

Training Module No. 7

1 Day Training Program on Training on Micro Plan Preparation

Date : _____

Venue: _____

Participants: 30 Persons

- Staff members of Partner NGO
 - VSS Members/President
 - FMU Staff
 - DMU Chief and DMU Staff
 - Field level workers involved in direct implementation (VSS Members)
- *Concerned forester and forest guard need to attend to facilitate the participants.

Objective of the Training

The main objective is to enhance and improve conceptual understanding of participants on baseline data collection, PRA and developing forest & perspective plan for micro plan.

Learning Outcomes

1. Participants have clear understanding on collection of different baseline information of village
2. Participants will be able to collect various baseline information using tools and techniques of PRA
3. Participants will be well acquainted with the various steps and formats of the Micro plan

Minimum Competency Requirements

The participants need to have basic understanding on the project objectives, activities and outputs. In addition to these, they must have minimum level of understanding on the guidelines of the project.

Instructional Requirements

1. White board with marker
2. LCD projector
3. Power Point Presentation
4. Pointer (stick/ Laser)

Materials and Aids Required

1. Drawing sheet
2. Flip chart
3. Colour sketch pen (2- 3 sets)

Details of Session Plan

Time	Content : Steps/ Key points	Methods	Aids
Session 1: Training on Micro Plan Preparation			
90 min	Processes and Steps in Preparation of Micro Plan	Lecture	PPT & Whiteboard
90 min	PRA tools and techniques for Micro Plan Preparation	Lecture	PPT & Whiteboard
90 min	Collection Baseline information	Lecture	PPT & Whiteboard
90 min	Developing Perspective and Forest Development Plan	Lecture	PPT & Whiteboard
Session 2 Processes and Steps in Preparation of Micro Plan			
20 min	Micro Plan Why What Who How When Prerequisites Interest riser Who will prepare the micro plan?	Interaction	PPT
30min	Part 1 General Steps in Micro plan Preparation -Rapport Building -Situation analysis -Prioritisation -Negotiation -Exploring Convergence -Correlating micro plan with working plan, District Plan and GP Plan -Preparation of Draft micro plan -Presentation to Community -Final approval in Gram Sabha/VSS/WC/District/State	Lecture	PPT
30 min	Part 1 Detail Steps in Micro plan Preparation -Formation of VSS Working Group -Verification of records -Confirmation of VSS membership -Baseline survey -Information on special plan	Lecture	PPT

	<p>-PRA -Preparation of Draft micro plan -Correlating micro plan with working plan , District Plan and GP Plan -Preparation of draft micro plan</p>		
10 min	<p>Concluding Session</p> <ul style="list-style-type: none"> - Summary, review : Participants - Test/exercise - Home Work - Hints for next lesson 		
Session 3: PRA tools and techniques for Micro Plan Preparation			
10 min	<p>Introduction Objective Principle</p> <p>Interest riser</p> <p>What is RRA?</p>	Interaction	
15 min	<p>General guidelines for facilitators (NGO/OFSDP staff) for conducting PRA</p>	Lecture	PPT
55 min	<p>PRA tools and techniques</p>	Lecture	PPT
10 min	<p>Concluding Session</p> <ul style="list-style-type: none"> - Summary, review : Participants - Test/exercise - Home Work - Hints for next lesson 		
Session 4 Collection of Baseline information			
15 min	<p>Introduction Need How Who</p> <p>Interest riser</p> <p>Difference types of data collection? How to calculate literacy rate?</p>	Interaction	

35 min	Part 1 Socio Economic profile	Lecture	Whiteboard and PPT
30 min	Part 2. Livelihood Opportunity Analysis	Lecture	Whiteboard and PPT
10 min	Concluding Session - Summary, review : - Participants - Test/exercise - Home Work - Hints for next lesson		
Session 5 Developing Perspective and Forest Development Plan			
10 min	Introduction Why When Interest riser What is community action planning?	Interaction	
30 min	Part 1 Developing Forest Development Plan	Lecture	Whiteboard and PPT
20 min	Part 2 Developing village perspective plan	Lecture	Whiteboard and PPT
10 min	Part 3 Developing Annual Action Plan	Lecture	Whiteboard and PPT
20 min	Concluding Session - Summary, review : - Participants - Test/exercise - Home Work	Interaction	Group work on Annual Action Plan

Learning exercise

Title of the assignment	Developing Annual Action Plan
Size of the group	25

Module contents	<ol style="list-style-type: none"> 1. Analysis of the context and steps of Micro Plan preparation 2. Exploring the various approaches in Natural Resource management and livelihood planning 3. Familiarizing participants with the concept, philosophy and principles of participatory planning 4. Process, methods and tools for participatory rural appraisal
Task	<p>The facilitator / trainer will initiate the brainstorming with the participants and lead the process.</p> <ul style="list-style-type: none"> ✓ The participants may be asked detail their experiences in participatory planning ✓ They may also be asked to identify possible technologies including ITKs for treatment and developing plan
Different working steps	<p>Brainstorming</p> <p>Discussions should be initiated on the above mentioned topics (module contents) after dividing the large group in to sub groups of 4-5 members.</p> <p>Plenary</p> <p>Discuss and compare the feedbacks of the different groups and draw a valid conclusion on the most realistic one as per the hand out.</p> <p>Discuss the plan of action to develop Annual Action Plan.</p>
Presentation of the result	The individual group findings will be discussed in the plenary.
Material	Flash card, Brown sheet, Marker
Time Frame	20 min
For the exercise / Group work	10
For the presentation	10
Criteria for the evaluation	Analysing the level of awareness of farmers/trainees regarding the awareness on micro planning and developing Annual Action Plan

Course Material

Session -I

INTRODUCTION AND STEPS IN PREPARATION OF MICRO PLAN

"MICRO PLAN" is a document for management of forest areas assigned to the community under Joint Forest Management (JFM).

What a Micro Plan should be and who should prepare it?

- It should reflect the participatory spirit of Communities in forest management.
- It should take care of the needs of the local Communities and suggest the entry point activities required in the village.
- It has to be prepared by VSS members themselves, with FD and NGO support team acting as facilitators.
- It should examine the options available for income generation activities and energy planning.

What it should contain?

A. The following:

- Social and Environmental safeguards
- Prioritized activities and Action plans for implementation
- Physical and Financial details of different works.

B. Should address the following social dimensions:

- User groups
- Tribal and other vulnerable sections
- Income and expenditure details

What needs to be done and How?

The steps to be followed in the preparation of Micro Plan are as under:

1. Entry Point Activities (EPA) are meant to build up rapport with villagers and to sustain their interest/faith in the process of development of the forests in the village.
2. VSS Executive Committee should select a Working Group having representative from various sections / categories of villagers to prepare the Micro Plan. Village meeting date to be finalized, announcement should be made before one week of the village meeting, related leaflets, posters to be disseminated and pasted before the Gram Panchayat office and main centers of the village. The above said details are to be recorded in VSS minutes book.
3. Information has to be gathered from old records if any, by the Micro Plan Working Group.
4. VSS members' list has to be confirmed. If needed, enlistment has to be done.

5. The Working Group needs to go round the forest assigned to the VSS and the area selected for treatment under the Project.
6. Baseline survey, household survey, sample study & market study.
7. Information to be collected for Forest Development Plan, Entry Point Activities, potential Income Generation Activities (both forest and non-forest resource based), Village Perspective Plan.
8. Separate meetings should be organized with forest dependent households, women, and tribal and other user/common interest groups to understand their requirements and prepare special provision in the Micro Plan.
9. Prioritization and rationalization of proposed activities based on local resource and fund availability.
10. Working Group should record all the data in the Micro Plan Format after validation and carefully analyze it to extract required information.
11. Prepare treatment schedule / map for restoration / management of the forest indicating silviculture operations /plantations / choice of species / nursery etc; consistent with the Working Plan prescription of the division.
12. Selection of IGA and Livelihood Options.
13. Estimating the cost of different activities.
14. The draft Micro Plan has to be placed before VSS Executive Committee and the General Body for acceptance.
15. General Body endorsed Micro Plan should be sent to DFO through the Range Officer for his/her approval. If any objections are raised, the same need to be clarified and the plan has to be revised accordingly (in the General Body) and resubmitted for DFO's approval. Approved Micro Plan and MOU copy should be handed over to VSS.
16. DFO should send a copy of the approved plan to the VSS along with the copy of the MOU.
17. Work should not be commenced in the VSS before approval of the micro plan.

Pre-requisites

For initiating the exercise for preparation of Micro Plan under the OFSDP/AJY, the following works ought to have been completed:

1. Formation of VSS
2. 1:5000 scale map of the area proposed to be treated under OFSDP/AJY.

STEP 1: Formation of VSS Working Group

This group shall be constituted by the Executive Committee (EC) of the VSS.

STEP 2: Verification of Records

The Working Group shall verify the previous records/documents and gather the required information. The concerned forest official will make available all relevant records to the Working Group.

STEP 3: Confirmation of VSS membership

The membership list has to be looked into carefully before the preparation of Micro Plan. Care has to be taken to see that the members belonging to required categories are enlisted as per guidelines.

A membership list has to be prepared by taking the above considerations in view and the final list has to be recorded in the prescribed format and displayed at the VSS Office.

STEP 4: Baseline Survey

Base line data have to be collected through following surveys for incorporation in the Micro Plan prior to the PRA (Participatory Rural Appraisal). FMU shall keep a copy of all the basic data.

- a. Village Socio Economic Survey
 - b. Forest Resources Survey
- **Village Socio Economic Survey:** Data collected through HH and village survey.

Some information will be collected in the course of the PRA exercise. Other information has to be procured from concerned Departments & Organizations. Sample study and estimation has to be made for the information not readily available. Focused Group discussion has to be made on important issues.

- **Forest Resources Survey:** The Working Group shall look into the boundaries of the forest area allotted to the VSS and the area selected to be treated under OFSDP/AJY and examine whether there are any disputes regarding the forest land allotted to VSS. Disputes if any have to be settled before attempting to make the Micro Plan.

STEP 5: Information on Special Plans

Forest Development: The information required for planning for overall development and management of the treatment area in keeping with the requirement of the area and needs of the people and is to be consistent with the working plan prescriptions.

- Treatment plans - ANR, Gap filling, Block plantation - bamboo, fuel & fodder, NTFPs.
- Soil and Moisture Conservation works
- Grazing management
- Fire management

Potential Income Generation Activities: The information on current and other possible income generating activities is to be collected.

Village Perspective Plan: Some of the aspects that need to be looked into keeping in mind the self reliance

are: Alternate fuels, Health and Hygiene, Primary Education and Drinking water & Sanitation

Possible effects of AJY Scheme intervention

- The fact that "any kind of vegetation is better to protect soil than no vegetation" has to be noted.
- Required Soil Moisture Conservation measures have to be taken up well in time to prevent soil erosion and to conserve water.
- Clearing should be avoided to the extent possible (for allowing vegetation to cover the ground).
- Bush clearance should be kept at the minimum.
- While treating forest for regeneration, clean sweeping underneath should not be attempted.
- Singling out of coppice shoots should be done only for timber species and not for others.
- While raising new block plantations, mixed species have to be used, especially local NTFPs.
- While removing grass, measures have to be taken that it is not uprooted, rather cut above the ground level.

Awareness has to be created on organic farming and non pesticidal practices in forest nurseries, plantations etc.

STEP 6: Participatory Rural Appraisal

STEP 7: Preparation of Draft Micro Plan

After obtaining all required information as elaborated in the previous steps, a comprehensive draft plan has to be prepared identifying all activities that are required to be undertaken for overall sustainable development along with requirement of funds and other inputs.

STEP 8: Correlating the Micro Plan with Working Plan

Working plan is a plan for scientific management of forests and is mandatory for working of forests. Such plans are generally prepared for 10 year periods and are approved by the Government of India. This aspect has to be explained to the people and the concerned OFD officials have to exercise care in finalizing the Micro Plans in such a way that the treatment proposed in the Micro Plan are consistent with the provisions of approved working plan of the area.

Session II

Participatory Rural Appraisal

PRA is a tool in which the local community (VSS members) is involved to extract and collect data & information on various aspects, as well as to understand the actual situation or status of the village/forest by using various communication tools while developing the village & forest development plan. This method facilitates the easy flow of information, and sharing experiences and views by all individuals.

PRA is carried out by conducting group discussions, experience sharing, and accounts of main events, general meetings and one-to-one discussion with the villagers in their own setting. Information can also be collected through illustrations and maps, which will be prepared by the villagers themselves or prepared with their active participation.

In addition, one to one interviews are also to be held with the EC members of the VSS. A number of PRA techniques such as 'resource mapping', 'venn diagram', 'time line', 'matrix ranking', 'seasonal calendar' and 'wealth ranking' including sorting of target groups are to be completed by the villagers themselves on chart papers. Animator and VSS members on the Working Group will facilitate the process and will be given prior training in PRA methods by the NGO team so as to have adequate knowledge about the PRA tools and the objective of the exercise.

A. General guidelines for facilitators (NGO/OFSDS/ DMU staff) for conducting PRA

- i. Facilitators should not promise anything to the villagers while preparing the plan.
- ii. Facilitators should encourage the VSS members to give information.
- iii. All the activities like social mapping, resource mapping, income and expenditure, value chain analysis, action plan, implementation plan should be done in participatory method with active involvement of as many VSS members as possible.
- iv. Facilitators should not jump to conclusion basing on the available data. She/he should patiently elicit required information.
- v. Facilitators should use simple, easily understandable language rather than high sounding words, preferably in local language/dialect.
- iv. Facilitators while conducting PRA should not take the lead role. They should rather facilitate the process and create an enabling environment for the VSS members to speak out.
- vii. Since these plans can not be prepared on stereo type basis, the facilitator is advised to take proper care in calculations and plan preparation.
- viii. The facilitators should also explore avenues for forward and backward linkages for the activities while discussing with VSS members.

- ix. The facilitator should create awareness among the VSS members that the plan is theirs and make them feel its ownership.
- x. It should be made clear to the VSS members that these plans are meant to enhance their livelihood by simultaneously protecting, conserving and developing the forests.
- xi Listing of activities and prioritizing-scoring method to be followed.

B. Forest resource map: A map drawn by the villagers /VSS members showing their forest resources by using colors/signs/objects on the ground in response to the questions of facilitator results in a "Forest Resource Map". Other natural resources available in the area having potential for providing livelihoods also need to be included and this can also be called a natural resource map.

C. Village resource map: A map drawn by the villagers/VSS members to explain to the facilitator about the position/location/situation of village roads, houses, schools, other facilities, population, communities, forest dependence & dependent families/ occupations etc., results in a village resource map. This is also called a social map.

To extract particular information for preparation of a Micro Plan the essential guidelines are given below:

Subject	Observations	Usage Methods	Information to be documented	Discussion with whom
Forest protection	VSS area, village needs, forest dependents, other village dependents, NTFP	Transect walk forest resource map, village resource map	Village needs, Needs of other villages, pest management, conflict resolution	VSS general body, non VSS people and forest dependents of other villages
Grazing	Availability (Agriculture lands, community lands & forest lands)	Seasonality	Cattle within the village & outside villages- grazing management	Livestock rearing farmers who are involved in forest protection
NTFP	Types of NTFP, collectors, Marketing facility, value, feasibility for value addition, collection of medicinal plants & usages, (50%) incentives on beedi leaf collection	Matrix	Types of NTFP & harvesting practices, scope for NTFP value addition	NTFP collectors, traditional healers

D. Seasonality Tool: An exercise used to extract information on the period duration when the villagers

Inventory of forest species	To meet village needs, medicinal plants, agriculture purpose	Matrix	Method of village needs fulfilling, status of medicinal plants availability, listing of any extinction species, Marketing facility	Villagers, other villagers & traditional healers
Village population	Occupations, village resources	Village resource map	Forest dependent occupations	VSS/Village
Women participation	Social status	Work load exercise/pie-diagram	NTFP collectors, forest works-wages distribution/gender analysis, properties owned by women, women problems, role in VSS decision making	Women, VSS
Participation of weaker sections	Social status Social status in village	Matrix Pyramid	Forest dependents, Role in decision making, Role of social status in village	Weaker sections Weaker sections & VSS members
Tribal participation	Social status Social status in village	Matrix Pyramid	Forest dependents, Role in decision making, Role of social status in village	Tribals Tribals & VSS Members
Agriculture	Problems & consequences	Timeline Matrix	Relation between forest & agriculture, pest management, problems faced by using chemical fertilizers	Farmers & VSS members

have some avocation to do, and the period of surplus time available for additional works. This will be based on the need can be obtained by using the table given below for the preparation of any development plan/ VSS Micro Plan.

(a) NTFP Matrix: This method can be used to find out the main/types of produces obtained and needed by the communities (from forest, agriculture etc) and all aspects inter related to this. By using a matrix standardization of the produce in terms of quantity / quality and price can be done by discussing with VSS / villagers / beneficiaries. Data regarding NTFP items, No of Collectors, Quantity (in quintals), Period & duration of collection, Own usage (in quintals), Quantity traded & rate per quintal may be collected.

(b) Occupational Works within the village for different Season / Month (Rainy, Winter, Summer,), Nature of Works and No. of HH involved should also be collected.

(c) Migration for different Season / Month (Rainy, Winter, Summer), place, nature involved, household and income from migration is required for proper livelihood planning of targeted village.

E. Market Mapping: This will contain detailed information about the various types of markets to which villagers have access or can have access either to sell their produces or purchase their requirements along with list of produces sold and purchased. In case any vendor is regularly visiting the village, information may be collected along with list of items and system of sale.

F. Venn diagram/Chapatti tool:

This tool is used to extract information on two related factors of one specific aspect.

For example:

(a) What village amenities are available and at what distance?

(b) What are the endangered species, and what have become extinct?

(c) **G Pie diagram:**

This diagram is a helpful tool to know and display to the Villagers/VSS members the different components/ extent/ value of any aspect to a total/larger aspect.

(a) Degrees of population dependent on forest

(b) Community wise population ratio

(c) Sharing of responsibility

H. Pyramid method:

This diagram is used to illustrate about the role and social status of different communities in the society.

I. Ladder or Steps method:

This method is useful to prioritize the functions systematically and to allot funds accordingly.

Session III

COLLECTION OF BASELINE INFORMATION

As no two stands of forests are alike, and the local knowledge, beliefs, indigenous management systems are also quite diverse, the actual Micro Planning would fully reflect those diversities and the proposed innovations would be tailored according to the needs and the capacities of the particular village community. To capture this diversity it is essential that the Micro Plan is fairly extensive. However since the Micro Plan is to be prepared by the VSS, with facilitation by the OFD and the NGO Team, a balance is to be maintained between simplicity and extent.

The Micro Plan should also capture the village socio-economic situation, focusing infrastructure and other development indicators and poverty scenario of the inhabitant. The Micro Plan shall include the forest scenario of the area managed by the VSS and would identify challenges and opportunity for forest development, maintenance of bio-diversity, soil and moisture conservation. The twin aims of the Project are restoration of forests along with livelihood improvement as an inclusive process to natural resource development. The plan therefore would develop a livelihood support for the villagers where both individual and groups can be supported to enhance on-farm, and off-farm productivity and income. Six important and integral components of the Micro Plan shall be; Socioeconomic Profile, Livelihood Opportunities, Forest Development Plan, Village Perspective Plan, Annual Achievement Plans, Activities undertaken, & Benefits.

VILLAGE SOCIO-ECONOMIC PROFILE

1. Demography: The information on various aspects such as project location and area, population, households, occupational profile, economic category of farmers, land use & crop land pattern and Irrigation status etc. is to be covered under this sub head.

2. Economic Status of Villagers

A. The information on **assets** such as status of houses (Thatched roof/ Asbestos roof/ Pucca/RCC etc.), electrification, possession of livestock and mechanized farm implements should be collected.

B. The information on **Current Income Generating Activities such as** Farmland, Vegetable production, Livestock (milk, goat, sheep, poultry), Fishery, Small trading, Shop keeping, Traditional artisan work, others is collected from the villages.

3. Village Resources: The detailed information on various type of Infrastructure/amenity such as school, college, hospitals, post office etc, and their location, distance from village and condition & status of present use is to be listed.

4. Agricultural crops: The information on

(i) Type of Crop in rain fed and irrigated condition for Kharif, Rabi

(ii) Crop production profile of the village with details on total production in village, number of households growing, average production (quintals per /ha) for different crops. is to be captured from the village through PRA and conducting FGD in small group.

5. Livestock population of the village i.e, population of Bullock, Cow, Buffalo, Goat, Pigs, Other animals is collected through household survey r social map.

6. Fodder Availability: Fodder availability in terms of Crop residue, Trees, Grasses, Green fodder, Grazing in Forests in and around the village is required for micro plan.

7. Market facility: To study the marketing facility of the project area the information such as for purchases establishments i.e., Grocery Shop/PDS center, Weekly Market, Major market and their location and distance from village and scope for sale of agriculture products, fuel wood, vegetables, poles / bamboo, NTFP, milk, poultry, oil, other processed products is explored during micro planning process.

8. Water Resources facility: in different water sources such as Water Harvesting Structure , Check dam, Pond, Tube well, Dug well, River, Spring , Canal and Water Availability (Adequacy, seasonality) and their uses (drinking, irrigation, livestock, bathing) is collected during transect walk and FGD with the farmers.

9. Energy Consumption: The data on number of household depending on different type of fuel such as fuel wood, agril. crop residues, liquid petroleum gas, electric heater, gobar /bio gas, kerosene stove and months of dependant and Source (local village, forest, other source) is also required for planning and know about forest dependency on energy.

10. Electrification: Status of electrification for domestic use, streetlights and agriculture purpose should be a part of the micro plan.

LIVELIHOOD OPPORTUNITY ANALYSIS

The livelihood analysis will be made in consultation with villagers through participatory method. It will spell out the constraints, opportunities in the context of farming, livestock rearing, credit facilities and NTFP collection and processing. The analysis aims at identifying potential activities with a view to enhance productivity and improve income level. The different sector wise following information need to be collected.

1. Agriculture / Horticulture: Constraints (Low Production Storage & Processing Marketing), Reasons, Opportunities/ Possibilities and Programme

2. Livestock: Constraints (Less grazing land, Availability of fodder, Cattle care facility, other milk market), Reasons, Opportunities/ Possibilities and Programme.

3. NTFP: Constraints (Less collection, Unsustainable extraction, Low Rate, Value addition), Reasons, Opportunities/ Possibilities and Programme.

4. Spectrum of Specialized Skills: Constraints (Raw material availability, Product quality, Marketing potential, Credit facility), Reasons, Opportunities/ Possibilities and Programme

5. Credit facility: Constraints, Indebtness (Credit dependency, Rate of interest, Availability of loan , Mortgage difficulty, Others), Reasons, Opportunities/ Possibilities and Programme.

Session IV

DEVELOPING FOREST DEVELOPMENT PLAN AND PERSPECTIVE PLAN

FOREST DEVELOPMENT PLAN

Data on various aspects of forestry would be collected by working group for analysis and preparation of treatment strategy and management plan.

1. Forest Coverage Data

(A) Status of Forest areas assigned to VSS: The information on name of forest, legal status (RF/PF/VF/KF), name of working circle to which allotted, area in Ha, distance from village, topography, condition of forest (well stock/ degraded/ bushy, few trees) and frequency of use by villagers is to be captured for micro plan.

(B) Forest Soil type with land degradation level and soil erosion status of the forest is collected either from primary and secondary sources.

(C) Composition of existing crops such as major tree species, associates, shrubs, bamboo, NTFP species, medicinal plants, other important species both local and botanical names should also be collected for forest development plan.

2. **VSS Status:** The status of VSS plays a very important role in developing any forest plan so the following information i.e., year of beginning of protection by community, year of formation of VSS, number and composition of VSS members, forest Protection measures taken by VSS in past: (number of people, household engaged, any formal mechanism, Improvement observed after VSS protection) is necessary for documentation.

3. **Domestic requirement of forest produce (per household):** The information on requirement of timber based forest produce by the villager with following parameters for different activities like timber for housing, small timber for agricultural implements, poles/bamboo, fodder from forests, NTFP for local consumers, frequency of requirement, app. quantity, how **metat** present and source.

4. **Collection of Forest products by the villagers :** From PRA exercise the information such as Item (Fuel wood, Fodder, Bamboo, Timber, Poles, Kendu leaves), status of domestic consumption, number of HH collecting, total collection of village per year, percentage sold, value of forest products, average Income from sale of forest products (per household), name of forest from where collected is collected.

5. Collection of NTFPs including Medicinal Plants

The information of NTFP uses and value addition plays a very significant role in livelihood of the villagers accordingly the information need to be collected for planning the livelihood activities.

(A) NTFP collection and usage schedule : The details of name of NTFP including grass & medicinal Plants, season/ months, locality of collection, quantity collected (Kg.), utilized for self consumption (qty. in Kg.), surplus marketed (qty. in Kg.), income, usage of the NTFP and marketing options are need to be explored.

(B) Regulation on NTFP Collection

VSS decision as to regulation in extraction /seasonal restriction of collection for sustainable NTFP management. Harvesting schedule detail be given;

(C) Value addition to NTFP

The VSS would decide possibility of value adding to NTFPs gathered by villagers. Both individual and group can be identified to be supported through SHG or direct grant under livelihood component. The activities to be undertaken by VSS would be listed in following format (Name Potential products, Total amount collected in a year, Local market price, Possible source from adjoining areas, Processing, drying, sorting and grading (product wise), Storage place (availability, need for construction), Processing unit (need, possibility of setting up), Labeling, packaging (locally, outsourcing).

6. Forest protection issues

(A) Protection Problem : Different forest protection problems should be listed for protection. Different types of injuries such as (Smuggling Timber, Smuggling Bamboo, Smuggling firewood through head loads for selling to others, Smuggling NTFP, Smuggling sand, precious stones etc., Poaching wild animals, Grazing local animals, Grazing by animals from other areas, Fire-accident, Fire connected with Mohua collection, Fire connected with salap tapping, Fire connected with Beedi leaf collection, Smuggling by head loads, Smuggling by bicycles, Smuggling by carts, Smuggling by fast moving vehicles, Incidents of snake bites/life threats/risks while protecting forests, Encroachments in forest areas, Other protection related conflicts,).

(B) Reasons of Forest degradation

(C) Protection Mechanism

In the PRA exercise the protection mechanism would be discussed and detail procedure/ modalities to be followed will be recorded to ensure effective protection Year in which the operations are to be carried out would be provided in the micro plan. Grazing control/regulation, fire control, watch and ward

7. Treatment required for arrear demarcated for treatment under AJY

(A) Soil & Water Conservation Measures Treatment: Activities, number, length, size, extent of areas and priority

(B) Forest Crop Improvement : Treatment (i. ANR including Gap Planting ii) Block Planting a) Economic Plantation b) Fuel wood and Fodder c) Bamboo/Cane d) NTFP including fruit bearing, medicinal plants etc.), Areas to be covered under a planting module, Priority in Block Plantation, Species, Spacing.

(C) Year wise target of Crop Improvement : Treatment (i) ANR including Gap Planting ii) Block Planting a) Economic Plantation b) Fuel wood and Fodder c) Bamboo/Cane d) NTFP including fruit bearing, medicinal plants etc.), Areas to be covered

(D) Nursery Development

(i) De-centralized Nursery: The detail information on location & area, species, year of development and number of seedlings

(ii) Farm Forestry Nursery: requirement, name of the beneficiary, species and number of seedlings

E. Miscellaneous Operations: The treatment options should be explored such as (i) Fire line construction and maintenance (ii) Watching and patrolling (iii) Rotational Grazing (iv) Stall Feeding (v) Medical/Health Care camp (vi) Centers for non-formal education (vii) Promotion of fuel saving devices), who will do (VSS/FD/ FD&VSS), month/year when can be done and extent of area where treatment is required

8. Marketing Practices

(A) Marketing of Timber, Bamboo and other forest products is to be explored

(B) Marketing NTFPs and medicinal plants is to be explored. Marketing plan would be chalked out on the basis of above information.

9. Schedule of Silvicultural Operations for the assigned forest area

(A) Intermediate thinnings

Silvicultural thinning will be required to provide space for promising individual trees for better growth. The trees required to be removed should be marked after going round the forest with the technical staff and a list of such trees will be prepared.

(B) Final harvesting periods (Rotation period)

As per the prescription of the approved Working Plans, the Rotation period for different components will be decided. At the time of final harvesting the felling list will be prepared as per species, diameter at breast height (in cm), height in cm, sound / unsound. Forester of the locality would help VSS in making the felling list.

10. Benefits expected from Forests protected by VSS

An assessment of assorted benefits expected from NTFP and Wood related benefit from the forest would be first made and distribution mechanism is to be decided.

11. Sharing mechanism of timber, bamboo, poles, NTFPs should be finalized and incorporated in the micro plan

12. Other Forest Development related matters should also be incorporated in the plan.

VILLAGE PERSPECTIVE PLAN

The Village Perspective Plan will prescribe various development activities, and provide approximate estimate of funds and period for implementation. The activities listed here would be on the basis of data

collected and prioritized as per the previous sections. The fund requirement would be met from OFSDP/AJY and other sources to be tapped by VSS. This will include infrastructure development, forest development, agriculture, and other natural resources, and human resources development. Annual action plan will be based on the village perspective plan.

1. Entry point activities

The Micro Plan working group would consult the GB for identifying the need of entry point activities with priorities. Interests of forest dependent people shall be given high priority, and be taken up in the first year. Since the fund for EPA is limited, emphasis should be on activity (ies) that can be fully completed from the available fund, instead of taking up part construction of several works

2. Village infrastructure development (eg. community hall, school, NTFP/food storage godown etc):The information on type of activity/ infrastructure,number of members likely to be benefited, financialrequirement,cost sharing by members;investment from other sourcesshould be collected during the micro planning process.

3. Forest Development:The proposed year wise forest development activities including the area and financial requirement are to be mentioned.

4. Community Land and Agricultural Development:The details of type of activity, no. of beneficiaries and possible funding through convergence should be worked out.

5. Income Generation Activities

The scope of different income generative activities such as poultry, vegetable growing, milch animals, pisciculture, duckery, nutritional garden, bee keeping, bio compost making pit,NTFP Storage yards, NTFP Processing, cycle repairing, etc. should be explored with discussion with the community

(A) Group Activities: These should be forest/farm/non-farm based with focus on value addition.

(B) Individual Activities: Activities such as agriculture kit, horticultural hybrid plant, livestock rearing, poultry, other IGA

(C) Livelihood (basic needs) Support : Activities such as fuel saving devices,health care,non-formal education, Sanitation,NTFP value addition and marketing support

6. Human Resources Development /Capacity Building Plan

The information regarding capacity building activities should also be incorporated after training need assessment of primary and secondary stakeholders.

(A) Awareness creation:

(B) Capacity building/Skill development:

(C) Field or exposure visits:

ANNUAL ACTION PLANS

Every year the VSS in their GB meeting to be held in December would decide various activities to be implemented during the succeeding financial year, and accordingly will prepare an annual action plan and budget, following the projected perspective budget plan. The annual plan will be submitted to FMU who will scrutinize and recommend to DMU. On the basis of the annual plan DMU will release fund to VSS. The progress in the implementation of OFSDP/AJY activities in a year would be monitored on the basis of the annual plan. The VSS would submit the annual action plan in the following format.

1. Annual Action Plan and Budget:The detailed Annual action Plan and budget need to be prepared with parameters such as broad component wise work items, period of work,physical target and fund required from OFSDP and responsibility of implementation.

2. Plan Revision Discussion Outcome: The member secretary will record the decisions taken in the discussion

3. Revision to be incorporated:After discussions the information on revisions to be incorporated is listed out on following parameters existing nature and type of work need for revision,type and nature of changes to be made,new physical target and fund requirement.

RECORD OF ACTIVITIES UNDERTAKEN

The record activities undertaken are noted in following details.

1. VSS Meetings:Date of meeting, Presided by, Member Participated (Men/ Women) and Main Decisions.

2. VSS Trainings:Name of Training, Number of Participants, Organized by and Main Facilitator and Venue.

3. Village Community Development Works:Item of Work, Quantity, Date of starting, Date of Completion and Amount Spent.

4. Forest Development Works:Activity, Duration when undertaken, Amount spent, Person days generated and Produce yield if any.

5. Income Generation Activity (one table for each activity):Activity & Date, Name of SHG, SHG President, Trg.Assistance, Loan Amount with date and Refund.

6. Products collected from Forest : Date, Item Collected, No of HH/members who collected, Quantity, App Value in Rs., How used Own use/ Marketed.