private forests in 2007. This was a contribution to the implementation of the National Forest Plan (2002) and any subsequent revised National Forest Plans.

These Guidelines would however be of little value if not put into practical use. Implementation of these guidelines requires a concerted effort from many partners particularly those with interest in improving the livelihoods of rural communities through responsible private forests management. Due to demand by most private forest owners, It has been recognized that there is need to produce a simplified version of the guidelines to make them more user-friendly to all stakeholders. This has in turn led to the development of this Popular Version of the Guidelines.

The popular version of the guidelines will support private forest owners, any interested person or organization professionally obliged to or personally interested to facilitate the process of registering and responsible management of private forests.



**Hon. M. Flavia Nabugere**

MINISTER OF STATE FOR ENVIRONMENT.

## Acknowledgements

This Popular Version of the Guidelines for registration and management of private forests have been prepared with financial and logistical support from the Food and Agriculture Organization of the United Nations (FAO-UN) in partnership with the Government of Uganda through the Forestry Sector Support Department (FSSD) of the Ministry of Water and Environment (MWE). We appreciate the support given to the Government of Uganda to facilitate the process that will eventually lead to the registration and responsible management of Private Forests in Uganda.

The process of production of the popular version of the guidelines has benefited from the contribution of many individuals and organisations consulted. The Environment and Natural Resources technical staff (particularly of Masindi, Lamwo and Bushenyi districts), the partner CSOs from Uganda Forest Working Group (Environmental Alert, CODECA, COVOID and Tree Talk), private forest owners and other stakeholders who contributed to the production of this version of the guidelines are recognised. Your contributions have been very helpful. Special thanks go Mr. Joash Obbo Oyata, the National Consultant, Production of the Popular Version of the Guidelines for Registration and Management of Private Forests. The contribution of Mr. Robert Esimu Akomo, the National Consultant, Strengthening Community Forest Institutions, who worked very closely with Joash in capturing concerns of private forest owners and other stakeholders during the production of the popular version of the guidelines, is highly appreciated.

This work would not have been accomplished without support and guidance of Mr. Council Dickson Langoya (FAO National Project Coordinator, Forest Tenure Project), Mr. Bob Kazungu (Senior Forest Officer FSSD) and other support staff of FAO-UN as well as FSSD. In a special way the comments made by Mr. Fred Kafeero, the Forestry Officer (Participatory Forestry) FAO Headquarters Rome which contributed to the final editing of the guidelines are highly appreciated.



**Adata Margaret**  
COMMISSIONER FORESTRY.



## 1. Background.

Uganda has a forest cover of about 3.6 million hectares (NFP 2012). However, every year, about 1.8% (92,000 hectares) are lost. Much of this forest cover (64%) is found on private land (owned individually and customarily). Over the years forests on private land have been degraded as a result of uncontrolled harvesting of forest products, and encroachment for agriculture as well as human settlement. Degradation has in turn reduced the capacity of the forests to provide vital products and services thereby adversely affecting forest dependent Ugandans, especially the rural poor.



Forest degradation in Masindi District due to over harvesting and agricultural encroachment e.g. sugarcane growing in the background (2015).



Women in Masindi District resort to using sugarcane stalks for cooking/ distilling due to scarcity of fire wood (2015).

In a bid to reverse this unfortunate situation, detailed guidelines for management of private forests were developed in 2007 to promote responsible management of these forests. It has however been deemed necessary to produce this simplified/popular version to make the main

guidelines of 2007 more user-friendly to the facilitators, Private Forest Owners (PFOs), Community Forest Institutions and other stakeholders obliged to and/or interested in promoting responsible forest management (RFM) at the grass root level.

### 1.1 The Meaning of "Private Forests".

The term "private forests" means all those forests that are found outside government-protected areas (GPAs). They include Tropical Moist Forests (TMFs), "Other Wooded Lands" (OWLs) which are natural forests and Planted Forests on privately and communally owned lands. They may be registered or not, declared as community forest or not. However, these guidelines focus on private natural forest. For private planted forests refer to the SPGS guidelines.

### 1.2 Objectives of the Guidelines.

The main objective of the guidelines is to help PFOs to bring their natural forests (THF and OWLs) under responsible forest management (RFM). Specifically, the guidelines will enable the PFO to:

- i) Work towards RFM that can be independently verified.
- ii) attract technical and financial support for responsible management of private natural forests
- iii) Advocate for incentives for improved management of natural forests and the accompanying flow of benefits to the stakeholders.
- iv) Gain knowledge and skills for responsible management of private natural forests.
- v) Effectively monitor progress in Responsible Forest Management (RFM).

### 1.3 Summary of the steps for registration and management of a private forest

#### Step 1: Initiating the private forest management process.

- i) Identify forest site,
- ii) Consult relevant authorities and inform them of your intention of managing a private forest (LC1-111, forest adjacent communities, Area Land Committee, District Forest Officer, District Land Board and the District Council).

**Step 2: Policy and legal requirement awareness.**

- i) Hold meetings especially with the forest adjacent communities, local authorities (LC1-111, Area Land Committee/technocrats at Parish and Sub-county level and District Council to create awareness on the relevant policies and laws that support Private Forest Management.

**Step 3: Situational analysis.**

- i) This helps to understand existing forest resources and values,
- ii) Identify forest user groups and other stakeholders,
- iii) Identify threats to the forest,
- iv) Identify social, economic, physical and institutional set up,
- v) Identify and manage conflicts.

**Step 4: Institution formation/formalization.**

- i) This defines the responsible body for the management of the forest estate. It could be a family, Company or CBO.
- ii) It helps to safeguard the aspiration of the private forest owner in the future when the responsibility is handed to the next generation.
- iii) A Constitution or Memorandum and Articles of Association would be relevant to define the roles and responsibilities of the family members and this enables them to get actively involved in the management of the forest and creates a sense of collective responsibility and ownership.

**Step 5: Demarcation of the Private Forest boundary.**

- i) This helps to negotiate and agree with the adjacent land owners the exact boundary in order to show external boundary with clear reference points in order to reduce conflicts with the neighbouring communities.
- ii) It also helps to ascertain the actual size of the land under forestry, in relation to the total land holding and in the production of the forest map.

#### **Step 6: Development of a Management Plan for a Private Forest.**

- i) It helps to synthesize forest resource assessment and stakeholder information in the management plan,
- ii) Agree and clarify the responsibilities of members,
- iii) Discuss and agree on the activity work plan/duration of the management plan,
- iv) Financial projections for the implementation of the management plan.

#### **Step 7: Registration of the Private Forest.**

- i) Apply for the registration of the Private Forest using the standard application form (see appendix 2) through the DFO to the land board.
- ii) Verify availability of land for establishment/under forest for registration with area land committee and district land board.
- iii) Seek approval of the application from the District Land Board and then by resolution of the District Council.
- iv) Secure tenure and access right from Ministry of Water and Environment through the issuance of a forest registration certificate.

#### **Step 8: Implementation of Private Forest Management Plan.**

- i) Develop monitoring systems for sustainable management of the forest.
- ii) Develop systems for periodic review of the forest management plan.
- iii) Clarify revenues and other benefits.
- iv) Establish mechanisms for revenue/benefit sharing from the Private Forest.

## 2. Who will use these guidelines, why they will need to use them and how to use them?

### 2.1 Who will Use the guidelines.

- Private Forest Owners (PFOs).
- The District Forestry Services (DFS).
- The Ministry responsible for forestry.
- Non-governmental organisations (NGOs) involved in forestry-related activities.
- Other stakeholders interested in responsible management of private natural forests.

### 2.2 Why the PFO should use these Guidelines?

- a) To benefit from emerging market incentives including but not limited to:
  - Higher prices of forest products and services than the prevailing market rates which are offered by Government, donor-funded projects and big private companies.
  - Support by big private companies for implementation of activities as part of their corporate social responsibility.
  - Funding from international agencies that are required to demonstrate a "green image" in their operations.
  - Enabling the PFO to lobby for incentives enshrined in the Forestry Policy and laws more effectively due to the implementation of forest management activities that are environmentally friendly, socially fair, and economically efficient.
  - Prospects for export to international buyers looking for forest products from responsibly managed forests.
  - Starting point towards international certification so that the PFO can market products and services with the Forest Stewardship Council (FSC) trademark.
- b) To benefit from other Non-market Incentives such as:
  - Building the capacity of PFOs in forest management (Forestry Policy).

- Engaging in partnerships with PFOs (Forestry Policy).
- Setting up a Tree Fund and a National Environment Fund (NFTPA and the National Environment Act).
- Benefiting from tax incentives for investment in processing of forestry products provided the investment is worth US\$50,000 or more (Investment Code).

## 2.3 How to Use These Guidelines.

### 2.3.1 General Approach.

To use these guidelines effectively, the PFO will need to refer to some of these documents frequently:

- The Uganda Forestry Policy, 2001.
- The Uganda National Land Policy 2013.
- The NFTPA, 2003 and Regulations.
- The National Forest Plan, 2013.
- The District Forestry Services Handbook.
- Guidelines for Registration, Declaration and Management of Community Forests (2007).
- The National Environment Act (NEA), 1995 (CAP 53).
- The National Environment (Wetlands, River Banks and Lake Shores Management) Regulations, 2000.
- The National Environment (Mountains and Hilly Areas Management) Regulations, 2000.
- Uganda Wildlife Act, 1996 (CAP 200).
- Local Governments Act, 1997 (CAP 243).
- Land Act, 1998 (CAP 227) and the accompanying Regulations.
- National Development Plan II (2015/16-2019/20).
- Uganda Vision 2040.

A glossary has also been added to explain technical words and phrases.

### 2.3.2 A Phased Approach to Implementation.

The guidelines will be implemented in three phases as outlined below:

- Understanding private forests in the national context.
- Physical stability of your forest and compliance with legislation.
- Forest management for sustainable production of goods and services.

### 3. PHASE ONE: Understanding Private Forests in the National Context.

#### 3.1 Private Forests in the Context of Government Forestry Related Policy and Legal Instruments

##### a) Uganda Forestry Policy, 2001.

Statement No. 2 of the Forestry Policy, commits government to promote sustainable management of natural forests on private lands, especially for production of forest resources within the wider context of integrated land use and expanding agricultural needs .

##### b) The National Forest Plan, 2012.

The National Forest Plan provides for the DFS as the main vehicle for implementation of forest management programmes at various LG levels and specifies the partners the PFO can call on for support. They include the DFD Staffs, and the Service Providers (SP) who may be NGOs, Research Institutions, NAADS, NFA, Forestry Sector Support Department (FSSD), and National Environment Management Authority (NEMA) among others.

##### c) Some Forestry Related Legislations.

###### i) The Land Act, 1998.

- Section 16-28 permits the PFO to get together with neighbours to form a Communal Land Association (CLA) with a “common land management scheme” for the purpose of managing a natural forest on your lands.
- Section 44 requires the PFO to manage the forest in accordance with the other laws of Uganda, especially the NFTP, and the NEA.

###### ii) The Local Government Act, 1997.

When the Act is read together with the constitutional amendment of 2005 (Art 21)<sup>1</sup>, it empowers the Regional and district LGs to supervise and monitor management of private forests.

<sup>1</sup>Article 178 as amended by the Constitution (Amendment) (No. 2) Act, 30th December 2005: 5th Schedule, Section 9 (e) and the Local Government Act (Act 1), 1997, 2nd Schedule, Part 2, Section 5 (xii)

iii) The National Environment Act, 1995.

- Section 20 stipulates that for activities listed in the 3rd Schedule, especially Nos. 7, 8 & 9, the PFO is required to carry out an environment impact assessment (EIA) before carrying them out on the land/forest. The EIA is at your expense or at the expense of whomever you are giving use rights).
- Section 35-41 forbids the PFO from doing certain things on steep hill slopes, river banks, lakeshores and wetlands without permission from NEMA.
- If the PFO carries out any activity that degrades the environment, s/he may be asked to restore it to the state in which it was, or as near to that state as possible.
- As soon as the National Environment Fund is established, the PFO stands to access funding for his or her forestry activities.

iv) The National Forestry and Tree Planting Act (2003).

- Section 17, 25 empowers the PFO as a member of the community to ask the District Council to request the Minister to declare a natural forest on communal land as a community forest.
- Section 21 allows the PFO to register a forest on own private land with the District Land Board (DLB) and will be recognized as a Responsible Body (RB) by Government.
- Section 26 empowers the PFO to seek assistance from government agencies to give technical advice but some of them may charge for those services.
- Section 28 requires the PFO to have a management plan for the forest.
- As soon as the Tree Fund is established, the PFO will stand the chance to access funding for forestry activities.



## 4. PHASE TWO: Physical Stability of Your Forest and Compliance with legislations.

### 4.1 Demarcation of the forest external boundaries.

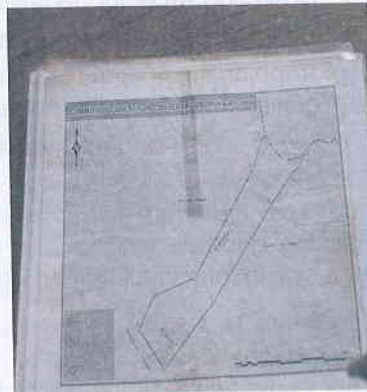
It is important to clearly demarcate the boundaries of the forest in order to:

- Show where the forest begins and ends (external forest boundaries).
- Provide a forest boundary plan (BP).
- Reduce conflicts with neighbours.

Boundary demarcation involves surveying, re-opening and maintenance, and installation of infrastructure (sign posts, survey stones, beacons, corner cairns, corner and intermediate earth mounds, boundary trenches or directional trenches, and live-markers) to make it easy to retrace the boundary in future (refer to guidelines for demarcation of forests).



Boundary Mark Stone.



A Map of a Forest Boundary Plan

### 4.2 Rights of Access and Use.

#### 4.2.1 The Rights to Ownership of the Forest and the Forest Produce.

##### a) Private Forest.

Section 17(2) of the NFTP A gives the PFO the right to ownership of the forest produce. The PFO should legally own the land on which the forest is located. The legally recognized land ownership systems include

Customary, Freehold, Mailo and Leasehold which should be supported by documents such as land title, agreement of purchase witnessed by the area Local Council (LC), agreement drawn up by a lawyer and letters of administration or deceased's will in case of inheritance.

#### **b) Community forest.**

The community can have ownership of the forest if it has been declared by the Minister as a community forest under the NFTP and forest management is the main objective of a CLA under the Land Act.

#### **4.2.2 Taking Care of the Rights of Others.**

The PFO needs to take care of the rights of the forest adjacent communities as they too have a stake in the forest. They are either affected/impacted by the forest or they affect/impact on the forest. Therefore, depending on the area, local people may have rights of:

- Traveling through the land to the next village (de jure).
- Collecting water for domestic use (de jure).
- Collecting herbal medicines (de facto).
- Trapping small game and birds like rats, squirrels, partridges, guinea fowls for meat (de facto).
- Living on the land as a bona fide occupant (according to the Constitution) (de jure).

The de facto rights are not strictly rooted in law but for purposes of maintaining goodwill among your neighbours, they can be allowed under a system of control agreed with the people.

#### **4.3 Operating Legally.**

In order to make use of the law to the PFO's benefit, the PFO should develop an action plan to reach full compliance over time. Table 1 shows an example of a checklist to help the PFO gauge to what extent s/he is complying with these laws. In the table, tick in the appropriate box as follows:

- F = you are fully complying with this section.
- P = you are partially complying with this section.
- N = you are not complying with this section.
- NA = this section is not applicable to your forest.

**Table 1: An Example of a checklist for Compliance with the NFTP.**

Ask Yourself	F	P	N	NA	Remarks
Is our community a Responsible Body by law?					For this to happen, it must be included in the SI declaring the community forest (Sect. 17 (2)).
Is my forest legally a private forest?					For it to be one, it must be registered with the DLB whether the land is your own or it is licensed to you by someone else (Sect. 21).
Have you prepared a forest management plan (FMP) for your forest?					It is a legal requirement (Sect. 28). If you have prepared one, then check for the minimum things that must be there (Sect. 28(2))
Which activities require an EIA before I can do them? Are you doing it?					Check the National Environment Act and its accompanying Regulations and Guidelines for guidance.
Do this for all the sections in each of the main laws.					

#### 4.3.1 Developing a Plan for Compliance.

The PFO should find which sections of the laws that are not being complied with fully, either because of lack of knowledge or because it requires money to comply. The criteria and the steps below will help you to find out where to start and how to progress towards full compliance.

- Step 1: Develop criteria for prioritizing actions for compliance.
- Step 2: Give a score to each of the activity needed to do in order to achieve the required compliance.
- Step 3: Decide on how to work towards compliance in stages.
- Step 4: Indicate when to do each of these activities.

**Step 5:** Ask and find answers to the following questions:

- How much money and other resources (people, materials, and management time) are needed every year? Where will they be got from?
- What additional assistance is needed? Where will it be got from?
- How should other activities and resources be adjusted in order to take on these new activities?

#### **4.4 Preventing and or Stopping Unauthorized Activities.**

Unauthorized activities can be timber harvesting, charcoal burning, cattle grazing, firewood cutting, and sand & clay mining. The seriousness of each of these activities varies with the area where the forest is located. The PFO should understand the actual and potential unauthorized activities which might threaten the forest. In preventing or stopping these activities, consider the following:

##### **4.4.1 Stopping the activity altogether.**

Depending on the location and conditions in the area, you may collaborate with the following persons to protect the forest:

- Patrol men or family members.
- District Forest Department and local leaders where licensing or user permits are applicable.
- Police and other law enforcement agencies where persistent illegal timber cutting is a problem.

##### **4.4.2 Involving the people to limit damage to the forest.**

In addition to using legal means to stop unauthorized activities, the PFO should collaborate with forest adjacent communities to:

- Find alternative sources of forest products to minimize stealing.
- Regulate harvesting of certain forest products.
- Legalize harvesting of timber through licensing and permits.
- Review the success of the control measures regularly.

## 5. PHASE THREE: Forest Management for Sustainable Production of Goods and Services.

### 5.1 Forest Management Planning.

The aim of forest management planning is to:

- Give a long-term view of the forest so that future benefits are not compromised.
- Describe the different activities done in the forest at various periods.
- Bring together forests of similar management needs under one regime which makes management cheaper and easier.
- Help the PFO to meet the minimum requirement under the NFTP.

#### 5.1.1 Minimum requirements in the FMP.

The NFTP outlines the following requirements in the FMP:

- i) A description of all matters relating to the forest, the forest produce, and the use currently being made of the forest produce.
- ii) Management objectives of the forest.
- iii) The measures to be taken for the sustainable management of the forest and, for community forests, the involvement of local communities in the management of the resources.
- iv) The type of activities to be carried out in the forest.
- v) The resources likely to be available to enable the management plan to be executed.
- vi) Any other information as the Minister may prescribe.

#### 5.1.2 Procedure for Preparation of a Forest Management Plan.

**Step 1:** Identify someone with training in forest management planning.

**Step 2:** Mobilise and sensitise people with an interest in your forest to cultivate goodwill among them.

**Step 3:** Collect the information to be included in the FMP.

**Step 4:** Writing the FMP following the structure in Appendix 1.

**Step 5:** Disseminate the FMP by distributing copies of the FMP to the key stakeholders like local leaders, DFD staff, local NGOs interested in forestry, and other stakeholders.

**Step 6:** Review and update of the FMP periodically (at least every 3 years) to take account of changing situations, emerging information & technology and the results of monitoring activities, in consultation with the key stakeholders.

Break down the FMP into annual activities as summarized in annual operations planning process.

### **5.1.3 Annual Operations Planning.**

The purpose of an annual operations plan (AOP) is to:

- Prioritize activities to be done in one particular year.
- Direct scarce resources to priority activities.
- Guide in carrying out season-sensitive activities (e.g. enrichment planting) at the right time.

Steps in preparing an AOP:

- i) Identify activities to be carried out in one year, derived from priority operations in the FMP.
- ii) Cost each activity.
- iii) Reprioritize activities if the total cost for the year is more than the funds available.
- iv) Allocate activities to quarter(s) or month(s) during the year according to the seasonality and availability of labour and financial resources.

The AOP should be reviewed once every 3 months to take into account any unforeseen issues but this should not be used to cover up inefficiencies in carrying out planned activities.

## 5.2 Managing the Forest for Selected Forest Products.

### 5.2.1 Timber.

**Table 2: Steps, activities and procedure for managing forest for timber.**

Step	Activity	Procedure
1	Divide the forest into compartments.	<ol style="list-style-type: none"><li>i) Use physical features like roads/paths, streams, valleys, and ridges, to form natural divisions.</li><li>ii) Use different vegetation types like TMF, OWLs, and grasslands where natural features are not adequate.</li><li>iii) Draw each of these divisions on the BP to show the compartments.</li></ol>
2	Select a harvesting cycle.	<ol style="list-style-type: none"><li>i) Harvest with short harvesting cycles of 25 years.</li><li>ii) Allow natural regeneration. The advantages of this system include: <b>Advantages:</b><ul style="list-style-type: none"><li>• Providing income at a relatively short interval.</li><li>• Allows a continuous and visible presence in the forest which limits unauthorised activities.</li><li>• Providing regular information at relatively shorter intervals that strengthens and improves forest management.</li></ul></li></ol>
3	Carry out inventory.	<p>Use the Point-Centred Quarter Method as described by Kevin Mitchell (2007). It is easy and fast to use because it does not require dividing the area into distinct units (inventory plots) like most other inventory methods.</p> <ol style="list-style-type: none"><li>i) Cut a light line across the forest.</li><li>ii) Mark off stations at random or systematic intervals along the line.</li><li>iii) Lay out imaginary lines perpendicular to each station giving you 4 quadrants at each station.</li><li>iv) At each station, record the tree nearest to you in each Quadrant.</li></ol>

		<p>v) Record the presence of large gaps, encroachment, illegal activity, high conservation values, etc.</p> <p>vi) Record the data in the form shown in Table 3.</p> <p>vii) Compute the data gathered in the field to show:</p> <ul style="list-style-type: none"> <li>• Different species available in the forest.</li> <li>• Density of trees in the forest giving an indication of level of stocking.</li> <li>• Which species are abundant in the forest?</li> <li>• Whether it is possible to harvest at sustainable levels or not.</li> <li>• An indication of follow up activities to improve the quality of the forest.</li> </ul>
4	Demarcate harvesting areas.	<p>i) Determine which compartments contain enough trees to permit harvesting at sustained yield levels. The average basal area (or tree density) of 25m<sup>2</sup>/ha.</p> <p>ii) Mark the compartments that can be harvested at sustained yield levels on BP.</p>
5	Identify the areas to be protected.	<p>i) Mark on your map the zones along river banks and lake shores protected by the National Environment Regulations (Table 4).</p> <p>ii) Identify and mark "high conservation value" areas such as wetlands, areas containing species or trees that have been declared by the Minister to be protected, areas for cultural use and specific areas that are important for community livelihoods e.g. those with fruits and roots that offer safety nets during periods of food shortage.</p>
6	Select trees to be harvested.	<p>i) Number all trees of diameter at breast height (dbh) of 50cm and above within the compartments for harvesting, giving each a unique number written in permanent paint. The number should be as close to the base of the tree as possible so that it remains on the stump for future reference even after cutting.</p>



		<ul style="list-style-type: none"> <li>ii) Decide on the number to be harvested, ensuring that not more than 50% of the trees numbered are cut (on average about 30%).</li> <li>iii) Leave seed trees (best trees) to provide seed for natural regeneration as well as a possible revenue source. Mark them with a different colour of paint to avoid being cut by mistake.</li> <li>iv) Identify and record trees to be harvested by their species and identification number given earlier.</li> <li>v) Trees near each other should be cut in such a way that the gap is not too large. Only one tree within a distance of 20 metres of each other should be harvested.</li> <li>vi) Locally rare species should not be harvested even if it may not yet be formally protected.</li> </ul>
7	Take decisions on extraction roads.	<ul style="list-style-type: none"> <li>i) For pitsawyers or light mobile sawmills, only light tracks for extracting the timber will be required.</li> <li>ii) Where a lorry or tractor is to remove the timber, construct a road going through the forest so that the timber can be carried to collection centres along this road.</li> <li>iii) Alternatively, time your harvesting so that it takes place only during the dry seasons to make it possible for vehicles to go in without destroying the land.</li> </ul>
8	Harvest in an environmentally friendly manner.	<ul style="list-style-type: none"> <li>i) Only trees that have been marked for harvesting should be cut.</li> <li>ii) Seed trees must not be cut.</li> <li>iii) Trees in any area where timber harvesting is prohibited by law should not be cut, except in cases where you have a special permit from NEMA (See District Forest Service Handbook).</li> <li>iv) Tree species which are reserved and/ or protected under the law can only be harvested according to the conditions issued by the Minister.</li> </ul>

		<ul style="list-style-type: none"> <li>v) Logging on steep slopes should be done in accordance with the National Environment (Hilly and Mountainous Areas Management) Regulations 153-6, especially to prevent soil erosion.</li> <li>vi) For safety, tree cutters should not work within a distance of 100 metres of each other. Nevertheless, they should warn others of trees that are nearly falling.</li> <li>vii) Trees should be felled in the direction of open gaps or alongside trails for moving logs or removing timber to limit damage to the surrounding trees not meant for felling.</li> <li>viii) Trees should be cut in such a way as to leave a low stump (not higher than 30 cm).</li> <li>ix) Log measurement should be done in section lengths starting with 2 metres and increasing in multiples of 20 cm (e.g. 2.0 metres, 2.2 metres, 2.4 metres, 2.6 metres etc.) in order to maximize the amount of timber from the whole tree.</li> <li>x) The diameter of each log should be measured in the middle of the log and the log volume computed.</li> <li>xi) All young trees that have been broken in the process of cutting down a tree should be cut back to not more than 30 cm above ground level to allow for forest hygiene, re-growth and ease of movement of people.</li> <li>xii) Logs should not be directly pulled or rolled on the ground for more than 50 metres.</li> <li>xiii) Only species of low economic and biodiversity value and which are highly abundant in the forest can be used for construction of ladders, pitsawing trestles and other sheds.</li> <li>xiv) No chainsaws should be used to convert logs into timber unless they are specifically designed for that purpose, as in the case of the Logosol Sawmill.</li> </ul>
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		<p>xv) Timber storage sheds should be maintained at a level that does not allow deterioration resulting from weather elements.</p> <p>xvi) All people working in the tree cutting area should use appropriate safety equipment. The minimum equipment includes helmets, boots, and overalls.</p>
9	Repair felling damage.	<p>i) Time the activity to take place during or shortly after the harvesting operation.</p> <p>ii) Done by the buyer as one of the conditions of purchase or the PFO during supervision of harvesting operations.</p> <p>iii) Target up to five young trees for every tree felled.</p> <p>iv) Poles up to 15cm in diameter, with damaged crowns, are cut back to about 30cm from the ground, to allow them to coppice.</p> <p>v) Young trees that are bent over or weighed down by fallen branches or climbers should be liberated, straightened and if necessary, supported, or cut back if none of this is practicable.</p> <p>vi) Damaged trees that are over 15cm diameter and have some financial value should be converted into timber, firewood or charcoal.</p>
10	Maintain Natural Re-growth.	<p>i) Monitor the re-growth for at least 2-3 years after felling to see when maintenance becomes necessary.</p> <p>ii) Spot-hoe a radius of 1 m around the plant.</p> <p>iii) Later, slash instead of hoeing.</p>

11	Carry out enrichment planting.	<p><b>Planting of Gaps</b></p> <ol style="list-style-type: none"> <li>i) Identify the gaps to be planted and areas without seed trees.</li> <li>ii) Identify the species that grow locally in the area to be planted.</li> <li>iii) Estimate the area to be planted each season depending on the available funds.</li> <li>iv) Dig large planting pits (30 – 50 cm diameter and 30 cm deep). Plant in lines at 5 x 5m spacing to make it easier to find the plants for subsequent tending. Then clear a 2-metre diameter spot down to ground level around each plant.</li> <li>v) Carry out tending (spot weeding, climber cutting) before weeds overtop the plants.</li> </ol> <p><b>Strip Planting</b></p> <ol style="list-style-type: none"> <li>i) Open strips, 10m apart, and 2m wide at ground level and at least 4m wide at canopy level.</li> <li>ii) Plant the strips at 5 - 10m intervals with suitable species.</li> <li>iii) Keep the strips open by repeated tending until the plants are at least 2m high.</li> <li>iv) Further open between the strips if the canopy starts to close over the plants.</li> </ol> <p><b>General Considerations for Gap &amp; Strip Planting</b></p> <ul style="list-style-type: none"> <li>• The plants should be at least 40 cm high and of good multiple quality species. The planting can take the design of one species per line, a mix of species in each line or small blocks of different species mixed randomly or systematically.</li> <li>• Where there are some standing trees which can produce seed, use species that have been depleted. However these should be of good economic value, indigenous to the area (say growing in nearby forests), easy to raise in a nursery, relatively fast-growing and not commonly attacked by pests e.g. goats, antelopes, etc.</li> </ul>
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**Table 3: Forest inventory data form.**

Station	Quadrant	Tree Species	Distance of tree from Station (m)	Dbh (cm)	Approx No. of 7ft logs	Remarks
Notes (e.g. presence of large gaps, encroachment, illegal activity, high conservation values, etc.						

**Table 4: Protected Zones along River Banks and Lake Shores**

Category	Protected Zone
Rivers named in the 6 <sup>th</sup> Schedule.	100 meters from the highest water mark.
Rivers not named in the 6 <sup>th</sup> Schedule.	30 meters from the highest water mark.
Lakes named in the 7 <sup>th</sup> Schedule.	200 meters from the low water mark.
Lakes not named in the 7 <sup>th</sup> Schedule.	100 meters from the low water mark.

From: The National Environment (Wetlands, River Banks and Lake Shores Management) Regulations, 2000.

### **5.2.2 Charcoal Production in Tropical Moist Forests (TMFs) as a Harvesting Residue.**

In the TMFs, charcoal production using logging waste and/or non-timber species in the areas recently harvested can be done but the activity must be supervised strictly to avoid cutting of young trees and damage to residual regeneration.

### **5.2.3 Charcoal Production in Other Wooded Lands.**

In order to bring charcoal burning under control, the following broad procedure should be followed:

- i) Inform the community about conditions for licensing charcoal burning and employment opportunities.
- ii) Divide the area into compartments using physical features.
- iii) Carry out reconnaissance of each compartment to determine the degree and quality of forest stocking.
- iv) Do not burn charcoal in a compartment with stocking of at least 18 trees/ha (10 cm + dbh) of good timber species. This compartment can be considered for woodland improvement.

- v) For the remaining compartments, decide on the order in which you will carry out charcoal burning.
- vi) In the compartment to be harvested for charcoal, mark all good quality timber trees so that they are not burnt into charcoal.
- vii) Make sure you observe the legal requirements for protected zones.
- viii) Put in place measures to protect the area from grazing and fires.
- ix) Start harvesting the compartment/sub-compartment by systematically clear-cutting from one side to another.
- x) At the onset of the next rains plant more charcoal or timber producing seedlings.
- xi) Monitor progress of the re-growth, liberating it from climber tangles where necessary.

#### **5.2.4 Firewood.**

Generally the principles and procedures described for charcoal should be followed for firewood production.

#### **5.2.5 Ecotourism.**

Ecotourism can earn the PFO income even when harvesting of timber and other forest products is not possible (e.g. as the forest recovers from excessive harvesting).

Opportunities Available in Ecotourism.

- Tourism is one of the fastest growing sectors in the world.
- Ecotourism is just beginning to develop in Uganda and tapping into it early offers considerable gain.
- There is an expanding domestic market for ecotourism.
- There are a large expatriate communities in Uganda who are thrilled by ecotourism offered in forests owned and managed by small private owners and communities.
- A number of people are looking for attractive forests to rent for development of ecotourism.

## Identifying Attractions in Your Forest.

### i) Location of your forest.

- Forests located within one of the main tourist circuits e.g. Kampala – Masindi - Murchison Falls National Parks (NPs) are likely to attract tourists who want to break their journey to the big NPs.
- Forests located close to an urban centre are likely to tap into the mushrooming elite functions like outdoor parties, forest walks, educational tours, etc..
- Forests located near a major highway are likely to attract tourists.

### ii) Biodiversity attributes.

- Primate viewing (e.g. chimpanzees, rare monkeys, etc.): This is highly paying if your forest is home to these.
- Intact forest ecosystems with large trees and unique species like Mahoganies will attract those who love to walk in the forest and discover the wide variety of plant life.
- Bird watching taps into a unique clientele who will pay highly to watch a variety of birds.
- Globally important species and ecosystems will attract research tourists who want to have a discovery and unique learning experience.

### iii) Landscape.

In forests with a rugged landscape, one can develop mountain biking and scenic drives. Scenic drives are particularly attractive where the forest provides some openings from where tourists can have breath-taking views across the countryside. The views can be created if they are lacking naturally. Scenic drives can be designed to include hiking.

### iv) Local community Involvement.

Expatriate tourists would like to combine pleasure with doing something for the community and/or the environment. They are happier to pay their money directly to members of the community who have something they are doing to try to improve their livelihoods. Get them involved in environmental management activities in which tourists can participate physically and/or financially, make and sell their handicrafts, fresh foods, etc and organise cultural shows.

**v) Water.**

Forests located close to water (river or lake) are a potential gold mine. Many tourists would like to combine water sport (e.g. fishing, water cruises, white water rafting, beaches, and swimming) with other forest experiences.

**Development Activities.**

There is need to improve or develop the following facilities, depending on the level of tourism targeted:

- Road improvement, or construction of additional roads for access and scenic drives.
- Trails for forest walks, hiking, and nature study.
- Camping and accommodation sites and facilities (accommodation, restaurant, visitor information centre, viewing pads, etc).
- Equip the site according to the needs for the particular tourist activities.
- Develop signage and rules/guidelines for managing the environment.
- Recruit and train guides and other service personnel.
- Prepare brochures, posters and fliers for information.

**Fees Structures.**

These will depend on the kind of tourism targeted. The categories of tourists will include:

- Day tourists (majority likely to be local).
- Overnight tourists (will stay overnight where there is a good variety of activities to engage in).
- High-paying tourists (need well developed infrastructure).
- Budget tourists and campers.

Visit the nearest NFA or UWA ecotourism centre for guidance on the appropriate fees.

**5.2.6 Other Forest Products and Services.**

These include rattan canes, wild coffee, Gum Arabic, Shea Butter nuts, Prunus bark, honey and crafts. Consult with the DFO on specific practices and procedure to be followed.



## 6. Tracking of Forest Produce from the Forest to the Customer.

### 6.1 Tracking Timber.

#### Stage 1: Licensing of Harvesting of Timber.

Harvesting should be licensed by the PFO if forest is registered. If it is not registered, the PFO should issue a formal receipt against which the trees were purchased.

#### Stage 2: Timber Harvesting.

The tree should be cut down in such a way that the stock number or number is left on the tree stump so that it can be traced later. If this is not possible, the tree cutter should paint the tree number again on top of the stump after cutting down the tree to facilitate future crosschecking during monitoring.

#### Stage 3: Movement of Timber.

- a) The PFO maintains a database showing the trees harvested. The licensed harvester also maintains records of the timber cut from each tree.
- b) In case of a different buyer, a buyer seller agreement form should be filled/made to ascertain ownership and consent for the transaction.
- c) When the timber is loaded on the vehicle, the local staff of the DFS marks each piece of timber (at the ends) with a forest code (each forest has its own unique code) using a timber hammer or other means of identification like labels, paint, etc.
- d) The DFS staff then issues a Forest Produce Declaration Form (FPDF), thus allowing the timber to move from the forest. The FPDF contains details of the forest of origin, the species, tree number (in the forest) and timber sizes among other information.
- e) At the office of the DFO, the FPDF and the marks on each piece of timber are checked to make sure that the details correspond. The DFO also ensures that the fees and taxes have been paid to the District or Sub-county. If the DFO is satisfied, he/she issues a forest produce movement permit (FPMP) and a receipt of payment, then he/she puts on the official seal, thus allowing the timber to be moved to any destination in Uganda.

- f) Therefore, a vehicle loaded with timber moving on the road should be going to the DFO (with a FPDF & a code for the forest of origin) or from the DFO's office to other destinations (with a FPDF, a code for the forest of origin and the district seal).
- g) Each vehicle is allowed to load only timber whose origin can be verified through this system.

## 6.2 Tracking other Forest Products.

For the other products, the tracking involves mostly ensuring that the necessary forest fees and LG taxes are paid. Therefore, the same FPDPs can be used for documentation but the systems for marking the products should adapt to the following broad principles:

- a) The system should be easily understood and used willingly by the PFO (designed with the benefits of the PFO in mind rather than solely for tax collection).
- b) An inventory system that enables independent verification of the source of the product should be designed. This will often involve a system of demarcating the areas on the ground so that they can be easily found.
- c) The system of packaging should enable marking and sealing of individual units or batches. A system of seals and labels used by the Customs Department is a good starting point. For example, indelible ink stamps and wax seals are good to use.
- d) The documentation chain should be user-friendly and the standard stationery should be designed by the MWE and easily accessible to the PFO. The current documents and stationery can be easily adapted.
- e) Segregate storage facilities and transport vessels so that products from elsewhere do not mix with those being tracked.

### 6.3 Marketing the Forest Products.

The PFO may face a number of difficulties in marketing the products from his/her forest. Most of these problems will be related to:

- Selling lesser-known products on the market (e.g. timber of Celtis, Parinari, Cynometra spp).
- Processing and packaging of some products e.g. honey, difficult timber species, ecotourism).
- Producing the item in sufficient quantities to meet orders of big buyers.
- Quality of the products e.g. meeting national/international standards.

Since most private FMUs are small, it is difficult for each PFO to market individually. Therefore the Group Arrangement should be structured in such a way that it provides for:

- Development of group standards for forest management, product harvesting and processing.
- A voluntary certification arrangement in which the Group works with a local NGO to independently verify each member's compliance with standards set by the Group.
- Common processing and packaging facilities.
- Common storage and marketing facilities.
- Publicizing products from the Group forests.

## 7. PHASE FOUR: Environment Management.

The main principles in fulfilling environment management requirements are:

- Consider how forest activities can harm or benefit nature or the people.
- Activities with impacts that are potentially harmful to nature or the people should be mitigated.
- If reducing the harm to acceptable levels isn't possible, replace the activity with a different one.

A Project Brief is a requirement by NEMA to ensure compliance with environment management principles.

### 7.1 The Project Brief.

The Brief should be prepared as part of the forest management planning process as follows:

- i) Construct a matrix of forest operations/activities with positive and negative impacts on the environment, including measures to mitigate the negative ones.
  - ii) Prepare a simple Project Brief and send it to NEMA for approval. The broad content of the brief is as follows:
    - What the project (in this case FMP) is about, especially the main objectives of management and what activities are going to be carried out to achieve those objectives.
    - The location, extent and nature of the forest.
    - Any human settlements to be affected by or to benefit from planned management of the forest.
    - Environmentally sensitive areas e.g. rivers, wetlands, lakes, unique topography, and sites of cultural interest.
    - Mitigation measures for activities likely to cause negative impacts on the environment.
    - How to deal with cumulative impacts of planned activities.
- a) NEMA assesses the brief and decides whether a more advanced process of assessment by an expert is necessary.
  - b) If further assessment is not necessary, NEMA approves the brief indicating the aspects you should take care of.

- c) If further assessment is required, NEMA advises on the steps to follow, including preparing a full EIA.

## 7.2 Natural Forest Conservation and Environmental Protection.

Responsible Forest Management (RFM) leads to management activities that are environmentally friendly and management practices that are sustainable. Some areas of the forest have high conservation values which should be protected or managed in a special way. These include:

- Areas which protect the water catchments for a community water supply.
- Areas which protect a local river or lake for fish.
- Species protected by law or locally and internationally endangered species.
- Parts of the forest which could be critical to local communities' cultural identity.

Activities for management of high conservation value forests are outlined below:

- Identify and mark these areas on the ground and transfer the information to the BP map.
- Discuss management needs with the DFD or NFA staff near you.
- Decide on the activities that are environment friendly (e.g. ecotourism and beekeeping) and include them in the FMP and AOPs.
- Seek assistance from government or any other partners to help manage/protect these areas because you are doing it for the good of the greater public.

## 8. PHASE FIVE: Social Responsibility.

This phase is premised on the understanding that RFM means that the forest management practices are socially acceptable through informed opinion.

### 8.1 Employees' Rights.

Ensure that:

- Employees' rights enshrined in the law are respected (e.g. leave, safety, compensation in case of accidents, etc).
- Contribute to the national social security scheme as required by law for more than 5 workers employed.

### 8.2 Promoting Local Community Development.

This is necessary to cultivate and maintain the goodwill of local people and gain acceptance by the local leaders. The PFO should:

- i) Agree with local people and other stakeholders about what will be best for local community development.
- ii) Discuss how planned forest management might affect the rights, needs, expectations of the community.
- iii) Develop an implementation plan for issues agreed (development plan) in (ii) above.
- iv) Lobby for funding through the local leadership system (e.g. LG Development Programme funds, the NAADS enterprise selection process, operation wealth creation, relevant CBOs with donor funding).

NB: where it is not possible to get funding for the whole programme, interested parties can fund specific components and the PFO can contribute according to resources available to him/her.

### 8.3 Dealing with Conflicts.

In order reduce conflicts associated with use of the forest resources; it is important that the PFO should develop a conflict management mechanism in a participatory manner.

## 9. Crosscutting Issues.

Crosscutting issues are those that touch on all or most of the sections described in these guidelines. Therefore, implementation of each section should always take these issues into account.

### 9.1 Training.

When considering investment in training, it is important to identify the activities for which training is needed, the people to be trained, the appropriate people/institution to carry out the training, and source of funding for the training.

### 9.2 Funding Forest Management.

The following are possible funding sources:

- Revenue from timber.
- Revenue from non-timber forest products (NTFPs).
- Public/Private Partnerships.

The partnership could include but not limited to:

- i) Financial Incentives supported by Government to encourage the PFO not to convert their forest into other land uses.
- ii) Payment for ecosystem functions such as, watershed services that sustain commercial agriculture, generation of electricity and municipal use downstream.
- iii) Compensation for keeping the forest for biodiversity purposes like species and trees declared by the Minister as reserved under the NFTP.
- iv) Compensation for keeping the forest to sustain a biodiversity corridor.
- v) The Tree and Environment Funds (when operationalised).
- vi) Technical cooperation agencies like NGOs with an interest in responsible management of natural forests.
- vii) Funding from external sources such as official development assistance (ODA) and assistance from private international organizations.

Note:

- The PFO should keep track of expenditure and income with the aim of bringing the forest to profitability.
- In order to access public funds (e.g. PAF, NAADS, PMA) or funds from private sector funding agencies a suitable project should be written.

### 9.3 Institutional Arrangements.

Since most natural forests on private lands are small, it is important that the PFOs organise themselves into a group as an association, a company, society, partnership or any other legally binding arrangement. This enables members to:

- Take advantage of the economies of scale in lobbying, bulk purchasing, and marketing.
- Work towards forest certification.
- Tap into the growing carbon markets.
- Benefit from other emerging sources of funding.

### 9.4 Managing the Group.

The group should have an Executive Committee with the following responsibilities:

- i) Regularly review the planned forest management operations of members.
- ii) Receive reports from individual PFOs and take action on matters arising from these reports.
- iii) Keep track of illegal activities in the forests and seek assistance from leaders and law enforcement agencies.
- iv) Advise members on corrective actions to tackle non-compliance with operating instruments of the group.
- v) Ensure that group members have valid FMPs meeting at least the minimum legal requirements.
- vi) Prepare periodic reports to authorities like the Sub county, District, or other agency partnering with the group.
- vii) Track markets for the members' products.



### 9.5 Monitoring Forest Management Performance.

The aim of monitoring is to ensure that there is compliance with legislation, and forest management objectives and technical standards are being met.

#### Who Does the Monitoring?

- The PFO.
- The group.
- The DFS, MWE-FSSD, as part of their mandate under the law.
- Any other organisations who are partnering with the PFOs.

#### What Should Be Monitored?

- Activities with highest risk of being carried out incorrectly (e.g. tree harvesting and road construction).
- Activities with the most significant negative impact if things go wrong (e.g. disposal of human waste, harvesting near river banks, road construction on steep slopes).
- Activities that require a high investment level (e.g. use of vehicles, milling of timber).
- Activities that bring in revenue.

#### How Should the Monitoring Be Done?

The PFO/monitor should formulate questions aimed at tracking whether the activities are going on as planned in the FMP and AOP. For continuous monitoring, the PFO/monitor should develop questions to form a checklist which helps to standardize the monitoring work.

## 10 Appendices.

### 10.1 Appendix 1: Structure of a Forest Management Plan.

#### **Description of the Forest.**

Physical attributes of the forest like location, area, type of ownership, current vegetation, relief and drainage.

#### **Importance of the Forest.**

Forest produce being harvested, available markets, high conservation values, importance to peoples' livelihoods, problems of managing the forest and others

#### **Objectives of Management.**

A management objective describes the main purpose(s) of owning and managing the forest. Different owners have different objectives. You can manage the forest to:

- i) Get income from timber harvesting; firewood harvesting, charcoal burning, etc.
- ii) Increase wildlife for purposes of game ranching as provided under the Wildlife Act.
- iii) Improve availability of foods (leaves, roots, fruits, mushrooms, etc.) to get income and for the local people.
- iv) Get income from ecotourism and picnicking.
- v) Protect a water catchment and other "public goods" (specify).
- vi) Encourage the recovery/return of the forest that had been damaged in order to get the benefits in (i) – (v) above.

#### **Planned Management Activities.**

These are the activities you plan to carry out during the period of the plan, which is usually 10 years. Table 5 gives examples of the activities you may need to carry out to fulfill some of the objectives set.

**Table 5: Possible Activities for Various Forest Management Objectives**

Objective	Examples of Activities
General.	Boundary work (surveying, re-opening an already surveyed boundary, boundary infrastructure, etc).
	If the forest is bigger than 20 hectares divide it into smaller areas (compartments) to ease management. Use existing features like rivers, roads to delineate them.
	Protection against illegal activities (help from local people, regular patrols).
Get income from timber harvesting.	Carry out an inventory of the timber trees.
	Mark the trees to be harvested and those earmarked for seed production for natural regeneration.
	Who will do the harvesting? It could be you yourself or another person to whom you sell.
	What system will you use to harvest? Selection or clearing small patches?
	Forest re-growth (naturally or assisted with planting gaps, cleared areas).
	Carry out enrichment planting with indigenous species.
	Replace current vegetation with mixed local hardwood species.
	Intensify forest protection.

**Management Needs.**

You need to clarify what you will need to carry out the activities above and put a cost on each of these activities and decide when the money/ resource will be needed. The needs will include tools and equipment, people (hired, contracted or family labour).

## 10.2 Appendix 2: Application form for registration of private forests.

### APPLICATION TO REGISTER A PRIVATE FOREST

#### Part I:

To be filled by Applicant.

1. Full Names of Applicant .....
2. Address .....
3. Location
  - i) Village/Zone .....
  - ii) Parish .....
  - iii) Sub-county/Town .....
  - iv) County/Division .....
  - v) District .....
4. Name of Forest (if any) .....
5. Approximate area of the forest (ha).....
6. Names of owners of adjacent land.....
7. State any interest, lease, right, occupation, charge or other encumbrances affecting the land whether by customary or otherwise, together with the name and description of every person entitled to the benefit.....
8. \*If the land is registered give details of registration:
  - i) FRV/LRV .....
  - ii) Folio .....
  - iii) Block .....
  - iv) Plot .....

9. Consent of the registered owner of the land/customary owner  
I/We .....(name and particulars) being the registered owner(s) of the land on which .....forest (name of forest) is located consent/do not consent\* that the forest be registered.

Give reasons for not consenting .....

10. Management objectives.....

11. Signed and dated.....

i) .....

\* Attach a copy of certificate of registration.

\*\*Delete where applicable

**Part II:**

Comments by the Land Committee.

12. Remarks of the Parish/Urban/Division Land Committee (delete where not applicable)

.....  
.....

**Part III:**

Comments and Approval/Rejection by the District Forest Officer

13. Summary Remarks and Recommendations of the District Forestry Officer (a detailed separate report must be attached) on the suitability of the forest for registration in terms of:

- i) Ascertainment of 3-11 above;
- ii) Status of wildlife, protected trees and reserved species;

- iii) Status of habitat;
- iv) Key issues for the management plan;
- v) Immediate measures to enhance conservation;
- vi) Immediate measures to restore environment.

**Part IV:**

Decision of the District Land Board

- i) The application is approved/rejected/deferred
- ii) The application is approved upon the following terms and conditions
- iii) The application is not approved due to the following reasons:

.....  
.....

Minute number .....

Name and signature .....

Chairperson,  
Land Committee.