TRAINING OF TRAINERS MANUAL

FOR THE IMPLEMENTATION OF THE

COMMUNITY FOREST GOVERNANCE DASHBOARD

Prepared by Elida Fundi Ishabakaki

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Community Dashboard users in Sagara village Lushoto in Tanga region

INTRODUCTION

Forest Justice in Tanzania is a three year project, launched in January 2011, aimed at promoting good governance and improved accountability in the forest sector in Tanzania. The project is implemented through a partnership between the Community Forest conservation Network of Tanzania (MJUMITA) and the Tanzania Forest Conservation Group (TFCG). In achieving the anticipated goal, FJT is supporting communities to implement a governance monitoring tool which is aimed at tracking governance performance in communities implementing participatory forest management in Tanzania. The results of this tool will help the communities to identify forest governance gaps and facilitate the process of improving the quality of governance in the forest sector.

This manual is a user-friendly guide for trainers who want to conduct training to people working in the communities living adjacent to the forest on how to implement dashboard questionnaire at village level. The manual was developed for the purpose of equipping dashboard knowledge to FJT staff and other NGOs staff working in the communities living adjacent to forest to provide such knowledge to MJUMITA members who are the main implementer of this exercise.

TRAINING OBJECTIVES

1. At the end of this training, participants will be able to understand the meaning of dashboard and on how this tool can help community members living adjacent to forest to identify governance gaps in the forest management program and find solution to improve the situation or demand for change.
2. By the end of the training participants will be able to train MJUMITA members on how to collect information using Dashboard questionnaire"
3. Participants will be able to understand important procedures to be followed when collecting information using dashboard.
4. Participants will be able to supervise MJUMITA members when implementing community dashboard

Session 1: Introduction and Training settings	
OBJECTIVES	At the end of the session, participants: Familiarize with each other Understand training objectives and topics to be covered during the training Set and agree on the training norms
MATERIALS	Flip charts Marker pens Masking tape Handout: Training objectives and agenda to be covered Note books and pens
TIME	30minutes
STEPS	After the trainer's welcoming note and self introduction, trainer asks participants to introduce each other (focus on organization coming from). Trainer summarizes the introduction recognizing the presence of representatives from institutions and experiences that we brought into this training. After the summary, the trainer will lead the participants for 10 minutes through the training objectives and topics using slides prepared by the trainer. Allow 5 minutes for questions clarification Trainer leads the participants to set the training norms that will be followed during the whole period of training. Trainer introduces the next session
COMMENT	Introduction exercise may cause some participants to feel embarrassed, annoyed etc, therefore careful introduction and reflection are crucial aspects of the exercise

	Some suggested norms.
	Turn your phone into vibration mode.
	Time to start at... time to have lunch at......... time to finish at...
	Every idea must be respected
	Every participants is encouraged to participate freely
	Elect a time keeper

Session 2: Introduction on Dashboard and Forest Justice in Tanzania project	
OBJECTIVE	At the end of the session, participants will be able to understand on what community dashboard mean and on what Forest Justice in Tanzania doing
MATERIALS	Flipcharts Marker pens Handout: FJT leaflet Handout: Summary on dashboard and its application to other area
TIME	1 hour
STEPS	Trainer summarizes Forest Justice in Tanzania project and the concept of dashboard and how it was applied to other countries. Remind participants about the training objectives especially those related to this session. Introduce the next session
COMMENTS	Preparations of materials should be done in advance.

Summary on Dashboard and FJT leaflet	Handout 1 and 2

Session 3: Implementation of Dashboard to the community living adjacent to the forest	
OBJECTIVES	Participants will be able to understand procedures to be taken when implementing dashboard in the communities
MATERIALS	Handout: Community dashboard user manual
TIME	1 hour
STEPS	Pass through the user manual from one section to another using prepared slides with clear elaboration Give participants opportunity to ask questions if there is anything which is not clear to them.

Community dashboard user manual	Handout 3

Session 4 Reviewing community dashboard questionnaire	
OBJECTIVES	Understanding various issues which will be monitored using community dashboard questionnaire.
MATERIALS	Handout: Community dashboard questionnaire
TIME	2 hours
STEPS	Train participants on how to introduce themselves to the village authorities and to focus group participants before starting collecting data. Explain the importance of explaining the purpose of the study to the participants Obtained informed consent from participants Explain the main issues covered by questionnaire to enable them to ask question clearly How to move clearly from one set of questions to the next

	The trainer will lead the participants to pass through dashboard questionnaire from one question to the next. Allow 10 minutes for questions clarification
	After passing through dashboard questionnaire, Break participants into 3 groups by counting number 1 to 3, each participant with number 1 will form group 1, the same applies for number 2 and 3. Give 20 minutes for a group to provide their comments on how to improve the section given to them.
	Rehearsal: Use the existing 3 groups and ask one of the participants in each group to take part as evaluator and others will act as villagers. Give them 30 minutes and ask evaluator to pretend that is using community dashboard questionnaire to collect data from the village starting with the introduction part to data collection. Trainer will pass through each group and provide assistance when needed to do so. Evaluator position will be rotated to make sure that each participant is getting a chance to play both roles that means as evaluator as well as a villager.
	Finish the training by thanking participants for taking their time to attend this important training.

COMMUNITY DASHBOARD USER MANUAL

Introduction

This manual was prepared for the purpose of helping MJUMITA members to implement governance monitoring exercise using a dashboard monitoring questionnaire which covers a wide variety of questions focusing on forest management, enforcement, accountability, transparency and participation in decision making. This manual provides clearly guideline to any MJUMITA member who is appointed to collect the forest governance monitoring information using community dashboard. Community dashboard tool is used to track performance of governance in the communities implementing forest conservation programs in Tanzania and measure its improvement over time.

Community dashboard will be used to monitor the following

- Level of transparency in the forest management programs and use of funds.
- Community participation in decision making
- Community involvement in planning the use of revenue obtained from fees and fine of forests
- Distribution of profit obtained from participatory forest management programs.
- Rule of law.
- How district forest officers and police support participatory forest management programs.

Results from community governance monitoring exercise for each village will enable community members to understand the performance of their governance practices

compared to other villages. If the area of weakness identified then solution to improve the situation will be identified.

Who are evaluators?

Community governance monitoring exercise is conducted by MJUMITA members who are non village council members or natural resource committee's members. Evaluators are elected at the network annual meeting under the closely supervision of zonal coordinators and zonal assistances. Two evaluators are elected from each village during the network meetings and trained by zonal coordinators on how to collect information from village government office (VC and VNRC leaders) and to focus group discussion of 10 community members.

Introduction letter to the village government authority

After receiving the training on how to collect information using community dashboard questionnaire, evaluators will be required to collect introductory letter from zonal coordinator which explain the purpose of this exercise and introduce them to the village Government authority. After self introduction the evaluators will request for the meeting with village chairperson, village executive officer, and natural resources committee chairperson and village natural resource committee secretary. Furthermore he/she will request for various village documents such as forest management plan, forest bylaws, patrol log book, fees and fines records, income and expenditure records and VNRC and VC meeting minutes. Once evaluators finish the interview with village leaders and evaluating various document then they will conduct a focus group discussion with 10 community members. The guidelines on how to elect members for focus group discussion are explained below:

How to elect focus group discussion members

- Elect 10 community members from the village to participate in focus group discussion.

- Make sure that participants are not members of natural resource committee or village council.

- Each sub village must be represented at the focus group discussion.

- The elected participants should have knowledge/experience on natural resources issues such as of forest conservation, bee keeping, private forest owners and others.

- The elected participants should come from different households that means; each household should be represented by one person

- Gender balance should be considered, meaning that 5women and 5mens are required for discussion.

- Prepare a convenience area for a meeting.

- Village leaders such as chairperson or village executive officer are not allowed to participate in that meeting but they will have discussion with evaluators at the village government offices.

Guidelines for conducting Focus Group Discussion

- Explain clearly the importance of discussion to the participants and make sure participants understood your intention before proceeding.

- Use polite language and make sure that participant understood, if majority are not familiar with Swahili language, you can use mother tongue or ask a person who can speak mother tongue to clarify the question.

- Don't use technical terminology, but if it is unavoidable make sure you provide enough explanation until participants are satisfied.

- Explain each question clearly and clarify it.

- Create harmonious environment between evaluators and participants so as to avoid negative reactions.

- Be carefully with questions which touch the interests of members directly, if happen make sure you present them in a polite and friendly way.

- Avoid use of arrogant or abusive words.

- If happens that the participant is out of point during the discussion, please find a polite way of bringing him/her back to the point without harassing him.

- Make sure every participant is contributing on the topic; avoid one person to control discussion.

Returning the filled dashboard questionnaire to MJUMITA Zonal Office

Once the evaluator completed to fill dashboard questionnaire, he/she will copy the answers obtained from the survey to other three dashboard questionnaire and get four copies. One copy will be sent to MJUMITA Zonal office using the envelope with address given by zonal coordinator via nearest postal office. The second copy will remain at the village office where village council members, natural resources committee members and community members will have access on it. The third copy is given to network authorities and the last copy is remaining to evaluators. After sending the copy to Zonal office, MJUMITA members are asked to make a call to the zone office and report on the progress.

Food allowances for participants and payment of evaluators

Participants for this exercise are given a small amount of money which is 3000 Tanzania shillings to cover expenses of food for one day while attending the

interviews. People entitled for the payments include; 10 participants from focus group discussion, village leaders (Chairperson and VEO), natural resource committee leaders (chairperson and natural resources) and 2 evaluators. Money for payment of participants will be given to evaluators after receiving training and get questionnaire ready to start collecting data. Also every evaluator will be paid 10000 as a payment to collect information from the community members. That activity is planned to take only one day. Evaluators have the responsibility to make sure that the filled questionnaire is reaching the zone office at the right time.

Explanation to every section in questionnaire

Please use the questionnaire attached with this Guideline. Make sure you fill four copies of questionnaire; 1 copy sent to zone office, 1 to village government office, 1 copy to network authority and 1 copy remain to evaluator.

Please you are requested to follow instructions shown in a box in every section and make sure you comply with instruction requirement. Instructions are there to lead the enumerator and give more explanations; there is no need to read it to participants.

Section one.

Section one intends to introduce evaluators, to understand the population size of the village, size of the villages in hectors, type of participatory forest management the village is implementing whether it is community based forest management or joint forest management and size of the forest outside protected area. Also this section provide understanding on when the village started the process of participatory forest management programs, when participatory forest management plan and forest bylaws submitted to the district level and year for approved. This section will be

filled with the assistance of village Government leaders. Also the availability of forest management plan and forest by laws to the village will assist you to fill this section. You are required to fill either part A or B depending on type of forest management your village is implementing. Fill Section A only if the village is implementing community based forest management (CBFM) and part B only if the village is implementing jointly forest management program (JFM). Fill both section (A and B) if both types of participatory management are implemented in your village.

Section two.

The purpose of this section is to understand various efforts undertaken by forest district offices and enforcement organ like police in supporting participatory forest management programs implemented at the village level. Several questions was designed to measure accountability of those two organs and questions are asked to village government leaders such as village chairperson, village executive officer, VNRC chairperson and VNRC secretary. Visit the village government offices and meet village government leaders for interview. More instructions for this section are provided in community dashboard questionnaire under section two.

Section three

Section three of the community dashboard questionnaire provides understanding on whether the village government authority has the tendency of keeping various records such as forest management records. Also this section aimed at understanding different forest management plans implemented in the villages by enforcing forest by laws. You are suppose to request various village records documents such as village forest management plan, village forest bylaws, Village and VNRC meeting minutes, documents on patrol, fines, income and expenditure from

forest products. Make sure that you are getting the required documents before filling this section; if the documents are not available answer the first question and give the reason of why you fail to get that document and go to the next section. Questions from this section should be filled accurately by finding the answers from the documents and not by asking question to village government leaders or elsewhere.

Section four.

This section was prepared for the purpose of getting information from community members who are not VC or VNRC members through focus group discussion. Through discussion, the tool will enable us to understand on how the whole community is involved in forest management activities, how community members participate in making decision on issues regarding natural resources, flow of information among village leaders and community members and understand if there is transparency on financial plans as well as on other documents.

Please explain clearly the aim of this exercise as it is explained at introduction part. Tell participants that they are free to ask for clarification on any question at any time if the question is not clear. There are no rights or wrong answers, honesty are all that important. There are no direct benefits or compensation to participation in the study; it should be known that it is a voluntary activity. Names of participants are recorded in order for MJUMITA to see who participated in the study. Your names will not be shared with anybody else. This exercise does not intend to point finger on whom said what but it aim at coming out with the best way of improving forest governance in your village.

DASHBOARD QUESTIONNAIRE: No:____

PART ONE

BACKGROUND INFORMATION

Name of Dashboard Evaluator: _____

Phone Number of Evaluator:_____

Name of Village:_____

Village Population Size:_____

Ward:_____

District:_____

Region: _____

Fill section A if your village is implementing CBFM

SECTION A: Community Based Forest Management (CBFM)

No.	Name of the forest	Year established	Size of village forest	Date Forest management plan submitted to district	Date management plan approved by district	Date forest bylaws submitted to district	Date village forest bylaws approved by district
1.							
2.							
3.							
4.							

Fill section B, only if your village is implementing Joint Forest management Plan

B: JOINT FOREST MANAGEMENT (JFM)

No.	Name of the forest	Year process of Joint Forest management plan started	Date JFM by laws submitted to district	Date JFM by laws approved by district	Date the contract between Village government and Government signed
1.					
2.					
3.					

PART TWO

QUESTIONS FOR VILLAGE GOVERNMENT LEADERS AND VILLAGE NATURAL RESOURCES COMMITTEE LEADERS

1. Is harvesting of natural resources with permit allowed in your village?

   a) Yes

   b) No(Why_____)

   > **Skip question # 3 if the answer for question #2 above is no**

2. If harvesting is allowed with a permit, why are permits issued?

   a) Permits are unlimited and open to anybody for any reason

   b) Permits are issued if there is a need of forest resources to community members

   c) A fixed number of permits are offered to insure that forest resources will be available in the future

   d) Permits are issued if village government need forest resources for construction of village infrastructures such school, dispensary etc.

3. Currently, which authority receive money collected from forest fees or fines

   a) Village natural resources committee

   b) Village council

   c) District council

   d) People paid for patrolling the forest

   e) Others_____

4. How does the money collected from forest resources or fine is distributed

   a) 100% of income goes to VNRC

   b) 100% of income goes to Village council

   c) A specific percentage goes to VNRC and other to VC

   d) A specific percentage goes to district and VC

   e) Not clear

   f) Others_____

5. In the past 12 months, did village authorities or villagers refer cases of illegal cutting to district forest authorities? (circle all that apply)

   a) No, because they can't or won't to help

   b) No, because there is no need

   c) Yes

   > **If the answer for above question #6 is no, skip questions number 7, 8, 9 and 10**

6. In your village, how many cases of illegal cutting of forest resources were referred to district forest authorities for the past 12 months?_____

7. Of these reported cases, how many times did **district forest authorities** respond? _____

8. Of these reported cases, how many times did **district forest authorities** punish the people involved?

   _____

9. Of these reported cases, how many times did **district forest authorities** follow the law in administering punishment? _____

10. In the past 12 months, did village authorities or villagers refer cases of illegal cutting to **police** (circle all that apply)?

   a) No, because they can't or won't to help

   b) No, because there is no need

   c) Yes,

   > If the answer for question #11 is no skip question 12,13,14 and 15

11. How many cases of illegal cutting of forest resources have been reported to **police** by village authorities or villagers in the past 12 months?_____

12. Of these reported cases, how many times did the **police** respond?_____

13. Of these reported cases, how many cases referred to **court?**_____

14. Of these reported cases, how many times did the **police** follow the law in administering punishment?_____

15. In the past 12 months, did the district issue any harvesting permits on or near your village land?

   a) Yes

   b) No

> If the answer for question #16 is no, skip question 17,18,19, 20, 21 and 22.

16. How many harvesting permits were issued on or near your village land?_____

17. Were village authorities involved in the district harvesting committees decision to issue permits?

   a) Yes, every permit decision (how many_____)

   b) Yes, more than half of the permit decisions (how many_____)

   c) Yes, less than half of the permit decisions (how many_____)

   d) No, none of the permit decisions

   > If the answer for #18 is no skip #19

18. If yes, which village authorities involved in the harvesting committee meeting? (circle all that apply)

   a) VC members were involved

   b) VNRC members were involved

   c) Other:_____

19. If harvesting permits were issued by district authorities in the last 12 months, were those permits in line with the village forest management plan?

   a) Yes, all permits were in line with the management plan

b) No, some permits violated the management plan

> **If the answer for question 20 is no, skip question 21**

20. If some district harvesting permits violated the village forest management plan, what was the reason.

   a) Village authorities were not consulted

   b) The district has not approved the village forest management plan

   c) Village authorities were consulted but did not inform the district that the harvesting plan violated the village forest management plan

   d) Village authorities informed the district of the conflict, but were ignored

   e) Other:_____

21. What benefits does the community get from harvesting permits issued in their village forest or village land by district authorities?

   a) A specific percentage of fee remain in the village government and others goes to district

   b) A specific amount is given to village harvesting committee members for approving the permit

   c) The community is not getting anything from the issued permit

   d) Others_____

22. What forest resource information does the district share with village authorities?

   a) District harvesting plan

   b) Amount of revenue generated for the district from fees or fines on forest resources from land in or near the village

   c) No information shared with village authority

   d) Other:_____

23. Does your village council have bank account?

   a) Yes

   b) No

24. If yes, does the money collected from fees and fine of natural resources deposited in that account?

   a) Yes

   b) No (why_____)

25. Does the Village natural resources committee have bank account?

   a) Yes

   b) No

26. If yes, does the money obtained from fees and fine of natural resources deposited in that account?

   a) Yes

   b) No (why_____)

DOCUMENT VERIFICATION

Make sure that you are getting the required documents before filling this part, if the documents were not available skip this part

VILLAGE FOREST MANAGEMENT PLAN

Fill this section only if you were able to get village forest management plan document, if not skip this section

27. Were you able to get the village forest management plan document?

a) Yes

b) No (why_____)

28. In the village forest management plan, are there zones for sustainable harvesting of forest product such as timber charcoal, poles etc?

a) Yes

b) No

29. In the village forest management plan, are there limits specified on the amount of resources that can be harvested each year?

a) Yes

b) No

30. Is election procedures for the VNRC described in village forest management plan?

a) Yes

b) No

31. In the forest bylaws, how can community members replace a VNRC member?

a) There is nothing written in the bylaws about replacing a VNRC member

b) Complain to other VNRC members to remove them

c) Wait until the next VNRC election and vote for someone else

d) Hold a special vote at the next assembly meeting to replace them

e) Complain to the village government to remove them

f) Other:_____

32. Is there a job description for VNRC members in the village forest management plan?

a) Yes (plan reviewed by evaluator)

b) No (plan was available and reviewed)

VILLAGE FOREST BY LAWS

33. Did you managed to get forest bylaws?

   a) Yes

   b) No

34. If yes, in the written forest bylaws, if someone is caught multiple times illegally cutting in the forest does the size of the fine increase?

   a) Yes

   b) No

35. In the written forest bylaws, if someone cuts down 10 trees, is the fine more than if someone cuts down 1 tree?

   a) Yes

   b) No

36. In the forest bylaws, what reasons are allowed for removing a VNRC member (Circle all that apply)?

   a) There is nothing written in the bylaws about removing a VNRC member

   b) VNRC member can be removed for any reason

   c) VNRC members can be removed only if they fail to do their job

   d) VNRC members can be removed only if they are found to be corrupt

   e) Other:_____

VILLAGE AND VNRC MEETING MINUTES

37. Were you able to get the Village assembly and VNRC meeting minutes

   a) Yes

   b) No(Why_____)

38. In the past 12 months, how many times did the village natural resource committee meet?_____

39. In the past 12 months, how many patrols did the village natural resource committee have conducted?_____

40. How many village assembly meeting held in the last 12 months? _____

DOCUMENTS ON PATROL, FINES, INCOME AND EXPENDITURE FROM FOREST PRODUCTS

resources.

41. Were you able to get the Village various documents on fines, patrol, income and expenditure of forest resources?

   a) Yes

   b) No(Why_____)

42. Does the VNRC keep records? (Circle One)

   a) Yes

   b) No

43. How complete are VNRC records for the past 12 months? (Circle One)

   a) Almost all VNRC activities are recorded in written records

   b) Some VNRC activities are recorded in written records

   c) The VNRC does not record its activities

44. What kinds of records are kept by the VNRC? (Circle all that apply)

   a) Minutes from VNRC meetings

   b) Dates of patrols

   c) Names of patrol team

   d) Names of areas patrolled

   e) Description of illegal activities seen

   f) Number of people caught illegally harvesting forest resources

   g) Names of people caught illegally harvesting forest resources

   h) Quantities of forest resources confiscated from illegal harvesters

   i) Fines paid by people caught illegal harvesting forest resources

   j) Fees paid by people awarded harvesting permits

   k) Income for use by the VNRC

   l) Detailed income expenditure records

   m) Receipts from expenditures

45. What kinds of records does the village government keep about revenue (fines or fees) from forest resources? (Circle all that apply)

   a) Amount of income

   b) Source of income

   c) Detailed income expenditure records

PART FOUR

QUESTIONS FOR LEADING FOCUS GROUP DISCUSSION

46. Which type of participatory forest management is conducted in your village (circle that apply)

   a) Community based forest management (CBFM)

   b) Joint forest management (JFM)

   c) Both CBFM and JFM

   d) Others_____

   Ask question 52 only if the village is implementing Joint forest management (JFM)

47. What benefits the community members are getting from reserving the forest under Joint Forest Management

   program (Circle all that apply)?

   a) Sharing the confiscated forest product or income obtained from selling forest product

   b) Sharing income from fees and fines

   c) Permission to collect water, firewood, medicinal plants, mushroom, fruits, beekeeping

   d) Harvesting of timber trees for the construction of village infrastructure such as schools, dispensary etc.

   e) No benefit found for the existence of Joint Forest management program

   f) Others_____

   Ask question 53 only if the village is implementing Community based forest management (CBFM)

48. What benefits the community members are getting from reserving the forest under Community based forest

   management program (Circle all that apply)?

   a) Sharing the confiscated forest product or income obtained from selling forest product

   b) Sharing income from fees and fine

   c) Permission to collect water, firewood, medicinal plants, mushroom, fruits, beekeeping

   d) Harvesting of timber trees at the rate planned for the construction of village infrastructure such as schools, dispensary etc.

   e) No benefit found for the existence of Community based forest management

   f) Others_____

   Ask question 54 only if the village has a forest management plan

49. Who participated in developing (not just approving) forest management plans (circle all that apply)?

   a) VC

   b) VNRC

   c) Community members in village assembly meeting

d) Community members in sub-village meeting

50. Does the management plan have a schedule of being reviewed?

   a) Yes, once every _____ years

   b) No

   c) Don't know

51. Is your forest reserve demarcated?

   a) Yes

   b) No

52. What kind of demarcation does your village employ (circle all apply)?

   a) Fire break

   b) Planted trees

   c) Paint markings

   d) Signs

   e) Other:_____

> **Ask question 56 only if the village has a forest bylaws**

53. If yes, who was involved in developing (not just approving) the bylaws(circle all that apply)

   a) VC

   b) VNRC

   c) Community members in village assembly meetings

   d) Community members in sub-village meetings

54. How many village assembly meetings held in the last 12 months?_____

55. Approximately how many people attended the last meeting? _____

56. What time of the day does the assembly meeting usually held_____

57. What percentage of people attending assembly meeting are women?

   a) More than 50%

   b) Around 50%

   c) More than 25%, but less than 50%

   d) Less than 25%

58. Have your forest use rules been explained in a village assembly meeting in the last 12 months

   a) Yes

   b) No

59. How many adults in your community are aware of the rules regarding forest use?

   a) Everyone

   b) More than half

c) Less than half

d) Less than 45 people

60. What process did your village use to select village natural resources committee members?

a) There is no VNRC.

b) Each sub-village elected their representatives in sub-village meetings.

c) Each sub-village selected candidates and candidates were approved by the village assembly.

d) Village council members selected candidates from each sub-village and they are approved by the village assembly.

e) Village council appointed committee members.

f) Other:_____

g) Don't know

61. What voting system is used to select village natural resource committees?

a) Appointed by leaders

b) Vote by hands

c) Vote by secret ballot

d) Don't know

62. How many years do natural resource committee members serve between elections? _____

63. Who is involved in forest patrols (circle all that apply)?

a) VNRC members

b) A paid patrol team (separate from VNRC members)

c) Voluntary community members

d) VC members

e) Other:_____

64. Was there illegal cutting in the village forest reserve or JFM forest in the past 12 months?

a) Yes

b) No

Skip questions 68,and 69 if the answer to question #67 is no

65. In the past 12 months, how many instances of illegal cutting resulted in someone being punished (e.g. paying a fine or doing community service)?

a) Nearly 100% of crimes resulted in punishment

b) More than half of crimes resulted in punishment

c) Less than half of crimes resulted in punishment

d) No crimes resulted in punishment

66. If illegal cutting was punished in the past 12 months, how often was the punishment follow the forest bylaws?

a) No punishment was consistent with bylaws

b) Less than half of crimes were punished correctly

c) More than half of crimes were punished correctly

d) Nearly 100% of crimes were punished correctly

67. Compared to other years, in the past 12 months, has illegal cutting in the forest reserve:

a) remained the same

b) increased

c) decreased

Ask question 71 only if the answer to# 70 is b

68. If illegal cutting has increased, what is the reason (circle all that apply)

a) Inefficient of VNRC

b) Increase of incidence of corruption in village government authority

c) Community members were not involved in forest management programs

d) Interaction of people from other villages

e) Village government does not support VNRC when addressing illegal forest activities

f) Others_____

69. How can community members comment on the performance of the VNRC members (Circle all that apply)?

a) No mechanism

b) Attend and comment at a VNRC meeting

c) Attend and comment at a Village Assembly Meeting

d) Leave a comment in the village suggestion box

e) Visit the village government office

f) Other:_____

70. How are VNRC records shared? (Circle all that apply)

a) They are not shared

b) Reports read at the village assembly meeting

c) Reports given to the village council

d) Reports or records posted on village notice board

e) Other:_____

71. What information does the VNRC share? (Circle all that apply)

a) Number of patrols

b) Number of instances of illegal forest resources harvesting

c) Number of people caught involved in illegal forest resource harvesting

d) Names of people caught involved in illegal forest resources harvesting

e) Actions taken to punish illegal forest harvesting

f) Amount of Fines and Fees collected

g) Amount of forest resources confiscated

h) Revenue from sale of confiscated forest resources

i) Revenue expenditure records

72. In the past 12 months, how many times were VNRC records shared or updated? _____

73. Does the village government share records on revenue it receives from forest related fines, fees, or the sale of confiscated forest products?

a) Yes

b) No (why_____)

> **If the answer for question #77 is no, skip question 78 and 79**

74. In the past 12 months, how many times were updated records on forest resource revenue shared by the village government? _____

75. How does the village government share information about revenue from forest resources? (Circle all that apply)

a) Reports read at the village assembly meetings

b) Reports or Records posted on village notice board

c) Other:_____

76. Who is making decision about spending revenue collected from forest fees or fine (Circle all that apply)?

a) The VNRC decides how to spend its percentage

b) The VC decides how to spend its percentage

c) The village assembly reviews and approves budgets for the VC and VNRC

d) Other: _____

e) Not clear

77. Does the village assembly have the right to spend forest revenue on individual or household payments?

a) Yes

b) No

78. In the past 12 months, how has your village used money collected from forest fees or fines

a) To fund forest conservation activities

b) To fund village council costs

c) To fund village development activities

d) Payments to individual or households

e) Others_____

f) Not clear

LIST OF PARTICIPANTS

No.	Name	Gender	Sub village	Address/phone	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					