

**Federation of Community Forest Users, Nepal (FECOFUN)
The Secretariat of National Executive Committee
Kathmandu**

**Policy of FECOFUN for the Sustainable Community Forest Management-
2004**

Preamble

According to the Master plan for the Forestry Sector of Nepal-1988, Forest Act-1993 and Forest Regulation 1994; the users have been managing the national forests as community forests through registered Community Forest User Groups (CFUGs). FECOFUN was founded in 1995 (18 Jestha 2052 B.S.) as a representative umbrella organization for the Community Forest User Groups. Registered in Katmandu District Administration Office under Organization Registration Act 2034 B.S. with registration No. 168/052-53, the FECOFUN has its own constitution. Whereas it is expedient to have its own policy for the sustainable management of forest resources and to make necessary process, structure and monitoring mechanism for that; this Policy Regarding Community Forest Resource Management-2004, under FECOFUN's Constitution-2052 B.S. and its Organizational Regulation 2055 B.S., has been prepared and implemented.

Chapter I

The legal status and bases of this policy

This policy shall be implemented through the decision of FECOFUN's Standing Committee meeting under the Article 52 of FECOFUN's Constitution-1993 and Rule 60 of its Regulation 2055.

In accordance with the FECOFUN's Constitution-1993; the goal, objectives and working strategy of the FECOFUN shall be as follows:

(a) As per the Article 5.1. –Goal

The goal of FECOFUN shall be to promote self-confidence and self-dependence on forest user groups through equal participation of all in decision making process.

(b) As per the Article 5.2.- Objectives:

Article 5.2.3. To raise awareness for campaigning on plantation, health and sanitation to maintain balanced environment along with community forest development.

Article 5.2.4. To promote equitable distribution and proper utilization of community forest resources to uplift the socioeconomic status of the marginalized communities.

Article 5.2.6. To do for protection of the rights of community forest user groups; conservation of the national heritages; awareness creation on community forestry policy and legislations; creation of community feelings among the forest users; and development and promotion of forest management technology.

Article 5.2.7. To support community forest users to conduct income generating programs for their economic uplifting through research and demonstration of various income generating activities in community forests.

Article 5.2.8. To create awareness on importance of biodiversity conservation, particularly threatened species; information management and create working environment for joint effort towards biodiversity conservation.

(c) As per the Article 5.3. -Working strategy:

Article 5.3.1. To organize meetings, workshops, conference, training etc. and participate in those organized by others for sharing knowledge and experiences in various aspects of forest resources management including community forestry, agro-forestry in community forest, private forestry, biodiversity conservation, programs related to medicinal plants and environment conservation programs.

Article 5.3.4. To support to form user groups and assist in community forest handover process.

Article 5.3.5. To conduct and facilitate scientific study and research on forest and environment; share information; and produce extension materials like news-letters, leaflets, booklets and audio-visuals for sale and distribution.

Article 5.3.9. To involve forest users on the campaign of conserving threatened forest resources and biodiversity and give effort for external support for the purpose.

Chapter- II

For the sustainable forest management, FECOFUN has set up its vision, mission, goal and strategy as follows:

Vision: “Community forest for all and forever”

Mission: The FECOFUN is committed to establish equity and good governance for planned community development and livelihoods through sustainable forest management and to establish and mobilize authorized and empowered Community Forest User Groups.

Goal: To utilize forest area with social, environmental and economic views for the sustainable forest management and to establish good governance in the forest user groups

Strategies: For the sustainable forest management, FECOFUN shall adopt the following strategies:

- (a) The national laws and the principles of Forest Stewardship Council (FSC) shall be implemented.
- (b) The ownership of the forest resources, their use rights and responsibility on them shall be of community forest user groups.
- (c) Indigenous knowledge, system and skill of the CFUGs shall be respected and promoted.
- (d) The rights of the members of CFUG on forest resources shall be ensured.
- (e) Equity and social justice to the workers involved in the activities conducted by the CFUGs shall be ensured.
- (f) Community forests shall be managed so as to produce multiple products in the sustainable basis and priority given for their processing in local level. Priority shall be given to fulfill the demand of the processed products in local level and

the income thus generated used for forest management, livelihoods and community development through the group's decision.

- (g) Community forest shall be managed, according to the approved constitution and operational plan, in such a way that it shall have no inverse effect on environment and biodiversity conservation. Use of chemicals shall be reduced while producing forest products. And integrated resources management in CF shall be promoted.
- (h) CFUG may take assistance from different organizations for the management and development of the forest.
- (i) CF Operational plan shall be prepared and implemented by the forest users themselves. It shall be prepared in accordance with prevailing forest legislations and Forest Stewardship Council. Priority shall be given to address local needs while preparing management plan.
- (j) CFUG shall develop its own monitoring system and facilitate external monitors through demonstrating its activities and records. And FECOFUN, as a resource manager, shall monitor and evaluate CFUGs.
- (k) Special consideration shall be given to conserve the forest area with specific importance. Besides, other productive forest area shall be managed through sustainable forest management systems.
- (l) Natural regeneration shall be promoted in community forest.

Chapter- III

FOREST MANAGEMENT GUIDELINES

- (a) Activities, for the sustainable forest management, shall be conducted in accordance with the following points mentioned in the guidelines:
 - 3.1. CF management activities should be conducted under the Forest Act 1993 and Forest Regulation 1994.
 - 3.2. All kinds of fees/ taxes defined by the act should have been paid by the CFUG.
 - 3.3. National and international treaties and conventions ratified and committed by the nation should have been followed and banned and valuable fauna and flora conserved and managed accordingly.
 - 3.4. No works prohibited by the prevailing legislations can be done in community forest.
 - 3.5. Coordination and collaboration among stakeholders should have been ensured in the process of sustainable forest management.
- (b)
 - 1. Forest resources management, utilization and benefit sharing plans should have been prepared through consensus to establish traditional use rights of the local people on CF resources.
 - 2. The ownership and use rights of forest resources shall be in CF users. Any conflict regarding this shall be managed through discussions among the parties mentioned in Chapter IV.
 - 3. Specific activities should have been mentioned in the constitution and operational plan and implemented accordingly to establish the rights of indigenous and professional groups.

4. The parties, with specific importance in socioeconomic, religious and environmental perspectives, should have been identified, included in constitution and operational plan and promoted.
 5. The parties with indigenous knowledge and skills, from which CFUG is generating income, should have been provided with the financial or other support or both in equitable basis [For example: Amchi, the local healer whose indigenous knowledge and skills might be used for generating income for CFUG].
- (c)
1. Priority should be given to the marginalized groups for the skill development and employment generating training managed in local level for the sustainable forest management.
 2. The forest management workers should have been paid with at least the minimum rate of wage in local level. Optimum facilities of health and security should be managed through the CFUG's decision.
 3. Constitution and operation plan of the CFUG should have been prepared through consensus; and women, ethnic communities and marginalized groups involved in the process.
- (d)
1. Environmental and social impacts should have been assessed by the assembly of the users, included in CF management plan and implemented accordingly.
 2. High value biodiversity zone within the CF area should have been identified and conserved.
 3. Monasteries, temples and other culturally important areas, if any, should be identified and protected.
 4. The areas with specific importance (eg. soil erosion area, water source protection area etc.) should have been identified, briefly described in management plan and managed accordingly.
 5. The constitution and operational plan should be prepared through consensus.
 6. The constitution and operational plan of CFUG should be prepared in accordance with the structures as defined by the Forest Act and Regulation. The structure is given in the annex.
 7. CFUG should monitor and evaluate the followings:
 - a) Updated accounting report of CFUG. [See Annex]
 - b) The decisions of the previous meeting.
 - c) The opportunities sharing (training, workshop, tour, employment etc.) system. [See Annex]
 - d) Annual progress report and the details of income and expenditures should be monitored and submitted to FECOFUN and District Forest Office.
 - e) Monitoring of the marketable forest resources should be done as necessary but at least once in five years.

Chapter IV

Responsibility

FECOFUN, as a resource manager, shall have following responsibilities for the sustainable forest management:

1. The member CFUG shall be made to give optimum consideration in the social, economic and environmental aspects in forest management process.
 - 1.1. The mentioned things shall be included in the constitution and operational plan of the CFUG. FECOFUN shall facilitate the process for the ease of CFUG.
 - 1.2. The principles and bases of sustainable forest management shall be adopted while preparing the constitution and operational plan of the CFUG.
 - 1.3. CFUG shall be facilitated to implement the approved constitution and operational plan.
 - 1.4. Capacity of the organizational units of FECOFUN and CFUGs shall be strengthened for the sustainable forest management.

- 1.5. Necessary information regarding enterprise development, marketing etc. shall be collected and shared among CFUGs for the sustainable forest management.
- 1.6. Cooperation and coordination with the national and international stakeholders shall be developed for the sustainable forest management.
- 1.7. A monitoring mechanism shall be developed and implemented to monitor the fund management (income / expenditure) system; to monitor whether the activities are in accordance with the approved operational plan; and to monitor whether there is equitable benefit sharing in the CFUG.
- 1.8. FECOFUN shall attempt to have positive effect in policy level through extension of the achievements and disseminating information on sustainable forest management.
- 1.9. FECOFUN, as a resource manager, shall provide membership to the CFUG which have adopted the sustainable forest management systems and processes. And it may take back the membership of the CFUG that has been found to be working against the theme of the sustainable forest management.
- 1.10. FECOFUN should monitor the activities of community forest users committee (CFUC), the records of income and expenditure and the process and practices of the users at least once in a year
- 1.11. FECOFUN district branches shall form forest certification focal committee with 3 to 5 members while FECOFUN center with 3 members as decided by the standing committee.
- 1.12. The applications received from the CFUGs shall be assessed and selected the qualified ones for forest certification. The applications of the selected CFUGs shall be collectively sent toby the FECOFUN Centre.
- 1.13. The rejected CFUGs shall be informed within 30 days of the decision made, with detailed description on why they have been rejected for forest certification. If the same CFUG applies next year, the application fee shall not be charged.
- 1.14. The selected CFUG that will to withdraw its membership from the forest certification group or get back from the certification process may inform FECOFUN Centre straightly or through district branch with a copy of decision made by the group. The application shall be assessed and the standing committee shall decide on the matter with the recommendation of central certification committee. The CFUG shall be informed within 35 days about the decision.
- 1.15. The forest certification committee of the FECOFUN Centre shall submit the applications with recommendations to the standing committee for the assessment of the applications, analysis of the preliminary reports and preparation of the final report.

2 Points to be followed by the member CFUG for the forest certification process:

- 2.1 The CFUG should have been the member of FECOFUN and renewed annually.
- 2.2 The constitution and operational plan of the CFUG should have been prepared as per the FECOFUN's policy for the sustainable community forest management-2004 and approved.

2.3 The activities of the CFUG including group mobilization and management should have been carried out with the group or committee decision in accordance with the approved constitution and operational plan and Resource Management Policy.

2.4 The CFUG should update the records of its activities and provide to the resource manager or to the party recommended by the resources manager.

2.5 CFUG should submit the application with Rs. 50/- to the FECOFUN Centre directly or through its district branches to forward the forest certification process with a copy of the decision made by the group certifying that the CFUG has been managing the forest according to the FECOFUN's policy for the sustainable forest management-2004.

2.6 The FECOFUN district branches or the Centre shall assess whether the activities have been carried out according to the application. FECOFUN Centre shall make decision on whether to precede the application.

3 The disqualification of the CFUG for the membership of the forest certification group shall be as follows :

3.1 The CFUG without membership of FECOFUN.

3.2 The CFUG carrying out against the theme of the approved operational plan.

3.3 The CFUG suspended from the forest certification group more than twice.

Note: Whatever has been mentioned above, the CFUG shall not be suspended from the membership of FECOFUN.

Monitoring and Evaluation

The regular monitoring and evaluation procedure of the community forest users groups which are in the forest certification process and already certified.

1. The regular monitoring or evaluation and feedback work of the community forest area or groups which are in the forest certification process or already certified will be done by FECOFUN centre in the assistance of district branches. And the monitoring will be done through the following described activities of CFUG :

- a) Through the meeting of the group.
- b) The general assemblies of the group.
- c) The study and analysis of the record book of the group.
- d) Through the field survey and practice of the forest management
- e) Through the direct visit to the users and working committee.

The monitoring forms are kept in the annex

Annex -1

The model application to the resource manager (FECOFUN) by the community forest users group.

Annex -2.

The model application from FECOFUN to the forest Stewardship council.

Annex -3.

The constitution summary of the users group.

Annex -4.

The forest management work plan summary.

Annex -5.

The model form of the forest's monitoring condition

Annex -6.

The model form of the forest products that users group.

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The model of the forest condition analysis forms.

Annex -8.

The model form of the people's details who are involved in the enterprise.

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The utilized model form of the opportunities that can be found in the groups.

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The selling bills of the community forest products.

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The license of the forest products given by the community forest groups.

Annex -12.

The license of the herbal collection.

Annex -13.

The registration letter of the medicinal and aromatic plant

Annex -14.

The model form of the annual records of the community forest users groups.

Annex -1

The model application to the resource manger (FECOFUN) by the community forest users groups :

Date :.....

.....Community Forest Users Group
.....District
V.D.C. / MunicipalityWard No. (Address)

The group registration number

The Federation of the Community Forest Users
c/o Forest Steward Ship Office
Old Baneshwor, Kathmandu
Nepal.

Subject : About to participate in the forest certification group.

In reference to the above mentioned subject that our community forest group is ready to work under the rules produced by Forest Stewardship Council about the sustainable forest management and in the subordination to the policy and principles of FECOFUN ; and we are ready to be observed first time for the environmental, economic and social aspect of the FSC. Along with this, we want to make our group audited each year, so by showing our commitment we apply for involvement in the forest certification group prepared by FECOFUN. All the other documents are also attached with this document.

For the community forest
Chairman
Name.....

Signature.....
Address (With Stamp)

Mentioned as below :
The address of the CFUG: with registration number
The Four boarders of the community forest:
East :.....
West :.....
North :.....
South :.....

Attached documents:

1. The copy of the community forest users group registration certificate No-1
2. The copy of the hand over community forest certificate No-1
3. The accepted constitution and work plan of the CFUG 1,1 Nos.
4. The yearly progress report of the community forest.
5. The auditing report of the CFUG No-1.

Annex -2

The model application form FECOFUN to the Forest Stewardship Council

Date :.....

The Federation of the Community Forest Users, Nepal
Kathmandu
The Forest Stewardship Council / Smartwood
Bonn, Germany

Subject : About the Forest Certification

It is already known that the federation of the Community Forest Users, Nepal is the representative organization which has been working for the sustainable forest management. For the sustainable forest management FECOFUN has prepared community forest management policy and directory by following the norms and values of the Acts and Regulation. It has become necessary to make the community forest users group involved in the group certification programme which are interested to be registered under the Forest Act 2049 and Regulation 2051 of Nepal. So as a resource manager informing about the interests of those groups to certify the forest and to make yearly audited, we have applied this letter including the following documents:

Applicant

.....
(Bhim Prasad Shrestha)
Chairperson
FECOFUN, Nepal

For the community forest users group
Mentioned as below:
The name of the community forest.....
Address:
Area:.....

Attached Documents:

- 6. The community forest registration certificate, or
- 7. The copy of the constitution and the work plan of the community forest, No-1
- 8. The copy of the yearly audit report of the community forest, No-1
- 4. Annual progress report of CF

Annex – 3
Summary of CFUG constitution

Preamble

CHAPTR-I

- 9.1 Name, Address, Prarambha, Objectives, Stamp and Office of the CFUG
 - 9.1.1 Name of the CFUG
 - 9.1.2 Address
 - 9.1.3 Prarambha
 - 9.1.4 Objectives of the CFUG
 - 9.1.5 Stamp of the CFUG
 - 9.1.6 Office of the CFUG
- 9.2 Definitions

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Arrangements regarding the Community Forest User Group

- 2.1 Brief description of User Group
 - 2.1.1 Socioeconomic condition of the User Group
- 2.2 Qualification/ Disqualification for User Group membership
 - 2.2.1 Qualification for User Group membership
 - 2.2.2 Termination of User Group membership (Disqualification)
- 2.3 Procedure of providing and terminating membership
 - 2.3.1 Procedure of providing membership
 - 2.3.2 Procedure terminating membership
- 2.4 User Group formation Procedure
- 2.5 Rights and responsibilities of User Group members
- 2.6 General assembly of User Group
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 - 2.6.2 Major works to be done by general assembly
 - 2.6.3 Working procedure of general assembly
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- 3.1 Formation of User Group
- 3.2 Name list of User Committee executives
- 3.3 Rights and responsibilities of User Committee
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- 3.5 Rights and responsibilities of User Committee
 - 3.5.1 Chairperson
 - 3.5.2 Vice Chairperson
 - 3.5.3 Secretary

- 3.5.4 Joint Secretary
- 3.5.5 Treasurer
- 3.5.6 Members
- 3.6 Working procedure of the User committee
 - 3.6.1 Daily activities
 - 3.6.2 Meeting of the User Committee
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- 3.8 Conditions in which Committee executives may hatna
- 3.9 Approval of executives' resignation and padpurti
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 - 3.10.1 Advisor committee
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- 5.2 Techniques to be applied for crime control
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- 6.2 Mobilization of fund
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- 7.1 Amendments of constitution
- 7.2 Nilamban/Niskasan from User Group
- 7.3 Arrangements of facilities for Committee executives and others
- 7.4 Barbujuharath
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- 7.6 Office management, conduction and record keeping
- 7.7 Arrangement of Stamp (Tancha)

- 7.8 Arrangements regarding sales and distribution of the forest products
- 7.9 Arrangements regarding promotion of poor and marginalized caste and ethnic groups
- 7.10 Roles and responsibilities of District Forest Office
- 7.11 Arrangements regarding membership identity card
- 7.12 Arrangements regarding staff recruitment/deployment
- 7.13 Can establish industries
- 7.14 Monitoring and evaluation
- 7.15 Bajhiema garne
- 7.16 Oath
- 7.17 Arrangements regarding sharing of opportunities

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- 1 Stamp of the group
- 2 Model of Stamp (Tancha)
- 3 Model of membership identity card
- 4 Name-list of users
- 5 Name list of Committee executives
- 6 Model of income and expenditure record form
- 7 Model of receipt for sales and distribution of forest products
- 8 License of forest product sales and distribution

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Summary of Forest Management Operational Plan (OP)

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Procedure and process of Forest management operational plan

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- 1.1 Description of the Community Forest
 - 10.1.1 Introduction of the forest
 - 10.1.2 Name of the forest
 - 10.1.3 Location of the forest

- 10.1.4 Boundaries of the forest
- 10.1.5 Area of the forest
- 10.1.6 Geographical condition of the forest
- 10.1.7 Religious and cultural condition of the forest
- 10.1.8 Type of the forest
- 10.1.9 Present condition of the forest
- 10.2 Objectives of forest management
 - 10.2.1 Long term objectives
 - 10.2.2 Short term objectives
- 10.3 Historical background

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- 2.1 Arrangements regarding water sources
- 2.2 Arrangements regarding felling and collection of the forest products
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- 3.1 Introduction to the forest resource survey
- 3.2 Map of the forest
- 3.3 Forest resource observation
- 3.4 The description and the utilization of the timber and non timber species
- 3.5 The stock of the forest products and the summary regarding to annual estimate growth
 - 3.5.1 The stock summary of the timber, firewood and fodder
 - 3.5.2 The stock summary of the non timber forest product
- 3.6 Section division and description
 - 3.6.1 Name of the area
 - 3.6.1.1 Section-1
 - 3.6.1.2 Section-2
 - 3.6.1.3 Section.....
 - 3.6.2 Name of the area
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- 4.6 Pasture land management
- 4.7 Reproduction management
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- 4.10.1 Spikenard management
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- .1 Grass
- .2 Litter leaf
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- .14 The challenges of the biodiversity conservative
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- 9.1 Fire
- 9.2 Deforestation
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- 9.5 Rukh sukaune
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- 10.1 Mobilization of the fund
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- 11.3 Role of the forest office
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Annex-5

Model monitoring form of the condition of the forest

Monitoring of the forest's condition:- The participatory forest resource shall be surveyed once in every five years in the joint involvement of user groups and forest technicians for the monitoring condition of the community forest. The achieved statistics will be analyzed comparatively with resource survey statistics. The vocationally managed species shall be surveyed in detail.

Previous				After five years		Differences		Remarks
Products	Number	Volume/ number	Number	Volume/ number	Timber	Non-timber	Reproduction	
Timber								
1.				1.				
2.				2.				
3.				3.				
Non-timber								
1.				1.				
2.				2.				
3.				3.				
Other species								
Immature regeneration								
Mature regeneration								