

VILLAGE REGULATIONS IN SUCO FADABLOCO

CHAPTER 1: GENERAL AND DEFINISION

Article 1: General

These are the village regulations of Suco Fadabloco, Sub-district Remexio, Aileu District. The regulations were developed by local leaders of Suco Fadabloco with mutual consensus among the communities of Suco Fadabloco as a result of a series of discussions in June and July 2011.

Article 2: Definition of Terms

As used in and for purposes of these regulations, the following terms shall mean:

- 2.1 **Communities** - refers to households and their family members who reside or are registered in Suco Fadabloco.
- 2.2 **Forest Guard** - refers to a/ forest officer/s on a village level. Its major roles and responsibilities are to: i) protect forests and forest products, ii) prevent forest fires, iii) enhance public awareness of functions of forest in forest-related communities, and iv) coordinate with relevant directorates in MAF to support MAF's programs.
- 2.3 **Future Land Use Plan** - refers to a plan on future land and resource use in Suco Fadabloco. A future land use plan shall consist of a village map showing the future land use and guidelines on each land use in the village.
- 2.4 **Natural Resources** – refers to soil and all natural objects founded on it or below the ground in Suco Fadabloco.
- 2.5 **Participatory Land Use Planning/PLUP**– refers to the process in which local communities prepare a future land use plan with village regulations/rules on land and natural resource management and get a consensus on the plan among the communities in Suco Fadabloco.
- 2.6 **Tara Bandu** – refers to a traditional custom that prohibits/regulates activities or attitudes of local communities that would degrade natural resources existing in the village and adversely affect the relationship between and among the communities and livelihoods of the communities in the village.
- 2.7 **Village committee** - refers to an organization or body, which consists of the selected community members in Suco Fadabloco, to implement these village regulations.
- 2.8 **Village Regulations** - refers to written rules or by-laws in Suco Fadabloco that govern not only land and natural resource management but also social norms of the communities in the village.

CHAPTER 2: OBJECTIVES AND COVERAGE

Article 3: Objectives

The principle objective of these regulations is to protect, improve, and enhance welfare of the communities and natural resources in Suco Fadabloco. To achieve the principle objective, these

guidelines specifically aim to:

- a. Protect natural environment of Suco Fadabloco through sustainable management of natural resources in the village;
- b. Enhance and maintain the solidarity of the communities and stability of society in Suco Fadabloco;
- c. Improve and maintain the social order in Suco Fadabloco;
- d. Encourage the communities in Suco Fadabloco to give due respect to each other;
- e. Enable the communities in Suco Fadabloco to enjoy the benefits of natural resources in a sustainable manner by protection and wise-use of natural resources in the village;
- f. Contribute to protection of the environment in the downstream basin by stabilization and enhancement of watershed functions in the village.

Article 4: Coverage

- 4.1 These regulations shall cover any cases and issues taking place and any persons in the territory of Suco Fadabloco. Hence, anyone who lives and uses or accesses the natural resources including lands in the territory of Suco Fadabloco must observe these regulations.
- 4.2 Communities who residing in the neighboring villages must obey these regulations. If any one from the neighboring villages violates these regulations, he or she will be fined or penalized in accordance with these regulations.

CHAPTER 3: GENERAL RULES

Article 5: Basic Rules

All the communities in Suco Fadabloco must obey the laws and regulations of the Democratic Republic of Timor-Leste and these village regulations as citizens of the country as well as the village.

Article 6: Rules to Protect Social Orders of the Village

Anyone shall not disturb the social orders, unity or solidarity of the village for any reason by conducting illegal activities, such as:

- a. Any violent acts (fighting, assault, rampage, ravage/destruction of public and private properties, domestic violence, and sexual violence);
- b. Theft and robbery;
- c. Intimidation;
- d. Use of black magic;
- e. Calumny of anyone with a baseless rumor of using black magic; and
- f. Any other acts that violate the national laws and regulations.

Anyone who conducts such illegal activities shall be either turned over to the police or penalized in accordance with these regulations.

Article 7: Social Norms

All communities in the village, to maintain the unity and solidarity of the village, should conform to the social norms, such as:

- a. to respect each other;
- b. to take good care of child;
- c. to pay due respect to church;
- d. to fulfill the obligations for the family;
- e. not to use curse and dirty words to others, especially children;
- f. not to have any affairs with someone else's husband and wife;
- g. not to do any immorality with the young and children;
- h. not to make anyone feel unpleasant; and
- i. to give due respect to elders.

Article 8: Cultural Ceremonies

Anyone who intends to hold Kora Metan in Suco Fadabloco shall seek permission from suco leaders to organize a ceremony at the start of the New Year. Suco leaders shall check the necessity of the ceremony and the economic conditions of his/her family as well as his/her relatives. Only if suco leaders judge that a family can afford to hold the ceremony, the family gets permission from the leaders to have Kora Metan.

Article 9: Disputes/Conflict in the Village

Any disputes or conflicts taking place in Suco Fadabloco must be dealt with in accordance with the procedures specified in Chapter 9 "Implementation System of the Village Regulations" of these regulations.

CHAPTER 4: FUTURE LAND USE IN THE VILLAGE

Article 10: Basic Principle

The area of Suco Fadabloco shall be used and managed in a proper and sustainable manner. All communities in Suco Fadabloco and/or anyone who uses the area in the territory of Suco Fadabloco shall make effort to realize the proposed future land use plan attached hereto (See Attachment-1).

Article 11: Future Land Use in the Village

The present land use in Suco Fadabloco shall be amended to balance sustainable management of natural resources and improvement/maintenance of livelihoods of local communities in the village. Towards the end, the village shall aim to achieve the following land uses in the future.

| Present land use | Future land use | General guidelines on use |
|---|---|---|
| Medium Forest (Ai Ru and Ai Bubur) | - <u>Medium/Dense Protected Forest (Ai Ru, Ai Bubur and other species)</u> | <ul style="list-style-type: none"> ➤ Protect natural forests from cutting for sale, burning, conversion into farm, and any other destructive activities ➤ Use the area to collect fallen/dead trees and branches. ➤ Use the area to collect materials for housing and fencing ➤ Use the area to produce and collect tua, bamboo, and honey ➤ Use the area to rear animals tied to trees |
| Sparse forest (Ai Ru and Ai Bubur) | - <u>Production Forest</u> - <u>Fruit Plantation</u> - <u>Coffee Plantation</u> | <ul style="list-style-type: none"> ➤ Protect natural forests from cutting for sale, burning, conversion into farm, and any other destructive activities ➤ Use the area to produce coffee and fruits ➤ Use the area to produce industrial trees ➤ Use the area to produce and collect tua, bamboo, and honey ➤ Use the area to collect fallen/dead trees and branches ➤ Use the area to rear animals tied to trees |
| Grazing area (Medium and sparse Ai Ru and Ai Bubur Forest) | - <u>Grazing Area</u> | <ul style="list-style-type: none"> ➤ Protect natural forests from cutting for sale, burning, conversion into farm, and any other destructive activities ➤ Use the area for animal grazing ➤ Use the area to collect fallen/dead trees and branches |
| Coffee Plantation (with Ai Kakeu, Ai Samtuku, Ai Na, and Ai Klu) | - <u>Coffee Plantation</u> | <ul style="list-style-type: none"> ➤ Use the area to produce coffee ➤ Use the area to produce fruits, industrial crops and other crops, if possible ➤ Use the area to collect fallen/dead trees and branches |
| Coffee and Fruit Plantation with Farms | - <u>Coffee and Fruit Plantation</u> | <ul style="list-style-type: none"> ➤ Use the area to produce coffee, fruits, and crops ➤ Use the area to produce fruits, industrial crops (e.g., pepper) and other crops (e.g., taro, kontas, chili, and banana) ➤ Use the area to collect fallen/dead trees and branches |
| Farm with coffee | - <u>Coffee Plantation</u> - <u>Permanent Farm</u> - <u>Fruit Plantation</u> | <ul style="list-style-type: none"> ➤ Use the area to produce coffee, fruits, and various crops ➤ Use the area to collect dead branches for firewood ➤ Use the area to rear animals tied to trees |
| Farm | - <u>Permanent Farm</u> - <u>Fruit Plantation</u> | <ul style="list-style-type: none"> ➤ Use the area to produce food crops (e.g., maize, cassava and sweet potato) and fruits in a permanent and sustainable manner ➤ Use the area to rear animals tied to trees |
| Wasteland / Landslide area | - <u>Rehabilitated Area</u> | <ul style="list-style-type: none"> ➤ Protect the area from further degradation |
| Water sources | - <u>Protected Water Sources</u> | <ul style="list-style-type: none"> ➤ Protect the sources of water from any contamination ➤ Use water in a sustainable manner for domestic purposes, vegetable farming, animal raising, and fish production. |

Article 12: Recommended Land Management Practices

All communities in Suco Fadabloco shall use and manage the land use categories in a proper and sustainable manner in compliance with the recommended land management practices in specified in Attachment-2.

Article 13: Necessary Arrangements

In order for local communities in Suco Fadabloco to realize the future land use map shown in Attachment-1, the village leaders shall provide necessary support and arrangements specified in Attachment-3 in coordination and cooperation with NDF, MAF District Office in Aileu, and any other external organizations.

CHAPTER 5: Rules on the Use and Management of Natural Resources

Article 14: Prohibited Activities

Any activities that would cause degradation and disordered exploitation of the natural resources within the territory of Suco Fadabloco are prohibited and subject to penalty by these regulations. The activities categorized as illegal ones shall include, but are not limited to, the following:

- a. Cut naturally growing trees, such as Ai Ru and Ai Bubur, for sale;
- b. Cut naturally growing trees, such as Ai Ru and Ai Bubur, for domestic purpose without the permission of land owner, recommendation of suco leaders or license from District MAF District Office in Aileu;
- c. Cut planted trees, such as Ai Kakeu, without the permission of land owner, recommendation of suco leaders or license from District MAF District Office in Aileu;
- d. Burn any areas except those used as permanent farms;
- e. Burn any farms without firebreak lines or notice to owners of the neighboring farms
- f. Open any forests for farming;
- g. Enter somebody else's farm without the permission of an owner of the farm;
- h. Graze large animals or ruminant animals freely in the village except the areas assigned as grazing areas in the future land use map;
- i. Rear animals in sacred places, such as foho lulic;
- j. Rear animals tied to trees/sticks in someone else's farm without the permission of an owner of the farm;
- k. Hunt or kill wild animals except in the case where farm crops are damaged by such wild animals;
- l. Conduct any activities that would adversely affect the sources of water, such as cutting trees, cultivate a farm, burn the area, graze animals around the sources, washing, and taking a bath;
- m. Catch and kill eels and snakes at the sources of water;
- n. Use chemical and electrical devices to catch fishes in the rivers/streams;
- o. Harvest fruits and any farm products in somebody else's land/farm without permission of an owner of the farm;
- p. Cut bamboo in somebody else's land/farm without the permission of an owner of the farm/land;
- q. Collect tua in somebody else's land/farm without the permission of an owner of the farm/land; and
- r. Kill animals owned by somebody except the case specified in Sub-Article 17.3.

CHAPTER 6: Rules on Management of Livestock Animals

Article 15: Basic Principle

Anyone who own animals shall strictly control his/her animals and protect them from causing damage to farm products in someone else's farms. Large animals or ruminant animals shall be tied to trees or grazed in the assigned grazing areas, while small animals shall be put in a pen or tied to trees/sticks.

Article 16: Rules on Rearing/Raising Livestock Animals in the Village

Anyone who rears/raises livestock animals shall manage their livestock animals in accordance with the following rules:

- a. Graze animals only in the grazing area designated in the future land use map in Attachment-1;
- b. Graze animals only in the daytime and put them into cattle pens or a fenced-in lot;
- c. Assign a/ cow keeper/s to control the movement of large animals when raising animals in the designated grazing areas in the daytime;
- d. Tie animals to trees/sticks whenever rearing/raising animals in other areas than the designated grazing areas; and

Article 17: Settlement of Damage caused by Animal

- 17.1 In case that any livestock animal enters somebody else's farm and damages crops/coffee/any other agricultural and forestry products, an owner of such an animal shall be obligated to compensate an owner of the farm for the damage and be subject to penalty in accordance with these regulations.
- 17.2 When an owner of a farm finds a livestock animal, which is not owned by him/her, damaging crops/coffee /any other agricultural and forestry products in his/her farm, the owner of the farm shall catch and tie the animal to a tree and report the case to Chef de Aldeia and an owner of the animal. Chef de Aldeia shall handle the issue/case in accordance with Article 23 in these regulations.
- 17.3 In case the same livestock animal causes damage to crops/coffee /any other agricultural and forestry products in somebody else's farms more than twice, the owner of the animal shall accept the consequence that such an animal may be killed by an owner of the farm where the animal enters and damages crops/coffee /any other agricultural and forestry products.
- 17.4 Any community who owns a/ livestock animal/s shall make a mark on its own animal/s.

CHAPTER 6: Institutional Framework for Implementation

Article 18: Village Committee for Implementation of the Village Regulations

- 18.1 A village committee, which consists of the members of the village council, representatives of church, and elder of the village, shall be organized to implement the village regulations.
- 18.2 The organizational structure of the village committee is set as below.

| Committee members | Person responsible |
|------------------------|--|
| Leader of Committee | Chef de Suco |
| Co-leader of committee | Secretary of Suco |
| Members | Chefs de Aldeia |
| | Lia Nain of Suco |
| | Representatives of Youth (Male and Female) |
| | Representatives of women's group (2 persons) |
| | Anciao (Elder) |
| | Representative of Church (2 persons) |

18.3 The committee members shall be renewed when the council of suco is changed. If the communities judge that the composition of the committee needs to be reorganized under the consensus of all the communities, the committee members shall be selected in a democratic way and leaders of the committee, such as the leader of the committee and co-leader of the committee, shall also be selected among the committee members in a democratic way, such as voting.

Article 19: Mandates of the Village Committee

19.1: The mandates of the village committee for implementation of the village regulations in Suco Fadabloco are to:

- a. be responsible for preparation, review, revision and implementation of the village regulations and future land use plan of Suco Fadabloco;
- b. encourage all the communities in Suco Fadabloco to obey the village regulations and manage land and other natural resources in the village in a proper and sustainable manner;
- c. disseminate the village regulations and future land plan to the communities in the village;
- d. solve and settle any issues and problems in the village and give necessary guidance to the communities;
- e. monitor and evaluate the process, effectiveness, and impact of the implementation of the village regulations;
- f. coordinate with the relevant government offices, namely, District Administrative Office in Aileu, Sub-district Administrative Office in Remexio, National Directorate for Forestry, National Police in Timor-Leste, and MAF District Office in Aileu, and
- g. review, revise and update the village regulations and future land use plan when necessary.

19.2 In case any member of the committee can not assume his/her responsibility or lose villagers' confidence due to his/her behavior, the committee shall select a new representative to replace this person and gain approval for the replacement from the communities.

Article 20: Roles and Responsibilities of the Committee Members

20.1 The roles and responsibilities of the committee members are as follows:

| Members | Roles and Responsibilities |
|--|---|
| Leader of Committee (Chef de Suco) | <ul style="list-style-type: none"> • Lead the village committee and chair the discussions in the meeting; • Coordinate with Chef de Aldeia and Lia Nain of the village to solve any issues brought to suco; • Organize a committee meeting to discuss any issues/cases brought to suco; • Be responsible for implementation of the village regulations and future land use plan of the village; • Take overall responsibility for management and use of the cash/fund of the committee; • Coordinate with the relevant government offices and other external organizations to implement the village regulations and future land use plans of the villages; • Lead the village committee to monitor and evaluate the implementation of the village regulations and future land use plan of the village in coordination with other members of the committee; and • Lead the village committee to review and revise the village regulations and future land use plan of the village in coordination with other members of the committee. |
| Co-leader of committee (Secretary of suco) | <ul style="list-style-type: none"> • Help the leader of the committee fulfill his/her roles and responsibilities; • Act as the leader when the leader of the committee is absent; • Perform as a moderator in the meeting; • Coordinate with the leader and other members of the committee when any activities of the committee, such as meetings, are organized; • Manage and file any documents of the committee; • Keep books of account and manage the cash/fund of the committee; • Report the financial status to the leader as well as other members of the committee; and • Take note the discussions, especially judgment made by the committee, in the meeting to accumulate judicial precedents. |
| Chef de Aldeia | <ul style="list-style-type: none"> • Attend meetings and discussions at suco level on the behalf of the communities in aldeia; • Solve any issues taking place in his/her aldeia in coordination with Lia Nain of Aldeia; • Report the results of deliberation/mediation meetings organized at aldeia level in the monthly monitoring meeting; • Consult with the leader of the committee about any issues/cases which can not be solved/settled at aldeia level; • Attend the deliberation/mediation meetings organized by the leader of the committee at suco level to discuss the issues/cases which can not be solved at his/her aldeia; • Be responsible for implementation of the village regulations at aldeia level; and • Assist the leader in the implementation of the village regulations. |
| Anciao (Elder) | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions to the committee; • Speak for elders in the village; • Coordinate with other elders in the village; • Solve any issues brought to suco in coordination with the leader of the committee and Lia Nain of Suco; • Make a final decision of the deliberation/mediation meeting at suco level; and • Assist the leader in the implementation of the village regulations. |
| Lia Nain of Suco | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide necessary suggestions in the meeting; • Solve any issues brought to suco in coordination with the leader of the committee and Anciao; • Coordinate with other traditional leaders of the neighboring villages; and • Assist the leader of the committee in the implementation of the village regulations. |
| Representatives of Youth Group | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions on behalf of the youth in the village; • Speak for the youth in the village; • Coordinate with other youth groups of the neighboring villages; and • Assist the leader in the implementation of the village regulations. |

| Members | Roles and Responsibilities |
|----------------------------------|--|
| Representatives of Women's Group | <ul style="list-style-type: none"> • Attend discussions and meetings and provide suggestions on behalf of women in the village; • Speak for women in the village; • Coordinate with other women's groups of the neighboring villages; • Appoint women to prepare consumption for the meeting when required; and • Assist the leader in the implementation of the village regulations. |
| Representatives of Church | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions related to Catholic religion; • Give opening/closing prayers before starting and closing discussions; and • Assist the leader in the implementation of the village regulations. |

20.2 In case the leader and co-leader of the committee are absent or can not assume their responsibilities by any reasons, other committee members can select a transient representative among the remaining committee members as a provisional means.

Article 21: Roles and Responsibilities of Other Communities

The roles and responsibilities of other communities in Suco Fadabloco are as follows:

- a. to obey the rules and follow the guidelines described in these regulations;
- b. to attend plenary meetings organized by the committee at either suco or aldeia level;
- c. to participate in the village activities to support the implementation of the village regulations and future land use plan of the village;
- d. to have the right to file a complaint against any violator with the village committee or the local leaders (such as Chef de Suco); and
- e. to have the right to monitor the activities of the village committee whether the committee members perform their roles and responsibilities.

CHAPTER 9: IMPLEMENTATION SYSTEM OF THE REGULATIONS

Article 22: Basic Principle

22.1 These regulations shall be implemented as village by-laws/rules in Suco Fadabloco. All communities of the village shall monitor and keep careful watch on any violations or illegal activities against these regulations.

22.2 Any criminal act taking place within the territory of Suco Fadabloco shall be reported to the police. Hence, anyone who commits any crime or violate the law of the Government of Timor Leste may be turned over to the police.

Article 23: Procedures for Problem Solving and Mediation of Disputes/Conflicts

23.1 Any complaint or violation must be first filed to Chef de Aldeia in the area where a person making a complaint resides. Chef de Aldeia shall organize a deliberation or mediating meeting with litigants (i.e., a plaintiff/victim and a defendant/suspect) and Lia Nain of Aldeia.

23.2 In the deliberation/mediation meeting, Chef de Aldeia with other members of the committee verifies the fact through investigation and discussions with litigants. A case

shall be reported to Chef de Suco when the deliberation/mediation meeting reaches agreement.

- 23.3 If a case can not be settled at Aldeia level, it will be brought to suco level. Chef de Suco shall organize a deliberation/mediating meeting with litigants, Chef de Aldeia where the case takes place, Lia Nain of Suco, and any other person that the leader of the committee considers necessary.
- 23.4 In the deliberation/meeting at Suco level, Chef de Suco with the other participants specified in Sub-Article 23.3 investigates and examines the case calling for presentments by litigants in the deliberation/mediating meeting.
- 23.5 In case no settlement is made, a case will be brought to the Sub-district Administrative Office or reported to the police in Sub-district Remexio.

Article 24: Costs/Expenses for Deliberations/Mediating Meetings

- 24.1 The person who makes a complaint shall defray the expenses of deliberations/mediating meetings for settlement/mediation at both aldeia and suco levels. The expenses should be refunded by a defendant if the deliberation/mediation meeting judges that the defendant bears the responsibility of the case.
- 24.2 The losing party shall bear the honorarium of Lia Nain of Aldeia (payment to Lia Nain of Aldeia) when the case is closed.

CHAPTER 10: MONITORING OF IMPLEMENTATION AND INFORMATION DISSEMINATION TO COMMUNITIES

Article 25: Monitoring of Implementation of the Village Regulations by the Committee

- 25.1 The village committee shall hold a monitoring meeting every month to monitor the implementation of the village regulations and help Chef de Aldeia settle any issues which can not be solved at the deliberation/mediating meeting at aldeia level.
- 25.2 In the monthly monitoring meeting, Chef de Aldeia will report all the issues taking place in his/her aldeia and the results of the deliberations/mediation meetings organized in a month. In case there are any pending issues, they shall bring up such issues for discussion. The committee members shall give advice to Chef de Aldeia on how to treat and solve the issues.
- 25.3 The village committee shall also have an ad hoc meeting whenever any urgent issues shall be discussed by the Committee.
- 25.4 All the discussions in the monthly monitoring meeting at suco level shall be recorded by Secretary of Suco or another member assigned by the Committee Leader in the beginning of the meeting. The records of the discussions, especially records of judicial precedents, can supplement these village regulations.

Article 26: Information Dissemination of the Village Regulations to Local Communities

In order to familiarize communities in the village with the village regulations, Chef de Aldeia shall hold a meeting at aldeia level inviting all communities in his/her aldeia after the monthly monitoring meeting of the committee. In the meeting at aldeia level, Chef de Aldeia shall report the results of the discussions in the monthly monitoring meeting of the committee and make his/her effort to enable the communities to understand the village regulations.

Article 27: Annual Evaluation at Suco Level

A plenary meeting with local communities of the village shall be held by the village committee every year to i) share the cases and issues that the committee has dealt with in a year; ii) evaluate the effectiveness of the village regulations as well as the performance of the committee, and iii) enhance the communities' awareness of the village regulations and future land use plan of the village.

CHAPTER 11: FINANCIAL MANAGEMENT (INCOME AND EXPENDITURE)

Article 28: Income of the Committee

The village committee may have the following income through the implementation of the village regulations:

- a. fines paid by violators; and
- b. contributions given by external organizations/sources for resource management.

Article 29: Expenditure of the Committee

The income/funds of the village committee shall be used only for implementation of the village regulations and future land use plan, such as i) reforestation in sparse forests, ii) rehabilitation of eroded gullies, iii) consumables used in the monthly monitoring meetings of the committee; iv) consumables used in the monthly meetings at aldeia level; v) organization of a Tara Bandu ceremony; and vi) any other activities to contribute to the implementation of the village regulations and future land use plan.

Article 30: Financial Management

- 30.1 The village committee shall properly manage and keep the income/funds of the village committee. The leader of the committee shall take overall responsibility for management of the funds and the co-leader of the committee shall keep books of account in a proper and transparent manner.
- 30.2 Any use of the budget shall be discussed in the committee with the participation of two-third of the members and approved by more than half of the members who participate in the meeting/discussion.
- 30.3 The leader or co-leader of the committee shall report the income and expenditure of the committee to the other members in the monitoring meeting every month.
- 30.4 The village committee shall also report the income and expenditure to other communities in the annual evaluation meeting specified in Article 26.

CHAPTER 12: FINE AND PUNISHMENT

Article 31: Penalties and Fines

Any person who violates against the rules described in Chapters 3 and 6 of these regulations must be penalized with fines. The extent of the penalty shall vary with the level of crime as shown below.

| Level of Crime | Type of crime | Fines imposed |
|---------------------------------|--|---|
| 1. Serious (or Heavy) crime | <ul style="list-style-type: none"> • Any violent activities (e.g., fighting, assault, rampage, ravage/destruction of public and private properties, domestic violence, and sexual violence) • Robbery and thefts • Intimidation • Stealing of large animals (i.e., cow/cattle, buffalo, horse, goat, and pig) • Arson and any activities that cause a wild fire • Illegal cutting • Use of chemical materials to catch fishes in the source of water • Use of black magic • Calumny of any person with a baseless rumor of using black magic • Any other crimes or illegal activities that are categorized as serious crime. | <ul style="list-style-type: none"> • Compensation: Money equivalent to the damage to a/ victim/s • Fine: US\$ 50 when the issue is solved at aldeia level US\$ 80 when the issue is solved at suco level • Materials: The violator shall provide the following materials enough to satisfy the participants in a mediating ceremony (so-called “lulun biti”). <ul style="list-style-type: none"> - Buffalo/Cow - Rice - Cigarette - Tua - Betal nut • In case the violator can not comply with the fines described above, he or she must be handed over to the police. |
| 2. Misdemeanor (or light crime) | <ul style="list-style-type: none"> • Stealing of crops and chicken • Any activities that cause damage to crops and plantation (e.g., fruits, coffee, clove, pepper, etc.) • Hunt wild animals in forests • Any crimes or illegal activities that are not categorized as serious crime | <ul style="list-style-type: none"> • Compensation: Money equivalent to the damage to a/ victim/s • Fine: US\$ 25 when the issue is solved at aldeia level US\$ 40 when the issue is solved at suco level • Materials: The violator shall provide the following materials enough to satisfy the participants in a mediating ceremony (so-called “lulun biti”). <ul style="list-style-type: none"> - Pig/Goat - Rice - Cigarette - Tua - Betal nut • In case the violator can not comply with the fines described above, he or she shall be forced to engage in social works. If the same person commits any of misdemeanors more than twice, such a person (or the three-time violator) may be handed over to the police or given heavier infliction by the committee. |

CHAPTER 13: FINAL PROVISION AND EFFECTIVENESS

Article 32: Revision and Amendment

32.1 These village regulations can be revised and amended whenever the need arises in accordance with any changes of the circumstances around the village, socio-economic conditions of local communities, and relevant legislative systems in the government.

32.2 The village committee shall hold meetings among the members whenever revising and amending these regulations. The amendment and revision of these village regulations shall be approved by a majority of local communities who participate in a plenary meeting organized by the committee.

Article 33: Effectiveness

33.1 These regulations are effective from the date signatures and announcement made by the leaders of Suco Fadabloco.

Announced and disseminated at Suco Fadabloco on 3 August, 2011 by

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| <hr/> <p>Serafin dos Santos Leader of the Committee Chef de Suco of Suco Fadabloco</p> | <hr/> <p>Orlando de Jesus Co-Leader of the Committee Secretary of Suco Fadabloco</p> | <hr/> <p>Miguel Tilman Chef de Aldeia of Liliti, Suco Fadabloco</p> |
| <hr/> <p>Jose da Costa Chef de Aldeia of Liquisa, Suco Fadabloco</p> | <hr/> <p>Alexander dos Santos Chef de Aldeia of Refatu, Suco Fadabloco</p> | <hr/> <p>Marcos Mendonca Chef de Aldeia of Rileu, Suco Fadabloco</p> |

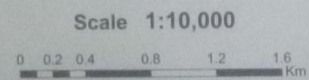
Approved and Endorsed on 3 August, 2011 by

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| <hr/> <p>Manuel Mendes Acting National Director of National Directorate of Forestry, MAF</p> | <hr/> <p>Martinho Matos Siquiera District Administrator of Aileu District</p> | <hr/> <p>Carlos Alberto de Araujo Sub-district Administrator of Remexio Sub-district, Aileu District</p> |
|--|---|--|

Legend

| Uza-Rai Futuro/ Furure Land Use | Tetun | English |
|------------------------------------|---|--|
| Pt-F-NT | Proteje Ai-laran (Floresta)Naton/Tuan | Medium/Denes Protected Forest |
| Pd-F/AF | Produsaun ai laran (Floresta) /Agroforestal | Production forest / Agroforestry (Fruit plantation/Coffee plantation) |
| AhA | Area husik animal | Grazing Area |
| Cf | Plantasaun Cafe | Coffee Plantation |
| AF | Agroforesta (Plantasaun Café no ai fuan) | Agroforest (Coffee and Fruit plantation) |
| Tp/AF | Toos permanente /Agroforesta (Plantasaun café/Plantasaun ai fuan) | Permanent farm / Agroforest (Coffee plantation/ Fruit plantation) |
| Tp | Toos permanente/Plantasaun ai fuan | Permanent Farm / Fruit plantation |
| Rt | Area nebe Rehabilita | Rehabilitated area |

| Landmark | Tetun | English |
|----------|--------------------|--------------------------------|
| | Hali lulic | Sacred Tree |
| | Be Matan | Water source |
| | Be Matan Lulic | Sacred (Lulic) water source |
| | Be Lihun | Lake |
| | Be Lihun Lulic | Sacred Lake |
| | Foho Lulic | Sacred mountain |
| | Centro Aldeia | Aldeia center |
| | Centro Suco | Suco Center |
| | Uma Lulic | Sacred House |
| | Be Tanki | Water Tank |
| | Toos Komunal | Community Farm |
| | Natar | Paddy field |
| | Lutu | Animal fence |
| | Karau Luhan | Fenced Area |
| | Fatin Hili Ai SUnu | Firewood collection |
| | Cemiterio/Rate | Cemetery |



Legend

- Boudary of Suco Fadabloco
- Suco Boundary
- River
- Tributaries
- 4WD vehicle track
- Footpath
- One-lane sealed road

Appendix-6 (1) Future Land Use Map of Suco Fadabloco

Attachment-2: Recommended Land Management Practices of the Land Use Categories

| Future land use | Permitted Activities | Prohibited Activities |
|---|--|--|
| - Medium/Dense Protected Forest (Ai Ru and Ai Bubur – based Mix Forest) | <ul style="list-style-type: none"> ➤ Cut Ai Bubur and Ai Ru for domestic uses with the permission of suco leader and license of MAF ➤ Cut bamboo with the permission of owner for any purposes ➤ Cut planted trees, such as Ai kakeu, with the permission of owner and suco leader as well as license of MAF ➤ Plant new seedlings of trees including coffee and shade trees ➤ Collect fallen/dead trees for fire wood and other purposes ➤ Collect tua and honey with the permission of owner ➤ Rear animals tied to trees/sticks | <ul style="list-style-type: none"> ➤ Don't burn the area ➤ Don't open the area for farming ➤ Don't cut branches of trees ➤ Don't cut trees for selling ➤ Don't graze animals in the area ➤ Don't hunt wild animals |
| - Production Forest - Orchard - Coffee & Clove Plantation | <ul style="list-style-type: none"> ➤ Cut Ai Bubur and Ai Ru for domestic uses with the permission of suco leader and license of MAF ➤ Cut planted trees, such as Ai kakeu, with the permission of owner and suco leader as well as license of MAF ➤ Cut bamboo with the permission of owner for any purposes ➤ Plant new seedlings of trees, such as shade trees, coffee, fruits, and other industrial trees ➤ Collect fallen/dead trees for fire wood and other purposes ➤ Collect tua and honey with the permission of owner ➤ Rear animals tied to trees | <ul style="list-style-type: none"> ➤ Don't burn the area ➤ Don't open the area for farming ➤ Don't cut branches of trees ➤ Don't cut trees for selling ➤ Don't graze animals in the area ➤ Don't hunt wild animals |
| - Grazing Area (Ai Ru and Ai Bubur) | <ul style="list-style-type: none"> ➤ Cut Ai Bubur and Ai Ru for domestic uses with the permission of suco leader and license of MAF ➤ Cut planted trees with the permission of owner and suco leader as well as license of MAF ➤ Cut bamboo with the permission of owner for any purposes ➤ Plant new seedlings of trees, such as leguminous and fodder trees ➤ Collect fallen/dead trees for firewood and other purposes ➤ Construct a pen or fenced-in lot for animals | <ul style="list-style-type: none"> ➤ Don't burn the area ➤ Don't open the area for farming ➤ Don't cut branches of trees ➤ Don't cut trees for selling ➤ Don't cut small trees |
| - <u>Coffee Plantation</u> | <ul style="list-style-type: none"> ➤ Plant seedlings of shade trees, coffee, and fruits ➤ Plant crops such as taro, kontas, chili, banana and industrial crops (e.g., pepper), which can grow underneath the canopy ➤ Cut unproductive coffee branches for firewood ➤ Harvest coffee cherries ➤ Collect fallen/dead trees for firewood and other purposes ➤ Cut aged coffee for firewood | <ul style="list-style-type: none"> ➤ Don't cut trees except coffee ➤ Don't burn the area ➤ Don't open the area for farming ➤ Don't rear animals under any conditions ➤ Don't cause damage to seedlings of coffee |
| <u>Coffee and Fruit Plantation</u> | <ul style="list-style-type: none"> ➤ Plant seedlings of shade trees, coffee, and fruits ➤ Plant various types of crops ➤ Cut unproductive coffee branches for firewood ➤ Harvest coffee cherries ➤ Collect fallen/dead trees for firewood and other purposes | <ul style="list-style-type: none"> ➤ Don't cut trees except coffee ➤ Don't burn the area ➤ Don't open the area for farming ➤ Don't rear animals under any conditions ➤ Don't cause damage to seedlings of coffee |
| - <u>Coffee Plantation</u> - <u>Permanent Farm</u> - <u>Fruit Plantation</u> | <ul style="list-style-type: none"> ➤ Plant seedlings of shade trees, coffee, and fruits ➤ Plant various types of crops ➤ Cut unproductive coffee branches for firewood ➤ Harvest coffee cherries ➤ Collect fallen/dead trees for firewood and other purposes | <ul style="list-style-type: none"> ➤ Don't graze animals in the area ➤ Don't burn the area without firebreak lines ➤ Don't cause damage to seedlings of coffee |

| | | |
|--|---|---|
| | <ul style="list-style-type: none"> ➤ Construct a temporary shed for farming ➤ Rear animals tied to trees only in the farm | |
| <ul style="list-style-type: none"> - <u>Permanent farm</u> - <u>Fruit plantation</u> | <ul style="list-style-type: none"> ➤ Fetch water ➤ Pipe water to a fish pond ➤ Use water for watering animals ➤ Make a vegetable farm located 100 m away from the source of water ➤ Plant seedlings around the source of water | <ul style="list-style-type: none"> ➤ Don't graze animals in the area ➤ Don't burn the area without firebreak lines ➤ Don't plant Ai Samutuku |
| <ul style="list-style-type: none"> - <u>Protected Water Sources</u> | <ul style="list-style-type: none"> ➤ Plant seedlings of trees (Ai Hari, Ai Eda, etc.) to protect water ➤ Protect snake and eel in the source ➤ Make a nursery of vegetables 100 m from the source ➤ Fetch water at the source | <ul style="list-style-type: none"> ➤ Don't dump garbage at and around the source of water ➤ Don't cut trees standing around the source of water ➤ Don't take a batch at and around the source of water ➤ Don't cultivate a farm around the source of water ➤ Don't tie animals to trees around the source of water ➤ Don't burn the area around the source of water |

Attachment-3: Necessary Arrangements to Realize the Future Land Use

| Present land use | Future land use | Necessary Arrangements |
|--|--|--|
| Medium Forest (Ai Ru and Ai Bubur) | - Medium/Dense Protected Forest (Ai Ru and Ai Bubur – based Mix Forest) | <ul style="list-style-type: none"> ➤ Protect the existing medium forest in cooperation with MAF (NDF/Forest Guard) ➤ Plant new seedlings of leguminous, timber, and other tree species of in the area |
| Sparse forest (Ai Ru and Ai Bubur) | - Production Forest - Orchard - Coffee & Clove Plantation | <ul style="list-style-type: none"> ➤ Protect the existing sparse forest in cooperation with MAF (NDF/Forest Guard) ➤ Plant new seedlings of coffee, shade trees, timber, and fruits in the area |
| Grazing area (Medium and sparse Ai Ru and Ai Bubur Forest) | - Grazing area (Ai Ru and Ai Bubur) | <ul style="list-style-type: none"> ➤ Delineate the boundaries of the areas ➤ Establish live fences at the boundaries of the areas |
| Coffee Plantation (with Ai Kakeu, Ai Samtuku, Ai ha, and Ai Klu) | - <u>Coffee Plantation</u> | <ul style="list-style-type: none"> ➤ Plant new seedlings of coffee, shade trees, and fruits in the area ➤ Introduce new techniques to improve the productivity and quality of coffee ➤ Make a nursery for coffee, shad trees, and frutis |
| Coffee and fruit plantation with farms | Coffee and Fruit Plantation | <ul style="list-style-type: none"> ➤ Plant new seedlings of coffee, shade trees, and fruits in the area ➤ Introduce new techniques to improve the productivity and quality of coffee ➤ Introduce techniques on agroforestry ➤ Make a nursery for coffee, shad trees, and frutis |
| Farm with coffee | - <u>Coffee Plantation</u> - <u>Permanent Farm</u> - <u>Fruit Plantation</u> | <ul style="list-style-type: none"> ➤ Plant new seedlings of coffee, shade trees, and fruits in the area ➤ Introduce new techniques to improve the productivity and quality of coffee ➤ Introduce techniques on agroforestry and soil conservation measures ➤ Make a nursery for coffee, shad trees, and frutis |
| Farm | - <u>Permanent Farm</u> - <u>Fruit Plantation</u> | <ul style="list-style-type: none"> ➤ Plant new seedlings of fruits in the area ➤ Introduce seeds of various types of crops as well as proper farming techniques to improve the productivities ➤ Introduce techniques on agroforestry and sol conservation measures |
| Wasteland / Landslide area | - Rehabilitated Area | <ul style="list-style-type: none"> ➤ Plant king grass and seedlings of leguminous trees |

| Present land use | Future land use | Necessary Arrangements |
|-------------------------|---------------------------|--|
| Water sources | - Protected Water Sources | ➤ Protect the areas around the source of water |

APPENDIX 7 (1) VILLAGE REGULATIONS ON NATURAL RESOURCE MANAGEMENT IN SUCO FATURASA

CHAPTER 1: GENERAL

These are the village regulations of Suco Faturasa, Sub-district Remexio, Aileu District. The first version of the regulations were established in 2008 and they were reviewed and revised by the leaders of the village in June 2011 and approved by all the community members through consultation meetings organized at each aldeia in July 2011.

CHAPTER 2: OBJECTIVES OF THE REGULATIONS

Article 1: The major aims of these regulations are to:

- a. ensure sustainable use and management of natural resources in Suco Faturasa so that future generations of the village can enjoy the benefits from the resources as the present generation does;
- b. help community members of Suco Faturasa to increase their income derived from natural resources;
- c. protect personal properties, e.g., crops, trees, animals, farms, and houses, from any damage caused by any negligent activities; and
- d. secure the peace and order of the village and protect the life of families living in Suco Faturasa.

CHAPTER 3: COVERAGE OF THE REGULATIONS

Article 2: The regulations apply to any case taking place and any persons living in the territory of Suco Faturasa. Hence, anyone who uses or accesses the natural resources including lands in the territory of Suco Faturasa or who lives or relates to community members in the village must observe the regulations.

CHAPTER 4: GENERAL RULES

Article 3: The natural resources to be regulated by these village regulations include, but are not limited to, the following: i) forest, ii) farm land, iii) spring, iv) coffee, v) honey, vi) tua, vii) bamboo, viii) grass, ix) wild animals, x) crops, and xi) livestock animals.

Article 4: It is prohibited to sell the forest products (such as logs and timbers) to anyone for commercial purposes.

Article 5: All community members must obey the law of the country.

Article 6: No one can disturb the peace and order conditions of the villages for any reasons. In particular, any behaviors threaten other people's life and property, such as stealing, sexual harassment/violence, fighting, threatening, injuring, murdering, destroying or

damaging public and private property, disturbing public and traditional events, and any other disturbance and public nuisance are not allowed and must be penalized in accordance with these regulations.

Article 7: All community members shall give due respect to each other, especially the local leaders and elders, and comply with the Church’s faith.

Article 8: Any community members who plan to hold Kore Metan in the village shall coordinate and consult with the local leaders in the beginning of the year. The committee shall discuss and decide whether or not the village has Kore Metan in the year and/or how many Kore Metan the village will hold in the year, since Kore Metan affects the socio economic activities in the village.

Article 9: Any community members shall not have any affairs or faithless relationship with other people’s wife, husband or daughter.

Article 10: Any community members shall not abandon his or her work or duty for his or her family.

Article 11: All parents are obligated to grow their children healthy, provide them opportunities to study at schools, and teach them moral standards/responsibilities.

Article 12: Any issues and disputes in the village, especially over natural resources, shall be resolved by mutual consent in accordance with these regulations. Any issues and disputes that may not be stipulated in these regulations shall be resolved through discussions among community members of Suco Faturasa in a traditional manner.

CHAPTER 5: LAND USE IN THE VILLAGE

Article 13: The area of Suco Faturasa shall be used and managed in a proper and sustainable manner. To do so, all communities in Suco Faturasa shall use and manage the area in the village according to the proposed land use plan as attached hereto.

Article 14: The land use categories specified in the proposed land use plan and the associated management guidelines of each land use category are given below.

| Land use categories (Present land Use) | Management guidelines | | |
|---|--|--|---|
| | General guide | Activity to be banned | Activity to be forgiven |
| Reserved Ai-ru / Ai-bubur Forest (Medium to Dense Ai-ru / Ai-bubur Forest) | <ul style="list-style-type: none"> - Area to be protected from clearing and illegal cutting - Cutting trees under control or cutting only branches to be allowed | <ul style="list-style-type: none"> - Do not cut Ai-ru or Ai-bubur for selling or without permission from the owner and leaders - Do not cut other trees, such as Ai-hali, Ai-nitas, and Ai-sarina - Do not burn the area - Do not graze animals in the area - Do not hunt wildlife in the | <ul style="list-style-type: none"> - Cut Ai-ru or Ai-bubur for building houses with permission from the owner and leaders - Cut dead trees and collect dead branches - Continue faming in the existing farms - Collect honey and tua with permission from the owner |

| Land use categories (Present land Use) | Management guidelines | | |
|--|--|---|--|
| | General guide | Activity to be banned | Activity to be forgiven |
| | | <ul style="list-style-type: none"> area - Do not convert the area into a farm | <ul style="list-style-type: none"> - Harvest bamboo with permission from the owner |
| Regeneration Ai-bubur / Mix Forest (Sparse Ai-bubur / Mix Forest) | <ul style="list-style-type: none"> - Area to be reforested with mix species - Soil conservation measures such as contour terracing to be applied | <ul style="list-style-type: none"> - Ditto - | <ul style="list-style-type: none"> - Ditto- |
| Reserved Sandalwood Forest (Sparse/Medium Sandalwood Forest) | <ul style="list-style-type: none"> - Area to be protected from clearing and illegal cutting - Cutting sandalwood for selling to be allowed when the government law permits it - Sandalwood seedlings to be produced and planted | <ul style="list-style-type: none"> - Do not cut sandalwood for selling or without permission from the owner and leaders - Do not burn the area - Do not graze animals - Do not convert the area into a farm - Do not hunt wildlife - Do not steal or illegally cut sandalwood trees - Do not take seeds without control or permission from the owner - Do not cut branches of sandalwood without control or permission from the owner | <ul style="list-style-type: none"> - Collect honey and tua with permission from the owner - Harvest bamboo with permission from the owner |
| Coffee Plantation (Coffee plantation) | <ul style="list-style-type: none"> - Coffee plantation to be maintained / rehabilitated | <ul style="list-style-type: none"> - Do not burn the area - Do not convert the area into an annual crop farm - Do not cut coffee trees without control - Do not graze animals - Do not steal or illegally harvest coffee cherry | <ul style="list-style-type: none"> - Harvest coffee cherry - Plant and harvest orange, coconut and areca nut - Plant and harvest kontus and talas - Harvest bamboo with permission from the owner |
| Grassland (Grassland/Bare land) | <ul style="list-style-type: none"> - Grasses to be protected and maintained / renewed | <ul style="list-style-type: none"> - Do not graze animals - Do not plant trees - Do not cut trees without control - Do not cut honey trees | <ul style="list-style-type: none"> - Burn the area under control for sprouting new grasses - Harvest honey with permission from the owner |
| Grazing land (Grassland / Bare land / Sparse Ai-ru forest) | <ul style="list-style-type: none"> - Area to be used for animal grazing - Fodder crops/trees to be introduced - Animal cage to be set up in the area | <ul style="list-style-type: none"> - Do not burn the area without control | <ul style="list-style-type: none"> - Plant grasses and live fence - Graze animals |
| Permanent Farm (Permanent farm / Shifting cultivation area) | <ul style="list-style-type: none"> - Area to be used for farming in a sustainable manner - Soil conservation measures to be applied - Grazing animals to be prohibited | <ul style="list-style-type: none"> - Do not cut trees for selling or without permission from the owner and local leaders - Do not burn the area without control and firebreak - Do not graze animals - Do not hunt wildlife without control | <ul style="list-style-type: none"> - Burn the area under control as well as with permission from owners - Cut trees in the area for building houses - Cut dead trees and pick up/collect dead branches - Continue farming in the |

| Land use categories (Present land Use) | Management guidelines | | |
|---|---|---|--|
| | General guide | Activity to be banned | Activity to be forgiven |
| | | <ul style="list-style-type: none"> - Do not clear forest in the area for farming - Do not farm without applying soil conservation measures | <ul style="list-style-type: none"> - existing farms - Collect honey and tua with permission from the owner - Harvest bamboo with permission from the owner |
| Protected Spring (Spring) | <ul style="list-style-type: none"> - Spring to be protected - Area around spring, especially area up to 500 m above the spring, to be protected as forest - Soil conservation measures to be applied to protect the spring from soil contamination | <ul style="list-style-type: none"> - Do not cut trees around the spring - Do not graze animals around the spring - Do not make farms around the spring - Do not burn the area around the spring - Do not do any activities making the spring dirty or causing damage to the spring | <ul style="list-style-type: none"> - Use water for daily uses - Plant trees - Make vegetables farms and nursery near the spring - Harvest tua - Give water to animals |

Article 15: Any community members who commit any of the banned activities mentioned above must be the subject to penalty as per the articles under Chapter 6.

CHAPTER 6: RULES / GUIDELINES ON USE OF NATURAL RESOURCES

Article 16: The following are categorized as illegal activities/exploitation of natural resources of Suco Faturasa and will be subject to penalty by these regulations.

- a. Cutting Ai-ru/Ai-bubur trees not for domestic purposes (e.g., building a house) but for selling or without the permission from the local leaders, traditional leaders and land owners;
- b. Cutting sandalwood for selling or without the permission from the local leaders, traditional leaders and land owners;
- c. Cutting other trees, such as Ai-hali, Ai-saria, and Ai-nitas;
- d. Entering other people's coffee plantation without the permission from the owner;
- e. Collecting honey without the permission from the owner;
- f. Cutting a host tree for honey or tua without the permission from the owner;
- g. Burning the areas except Grassland and Permanent Farm in the village;
- h. Causing damage to crops in somebody else's farms by grazing an/ animal/s freely
- i. Disturbing the area around the spring (up to 500 m above and 100 m below the spring and 100 m to both sides.) by farming, cutting trees, burning, building a house, and grazing animals;
- j. Making the spring dirty or doing any activities causing damage to the spring;
- k. Hunt wildlife without the permission from local leaders;
- l. Catching fishes in the river using electrical devices or poisonous chemicals;

- m. Harvest naro grasses without the permission from the owner; and
- n. Harvest bamboo without the permission from the owner.

Article 17: All community members shall manage and use natural resources in the village according to the following guidelines. However, any acts in violation of these guidelines will not be subject to penalty by these regulations in principle.

| Natural Resource | Guidelines for Use and Management |
|---------------------|--|
| Ai-ru | a. Do not cut branches of Ai-ru; and b. Replant Ai-ru seedlings or other species after cutting. |
| Ai-bubur | a. Do not cut trees during the flowering season from January – March; and b. Do not cut Ai-bubur trees with or near a honeycomb. |
| Bamboo | a. Cut only mature/old bamboo. |
| Coffee | a. Plant and grow coffee trees with proper techniques; and b. Pick only red cherries when harvesting. |
| Honey | a. Collect honey only from March to May and from September to October; b. Avoid killing bees when collecting honey; and c. Pay due attention and be careful not to cause damage to bees as well as other natural resources when using fire or smoke. |
| Farmland | a. Do not cut trees or farm in the area at slopes of over 55%; b. Plant trees or fruit trees in the area at slopes of over 55%; c. Plant fruit trees, coffee, or other perennial crops in the area at slopes from 40 to 55%; d. Apply soil conservation measures when farming the area at slopes from 15 to 40%; and e. Pay due attention and be careful not to burn other natural resources in when burning the farm by making firebreaks in and around the farm. |
| Livestock (Animals) | a. Put and raise animals in a fenced area; and b. Inform an owner when seeing his/her animals entering other people’s farm. |

CHAPTER 7: RULES ON MANAGEMENT OF LIVESTOCK ANIMALS

Article 18: Any community members shall raise, manage, and control their livestock animals¹ in the following manners:

- a. Graze animals only in the grazing area/s designated by the village;
- b. Keep animals tied to a tree or stick in the own farm; and
- c. Put animals in a fenced-in lot.

Article 19: Owners of livestock animals shall strictly manage and control their own animals to prevent their animals from causing damage to crops/coffee/any other agricultural and forestry products in somebody else’s farms/plots.

Article 20: In case any livestock animal causes damage to crops/coffee/any other agricultural and forestry products in somebody else’s farms/plots, an owner of such an animal shall be subject to penalty in accordance with these regulations.

Article 21: When an owner of a farm finds a livestock animal, which is not owned by him/her, damaging crops/coffee/any other agricultural and forestry products in his/her farm, the owner of a farm shall catch and tie the animal to a tree or stick and report the case

¹ Livestock animals indicate the quadrupedal animals, such as cow/cattle, buffalo, horse, goat, sheep, and pig.

to Chef de Aldeia in the area. Chef de Aldeia shall handle the issue in accordance with the articles stipulated in Chapter 9.

Article 22: In case the same livestock animal causes damage to crops/coffee/any other agricultural and forestry products in somebody else's farms more than twice, the owner of the livestock shall accept the consequence that such an animal may be killed by an owner of the farm where his/her animal enters and damages crops/coffee/any other agricultural and forestry products.

Article 23: Any household who owns livestock animals shall make a mark on its own animals.

CHAPTER 8: ORGANIZATION RESPONSIBLE FOR MANAGEMENT

Article 24: The council of the village shall function as a village committee for implementation of the village regulations. Consequently, the organizational structure of the committee is set as below.

| Committee members | Person responsible |
|------------------------|----------------------------------|
| Leader of Committee | Chef de Suco |
| Co-leader of committee | Secretary of Suco |
| Members | Chefs de Aldeia |
| | Lia Nain of Suco |
| | Traditional Leaders or Elders |
| | Representatives of youth group |
| | Representatives of women's group |
| | Representative of church |

Article 25: The mandates of the village committee on natural resource management in Suco Faturasa are to:

- a. set up village regulations on natural resource management and prepare a future land use map;
- b. encourage all community members to use and manage natural resources in the village in a proper and sustainable manner so that future generations can inherit the same resources and benefits that communities are presently enjoying;
- c. regulate any activities that would cause damage to natural resources and private properties, such as free animal grazing, cutting trees without control, burning forests and other important resources, and disturbing water resources/springs;
- d. ensure equity and fairness for the village;
- e. monitor and solve all the problems/issues that occur in the village; and
- f. ensure that the committee uses and manages the budget received from fines and/or other sources in a wise and proper manner.

Article 26: The committee members shall be renewed when the council of suco is changed. If communities judge that the composition of the committee needs to be reorganized under the consensus of all the members, the committee members shall be selected in a democratic way and chiefs of the committee, such as Leader of the committee and Co-Leader of the committee, shall also be selected among the committee members in a democratic way, such as voting.

Article 27: In case any member of the committee can not assume his/her responsibility or lose villagers' confidence due to his/her behavior, the committee shall select a new representative to replace this person and gain approval for the replacement from community members.

Article 28: The roles and responsibilities of the committee members are as follows:

| Members | Roles and Responsibilities |
|--|---|
| Leader of Committee (Chef de Suco) | <ul style="list-style-type: none"> • Lead the village committee and chair the discussions in the meeting; • Coordinate with Chef de Aldeia and Lia Nain of the village to solve any issues brought to suco; • Organize a committee meeting to discuss any issues/cases brought to suco; • Be responsible for implementation of the village regulations and future land use plan of the village; • Take overall responsibility for management and use of the cash/fund of the committee; • Coordinate with the relevant government offices and other external organizations to implement the village regulations and future land use plans of the villages; • Lead the village committee to monitor and evaluate the implementation of the village regulations and future land use plan of the village in coordination with other members of the committee; and • Lead the village committee to review and revise the village regulations and future land use plan of the village in coordination with other members of the committee. |
| Co-leader of committee (Secretary of suco) | <ul style="list-style-type: none"> • Help the leader of the committee fulfill his/her roles and responsibilities; • Act as the leader when the leader of the committee is absent; • Perform as a moderator in the meeting; • Coordinate with the leader and other members of the committee when any activities of the committee, such as meetings, are organized; • Manage and file any documents of the committee; • Keep books of account and manage the cash/fund of the committee; • Report the financial status to the leader as well as other members of the committee; and • Take note the discussions, especially judgment made by the committee, in the meeting to accumulate judicial precedents. |
| Chef de Aldeia | <ul style="list-style-type: none"> • Attend meetings and discussions at suco level on the behalf of the communities in aldeia; • Solve any issues taking place in his/her aldeia in coordination with Lia Nain of Aldeia; • Report the results of deliberation/mediation meetings organized at aldeia level in the monthly monitoring meeting; • Consult with the leader of the committee about any issues/cases which can not be solved/settled at aldeia level; • Attend the deliberation/mediation meetings organized by the leader of the committee at suco level to discuss the issues/cases which can not be solved at his/her aldeia; • Be responsible for implementation of the village regulations at aldeia level; and • Assist the leader in the implementation of the village regulations. |
| Lia Nain of Suco | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide necessary suggestions in the meeting; • Solve any issues brought to suco in coordination with the leader of the committee; • Coordinate with other traditional leaders of the neighboring villages; and • Assist the leader of the committee in the implementation of the village regulations. |
| Anciao (Elder) | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions to the committee; • Speak for elders in the village; • Coordinate with other elders in the village; • Help the leader of the committee and Lia Nain of Suco solve and settle any issues brought to suco; and • Assist the leader in the implementation of the village regulations. |

| Members | Roles and Responsibilities |
|----------------------------------|--|
| Representatives of Youth Group | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions on behalf of the youth in the village; • Speak for the youth in the village; • Coordinate with other youth groups of the neighboring villages; and • Assist the leader in the implementation of the village regulations. |
| Representatives of Women's Group | <ul style="list-style-type: none"> • Attend discussions and meetings and provide suggestions on behalf of women in the village; • Speak for women in the village; • Coordinate with other women's groups of the neighboring villages; • Appoint women to prepare consumption for the meeting when required; and • Assist the leader in the implementation of the village regulations. |
| Representatives of Church | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions related to Catholic religion; • Give opening/closing prayers before starting and closing discussions; and • Assist the leader in the implementation of the village regulations. |

Article 29: In case the leader and co-leader of the committee are absent or can not assume their responsibilities by any reasons, other committee members can select a transient representative among the remaining committee members as a provisional means.

Article 30: The roles and responsibilities of other community members are as follows:

- a. to obey the rules and follow the guidelines described in these regulations;
- b. to participate in activities for natural resource management in the village;
- c. to attend plenary meetings at either suco or aldeia level;
- d. to have the right to file a complaint against any violator with the committee or the local leaders; and
- e. to have the right to monitor the activities of the village committee whether the committee members perform their roles and responsibilities.

CHAPTER 9: IMPLEMENTATION SYSTEM OF THE REGULATIONS

Article 31: These regulations shall be implemented as village by-laws/rules in Suco Faturasa. All community members of the village shall monitor and keep careful watch on any violations or illegal activities against these regulations.

Article 32: Any violation and/or illegal activity in the village must be reported to Chef de Aldeia in the area. A case shall be first treated by Chef de Aldeia in the area where the case takes place. Chef de Aldeia shall organize a deliberation/mediation meeting with litigants inviting Lia Nain, Secretary of Aldeia, and Youth Representatives to mediation/discussion.

Article 33: If a case can not be settled at Aldeia level, it will be treated at Suco level. Chef de Suco shall request the village committee to organize a meeting inviting all the members of the committee to discuss the issue as described in Article 37.

Article 34: In case no settlement is made, a case will be brought to the Sub-district Administrative Office or reported to Police in Remexio.

Article 35: The person who files a complaint to Chef de Aldeia shall defray the expenses for a deliberation/mediation meeting of the committee members. The expenses should be refunded by a defendant if the committee judges that the defendant bears the responsibility of the case.

Article 36: In the deliberation/mediation meeting, Chef de Aldeia with other members of the committee verifies the fact through investigation and discussions with litigants. A case shall be reported to Chef de Suco when the meeting reaches agreement.

Article 37: In the meeting at Suco level, the leader of the committee and Chef de Suco call for a meeting with the committee members to discuss the case. They may also call litigants (i.e., a plaintiff/victim and a defendant/suspect) in the meeting to verify the fact of the case. As described in Article 35, the expenses for the meeting at suco level shall be defrayed by a plaintiff. Likewise it would be refunded by a defendant if he/she is judged as responsible for the case.

Article 38: Any person whose crime is judged as a serious crime in accordance with the law of the Government must be turned over to the police in addition to the punishment defined by these regulations.

CHAPTER 10: MONITORING OF IMPLEMENTATION AND INFORMATION DISSEMINATION TO COMMUNITIES

Article 39: The village committee shall hold a monitoring meeting every month to monitor the implementation of the village regulations and settle any issues which can not be solved at aldeia level.

Article 40: In the monthly monitoring meeting, chef de aldeia will report all the issues taking place in the respective aldeias in a month and the results of their judgments and actions. In case there is any pending issue, they shall bring up such an issue for discussion in the meeting. The committee members shall give advice to Chef de Aldeia on how to treat and solve the issues.

Article 41: All the discussions in the monthly monitoring meeting at suco level shall be recorded by Secretary of Suco or another member assigned by the Leader of the Committee in the beginning of the meeting. The records of the discussions, especially records of judicial precedents, can supplement these village regulations.

Article 42: In order to familiarize community members in the village with the village regulations, Chef de Aldeia shall hold a meeting at Aldeia level inviting all the community members in his/her aldeia after the monthly monitoring meeting at suco level. In the meeting at aldeia level, chef de aldeia shall report the results of the discussions in the monthly monitoring meeting at suco level and make his/her effort to enable the community members to deepen their understanding of the village regulations.

CHAPTER 10: INCOME AND EXPENDITURE

Article 43: Income for natural resource management in Suco Faturasa is derived from:

- a. income from fines on all illegal activities against these regulations; and

b. income from any contributions given for resource management in the village.

Article 44: Income must be spent only for i) consumables used in the monthly monitoring meetings at suco level, ii) consumable used in the monthly meeting at aldeia level; iii) activities to restore natural resources in the village, such seedling production, reforestation, terrace making; and iv) organization of a Tara Bandu ceremony if necessary.

Article 45: All income and expenditures must be documented and made completely transparent so that all community members can understand how the committee uses the budget.

CHAPTER 11: FINE AND PUNISHMENT

Article 46: Any person who violates against these rules described in these regulations must be fined money and other materials/goods as tabulated below. Fines and penalties vary with the level of crime as shown below.

| Level of Crime | Type of crime | Fines imposed |
|---------------------------------|---|--|
| 1. Serious (or Heavy) crime | <ul style="list-style-type: none"> • Robbery, stealing (large items, trees, large animals, tua, and honey) , illegal logging • Sexual harassment (including a faithless relationship with someone's wife, husband or daughter) • Injuring or murdering someone • Threatening someone with any weapons or sharp objects • Destroying / damaging public and private properties, such as, vehicle, school building, home, etc. • Burning or doing any activities that cause severe damage to forests, houses or farms • Any other crimes or illegal activities that are categorized as serious crime. | <ul style="list-style-type: none"> • Compensation for the damage to a victim • Materials (rice, tua, cigarette, betel nut) / animals (cattle, pig, goat) as same as those used in Tara Bandu • US\$ 50 fine (paid to the committee) • In case the violator can not comply with the fines described above, he or she must be handed over to the police. |
| 2. Misdemeanor (or light crime) | <ul style="list-style-type: none"> • Stealing (small items, fruits, small animals, and other less valuable things/goods) • Any crimes or illegal activities that are not categorized as Serious Crime | <ul style="list-style-type: none"> • Compensation for the damage to a victim • One head of big pig, one bag of rice, 10 lit of tua, one carton of cigarette, and betel nut • US\$ 25 fine (paid to the committee) • In case the violator can not comply with the fines described above, he or she must engage in three-month community service. |

CHAPTER 12: FINAL PROVISION AND EFFECTIVENESS

Article 47: These regulations can be revised in accordance with the needs of the village in the future and the circumstances around the village or the progress of legislative set-up of the Government.

Article 48: In order to revise these regulations, the village committee must organize a meeting with local leaders and other community members in the whole village and have full approval from the participants.

Article 49: These regulations are effective from the date when they are officially announced and signed by the local leaders.

Article 50: The neighboring villages that may have also benefited from these natural resources must obey these regulations. If any one from the neighboring villages violates these regulations, he or she will be fined or punished in accordance with these regulations.

Announced and disseminated at Suco Faturasa on 28 July, 2011 by

| | | |
|--|--|--|
| Elfonso Henrique Araujo Leader of the Committee Chef de Suco of Suco Faturasa | Manuel Mendonca do Carmo Co-Leader of the Committee Secreatry of Suco Faturasa | Manuel da Silva Chef de Aldeia of Fakulau, Suco Faturasa |
|--|--|--|

| | | |
|--|---|---|
| Miguel Mendonca Chef de Aldeia of Kaitaso, Suco Faturasa | Manuel Mendonca da Costa Chef de Aldeia of Raimerhei, Suco Faturasa | Aleixo da Silva Chef de Aldeia of Bereliso, Suco Faturasa |
|--|---|---|

Approved and Endorsed on 28 July, 2011 by

| | | |
|--|--|--|
| Manuel Mendes Acting National Director of National Directorate of Forestry, MAF | Martinho Matos Siquiera District Administrator of Aileu District | Carlos Alberto de Araujo Sub-district Administrator of Remexio Sub-district, Aileu District |
|--|--|--|

VILLAGE REGULATIONS IN SUCO HAUTOHO

CHAPTER 1: GENERAL AND DEFINISION

Article 1: General

These are the village regulations of Suco Hautoho, Sub-district Remexio, Aileu District. The regulations were developed by local leaders of Suco Hautoho with mutual consensus among the communities of Suco Hautoho as a result of a series of discussions in June and July 2012.

Article 2: Definition of Terms

As used in and for purposes of these regulations, the following terms shall mean:

- 2.1 **Communities** - refers to households and their family members who reside or are registered in Suco Hautoho.
- 2.2 **Forest Guard** - refers to a/ forest officer/s on a village level. Its major roles and responsibilities are to: i) protect forests and forest products, ii) prevent forest fires, iii) enhance public awareness of functions of forest in forest-related communities, and iv) coordinate with relevant directorates in MAF to support MAF's programs.
- 2.3 **Future Land Use Plan** - refers to a plan on future land and resource use in Suco Hautoho. A future land use plan shall consist of a village map showing the future land use and guidelines on each land use in the village.
- 2.4 **Natural Resources** – refers to soil and all natural objects founded on it or below the ground in Suco Hautoho.
- 2.5 **Participatory Land Use Planning/PLUP**– refers to the process in which local communities prepare a future land use plan with village regulations/rules on land and natural resource management and get a consensus on the plan among the communities in Suco Hautoho.
- 2.6 **Tara Bandu** – refers to a traditional custom that prohibits/regulates activities or attitudes of local communities that would degrade natural resources existing in the village and adversely affect the relationship between and among the communities and livelihoods of the communities in the village.
- 2.7 **Village committee** - refers to an organization or body, which consists of the selected community members in Suco Hautoho, to implement these village regulations.
- 2.8 **Village Regulations** - refers to written rules or by-laws in Suco Hautoho that govern not only land and natural resource management but also social norms of the communities in the village.

CHAPTER 2: OBJECTIVES AND COVERAGE

Article 3: Objectives

The principle objective of these regulations is to protect, improve, and enhance welfare of the communities and natural resources in Suco Hautoho. To achieve the principle objective, these

guidelines specifically aim to:

- a. Protect natural environment of Suco Hautoho through sustainable management of natural resources in the village;
- b. Enhance and maintain the solidarity of the communities and stability of society in Suco Hautoho;
- c. Improve and maintain the social order in Suco Hautoho;
- d. Maintain the traditional practices/cultures of Suco Hautoho as the identities of the village making a balance between traditional cultures and economic stability of the communities in the village;
- e. Encourage the communities in Suco Hautoho to give due respect to each other;
- f. Enable the communities in Suco Hautoho to enjoy the benefits of natural resources in a sustainable manner by protection and wise-use of natural resources in the village;
- g. Contribute to protection of the environment in the downstream basin by stabilization and enhancement of watershed functions in the village.

Article 4: Coverage

- 4.1 These regulations shall cover any cases and issues taking place and any persons in the territory of Suco Hautoho. Hence, anyone who lives and uses or accesses the natural resources including lands in the territory of Suco Hautoho must observe these regulations.
- 4.2 Communities who residing in the neighboring villages must obey these regulations. If any one from the neighboring villages violates these regulations, he or she may be fined or penalized in accordance with these regulations.

CHAPTER 3: GENERAL RULES

Article 5: Basic Rules

All the communities in Suco Hautoho must obey the laws and regulations of the Democratic Republic of Timor-Leste and these village regulations as citizens of the country as well as the village.

Article 6: Rules to Protect Social Orders of the Village

Anyone shall not disturb the social orders, unity or solidarity of the village for any reason by conducting illegal activities, such as:

- a. Any violent acts (fighting, assault, rampage, ravage/destruction of public and private properties, domestic violence, and sexual violence);
- b. Theft and robbery;
- c. Intimidation;
- d. Use of black magic;
- e. Calumny of anyone with a baseless rumor of using black magic; and
- f. Any other acts that violate the national laws and regulations.

Anyone who conducts such illegal activities shall be either turned over to the police or penalized in accordance with these regulations.

Article 7: Social Norms

All communities in the village, to maintain the unity and solidarity of the village, should conform to the social norms, such as:

- a. to respect each other;
- b. to take good care of child;
- c. to pay due respect to church;
- d. to fulfill the obligations for the family;
- e. to be responsible for any actions of children in the village;
- f. not to use curse and dirty words to others, especially children;
- g. not to have any affairs with someone else's husband and wife;
- h. not to tease or harass anyone, especially women;
- i. not to do any immorality with the young and children;
- j. not to make anyone feel unpleasant; and

Article 8: Cultural Ceremonies

A group of families or Lisan that intends to hold Kora Metan or any other cultural ceremonies in Suco Hautoho shall seek permission from suco leaders to organize a ceremony at the start of the New Year. Suco leaders shall check the necessity of the ceremony and the economic conditions of families belonging to such a group or lisan. Only if suco leaders judge that the group of families can afford to hold the ceremony, the group can get permission from the leaders to hold Kora Metan.

Article 9: Disputes/Conflict in the Village

Any disputes or conflicts taking place in Suco Hautoho must be dealt with in accordance with the procedures specified in Chapter 9 "Implementation System of the Village Regulations" of these regulations.

CHAPTER 4: FUTURE LAND USE IN THE VILLAGE

Article 10: Basic Principle

The area of Suco Hautoho shall be used and managed in a proper and sustainable manner. All communities in Suco Hautoho and/or anyone who uses the area in the territory of Suco Hautoho shall make effort to realize the proposed future land use map attached here to (See Attachment-1).

Article 11: Future Land Use in the Village

The present land use in Suco Hautoho shall be amended as specified in the following table to enable the communities to achieve the sustainable management of natural resources in the village while improving/maintaining their livelihoods.

| Present land use | Future land use | General guidelines on use |
|-------------------------------|---|---|
| Dense Ai Bubur Forest | - <u>Dense Protected Forest (Ai Bubur and other species)</u> | The area shall be: <ul style="list-style-type: none"> ➤ protected from illegal cutting (e.g., cutting for sale and cutting without permission), burning, conversion into farm, and any other destructive activities to protect the sources of water and prevent soil erosion; ➤ used for collection of firewood and materials for making houses/fences; ➤ used for rearing animals by putting them in a pen/fenced area or tying them to trees in the area; and ➤ improved by planting seedlings, especially after cutting. |
| Dense Ai Ru Forest | - <u>Dense Protected Forest (Ai Ru)</u> | The area shall be: <ul style="list-style-type: none"> ➤ protected from illegal cutting (e.g., cutting for sale and cutting without permission), burning, conversion into farm, and any other destructive activities to protect the sources of water and prevent soil erosion; ➤ used for collection of firewood and materials for making houses; ➤ used for rearing animals by putting them in a pen/fenced area or tying them to trees in the area; and ➤ improved by planting seedlings, especially after cutting. |
| Medium Ai Bubur Forest | - <u>Dense/Medium Protected Forest (Ai Bubur and other species)</u> | The area shall be: <ul style="list-style-type: none"> ➤ protected from illegal cutting (e.g., cutting for sale and cutting without permission), burning, conversion into farm, and any other destructive activities to protect the sources of water and prevent soil erosion; ➤ used for collection of firewood and materials for making houses/fences; ➤ used for rearing animals by putting them in a pen/fenced area or tying them to trees in the area; and ➤ rehabilitated by planting seedlings. |
| Sparse Ai Bubur Forest | - <u>Medium Rehabilitated Forest (Ai Bubur and other species)</u> - <u>Plantations (Coffee / Timber trees /Orchards)</u> | The area shall be: <ul style="list-style-type: none"> ➤ protected from cutting, burning, conversion into farm, and any other destructive activities to protect the sources of water and prevent soil erosion; ➤ used for collection of firewood; ➤ used for rearing animals being put in a pen/fenced area or tied to trees in the area; ➤ rehabilitated by planting seedlings; and ➤ used for production purposes by planting leguminous/fodder trees, timber trees, and fruit trees. |
| Coffee Plantation | - <u>Coffee Plantation</u> | The area shall be: <ul style="list-style-type: none"> ➤ protected from cutting, burning, conversion into farm, and any other destructive activities to protect the sources of water and prevent soil erosion; ➤ used to produce coffee; ➤ used for collection of firewood; and ➤ Used for production of fruits (e.g., jackfruit, mango and avocado) at the edge of the farm and/or shade tolerant crops (e.g., taro, ginger and chili). |
| Area for shifting cultivation | - <u>Permanent farm</u> - <u>Plantations (Coffee / Timber trees /Orchards)</u> | The area shall be: <ul style="list-style-type: none"> ➤ used for production of food crops in a permanent and sustainable manner; ➤ used as plantations (e.g., coffee, fruits and timber trees) by planting seedlings; ➤ used for rearing animals by tying them to trees/sticks; and ➤ used for collection of firewood. |

| Present land use | Future land use | General guidelines on use |
|------------------|---|---|
| Permanent farm | - <u>Permanent farm</u> - <u>Farm mixed with fruit trees / Agroforestry farm</u> | The area shall be: > used for production of food crops in a permanent and sustainable manner; > used for production of some fruits in the nearby area by planting fruit seedlings; and > used for collection of firewood. |
| Water sources | - <u>Protected Water Sources</u> | The water source shall be: > protected from any activities that would cause the destruction of the sources; > used for domestic purposes as well as production purposes; and > improved by planting seedlings in the nearby areas. |

Article 12: Recommended Land Management Practices

All communities in Suco Hautoho shall use and manage the forests and lands in the village in a proper and sustainable manner in compliance with the recommended management practices in specified in Attachment-2.

Article 13: Necessary Arrangements

In order for the communities in Suco Hautoho to realize the future land use map shown in Attachment-1, the village leaders shall coordinate relevant organizations, such as NDF, MAF District Office in Aileu, and any other external organizations, to have necessary support and arrangements specified in Attachment-3.

Article 14: Permission Process

Anyone who intends to cut a tree for building a house in the forests where the cutting of trees is allowed shall obtain permission from the owner of the land first, and get the same from the village leaders in the order of the proximity to the area, namely Chef de Aldeia where the forest is located next and Chef de Suco at the last.

CHAPTER 5: RULES ON USE AND MANAGEMENT OF NATURAL RESOURCES

Article 15: Prohibited Activities

Any activities that would cause degradation and disordered exploitation of the natural resources within the territory of Suco Hautoho are prohibited and subject to penalty by the regulations. The activities categorized as illegal acts shall include, but are not limited to, the following:

- a. Cut naturally growing trees, such as Ai Ru and Ai Bubur, for sale;
- b. Cut naturally growing trees, such as Ai Ru and Ai Bubur, for domestic purposes (which must be less than 3 m³¹) without permission of an owner of the land or Suco leaders, namely, Chef de Aldeia and Chef de Suco;
- c. Cut planted trees, such as Ai Kakeu, without permission of an owner of the land or Suco leaders, namely, Chef de Aldeia and Chef de Suco;

¹ Anyone must obtain permission from NDF/MAF whenever cutting more than 3 m³ trees.

- d. Cut any trees with a chain saw without a license issued by NDF/MAF;
- e. Burn any areas except those used as permanent farms;
- f. Burn any farms without firebreak lines or notice to owners of the neighboring farms
- g. Open any forests for farming;
- h. Enter somebody else's farm without the permission of an owner of the farm;
- i. Graze large animals or ruminant animals freely in the village except the areas assigned as grazing areas in the future land use map;
- j. Rear animals tied to trees/sticks in someone else's farm without permission of an owner of the farm;
- k. Hunt or kill a wild animal except when farm crops are damaged by such a wild animal;
- l. Conduct any activities that would adversely affect the sources of water, such as cutting trees, cultivate a farm, burn the area, graze animals, washing, and taking a bath around the sources;
- m. Catch and kill eels and snakes at the sources of water;
- n. Use chemical and electrical devices to catch fishes in the rivers/streams;
- o. Harvest fruits and any farm products in somebody else's land/farm without permission of an owner of the farm;
- p. Cut bamboo in somebody else's land/farm without permission of an owner of the farm/land;
- q. Collect tua in somebody else's land/farm without permission of an owner of the farm/land; and
- r. Kill animals owned by somebody except the case specified in Sub-Article 18.3.

CHAPTER 6: RULES ON MANAGEMENT OF LIVESTOCK ANIMALS

Article 16: Basic Principle

Anyone who own animals shall strictly control his/her animals and protect them from causing damage to farm products in someone else's farms. Large animals or ruminant animals shall be tied to trees or grazed in the assigned grazing areas, while small animals shall be put in a pen or tied to trees/sticks.

Article 17: Rules on Rearing/Raising Livestock Animals in the Village

Anyone who rears/raises livestock animals shall be responsible for his/her animals and manage them in accordance with the following rules:

- a. Graze animals only in the grazing area designated in the future land use map in Attachment-1;
- b. Graze animals only in the daytime and put them into a/ cattle pen/s or fenced-in lot/s;
- c. Assign a/ cow keeper/s to control the movement of large animals when grazing animals in the designated areas in the daytime; and
- d. Tie animals to trees/sticks whenever rearing/raising animals in other areas than the designated areas.

Article 18: Settlement of Damage caused by Animal

- 18.1 In case that any livestock animal enters somebody else’s farm and damages crops/coffee/any other agricultural and forestry products, an owner of such an animal shall be obligated to compensate an owner of the farm for the damage and be subject to penalty in accordance with these regulations.
- 18.2 When an owner of a farm finds a livestock animal, which is not owned by him/her, damaging crops/coffee /any other agricultural and forestry products in his/her farm, the owner of the farm shall catch and tie the animal to a tree and report the case to Chef de Aldeia and an owner of the animal. Chef de Aldeia shall handle the issue/case in accordance with Article 24 in these regulations.
- 18.3 Anyone whose animal/s causes damage to crops/coffee/any agricultural and forestry products in somebody’s else’s farms more than three times shall accept the consequence that his/her animal/s may not be captured but be killed by an owner of a farm after the third cases.
- 18.4 Any community who owns a/ livestock animal/s shall make a mark on its own animal/s.

CHAPTER 6: INSTITUTIONAL FRAMEWORK FOR IMPLEMENTATION

Article 19: Village Committee for Implementation of the Village Regulations

- 19.1 A village committee, which consists of the members of the village council, representatives of church, and elder of the village, shall be organized to implement the village regulations.
- 19.2 The organizational structure of the village committee is set as below.

| Committee members | Person responsible |
|------------------------|--|
| Leader of Committee | Chef de Suco |
| Co-leader of committee | Anciao (Elder) |
| Secretary/Treasurer | Secretary of Suco |
| Members | Chefs de Aldeia (3 persons) |
| | Lia Nain of Suco |
| | Representatives of Youth (Male and Female) |
| | Representatives of women’s group (2 persons) |
| | Lia Nain of Aldeia (3 persons) |
| | Representative of Church (2 persons) |

- 19.3 The committee members shall be renewed when the council of suco is changed. If the communities judge that the composition of the committee needs to be reorganized under the consensus of all the communities, the committee members shall be selected in a democratic way and leaders of the committee, such as the leader of the committee and co-leader of the committee, shall also be selected among the committee members in a democratic way, such as voting.

Article 20: Mandates of the Village Committee

- 20.1: The mandates of the village committee for implementation of the village regulations in Suco Hautoho are to:

- a. be responsible for formulation, implementation, and enforcement of the village regulations and future land use plan of Suco Hautoho;
- b. encourage all the communities in Suco Hautoho to obey the village regulations and manage land and other natural resources in the village in a proper and sustainable manner;
- c. disseminate the village regulations and future land plan to the communities in the village;
- d. solve and settle any issues and problems in the village and give necessary guidance to the communities;
- e. monitor and evaluate the process, effectiveness, and impact of the implementation of the village regulations;
- f. coordinate the relevant government offices, namely, District Administrative Office in Aileu, Sub-district Administrative Office in Remexio, National Directorate for Forestry, National Police in Timor-Leste, and MAF District Office in Aileu;
- g. review, revise and update the village regulations and future land use plan when necessary; and
- h. use the fines collected through the implementation and enforcement of the village regulations for the achievement of the future land use plan and /or social welfare of the communities in the village in a proper and transparent manner.

20.2 In case any member of the committee can not assume his/her responsibility or lose villagers' confidence due to his/her behavior, the committee shall select a new representative to replace this person and gain approval for the replacement from the communities.

Article 21: Roles and Responsibilities of the Committee Members

21.1 The roles and responsibilities of the committee members are as follows:

| Members | Roles and Responsibilities |
|------------------------------------|--|
| Leader of Committee (Chef de Suco) | <ul style="list-style-type: none"> • Lead the village committee and chair the discussions in the meeting; • Coordinate with Chef de Aldeia and Lia Nain of the village to solve any issues brought to suco; • Organize a committee meeting to discuss any issues/cases brought to suco; • Be responsible for implementation of the village regulations and future land use plan of the village; • Take overall responsibility for management and use of the cash/fund of the committee; • Coordinate the relevant government offices (e.g., District Administrative Office, Sub-district Administrative Office, and MAF) and other external organizations to implement the village regulations and future land use plans of the villages; • Lead the village committee to monitor and evaluate the implementation of the village regulations and future land use plan of the village in coordination with other members of the committee; and • Lead the village committee to review and revise the village regulations and future land use plan of the village in coordination with other members of the committee. |
| Co-leader of committee (Anciao) | <ul style="list-style-type: none"> • Help the leader of the committee fulfill his/her roles and responsibilities; • Act as the leader when the leader of the committee is absent; • Attend discussions and meetings at suco level and provide suggestions to the committee; • Solve any issues brought to suco in coordination with the leader of the committee and Lia Nain of Suco; and • Assist the leader in the implementation of the village regulations. |

| Members | Roles and Responsibilities |
|--|---|
| Secretary and Treasurer (Secretary of Suco) | <ul style="list-style-type: none"> • Perform as a moderator in the meeting; • Coordinate the leader and other members of the committee when any activities of the committee, such as meetings, are organized; • Manage and file any documents of the committee; • Keep books of account and manage the cash/fund of the committee; • Report the financial status to the leader as well as other members of the committee; and • Take note the discussions, especially judgment made by the committee, in the meeting to accumulate judicial precedents. |
| Chef de Aldeia | <ul style="list-style-type: none"> • Attend meetings and discussions at suco level on the behalf of the communities in aldeia; • Solve any issues taking place in his/her aldeia in coordination with Lia Nain of Aldeia; • Report the results of deliberation/mediation meetings organized at aldeia level in the monthly monitoring meeting; • Consult with the leader of the committee about any issues/cases which can not be solved/settled at aldeia level; • Attend the deliberation/mediation meetings organized by the leader of the committee at suco level to discuss the issues/cases which can not be solved at his/her aldeia; • Be responsible for implementation of the village regulations at aldeia level; and • Assist the leader in the implementation of the village regulations. |
| Lia Nain of Suco | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide necessary suggestions in the meeting; • Solve any issues brought to suco in coordination with the leader and co-leader of the committee and chef de aldeia as well as Lia Nain of the aldeia concerned with the issues; • Coordinate other traditional leaders of the neighboring villages; and • Assist the leader of the committee in the implementation of the village regulations. |
| Representatives of Youth Group | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions on behalf of the youth in the village; • Speak for the youth in the village; • Coordinate other youth groups of the neighboring villages; and • Assist the leader in the implementation of the village regulations. |
| Representatives of Women's Group | <ul style="list-style-type: none"> • Attend discussions and meetings and provide suggestions on behalf of women in the village; • Speak for women in the village; • Coordinate other women's groups of the neighboring villages; • Appoint women to prepare consumption for the meeting when required; and • Assist the leader in the implementation of the village regulations. |
| Lia Nain of Aldeia | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions to the committee; • Assist Chef de Aldeia in his aldeia in solving any issues taking place in his aldeia; • Coordinate Lia Nain of Suco when any case in his aldeia is brought to Suco; and • Assist the leader in the implementation of the village regulations. |
| Representatives of Church | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions related to the Christian faith; • Give opening/closing prayers before starting and closing discussions; and • Assist the leader in the implementation of the village regulations. |

21.2 In case the leader and co-leader of the committee are absent or can not assume their responsibilities by any reasons, other committee members can select a transient representative among the remaining committee members as a provisional means. The person in-charge shall take over the tasks and responsibilities associated with the leader.

Article 22: Roles and Responsibilities of Other Communities

The roles and responsibilities of other communities in Suco Hautoho are as follows:

- a. to obey the rules and follow the guidelines described in these regulations;

- b. to attend the plenary meeting organized by the committee at either suco or aldeia level;
- c. to participate in the village activities to support the implementation of the village regulations and future land use plan of the village;
- d. to have the right to file a complaint against any violator with the village committee or the local leaders (such as Chef de Suco); and
- e. to have the right to monitor the activities of the village committee whether the committee members perform their roles and responsibilities.

CHAPTER 9: IMPLEMENTATION SYSTEM OF THE REGULATIONS

Article 23: Basic Principle

- 23.1 These regulations shall be implemented as village by-laws/rules in Suco Hautoho. All communities of the village shall monitor and keep careful watch on any violations or illegal activities against these regulations.
- 23.2 Any criminal act taking place within the territory of Suco Hautoho shall be reported to the police. Hence, anyone who commits any crime or violate the law of the Government of Timor Leste may be turned over to the police.

Article 24: Procedures for Problem Solving and Mediation of Disputes/Conflicts

- 24.1 Any complaint or violation must be first filed to Chef de Aldeia in the area where a person making a complaint (the complainant) resides. Chef de Aldeia shall hold a deliberation or mediating meeting with the litigants (i.e., the complainant/victim and the defendant/suspect) and Lia Nain of Aldeia.
- 24.2 In the deliberation/mediation meeting, Chef de Aldeia with other members of the committee verifies the fact through investigation and discussions with the litigants. A case shall be reported to Chef de Suco when the deliberation/mediation meeting reaches agreement.
- 24.3 If a case can not be settled at Aldeia level, it will be brought to suco level. Chef de Suco shall hold a deliberation/mediating meeting with the litigants, Chef de Aldeia and Lia Nain of the aldeia where the case takes place, Lia Nain of Suco, and any other person that the leader of the committee considers necessary.
- 24.4 In the deliberation/meeting at Suco level, Chef de Suco with the other participants specified in Sub-Article 24.3 investigates and examines the case calling for presentments by litigants in the deliberation/mediating meeting.
- 24.5 In case no settlement is made, a case will be brought to the Sub-district Administrative Office or reported to the police in Sub-district Remexio.

Article 25: Costs/Expenses for Deliberations/Mediating Meetings

- 25.1 The litigants shall defray the expenses of deliberations/mediating meetings for settlement/mediation at both aldeia and suco levels. The expenses should be refunded to

the complaint by the defendant if the deliberation/mediation meeting judges that the defendant bears the responsibility of the case.

CHAPTER 10: MONITORING OF IMPLEMENTATION AND INFORMATION DISSEMINATION TO COMMUNITIES

Article 26: Monitoring of Implementation of the Village Regulations by the Committee

- 26.1 The village committee shall hold a monitoring meeting every month to monitor the implementation of the village regulations and help Chef de Aldeia settle any issues which can not be solved at the deliberation/mediating meeting at aldeia level.
- 26.2 In the monthly monitoring meeting, Chef de Aldeia will report all the issues taking place in his/her aldeia and the results of the deliberations/mediation meetings organized in a month. In case there are any pending issues, they shall bring up such issues for discussion. The committee members shall give advice to Chef de Aldeia on how to treat and solve the issues.
- 26.3 The village committee shall also have an ad hoc meeting whenever there is a need to discuss any urgent issues among the members.
- 26.4 All the discussions in the monthly monitoring meeting at suco level shall be recorded by the secretary of the committee or another member assigned by the leader in the beginning of the meeting. The records of the discussions, especially records of judicial precedents, shall be used for supplements of the regulations.

Article 27: Information Dissemination of the Village Regulations to Local Communities

In order to familiarize the communities in the village with the village regulations, Chef de Aldeia shall hold a meeting with the communities at aldeia level on a bi-monthly basis to share the results of the discussions in the monthly monitoring meeting of the committee and to facilitate the communities' understanding of the village regulations.

Article 28: Annual Evaluation at Suco Level

A plenary meeting with local communities of the village shall be held by the village committee every year to i) share the cases and issues that the committee has dealt with in a year; ii) evaluate the effectiveness of the village regulations as well as the performance of the committee, and iii) enhance the communities' awareness of the village regulations and future land use plan of the village.

CHAPTER 11: FINANCIAL MANAGEMENT (INCOME AND EXPENDITURE)

Article 29: Income of the Committee

The village committee may have the following income through the implementation of the village regulations:

- a. fines paid by violators; and
- b. contributions given by external organizations/sources for resource management.

Article 30: Expenditure of the Committee

The income/funds of the village committee shall be used only for implementation of the village regulations and future land use plan, such as i) reforestation in sparse forests, ii) rehabilitation of eroded gullies, iii) consumables used in the monthly monitoring meetings of the committee; iv) consumables used in the bi-monthly meetings at aldeia level; v) organization of a Tara Bandu ceremony; and vi) any other activities to contribute to the implementation of the village regulations and future land use plan.

Article 31: Financial Management

- 31.1 The village committee shall properly manage and keep the income/funds of the village committee. The leader of the committee shall take overall responsibility for management of the funds and the secretary/treasurer of the committee shall keep books of account in a proper and transparent manner.
- 31.2 Any use of the budget shall be discussed in the committee with the participation of two-third of the members and approved by more than half of the members who participate in the meeting/discussion.
- 31.3 The leader or co-leader of the committee with the assistance of the secretary/treasurer shall report the income and expenditure of the committee to the other members in the monitoring meeting every month.
- 31.4 The village committee shall also report the income and expenditure to other communities in the annual evaluation meeting specified in Article 28.

CHAPTER 12: FINE AND PENALTY

Article 32: Penalties and Fines

Any person who violates against the rules described in Chapters 3 and 6 of these regulations shall be penalized with fines. The extent of the penalty shall vary with the category and/or level of violation as shown below.

1) Violations categorized as Crimes

| Level of Crime | Type of crime | Penalty imposed on the violator |
|------------------------------|---|--|
| 1. Very Serious /Heavy Crime | <ul style="list-style-type: none">Any sexual violence and assault | <ul style="list-style-type: none">Compensation to the victim/victim's family<ul style="list-style-type: none">- US\$ 100- Two (2) heads of cow or buffalo- Two (2) heads of pig- Two (2) pcs of TaisFine<ul style="list-style-type: none">US\$ 50 when the issue is solved in aldeia LevelUS\$ 100 when the issue is solve at Suco levelMaterials for a mediating ceremony (so-called "Nahe biti and lulun biti").<ul style="list-style-type: none">- Meat, Rice, Cigarette, Tua, and Betal nutIn case the violator or his family/relatives can not comply with the penalty described above, the violator shall be handed over to the police. |

| Level of Crime | Type of crime | Penalty imposed on the violator |
|---------------------------------|---|--|
| 2. Serious (or Heavy) crime | <ul style="list-style-type: none"> Any violent activities (e.g., fighting, rampage, ravage/destruction of public and private properties, and domestic violence) Robbery and thefts Intimidation Stealing of large animals (i.e., cow/cattle, buffalo, horse, goat, and pig) and/or large amount of farm products Arson and any activities that cause a wild fire Illegal cutting tree Use of chemical materials to catch fishes in the source of water Use of black magic Calumny of any person with a baseless rumor Any other crimes or illegal activities that are categorized as serious crime. | <ul style="list-style-type: none"> Compensation to the victim/s <ul style="list-style-type: none"> Payment equivalent to the damage in cash or in kind Fine: <ul style="list-style-type: none"> US\$ 50 when the issue is solved at aldeia level US\$ 100 when the issue is solved at suco level Materials for mediating ceremony (so-called “Nahe biti and lulun biti”). <ul style="list-style-type: none"> Meat, Rice, Cigarette, Tua, and Betal nut In case the violator or his/her family/relatives can not comply with the penalty described above, he or she must be handed over to the police. |
| 3. Misdemeanor (or light crime) | <ul style="list-style-type: none"> Stealing of small amount of farm products and small animals (e.g., chicken, cat and dog) Any activities that cause damage to crops and plantation (e.g., fruits, coffee, clove, pepper, etc.) Hunt wild animals in forests Any crimes or illegal activities that are not categorized as serious crime | <ul style="list-style-type: none"> Compensation to the victim/s <ul style="list-style-type: none"> Payment equivalent to the damage in cash or in kind Fine: <ul style="list-style-type: none"> US\$ 25 when the issue is solved at aldeia level US\$ 50 when the issue is solved at suco level Materials for mediating ceremony (so-called “Nahe biti and lulun biti”). <ul style="list-style-type: none"> Meat, Rice, Cigarette, Tua, and Betal nut In case the violator can not comply with the fines described above, he or she shall be forced to engage in social works. If the same person commits any of misdemeanors more than three times, such a person (or the four-time violator) may be handed over to the police or given heavier infliction by the committee. |

2) Violations categorized as Immorality/Unfaithfulness

| Level of Act | Type of crime | Penalty imposed on the violator |
|-----------------------|---|---|
| 1. Serious /Heavy Act | <ul style="list-style-type: none"> Extra-marital affairs and any immoral /unfaithful affairs | <ul style="list-style-type: none"> Compensations given by the female’s family to the male’s family. <ul style="list-style-type: none"> US\$ 100 Two (2) heads of cow/buffalo Compensations given by the male’s family to the female’s family. <ul style="list-style-type: none"> Two (2) heads of pigs Two (2) pieces of tais Fine by both parties <ul style="list-style-type: none"> US\$ 50 when the issue is solved in aldeia Level US\$ 100 when the issue is solve at Suco level Materials for a mediating ceremony (so-called “Nahe biti and lulun biti”). <ul style="list-style-type: none"> Meat, Rice, Cigarette, Tua, and Betal nut Any cases shall be solved between the related families with the assistance from the committee members, especially Chef de Aldeia, Chef de Suco and Representatives of Church. |

CHAPTER 13: FINAL PROVISION AND EFFECTIVENESS

Article 33: Revision and Amendment

- 33.1 These village regulations can be revised and amended whenever the need arises in accordance with any changes of the circumstances around the village, socio-economic conditions of local communities, and relevant legislative systems in the government.
- 33.2 The village committee shall hold meetings among the members whenever revising and amending these regulations. The amendment and revision of these village regulations shall be approved by a majority of local communities who participate in a plenary meeting organized by the committee.

Article 34: Effectiveness

- 34.1 These regulations are effective from the date signatures and announcement made by the leaders of Suco Hautoho.

Announced and disseminated at Suco Hautoho on 17 August, 2012 by

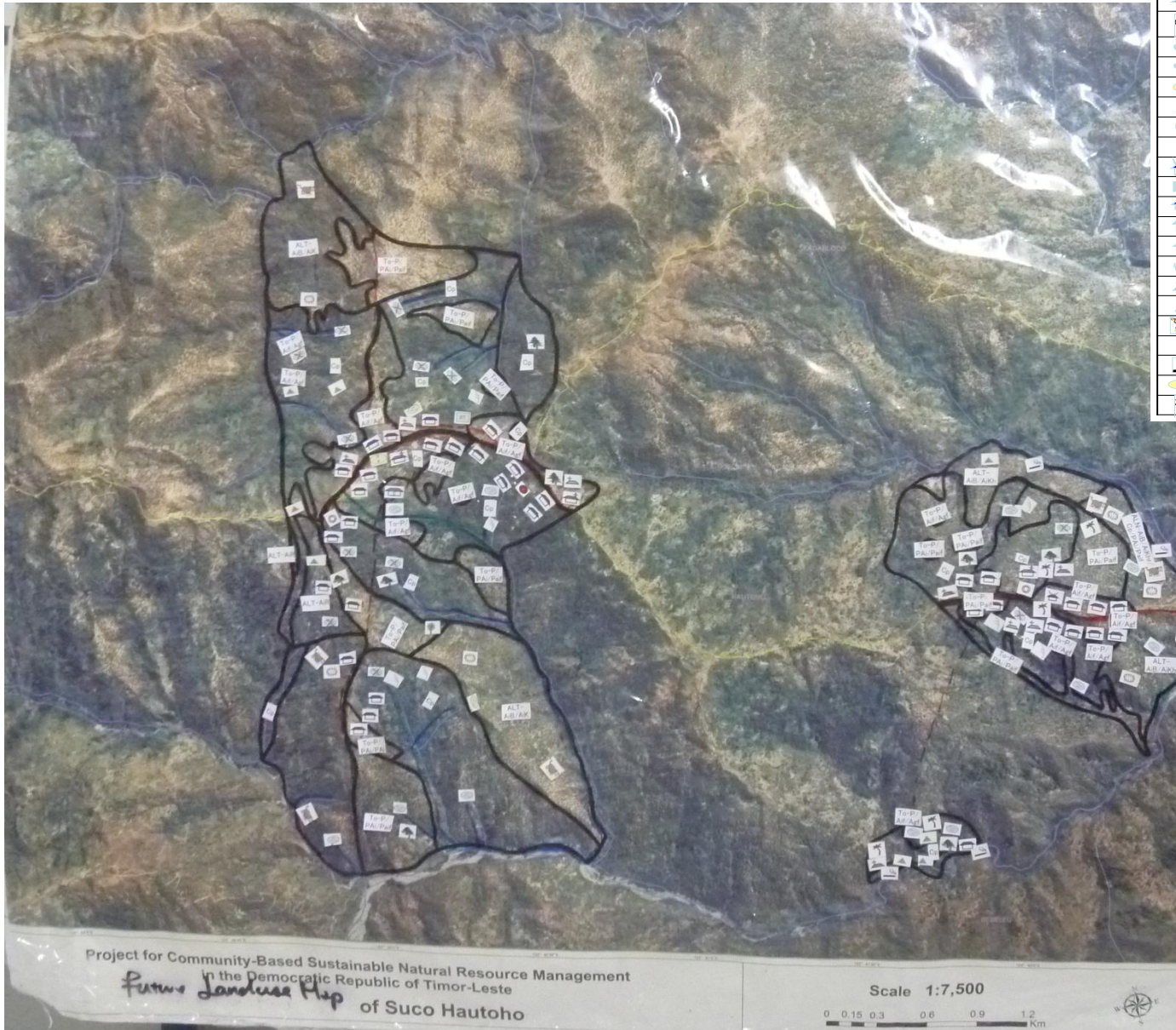
| | | |
|---|---|--|
| <hr/> <p>Joao da Silva Leader of the Committee Chef de Suco of Suco Hautoho</p> | <hr/> <p>Domingos Alves Co-Leader of the Committee Ancion of Suco Hautoho</p> | <hr/> <p>Jose de Jesus Secretary/Treasurer Secretary of Suco of Suco Hautoho</p> |
| <hr/> <p>Vasco Amaral Chef de Aldeia of Aldeia Aibutihun, Suco Hautoho</p> | <hr/> <p>Bonifasio do Carmo Chef de Aldeia of Aldeia Lebutu, Suco Hautoho</p> | <hr/> <p>Manuel dos Santos Chef de Aldeia of Aldeia Ramerhei, Suco Hautoho</p> |

Approved and Endorsed on 17 August, 2012 by

| | | |
|--|---|--|
| <hr/> <p>Lourenco Borgas Fontes National Director of National Directorate of Forestry, MAF</p> | <hr/> <p>Martinho Matos Siquiera District Administrator of Aileu District</p> | <hr/> <p>Carlos Alberto de Araujo Sub-district Administrator of Remexio Sub-district, Aileu District</p> |
|--|---|--|

Joao Antalmo
Director of Department of
Protection and Forest
Management, NDF,
MAP

Fernando C. Araujo
Project Manager of the
Project for Community-
Based Natural Resource
Management, MAF



| Landmark | Tetun | English |
|----------|--------------------|-------------------------------|
| | Hali lulic | Sacred Tree |
| | Ai Bubur Lulic | Sacred Eucalyptus Alba |
| | Be Matan | Water source |
| | Be Matan Lulic | Sacred (Lulic) water source |
| | Debu | Pond |
| | Foho Lulic | Sacred mountain |
| | Centro Aldeia | Aldeia center |
| | Centro Suco | Suco Center |
| | Uma Lulic | Sacred House |
| | Be Tanki | Water Tank |
| | Uma Komunitade | Community House |
| | Escola | School |
| | Capela | Church |
| | Karau Luhan | Animal fence |
| | Cemiterio/Rate | Cemetery |
| | Fatin Hili Ai Sunu | Firewood collection |
| | Fatin Fusik Animal | Grazing place |
| | Tua | Palm trees |
| | Area Sunu Rai | Area with frequent wild fires |
| | Rai komunal | Community area |
| | Nu | Coconuts |

| | | | |
|--------------------------|---|---------|-----------------------------------|
| ALN-AIB/AiKhr/Cp/PA/PAIf | Ai lalan Naton-Ai bubur/Kahur/Café/Plantasau n Ai/Plantasau Ai fuan | ALN-AIB | Ai lalan Naton-Ai bubur |
| ALT-AiR | Ai lalan Tuan-Ai Ru | ALT-AiR | Ai lalan Tuan-Ai Ru |
| Cp | Café | Cp | Café |
| To-P/PA/PAIf | Toos Permanente/Plantasau n Ai/Plantasau Ai fuan | To-Mb | Toos-Muda Ba Mai |
| To-P/Ai/Agf | Toos Permanente/Plantasau n Ai/Agroforesta | Uc-Tp | Uma Komunitade ho Toos Permanente |

| Landmark | Tetun | English |
|----------|----------------|-----------------------------|
| | Hali lulic | Sacred Tree |
| | Ai Bubur Lulic | Sacred Eucalyptus Alba |
| | Be Matan | Water source |
| | Be Matan Lulic | Sacred (Lulic) water source |
| | Debu | Pond |
| | Foho Lulic | Sacred mountain |

Legend

| Usa-Rai ba Futuru/ Future Land Use | Descripsaun | Usa-Rai Agora/ Present Land Use | Descripsaun |
|------------------------------------|--|---------------------------------|-----------------------------------|
| ALT-AiB/AiKhr | Ai lalan Tuan-Ai bubur/Ai Kahur | ALT-AiB | Ai lalan Tuan-Ai bubur |
| | | ALN-AiB | Ai lalan Naton-Ai bubur |
| ALN-AIB/AiKhr/Cp/PA/PAIf | Ai lalan Naton-Ai bubur/Ai Kahur/Café/Plantasau n Ai/Plantasau Ai fuan | ALI-AiB | Ai lalan Ituan-Ai bubur |
| ALT-AiR | Ai lalan Tuan-Ai Ru | ALT-AiR | Ai lalan Tuan-Ai Ru |
| Cp | Café | Cp | Café |
| To-P/PA/PAIf | Toos Permanente/Plantasau n Ai/Plantasau Ai fuan | To-Mb | Toos-Muda Ba Mai |
| To-P/Ai/Agf | Toos Permanente/Plantasau n Ai/Agroforesta | Uc-Tp | Uma Komunitade ho Toos Permanente |
| | | RM | Rai Monu |

Future Land Use Map of Suco Hautoho

Attachment-2: Recommended Land Management Practices of the Land Use Categories

| Future land use | Permitted Activities | Prohibited Activities |
|--|--|---|
| - Dense Protected Forest (Ai Bubur-based Forest) | <ul style="list-style-type: none"> ➤ Cut Ai Bubur for making a house with permission of suco leaders (Chef de Aldeia and Chef de Suco) and an owner of the land or a head of lisan that owns the land. ➤ Cut a certain volume of Ai Bubur for making fences with ith permission of suco leaders (Chef de Aldeia and Chef de Suco) and an owner of the land or a head of lisan that owns the land.in the presence of NDF/MAF (There is a need to get permission from NDF/MAF when cutting trees more than 3 m3 or a large tree with a chain saw.) ➤ Plant new seedlings after cutting. ➤ Prune branches of trees. ➤ Collect firewood. ➤ Rear animals in a pen/fenced area or by tying them to trees/sticks. | <ul style="list-style-type: none"> ➤ Don't burn the area. ➤ Don't open the area for farming. ➤ Don't cut trees for selling. ➤ Don't cut trees without permission of suco leaders or an owner of the land. ➤ Don't graze an/ animal/s freely. ➤ Don't hunt wild animals. |
| - Dense/Medium Protected Forest (Ai Bubur-based Forest) | <ul style="list-style-type: none"> ➤ Cut Ai Bubur for making a house with permission of suco leaders (Chef de Aldeia and Chef de Suco) and an owner of the land or a head of lisan that owns the land. ➤ Cut a certain volume of Ai Bubur for making fences with ith permission of suco leaders(Chef de Aldeia and Chef de Suco) and an owner of the land or a head of lisan that owns the land.in the presence of NDF/MAF (There is a need to get permission from NDF/MAF when cutting trees more than 3 m3 or a large tree with a chain saw.) ➤ Plant new seedlings after cutting. ➤ Prune branches of trees. ➤ Collect firewood. ➤ Rear animals in a pen/fenced area or by tying them to trees/sticks. | <ul style="list-style-type: none"> ➤ Don't burn the area. ➤ Don't open the area for farming. ➤ Don't cut trees for selling. ➤ Don't cut trees without permission of suco leaders or an owner of the land. ➤ Don't graze an/ animal/s freely. ➤ Don't hunt wild animals. |
| - Dense Protected Forest (Ai Ru-based Forest) | <ul style="list-style-type: none"> ➤ Cut Ai Bubur for making a house with permission of suco leaders (Chef de Aldeia and Chef de Suco) and an owner of the land or a head of lisan that owns the land. ➤ Plant new seedlings (timber and leguminous species) after cutting. ➤ Prune branches of trees. ➤ Collect firewood. ➤ Rear animals in a pen/fenced area or by tying them to trees/sticks. | <ul style="list-style-type: none"> ➤ Don't burn the area. ➤ Don't open the area for farming. ➤ Don't cut trees for selling. ➤ Don't cut trees without permission of suco leaders or an owner of the land. ➤ Don't graze an/ animal/s freely. ➤ Don't hunt wild animals. |
| - Medium Rehabilitated/Protected Forest (Ai Bubur-based/Mix Forest) | <ul style="list-style-type: none"> ➤ Plant new seedlings that animals do not eat. ➤ Plant fodder grasses and trees. ➤ Rear animals in a pen/fenced area or by tying them to trees/sticks. ➤ Collect firewood. | <ul style="list-style-type: none"> ➤ Don't cut trees for any purposes. ➤ Don't burn the area. ➤ Don't open the area for farming. ➤ Don't graze an/ animal/s freely. |
| - <u>Coffee Plantation</u> | <ul style="list-style-type: none"> ➤ Plant seedlings of shade trees (Ai Kakeu, Ai Samutuku, etc.) and coffee trees. ➤ Plant seedlings of mango, jackfruit, orange, and candlenut at the edge of the plantation. ➤ Plant shade tolerant crops (e.g., taro and ginger). ➤ Prune branches of coffee and shade trees. ➤ Cut aged coffee trees for rejuvenation. ➤ Collect firewood. ➤ Harvest coffee, fruits, and crops planted. ➤ Weed/Clear the area. | <ul style="list-style-type: none"> ➤ Don't cut trees except aged coffee trees. ➤ Don't burn the area. ➤ Don't open the area for farming. ➤ Don't rear an animal/s in the area. |

| Future land use | Permitted Activities | Prohibited Activities |
|---|--|--|
| - <u>Plantations</u> (<u>Timber / Fruit Plantations</u>) | <ul style="list-style-type: none"> ➤ Plant seedlings of timber/fruit/leguminous trees. ➤ Cut planted trees for domestic purposes with permission of an owner of the land. ➤ Collect firewood. ➤ Plant annual crops until the canopy of planted trees develop until they cover the area. ➤ Harvest planted fruits and crops. | <ul style="list-style-type: none"> ➤ Don't cut naturally growing trees for any purposes. ➤ Don't cut planted trees without permission from an owner of the land. ➤ Don't burn the area. ➤ Don't rear an animal/s in the area. ➤ Don't plant seedlings/perennial crops without permission from an owner of the land. |
| - <u>Permanent farm</u> (<u>Conversion from the area for shifting cultivation</u>) | <ul style="list-style-type: none"> ➤ Plant annual and perennial crops. ➤ Construct a small temporary house. ➤ Burn the area with firebreak lines. ➤ Burn a pile of grasses cut/mown in a part of the farm. ➤ Rear animals in the area by tying them to trees/sticks. ➤ Harvest annual and perennial crops. ➤ Plant seedlings of timber, coffee, fruit, and fodder trees. ➤ Cut planted trees for domestic purposes with permission of an owner of the land. ➤ Collect firewood. ➤ Use the area for production of annual crops with permission of an owner of the land. | <ul style="list-style-type: none"> ➤ Don't cut naturally growing trees for any purposes. ➤ Don't cut planted trees without permission from an owner of the land. ➤ Don't graze animals in the area ➤ Don't burn the area without firebreak lines ➤ Don't plant seedlings/perennial crops without permission from an owner of the land. |
| - <u>Permanent farm</u> | <ul style="list-style-type: none"> ➤ Plant annual and perennial crops. ➤ Burn a pile of grasses cut/mown in a part of the farm. ➤ Rear animals in the area by tying them to trees/sticks. ➤ Harvest annual and perennial crops. ➤ Plant seedlings of timber, coffee, fruit, and fodder trees. ➤ Cut planted trees for domestic purposes with permission of an owner of the land. ➤ Collect firewood. | <ul style="list-style-type: none"> ➤ Don't cut naturally growing trees for any purposes. ➤ Don't cut planted trees without permission from an owner of the land. ➤ Don't rear animals in the area. ➤ Don't burn the area. ➤ Don't plant seedlings/perennial crops without permission from an owner of the land. |
| - <u>Protected Water Sources</u> | <ul style="list-style-type: none"> ➤ Use the source for domestic purposes, nursery operations, watering animals, and vegetable productin. ➤ Plant seedlings of trees that would not affect the volume of water in the source (e.g., Ai Hari, Ai Eda, etc.) . ➤ Clean an weed the area near the source. ➤ Protect snake and eel in the source ➤ Make a nursery of vegetables 10 m downward from the source. ➤ Collect firewood. | <ul style="list-style-type: none"> ➤ Don't cut trees near the source (within 100 m upward from the source). ➤ Don't burn the area near the source (within 100 m upward from the source). ➤ Don't open a new farm near the source (within 100 m upward from the source). ➤ Don't kill any fishes (e.g., eel and prawn) in the source. ➤ Don't kill any animals near the source. ➤ Don't dump garbage at and around the source of water ➤ Don't wash clothes near the source. ➤ Don't tie an animal near the source. ➤ Don't disturb the source. ➤ Don't plant seedlings within 10 m radius from the source. |

Attachment-3: Necessary Arrangements to Realize the Future Land Use

| Present land use | Future land use | Necessary Arrangements |
|-------------------------------|---|---|
| Dense Ai Bubur Forest | - <u>Dense Protected Forest (Ai Bubur and other species)</u> | <ul style="list-style-type: none"> - Protect the existing forest/trees from illegal cutting and forest fire in cooperation with MAF (NDF/Forest Guard). - Plant new seedlings of timber or indigenous tree species when cutting trees in the area. - Coordinate NDF/MAF District Office to get new seedlings. - Develop and enforce the village regulations to protect the area. |
| Dense Ai Ru Forest | - <u>Dense Protected Forest (Ai Ru)</u> | Same as above. |
| Medium Ai Bubur Forest | - <u>Dense/Medium Protected Forest (Ai Bubur and other species)</u> | <ul style="list-style-type: none"> - Protect the existing forest/trees from illegal cutting and forest fire in cooperation with MAF (NDF/Forest Guard). - Plant new seedlings of timber or indigenous tree species in the area especially when cutting trees. - Coordinate NDF/MAF District Office to get new seedlings. - Develop and enforce the village regulations to protect the area. |
| Sparse Ai Bubur Forest | - <u>Medium Rehabilitated Forest (Ai Bubur and other species)</u> - <u>Plantations (Coffee / Timber trees /Orchards)</u> | <ul style="list-style-type: none"> - Protect the existing forest/trees from illegal cutting and forest fire in cooperation with MAF (NDF/Forest Guard). - Plant new seedlings of timber and leguminous tree species as well as other types of trees, such as fruits and coffee, in the area. - Coordinate NDF/MAF District Office to get new seedlings. - Maintain and protect seedlings planted from any damage. - Develop and enforce the village regulations to protect the area. |
| Coffee Plantation | - <u>Coffee Plantation</u> | <ul style="list-style-type: none"> - Protect the existing plantation/trees from illegal cutting and forest fire in cooperation with MAF (NDF/Forest Guard). - Maintain the plantation by applying proper practices including pruning and weeding. - Prune branches of coffee and shade trees when necessary. - Rejuvenate aged coffee trees when needed. - Plant new seedlings of shade and coffee trees in the area. |
| Area for shifting cultivation | - <u>Permanent farm</u> - <u>Plantations (Coffee / Timber trees /Orchards)</u> | <ul style="list-style-type: none"> - Introduce and employ sloping agricultural techniques, such as bench terracing and contour composting, to use the farm continuously. - Apply animal manure/compost to the farm to maintain the soil fertility. - Amend the animal raising practice and plant fodder crops. - Plant new seedlings of timber, fodder, shade, coffee, and fruit trees in the area. |
| Permanent farm | - <u>Permanent farm</u> - <u>Farm mixed with fruit trees / Agroforested farm</u> | <ul style="list-style-type: none"> - Introduce and employ sloping agricultural techniques, such as bench terracing and contour composting, to use the farm continuously. - Apply animal manure/compost to the farm to maintain the soil fertility. - Amend the animal raising practice and plant fodder crops. - Plant new seedlings of fruit trees in the area. - Make a small pig pen. |
| Water sources | - <u>Protected Water Sources</u> | <ul style="list-style-type: none"> - Protect the source from any damage/destruction. - Protect the forests in a catchment of the source. - Plant seedlings near the source and in a catchment of the source. |

APPENDIX 7 (4) VILLAGE REGULATIONS IN SUCO MADABENO

CHAPTER 1: GENERAL AND DEFINISION

Article 1: General

These are the village regulations of Suco Madabeno, Sub-district Laulara, Aileu District. The regulations were developed by local leaders of Suco Madabeno with mutual consensus among the communities of Suco Madabeno as a result of a series of discussions in June and July 2011.

Article 2: Definition of Terms

As used in and for purposes of these regulations, the following terms shall mean:

- 2.1 **Communities** - refers to households and their family members who reside or are registered in Suco Madabeno.
- 2.2 **Forest Guard** - refers to a/ forest officer/s on a village level. Its major roles and responsibilities are to: i) protect forests and forest products, ii) prevent forest fires, iii) enhance public awareness of functions of forest in forest-related communities, and iv) coordinate with relevant directorates in MAF to support MAF's programs.
- 2.3 **Future Land Use Plan** - refers to a plan on future land and resource use in Suco Madabeno. A future land use plan shall consist of a village map showing the future land use and guidelines on each land use in the village.
- 2.4 **Natural Resources** – refers to soil and all natural objects founded on it or below the ground in Suco Madabeno.
- 2.5 **Participatory Land Use Planning**– refers to the process in which local communities prepare a future land use plan with village regulations/rules on land and natural resource management and get a consensus on the plan among the communities in Suco Madabeno.
- 2.6 **Tara Bandu** – refers to a traditional custom that prohibits/regulates activities or attitudes of local communities that would degrade natural resources existing in the village and adversely affect the relationship between and among the communities and livelihoods of the communities in the village.
- 2.7 **Village committee** - refers to an organization or body, which consists of the selected community members in Suco Madabeno, to implement these village regulations.
- 2.8 **Village Regulations** - refers to written rules or by-laws in Suco Madabeno that govern not only land and natural resource management but also social norms of the communities in the village.

CHAPTER 2: OBJECTIVES AND COVERAGE

Article 3: Objectives

The principle objective of these regulations is to maintain and enhance the social order and prosperity of the communities in Suco Madabeno. To achieve the principle objective, these regulations specifically aim to:

- a. Strengthen the solidarity and unity among the communities in Suco Madabeno;
- b. Orient the communities toward sustainable use and protection of natural resources in Suco Madabeno;
- c. Encourage the communities to fulfill their obligations to enjoy the fundamental human rights of the communities in Suco Madabeno;
- c. Maintain and expand the cooperative relationship with the neighboring villages; and
- f. Encourage the communities to respect and protect private and public properties in Suco Madabeno.

Article 4: Coverage

- 4.1 These regulations shall cover any cases and issues taking place and any persons in the territory of Suco Madabeno. Hence, anyone who lives and uses or accesses the natural resources including lands in the territory of Suco Madabeno must observe these regulations.
- 4.2 Communities who residing in the neighboring villages must obey these regulations. If any one from the neighboring villages violates these regulations, he or she will be fined or penalized in accordance with these regulations.

CHAPTER 3: GENERAL RULES

Article 5: Basic Rules

All the communities in Suco Madabeno must obey the laws and regulations of the Democratic Republic of Timor-Leste and these village regulations as citizens of the country as well as the village.

Article 6: Rules to Protect Basic Human rights of the Communities and Social Order of the Village

Anyone must not violate basic human rights of the communities or disturb the social order and unity of the village for any reason by conducting illegal as well as criminal activities, such as:

- a. Any criminal acts (e.g., murder and plot to murder, drug dealing, human traffic, sexual abuse, and exploitation of children and the weak)
- b. Any violent acts (fighting, assault, rampage, ravage/destruction of public and private properties, domestic violence, and sexual violence);
- c. Theft and robbery;
- d. Intimidation, abuse of power, and harassment
- e. Squatting in somebody else's land and properties including government ones;
- f. Encroachment on somebody else's land or changing the boundaries of somebody else's land without agreement with an owner of the land;
- g. Obscene act, prostitution and abortion
- h. Sell the land to outsiders;
- i. Hold Kora Metan and other traditional ceremonies without the permission of suco leaders; and
- j. Any other acts that violate the national laws and regulations.

Anyone who conducts such illegal activities shall be either turned over to the police or penalized in accordance with these regulations.

Article 7: Social Norms

Anyone in the village should respect the following social norms to maintain and ensure the solidarity and mutual respect among the communities in Suco Madabeno.

- a. Respect each other;
- b. Give due respect to parents, elders, lia nan and church;
- c. Respect private and public properties in the village;
- d. Take good care of child;
- e. Fulfill the obligations for the family;
- f. Don't use black magic
- g. Don't shout or use curse and dirty words to others, especially children;
- h. Don't have any affairs with someone else's husband and wife;
- i. Don't arrange a marriage for children without their consent;
- j. Don't bring anyone who might destroy the properties in the village or disturb the social order of the village; and
- k. Don't allow any foreigners or outsiders to stay in the village without the permission of suco leaders.

Article 8: Cultural Ceremonies

Anyone who intends to hold Kora Metan in Suco Madabeno shall seek permission from suco leaders to organize a ceremony at the start of the New Year. Suco leaders shall check the necessity of the ceremony and the economic conditions of his/her family as well as his/her relatives. Only if suco leaders judge that a family can afford to hold the ceremony, the family could get permission from the leaders to have Kora Metan.

Article 9: Disputes/Conflict in the Village

Any disputes or conflicts taking place in Suco Madabeno must be dealt with in accordance with the procedures specified in Chapter 9 "Implementation System of the Village Regulations" of these regulations.

CHAPTER 4: BASIC RIGHTS OF THE COMMUNITIES IN THE VILLAGE

Article 10: Basic Principle

Anyone in Suco Madabeno, regardless age, sex, and physical condition, can enjoy the basic human rights without any discrimination.

Article 11: Basic Human Rights of the Communities

The basic human rights to be protected for the communities in Suco Madabeno shall include, but not be limited to, the following:

- a. to live in security;

- b. to maintain at least the minimum standard of living;
- c. to work;
- d. to inherit the family properties in the village **in a traditional manner**;
- e. to get an equal education;
- f. to participate in any events, such as cultural, religious, social and political events, in the village;
- g. to participate in development, economic, and any other government activities in the village; and
- h. to participate in meetings and assemblies in the village.

CHAPTER 5: FUTURE LAND USE IN THE VILLAGE

Article 12: Basic Principle

The area of Suco Madabeno shall be used and managed in a proper and sustainable manner. All communities in Suco Madabeno and/or anyone who uses the area in the territory of Suco Madabeno shall make effort to realize the proposed future land use plan attached hereto (See Attachment-1).

Article 13: Future Land Use in the Village

The present land use in Suco Madabeno shall be amended to balance sustainable management of natural resources and improvement/maintenance of livelihoods of local communities in the village. Towards the end, the village shall aim to achieve the following land uses in the future.

| Present land use | Future land use | General guidelines on use |
|--|--|--|
| Dense-Tall Ai Ru Forest | - <u>Dense Protected Forest (Ai Ru)</u> | <ul style="list-style-type: none"> ➤ Protect the existing forests from cutting for sale, burning, conversion into farm, and any other destructive activities ➤ Use the area to collect fallen/dead trees and branches. ➤ Use the area to collect materials for housing and fencing ➤ Use the area to rear animals tied to trees except in Manehalo & Bilumhatu ➤ Use the area to produce nalo grasses in Manehalo & Bilumhatu ➤ Use the area to collect medicinal plants |
| Sparse-Tall Ai Ru Forest Medium Tall Ai Ru/Ai Kakeu Forest Dense-Short Ai Bubur Forest | - <u>Regenerated-Protected Forest (Ai Ru, Ai Bubur and Ai Kakeu)</u> | <ul style="list-style-type: none"> ➤ Same as above ➤ Plant Ai Kakeu and Ai Ru to regenerate the forests ➤ Use the area to produce coffee (if possible) |
| Dense-Tall Mix Forest (Ai Kakeu, Samtuku, Coffee, Fruits, etc.) | - <u>Dense Production Forest/Agroforest</u> | <ul style="list-style-type: none"> ➤ Protect the existing forests from cutting for sale, burning, conversion into farm, and any other destructive activities ➤ Use the area to produce coffee ➤ Use the area to collect fallen/dead trees and branches. |
| Sparse-Tall Mix Forest (Ai Kakeu, Samtuku, etc.) | - <u>Regenerated-Production Forest/Agroforest</u> | <ul style="list-style-type: none"> ➤ Protect the existing forests from cutting for sale, burning, conversion into farm, and any other destructive activities ➤ Use the area to produce industrial trees ➤ Use the area to produce coffee ➤ Use the area to collect fallen/dead trees and branches ➤ Use the area to rear animals tied to trees ➤ Plant Ai Kakeu, Ai Samutuku, Cariandra, L-19, etc.) |

| Present land use | Future land use | General guidelines on use |
|-------------------------------|---|--|
| Coffee Plantation | - <u>Coffee Plantation</u> | <ul style="list-style-type: none"> ➤ Protect coffee plantations from any damage ➤ Use the area to produce coffee ➤ Use the area to produce fruits and industrial crops, such as clove, jackfruit, mango, and pineapple ➤ Use the area to produce root crops, such as taro, cassava, and ginger ➤ Use the area to collect fallen/dead trees and branches |
| Area for Shifting Cultivation | - <u>Permanent Farm</u> | <ul style="list-style-type: none"> ➤ Use the area to produce food crops (e.g., maize, cassava and sweet potato) and fruits in a permanent and sustainable manner ➤ Use the area to produce coffee and industrial trees ➤ Use the area to produce fodder grasses |
| Permanent Farm | - <u>Fruit Plantation</u> - <u>Coffee Plantation</u> - <u>Production Forest</u> | |
| Wasteland / Landslide area | - <u>Rehabilitated Area</u> | <ul style="list-style-type: none"> ➤ Protect the area from further degradation ➤ Plant leguminous trees and king grass / vetiver grass |
| Water Source | - <u>Protected Water Source</u> | <ul style="list-style-type: none"> ➤ Protect the source from any damage or contamination ➤ Plant trees that would protect the source and help the area cultivate/recharge water |

Article 14: Recommended Land Management Practices

All communities in Suco Madabeno shall use and manage the land use categories in a proper and sustainable manner in compliance with the recommended land management practices in specified in Attachment-2.

Article 15: Necessary Arrangements

In order for local communities in Suco Madabeno to realize the future land use map shown in Attachment-1, the village leaders shall provide necessary support and arrangements specified in Attachment-3 in coordination and cooperation with NDF, MAF District Office in Aileu, and any other external organizations.

CHAPTER 6: RULES ON THE USE AND MANAGEMENT OF NATURAL RESOURCES

Article 16: Prohibited Activities

Any activities that would cause degradation and disordered exploitation of the natural resources within the territory of Suco Madabeno are prohibited and subject to penalty by these regulations. The activities categorized as illegal ones shall include, but are not limited to, the following:

- a. Cut naturally growing trees, such as Ai Ru and Ai Bubur, for sale;
- b. Cut naturally growing trees, such as Ai Ru and Ai Bubur, for domestic purpose without the permission of land owner, recommendation of suco leaders or license from District MAF District Office in Aileu;
- c. Cut planted trees, such as Ai Kakeu, without the permission of land owner, recommendation of suco leaders or license from District MAF District Office in Aileu;
- d. Burn the areas of the village illegally, such as burning the forested land, burning the farmland without firebreak lines, and burning the permanent farm except burning the collected grasses in the part of the farm:

- e. Open any forests for farming;
- f. Enter and cultivate somebody else's farm without the permission of an owner of the farm;
- g. Graze livestock animals in the village except the areas assigned as grazing areas;
- h. Rear animals tied to trees/sticks in someone else's farm without the permission of an owner of the farm;
- i. Hunt or kill wild animals except in the case where farm crops are damaged by such wild animals;
- j. Conduct any activities that would adversely affect the sources of water, such as cutting trees, cultivate a farm, burn the area, graze animals around the sources, washing, and taking a bath;
- k. Use chemical and electrical devices to catch fishes in the rivers/streams;
- l. Harvest/Collect tua and fruits in somebody else's land/farm without permission of an owner of the farm;
- m. Cut bamboo and wild bamboo in somebody else's land/farm without the permission of an owner of the farm/land;
- n. Kill animals owned by somebody except the case specified in Sub-Article 17.3.

Article 17: Animal Management/Control

- 17.1 Anyone who own animals shall strictly control his/her animals and protect them from causing any damage to farm products in someone else's farms. Large animals or ruminant animals shall be tied to trees or grazed in the designated grazing areas with a cow keeper who keeps his/her eyes on animals during the grazing. Small animals shall also be tied to trees/sticks or put in a pen.
- 17.2 In case that any livestock animal enters somebody else's farm and damages crops, an owner of the farm shall capture such an animal and report to an owner of the animal and Chef de Aldeia to settle the case.
- 17.3 In case the same livestock animal causes damage to crops in somebody else's farms more than twice, the owner of the animal shall accept the consequence that such an animal may be killed by an owner of the farm where the animal enters and damages crops.
- 17.4 Any community who owns a/ livestock animal/s shall make a mark on its own animal/s.

CHAPTER 7: INSTITUTIONAL FRAMEWOTK FOR IMPLEMENTATION

Article 18: Village Committee for Implementation of the Village Regulations

- 18.1 A village committee, which consists of the members of the village council, representatives of church, and elder of the village, shall be organized to implement the village regulations.
- 18.2 The organizational structure of the village committee is set as below.

| Committee members | Person responsible |
|------------------------|---|
| Leader of Committee | Chef de Suco |
| Co-leader of committee | Secretary of Suco |
| Members | Chefs de Aldeia (6 persons) |
| | Lia Nain of Suco |
| | Anciao (Elder) |
| | Representatives of Youth (Male and Female) (2 persons in total) |
| | Representatives of women's group (2 persons) |
| | Lia Nains of Aldeia (6 persons) |
| | Representative of Church |
| | Representatives of communities (6 persons) |
| | Community police |

18.3 The committee members shall be renewed when the council of suco is changed. If the communities judge that the composition of the committee needs to be reorganized under the consensus of all the communities, the committee members shall be selected in a democratic way and leaders of the committee, such as the leader of the committee and co-leader of the committee, shall also be selected among the committee members in a democratic way, such as voting.

Article 19: Mandates of the Village Committee

19.1: The mandates of the village committee for implementation of the village regulations in Suco Madabeno are to:

- a. be responsible for preparation, review, revision and implementation of the village regulations and future land use plan of Suco Madabeno;
- b. encourage all the communities in Suco Madabeno to obey the village regulations and manage land and other natural resources in the village in a proper and sustainable manner;
- c. disseminate the village regulations and future land plan to the communities in the village;
- d. solve and settle any issues and problems in the village and give necessary guidance to the communities;
- e. monitor and evaluate the process, effectiveness, and impact of the implementation of the village regulations;
- f. coordinate with the relevant government offices, namely, District Administrative Office in Aileu, Sub-district Administrative Office in Laulara, National Directorate for Forestry, National Police in Timor-Leste, and MAF District Office in Aileu, and
- g. review, revise and update the village regulations and future land use plan when necessary.

19.2 In case any member of the committee can not assume his/her responsibility or lose villagers' confidence due to his/her behavior, the committee shall select a new representative to replace this person and gain approval for the replacement from the communities.

Article 20: Roles and Responsibilities of the Committee Members

20.1 The roles and responsibilities of the committee members are as follows:

| Members | Roles and Responsibilities |
|--|---|
| Leader of Committee (Chef de Suco) | <ul style="list-style-type: none"> • Lead the village committee and chair the discussions in the meeting; • Coordinate with Chef de Aldeia and Lia Nain of the village to solve any issues brought to suco; • Organize a committee meeting to discuss any issues/cases brought to suco; • Be responsible for implementation of the village regulations and future land use plan of the village; • Take overall responsibility for management and use of the cash/fund of the committee; • Coordinate with the relevant government offices and other external organizations to implement the village regulations and future land use plans of the villages; • Lead the village committee to monitor and evaluate the implementation of the village regulations and future land use plan of the village in coordination with other members of the committee; and • Lead the village committee to review and revise the village regulations and future land use plan of the village in coordination with other members of the committee. |
| Co-leader of committee (Secretary of suco) | <ul style="list-style-type: none"> • Help the leader of the committee fulfill his/her roles and responsibilities; • Act as the leader when the leader of the committee is absent; • Perform as a moderator in the meeting; • Coordinate with the leader and other members of the committee when any activities of the committee, such as meetings, are organized; • Manage and file any documents of the committee; • Keep books of account and manage the cash/fund of the committee; • Report the financial status to the leader as well as other members of the committee; and • Take note the discussions, especially judgment made by the committee, in the meeting to accumulate judicial precedents. |
| Chef de Aldeia | <ul style="list-style-type: none"> • Attend meetings and discussions at suco level on the behalf of the communities in aldeia; • Solve any issues taking place in his/her aldeia in coordination with Lia Nain of Aldeia; • Report the results of deliberation/mediation meetings organized at aldeia level in the monthly monitoring meeting; • Consult with the leader of the committee about any issues/cases which can not be solved/settled at aldeia level; • Attend the deliberation/mediation meetings organized by the leader of the committee at suco level to discuss the issues/cases which can not be solved at his/her aldeia; • Be responsible for implementation of the village regulations at aldeia level; and • Assist the leader in the implementation of the village regulations. |
| Lia Nain of Suco | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide necessary suggestions in the meeting; • Solve any issues brought to suco in coordination with the leader of the committee and Anciao; • Coordinate with other traditional leaders of the neighboring villages; and • Assist the leader of the committee in the implementation of the village regulations. |
| Anciao (Elder) | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions to the committee; • Speak for elders in the village; • Coordinate with other elders in the village; • Solve any issues brought to suco in coordination with the leader of the committee and Lia Nain of Suco; • Make a final decision of the deliberation/mediation meeting at suco level; and • Assist the leader in the implementation of the village regulations. |
| Representatives of Youth Group | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions on behalf of the youth in the village; • Speak for the youth in the village; |

| Members | Roles and Responsibilities |
|----------------------------------|--|
| | <ul style="list-style-type: none"> • Coordinate with other youth groups of the neighboring villages; and • Assist the leader in the implementation of the village regulations. |
| Representatives of Women's Group | <ul style="list-style-type: none"> • Attend discussions and meetings and provide suggestions on behalf of women in the village; • Speak for women in the village; • Coordinate with other women's groups of the neighboring villages; • Appoint women to prepare consumption for the meeting when required; and • Assist the leader in the implementation of the village regulations. |
| Lia Nain of Aldeia | <ul style="list-style-type: none"> • Attend discussions and meetings and provide necessary suggestions; • Solve any issues taking place in his/her aldeia in coordination with Chef de Aldeia; • Assist Chef de Aldeia in reporting the results of deliberation/mediation meetings organized at aldeia level in the monthly monitoring meeting; • Attend the deliberation/mediation meetings organized by the leader of the committee at suco level to discuss the issues/cases which can not be solved at his/her aldeia; • Coordinate with Lia Nain of Suco and other aldeias during the implementation; and • Assist the leader in the implementation of the village regulations. |
| Representative of Church | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions related to Catholic religion; • Give opening/closing prayers before starting and closing discussions; and • Assist the leader in the implementation of the village regulations. |
| Representatives of Communities | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level provide suggestions as representatives of other communities in the village; • Speak for other community members; and • Assist the leader and other committee members in the coordination with other communities in the village. |
| Community police | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions as a representative of the police; • Help the committee solve any criminal cases; and • Assist the leader in the implementation of the village regulations. |

20.2 In case the leader and co-leader of the committee are absent or can not assume their responsibilities by any reasons, other committee members can select a transient representative among the remaining committee members as a provisional means.

Article 21: Roles and Responsibilities of Other Communities

The roles and responsibilities of other communities in Suco Madabeno are as follows:

- a. to obey the rules and follow the guidelines described in these regulations;
- b. to attend plenary meetings organized by the committee at either suco or aldeia level;
- c. to participate in the village activities to support the implementation of the village regulations and future land use plan of the village;
- d. to have the right to file a complaint against any violator with the village committee or the local leaders (such as Chef de Suco); and
- e. to have the right to monitor the activities of the village committee whether the committee members perform their roles and responsibilities.

CHAPTER 8: IMPLEMENTATION SYSTEM OF THE REGULATIONS

Article 22: Basic Principle

- 22.1 These regulations shall be implemented as village by-laws/rules in Suco Madabeno. All communities of the village shall monitor and keep careful watch on any violations or illegal activities against these regulations.
- 22.2 Any criminal act taking place within the territory of Suco Madabeno shall be reported to the police. Hence, anyone who commits any crime or violate the law of the Government of Timor Leste may be turned over to the police.

Article 23: Procedures for Problem Solving and Mediation of Disputes/Conflicts

- 23.1 Any complaint or violation must be first filed to Lia Nain of Aldeia where a person making a complaint resides. Lia Nain of Aldeia shall report the case to Chef de Aldeia and Chef de Aldeia shall organize a deliberation or mediating meeting among litigants (i.e., a plaintiff/victim and a defendant/suspect), Lia Nain of Aldeia, and himself.
- 23.2 In the deliberation/mediation meeting, Chef de Aldeia with other members of the committee verifies the fact through investigation and discussions with litigants. A case shall be reported to Chef de Suco when the deliberation/mediation meeting reaches agreement.
- 23.3 If a case can not be settled at Aldeia level, it will be brought to suco level (Lia Nain of Suco). Lia Nain of Suco shall report the case to Chef de Suco and Chef de Suco shall organize a deliberation/mediating meeting with litigants, the members of suco council, and any other person that the leader of the committee considers necessary.
- 23.4 In the deliberation/meeting at Suco level, Chef de Suco with the other participants specified in Sub-Article 23.3 investigates and examines the case calling for presentments by litigants in the deliberation/mediating meeting.
- 23.5 In case no settlement is made, a case will be brought to the Sub-district Administrative Office in Sub-district Laulara.

Article 24: Costs/Expenses for Deliberations/Mediating Meetings

- 24.1 The person who makes a complaint shall defray the expenses of deliberations/mediating meetings for settlement/mediation at both aldeia and suco levels. The expenses should be refunded by a defendant if the deliberation/mediation meeting judges that the defendant bears the responsibility of the case.
- 24.2 The losing party shall bear the honorarium of Lia Nain of Aldeia (payment to Lia Nain of Aldeia) when the case is closed.

CHAPTER 9: MONITORING OF IMPLEMENTATION AND INFORMATION DISSEMINATION TO COMMUNITIES

Article 25: Monitoring of Implementation of the Village Regulations by the Committee

- 25.1 The village committee shall hold a monitoring meeting every month to monitor the implementation of the village regulations and help Chef de Aldeia settle any issues which can not be solved at the deliberation/mediating meeting at aldeia level.

- 25.2 In the monthly monitoring meeting, Chef de Aldeia will report all the issues taking place in his/her aldeia and the results of the deliberations/mediation meetings organized in a month. In case there are any pending issues, they shall bring up such issues for discussion. The committee members shall give advice to Chef de Aldeia on how to treat and solve the issues.
- 25.3 The village committee shall also have an ad hoc meeting whenever any urgent issues shall be discussed by the Committee.
- 25.4 All the discussions in the monthly monitoring meeting at suco level shall be recorded by Secretary of Suco or another member assigned by the Committee Leader in the beginning of the meeting. The records of the discussions, especially records of judicial precedents, can supplement these village regulations.

Article 26: Information Dissemination of the Village Regulations to Local Communities

In order to familiarize communities in the village with the village regulations, Chef de Aldeia shall hold a meeting at aldeia level inviting all communities in his/her aldeia after the monthly monitoring meeting of the committee. In the meeting at aldeia level, Chef de Aldeia shall report the results of the discussions in the monthly monitoring meeting of the committee and make his/her effort to enable the communities to understand the village regulations.

Article 27: Annual Evaluation at Suco Level

A plenary meeting with local communities of the village shall be held by the village committee every year to i) share the cases and issues that the committee has dealt with in a year; ii) evaluate the effectiveness of the village regulations as well as the performance of the committee, iii) income and expenditures of the committee; and iv) enhance the communities' awareness of the village regulations and future land use plan of the village.

CHAPTER 10: FINANCIAL MANAGEMENT (INCOME AND EXPENDITURE)

Article 28: Income of the Committee

The village committee may have the following income through the implementation of the village regulations:

- a. fines paid by violators; and
- b. contributions given by external organizations/sources for resource management.

Article 29: Expenditure of the Committee

The income/funds of the village committee shall be used only for i) social development of the village, ii) implementation of the village regulations and future land use plan, and iii) monitoring of the implementation of the village regulations. The uses of the income/fund may include, but not be limited to, the following:

- i) Social Development of the Village
 - a. rehabilitation of village roads;
 - b. rehabilitation of water supply systems;

- c. any other activities to contribute to improve the social infrastructure of the village.
- ii) Implementation of the village regulations and future land use plan
 - a. reforestation in sparse forests;
 - b. rehabilitation of eroded gullies;
 - c. organization of a Tara Bandu ceremony; and
 - d. any other activities necessary for the implementation of the village regulations and future land use plan.
- iii) Monitoring of the implementation of the village regulations
 - a. consumables used in the monthly monitoring meetings of the committee; and
 - b. consumables used in the monthly meetings at aldeia level.

Article 30: Financial Management

- 30.1 The village committee shall properly manage and keep the income/funds of the village committee. The leader of the committee shall take overall responsibility for management of the funds and the co-leader of the committee shall keep books of account in a proper and transparent manner.
- 30.2 Any use of the budget shall be discussed in the committee with the participation of two-third of the members and approved by more than half of the members who participate in the meeting/discussion.
- 30.3 The leader or co-leader of the committee shall report the income and expenditure of the committee to the other members in the monitoring meeting every month.
- 30.4 The village committee shall also report the income and expenditure to other communities in the annual evaluation meeting specified in Article 26.

CHAPTER 11: FINE AND PUNISHMENT

Article 31: Penalties and Fines

Any person who violates against the rules described in Chapters 3 and 6 of these regulations must be penalized with fines. The extent of the penalty shall vary with the level of crime as shown below.

| Level of Crime | Type of crime | Fines imposed |
|-----------------------------|--|---|
| 1. Serious (or Heavy) crime | <ul style="list-style-type: none"> • Serious violent activities (e.g., assault, rampage, ravage/destruction of public and private properties, domestic violence, and sexual violence) • Robbery • Theft of large properties and large animals (i.e., cow/cattle, buffalo, horse, goat, and pig) • Intimidation • Arson and any activities that cause a wild fire • Illegal cutting • Use of chemical materials to catch fishes in | <ul style="list-style-type: none"> • Compensation: Money equivalent to the damage to a/ victim/s • Fine: US\$ 100 • Materials: 1 head of large pig/goat, 1 sack of rice, 1 box of tua, 1 carton of cigarette, and betal nut and leaves • In case the violator can not comply with the fines described above, he or she must be handed over to the police. |

| Level of Crime | Type of crime | Fines imposed |
|---------------------------------|---|--|
| | the source of water and any other activities that would destroy the source • Any other crimes or illegal activities that are categorized as serious crime. | |
| 2. Misdemeanor (or light crime) | • Thefts of crops and small animals like chicken • Fighting • Drunk and public nuisance • Any activities that cause damage to crops and plantation (e.g., fruits, coffee, clove, etc.) • Hunt wild animals in forests • Any crimes or illegal activities that are not categorized as serious crime | • Compensation: Money equivalent to the damage to a/ victim/s • Fine: US\$ 50 • Materials: 1 head of large pig/goat, 1 sack of rice, 1 box of tua, 1 carton of cigarette, and betal nut and leaves • In case the violator can not comply with the fines described above, he or she must engage in social work for suco, such as work at the communal land, etc. |

CHAPTER 12: FINAL PROVISION AND EFFECTIVENESS

Article 32: Revision and Amendment

- 32.1 These village regulations can be revised and amended whenever the need arises in accordance with any changes of the circumstances around the village, socio-economic conditions of local communities, and relevant legislative systems in the government.
- 32.2 The village committee shall hold meetings among the members whenever revising and amending these regulations. The amendment and revision of these village regulations shall be approved by a majority of local communities who participate in a plenary meeting organized by the committee.

Article 33: Effectiveness

- 33.1 These regulations are effective from the date signatures and announcement made by the leaders of Suco Madabeno.

Announced and disseminated at Suco Madabeno on xxx August, 2011 by

Francisco Rodrigues Pereira
 Leader of the Committee
 Chef de Suco of Suco
 Madabeno

Julio Amaral
 Co-Leader of the
 Committee, Suco Madabeno

Joao de Oliveira
Chefi Aldeia hosi Manehalo,
Suco Madabeno

Egas Gomes Ribeiro
Chef de Aldeia of
Bilumhatu, Suco Madabeno

Alexandre Baptista
Chef de Aldeia of Remapati,
Suco Madabeno

Alberto dos Santos
Chef de Aldeia of
Desmanehata, Suco
Madabeno

Zeca Soares Araujo
Chef de Aldeia of Lisimori,
Suco Madabeno

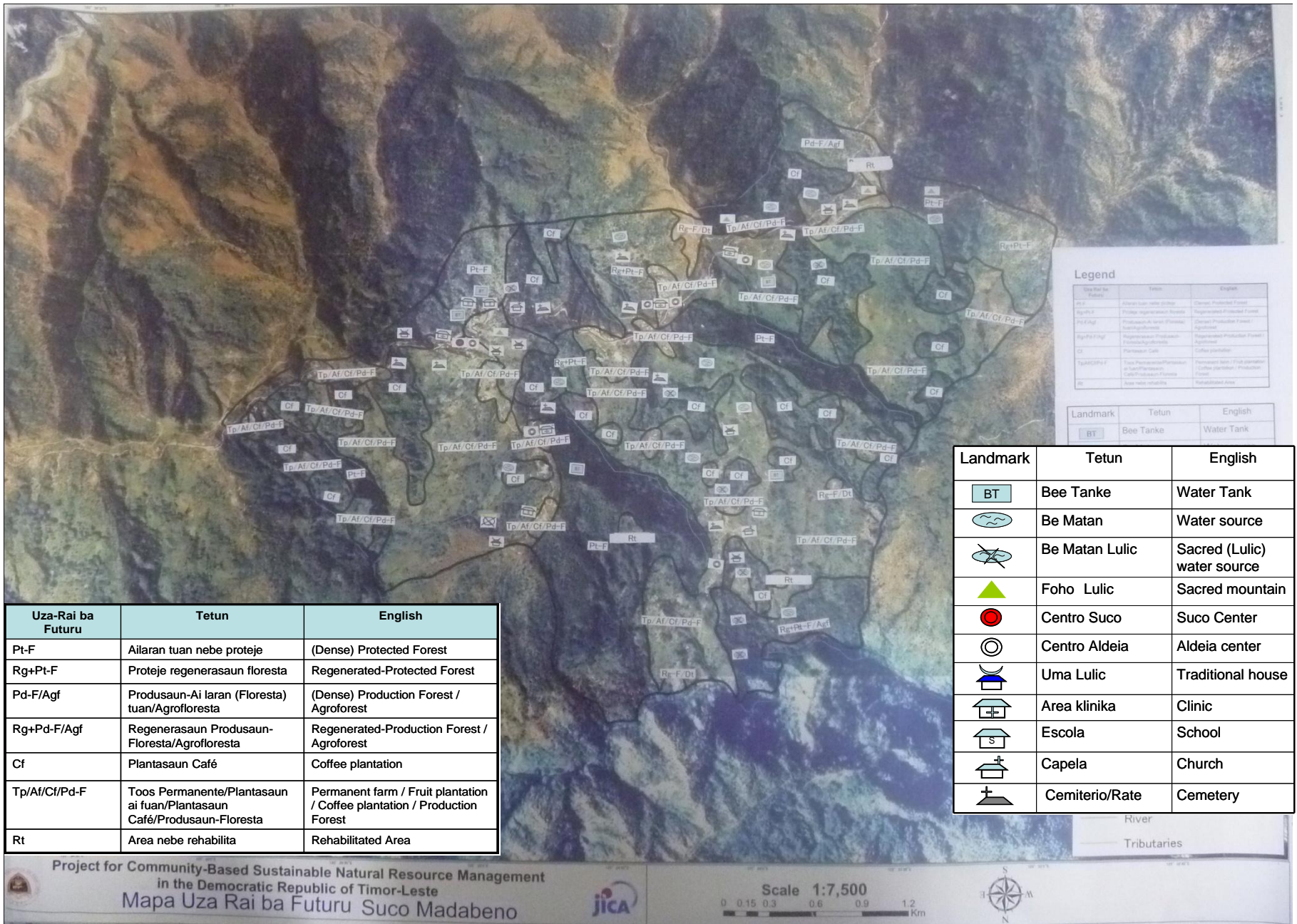
Alcino de F. Carvalho
Chef de Aldeia of Manufoni,
Suco Madabeno

Approved and Endorsed on xxx August, 2011 by

Manuel Mendes
National Director of
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Forestry, MAF

Martinho Sequeira Alves Matos
District Administrator of Aileu
District

Abilio Alves
Sub-district Administrator of
Laulara Sub-district, Aileu
District



Appendix-6 (3) Future Land Use Map of Suco Madabeno

Attachment-2: Recommended Land Management Practices of the Land Use Categories

| Future land use | Permitted Activities | Prohibited Activities |
|--|---|--|
| - Dense Protected Forest (Ai Ru) | <ul style="list-style-type: none"> ➤ Cut Ai Bubur and Ai Ru for domestic uses with the permission of suco leader and license of MAF ➤ Collect and cut fallen branches and trees for firewood ➤ Plant new seedlings of tree species that would enhance the functions of forest ➤ Collect medicinal plants, such as lamkuas, chili, ai manas and ai leten ➤ Plant naro grass for collection of roofing materials of traditional house in Aldeia Manehalo and Bilimahato ➤ Rear animals tied to trees/sticks in Aldeia Demapati, Desmanehatu, Lismori and Manofoni | <ul style="list-style-type: none"> ➤ Don't burn the area ➤ Don't open the area for farming ➤ Don't cut trees for sale or firewood collection ➤ Don't cut trees without the permission from suco leaders or the license of MAF ➤ Don't graze animals in the area ➤ Don't hunt wild animals ➤ Don't cut branches of trees ➤ Don't rear animals tied to trees/sticks in Aldeia Manehalo and Bilimahato ➤ Don't plant teak or Ai Bubur that would reduce soil fertility |
| Regenerated-Protected Forest (Ai Ru and Ai Kakeu) | <ul style="list-style-type: none"> ➤ Same as above ➤ Plant more new seedlings of Ai Ru and Ai Kakeu to improve soil conditions | <ul style="list-style-type: none"> ➤ Same as above |
| Dense Production Forest/Agroforest | <ul style="list-style-type: none"> ➤ Cut Ai Kakeu for domestic uses with the permission of suco leader and license of MAF ➤ Collect fallen branches and cut fallen trees for firewood ➤ Plant new seedlings of tree species that would make soils fertile ➤ Plant new seedlings of coffee and fruits (e.g., orange) ➤ Plant root crops in the existing farms ➤ Collect tua, bamboo, and wild bamboo with the permission of land owner | <ul style="list-style-type: none"> ➤ Don't burn the area ➤ Don't open any new farm in the area ➤ Don't cut trees for sale ➤ Don't cut branches ➤ Don't cut trees without the permission from suco leaders or the license of MAF ➤ Don't rear animals in any manner in the area ➤ Don't hunt wild animals |
| Regenerated-Production Forest/Agroforest | <ul style="list-style-type: none"> ➤ Same as above ➤ Plant more new seedlings of coffee when the shade trees grow enough ➤ Plant more seedlings of fruits as well as tree species that would improve soil fertility ➤ Collect fallen branches and cut fallen trees for firewood | <ul style="list-style-type: none"> ➤ Same as above |
| <u>- Coffee Plantation</u> | <ul style="list-style-type: none"> ➤ Cut planted trees, such as Ai Kakeu, for domestic uses with the permission of suco leader and license of MAF ➤ Cut branches of shade trees ➤ Cut aged/unproductive coffee trees ➤ Plant seedlings of shade trees (e.g., Ai Kakeu, Ai Samutuku, L-19, Caliandra), coffee, clove and fruits (e.g., Jackfruit, Mango, and Pineapple) ➤ Plant root crops and other upland crops (e.g., taro, kontas, cassava, pumpkin, banana, ginger, and chili) in the existing farms ➤ Harvest coffee cherries ➤ Collect fallen branches and cut fallen trees for firewood | <ul style="list-style-type: none"> ➤ Don't burn the area ➤ Don't cut trees for sale ➤ Don't open any new farm in the area ➤ Don't cut trees without the permission from suco leaders or the license of MAF ➤ Don't rear animals in any manner in the area ➤ Don't cause damage to seedlings of coffee |
| <u>- Permanent Farm</u> <u>- Fruit Plantation</u> <u>- Coffee Plantation</u> <u>- Production Forest</u> | <ul style="list-style-type: none"> ➤ Burn the area with firebreak lines ➤ Cut/Slash grasses in own farms ➤ Use somebody else's land with the permission of land owner ➤ Apply soil conservation measures to use the area as permanent farms ➤ Plant upland crops, such as maize, cassava, sweet potato, taro, yam, and beans ➤ Plant fodder crops/trees, such as king grass and L-19 ➤ Collect fallen branches and cut fallen trees for firewood ➤ Rear animals tied to trees/sticks | <ul style="list-style-type: none"> ➤ Don't cut, slash, and use somebody else's land without the permission of land owner ➤ Don't burn the area without firebreak lines ➤ Don't graze animals in the area ➤ Don't plant seedlings in somebody else's land without the permission of land owner |

| Future land use | Permitted Activities | Prohibited Activities |
|---------------------------|---|--|
| - Protected Water Sources | <ul style="list-style-type: none"> ➤ Fetch water ➤ Use water for watering crops, animals, and vegetables ➤ Use water for domestic purposes ➤ Use water for fish production ➤ Plant seedlings around the source of water, such as Ai Kakeu, Bamboo, and Ai Hali | <ul style="list-style-type: none"> ➤ Don't burn the area around the source ➤ Don't cut trees around the source ➤ Don't open the area around the source for farming ➤ Don't plant trees that would reduce the volume of water in the source, such as teak ➤ Don't kill eel, snake, and wild fishes in the source ➤ Don't dump garbage around the source |

Attachment-3: Necessary Arrangements to Realize the Future Land Use

| Present land use | Future land use | Necessary Arrangements |
|--|--|--|
| Dense-Tall Ai Ru Forest | - Dense Protected Forest (Ai Ru) | <ul style="list-style-type: none"> ➤ Protect the existing forests in cooperation with MAF (NDF/Forest Guard) ➤ Control free grazing ➤ Plant new seedlings of Ai Ru and Ai Kakeu in some parts of the area |
| Sparse-Tall Ai Ru Forest | Regenerated-Protected Forest (Ai Ru and Ai Kakeu) | <ul style="list-style-type: none"> ➤ Protect the existing forests in cooperation with MAF (NDF/Forest Guard) ➤ Control free grazing ➤ Plant new seedlings of Ai Ru and Ai Kakeu in most of the area |
| Medium Tall Ai Ru/ Bubur/Kakeu Forest | Dense Production Forest/Agroforest | <ul style="list-style-type: none"> ➤ Protect the existing forests in cooperation with MAF (NDF/Forest Guard) ➤ Control free grazing ➤ Plant new seedlings of shade trees, coffee, leguminous trees and others in some parts of the area |
| Dense-Tall Mix Forest (Ai Kakeu, Samutuku, Coffee, Fruits, etc.) | Regenerated Production Forest/Agroforest | <ul style="list-style-type: none"> ➤ Protect the existing forests in cooperation with MAF (NDF/Forest Guard) ➤ Control free grazing ➤ Plant new seedlings of shade trees, coffee, leguminous trees and others in most of the area |
| Sparse-Tall Mix Forest (Ai Kakeu, Samtuku, etc.) | - <u>Coffee Plantation</u> | <ul style="list-style-type: none"> ➤ Introduce new techniques to increase the productivity of coffee in coordination with MAF ➤ Plant new seedlings of shade trees and coffee |
| Area for Shifting Cultivation | - <u>Permanent Farm</u> | <ul style="list-style-type: none"> ➤ Introduce soil conservation measures to make farms in a sustainable manner and/or other farm techniques to increase the productivities of upland crops in coordination with MAF ➤ Introduce new techniques to increase the productivity of coffee in coordination with MAF ➤ Plant new seedlings of shade trees, coffee, fruits, and fodder crops/trees ➤ Introduce new varieties or improved seeds of upland crops |
| Permanent Farm | - <u>Fruit Plantation</u> | |
| | - <u>Coffee Plantation</u> - <u>Production Forest</u> | |
| Wasteland/Landslide area | - <u>Rehabilitated area</u> | <ul style="list-style-type: none"> ➤ Plant seedlings of leguminous trees and/or King grasses/vetiver grasses |
| Water Source | - <u>Protected Water Sources</u> | <ul style="list-style-type: none"> ➤ Plant trees that can protect the source of water ➤ Protect the areas around the sources |

APPENDIX 7 (3) VILLAGE REGULATIONS IN SUCO TALITU

CHAPTER 1: GENERAL AND DEFINISION

Article 1: General

These are the village regulations of Suco Talitu, Sub-district Laulara, Aileu District. The regulations were developed by local communities of Suco Talitu as a result of a series of discussions between May and July 2011.

Article 2: Definition of Terms

As used in and for purposes of these regulations, the following terms shall mean:

- 2.1 **Communities** - refers to households and their family members who reside or are registered in Suco Talitu.
- 2.2 **Forest Guard** - refers to a/ forest officer/s on a village level. Its major roles and responsibilities are to: i) protect forests and forest products, ii) prevent forest fires, iii) enhance public awareness of functions of forest in forest-related communities, and iv) coordinate with relevant directorates in MAF to support MAF's programs.
- 2.3 **Future Land Use Plan** - refers to a plan on future land and resource use in Suco Talitu. A future land use plan shall consist of a village map showing the future land use and guidelines on each land use in the village.
- 2.4 **Natural Resources** – refers to soil and all natural objects founded on it or below the ground in Suco Talitu.
- 2.5 **Participatory Land Use Planning/PLUP**– refers to the process in which local communities prepare a future land use plan with village regulations/rules on land and natural resource management and get a consensus on the plan among the communities in Suco Talitu.
- 2.6 **Tara Bandu** – refers to a traditional custom that prohibits/regulates activities or attitudes of local communities that would degrade natural resources existing in the village and adversely affect the relationship between and among the communities and livelihoods of the communities in the village.
- 2.7 **Village committee** - refers to an organization or body, which consists of the selected community members in Suco Talitu, to implement these village regulations.
- 2.8 **Village Regulations** - refers to written rules or by-laws in Suco Talitu that govern not only land and natural resource management but also social norms of the communities in the village.

CHAPTER 2: OBJECTIVES AND COVERAGE

Article 3: Objectives

The principle objective of these regulations is to protect, improve, and enhance welfare of the communities and social orders in Suco Talitu. To achieve the principle objective, the regulations

specifically aim to:

- a. Enhance the solidarity and unity of the communities in Suco Talitu;
- b. Encourage the communities in Suco Talitu to express due respect to each other;
- c. Protect and conserve forests and other natural resources in Suco Talitu to secure livelihoods of the communities in the village;
- d. Guide and orient the communities in Suco Talitu towards sustainable use and management of natural resources, such as lands, forests, and water, for the future generations;
- e. Enable the communities in Suco Talitu to protect individual and public properties in the village; and
- f. Contribute to the stabilization and enhancement of watershed functions of the Comoro and other rivers as well as their tributaries (e.g., water supply to Dili city).

Article 4: Coverage

- 4.1 These regulations shall cover any cases and issues taking place in the territory of Suco Talitu. Hence, anyone who lives and uses or accesses the natural resources including lands in the territory of Suco Talitu must observe these regulations.
- 4.2 Communities who residing in the neighboring villages must obey these regulations. If anyone from the neighboring villages violates these regulations, he or she will be fined or penalized in accordance with these regulations.

CHAPTER 3: GENERAL RULES

Article 5: Basic Rules

All the communities in Suco Talitu must obey the laws and regulations of the Democratic Republic of Timor-Leste and these village regulations as citizens of the country as well as the village.

Article 6: Rules to Protect Social Orders of the Village

Anyone shall not disturb the social orders, unity or solidarity of the village for any reason by conducting illegal activities, such as:

- a. Any violent acts (fighting, assault, rampage, ravage/destruction of public and private properties, domestic violence, and sexual violence);
- b. Theft and robbery;
- c. Intimidation; and
- d. Any other acts that violate the national laws and regulations.

Anyone who conducts such illegal activities shall be either turned over to the police or penalized in accordance with these regulations.

Article 7: Social Norms

All the communities in the village, to maintain the unity and solidarity of the village, should conform to the social norms, such as:

- a. to respect each other;
- b. to take good care of child;
- c. to fulfill the obligations for the family;
- d. not to use curse words in front of child; and
- d. to give due respect to elders.

Article 8: Cultural Ceremonies

Anyone who plans to hold a cultural ceremony in Suco Talitu shall give an advance notice of his/her plan to suco leaders and get approval from Chef de Suco.

Article 9: Disputes/Conflict in the Village

Any disputes or conflicts taking place in Suco Talitu must be dealt with in accordance with the procedures specified in Chapter 9 “Implementation System of the Village Regulations” of these regulations.

CHAPTER 4: FUTURE LAND USE IN THE VILLAGE

Article 10: Basic Principle

The area of Suco Talitu shall be used and managed in a proper and sustainable manner. All communities in Suco Talitu and/or anyone who uses the area in the territory of Suco Talitu shall make effort to realize the proposed future land use plan attached hereto (See Attachment-1).

Article 11: Future Land Use in the Village

The present land use in Suco Talitu shall be amended to balance sustainable management of natural resources and improvement/maintenance of livelihoods of local communities in the village. Towards the end, the village shall aim to achieve the following land uses in the future.

| Present land use | Future land use | General guidelines on use |
|--|--|--|
| Dense forest (Ai Ru and Ai Bubur) | <u>- Dense Protected Forest (Ai Ru and Ai Bubur)</u> | <ul style="list-style-type: none"> ➤ Protect natural forests from cutting for sale, burning, conversion into farm, and any other destructive activities ➤ Use the area to collect fallen/dead trees and branches. ➤ Use the area to collect materials for housing and fencing ➤ Use the area for animal grazing only in Aldeia Fatukhun |
| Medium forest (Ai Ru, Ai Bubur, and Ai Kakeu) | <u>- Dense Regenerated-Protected Forest (Ai Ru, Ai Bubur and other species)</u> | <ul style="list-style-type: none"> ➤ Protect natural forests from cutting for sale, burning, conversion into farm, and any other destructive activities ➤ Use the area to collect fallen/dead trees and branches. ➤ Use the area to collect materials for housing and fencing ➤ Use the area to produce industrial trees and non-timber products ➤ Maintain the existing coffee plantations to produce coffee |
| Sparse forest (Ai Ru, Ai Bubur, and Ai Kakeu) | <u>- Production Forest</u> <u>- Orchard</u> <u>- Coffee & Clove Plantation</u> | <ul style="list-style-type: none"> ➤ Protect natural forests from cutting for sale, burning, conversion into farm, and any other destructive activities ➤ Use the area to produce coffee, clove, and fruits ➤ Use the area to produce industrial trees and non-timber products ➤ Use the area to collect fallen/dead trees and branches. |
| Coffee, Coffee & clove, and Coffee & clove with pepper plantations | <u>- Coffee plantation</u> <u>- Coffee & clove plantation</u> <u>- Coffee, clove & pepper plantation</u> | <ul style="list-style-type: none"> ➤ Protect coffee, clove and pepper plantations from any damage ➤ Use the area to produce coffee, clove and pepper ➤ Use the area to collect fallen/dead trees and branches. |

| Present land use | Future land use | General guidelines on use |
|--|--|---|
| Shifting cultivation Sparse Tua and Bamboo | - <u>Permanent farm</u> - <u>Orchard/coffee</u> - <u>Production Forest</u> | ➤ Use the area to produce crops, coffee, fruits, and industrial trees in a permanent and sustainable manner ➤ Use the area to produce tua and bamboo |
| Paddy Field | - <u>Paddy Field</u> | ➤ Use the area to produce paddy |
| Wasteland / Landslide area | - <u>Rehabilitated Area</u> | ➤ Protect the area from further degradation |
| Water sources | - <u>Protected water sources</u> | ➤ Protect the sources of water from any contamination ➤ Use the sources of water in a sustainable manner |

Article 12: Recommended Land Management Practices

All communities in Suco Talitu shall use and manage the land use categories in a proper and sustainable manner in compliance with the recommended land management practices in specified in Attachment-2.

Article 13: Necessary Arrangements

In order for local communities in Suco Talitu to realize the future land use map shown in Attachment-1, the village leaders shall provide necessary support and arrangements specified in Attachment-3 in coordination and cooperation with NDF, MAF District Office in Aileu, and any other external organizations.

CHAPTER 5: Rules on the Use and Management of Natural Resources

Article 14: Prohibited Activities

Any activities that would cause degradation and disordered exploitation of the natural resources within the territory of Suco Talitu are prohibited and subject to a penalty by these regulations. The activities categorized as illegal ones shall include, but be not limited to, the following:

- a. Cut naturally growing trees, such as Ai Ru and Ai Bubur, for sale;
- b. Cut naturally growing trees, such as Ai Ru and Ai Bubur, for domestic purpose without the permission of land owner, recommendation of suco leaders or license from District MAF District Office in Aileu;
- c. Cut planted trees, such as Ai Kakeu, without the permission of an owner of the trees and MAF;
- d. Burn any areas except those used as permanent farms;
- e. Burn any farms without firebreak lines;
- f. Open any forests for farming;
- g. Enter somebody else's farm without the permission of an owner of the farm;
- h. Graze large animals or ruminant animals freely in the village except the areas assigned as grazing areas in the future land use plan;
- i. Rear small animals, such as pig, goat and sheep, in an unconfined manner.
- j. Hunt or kill wild animals except in the case where farm crops are damaged by such wild animals;
- k. Conduct any activities that would adversely affect the sources of water, such as cutting trees, cultivate a farm, burn the area, and graze animals around the sources;

- l. Catch and kill eels and snakes at the sources of water;
- m. Use chemical and electrical devices to catch fishes in the rivers/streams;
- n. Harvest fruits and any farm products in somebody else’s land/farm without permission of an owner of the farm;
- o. Cut bamboo in somebody else’s land/farm without the permission of an owner of the farm/land;
- p. Collect tua in somebody else’s land/farm without the permission of an owner of the farm/land; and
- q. Kill large animals or ruminant animals even in the case where such animals enter somebody else’s farm and cause damage to crops.

Article 15: Animal Management/Control

- 15.1 Anyone who own animals shall strictly control his/her animals and protect them from causing damage to farm products in someone else’s farms. Large animals or ruminant animals shall be tied to trees or grazed in the assigned grazing areas, while small animals shall be put in a pen or tied to trees/sticks.
- 15.2 In case that any large animal enters somebody else’s farm and damages crops, an owner of the farm shall capture such an animal and report to an owner of the animal and Chef de Aldeia to settle the case.
- 15.3 In the case of small animals entering somebody else’s farm and damaging crops, an owner of the farm may kill the animal if it is hard for him/her to capture such an animal.

CHAPTER 6: Institutional Framework for Implementation

Article 16: Village Committee for Implementation of the Village Regulations

- 16.1 A village committee, which consists of the members of the village council, Lia Nain of each aldeia, representatives of church, and representatives of each aldeia, shall be organized to implement the village regulations.
- 16.2 The organizational structure of the village committee is set as below.

| Committee members | Person responsible |
|------------------------|--|
| Leader of Committee | Chef de Suco |
| Co-leader of committee | Secretary of Suco |
| Members | Chefs de Aldeia |
| | Lia Nain of Suco |
| | Representatives of Youth (Male and Female) |
| | Representatives of women’s group (2 persons) |
| | Anciao (Elder) |
| | Lia Nain of each Aldeia (4 persons) |
| | Representative of Church (2 persons) |
| | Representatives of communities (2 persons) |

- 16.3 The committee members shall be renewed when the council of suco is changed. If the communities judge that the composition of the committee needs to be reorganized under

the consensus of all the communities, the committee members shall be selected in a democratic way and leaders of the committee, such as the leader of the committee and co-leader of the committee, shall also be selected among the committee members in a democratic way, such as voting.

Article 17: Mandates of the Village Committee

17.1: The mandates of the village committee for implementation of the village regulations in Suco Talitu are to:

- a. be responsible for preparation, review, revision and implementation of the village regulations and future land use plan of Suco Talitu;
- b. encourage all the communities in Suco Talitu to obey the village regulations and manage land and other natural resources in the village in a proper and sustainable manner;
- c. disseminate the village regulations and future land plan to the communities in the village;
- d. solve and settle any issues and problems in the village and give necessary guidance to the communities;
- e. Monitor and evaluate the process, effectiveness, and impact of the implementation of the village regulations;
- f. Coordinate with the relevant government offices, namely, District Administrative Office in Aileu, Sub-district Administrative Office in Laulara, National Directorate for Forestry, National Police in Timor-Leste, and MAF District Office in Aileu, and
- c. Review, revise and update the village regulations and future land use plan when necessary.

17.2 In case any member of the committee can not assume his/her responsibility or lose villagers’ confidence due to his/her behavior, the committee shall select a new representative to replace this person and gain consent of the communities to the replacement.

Article 18: Roles and Responsibilities of the Committee Members

18.1 The roles and responsibilities of the committee members are as follows:

| Members | Roles and Responsibilities |
|------------------------------------|---|
| Leader of Committee (Chef de Suco) | <ul style="list-style-type: none"> • Lead the village committee and chair the discussions in the meeting; • Coordinate with Chef de Aldeia and Lia Nain of the village to solve any issues brought to suco; • Organize a committee meeting to discuss any issues/cases brought to suco; • Be responsible for implementation of the village regulations and future land use plan of the village; • Take overall responsibility for management and use of the cash/fund of the committee; • Coordinate with the relevant government offices and other external organizations to implement the village regulations and future land use plans of the villages; • Lead the village committee to monitor and evaluate the implementation of the village regulations and future land use plan of the village in coordination with other members of the committee; and • Lead the village committee to review and revise the village regulations and future land use plan of the village in coordination with other members of the committee. |

| Members | Roles and Responsibilities |
|----------------------------------|---|
| Co-leader of committee | <ul style="list-style-type: none"> • Help the leader of the committee fulfill his/her roles and responsibilities; • Act as the leader when the leader of the committee is absent; • Perform as a moderator in the meeting; • Coordinate with the leader and other members of the committee when any activities of the committee, such as meetings, are organized; • Manage and file any documents of the committee; • Keep books of account and manage the cash/fund of the committee; • Report the financial status to the leader as well as other members of the committee; and • Take note the discussions, especially judgment made by the committee, in the meeting to accumulate judicial precedents. |
| Chef de Aldeia | <ul style="list-style-type: none"> • Attend meetings and discussions at suco level on the behalf of the communities in aldeia; • Solve any issues taking place in his/her aldeia in coordination with Lia Nain of Aldeia; • Report the results of deliberation/mediation meetings organized at aldeia level in the monthly monitoring meeting; • Consult with the leader of the committee about any issues/cases which can not be solved/settled at aldeia level; • Attend the deliberation/mediation meetings organized by the leader of the committee at suco level to discuss the issues/cases which can not be solved at his/her aldeia; • Be responsible for implementation of the village regulations at aldeia level; and • Assist the leader in the implementation of the village regulations. |
| Lia Nain of Suco | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide necessary suggestions in the meeting; • Solve any issues brought to suco in coordination with the leader of the committee; • Coordinate with other traditional leaders of the neighboring villages; and • Assist the leader of the committee in the implementation of the village regulations. |
| Representative of Youth Group | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions on behalf of the youth in the village; • Speak for the youth in the village; • Coordinate with other youth groups of the neighboring villages; and • Assist the leader in the implementation of the village regulations. |
| Representatives of Women's Group | <ul style="list-style-type: none"> • Attend discussions and meetings and provide suggestions on behalf of women in the village; • Speak for women in the village; • Coordinate with other women's groups of the neighboring villages; • Appoint women to prepare consumption for the meeting when required; and • Assist the leader in the implementation of the village regulations. |
| Anciao (Elder) | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions to the committee; • Speak for elders in the village; • Coordinate with other elders in the village; • Help the leader of the committee and Lia Nain of Suco solve and settle any issues brought to suco; and • Assist the leader in the implementation of the village regulations. |
| Lia Nain of Aldeia | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions to the committee; • Solve any issues taking place in his aldeia in coordination with Chef de Aldeia; • Attend the deliberation/mediation meetings organized by the leader of the committee at suco level to discuss the issues/cases which can not be solved at his aldeia; • Assist Chef de Aldeia in the implementation of the village regulations at aldeia level; and • Assist Chef de Aldeia in the dissemination of the information of the village regulations to other communities in aldeia. |
| Representatives of Church | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions related to Catholic religion; • Give opening/closing prayers before starting and closing discussions; and • Assist the leader in the implementation of the village regulations. |

| Members | Roles and Responsibilities |
|--------------------------------|--|
| Representatives of communities | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions on behalf of other communities in the meeting. • Speak for other ordinary communities in the village; • Assist Chef de Aldeia in the dissemination of the information of the village regulations and future land use plan of the village; and • Assist the leader in the implementation of the village regulations. |

18.2 In case the leader and co-leader of the committee are absent or can not assume their responsibilities by any reasons, other committee members can select a transient representative among the remaining committee members as a provisional means.

Article 19: Roles and Responsibilities of Other Communities

The roles and responsibilities of other communities in Suco Talitu are as follows:

- a. to obey the rules and follow the guidelines described in these regulations;
- b. to attend plenary meetings organized by the committee at either suco or aldeia level;
- c. to participate in the village activities to support the implementation of the village regulations and future land use plan of the village;
- d. to have the right to file a complaint against any violator to the village committee or the local leaders; and
- e. to have the right to monitor the activities of the village committee whether the committee members perform their roles and responsibilities.

CHAPTER 7: IMPLEMENTATION SYSTEM OF THE REGULATIONS

Article 20: Basic Principle

20.1 These regulations shall be implemented as village by-laws/rules in Suco Talitu. All communities of the village shall monitor and keep careful watch on any violations or illegal activities against these regulations.

20.2 Any criminal act taking place within the territory of Suco Talitu shall be reported to the police. Hence, anyone who commits any crime or violates the law of the Government of Timor Leste may be turned over to the police.

Article 21: Procedures for Problem Solving and Mediation of Disputes/Conflicts

21.1 Any complaint or violation must be first filed to Chef de Aldeia where a person making a complaint resides. Chef de Aldeia shall organize a deliberation or mediating meeting with litigants (i.e., a plaintiff/victim and a defendant/suspect) and Lianain of Aldeia.

21.2 In the deliberation/mediation meeting, Chef de Aldeia with other members of the committee verifies the fact through investigation and discussions with litigants. A case shall be reported to Chef de Suco when the deliberation/mediation meeting reaches agreement.

- 21.3 If a case can not be settled at Aldeia level, it will be brought to suco level. Chef de Suco shall organize a deliberation/mediating meeting with litigants, Chef de Aldeia and Lianain of Aldeia where the case takes place, Lianain of Suco, and any other person that the committee leader considers necessary.
- 21.4 In the deliberation/meeting at Suco level, Chef de Suco with the other participants specified in Sub-Article 21.3 investigates and examines the case calling for presentments by litigants in the deliberation/mediating meeting.
- 21.5 In case no settlement is made, a case will be brought to the Sub-district Administrative Office or reported to the police in Sub-district Laulara.

Article 22: Costs/Expenses for Deliberations/Mediating Meetings

- 22.1 The person who makes a complaint shall defray the expenses of deliberations/mediating meetings for settlement/mediation at both aldeia and suco levels. The expenses should be refunded by a defendant if the deliberation/mediation meeting judges that the defendant bears the responsibility of the case.
- 22.2 The losing party shall bear the honorarium of Lianain of Aldeia (payment to Lianain of Aldeia) when the case is closed. The payment shall be made in the presence of Chef de Aldeia.

CHAPTER 8: MONITORING OF IMPLEMENTATION AND INFORMATION DISSEMINATION TO COMMUNITIES

Article 23: Monitoring of Implementation of the Village Regulations by the Committee

- 23.1 The village committee shall hold a monitoring meeting every month to monitor the implementation of the village regulations and help Chef de Aldeia settle any issues which can not be solved at the deliberation/mediating meeting at aldeia level.
- 23.2 In the monthly monitoring meeting, Chef de Aldeia will report all the issues taking place in his/her aldeia and the results of the deliberations/mediation meetings organized in a month. In case there are any pending issues, they shall bring up such issues for discussion. The committee members shall give advice to Chef de Aldeia on how to treat and solve the issues.
- 23.3 The village committee shall also have an ad hoc meeting whenever any urgent issue needs to be discussed by the Committee.
- 23.4 All the discussions in the monthly monitoring meeting at suco level shall be recorded by Secretary of Suco or another member assigned by the Leader of the Committee in the beginning of the meeting. The records of the discussions, especially records of judicial precedents, can supplement these village regulations.

Article 24: Information Dissemination of the Village Regulations to Local Communities

In order to familiarize the communities with the village regulations, Chef de Aldeia shall hold a meeting at aldeia level inviting all communities in his/her aldeia after the monthly monitoring

meeting of the committee. In the meeting at aldeia level, Chef de Aldeia shall report the results of the discussions in the monthly monitoring meeting of the committee and help the communities deepen their understanding of the village regulations.

Article 25: Annual Evaluation at Suco Level

A plenary meeting with local communities of the village shall be held by the village committee every year to i) share the cases and issues that the committee has dealt with in a year; ii) evaluate the effectiveness of the village regulations as well as the performance of the committee, iii) income and expenditure of the committee; and iv) enhance the communities' awareness of the village regulations and future land use plan of the village.

CHAPTER 9: FINANCIAL MANAGEMENT (INCOME AND EXPENDITURE)

Article 26: Income of the Committee

The village committee may have the following income through the implementation of the village regulations:

- a. fines paid by violators; and
- b. contributions given by external organizations/sources for resource management.

Article 27: Expenditure of the Committee

The income/fund of the village committee shall be used only for public purposes of the village, such as i) repair and maintenance of roads, ii) compensation for natural disaster, iii) consumables used in the monthly monitoring meeting of the committee; iv) consumables used in the monthly meeting at aldeia level; v) restoration and protection of natural resources in the village; vi) organization of a Tara Bandu ceremony; and vii) any other activities to contribute to social development and restoration of natural resources in the village.

Article 28: Financial Management

- 28.1 The village committee shall properly manage and keep the income/fund of the village committee. The leader of the committee shall take overall responsibility for management of the fund and the co-leader of the committee shall keep books of account in a proper and transparent manner.
- 28.2 Any use of the fund shall be decided by the committee with the approval of more than a third of the members of the committee.
- 28.3 The leader or co-leader of the committee shall report the income and expenditure of the committee to the other members in the monitoring meeting every month.
- 28.4 The village committee shall also report the income and expenditure to other communities in the annual evaluation meeting as specified in Article 24.

CHAPTER 10: FINE AND PUNISHMENT**Article 29: Penalties and Fines**

29.1 Anyone who violates against the rules described in Chapters 3 and 6 of these regulations must be penalized with fines. The extent of the penalty shall vary with the level of crime as shown below.

| Level of Crime | Type of crime | Fines imposed |
|---------------------------------|---|--|
| 1. Serious (or Heavy) crime | <ul style="list-style-type: none"> • Robbery and thefts • Stealing of large animals (i.e., cow/cattle, buffalo, horse, goat, and pig) • Any violent activities (e.g., domestic violence, sexual abuse/violence, and destruction of public and private properties) • Arson and any activities that cause a wild fire • Illegal cutting • Use of chemical materials to catch fishes in the source of water • Any other crimes or illegal activities that are categorized as serious crime. | <ul style="list-style-type: none"> • Compensation: Money equivalent to the damage to a/ victim/s • Fine: US\$ 50 • Materials: 1 head of large pig or goat, 1 box of tua, cigarette, betal nut with leaves, and 1 suck of rice • In case the violator can not comply with the fines described above, he or she must be handed over to the police. |
| 2. Misdemeanor (or light crime) | <ul style="list-style-type: none"> • Stealing of crops and chicken • Any activities that cause damage to crops and plantation (e.g., fruits, coffee, clove, pepper, etc.) • Hunt wild animals in forests • Any crimes or illegal activities that are not categorized as Serious Crime | <ul style="list-style-type: none"> • Compensation: Money equivalent to the damage to a/ victim/s • Fine: US\$ 25 • Materials: 1 head of small pig or goat, 1 box of tua, cigarette, betal nut with leaves, and 1 suck of rice • In case the violator can not comply with the fines described above, he or she must be handed over to the police. |

29.2 In any juvenile crime, the parents of the child/children who commit/s such a crime shall be responsible for the crime and subject to fines and penalties described in Sub-Article 29.1.

CHAPTER 11: FINAL PROVISION AND EFFECTIVENESS**Article 30: Revision and Amendment**

30.1 These village regulations can be revised and amended whenever the need arises in accordance with any changes of the circumstances around the village, socio-economic conditions of local communities, and relevant legislative systems in the government.

30.2 The village committee shall hold meetings among the members whenever revising and amending these regulations. The amendment and revision of these village regulations shall be approved by a majority of local communities who participate in a plenary meeting organized by the committee.

Article 31: Effectiveness

31.1 These regulations are effective from the date signatures and announcement made by the leaders of Suco Talitu.

Announced and disseminated at Suco Talitu on ____ August, 2011 by

Domingos Araujo
Leader of the Committee
Chef de Suco of Suco Talitu

Joao Virgilio Teles
Co-Leader of the Committee
Secretary of Suco Talitu

Joao Mesquita de Deus
Chef de Aldeia of Talitu,
Suco Talitu

Luis de Jesus
Chef de Aldeia of Quelao,
Suco Talitu

Paulo Sarmiento
Chef de Aldeia of
Casamanatutu, Suco Talitu

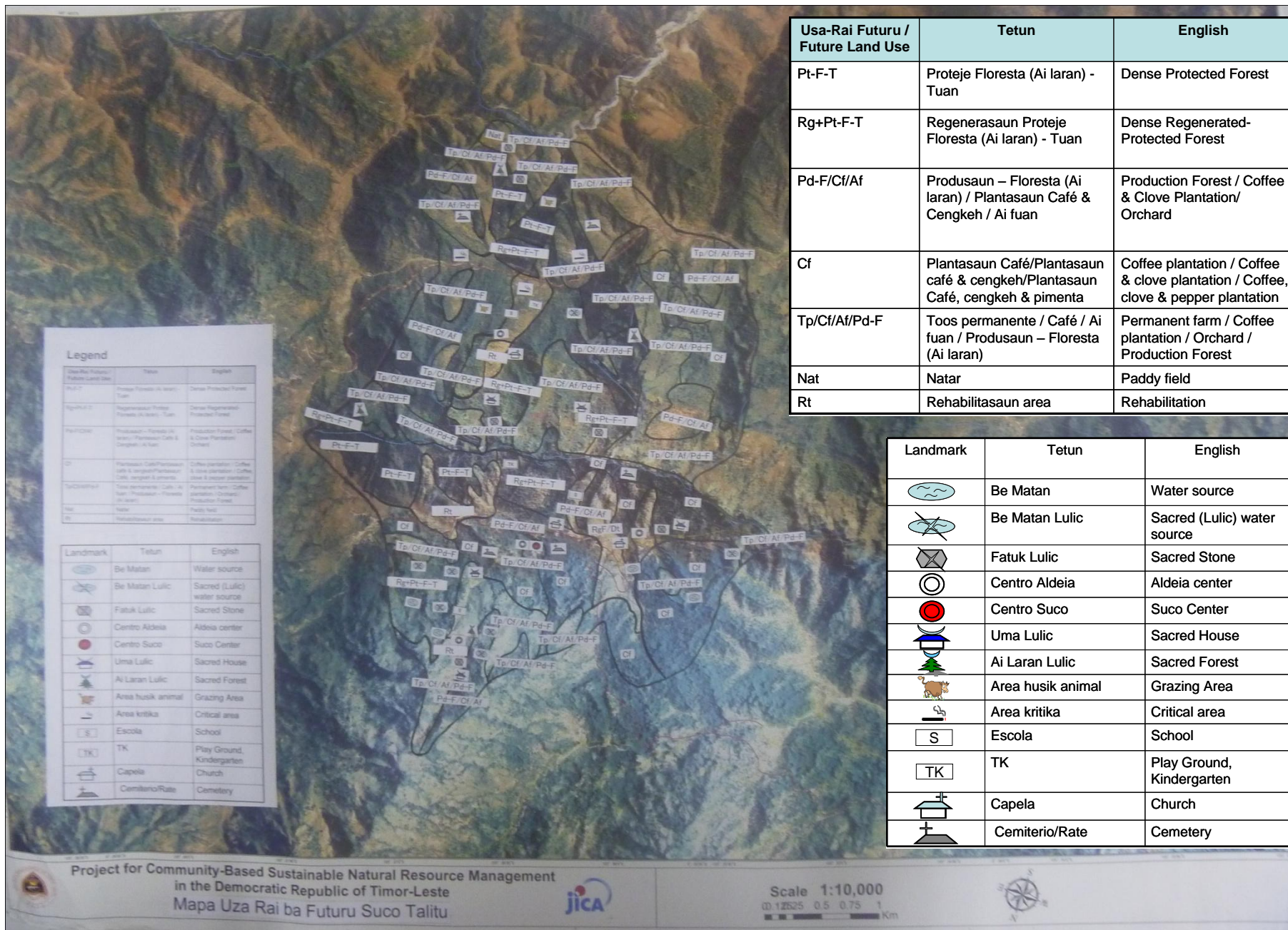
Matias Barreto
Chef de Aldeia of Fatukhun,
Suco Talitu

Approved and Endorsed on ____ August, 2011 by

Manuel Mendes
National Director of
National Directorate of
Forestry, MAF

Martinho Sequeira Alves Matos
District Administrator of Aileu
District

Abilio Alves
Sub-district Administrator of
Laulara Sub-district, Aileu
District



| Usa-Rai Futuru / Future Land Use | Tetun | English |
|----------------------------------|--|---|
| Pt-F-T | Proteje Floresta (Ai laran) - Tuan | Dense Protected Forest |
| Rg+Pt-F-T | Regenerasaun Proteje Floresta (Ai laran) - Tuan | Dense Regenerated-Protected Forest |
| Pd-F/Cf/Af | Produsaun – Floresta (Ai laran) / Plantasaun Café & Cengkeh / Ai fuan | Production Forest / Coffee & Clove Plantation/ Orchard |
| Cf | Plantasaun Café/Plantasaun café & cengkeh/Plantasaun Café, cengkeh & pimenta | Coffee plantation / Coffee & clove plantation / Coffee, clove & pepper plantation |
| Tp/Cf/Af/Pd-F | Toos permanente / Café / Ai fuan / Produsaun – Floresta (Ai laran) | Permanent farm / Coffee plantation / Orchard / Production Forest |
| Nat | Natar | Paddy field |
| Rt | Rehabilitasaun area | Rehabilitation |

| Landmark | Tetun | English |
|----------|-------------------|-----------------------------|
| | Be Matan | Water source |
| | Be Matan Lulic | Sacred (Lulic) water source |
| | Fatuk Lulic | Sacred Stone |
| | Centro Aldeia | Aldeia center |
| | Centro Suco | Suco Center |
| | Uma Lulic | Sacred House |
| | Ai Laran Lulic | Sacred Forest |
| | Area husik animal | Grazing Area |
| | Area kritika | Critical area |
| | Escola | School |
| | TK | Play Ground, Kindergarten |
| | Capela | Church |
| | Cemiterio/Rate | Cemetery |

Appendix-6 (2) Future Land Use Map of Suco Taltu

Attachment-2: Recommended Land Management Practices of the Land Use Categories

| Future land use | Permitted Activities | Prohibited Activities |
|---|--|---|
| - Dense Protected Forest (Ai Ru and Ai Bubur) | <ul style="list-style-type: none"> ➤ Graze animals in Fatukhun ➤ Cut Ai Ru for housing with the permission of suco leader and license of MAF ➤ Cut Ai Ru and Ai Bubur for fencing and making a kitchen with the permission of suco leaders and license of MAF ➤ Collect fallen/dead trees for firewood and sell them at the village | <ul style="list-style-type: none"> ➤ Don't burn the area ➤ Don't hunt wild animals ➤ Don't open the area for farming ➤ Don't cut branches of trees ➤ Don't cut trees for selling ➤ Don't graze animals in the area except in Fatukhun |
| - Dense Regenerated-Protected Forest (Ai Ru, Ai Bubur and other species) | <ul style="list-style-type: none"> ➤ Suck sap of tua ➤ Cut bamboo with the permission of owner for any purposes ➤ Cut Ai Bubur and Ai Ru for domestic uses with the permission of suco leader and license of MAF ➤ Cut planted trees, such as Ai kakeu, with the permission of owner and suco leader as well as license of MAF ➤ Plant new seedlings of trees, such as Ai Kakeu ➤ Collect fallen/dead trees for fire wood and sell them at the village ➤ Maintain the existing coffee plantations to produce coffee | <ul style="list-style-type: none"> ➤ Don't burn the area ➤ Don't hunt wild animals ➤ Don't open the area for farming ➤ Don't cut branches of trees ➤ Don't cut trees for selling ➤ Don't graze animals in the area |
| - Production Forest - Orchards - Coffee & Clove Plantation | <ul style="list-style-type: none"> ➤ Cut Ai Bubur and Ai Ru for domestic uses with the permission of suco leader and license of MAF ➤ Cut Ai Ru and Ai Bubur for fencing and making a kitchen with the permission of suco leaders and license of MAF ➤ Cut planted trees, such as Ai kakeu and other tree species, with the permission of owner and suco leader as well as license of MAF ➤ Cut bamboo with the permission of owner for any purposes ➤ Plant new seedlings of trees, such as Ai Kakeu, coffee, clove, and other species ➤ Collect fallen/dead trees for fire wood and sell them at the village | <ul style="list-style-type: none"> ➤ Don't burn the area ➤ Don't hunt wild animals ➤ Don't open the area for farming ➤ Don't cut branches of trees ➤ Don't cut trees for selling ➤ Don't graze animals in the area |
| - Coffee plantation - Coffee & clove plantation - Coffee, clove & pepper plantation | <ul style="list-style-type: none"> ➤ Plant seedlings of shade trees, coffee, clove and propping trees for pepper ➤ Collect fallen/dead trees for fire wood and sell them at the village ➤ Cut aged coffee for firewood | <ul style="list-style-type: none"> ➤ Don't cut trees except coffee ➤ Don't burn the area ➤ Don't open the area for farming ➤ Don't graze animals in the area ➤ Don't break branches of clove |
| - Permanent farm - Orchards/coffee - Production Forest | <ul style="list-style-type: none"> ➤ Cut grasses for land preparation ➤ Burn the area with firebreak lines ➤ Use somebody's else land with the permission of land owner ➤ Introduce soil conservation measures ➤ Plant seedlings of coffee, clove, shade trees, and other trees ➤ Harvest/Collect tua and bamboo with the permission of land owner ➤ Rear animals tied to trees/sticks | <ul style="list-style-type: none"> ➤ Don't clear somebody else's land without the permission of land owner ➤ Don't plant seedlings in somebody else's land without the permission of land owner ➤ Don't cut trees without the permission of suco leaders or license of MAF ➤ Don't graze animals in the area |
| - Paddy field | <ul style="list-style-type: none"> ➤ Produce paddy in the area ➤ Graze animals in the area only in the dry season ➤ Use the area for fish production | <ul style="list-style-type: none"> ➤ Don't use somebody else's land without the permission of land owner ➤ Don't graze animals in the rainy season |
| - Protected water sources | <ul style="list-style-type: none"> ➤ Plant seedlings of trees (Ai Hari, Ai Eda, etc.) to protect water ➤ Protect snake and eel in the source ➤ Make a nursery of vegetables 100 m from the source ➤ Fetch water at the source | <ul style="list-style-type: none"> ➤ Don't graze animal near the source ➤ Don't cut trees around the source ➤ Don't plant seedlings of trees that would cause a shortage of water ➤ Don't make a farm close to the source ➤ Don't burn areas around the source ➤ Don't throw waste/garbage around the source ➤ Don't wash clothes at the source ➤ Don't take a bath close to the source |

Attachment-3: Necessary Arrangements to Realize the Future Land Use

| Present land use | Future land use | Necessary Arrangements |
|--|--|--|
| Dense forest (Ai Ru and Ai Bubur) | - <u>Dense Protected Forest</u> (Ai Ru and Ai Bubur) | ➤ Protect the existing dense forest in cooperation with MAF (NDF/Forest Guard) |
| Medium forest (Ai Ru, Ai Bubur, and Ai Kakeu) | - <u>Dense Regenerated-Protected Forest</u> (Ai Ru, Ai Bubur and other species) | ➤ Protect the existing forest in cooperation with MAF (NDF/Forest Guard) ➤ Plant new seedlings of fast growing and leguminous trees in the area |
| Sparse forest (Ai Ru, Ai Bubur, and Ai Kakeu) | - <u>Production Forest</u> - <u>Orchards</u> - <u>Coffee & Clove Plantation</u> | ➤ Plant new seedlings of fruits and other trees that have economic values ➤ Plant new seedlings of fast growing and leguminous trees in the area |
| Coffee, Coffee & clove, and Coffee & clove with pepper plantations | - <u>Coffee plantation</u> - <u>Coffee & clove plantation</u> - <u>Coffee, clove & pepper plantation</u> | ➤ Plant new seedlings of coffee, clove, shade trees, and propping trees for pepper in the area ➤ Introduce new techniques to improve the productivity and quality of coffee ➤ Make a nursery for coffee, clove and shade trees |
| Shifting cultivation Sparse Au and Tua | - <u>Permanent farm</u> - <u>Orchards/coffee</u> - <u>Production Forest</u> | ➤ Introduce soil conservation measures ➤ Introduce agroforestry techniques ➤ Plant new seedlings of fruits, coffee, and shade trees ➤ Plant new seedlings of industrial trees |
| Paddy Field | - <u>Paddy Field</u> | ➤ Introduce a new technique to improve the productivity of paddy ➤ Introduce aquaculture techniques |
| Wasteland / Landslide area | - <u>Regenerated Area</u> | ➤ Protect the areas around the source of water |
| Water sources | - <u>Protected water sources</u> | ➤ Plant king grass and seedlings of leguminous trees |

VILLAGE REGULATIONS IN SUCO TOHUMETA (Second Version)

CHAPTER 1: GENERAL

This is the document that stipulates the village regulations of Suco Tohumeta, Sub-district Laulara, Aileu District. The first version of the regulations was developed in 2008, but were reviewed and revised by the leaders of the village in June 2012. The second version of the regulations was approved by all the community members through consultation meetings organized at each aldeia in July 2012.

CHAPTER 2: OBJECTIVES OF THE REGULATIONS

Article 1: The major aims of these regulations are to:

- a. ensure sustainable use and management of natural resources in Suco Tohumeta for the future generations;
- b. protect natural resources, such as trees, water, stones and sand, wildlife, and sacred places from exploitation from neighboring villages and other outsiders;
- c. protect personal properties, e.g., crops, trees, animals, farms, houses, and other properties from any damage caused by any negligent activities;
- d. restore forests by protecting seedlings/trees voluntarily planted by community members;
- e. secure the peace and order of the village and protect the life of families living in Suco Tohumeta; and
- f. increase income of the communities from farm produce and other natural resources except timber in the village.

CHAPTER 3: COVERAGE OF THE REGULATIONS

Article 2: The regulations shall apply to any case taking place and any persons living in the territory of Suco Tohumeta. Hence, anyone who uses or access the natural resources including lands in the territory of Suco Tohumeta or who lives or relates to community members in the village must observe the regulations.

Article 3: Serious crimes, such as murder, kidnapping, and robbery, are not handled by these regulations, but shall be brought to the police and judged by the law of the country.

Article 4: In case the person who violates or offends these regulations is still child, the guardian of the child, such parents or relatives of the child, shall be responsible for the case and be judged in accordance these regulations.

Article 5: Any issues or cases that may not be stipulated in these regulations shall be resolved through discussions among community members of Suco Tohumeta in a traditional manner.

Article 6: A petty case is not necessarily handled by these regulations. If the parties related to the case desire to settle the case amicably with the arbitration of a traditional leader, the case shall be resolved by Chef de Aldeia and traditional leaders of the aldeia in a traditional manner.

CHAPTER 4: GENERAL RULES OF THE REGULATIONS

Article 7: All community members must obey the laws of the country.

Article 8: These regulations shall be in line with the national law; therefore, these regulations shall be reviewed and revised when the national law is revised or newly enacted.

Article 9: No one can disturb the peace and order conditions of the villages for any reasons. In particular, any behaviors threaten other people's life and property, such as stealing, sexual harassment/violence, fighting, threatening, injuring, destroying or damaging public and private property, and destroying public event, are not allowed and must be penalized in accordance with these regulations.

Article 10: All community members shall give due respect to each other, especially the local leaders and elders, and comply with the Church's faith.

Article 11: Any community members shall not take any immoral acts, such as extramarital affairs or faithless relationship especially with people under age.

Article 12: No one can cut naturally growing trees for selling.

CHAPTER 5: DEFINITION OF TERMS

Article 13: The natural resources to be regulated by these village regulations include, but not limited to, the following: i) forest, ii) farm land, iii) spring, iv) coffee, v) tua, vi) bamboo, vii) grass, viii) wild animals, ix) sands and stones, x) crops, and xi) livestock animals.

Article 14: The village regulations are the rules and systems that the communities of Suco Tohumeta shall obey for attaining the objectives stated in Chapter 2.

Article 15: The communities are community members of Suco Tohumeta, including households living outside the village.

Article 16: The village committee is a village organization to be established under these regulations and shall be responsible for implementation of the regulations.

Article 17: The violator or offender is the person who breaks the rules stipulated in these regulations herewith. The suspect/defendant is the person/party who seemingly violates or offends the regulations or under investigation, while the victim/complaint is the person/party who files a claim to the village leaders.

CHAPTER 6: FUTURE LAND USE IN THE VILLAGE

Article 18: The area of Suco Tohumeta shall be used and managed in a proper and sustainable manner. All communities in Suco Tohumeta and/or anyone who uses the area in the territory of Suco Tohumeta shall make effort to balance sustainable management of natural resources and improvement/maintenance of livelihoods of local communities in the village. The present land use in the village shall be amended to achieve the environmentally-sound land use as shown in Attachment-1 and the following table.

| Present land use | Future land use | General guidelines on future land use |
|-------------------------------|--|--|
| Dense Ai ru-based forest | - <u>Dense Protected Forest (Ai Ru)</u> | <ul style="list-style-type: none"> - Protect dense forests to protect lands and water sources in the village. - Use the area for animal grazing. - Use the area for collection of firewood and materials for building houses. |
| Medium Ai bubur-based forest | - <u>Dense Regenerated-Protected Forest (Ai bubur and other species)</u> | <ul style="list-style-type: none"> - Enrich medium forests to dense forests. - Protect medium/dense forests to protect lands and water sources in the village. - Use the area for firewood collection. |
| Sparse Ai bubur-based forest | - <u>Medium Regenerated-Protected Forest (Ai bubur and other species)</u> - <u>Timber plantations</u> | <ul style="list-style-type: none"> - Regenerate /Enrich sparse forests to medium forests. - Protect medium forests to protect lands and water sources in the village. - Use the area for firewood collection. |
| Coffee plantation | - <u>Coffee plantation</u> | <ul style="list-style-type: none"> - Maintain and rehabilitate coffee plantation. |
| Area for plantation | - <u>Plantations (Timber / Orchard / Coffee)</u> | <ul style="list-style-type: none"> - Apply sloping conservation measures. - Plant seedlings. - Use the area for farming in a sustainable manner. |
| Area for shifting cultivation | - <u>Permanent/Fixed farm</u> - <u>Plantations (Timber / Orchard / Coffee)</u> | <ul style="list-style-type: none"> - Apply sloping conservation measures. - Plant seedlings. - Use the area for farming in a sustainable manner. |
| Home garden | - <u>Home garden</u> | <ul style="list-style-type: none"> - Maintain and improve home garden introducing farming techniques. |
| Water sources | - <u>Protected water sources</u> | <ul style="list-style-type: none"> - Protect the spring and its nearby areas. - Protect forests in the catchment of the spring. - Plant seedlings in the nearby area and catchment of the spring. |

Article 20: All communities in Suco Tohumeta shall use and manage the land use categories in a proper and sustainable manner in compliance with the recommended land management practices in specified in Attachment-2.

Article 21: In order for local communities in Suco Tohumeta to realize the future land use plan shown in Attachment-1, the village leaders shall provide necessary support and arrangements specified in Attachment-3 in coordination and cooperation with NDF, MAF District Office in Aileu, and any other external organizations.

CHAPTER 7: RULES / GUIDELINES ON USE OF NATURAL RESOURCES

Article 22: The following are categorized as illegal activities in Suco Tohumeta and will be subject to penalty by these regulations.

- a. Burn the following area under any circumstances: coffee plantation; area around a spring, forests, orchard, grassland for animal fodders, sacred places, area newly planted with seedlings, and farmland covered with forest.
- b. Cut trees (e.g., Ai ru, Ai na, Ai saria, Ai bubur, Ai kiar, Bamboo, Fafulu, and tua) for commercial purposes.
- c. Cut trees even for domestic and traditional purposes without permission of the village committee, land owner and MAF.
- d. Disturb the area within 10 meter radius from the spring by cutting trees, catching living animals (e.g., fish, shrimp, and any wild animals), burning/clearing the area, grazing livestock, and using any chemicals.
- e. Harvest fruits that belong to somebody else without permission of the owner.
- f. Graze livestock animals freely in the village.
- g. Use or cultivate a farm owned by somebody else without permission of the land owner.
- h. Use or cultivate the communal area at Mountain Manuhulu, which belongs to Suco Tohumeta.
- i. Steal other people's properties, such as livestock, agricultural products, and other goods and materials.
- j. Hunt wild animals, such as Squirrel, Meda, Monkey, Deer, Wild boar, and Wild birds, except when wild animals enter a farm and cause damage to crops in the farm.
- k. Sell sands and stones to outsiders, such as persons from Dili, without permission of the village committee.

Article 23: Persons who are not the communities of Suco Tohumeta can not use or explore any natural resources within the boundaries of Tohumeta without permission of the village committee and the owners.

Article 24: Persons who are not the communities of Suco Tohumeta but have cultivated farms since the Portuguese times within the boundaries of Suco Tohumeta can continue farming the same places but are not allowed to expand the farm or open a new farm.

Article 25: The communities in Suco Tohumeta and anyone who use the land within the boundaries of Suco Tohumeta shall obey the following guidelines.

- a. Burn only the areas that have been used as a permanent farm or shifting cultivation over years with firebreak lines.
- b. Collect dead and fallen trees for firewood.
- c. Cut trees only for construction of houses, funeral, and other traditional ceremonies, with permission of the village committee, the land owner and MAF.
- d. Cut trees standing in the own farm with permission of the village committee and MAF.
- e. Get permission of MAF to use a chainsaw for the purpose of c) and d) described above.

- f. Protect the area within 10 meter radius from a spring and plant fruit and other trees which can keep the flow of water near a spring.
- g. Graze livestock animals in the dense forest specified in the future land use map.
- h. Tie animals in the animal owner’s farm or the farm owned by somebody else with permission of the land owner.
- i. Put animals in a pen or fenced yard in the nighttime.
- j. Need to get permission of the owner of fruits when harvest fruits that belong to someone else in the case of a shortage of food.
- k. Need to get permission of the land owner when use or cultivate a farm that belongs to someone else in the village.
- l. Kill wild animals only in the case that animals enter a farm and cause damage to crops in the farm.
- m. Collect sands and stones in the own farm and/or communal area (e.g., riverbed of the Bemos river) with permission of the village committee.

CHAPTER 7: ORGANIZATION RESPONSIBLE FOR MANAGEMENT

Article 26: A village committee formed by the regulations shall e responsible for implementation and enforcement of these regulations. The committee shall be composed of the council of suco as shown below.

| Committee members | Person responsible |
|------------------------|--|
| Leader of Committee | Chef de Suco |
| Co-leader of committee | Representative of school (principal of school) |
| Secretary | Secretary of Suco |
| Treasurer | Youth representative (female) |
| Members | Chefs de Aldea |
| | Conselheiro Suco (Ansiaun) |
| | Youth representative (male) |
| | Lia Nain (Traditional leaders) |
| | Representatives of women’s group |
| | Representative of church |
| | Suco Police |

Appendix-1 shows the name of the persons appointed as the members of the committee. The member list with the names shall be revised and replaced by a new list when there is a change in the members.

Article 27: The mandates of the village committee of Suco Tohumeta are to:

- a. set up village regulations and prepare a future land use plan of Suco Tohumeta;
- b. resolve any issues within the village in accordance with these regulations;
- c. implement these regulations and the future land use plan;
- d. give instruction to suco police;
- e. oversee the works of suco police;
- f. encourage the communities to obey these regulations and achieve the future land use plan;

- g. ensure that the committee uses and manages the budget received from fines and/or other sources in a transparent and proper manner.

Article 28: Each aldeia select two persons from the communities as Suco Police.

Article 29: The committee members shall be renewed when the council of suco is changed. If communities judge that the composition of the committee needs to be reorganized under the consensus of the communities, the committee members shall be selected in a democratic way and chiefs of the committee, such as Leader of the committee and Co-Leader of the committee, shall also be selected among the committee members in a democratic way, such as voting.

Article 30: The roles and responsibilities of the committee members are as follows:

| Committee members | Roles and Responsibilities |
|------------------------|---|
| Leader of Committee | <ul style="list-style-type: none"> • Lead the village committee and chair the discussions in the meeting • Control and be responsible for members' activities; • Coordinate Chef de Aldeia, traditional leaders, and other members of the committee to solve/settle any issues in the village; • Coordinate the village leaders of the neighboring villages to discuss and solve the cases caused by communities in the same villages; • Coordinate with the Sub-district administrative office and other external organizations to solve any issues that cannot be handled by the village and implement the village regulations and the future land use plan of the village; • Be responsible for implementation and the village regulations and the future land use plan of the village; • Organize a regular meeting with other committee members at least once a month and any ad hoc/emergency meeting when required; • Take overall responsibility for management and use of the cash/fund of the committee; • Lead the village committee to monitor and evaluate the implementation of the village regulations and the future land use plan of the village; and • Lead the village committee to review and revise the village regulations and the future land use plan of the village. |
| Co-leader of committee | <ul style="list-style-type: none"> • Assume the responsibilities of the leader as an acting leader when the leader is absent; and • Assist the leader of the committee in fulfilling his/her tasks and duties. |
| Secretary | <ul style="list-style-type: none"> • Manage and file any documents of the committee; • Perform as a moderator in the meeting; • Coordinate the leader and other members of the committee when meetings are organized; and • Take a note of the discussions, especially judgments made by the committee, in the meeting to accumulate judicial precedents. |
| Treasurer | <ul style="list-style-type: none"> • Keep books of account and manage the cash/fund of the committee; and • Make a financial report to be submitted to the communities. |
| Chef de Aldeia | <ul style="list-style-type: none"> • Attend meetings and discussions at suco level on the behalf of the communities in the aldeia; • Solve any issues taking place in his/her aldeia in coordination with traditional leaders of the aldeia; • Report the results of deliberation/mediation meetings organized at aldeia level in the monthly monitoring meeting; • Consult with the leader of the committee about any issues/cases which can not be solved/settled at aldeia level; |

| Committee members | Roles and Responsibilities |
|----------------------------------|---|
| | <ul style="list-style-type: none"> • Attend deliberation/mediation meetings organized by the leader of the committee at suco level when needed; • Be responsible for implementation of the village regulations and the future land use plan at aldeia level; and • Assist the leader of the committee in the implementation of the village regulations and the future land use plan of the village. |
| Conselheiro Suco (Ansiaun) | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions to the committee; • Speak for elders in the village; • Coordinate with other elders in the village; • Help the leader of the committee and traditional leaders solve and settle any issues brought to suco; and • Assist the leader in the implementation of the village regulations and the future land use plan of the village. |
| Youth representative (male) | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions on behalf of the youth in the village; • Speak for the youth in the village; • Coordinate with other youth groups of the neighboring villages; and • Assist the leader in the implementation of the village regulations and the future land use plan of the village. |
| Lia Nain (Traditional leaders) | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions to the committee; • Solve any issues taking place in his aldeia in coordination with Chef de Aldeia; • Attend deliberation/mediation meetings organized by the leader of the committee at suco level to discuss the issues/cases which can not be solved at his aldeia; • Assist Chef de Aldeia in the implementation of the village regulations and the future land use plan at aldeia level; and • Assist Chef de Aldeia in the dissemination of the information of the village regulations to other communities in aldeia. |
| Representatives of women's group | <ul style="list-style-type: none"> • Attend discussions and meetings and provide suggestions on behalf of women in the village; • Speak for women in the village; • Coordinate with other women's groups of the neighboring villages; • Appoint women to prepare consumption for the meeting when required; and • Assist the leader in the implementation of the village regulations and the future land use plan of the village. |
| Representative of church | <ul style="list-style-type: none"> • Attend discussions and meetings at suco level and provide suggestions related to Catholic religion; • Give opening/closing prayers before starting and closing discussions; and • Assist the leader in the implementation of the village regulations and the future land use plan of the village. |
| Suco Police | <ul style="list-style-type: none"> • Regulate the activities of the communities in accordance with these regulations; and • Report any cases that violate/offend the regulations to the leader of the committee through Chef de Aldeia. |

Article 31: In case the leader and co-leader of the committee are absent or can not assume their responsibilities by any reasons, other committee members can select a transient representative among the remaining committee members as a provisional means.

Article 32: In case any member of the committee can not assume his/her responsibility or lose villagers' confidence due to his/her behavior, the committee shall select a new

representative to replace this person and gain approval for the replacement from community members.

CHAPTER 8: IMPLEMENTATION SYSTEM OF THE REGULATIONS

Article 33: These regulations shall be implemented as village by-laws/rules in Suco Tohumeta. All community members of the village shall obey these regulations.

Article 34: Anyone who commits violation or illegal activities stipulated in these regulations shall be penalized in accordance with these regulations.

Article 35: Any violation and/or illegal activities shall be reported to either Suco Police or Chef de Aldeia. Suco Police shall report the case to Chef de Aldeia and traditional leaders of the aldeia where the case takes place. Chef de Aldeia and the traditional leaders shall organize a deliberation/mediation meeting with litigants, and settle/solve the case with due considerations.

Article 35: In case a case cannot be settled at aldeia level, it shall be brought to the suco level.

Article 36: Upon request of Chef de Aldeia, Chef de Suco shall call for a meeting of the village committee inviting all the members of the committee to discuss the issue/case raised by Chef de Aldeia as described in Article 35.

Article 37: The village committee shall organize a mediation meeting with litigants when needed to verify the fact of the case. After due deliberation among the members, the committee shall find out the way to resolve the case and make judgments in accordance with the regulations.

Article 38: In case no settlement is made even at Suco level, the case shall be brought to the Sub-district Administrative Office.

Article 39: The expenses for a/ deliberation/mediation meeting/s shall be defrayed by both complainant and defendant in the beginning. The defeated party shall refund the expenses of the winning party after the conclusion made by the committee.

Article 40: Any person whose crime is judged as a serious crime in accordance with the law of the Government must be turned over to the police in addition to the penalty defined by these regulations.

CHAPTER 9: MONITORING OF IMPLEMENTATION AND INFORMATION DISSEMINATION TO COMMUNITIES

Article 41: The village committee shall hold a monitoring meeting every month to monitor the implementation of the village regulations and settle any issues which cannot be solved at aldeia level.

Article 42: In the monthly monitoring meeting, Chef de Aldeia shall report all the issues taking place in the respective aldeias in a month and the results of their judgments and

actions. In case there is any pending issue, they shall bring up such an issue for discussion in the meeting. The committee members shall give advice to Chef de Aldeia on how to treat and solve the issues.

Article 43: All the discussions in the monthly monitoring meeting at suco level shall be recorded by the Secretary or another member assigned by the Leader of the Committee in the beginning of the meeting. The records of the discussions, especially records of judicial precedents, shall be used as supplemental clauses of the village regulations.

Article 44: In order to familiarize community members in the village with the village regulations, Chef de Aldeia shall hold a meeting at Aldeia level inviting all the community members in his/her aldeia after the monthly monitoring meeting at suco level. In the meeting at aldeia level, chef de aldeia shall report the results of the discussions in the monthly monitoring meeting at suco level and help the community members to deepen their understanding of the village regulations.

CHAPTER 10: INCOME AND EXPENDITURE

Article 45: Income to be paid to the Village Committee are:

- a. fines on all illegal activities against these regulations; and
- b. commission fees/taxes on organization of an event/ceremony, selling stones and sands, and selling dry woods.

Article 46: Income must be spent only for i) payment to suco police, ii) consumables used in the meetings, iii) activities to restore natural resources in the village, such seedling production and reforestation, and iv) any benefits of community members of the village.

Article 47: A half of fines paid by a violator to the Village Committee shall be paid to Suco Police of the aldeia where the case takes place as an incentive for Suco Police.

Article 48: All income and expenditures must be documented and made completely transparent. The Village Committee shall hold a plenary meeting with all the communities in the village at the end of the year to report the annual income and expenses in a year (how much the Committee has collected in a year and how the Committee has used the income in a year).

CHAPTER 11: FINES AND PENALTIES

Article 49: Any person who violates against these rules stipulated in these regulations must be penalized as tabulated below. Fines and penalties vary with the level of crime as shown below.

| Level of Crime | Type of crime | Fines imposed |
|------------------------|--|---|
| 1. High level of crime | <ul style="list-style-type: none"> • Acts of violence to property and humans or destruction of properties, such as throwing stones, setting fire, destroying houses, and fighting • Sexual and domestic violence | <u>Payment to Victim</u> <ul style="list-style-type: none"> • Compensation for the damage <u>Payment to the Committee</u> <ul style="list-style-type: none"> • US\$ 50 • One head of big pig or one head of big goat |

| Level of Crime | Type of crime | Fines imposed |
|--------------------------|---|--|
| | <ul style="list-style-type: none"> • Immorality, such as sexual relations with people underage and extramarital affairs • Use of back magic • Stealing (coffee, farm products, animals, other property) • Disorderly drunk and rampage in village ceremonies • Any acts that cause damage to coffee plantation, farms, orchards, and farms, such as burning, cutting, and stealing • Any acts that destroy sacred places, such as burning and cutting trees • Any acts that destroy a spring (a source of water), such as contaminating a spring by poison or chemicals, planting trees that reduce the flow of water, cutting trees, and burning the area around a spring • Burning or doing any activities that cause severe damage to forests, houses or farms • Cut Ai saria, Teak, Ai kior without permission of land owner and the Committee | <ul style="list-style-type: none"> • In case the violator can not comply with the fines described above, he or she must either be brought to the Sub-district Administrative Office or engage in social services for the village for 30 days and unpaid work in the farm of the victim for another 30 days. |
| 2. Middle level of crime | <ul style="list-style-type: none"> • Graze animals around the sources of water (springs) and make them dirty • Graze animals in the communal land or farms owned by others • Extramarital affair or bigamy • Cut Ai ru without permission of land owner and the Committee | <p><u>Payment to Victim</u></p> <ul style="list-style-type: none"> • Compensation for the damage <p><u>Payment to the Committee</u></p> <ul style="list-style-type: none"> • US\$ 40 • One head of pig or goat • In case the violator can not comply with the fines described above, he or she must engage in social services for the village for two weeks and unpaid work in the farm of the victim for another two weeks. |
| 3. Low level of crime | <ul style="list-style-type: none"> • Cut any trees except Ai saria, Teak, Ai kior, and Ai ru without permission of land owner and the Committee • Any crimes or illegal activities that are not categorized as High level or Middle level crimes | <p><u>Payment to Victim</u></p> <ul style="list-style-type: none"> • Compensation for the damage <p><u>Payment to the Committee</u></p> <ul style="list-style-type: none"> • US\$ 25 • One head of pig or goat • In case the violator can not comply with the fines described above, he or she must engage in social services for the village for one week and unpaid work in the farm of the victim for another one week |

CHAPTER 12: COMMISSION FEES

Article 50: Any person who engages in the following events/ceremonies/activities shall pay the commission fees to the Village Committee according to the types of event/ceremony.

| | |
|--------------------------------|--|
| Funeral / Korametana ceremony: | \$ 25-50 per ceremony (depending on the economic situation of the family) |
|--------------------------------|--|

| | |
|--|---|
| Uma lisan ceremony: | \$ 25 per ceremony |
| Wedding ceremony (where a bride from other village gets married to a groom from Suco Tohumeta) | \$ 25 per ceremony |
| Wedding ceremony (where a couple from Suco Tohumeta get married) | \$ 5 per ceremony |
| Selling sands and stones: | \$ 1 per truck (for communities) \$ 2 per truck (for others) |

CHAPTER 13: FINAL PROVISION AND EFFECTIVENESS

Article 51: These regulations can be revised in accordance with the needs of the village in the future and the circumstances around the village or the progress of legislative set-up of the Government.

Article 52: In order to revise these regulations, the village committee must organize a meeting with the majority of communities in the village and have full approval from the participants.

Article 53: These regulations are effective from the date when they are officially announced and signed by the local leaders.

Article 54: The neighboring villages that may have also benefited from these natural resources must obey these regulations. If any one from the neighboring villages violates these regulations, he or she will be fined or penalized in accordance with these regulations.

Announced and disseminated at Suco Tohumeta on xx August, 2012 by

| | | |
|--|--|---|
| <hr/> <p>Duarte de Fatima Chefe de Suco of Suco Tohumeta (Leader of the Village Committee)</p> | <hr/> <p>Moizes de Conceição Co-Leader of the Village Committee of Suco Tohumeta</p> | <hr/> <p>Domingos Maria Lobo Chefe de Aldeia of Aldeia Tohumeta, Tohumeta</p> |
| <hr/> <p>Abilio do Rego Chefe de Aldeia of Aldeia Acadiru, Tohumeta</p> | <hr/> <p>Jose Lemos Chefe de Aldeia of Aldeia Berleumeta, Tohumeta</p> | |

Approved and Endorsed on xx August, 2012 by

Lourenco Borgas Fontes
Interim General Director of
MAF / National Director of
National Directorate of
Forestry, MAF

Martinho Matos Siquiera
District Administrator of
Aileu District

Abilio Alves
Sub-district Administrator of
Laurala Sub-district, Aileu
District

Joao Antalmo
Director of Department of
Protection and Forest
Management, NDF,
MAP

Fernando C. Araujo
Project Manager of the
Project for Community-
Based Natural Resource
Management, MAF

Appendix – 1: Members of the Village Committee (as of December 5, 2008)

| Naran | Responcabilidade | Delegacao |
|----------------------------|-----------------------------|-------------------------------|
| 1.Duarte de Fatima | Chief of the committee | Chef de Suco |
| 2.Moizes de Concecao | Vice chief of the committee | Principal of School |
| 3.Andre | Secretary | Youth representative (male) |
| 4.Tolo | Treasurer/Cashier | Youth representative (female) |
| 5.Verinoca Margareta | Member | Chef de Aldeia I |
| 6.Alfredo Barreto | Member | Chef de Aleia II |
| 7.Abilio Gomes | Member | Chef de Aldeia III |
| 8.Andre Tolo | Member | Lia Nain |
| 9.Manuel Marques | Member | Lia Nain |
| 10.Domingos Maria Lobo | Member | Lia Nain |
| 11.Jeronimu Barreto | Member | Lia Nain |
| 12.Clementino de Fatima | Member | Women’s representative |
| 13.Angelina Pereira Caerao | Member | Women’s representative |
| 14.Tereza Aleixu Ribeiro | Member | |
| 15.Marcelino de Jesus | Member | Representative of church |
| 16.Alberto Lopes | Member | Suco Police of Aldeia I |
| 17.Domingos Soares | Member | Suco Police of Aldeia I |
| 18.Jose Antonio Pereira | Member | Suco Police of Aldeia II |
| 19..Antonio de Jesus | Member | Suco Police of Aldeia II |
| 20.Alfredo da Silva | Member | Suco Police of Aldeia III |
| 21.Rafael hunu Barreto | Member | Suco Police of Aldeia III |

Appendix-1. Names of Members of the Village Committee (As of August xx, 2012)

| No | Name | Position | Delegasaun |
|----|-----------------------|------------------------|-------------------------------------|
| 1 | Duarte de Fatima | Leader of committee | Chef de Suco |
| 2 | Moizes de Conceicao | Co-leader of committee | Principle of school |
| 3 | Rosita Marques | Secretary | Secretary of Suco |
| 4 | Casimira Soriana | Treasurer | Youth representative (female) |
| 5 | Domingos Maria Lobo | Member | Chef de Aldeia of Aldeia I |
| 6 | Abilio do Rego | Member | Chef de Aldeia of Aldeia II |
| 7 | Jose Lemos | Member | Chef de Aldeia of Aldeia III |
| 8 | Domingos Gomes | Member | Lian Nain of Suco |
| 9 | Manuel Marques | Member | Lia Nain of Aldeia I |
| 10 | Jerenimo Barreto | Member | Lia Nain of Aldeia II |
| 11 | Clementino de Fatima | Member | Lia Nain of Aldeia III |
| 12 | Domingos Morreira | Member | Concil of Suco (Ansiaun) |
| 13 | Marta Doutel Sarmento | Member | Women's representative |
| 14 | Esperansa Soares | Member | Women's representative |
| 15 | Gaudensio Maia | Member | Youth representative (male) |
| 16 | Marcelino de Jesu | Member | Representative of church(Catekista) |
| 17 | Domingos Soares | Member | Suco police of Aldeia I |
| 18 | Alberto Lopes | Member | Suco police of Aldeia I |
| 19 | Jose Antonio Perreira | Member | Suco police of Aldeia II |
| 20 | Pascoal do Rego | Member | Suco police of Aldeia II |
| 21 | Alfredo da Silva | Member | Suco police of Aldeia III |
| 22 | Rafael Hunu Barreto | Member | Suco police of Aldeia III |



Legend

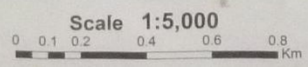
| Usa-Rai ba Futuru | Descripsaun | Usa-Rai agora | Descripsaun |
|---------------------|--|---------------|--------------------------------------|
| ALT-AIR | Ai Laran Tuan-Ai Ru | ALT-AIR | Ai Laran Tuan – Ai Ru |
| ALT-AIKhr | Ai Laran Tuan-Ai Kahur | ALN-AIB | Ai Laran Naruk – Ai Bubur |
| ALN-AIKhr/PAI | Ai Laran Naton – Ai Kahur/Plantasaun Ai | ALI-AIB | Ai Laran Ituan – Ai Bubur |
| To-P/ PAI+PAI+Cp | Toos permanente Plantasaun ai/Plantasaun ai fuan/Plantasaun kafe | To-Mb | Toos-Muda ba Mai |
| Uc-Tp | Uma comunidade ho Toos permanente (toos uma hun) | Uc-Tp | Uma comunidade ho Toos Permanente |
| PAI+PAI+Cp | Plantasaun ai/Plantasaun ai fuan/Plantasaun kafe | A-PA | Area Plantasaun Ai |
| PKhr | Plantasaun Kahur | P | Plantasaun |
| Cp | Plantasaun Kafe | Cp | Plantasaun Kafe |

| | Uma comunidade (toos uma hun) | Toos Permanente |
|------------|---|-------------------------|
| PAI+PAI+Cp | Plantasaun ai/Plantasaun ai fuan/Plantasaun kafe | A-PA Area Plantasaun Ai |
| PKhr | Plantasaun Kahur | P Plantasaun |
| Cp | Plantasaun Kafe | Cp Plantasaun Kafe |

| Landmark | Tetun | English |
|----------|----------------|-----------------------------|
| | Be Matan | Water source |
| | Be Matan Lulic | Sacred (Lulic) water source |
| | Centro Suco | Suco Center |
| | Rai Lulic | Sacred Place |
| | Uma Lulic | Traditional house |
| | Area klinika | Clinic |
| | Escola | School |

| Landmark | Tetun | English |
|----------|----------------|-----------------------------|
| | Be Matan | Water source |
| | Be Matan Lulic | Sacred (Lulic) water source |
| | Centro Suco | Suco Center |
| | Rai Lulic | Sacred Place |
| | Uma Lulic | Traditional house |
| | Area klinika | Clinic |
| | Escola | School |
| | Capela | Church |
| | Cemiterio/Rate | Cemetery |

Project for Community-Based Sustainable Natural Resource Management
in the Democratic Republic of Timor-Leste
of Suco Tohumeta



Attachent-1 Future Land Use Map of Suco Tohumeta

Attachment-2: Recommended Land Management Practices of the Land Use Categories

| Future land use | Permitted Activities | Prohibited Activities |
|--|--|---|
| - Dense Protected Forest (Ai Ru) | <ul style="list-style-type: none"> ➤ Cut Ai Bubur and Ai Ru for domestic uses with permission of Chef de Suco and the land owner (Need to get the permission of MAF when cutting trees more than 1 m3) ➤ Collect fallen branches and cut fallen trees for firewood. ➤ Graze animals with a/ care taker/s. | <ul style="list-style-type: none"> ➤ Don't burn the area. ➤ Don't open a new farm. ➤ Don't cut trees for sale. ➤ Don't cut trees even for domestic purposes without permission of Chef de Suco and the land owner. ➤ Don't graze animals freely in the area. ➤ Don't hunt wild animals. |
| - Dense Regenerated-Protected Forest (Ai bubur and other species) | <ul style="list-style-type: none"> ➤ Collect fallen branches and cut fallen trees for firewood. ➤ Graze animals with a/ care taker/s. ➤ Rear animal tied to trees/sticks in the area. ➤ Plant seedlings in the area. | <ul style="list-style-type: none"> ➤ Don't burn the area. ➤ Don't open a new farm. ➤ Don't cut trees for any purposes. ➤ Don't graze animals freely in the area. ➤ Don't hunt wild animals. |
| - Medium Regenerated-Protected Forest (Ai bubur and other species) | <ul style="list-style-type: none"> ➤ Collect fallen branches and cut fallen trees for firewood. ➤ Rear animal tied to trees/sticks in the area. ➤ Plant seedlings in the area. | <ul style="list-style-type: none"> ➤ Don't burn the area. ➤ Don't open a new farm. ➤ Don't cut trees for any purposes. ➤ Don't graze animals freely in the area. ➤ Don't hunt wild animals. |
| - Coffee plantation | <ul style="list-style-type: none"> ➤ Plant seedlings of coffee, cacao, and shade trees. ➤ Plant crops, e.g., taro, kontas, pepper, vanilla, etc. ➤ Prune branches of coffee and shade trees. ➤ Cut aged coffee trees. ➤ Collect fallen branches and cut fallen trees for firewood. ➤ Improve coffee plantation. | <ul style="list-style-type: none"> ➤ Don't burn the area. ➤ Don't open a new farm. ➤ Don't rear animal in the area. (Don't graze and tie animals in the area.) ➤ Don't hunt wild animals except when wild animals cause damage to coffee. |
| - Plantations (Timber / Orchard / Coffee) | <ul style="list-style-type: none"> ➤ Plant seedlings including timber and fruit species. ➤ Plant crops. ➤ Prune branches of trees. ➤ Cut planted trees with permission of Chef de Suco and the owner. ➤ Collect fallen branches and cut fallen trees for firewood. | <ul style="list-style-type: none"> ➤ Don't burn the area. ➤ Don't rear animal in the area. (Don't graze and tie animals in the area.) ➤ Don't cut planted trees without permission of Chef de Suco and the owner. |
| - <u>Permanent/Fixed farm</u> | <ul style="list-style-type: none"> ➤ Burn the area with firebreak lines or burn piled grasses at a part of the area. ➤ Cut grasses. ➤ Rear animals tied to sticks/trees after harvesting of crops. ➤ Plant seedlings including timber and fruit species. ➤ Plant crops. ➤ Cut planted trees with permission of Chef de Suco and the owner. | <ul style="list-style-type: none"> ➤ Don't burn the area without firebreak lines. ➤ Don't rear animal in the area during cropping. (Don't graze and tie animals in the area during cropping.) ➤ Don't cut planted trees without permission of Chef de Suco and the owner. |
| - <u>Home garden</u> | <ul style="list-style-type: none"> ➤ Plant crops and vegetables. ➤ Plant seedlings including timber and fruit species. ➤ Burn piled grasses at a part of the area. | <ul style="list-style-type: none"> ➤ Don't burn the area. ➤ Don't rear animal in the area. (Don't graze and tie animals in the area.) |
| - <u>Protected water sources</u> | <ul style="list-style-type: none"> ➤ Fetch and use water for domestic purposes (washing, drinking, cooking, bathing, etc.). | <ul style="list-style-type: none"> ➤ Don't burn the area near the source (within 50-100 m from the source). |

| Future land use | Permitted Activities | Prohibited Activities |
|-----------------|---|--|
| | nursery operation, watering animals and vegetables, and fish raising. ➤ Plant seedlings near the water source. | ➤ Don't cut trees near the source (within 50-100 m from the source). ➤ Don't make a farm near the source (within 50-100 m from the source). ➤ Don't rear (tie/graze) animals near the source (within 50-100 m from the source). ➤ Don't plant trees that would reduce the volume of water close to the source, such as teak. ➤ Don't kill eel, snake, and wild fishes in the source. ➤ Don't contaminate or disturb the source. |

Attachment-3: Necessary Arrangements to Realize the Future Land Use

| Present land use | Future land use | Necessary Arrangements |
|-------------------------------|--|---|
| Dense Ai ru-based forest | - <u>Dense Protected Forest (Ai Ru)</u> | ➤ Protect the existing forests in cooperation with MAF (NDF/Forest Guard). ➤ Reinforce the village regulations. ➤ Plant new seedlings in the area, especially after cutting trees. |
| Medium Ai bubur-based forest | - <u>Dense Regenerated-Protected Forest (Ai bubur and other species)</u> | ➤ Protect the existing forests in cooperation with MAF (NDF/Forest Guard). ➤ Reinforce the village regulations. ➤ Plant new seedlings in the area, especially after cutting trees. ➤ Develop terraces or apply soil conservation measures. |
| Sparse Ai bubur-based forest | - <u>Medium Regenerated-Protected Forest (Ai bubur and other species)</u> - <u>Timber plantations</u> | ➤ Protect the existing forests in cooperation with MAF (NDF/Forest Guard). ➤ Reinforce the village regulations. ➤ Plant new seedlings in the area, especially after cutting trees. ➤ Develop terraces or apply soil conservation measures. |
| Coffee plantation | - <u>Coffee plantation</u> | ➤ Plant seedlings of coffee and shade trees. ➤ Plant seedlings of cacao and other industrial crops. ➤ Maintain coffee and shade trees. |
| Area for plantation | - <u>Plantations (Timber / Orchard / Coffee)</u> | ➤ Maintain trees planted in the area. ➤ Develop terraces or apply soil conservation measures. ➤ Plant seedlings of timber, fruit, shade and coffee trees. |
| Area for shifting cultivation | - <u>Permanent/Fixed farm Plantations (Timber / Orchard / Coffee)</u> | ➤ Develop terraces or apply soil conservation measures (e.g., alley cropping technique) ➤ Plant seedlings of timber, fruit, shade and coffee trees. |
| Home garden | - <u>Home garden</u> | ➤ Apply soil conservation measures if necessary. |
| Water sources | - <u>Protected water sources</u> | ➤ Plant trees that can protect the source of water. ➤ Protect the areas around the source. ➤ Protect the catchment of the source. |

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---|
| Date of meeting | September, 27, 2011 |
| Village | Fadabloco |
| No. of participants | - 24 members from Suco Committee - 3 C/Ps (Messrs. Mario and Benjamin and Ms.Ameria) |
| Time of starting / Closing | 10:30 ~ 13:30 |
| Person in charge of entry | Yayoi Yoshioka |

2. Issues shared by Aldeia

Aldeia: Lilitei

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| Communities in the aldeia seem to pay more respect to each other according to the regulations. There has been no illegal cutting or wild fire. | - |
| A pig of CDS entered the other family's farm and the owner of the farm killed such a pig, although the regulations stated that the owner of the farm was not able to kill any animal entering a farm without any notice to the owner of animal for the first time. The meat of pig was shared equally by both parties and a meeting for mediation was held with the provision of one head of chicken and one bottle of tua sabu from CDS (owner of the pig). Having killed the pig without any warning, the owner of the farm also gave a small pig to CDS. Two Lia Nain, one for settlement and the other for lulun biti, were involved in solving this issue. CDS and the owner of the farm paid US\$ 5 and 1 to Lia Nain, respectively (US\$4 for Lia Nain for settlement and US\$ 2 for Lia Nain for Lulun Biti). | The committee advised CDA to remind communities of the articles of the village regulations, especially those under the chapter for livestock management. |

Aldeia: Lileu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There has been no major violation taking place in the aldeia. | - |
| There has been no crop damage caused by livestock animals. Communities in the aldeia consider that the village regulations are effective in controlling animals and can bring benefit to them. | - |

Aldeia: Liquica

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| Wildfires occurred along the main road in the aldeia, but CDA and other leaders have yet to identify the persons responsible for the fires. The cases seemed to be caused by outsiders passing by the village. | The committee advised CDA to share the information of the cases with other communities to watch a wildfire. |

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There are still some animals reared freely but some villagers started to tie their animals to trees along the river. | - |
| There is no violation against social norms written in the regulations | - |

Aldeia: Raifato

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| Communities in the aldeia started to control their animals by tying them to trees. There has been no wildfire, as communities burned only the collected cutting grasses in the farm or burned the farm with firebreak lines according to the regulations. | - |
| Communities in the aldeia obey the regulations and therefore, there has been no violation against the social norms written in the regulations. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| Agreements |
|---|
| One of CDAs expressed his opinion that most of the communities might have difficulty in paying the fines to be imposed on a violator, such as US\$80 or 50 for the case of serious crime. However, other CDAs insisted the fines should be kept as high as possible to prevent local communities from committing a crime. Finally, it was agreed that the amounts of fines should be kept as they were in the village regulations. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | - | - |

5. Any comments/suggestions from the person who makes this memo

| |
|---|
| Some committee members insisted that they should strictly follow the village regulations and impose the fines on any violators. However there would be cases which may not be easy to solve or settle, like in the case of Aldeia Lilitei, as time goes on. It is therefore important to use the village regulations as a guide, but not as a bible to obey strictly, so that they can cope flexibly with difficult issues, |
|---|

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | October, 25, 2011 |
| Village | Fadabloco |
| No. of participants | - 29 members from Suco Committee - 3 C/Ps (Messrs. Mario and Fransisco and Masqurine) |
| Time of starting / Closing | 10:30 ~ 12:30 |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Lilitei

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no forest fire, illegal cutting, or domestic violence in the aldeia. | - |
| There was one dispute taking place between a father and a son on the ownership of one head of animal. The son who lives in Refato mistakenly took an animal owned by his father who lives in Lilitei insisting his ownership of such an animal. Having discussed such an issue at suco level, both parties recognized the animal belonged to the father in the end. | A lulun biti has yet to be organized. The committee decided that the son (the violator) shall pay US\$ 40 with one head of buffalo for solving this case, as the case was brought to suco. On the other hand, the father (the victim) also decided to offer US\$ 40 with one head of pig to the committee. The contributions given by the father will not be used for solving the issue, but will be used for a ceremony at Easter. |

Aldeia: Raifato

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| There has been no illegal cutting, wild fire, or domestic violence. | - |
| As people started planting maize and other crops, all the animals have been tied up. | - |
| The same case as reported by CDA in Lilitei was reported by CDA in Raifato. | The same actions discussed in the case of Lilitei should be taken. |

Aldeia: Liquica

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There is no illegal cutting or crop damage caused by animals. All the animals in the aldeia have been tied up as communities started planting upland crops. | - |
| A wild fire took place along the river last week and burned a rather large area of forests. The fire was extinguished by communities before it reached their farms. The fire might come from the neighboring villages, either Suco Faturasa or Faturilau, or be caused by anyone in the aldeia. So far, there is no information on who should be responsible for the fire. At present, there is signs put on the borders with the neighboring villages. | There is a need to hold a meeting with the neighboring villages (Suco Faturasa and Suco Faturilau) to disseminate the village regulations to the leaders of the neighboring villages. Meetings with local communities at aldeia level should also be held to share this case and discuss the village regulations among communities, so that they could deepen their understanding of the village regulations. To disseminate the information, a mass in church at |

| | |
|--|---|
| Major issues in the month | Action taken / agreed upon by the committee |
| A similar wild fire took place in 2004. | each aldeia should be used as an opportunity to discuss with local communities. |
| One household killed one animal owned by another household, but the case was solved between both parties and therefore not reported to CDA for solution. | - |

Aldeia: Releu

| | |
|---|---|
| Major issues in the month | Action taken / agreed upon by the committee |
| There has been no illegal cutting, wild fire, or crop damage caused by animals. | - |
| All the animals in the village have been put in pens. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| |
|------------|
| Agreements |
| None |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | - | - |

5. Any comments/suggestions from the person who makes this memo

| |
|---|
| The cause of the wild fire should be discussed among local communities at Aldeia Liquica, to minimize the potential risks of occurrence of wild fires in future. At the same time, information dissemination to the neighboring villages shall be carried out with the assistance from the NGO. |
|---|

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|----------------------------|
| Date of meeting | 24 November 2011 |
| Village/Suco | Fadabloco |
| No. of participants | 16 persons |
| Time of starting / Closing | 02:30 pm ~ 02:00 pm |
| Person in charge of entry | Suco's committee secretary |

2. Issues shared by Aldeia

Aldeia: Raifato

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| There has been no forest fire, crop damage by animal, violence, or any illegal activity in the aldeia for the last month. | - |
| For settling the family issue taking place in October, the son (who took an animal of his father) killed one head of cow and paid US\$ 40 to the committee according to the regulations. The son also paid US\$ 40 to his father as an apology, but the father refused to receive the money and decided to give the same money to the committee. | The additional payment should be treated as a special case, and should not refer this case as a precedent, or no one will bring a case/issue to the committee to avoid additional payment. |

Aldeia: Lilitei

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no forest fire, crop damage by animal, domestic violence, or any illegal activity in the aldeia for the last month. | - |
| The same problem reported by CDA in Raifato was reported. In the beginning, CDAs of both aldeias tried to settle the issue at aldeia level, but they gave up the mediation, and therefore, the issue was brought to the committee. | - |

Aldeia: Liquica

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There has been no forest fire, violence, or any illegal activity in the aldeia for the last month. | - |
| There was a case that an animal entered the other person's farm. The issue was settled through the mutual discussion between both families in a traditional way. Furthermore, both families reminded other communities of the necessity of tying up animals. | - |

Aldeia: Releu

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no forest fire, violence, or any illegal activity in the aldeia for the last month. | - |
| Some communities cut branches of trees in their farms to reduce shade in the farms and at the same time to collect firewood. | No action is needed since such activities are allowed in the regulations. |
| There was a crop damage caused by an animal, but the issue will be solved through the mutual discussion between the related families. | - |
| CDA expects that almost all the communities in the aldeia understand that all animals in the aldeia need to be tied up or put in pens as the farms has been already planted with crops. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| Other topics | Action taken / agreed upon by the committee |
|--|---|
| One of the participants showed his concern that additional payment of US\$ 40 might affect the effectiveness of the village regulations, since the regulations only defined the fine of US\$ 40 for a minor offence. | It was agreed by the participants that this case should be treated as a special case and the committee should receive only the fine defined in the village regulations. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|----------------|---------------|--------------------------------|
| | | |

5. Any comments/suggestions from the person who makes this memo

| |
|--|
| a. The committee should be more careful of the collection of fines as well as management of money collected, otherwise local communities in the village might misunderstand the purpose of the village regulations, and finally end up in obeying the village regulations. |
|--|

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | January 27, 2012 |
| Village | Fadabloco |
| No. of participants | - 25 members from Suco Committee including CDS, CDAs and women - 2 C/P (Messrs. Mario and Benjamin) |
| Time of starting / Closing | 10:00 ~ 12:30 |
| Person in charge of entry | Yayoi Yoshioka |

2. Issues shared by Aldeia

Aldeia: Aldeia I (Lilitei)

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| - There has been no forest fire, illegal cutting or free grazing. | - |
| - A strong wind destroyed one house and shade trees in a coffee plantation in the Aldeia. | - CDA informed CDS about the damages caused by the wind. In response to the report submitted by CDS, District Aileu of Ministry of Social Solidarity came to the site to check the damage. |
| - Landslide happened due to heavy rains but there were no major damages to the houses and farms. | - |

Aldeia: Aldeia II (Raifato)

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - There has been no forest fire, illegal cutting or free grazing. | - |
| - A strong wind destroyed shade trees and some crops such as corn and cassava. | - |

Aldeia: Aldeia III (Liquica)

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| - There has been no forest fire, illegal cutting or free grazing. | - |
| - A drunken person made a fuss in the village. | Village leaders settled the issues through the discussion with the person. |
| - A strong wind damaged 2 houses, trees and crops. | CDA informed CDS of the damages of houses and CDS later reported to the office of Ministry of Social Solidarity in Aileu about the damages. |

Aldeia: Aldeia IV (Lileu)

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - There has been no forest fire, illegal cutting or free grazing | - |
| - No illegal cutting has been observed, but communities have cut branches to keep the crops exposed to sunlight. | - |
| - A Strong wind damaged 3 houses, trees and crops. | CDA will inform CDS about the damages to the houses and others. |

3. Other topics discussed, such as further action taken by the committee, etc.

| |
|---|
| Agreements |
| - It was agreed among the members that there had been no major violation on Village Regulations in the month. |
| - CDAs have not got any requests from their community members to hold Kore Metan so far. CDAs were requested to remind their community members of the relevant articles of the Village Regulation and ask them to inform CDAs if they would hold Kore Metan in this year. The village leaders will examine requests in terms of the necessity and economic condition of the families. |
| - It was also agreed among the members that CDAs should advise the people who received a government pension for retired soldier not just to use their pension for Kore metan but also to support their families, especially for the education of their children. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | - | - |
| | | |
| | | |
| | | |

5. Any comments/suggestions from the person who makes this memo

One of CDAs did not have a copy of Village Regulations.

The NGO shall check if the copies of VRs were already distributed to all CDAs so they could refer to the regulation when settling an issue as well as deepen their understanding on the contents of VRs.

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | October 30, 2012 |
| Village | Fadabloco |
| No. of participants | - 22 members from Suco Committee - 6 members from Suco Faturasa - 1 C/Ps (Mr. Benjamin Suri) |
| Time of starting / Closing | 10:30 ~ 14:00 |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Lilitei

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| There has been no wild fire, illegal cutting, crop damage caused by animals, domestic violence, or any violent act in the aldeia for the last two months. Communities have cut mainly branches of trees standing in their own farms. | CDA should advise local communities not to cut trees but just only branches. |
| The communities plan to plant cuttings of bamboo and other trees in the areas where landslide took place in he aldeia. | - |
| The communities have been busy preparing their lands, and are currently waiting for rains for planting. | - |

Aldeia: Rileu

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There has been no forest fire in the aldeia for the last two months, but there was a case where an incipient fire almost occurred in a forest close to a farm due to a strong wind. | CDA should remind local communities that they should pay due attention to the control of fire and preliminarily give information of burning their farms to the owners of the neighboring farms. |
| There has been no domestic violence, violent act, or crop damage caused by animals. Majority of animals have been put in pens, but some have been grazed in forests in the aldeia. | CDA shall encourage local communities to plant fodder crops/trees in and around their farms to secure animal feeds. |
| There has been no illegal cutting, but some households used a chain saw to cut dried trees with permission from CDA. | CDA should remind local communities that they should have permission from MAF District Office when using a chain saw. When anyone likes to use a chain saw, the following process should be taken to get the permission from MAF. - A person who likes to use a chainsaw shall first ask the permission of CDA. - CDA shall bring the request to CDS. - CDS shall request MAF to issue the permission. |
| A fire coming from Beriso burned the farms of two households of Rileu who lived in Berliso. | The results of the detailed discussions are described in Section 3. |

Aldeia: Liquica

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was a case of incipient fire that burned farms (with crops and orange trees) owned by one family. An owner of the farms was not able to control fire due to a strong wind when burning his farms. | CDA should remind local communities that they should pay due attention to the control of fire and preliminarily give information of burning their farms to the owners of the neighboring farms. |
| There has been no illegal cutting in the aldeia for the last two months, although the communities cut branches of trees in the farms. | CDA should advise local communities not to cut trees but only branches. |
| There has been no domestic violence or any violent act in the aldeias. | - |
| Although there has been no crop damage caused by animals, but some animals still have been grazed in forests in the aldeia. | CDA shall encourage local communities to plant fodder crops/trees in and around their farms to secure animal feeds. |

Aldeia: Raifato

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no wild fire, illegal cutting, domestic violence, violent act, or korametan in the aldeia for the last two months. Some communities cut trees for building houses with permission of CDA. | - |
| Communities are currently busy preparing their lands and waiting for rains for cropping.. In fact, some communities already sowed seeds; therefore, they are afraid that the germinated seeds might be damaged due to the lack of rains. | CDA should remind local communities that they should pay due attention to the control of fire and preliminarily give information of burning their farms to the owners of the neighboring farms. |

3. Other topics discussed, such as further action taken by the committee, etc.

| Agreements |
|---|
| <p>(1) Wildfire In case there is any similar case of wildfire taking place in the village, the committee shall summon a person responsible for a fire in a committee meeting for debriefing so as to avoid repeating a similar case.</p> <p>(2) Fires in Faturasa The representative from Suco Faturasa explained the background of their visit and made the following recommendations to reduce wildfires in both villages.</p> <ul style="list-style-type: none"> - Inform communities living along the boundaries between both villages about the village regulations; - Inform communities belonging to other villages but using the grazing area adjacent to Suco Faturasa and Fadabloco about the village regulations; and - Encourage communities not to commit any acts to cause a wildfire in a mass of church. <p>The representative from Rileu replied that the people not only in Rileu, but also other village, such as Liquidoe, use the route in Berliso, and therefore, there should be some persons appointed to watch or control the passengers.</p> |

Agreements

CDS of Fadabloco replied that it would be difficult to assign persons specifically for watching passengers, but he suggested that local communities should be kept encouraged not to commit any act causing a fire.

The representative from Faturasa also supported the suggestion given by CDS of Fadabloco stressing that the village leaders needed to remind local communities who pass the route of not causing a fire.

One of the members of Fadabloco also suggested that both committees should have a meeting with communities living along the boundaries once a month during the dry season (from July to October) and advise them to prevent a wild fire.

When a signboard is set up along the boundaries between Faturasa and Fadabloco, both committees should gather and have the first meeting with communities living around the boundaries. After the meeting, the committee shall continue the meeting during the season.

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | - | - |

5. Any comments/suggestions from the person who makes this memo

Next meeting will be held on November 30, 2012.

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | January 31, 2013 |
| Village | Fadabloco |
| No. of participants | - 12 villagers including a represent (Lia nain) of CDS, 4 CDA/their representatives (Some CDAs assisted the activities by church in Suco Hautoho.) |
| Time of starting / Closing | 11:30 ~ 14:30 |
| Person in charge of entry | Yayoi Yoshioka |

2. Issues shared by Aldeia

Aldeia: Rileu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - No fire, illegal cutting, free grazing or violence among the villagers was reported. | - |
| - On Dec 31, 2012, six cows damaged the farm in Berliso of Suco Faturasa. | - |
| - The communities concerned solved the case by themselves without supports from the committee. | - |
| - The owner of cow gave 190 USD to the owner of farm (Mr. Antonio) and 5 dollars to Suco Faturasa as a tax of the government. | - |
| - CDA commented that he notices positive changes in the aldeia citing an example that Ai Kakeu seedlings planted in the aldeia with the assistance from USC have not got damages by animals. | - |

Aldeia: Liquica

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| - No illegal cutting was reported. The community just cut branches for make fences and firewood following the regulations. | - |
| - World Vision distributed seedlings of coffee, kakeu, which were already planted by the communities. | - |
| - In January, 2013, a strong wind damaged nine houses. Seven households reported their damages to CDS and received construction materials from the government. | - |
| - On Dec 31, 2012, three (3) buffalos owned by Mr. Samuel de Androde died in the grazing area. It is considered that they were killed by the black magic. | - CDA shall share the information with villagers and remind them that the case could be categorized as a serious crime according to the regulations. |
| - The fact has not been clarified, but the case was reported to police by the community. | - |
| - The dispute between Mr. Tomas and CDS over the case of crop damage caused by CDS's buffalo has been pending since last | - USC shall organize a meeting on February 09, 2013 in coordination with church to settle the issue. The participants in the |

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| December. After a discussion between Mr. Tomas and CDS was broken up, Mr. Tomas never shown up and refused to have a meeting although the committee arranged several meetings with both parties to reconcile them. | meeting will first visit the farm of Mr. Tomas to assess the damage caused by the buffalo and estimate the amount of compensation. |
| - No free grazing, fire or violence was reported. | - |

Aldeia: Raifato

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - No illegal cutting was reported since the communities just cut branches for fence making in accordance with regulations. | - |
| - No landslide or free grazing was also reported. | - |
| - Seedlings distributed by World Vision, such as jackfruits, kakeu, orange and banana, planted by the communities. | - |
| - No free grazing, violence among the communities or landslide was reported. | - |

Aldeia:Lilitei

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - No illegal cutting or violence among the villagers was reported. | - |
| - Two horses damaged corn planted in a farm owned by Mr. Jose. | - The case was solved between the families in a traditional manner. |

3. Other topics discussed, such as further action taken by the committee, etc.

| Agreements |
|------------|
| |
| |
| |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| | | |

5. Any comments/suggestions from the person who makes this memo

When the case of crop damages caused by animal seems difficult to solve, the suco committee shall intervene in the dispute and help them investigate the damage so that they can mutually agree on the amount of compensation.

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---|
| Date of meeting | June 27, 2013 |
| Village | Suco Fadabloco |
| No. of participants | 14 participants including 1 CDA and representatives NDF: Messrs. Fernando Araujo and Mateus Gomes |
| Time of starting / Closing | 11:20 ~ 13:20 |
| Person in charge of entry | Yayoi Yoshioka |

2. Issues shared by Aldeia

Aldeia: Lilitei

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - No illegal cutting, wild fires or crop damage happened in June. | - |
| - One pig damaged crops (cassava) in a farm last week. The farm owner caught the pig and tried to find the animal owner, but he was not able to make it. Since it was difficult for the farm owner to keep the pig and the pig further damaged crops, he killed the pig. So far, the animal owner has not been identified yet although the farm owner is willing to pay for the pig to the animal owner. | - |
| - Some pigs and horses were found roaming around in the aldeia. The villagers caught such animals and put them in pens or tied to trees. | - |
| - A boy from Aldeia Lilitei did sexual violence to a girl from Aldeia Remehei of Suco Hautoho. - Boy's family reported the case to Aldeia as they could not amicably settle the issue in a family manner. | - CDA of Lilitei will organize a mediation meeting to solve the issue in coordination with CDA of Remehei of Suco Hautoho within this week. |
| - An issue on land dispute reported in the last meeting has not been resolved yet as one of the land owners has been staying in Dili. | - |

Aldeia: Raifato

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - No illegal cutting or wild fire was reported during June. | - |
| - Some pigs escaping from the animal pen damaged cassava in the demonstration plot last week. The owner of the pig has yet to be identified. | - Committee will help the land owner find the animal owner. |
| - Youths from Hautoho and Fadabloco belonging to martial arts groups fought each other on June 21 and 22. CDSs of Hautoho and Fadabloco solved the problem together with police. | - |

Aldeia: Liquica

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| - No illegal cutting, wild fire, crop damage or domestic violence happened in June. | - |
| - In order to repair seven houses damaged by strong winds in last February and March, the communities in the aldeia cut down around 40 trees in June, such as Ai ru, Ai bubur and casuarinas, with permission from CDA. | - |

Aldeia: Rileu

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| - No illegal cutting, wild fire, domestic violence or crop damage happened during the reporting period. | - |
| - Animals are currently properly managed. | - |
| - The communities cut just branches of trees for firewood. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| Topics |
|---|
| - Mr. Fernando Araujo, Project Manager, NDF, mentioned that community can cut trees just with permission of local authorities in case of emergency, such as reconstruction of houses damaged by a disaster, as reported in the meeting. |
| - The next meeting was scheduled on July 26. |

4. Any comments/suggestions from the person who makes this memo

End of document

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|--|
| Date of Meeting | October. 08, 2013 |
| Village | Fadabloco, Aldeia Rileu |
| No of Participant | 33 members including Chefe de Suco, 1 Chefe de Aldeia and 3 representatives of CDA 2 NDF staff (Mr. Egas Brites and Ms.Celestina Barreto) |
| Time Starting/closing | 11:15-14:30 |
| Person responsible for entry | Yayoi Yoshioka |

2. Issue shared by aldeia

Aldeia: Rileu

| Major issues in the month | Action taken/agreed upon by the committee |
|---|--|
| <ul style="list-style-type: none"> - A cow escaped from a pen in January 2013 damaged crops, such as cassava, taro and vegetables, in someone's farm in May 2013. - Although the owner of the farm was not able to catch the cow when he found the cow in his farm, the cow was trapped and killed by the fatal injury caused by the trap afterward. The meat of the cow was shared between the owners of the farm and the animal to settle the case in an out-of-court fashion. - They reported the case to CDA after settlement. | - |
| <ul style="list-style-type: none"> - On September 12, 2013, two (2) kids played with fire and cause a fire which damaged three (3) ha of ai bubur forest and 1 house in the aldeia. The fire was put out by communities. | <ul style="list-style-type: none"> - CDA shall order the parents of the kids to warn their kids not to play with fire anymore. - CDA will organize a meeting with the communities to call their attention to wildfire. |
| <ul style="list-style-type: none"> - No illegal cutting was reported. - A villager cut dried-up ai-ru trees with a chainsaw for domestic purpose with permission of CDA in advance. | - |
| <ul style="list-style-type: none"> - A house was burnt down by an accident fire during cooking on October 5, 2013. However, no other house was damaged by the fire. | <ul style="list-style-type: none"> - CDA will organize a meeting with the communities to call their attention to wildfire. |
| <ul style="list-style-type: none"> - No violation of the social norms in the regulations was reported. | - |

Aldeia: Liquica

| Major issues in the month | Action taken/agreed upon by the committee |
|---|--|
| <ul style="list-style-type: none"> - In general, large animals, e.g., cows, have been tied up along the river while small animals, e.g., pigs, have been put in pens in the aldeia. Only a few goats are still grazing in the areas along the river. | - |
| <ul style="list-style-type: none"> - No wild fire was reported. - A fire happened in the area of Aldeia Fakulao, Suco Faturasa along the boundary (river) with Aldeia Liquica | <ul style="list-style-type: none"> - The NGO will confirm the case with the village leaders of Suco Faturasa. |

| | |
|---|---|
| on September 18, 2013. There was no damage caused by such a fire in the area of Fadabloco. | |
| - No illegal cutting, animal damages or violent act was reported. | - |
| - Given the damage caused by the natural disaster happening in December 2012, the government provided 150 USD and roofing materials each to affected households. | - CDA shall remind communities, who may need to cut trees in the other aldeias, to get permission of land owners and CDA concerned whenever cutting trees for house construction. |
| - The afflicted families still need timbers for reconstruction of their houses. It might be however difficult for them to collect them in the aldeia due to scarcity of timber resources. | |

Aldeia: Lilitei

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| - No illegal cutting, wild fire or crop damage caused by animals was reported. | - |
| - Although there was no report on crop damage, some communities, including the members of village committee, still leave small animals roaming around in the aldeia. | - CDA shall remind the community to control even small animals especially in the planting season. |
| - Large animals are tied up/kept in pens so as not to damage crops in the farms. | - |
| - No violation of the social norms in the regulations was reported. | - |

Aldeia: Raifato

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| - No illegal cutting, wild fire, domestic violence or crop damage caused by animals was reported. | - |
| - Large animals have been put in pens, while small animals, such as goats, have been grazed in the aldeia due to scarcity of animal feed, especially in this season. | - CDA shall remind the community to control even small animals especially in the planting season. |
| - A villager cut trees with a chainsaw with permission of CDA in advance as prescribed in the VRs. | - |

3. Other Issues discussed

| Other topic |
|--|
| - Mr. Egas Brites, NDF, explained to the community that the community could cut trees with permission of CDA/CDS in case of natural disaster but they should replant trees after cutting. |
| - Ms. Celestina added that NDF could provide seedlings upon request in writing. |
| - Mr. Egas also gave a briefing about the circulation letter issued by NDF on lifting of the ban on cutting trees explaining the points to be checked by forest guards for issuance of a license for cutting, e.g., the land ownership, existence of surrounding water sources, environmental impact, and volume of trees to be cut. |
| - The illegal cutting in Lilitei by a villager in Kuda Narai was already discussed with the leaders of Kuda Narai. Such an illegal practice has been stopped since then. |
| - CDS mentioned that MAF had a plan to provide orange seedlings to the communities in the village. |
| - One of the participants expressed his concern about the situation where small animals have been found |

- roaming around in the village as such animals might cause crop damage.
- Another participant suggested assigning some communities in each aldeia the task of controlling animal grazing.
 - The representative from Liquica suggested that the NGO should encourage the animal owners who still grazed animals to participate in the monthly monitoring meeting so that they could deepen their understanding of the village regulation and enhance their consciousness of livestock management.
 - The NGO will organize a meeting with the suco council and some animal owners who still graze animals to discuss how to control animals in the village.

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|---------|--------|------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

It seems to be difficult for communities in Aldeia Lilitei and Raifato to stall feed animals, especially goats, in the dry season due to scarcity of animal feed.

Communities in the village should control small animals tying up or putting them in pens particularly after crops are planted as the NGO suggested in the meeting, although they have not had severe crop damage except some minor ones which they could accept.

It is therefore important to have a meeting with animal owners as suggested above so as to come up with effective and practical solutions to this matter.

Memo of the Monthly Monitoring Meeting

1. General information from the meeting

| | |
|-------------------------|---|
| Date of meeting | January 28 th , 2014 |
| Village/Suco | Fadabloco |
| No. Participants | 20 people with CDS and CDA except Rileu |
| starting/finishing time | 11:20am – 13:30pm |
| Person who wrote a Memo | Servacio do Nascimento |

2. Issue shared by the aldeias

Aldeia Rileu

| Major issue for this months | Action taken / agreed upon by the committee |
|---|--|
| - There was no case of wild fire, illegal cutting, or crop damage caused by animals reported in the area last month. | - All animals are now put in pens or tied with a rope to trees/sticks. |
| - There was no social violation happening in the area last month. | - |
| - <u>Progress of micro program:</u> The 1st and 2nd rounds of weeding have been done in the main and sub-group demonstration plots. At the same time. the majority of the members completed the 2 nd weeding in their own plots. | - |

Aldeia Lilitei

| Major issue for this month | Action taken / agreed upon by the committee |
|---|--|
| - There was no case of wild fire, illegal cutting, or crop damage caused by animals reported in the area last month. | - All animals are now put in pens or tied with a rope to trees/sticks. |
| - There was no social violation happening in the area last month. | - |
| - A pending case where a villager killed a pig that had roamed in the aldeia for five (5) days and finally damaged crops (cassava) in a farm was mutually settled by two families related to the case. - Although the owner of the pig was offended at the fact that his pig was killed without warning, he also realized his responsibility that he had left the pig roaming around in the aldeia for several days. | - |

Aldeia Raifato

| Major issue for this months | Action taken / agreed upon by the committee |
|--|---|
| - There was no case of wild fire, illegal cutting, or crop damage caused by animals reported in the area last month. | - All animals are now put in pens or tied with a rope to trees/sticks. |
| - There was a fight among youths from Remehei (Hautoho) and Raifato on January 25, 2014. Some youths from Remehei were attacked by those from Raifato because there was an | - CDA of Raifato tried to talk to CDA of Ramerhei but he was not able to do so until now. - The committee suggested that CDSs of Suco Fadabloco and Hautoho should call a meeting with |

| | |
|--|---|
| <p>allegation that a person from Remehei caused a fire which burned four (4) farms in Raifato.</p> <ul style="list-style-type: none"> - The case was reported to the police in Sub-district Remeio and the youths involved in the fight were arrested by the police. - The police released the youths warning them that the police would take necessary action if the same thing happens. The police also advised leaders of two (2) aldeias to talk to the youths and instruct them not to repeat the problem. - There has been no clear evidence showing the person of Remehei responsible for the fire so far. | <p>the CDAs concerned to facilitate the process of mediation. The results of the meeting shall be reported in the next meeting.</p> <ul style="list-style-type: none"> - CDA of Raifato suggested that that the next monthly monitoring meeting should be held in Raifato to give four (4) persons whose farms were burned an opportunity to voice their opinions. |
|--|---|

Aldeia Liquica

| Major issue for this months | Action taken / agreed upon by the committee |
|--|---|
| <ul style="list-style-type: none"> - There was no case of wild fire, illegal cutting, or crop damage caused by animals reported in the area last month. | <ul style="list-style-type: none"> - All animals are now put in pens or tied with a rope to trees/sticks. There has been no wild fire as it is currently the rainy season. |
| <ul style="list-style-type: none"> - There was no any violence act happening in the area last month. | <ul style="list-style-type: none"> - |

3. Any other topic discussed, such as action taken by committee and etc.

| |
|--|
| <ul style="list-style-type: none"> - There was a comment given by one of the participants in the meeting that the meeting should be held not only at the aldeia level but also at the different places in the suco, so that other communities could have chances to be informed about the village regulations and fines/penalties imposed on persons who violate the regulations. |
| <ul style="list-style-type: none"> - CDS commented that the monthly monitoring meeting was quite important as it could remind ourselves as well as other communities about the village regulations and straighten out our minds and attitudes according to the regulations. He also insisted the results of the meeting should be shared with other communities, especially those living in the remote areas, so that they could also be aware of what have happened in the village. - Mr. Adao, representative from Aldeia Liquica, also commented that the monthly monitoring meeting was so important that any concerns and problems could be discussed and settled by communities. The meeting is requisite for improvement of the conditions of the suco. - CDA of Lilitei stated that it was necessary to hold a meeting every month as they established the village regulations by themselves. - CDA of Raifato also supported the ideas of the other leaders. He further suggested that the meeting should be held not only at the center of suco/aldeia but also at several places, even those far from the centers of aldeias, so as to share information of the village regulations with as many communities living in the village as possible. |

4. Comment/suggestion to person who write this memo

| |
|--|
| <ul style="list-style-type: none"> - The next monthly meeting will be held in Raifato on the 26th of January, 2015. |
|--|

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|---|
| Date of Meeting | May 30, 2014 |
| Village | Suco Fadabloco |
| No of Participant | 33 members including CDS and 4 CDAs NDF/MAF: Mr. Celestina Barreto |
| Time Starting/closing | 11:15-13:30 |
| Person responsible for entry | Yayoi Yoshioka |

2. Issue shared by aldeia

Aldeia: Rileu

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| - No forest fire was reported. | - |
| - In the 3 rd week of May 2014, two (2) households cut dead trees equivalent to around 3 m ³ with a chainsaw to build houses with permission of CDA. CDA is not sure if the chainsaw used for cutting is officially registered in MAF. | - The suggestions given by the NDF officer are that: - CDA shall check the site and type of trees prior to the issuance of permission. - CDA shall also observe the process of cutting trees in the field to confirm if communities cut trees according to the guidelines/recommendations. - CDA shall check the license or registration when communities use a chainsaw. |
| - In March 2014, four (4) cows entered the central demonstration plot in the night and damaged some maize. The owner of the animals paid 20 USD in compensation for crop damage to the beneficiaries' group. | - CDA will remind communities not to graze livestock animals freely. |
| - There was no crop damage aside from the case mentioned above. In general, livestock animals have been well managed by putting them in pens or tying them to trees/sticks. | - |

Aldeia: Lilitei

| Major issues in the month | Action taken/agreed upon by the committee |
|---|--|
| - No wild fire, illegal cutting, disasters or fighting happened. | - |
| - Livestock animals are put in pens or tied to trees/sticks in general. | - |
| - A pig entered the central demonstration plot and damaged 11 plants of cassava in the 4 th week of April. CDA tried to have a meeting with the owner of the animal, who was also the landowner of the demonstration plot, but it was not realized. Hence, CDA handed over the case to CDS. - CDS had a meeting with the owner and instructed him to properly manage the pig. | - CDS and CDA will set a meeting with communities to urge them to manage and control their livestock animals in a proper manner. |

Aldeia: Raifato

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| - No illegal cutting or wild fire was reported. | - |
| - A pig owned by the landowner of the central demonstration plot damaged 7 plants of cassava | - CDA, with the assistance of the NGO, will hold a meeting with members of the |

| | |
|---|---|
| in the demonstration plot in the 4 th week of May. | beneficiaries' group including the landowner this or next week. |
| - A woman got pregnant by a man who already married another woman. - As the case could not be settled by the village leaders, the leaders advised the woman's family to bring the case to SDA or file the case to settle it. | - |

Aldeia: Liquica

| Major issues in the month | Action taken/agreed upon by the committee |
|---|--|
| - No forest fire or animal damages was reported. | - |
| - A total of 25 households whose houses got damage by strong winds in 2009 cut Ai bubur/Ai ru trees, which is equivalent to 9-16 poles or 1m3 each for household, with permission from the leaders. | - |
| - A cow coming from Rileu damaged crops in a farm on May 26, 2014. - The land owner has kept the animal since the animal owner is currently working in Maubesse. | - CDA will assist both parties in having a meeting after the animal owner comes back to the village to settle the issue. |

3. Other Issues discussed

| Other topic |
|--|
| - CDS showed his concerns about sustainability of effectiveness of the village regulations, as there were some cases where the payments set by amicable settlement were rather higher than compensation based on actual damage. - Currently, many communities have settled the issues, especially cases of crop damage by animals, in a family manner, since they like to avoid paying fines which are generally higher than the compensation set out of committee. - Hence, he insisted that the village leaders should intervene even in the process of amicable settlement and help related parties set an appropriate amount of compensation. - The NGO reminded the participants that compost should be prepared before the end of June 2014 to make it ready to use in October. |

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|----------------|---------------|-------------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

| |
|---|
| - Committee members need to pay due attention to control of animal grazing. In particular, the committee should have meetings with the landowners of the demonstration plots and urge them to control their animals properly to protect crops in the demonstration plots from any further damage. |
|---|

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Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---|
| Date of meeting | July 1, 2014 |
| Village | Aldeia Rileu, Fadabloco |
| No. of participants | - 17 villagers including chefi aldeia of Rileu, Representative of Aldeia Liquica, Lilitei and Raifato |
| Time of starting / Closing | 11:30 ~ 13.30 |
| Person in charge of entry | Isolino Guterres |

2. Issues shared by Aldeia

Aldeia: Raifato

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - There was no wild fire or illegal cutting reported last month. | - |
| - A pig entered the demonstration plot and caused damage on two plants of cassava. | - The owner has already put the pig in the pen after the case. - Local staff of the NGO reminded him to look after the pig |
| - A person in Raifato had an affair with a lady in the same aldeia, but later he also had an affair with another lady in Suco Fahisoi. The both ladies got pregnant. Both of them filed the issue have already brought the issue to suco, but the issue has not settled yet. | - In case that the case cannot be settled at the suco level, it would be brought to the higher level. |
| - The members of the beneficiaries' group have already set compost at the central and sub-group demonstration plots. - All the members except 8 members have also finished the first step (piling the materials in the pit) in their own plots. | - |

Aldeia: Lilitei

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| - There was no wild fire, illegal cutting, or crop damage reported last month. | - |
| - The first step of compost production has been already completed at the central and sub-group demonstration plots. - All the members except 4 members have also applied the same techniques to their own plots. | - |

Aldeia: Liquica

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - There was no wild fire, illegal cutting, or crop damage reported last month. | - |
| - A person got drunk and threatened others with machete. The issue was reported to the chefi aldeia. | - The case was already settled by chefi aldeia with the presence of police. The person was instructed not to threaten anyone anymore and ordered to pay US\$ 25 dollars and offer 5 lit of tua mutin for lulun bit. |
| - However, the person's family members attacked and injured the same person, who is | - This case has not been solved yet because the victim is currently in the hospital. |

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| hospitalized in the clinic in Remexio for treatment. | |
| - Likewise, the first step of compost making has been already completed in the central and sub-group demonstration plots, and individual plots of the members except 4 members. | - |

Aldeia:Rileu

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| - There was no wild fire, illegal cutting, or crop damage reported last month. | - |
| - Four (4) families cut 7 m3 of dead trees for building their houses with permission of chefi aldeia. | - |
| - Only two members have not finished the first step of compost making, but the rest of them have already prepared and piled compost at the individual plots in addition to the central and sub-group demonstration plots. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| |
|---|
| Agreements |
| The case of an affair in Raifato will be reported in the next meeting. |
| Ms Celestina (Central CP from NDF) advised the participants to consult with chefi aldeia and chefi suco prior to cutting trees for domestic purposes. |
| Next meeting will be held on Julho 25, 2014 |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| | | |

5. Any comments/suggestions from the person who makes this memo

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Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|--|
| Date of Meeting | September 19, 2014 |
| Village | Aldeia Liquica, Suco Fadabloco |
| No of Participant | 45 people with 1 CDA and other committee members |
| Time Starting/closing | 11:00 am – 02:00 pm |
| Person responsible for entry | Servacio do Nascimento |

2. Issue shared by aldeia

Aldeia Lilite: Reported by committee aldeia (Mr. Vidal)

| Major issue for this months | Action taken / agreed upon by the committee |
|---|--|
| <ul style="list-style-type: none"> - A wildfire occurred in the area close the border with Suco Bereliurai, Liquidoe on August 16, 2014. The fire was extinguished by communities in Lilitei around 10 pm, but it burnt around 3 hectares of eucalyptus forest and grass lands. | <ul style="list-style-type: none"> - The cause of fire has been identified yet, but some said that people grazing animals or fishing in the river might be involved in the case. - CDA and the members of the committee shall follow up the case. |
| <ul style="list-style-type: none"> - Another wildfire happened in Lilitei in August. It was believed that the fire was caused by littering of a cigarette butt thrown by a boy from Raifato. The fire burnt about 1 ha of the area planted with orange trees, banana, Ai ru, and Ai samutuku. - No action has been taken by the committee to settle the case yet. | <ul style="list-style-type: none"> - The committee in coordination with CDA shall call a meeting with those related to the case (i.e., the family of the boy who are possibly responsible for the case and the owner of the farm) to settle the case. - CDA and the committee shall report the results of the meeting in the next monthly monitoring meeting. |
| <ul style="list-style-type: none"> - There was no illegal cutting reported in the aldeia. Communities in the aldeia cut only branches of trees. | <ul style="list-style-type: none"> - |
| <ul style="list-style-type: none"> - There were still animals roaming around in the aldeia. Accordingly, some of them were owned by the committee members. - Although there was no report made so far, the roaming animals caused damage on orange trees, coffee trees, cassava crops, and papaya trees. | <ul style="list-style-type: none"> - It was agreed by the committee members as well as other participants in the meeting that a plenary meeting at aldeia level should be held to talk about the village regulations more. - The committee will decide the date of the meeting in consultation with CDS. - It was also recommended that the NGO and JICA & MAF Project Teams should attend the meeting. |
| <ul style="list-style-type: none"> - There was no any other illegal act reported in August/September. | <ul style="list-style-type: none"> - |
| <ul style="list-style-type: none"> - The micro program has been well implemented in the aldeia. Communities/ members of the beneficiaries' group are currently preparing local materials for building an animal pen. | <ul style="list-style-type: none"> - |

Aldeia Raifato

| Major issue for this month | Action taken / agreed upon by the committee |
|---|---|
| <ul style="list-style-type: none"> - There are still animals roaming around in the aldeai although there has been no report on crops damage made so far. Almost all goats in the aldeia seem not to be properly managed as | <ul style="list-style-type: none"> - The participants commented that there were some crops damage caused by roaming animals on cassava, banana, orange trees, coffee trees, and other crops. |

| | |
|---|---|
| stipulated in the regulations. | <ul style="list-style-type: none"> - It was agreed by the NGO and the committee that a meeting at aldeia level should be held to discuss this issue with communities and advise them not to set their animals free in the aldeia. - The date of the meeting will be decided in consultation with CDS. - CDA and the committee shall report the results of the meeting in the next monthly meeting. |
| <ul style="list-style-type: none"> - A wild fire happened in the border area with Liqueoe. The fire had burnt Ai bubur and Ai Samutuku along the 2 km length. The fire was extinguished by communities in Raifato and Remehei. - The cause of the fire has not been identified yet. | <ul style="list-style-type: none"> - The committee has appointed a group of people to watch out for fires in the area. - The committee also decided to put a signal/sign of tara bandu to remind people not to cause any wild fire in the area. |
| - There was no report made on illegal cutting or any other illegal act. | - |
| - The activities of the micro program, such as preparation of materials for building animal pens, turn-over of compost, and plowing/land cultivation have been conducted by the members well. | - |

Aldeia Rileu

| Major issue for this months | Action taken / agreed upon by the committee |
|---|--|
| <ul style="list-style-type: none"> - A wild fire happened in the area along the border with Suco Bereliurai and burnt Ai bubur forests for two days. In fact, communities thought that they extinguished the fire in the same day when the fire occurred, but the extinction seemed insufficient. - Another case of wild fire occurred in the aldeia in the same period. The case was allegedly caused by a mentally ill woman in the aldeia. | <ul style="list-style-type: none"> - Likewise, the committee in coordination with CDA should hold a meeting with communities at aldeia level to instruct them to pay due precaution against fires. - The representative from NDF suggested that the mentally ill woman should be brought to Dili for treatment/admission to a hospital. |
| <ul style="list-style-type: none"> - There was no case of illegal cutting reported for the last one month. - A person cut two (2) m3 of trees for building a house with permission from CDA using a chain saw. | - CDA reported that the numbers of the chain saws recorded in the aldeia were Steel HL 9110679177600 and 101016091. |
| <ul style="list-style-type: none"> - Although there was no crop damage reported in the aldeia, there were some animals found roaming around in the aldeia. - Owners of animals seemed not to pay due attention to the consequences of animal grazing to other communities. | <ul style="list-style-type: none"> - Accordingly, it is difficult for some owners to put their animals in pens or tied up due to the shortage of animal feed. - It was, however, agreed among the participants that owners of animals should watch their animals, even those unconfined/untied, to avoid the occurrence of crop damage. - CDA shall remind communities not to let their animals cause crop damage at the meeting mentioned above. |
| - There is no any other illegal act reported in the aldeia for the last one month. | - |

Aldeia Liquica

| Major issue for this months | Action taken / agreed upon by the committee |
|--|---|
| - There was no case of illegal cutting reported in the aldeia for the last one month. | - |
| - There was a wild fire happening in Kudanarai, a part of the aldeia, in August 28, 2014. The fire occurred at 4 pm and burnt about 2 ha until it was extinguished by communities in the night. - CDA gave four (4) persons in the aldeia an assignment to go to the place where the fire initially started and find out persons/families responsible for the fire. | - Accordingly, no one was found causing the wild fire in the area on the day when the fire occurred. - CDA will further follow up the case. - Likewise, the committee in coordination with CDA shall hold a meeting with communities at aldeia level to remind them of the consequences of wild fire. |
| - There was no crop damage reported in the aldeia for the last month. Most of animals have been grazed in the area designated for grazing in the aldeia. | - |
| - Four (4) sub-groups of the micro program have properly prepared compost and actively worked for building animal pens. | - |

3. Other Issues discussed

| Other topic |
|---|
| <ul style="list-style-type: none"> - The participants from Lilitei and Raifato suggested that people from Suco Perleumeta might be responsible for the wild fires happening along the borders. - The substitute for CDS instructed the participants to pay due attention to wild fire and not to burn a farm in an improper manner reminding them that anyone who cause a wild fire would be fined/penalized heavily. - Accordingly, when CDS arranged a meeting with communities who grazed animals freely in the village to seek solutions on this matter, no one showed up in the meeting. - Some participants commented in the meeting that it was the members of the committee who have left animals untied or unconfined and the committee should force them to put their animals in pens or take necessary action to penalize them, or other communities would not observe the village regulations. - The committee agreed to hold a meeting at suco level to further discuss the issue on animal grazing in the suco. The date of the meeting will be determined in consultation with CDS. - The next meeting will be decided by the NGO and the committee later. |

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|---------|--------|------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

| |
|---|
| - |
|---|

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Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|--------------------------------|
| Date of Meeting | October 31, 2014 |
| Village | Aldeia Liquica, Suco Fadabloco |
| No of Participant | 31 people with CDS and 4 CDAs |
| Time Starting/closing | 11:00 am – 02:00 pm |
| Person responsible for entry | |

2. Issue shared by aldeia

Aldeia Lilite

| Major issue for this months | Action taken / agreed upon by the committee |
|---|--|
| - There was no case of illegal cutting, wild fire, or any illegal act reported in the aldeia. | - |
| - Animals were put in pens or tied to trees/sticks. But there was one case of crop damage caused by a pig escaping from pens. - But pigs owned by about 20 HHs escaped from their pens and damaged crops in the owned by 20 HHs. | - |
| - A pig that entered a farm was killed by an owner of the farm even at the first case. Meats of the pig were shared by the owner of farm and those who worked for water tank construction. | - The committee shall have a meeting with the owner of the pig, the owner of the farm, and other persons related to the case to settle the case. - The results shall be reported in the next meeting. |
| - The fire caused by a boy from Raifato was settled. The family responsible for the fire will plant orange seedlings in the burned area in the rainy season. | - |
| - The fire happening on August 16 did not cause damage on the areas in Fadabloco, The fire was extinguished in Fahisoï with support from the communities in Lilitei. | - |

Aldeia Raifato

| Major issue for this month | Action taken / agreed upon by the committee |
|--|---|
| - There was no case of illegal cutting, crop damage caused by animals, or any illegal act reported in the aldeia. - One family cut trees for house construction with the permission of CDA. - The committee ordered the communities who use the fire-prone areas to put the sign of tara bandu and they did it. - There was no animal grazing | - |
| - A fire happened in Liquidoe and burnt the area of Remehei in Hautoho, but did not cause any damage on the areas of Raifato. | - |
| - CDA reminded the communities not to cause a wildfire and any illegal acts of illegal logging as | - |

| | |
|-------------------------|--|
| well as animal grazing. | |
|-------------------------|--|

Aldeia Rileu

| Major issue for this months | Action taken / agreed upon by the committee |
|---|--|
| <ul style="list-style-type: none"> - Two (2) wild fires happened in the areas named Erluis and Nurumera at the same time on October 21, 2014 and burnt forests, a farm with a farm house, 2 dogs, 2 chicken and injured 2 persons. - - Three (3) fires happened in the borders with Berliso, Ai, Na, Kiki on the same day at almost the same time, and burnt forests in Berliso. - The fires were extinguished by communities by next morning. - The fires burned about seven (7) ha in the aldeia. - The cause of the fires has not been identified yet. - The places are used for fishing and foot paths to Berliso and Tulatageo. The possible causes are the open fire, land preparation, and smoking. | <ul style="list-style-type: none"> - There is a need to enhance the consciousness of the risks of wild fires so that they should monitor and observe the fire-prone areas to minimize the occurrence of fire. - Families who live and use the fire-prone areas should be invited to the next monitoring meeting which will be held at Rileu, so as to give guidance to them in the meeting (Nov 18). - At the same time, it was suggested that the communities should be equipped with skills and tools |
| <ul style="list-style-type: none"> - There was no case of illegal cutting, crop damage caused by animals, or any illegal act reported in the aldeia. | <ul style="list-style-type: none"> - |

Aldeia Liquica

| Major issue for this months | Action taken / agreed upon by the committee |
|---|---|
| <ul style="list-style-type: none"> - There was no case of illegal cutting, crop damage caused by animals, or any illegal act reported in the aldeia. | <ul style="list-style-type: none"> - |
| <ul style="list-style-type: none"> - There was no wild fire happening in the area. | <ul style="list-style-type: none"> - |
| <ul style="list-style-type: none"> - The case of the wild fire happening on September 19 was settled - The person responsible for the fire was very old and caused by negligence - The committee decided that the son of the old guy should be responsible for the case. The son paid US\$ 40 to the committee and killed three (3) pigs (1 big and 2 smalls) for the mediation meeting. The mediation meeting was held with the presence of Lianain, CDA, Catakista, farm owners of damaged farms, and those participating in fire extinction on October 4, 2014. | <ul style="list-style-type: none"> - Accordingly, no one was found causing the wild fire in the area on the day when the fire occurred. - |

3. Other Issues discussed

| Other topic |
|--|
| <ul style="list-style-type: none"> - CDS insisted that every body especially those in kudanmarai and other fire-prone area should monitor and control each other. - VRs bans the hunting and fishing. - Traditional ceremony / family ceremony should be reduced because people forget the management of animals during the ceremonies. |

- CDA in Rileu should inform communities of ASUMAU who live in Rileu of the village regulations.
- The next meeting will be held on November 18.

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|---------|--------|------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

-

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--------------------|
| Date of meeting | September 28, 2011 |
| Village | Suco Faturasa |
| No. of participants | 16 persons |
| Time of starting / Closing | 10:00 ~ 13:00 |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Fakulau

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| Local communities in Fakulau have lived in peace since the Tara Bandu ceremony. There has been no wild fire or illegal cutting taking place in the village. There has been no crop damage caused by free grazing animal in the month. | - |
| The problem that local communities in Fakulau have faced in the dry season is the lack of water. | UNICEF will develop a water supply system in the village next year. |
| Part of the fences established by the JICA Study was already destroyed due to poor maintenance. | CDS suggested that CDA and other community members should be responsible for fixing and maintenance of the fences. |

Aldeia: Kaitasu

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| Like in the case of Fakulau, there has been no forest fire, illegal cutting, or free animal grazing in the aldeia in the month. | - |
| The fences set by the JICA Study should be extended by about 700 m to protect the farms in the aldeia from animals. | The NGO will discuss with local communities this issue to find a solution. |
| The problem that communities have faced in the dry season is the lack of food and seeds. | The NGO will coordinate with MAF and other relevant organizations to find sources of maize seeds for next cropping. |

Aldeia: Remehei

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| Awareness of the village regulations among local communities in the aldeia have become high after the second Tara Bandu ceremony. There were some communities who did not follow the village regulations before the second ceremony. | - |
| There have been still crop damages caused by wild animals or straying livestock animals (livestock animals living wildly), since the aldeia is wide and no fence is made. | The village leaders were advised to coordinate with the neighboring village to cope with such an issue, since livestock animals from the neighboring village seemed to be part of the straying animals that have damaged crops in the aldeia. |

Aldeia: Berliso

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| Livestock animals are controlled by local communities. | - |
| A couple of forest fires caused by outsiders who passed by the village took place in the month. | - |
| The problem that they have faced in the dry season is the lack of water. | UNICEF will develop a water supply system in the village next year. |

3. Other topics discussed

| Topics |
|---|
| <p>CDS suggested that:</p> <ul style="list-style-type: none">- CDAs should tell local communities that the village regulations were made by ourselves for our village and future generations (Before the regulations, we had done whatever we liked, but we made the regulations to change our life with the assistance of NGO and JICA.);- all communities should respect each other based on the regulations and our traditional customs; and- CDAs and council members should be responsible for any issues in the respective aldeias. <p>He further commented that:</p> <ul style="list-style-type: none">- wild animals as well as straying livestock animals including those from the neighboring village have caused crop damage in Berliso and Remehei; and- the common problem that communities have faced was the lack of food and seed. It would be quite difficult for them to grow upland crops in this rainy season due a shortage of seeds. |
| <p>One of the members of the committee suggested that there should be a mechanism to make other villages aware of the village regulations.</p> <p>The JICA Project Team responded that the Project planned to hold technical dissemination seminars at Remexio and Laulara in 2013 to introduce the activities done by the target villages to the neighboring villages.</p> <p>The Team also explained that the main objective of the Project was to develop a mechanism to disseminate the project activities to the neighboring villages and therefore the Project aimed to: i) develop the model cases of the village regulations in Aileu; ii) enhance the capacity of NDF to promote the village regulations to other villages; and iii) develop a new policy document on promotion of similar activities so that NDF can get financial and administrative support from MAF in the implementation of a similar project in the neighboring villages in the future.</p> |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | - | - |

5. Any comments/suggestions from the person who makes this memo

| |
|--|
| Local communities should be aware of their responsibility for the issue on wild animals or straying livestock animals since most of the animals used to be reared by communities and became wild in the Indonesian times. As long as they want the neighboring villages to follow their village regulations, they should control their animals according to the regulations. |
|--|

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---|
| Date of meeting | November 08, 2011 |
| Village | Faturasa |
| No. of participants | - 11 members from Suco Committee including 2 Chefes de Aldeia and Chefe de Suco - 2 C/Ps (Messrs. Mario and Benjamin) - JICA Project Team (Messrs. Mizuguchi and Isolino, Yoshioka) |
| Time of starting / Closing | 12:00 ~ 14:30 |
| Person in charge of entry | Yayoi Yoshioka |

2. Issues shared by Aldeia

Aldeia: Berliso

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - There is a family problem between a father and a son. In the case, a dog owned by the father bit a goat owned by the son. Then, the son got angry with his son (a grandson) and punished him physically for his carelessness. The father reacted sharply to the punishment on the grandson, strongly criticizing the son. As the case has yet to be settled, the chefe de aldeia is currently trying to solve the issue. | - The issue needs to be solved in accordance with the village regulations. - CDA shall arrange a mediation meeting between the father and the son in the presence of CDA and Lianain to settle this case in accordance with the village regulations. |
| - There has been no major problem, such as killing animals, wild fire, and illegal cutting, since the last meeting. | - |
| - There has been no crop damage caused by animal as the animals are kept tied up. | - |
| - Large animals, such as cow, are not well managed by the villagers at present, although they can manage small ones by rule. Large ones graze freely in the village during the daytime, and therefore, it is not easy for owners to control them even though they try to capture their animals. | - The animal owners need to continue pursuing their animals to manage and control them even during daytime. |

Aldeia: Caitaso

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| - There has been no major problem, such as killing animals, wild fire, and illegal cutting, since the last meeting. | - |

Aldeia: Fakulao

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| - A wild fire occurred in the aldeia in September, 2011. It is the first case since the village regulations were issued in 2008. The | - Once a person who committed the case is found, he or she shall be turned over to the police. |

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| suspect and cause of the fire have not been identified yet. The fire started in Fakulao and reached to Berliso, damaging farms and crops planted in the area. | <ul style="list-style-type: none"> - One of the committee members reminded the villagers in Aldeia of not putting fire without control. - The committee agreed that this issue should be discussed with communities in the next monthly meeting in the aldeia. |
| - Someone took another villager's goat without notice to Kuda Narai for barter. The owner of the goat found that his animal was taken by the person responsible for the case, and then reported the case to chef de aldeia. | - The case was already solved by the committee, and the person who grabbed the goat was ordered to return the goat to the owner by Nov 10, 2011. |
| - There were cases of crop damage caused by animals since a part of the fences along the grazing area was broken by around 100 meters in length due to the occurrence of landslide. | <ul style="list-style-type: none"> - USC-CTL together with communities shall visit the site to come up with the measures to be taken in the 3rd week of November, 2011. - The villagers plan to plant the bamboo at the landslide area. |

Aldeia: Remerhei

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - There has been no violation of the regulations, namely, no illegal cutting or wild fire in the aldeia. | |

3. Other topics discussed, such as further action taken by the committee, etc.

| Agreements |
|---|
| <p>Communities in Aldeia Remehei recommended putting clear messages to the neighboring villages in the notice board to be set up on the boundaries with Fatililau. One of the suggested messages was that "Any animals must be controlled by their owners. If any animal owned by communities in the surrounding villages entered the territory of Suco Faturasa and cause crop damage in the same, the owner of the animal will be dealt with in accordance with the village regulations of Suco Faturasa."</p> <p>Since the reason behind the recommendation above is the existence of straying animals coming from the neighboring villages, especially Suco Fatililau, the NGO committed itself to coordinate with the neighboring villages to set a meeting on this issue.</p> |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | | |

5. Any comments/suggestions from the person who makes this memo

- In addition to the absence of 2 CDA, there was no representative from church in the above meeting. Considering the influence of church on the community members as well as the effectiveness of mass to disseminate information on village regulations, the church representative should be involved well in the implementation of village regulations.
- It is important to discuss the issue on wild fire in Fakulao not only in the monthly meeting at aldeia level but also in other opportunities, such as mass in church.

- It is important to consider alternatives, such as structure works that could be manually constructed by local communities with local materials, to repair the function of the damaged fences in Fakulao.

6. Photos



End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---|
| Date of meeting | November 24, 2011 |
| Village | Faturasa |
| No. of participants | - 15 members from Suco Committee including 3 woman, 3 chefes de Aldeia and Chefe de Suco - 1 C/P (Mr. Mario) - JICA Project Team (Yoshioka) |
| Time of starting / Closing | 10:30 ~ 12:30 |
| Person in charge of entry | Yayoi Yoshioka |

2. Issues shared by Aldeia

Aldeia: Fakulao

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - They started fixing the broken part of fences with used sticks and some dry woods. - The condition of the fence is better than before. - They need more nails to complete repairing the fence. | - They will prepare seedlings of bamboo with the assistance of the NGO and plant the seedlings in the landslide area. |
| - Some animals in Aldeia Falulao were taken by a person from Suco Fadabloco. - The case was settled through mutual discussions between the related families as the family of the person who took animals had the family relationship with that of the owner of animals. | - |
| - There has been no wild fire in the reporting period. However, the cause of the fire that occurred in September is still unknown. - CDA reminded local communities of the necessity of controlling wild fires/illegal cutting when church organized masses. | - |
| - There is no free grazing, illegal cutting, or violence between youth and families. | - |

Aldeia: Caitaso

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| - Local communities have already fixed a total of 600 m of fences adding dried wood to reinforce the broken part. - They need more nails to fix another 1 km of fence. | - The NGO will provide additional nails necessary for fixing. - Local communities shall develop living fences along the existing fences planting seedlings with the assistance from the NGO. |
| - There have been no fire, illegal cutting, domestic violence and animal damage to the crops. | - |

Aldeia: Berliso

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| - All animals in the aldeia are currently kept in | - |

| | |
|--|--|
| Major issues in the month | Action taken / agreed upon by the committee |
| pens, no animal has been found freely grazing in the area. | |
| - There has been no violence act by the youth. | - |
| - The issue that took place between a father and a son in October has not settled yet as the father has not been convinced to reach a compromise with his son, despite the fact the priest from Remexio visited the village and tried to settle the issue. | - CDA will further discuss with the father and solve the issue based on the village regulations. |
| - There have been no illegal cutting and wild fire. | |

Aldeia: Remerhei

| | |
|--|---|
| Major issues in the month | Action taken / agreed upon by the committee |
| - There have been no wild fire, illegal cutting, or animal grazing in the aldeia during this reporting period. - Crops planted in the aldeia can grow well without fences owing to the village regulations. | - |
| - Some animals reared in the area that Suco Faturasa and the neighboring villages have commonly used for animal grazing were taken by the villagers of Suco Faturirau. The area is located outside the village and adjacent to Aldeia Remehei. - The villagers from Faturirau insist that communities in Faturasa have no right to use the said grazing area any longer as they also do not allow any communities outside the village to practice free grazing in their territories as the signboard standing on the boundary states that "Do not practice free grazing in Faturasa." | - CDS and CDA of Remerhei need to discuss this issue with the village leaders of the sucos which have used the traditional grazing area, especially Faturirau. - The villagers of the neighboring villages shall be invited to the annual meeting of USC in January 2012 to discuss this issue and reach the agreement on the use of traditional grazing area. |

3. Other topics discussed, such as further action taken by the committee, etc.

| |
|---|
| Agreements/Topics discussed |
| - Aldeia Berliso and Remerhei reported that every household in the aldeias has grown crops in the home garden without fence. Communities consider the village regulations a effective tool to protect their crops from animal damage. |
| - CDS reported that some villagers in Berliso cut trees (Ai ru) close to the water sources as well as in the area susceptible to landslide when colleting trees/wood for construction of primary school. This issue shall be discussed in the next meeting as CDA of Berliso did not attend the meeting. According to CDS, a forest guard conducted a site inspection prior to cutting. |

4. Revision needed/considered in the Village Regulations

| | | |
|---------|--------|-------------------------|
| Article | Clause | Points to be considered |
| - | | |

5. Any comments/suggestions from the person who makes this memo

- The village leaders shall encourage local communities to prevent wild fires on their own initiatives.
- As commented by CDA, communities in the village seem to be well aware of the effectiveness of the effectiveness of the village regulations in protecting their crops from animal damage.

- A site reconnaissance survey shall be carried out in the area where the existing fence was washed out by a landslide so as to identify/assess the future risks of landslide as well as come up with necessary measures to mitigate such risks of landslide/soil erosion.

6. Photos



End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---|
| Date of meeting | February 01, 2012 |
| Village | Faturasa |
| No. of participants | - 38 members from Suco Committee including 4 woman, CDAs and CDS - 1 C/P (Mr. Mario) - JICA Project Team (Mr. Isolino and Yoshioka) |
| Time of starting / Closing | 11:20 ~ 14:30 |
| Person in charge of entry | Yayoi Yoshioka |

2. Issues shared by Aldeia

Aldeia: Fakulao

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| - Neither illegal cutting nor forest fire has been observed. | - |
| - One buffalo entered Aldeia Kaitaso from Aldeia Fakulao and damaged crops, such as maize and tunis, in a farm. | - According to CDA, the owner of buffalo had willingness to compensate for crop damage but he was not able to communicate with the owner of the farm (the victim) as he was hearing impaired. CDA was asked to settle the case. - Consequently, the owner gave one pig to the victim and agreed to give 4 bundles of maize after harvesting the same. - CDA decided not to impose a fine on the owner as the issue could have amicably been settled between the parties in conflict without his intervention if the victim had not had any difficulty in communication. |
| - Some parts of fences for controlling animals still need to be fixed although there has been no major damage caused by animals. | - |

Aldeia: Kaitaso

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| - Neither illegal cutting nor forest fire has been observed. | - |
| - There was crop damage caused by one as reported by CDA of Fakulao. | - The case was reported to CDA of Kaitaso on 24 th Jan and settled on the following day. |
| - A total of 550m of fences for controlling animals need to be fixed. | - CDA will inform USC-CTL of the quantity of materials required for fixing fences. |

Aldeia: Berliso

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| - Neither illegal cutting nor forest fire has been observed. | - |
| - People from Tulataqueo have freely grazed their buffalos, pigs, cows and goats in the territory of Aidela Berliso since November 2011 | - USC will facilitate the discussion between CDA of Berliso and village leaders of Tulataqueo to settle the issue. |

| | |
|---|---|
| Major issues in the month without any notices to the villagers. | Action taken / agreed upon by the committee |
|---|---|

Aldeia: Remerhei

| | |
|--|---|
| Major issues in the month | Action taken / agreed upon by the committee |
| - No illegal cutting, forest fire or free grazing has been observed. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| |
|--|
| Agreements/Topics discussed |
| - In case any straying animal, such as cow and buffalo, such a animal could be considered as wild ones and killed therefore immediately on the following conditions: - No one claims ownership of the animal; and - No sign is confirmed on the animal; therefore it is hard to identify an owner of the animal. |
| - CDAs were requested to ask their community members about their willingness to organize Kore Metan so village leaders could examine all the requests in terms of the necessity to organize Kore Metan and the economic conditions of the households who intend to do so. |
| - In connection with the case of cutting trees close to the water sources, reported by a representative of Berliso in the monthly meeting held on Nov 2011, it was confirmed among the members that disturbing the area around the spring (up to 500 m above and 100 m below the spring and 100 m to both sides.) by farming, cutting trees, burning, building a house, and grazing animals was prohibited by the VRs. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | | |

5. Any comments/suggestions from the person who makes this memo

- In case some trees are cut with the issued license, village leaders should monitor if trees are cut properly.
- The committee members need to bring along the VRs at every monthly meeting so that they can refer to the VRs during the discussion.

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | October 19, 2012 |
| Village | Faturasa |
| No. of participants | - 23 members from Suco Committee - 2 C/Ps (Mr. Fernando Araujo and Benjamin Suri) - JICA Project Team (Co-chief Advisor) |
| Time of starting / Closing | 11:00 ~ 14:30 |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Fakulao

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There was no domestic violence in the aldeia, but there was a case of crop damage caused by an animal from Kaitaso. The case was solved by CDA in accordance with the regulations. | - |
| There was no information about the forest fire in the area between Faturasa and Tulataqueo. | - |
| In September, there was a wild fire coming from the river running along the boundaries with Fadabloco. The fire burned about 4 ha of forests in Fakulao and damaged fences of the grazing area and those of private farms. The cause of the fire has not been identified yet. | CDS and CDAs of the aldeias will attend the monthly monitoring meeting at Fadabloco to discuss the issue with the committee of Fadabloco. After the meeting with Fadabloco the committee of Fadabloco shall be invited to the monthly meeting in Faturasa so that the leaders of Fadabloco could understand the situation of Faturasa, The meetings with the other neighboring villages, such as Hautoho, Maumeta, and Faturirau, which generally use the area for animal grazing, may need to be held. There should be a signboard at the location of the fire as there is no signboard at present. The NGO will put up one signboard there in December. |
| One case of wild fire was reported recently. | CDA and Lianain will set a meeting to solve the issue after this meeting. |

Aldeia: Kaitaso

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There was no illegal cutting, loss of farm product, or domestic violence in the aldeia. | - |
| As reported by CDA in Berliso, there was a case that an animal damaged crops. | The case was already solved. |
| On August 27, a wild fire took place in the river running along the boundaries among Liquidoe, Fadabloco, Faturirau, and Faturasa. The fire was different from the fire reported by CDA of Fakulao. It burned forests, but there was no damage to crops. It took two days for local communities to extinguish the fire. Likewise, the cause of fire has not be identified yet. | CDA shall have a meeting with local communities to remind them, of not doing any acts causing a wild fire. In particular, CDA shall contact the households who use the area for animal grazing, including those from the neighboring villages. CDA shall also request all the communities in the aldeia to send at least one representative from each family to the next socialization meeting at aldeial level. |

Aldeia: Berliso

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was no illegal cutting, domestic violence, or loss of farm products in the aldeia. | - |
| There was a large scale of wild fire in September in the aldeia. The cause of the fire has not been identified yet. The area is also used for animal grazing in the rainy season, although no animal is currently grazed in the area due to a shortage of grasses. | CDA shall have a meeting with local communities to remind them of not burning forest for any reason. USC will assist local communities in planting fodder crops/trees to secure animal feeds, so as to prevent them from burning forests for regeneration of grasses. There should be a signboard in the boundary with Fadabloco as the burned area is also used by people from Fadabloco. The place proposed for the signboard is different from the site proposed by CDA in Fakulao. The NGO will review the plan and assess if the idea is necessary for protection of forests in the aldeia. |
| Animals in the village caused crop damage eating leaves and sticks of cassava since they have been grazed in the aldeia due to the shortage of grasses in forests. | USC shall support the installation of fence providing barbwire. CDA shall have a meeting with the members of the group and encourage them to keep animals, especially those provided by UCS, in a/ pen/s. In the rainy season, animals except those put in pens shall be pushed out of the center of the aldeia and grazed in forests. |

Aldeia: Remerhei

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There was no wildfire, illegal cutting, crop damage caused by animals, or domestic violence in the aldeia. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| Agreements/Topics discussed |
|--|
| One of the members asked if the Government could increase the number of forest guards to control illegal acts in the village, as it was quite difficult for them to control wild fires in the village. PM replied that the number of forest guards in Aileu District was still not enough to oversee all the sucos in the district, although the Government planned to increase the number of forest guards. He however stressed that MAF intended to enhance its capacity to help local communities with the assistance from the international organization. |
| CDS stated that the communities in the village needed to pay more respect each other, although the presentations made by CDA were generally good. He also reminded the members that communities should inform the village leaders of any cases in the village according to the regulations, CDS also suggested the NGO that the socialization meetings with local communities at aldeia level should be held in January 2013, as there would be many events in December 2012. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | | |

5. Any comments/suggestions from the person who makes this memo

- CDA and Lianain of Remehei did not attend the meeting. Although there was no specific case to be reported in the aldeia, the members of the committee should attend the meeting.
- There seems to be a need to discuss with local communities who graze their animals in the village to order them to follow the village regulations for whatever reasons reminding them that the village regulations are not only for the families currently living in the village but also for the sake of the future generations in the village.

Yoji Mizuguchi
Chief Advisor
JICA Project Team

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---|
| Date of meeting | January 30, 2013 |
| Village | Faturasa |
| No. of participants | - 17 villagers including a representative of CDS (Lia nain), 4 CDAs and katekista. (CDS could not participate due to solve the dispute with Faturilao.) |
| Time of starting / Closing | 11:10 ~ 15:30 |
| Person in charge of entry | Yayoi Yoshioka |

2. Issues shared by Aldeia

Aldeia: Fakulau

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| <ul style="list-style-type: none"> - Mr. Mateus paid 25 USD together with 1 sack of rice, 1 pig, cigarette and palm wine to CDA for his committing arson last year. - On Oct 19, 2012, the suco committee advised CDA to order him to pay the fines according to the regulation as those paid by Mr. Mateus was not the same as the provision of the village regulations. Therefore, CDA requested him twice to offset a shortage, but he refused to do so. - CDA returned the money and the other offers to him and sent the case to suco on Nov 09, 2012. - CDS decided to order him to offer 1 more goat and make an oath not to commit the same violation any longer. | <ul style="list-style-type: none"> - The suco committee shall discuss again with Mr. Mateus the fines that he is supposed to pay according to the regulations after CDS returns from Suco Faturilau since the amount of the fines is not the same as what the regulations stipulate even if he adds one more goat. |
| <ul style="list-style-type: none"> - No problem among young people was reported. | - |
| <ul style="list-style-type: none"> - A man stabbed his wife with a knife. She was able to survive but the man committed suicide in January, 2013. | - |
| <ul style="list-style-type: none"> - Buffalo damaged 0.5 ha of corn field in December, 2012. - The case was solved amicably between the families related to the case. - The owner of buffalo will give his harvest to the victim after harvesting the corn. | - |
| <ul style="list-style-type: none"> - No damage on fruits trees or illegal cutting was reported. | - |
| <ul style="list-style-type: none"> - Generally, animals are tied or put in cages. | - |

Aldeia: Kaitaso

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| <ul style="list-style-type: none"> - In December 2012, 70 buffalos from Kaitso damaged 7 ha of farms planted with maize, peanuts, cassava and banana in Suco Faturilau. According to CDA, there are still | - |

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| <p>many grasses growing in Fatrilau because of frequent fires in the area while there are less grasses available in Kaitaso due to no fire.</p> <ul style="list-style-type: none"> - The case was solved among families concerned. - The owners of animals gave 3 buffalos, 1 goat with 200 USD to the victims. - The families concerned started putting fences on the path where animals have usually taken to avoid their entering Suco Fatrilau. | |
| <ul style="list-style-type: none"> - No free grazing, illegal cutting, burning and violence among villagers happened. | - |

Aldeia: Remerhei

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| <ul style="list-style-type: none"> - A husband did external marriage affairs and went away to stay in Dili. | <ul style="list-style-type: none"> - No action has been taken by the committee since the man cannot be found. |
| <ul style="list-style-type: none"> - On Jan 3rd, 2013, seven cows owned by Mr. Francisco damaged the farm of 2 ha with corn, peanuts, tunis, owned by Mr, Juliano. - The case was settled between the families. The animal owner paid 50 USD to the victim. - Both parties are repairing the fences on the path where animals have usually taken to avoid their entering farms. | - |
| <ul style="list-style-type: none"> - Five young people killed two cows along the river at the village border with Suco Faturirau as the cows did not have any marks of ownership. However, the villagers from Faturirau claimed ownership of the cows insisting that they had marks. - On January 30, 2013, CDS and CDA of Aldeia Remerhei had a meeting with Suco Faturirau to solve the issue. | <ul style="list-style-type: none"> - Katekista also plans to attend the meeting in Suco Faturirau on Jan 31, 2013. |
| <ul style="list-style-type: none"> - No illegal cutting, burning, violence among villagers or crop damage was reported. | - |

Aldeia: Berliso

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| <ul style="list-style-type: none"> - A long-standing family dispute since 2011 over the case that a dog owned by the father bit a goat owned by his son was solved on January 10, 2013. - The family solved the case in a cultural way inviting CDA, CDS and katekist to the meeting. | - |
| <ul style="list-style-type: none"> - Two farm owners (Mr. Filomeno da Costa and Mr. Filomeno da Silva) reported that 20 cows damaged corn, cassava, banana, | <ul style="list-style-type: none"> - The committee shall inform neighboring villages of the remaining wild animals |

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| <p>tunis and beans planted in around 2 ha of their farms located close to the village borders on Dec 17 and 20, 2012.</p> <ul style="list-style-type: none"> - Accordingly, around 20 cows are still roaming around the area. - With the assistance from CDA, the farm owners informed the villagers of Suco Fahisoi, Asumau, Fadabloco and Tulataqueo of the case. But no one has claimed ownership of the cows. - They killed 1 cow to share the meat on Dec 24, 2012. They also took hairs of the cow, where communities generally make a mark of ownership, as an evidence that the cow they killed was wild. | <p>roaming in the area. USC will assist the committee member in the coordination with the neighboring sucos to come up with possible actions to cope with the problem among the villages concerned.</p> |
| <ul style="list-style-type: none"> - No illegal cutting or free grazing was reported. | <ul style="list-style-type: none"> - |
| <ul style="list-style-type: none"> - Some community members reported that their crops were stolen. - CDA got information from the communities on the day before the meeting. | <ul style="list-style-type: none"> - CDA shall share and discuss the case with the communities using the opportunities of mass. - USC shall also organize meetings on an aldeia level to share the results with the communities. |

3. Other topics discussed, such as further action taken by the committee, etc.

Agreements

The signboard for biological control of chromolaena in Kaitaso was damaged by wind. USC will fix it.

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| | | |

5. Any comments/suggestions from the person who makes this memo

- Aldeia-level meetings need to be held to deepen the communities' understanding on the village regulations and the activities done by the village committee.
- Technical support for livestock management, such as fodder production, needs to be introduced in parallel with the implementation of village regulations especially in the village where the community depends on livestock for their livelihood.

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---|
| Date of meeting | 28 June 2013 |
| Village | Faturasa |
| No. of participants | - 32 (8 members from Suco Committee) - 1 C/P (Mr. Fernando Araujo) - JICA Project Team (Local Coordinator) |
| Time of starting / Closing | 11:30 ~ 13:30 |
| Person in charge of entry | Isolino Guterres |

2. Issues shared by Aldeia

Aldeia: Ramerhei

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was no domestic violence | - |
| There was no wild fire or illegal cutting in aldeia | - |
| There was land dispute between two families; one family from Ramerhei and the other from Aldeia Fakulau | Two CDAs will set a meeting to solve this problem |

Aldeia: Kaitaso

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was no illegal cutting, loss of farm product, or domestic violence in the aldeia. | - |
| Community already understood the regulation | |
| There was no crops damage and no domestic violence | |

Aldeia: Fakulau

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There was no illegal cutting, domestic violence, or crops damage in aldeia | - |
| There was land dispute as reported by CDA of Ramerhei. | Two CDA will set a meeting to solve this problem. |
| USC has supported the installation of fence but community has not installed the barbwire that provided. | USC staff has asked chefi aldeia in order to install this barbwire that provided as soon as possible because it has been long time this material provided but so far action has not been taken. Chefi aldeia said that there has been lack of participation of community in installing the fence |

Aldeia: Berlisu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There was no wildfire, illegal cutting, crop damage caused by animals, or domestic violence in the aldeia. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | | |

5. Any comments/suggestions from the person who makes this memo

- CDA and Lianain of Berlisu did not attend the meeting. He sent the representative to report things that occurred in that aldeia.

Memo of Monthly Monitoring meeting

1. General information

| | |
|--------------------------|---|
| Date of meeting | 12/09/2013 |
| Suco | Faturasa |
| No. Participants | - 31 people (representa suco; maun nando) - Maun Egas Brites (NDF) |
| Place of meeting | - Aldeia Berliso |
| Time of starting/closing | 11:20am – 15:00pm |
| Ema nebe hakerek | Servacio do Nascimento |

General objective from the meeting

- It is conducting in aldeia level so that the community in aldeia level can also obtain information with regards to village regulation and progress of Mikro program
- Members of committee can present progress of activity and report all matters related to the activities
- Therefore the community can evaluate the regulation and progress of the Mikro program to better understand about the regulation and MP
- Have discussion in aldeia level to share information

2. Issue shared by aldeia

aldeia Berliso

| Issue important for this month | Action taken/agreed upon by the committee |
|--|---|
| <ul style="list-style-type: none"> - There is no sexual violence - There is wildfire in last month but the villagers put off the fire (do not know exactly how big is the area) - There is new wildfire happening again and is suspected that the fire came from neighboring village Tula Takeu and it could be from people from other village who walk pass the village everyday - There is wildfire happened in Lebumeta - There is illegal cutting but the aldeia chief was not informed or he was not aware if any proposal from community - There is illegal cutting happened and there is cubic of wood have been chopped by anonymous people it happened in first week of the month | <p>-</p> <p>The community in the area of Berliso has taken their own initiative to put off the fire and the area that burnt was about 3 hectare.</p> <p>The committee and chefe suco keep maintain the village regulation and will try hard to find out who has been burning the forest. Chefe suco and committee members will pay attention for this month and next month and find out where is the fire comes from.</p> <p>Chefe suco and the committee members will pay attention and remain the community about the village regulation and find out who cut the trees</p> <p>The Chefe aldeia of berliso asked the chefe aldeia</p> |

| | |
|--|--|
| <ul style="list-style-type: none"> - There is some people who still wants to have their animal free grazing - Close to water tank in the aldeia, some people still let their pigs roaming around. - There is some crops damaged by animal in Aldeia Berliso such as banana, young tree of jack fruit and many others) it happened last week and it is suspected that the animals come from Fakulao - In Marita area, animals have been destroying food crops and it is suspected that the animal comes from Kaitaso and Fakulao | <p>from Kaitaso and Fakulao to let their community members to put their animal in the pen and they will discuss about the possibility of putting the animal back into pen or tight otherwise the chefe aldeia from Berliso will organize his community to kill the animal if it enter community's plot again</p> <ul style="list-style-type: none"> - The committee will find out who is the owner and will resolve based on the village regulation |
|--|--|

 **Aldeia Kaitaso Reported by Miguel Mendonca**

| Important issue for the month | Action take /agreed upon by the committee |
|---|---|
| <ul style="list-style-type: none"> - there is no wild fire - There is no illegal cutting - The chainsaw machine has not been operating - There is no farmer destroying another farmer plot - There is no crop damage by animal - There is no sexual violence - There is no problem in general - There is one problem but it link to aldeia Fakulao and will later explain by the chefe aldeia Fakulao | <p>It is recommended that community in aldeia Kaitaso to maintain village regulation and keep good work that they have achieved</p> |

 **Aldeia Fakulao**

| Important issue for this month | Action taken/agreed upon by the committee |
|--|---|
| <ul style="list-style-type: none"> - There is no domestic violence - There is no stealing - There is no wildfire - There is no illegal cutting - There is no sexual violence - There is animals enter some villagers plot but there is no claim (a villager named Domingos said that there is still some animals are still free grazing and some people still tight there animals in another farmer's plot - There is some horse entered main Demonstration plot of Kaitaso | <p>The owner of the farm called the owner of the animals to resolve immediately in family manner. During this month it is important to work together and figure out solution for the problem encounter. If find out some animals damaging the crops or are free grazing, the animal owner</p> |

| | |
|--|--|
| <ul style="list-style-type: none"> - There is some cows still enter some farmer's plot too - There is no unity between communities to uphold village regulation that already exist - Problem link with aldeia Kaitaso is that between two villagers (uncle in law and son in law fight on the honey nest who is located in uncle in law land but harness by uncle in law without permission) it happened in 15 of June but has not been resolved till now. - Free grazing animals have become one of the issue in this month as the fence area of letting animal free is damaged as there is land slide <ul style="list-style-type: none"> - There is a problem happen between two villagers. Uncle in law and son in law. Son in law wants to resolve it but uncle in law does not want. <ul style="list-style-type: none"> ✓ The problem occurred in 18 of May 2012 where the son in law (his son) gets married to his brother daughter. The uncle in law felt unsatisfied and went claim a horse from the son in law without any information. The son in law felt that the uncle was stealing from him and asked his uncle to give the horse back and in 22 of April 2013 the horse was given back to son in law but from there the two relation is broken and the uncle in law does not want to talk to the son in law again even if he want to. - At the moment the son in law want to fix the two relationship so both parties can live normal again but the uncle in law does not want | <p>should be promptly noted so that he/she aware that their animal is letting free or be responsible when damage to crops have been done. It is also important that the members of committee keep remain the community about village regulation</p> <p>The community members will try to resolve it, it was not resolved by the community as it was thought that they have resolved it family way.</p> <p>The community will do maintenance in this area so that the cows that enter the village can be brought back to the area of free grazing. The area is about 4km and when it was done JICA project team helped the community to establish it.</p> <p>The problem between the two cousins has been resolved by the local authority and church. The problem between the uncle in law and son in law has not been resolved as the uncle does not want collaborate, however chefe aldeia and committee members will do negotiation between the two in order to resolve the problem and restore peace between the two. The result of the negotiation or resolve the problem will be reported in next monthly monitoring meeting.</p> |
|--|--|

 **Aldeia Remerhei**

| Major issue for the month | Action taken /agreed upon by committee |
|--|--|
| <ul style="list-style-type: none"> - There is no illegal cutting - There is no free grazing animal - There is no sexual violence - There is no shifting plot as preferred - Collaborate well with local staff of USC-TL | |

| | |
|--|--|
| Animals enter farmer plot become issue at the moment | <p>treatment. There is also free vaccination offer by government at the moment, therefore it is important to let chefe aldeia or chefe suco know when facing the problem</p> <p>Based on village regulation, animals that enter farmer plot will be given warned however the same thing happen again by the same animal, the animal will be killed (article 7)</p> |
|--|--|

4. Any comments/suggestions from the person who makes this memo

- a. It is recommended in the meeting that it is important that the neighboring village can also adopt same village regulation in order to minimize the tension between two village and therefore the two village can based on the village regulation when facing problem between the two sucos.
- b. It is important that the community in Faturasa remain uphold the regulation and try to resolve problem based on the condition that already exist and not to be easily manipulated from the illegal or not properly action by the community in the border area
- c. It is suggested that chefe aldeias from the three aldeia except chefe aldeia from Berliso to share information of monthly monitoring meeting to the community in the three aldeia as they did not participate in the meeting.
- d. it is suggested that community will pay attention to border area between villages as well as in the area close to river mouth in order to prevent wildfire spread wildly in Faturasa and the community also keep maintain rules and regulation that have been established.
- e. Next meeting will be in Fakulao in fourth week of October 2013

After the meeting we went to monitor some activity in the field

- We observed that the activity of sewing is happening, there were actually two sewing machine were using to conduct training of sew.
- Some of women group members are new (20) as the old members did not want to continue involve in the activity
- The sub group demo plot in Berliso is established very well, the terrace bench and terrace compost are looking neat, team work in the group is good
- Participation of the group members are also high.

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|---|
| Date of Meeting | October. 17, 2013 |
| Village | Suco Faturasa, Aldeia Fakulao |
| No of Participant | 20 members including representatives of CDS and CDA NDF/MAF: Messrs. Egas Brites and Benjamin Tilman |
| Time Starting/closing | 11:15-13:30 |
| Person responsible for entry | Yayoi Yoshioka |

2. Issue shared by aldeia

Aldeia: Fakulao

| Major issues in the month | Action taken/agreed upon by the committee |
|---|--|
| - On Sep.18 2013, a fire happened in Fakulao close to kuda narai, Aldeia Liquica of Suco Fadabloco and burnt 1 ha of ai bubur forest in the area of Faturasa. | - The committee shall instruct the monitoring team organized on October 11 to watch the respective assigned areas. |
| - Another wild fire occurred and burned the areas 10 m wide along the boundary between Fakulao and Berliso, although there was no major damage since the fire was extinguished immediately. Throwing away a cigarette butt by a passenger is considered as a possible cause of the fire by the committee. | ditto |
| - On Oct.11 2013, the committee decided to intensively monitor the following critical areas: i) border with Fadabloco (Fakulao), ii) border with Turataqueo (Fakulao), iii) Lavia: border with Fatrirau (Fakulao), iv) Busoro (Caitaso), iv) Manosili (Caitaso), and v) Korea (Caitaso) , by setting up six teams based on the lisans which traditionally own the respective areas. - The working team shall be responsible for the control of wild fires occurring in the assigned areas. In case a fire occurs, the team shall report the case to the committee immediately and extinguish the fire. | ditto |
| - No illegal cutting, crop damage caused by animals, or domestic violence was reported to CDA, but some small animals are still found roaming around in the area. | - |

Aldeia: Berliso

| Major issues in the month | Action taken/agreed upon by the committee |
|---|---|
| - No wild fire, illegal cutting, domestic violence or crop damage caused by animals was reported to CDA. | - |
| - Two families had a quarrel in kore metan ceremony on Oc.r 11, 2013. As the committee judge the case as a serious crime, the two families paid US\$ 80 to aldeia as fines (US\$ 40 per family) and provided one head each of pig and goat for the mediation meeting. | - The NGO recommended the committee to follow the regulations, when imposing a fine on an violator in the future. |
| - The community already set up three (3) teams to monitor i) border with Rileu, ii) border with Kuda Narai, and iii) border with Turataqueo as decided on October 18, 2011. | - |

Aldeia: Caitaso

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| <ul style="list-style-type: none"> - No illegal cutting, crop damage caused by animals, or any other illegal act was reported to CDA last month. - Communities in the aldeia just cut brunches of trees for domestic uses as stipulated in the regulations. | - |
| <ul style="list-style-type: none"> - One animal entered into a farm but did not cause any crop damage. | - |
| <ul style="list-style-type: none"> - A wild fire happened in the vicinity of the Korea river (the boundary with Faturilau) on Oct. 11, 2013. - The fire burnt ai bubur forests in the aldeia but was extinguished before it reached community houses. - The area where the wild fire happened is used for grazing by villagers from Faturasa (Fakulao, Caitato, and Remehei), Faturilau, Maumeta, and Fdabloco. - The cause of the fire has not been identified yet. | - The committee shall instruct the monitoring team to pay due attention to the prevention of the occurrence of wild fire in the area. |

Aldeia: Raimerhei

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| <ul style="list-style-type: none"> - No one from Aldeia Remerhei participated in the meeting due to the preparation of a funeral ceremony. | - |
| <ul style="list-style-type: none"> - Accordingly to the local staff of the NGO, the wild fire reported by CDA of Caitaso also burnt about 2 ha of ai bubur forest in Remerhei on the same day. | - The committee shall instruct the monitoring team to continue monitoring the critical area. |
| <ul style="list-style-type: none"> - Two groups were set up for monitoring the following two critical areas: i) Bedois at the border with Faturilau and ii) Sumeu at the border with Suco Uma Naruk in Lacro. | - |
| <ul style="list-style-type: none"> - No illegal cutting, crop damage caused by animals, or domestic violence was reported to CDA last month. | - |

3. Other Issues discussed

| Other topic |
|--|
| - The next meeting will be held at Aldeia Remerhei on either 2 nd or 3 rd week of November 2013. |

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|---------|--------|------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

| |
|--|
| <ul style="list-style-type: none"> - Although the formation of monitoring teams in the village is expected to contribute to the reduction of the incidence of wild fire in the village, it might be still difficult to prevent the occurrence of wild fire in the critical areas, especially those used by the neighboring villages including the one belonging to the different sub-district (Sub-district Liquidoe). In case there is still a wild fire happening in such an area, an inter-village meeting shall be organized by the government initiative since it is not easy for a private entity (NGO) to establish a collaborative framework to deal with inter-village issues among the relevant villages. |
|--|

End of document

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|--|
| Date of Meeting | June 20, 2014 |
| Village | Suco Faturasa |
| No of Participant | 20 members including representative of CDS and 1 CDA, and 3 CDAs NDF/MAF: Mr. Celestina Barreto |
| Time Starting/closing | 11:10-13:00 |
| Person responsible for entry | Yayoi Yoshioka |

2. Issue shared by aldeia

Aldeia: Fakulao

| Major issues in the month | Action taken/agreed upon by the committee |
|---|---|
| - No wild fire, illegal cutting, crop damage by roaming animals or domestic violence was reported. | - |
| - Communities repaired the fences put along the boundaries of the designated animal grazing area, which is located between Fakulao and Caitaso. | - |

Aldeia: Caitaso

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| - No wild fire, illegal cutting, crop damage by roaming animals or domestic violence was reported. | - |
| - Communities also took part in repair of the fences of the animal grazing area reported by Fakulao. | - |

Aldeia: Raimerhei

| Major issues in the month | Action taken/agreed upon by the committee |
|---|---|
| - No wild fire, illegal cutting or crop damage by animals was reported | |
| - Cow and buffalos owned by communities in Tulataqueo entered farms in Raimerhei and damaged cassava and other crops in the farms. - The animals were grazed in the free grazing area commonly used by communities in Tulataqueo and Faturasa under an mutual agreement. - CDA seeked RAEBIA's support for set-up of animal fences to prevent animals from entering the territories of Raimerhei. | - It was agreed between RAEBIA and communities that RAEBIA would provide materials, nails, and barb wires and communities would start building fences in August 2014. - RAEBIA will hold a meeting with village leaders of Tuataqueo to instruct them to ask the community to control animals, especially those put in free grazing area, next week. |
| - On Apr. 9, 2014, there was a dispute between brothers. The same brothers fought again on May 7, 2014. As one of them broke a catholic statue on | - |

| | |
|--|--|
| <p>the day, the case was brought to police.</p> <ul style="list-style-type: none"> - Police handled the case in consultation with church, and Church ordered the elder brother to rebuild the statue. | |
|--|--|

Aldeia: Berliso

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| <ul style="list-style-type: none"> - No wild fire, illegal cutting, violence or stealing was reported. | |
| <ul style="list-style-type: none"> - On June 16, 2014, a cow owned by a household in Tulataqueo but living in the territory of Aldeia Berliso, Suco Faturasa without registration as a villager damaged beans & cassava in three (3) farms. - As the case was the 4th time incidence of crop damage caused by animals owned by the same owner, the owner of the farms killed the cow in coordination with CDA. - The animal owner was informed by the owner of the farms that his cow was killed, and he consented to the consequence. - Accordingly, a total of 15 families have moved from Tulataqueo to Berliso (Faturasa) since 2001 without registration and many of them still practice free grazing. | <p>RAEBIA will have a meeting with the unregistered communities in Berliso with the presence of CDSs of Sucos Faturasa & Tulataqueo and CDA of Berliso to remind them not to graze animals freely.</p> |

3. Other Issues discussed

| Other topic |
|---|
| <ul style="list-style-type: none"> - RAEBIA reminded the members that the preparation of compost should be finished by the end of this month. - It was agreed among the participants that the groups for prevention of wild fire should be reorganized and reactivated in coordination with CDAs. - It was suggested that veterans and community priests should be involved in the meeting, as they could effectively guide other villagers towards compliance with the village regulations. The members of the committee in coordination with CDS will consult with them about the possibility of their participation in the meetings. - The next monthly meeting will be held in the 2nd week of July. |

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|----------------|---------------|-------------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

| |
|--|
| <ul style="list-style-type: none"> - Accordingly, the unregistered families in Berliso had moved due to the limitation of their lands in Tulataqueo. As further immigrants are expected as population increase in the village, the members of the committee and village leaders (CDS and CDAs) shall give clear guidance to such immigrants from time to time to ensure that they would follow the village regulations. |
|--|

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--------------------|
| Date of meeting | September 27, 2011 |
| Village | Suco Madabeno |
| No. of participants | 11 persons |
| Time of starting / Closing | 10:00 ~ 16:00 |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Manehalo

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| A person from Aldeia Manefoni burned the area in Aldeia Desumanehata and cut trees growing there without permission from the owner of the land. | The case has not been solved yet. The committee decided to have a meeting with CDS, CDAs of both aldeias, NDF, NGO, JICA Team, Community police, and the both families concerned at 9 am on October 3, 2011 at Aldeia Desumanuhata. |
| There was the following internal land dispute in the same clan family. “A sister cleared the area and collected the slashed stuff for burning, but her brother came to the same area and burned the collected stuff on the other day. He also cut some coffee trees and insisted that he was the one who burned the area and had a right to use the area.” | The committee advised CDA to set a meeting with the family to find a solution, |
| An area with fruits was burned by kids in Aldeia Manehalo and Manefuni. | The case has not been solved yet since the parents of the kids were in Korametan, although the parents have already been informed of the case. The committee decided to set a meeting with the parents to solve the issue. |
| There was a case of cutting trees for clearing the area for housing without permission from CDA in Aldeia Manehalo. | The committee advised CDA to discuss such an issue with local communities and remind them of the related articles in the village regulations in the monthly meeting at aldeia level. |

Aldeia: Lemapati

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no forest fire taking place. Local communities have burned their farms with firebreak lines. | - |
| A mentally ill person cut trees around his house and put wood along the road. | No action is needed as this issue was made by a mentally ill person. |
| There has been an internal land dispute case in the same family, where one lady planted coffee seedlings in her family’s plot, but an elder cousin living in Suco Aislimau tied animal in the area and cut coffee trees planted by the lady later. The elder cousin has harvested coffee insisting that the area belonged to him. | The committee advised CDA of Lemapati to discuss with CDA of the concerned aldeia of Suco Aisilimau together with community police and the relevant families to find the solution. However, the village regulations should not be applied to this case since this case took place before the regulations in place. |

Aldeia: Manufoni

| Major issues in the month | Action taken / agreed upon by the committee |
|---------------------------|---|
| | |

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| The same issues reported by CDA of Aldeia Manehalo were reported, namely: 1. Kids from Suco Manufoni and Manehalo burned the farms of families in Manehalo. 2. A person from Manufoni burned and cut tree in the area that belong to a family in Desumanehata. | |
| There has been a land dispute between a family living in Lismori and that in Manufoni, which took place before the Tara Bandu ceremony. “One family from Manufoni cleared and burned the area, but another family from Lisumori claimed the ownership of the area.” | The meeting was supposed to be set in August, but it was postponed since the village leaders were busy in the preparation and organization of the Tara Bandu ceremony in August. After the meeting on October 3, 2011, a meeting with the families and CDAs of both aldeias will be set to settle the issue. |

Aldeia: Bilumahatu

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| The farms was burned under control, but a wild fire cause by the neighboring villages, maybe either Fatisi or Tohumeta, burned fruit trees, such as jackfruit, citrus, bital nut, mango, coconut, and pineapple, on September 25, 2011. | They do not know who is responsible for the fire. |
| Two families in the aldeia have still kept cutting Ai Ru without permission from CDA. The families are aware of the village regulations but they have never informed CDA of cutting trees. | The committee advised CDA to keep warning them and take necessary action in case they will not change their attitude by his third warning. The committee also advised CDA to discuss this issue in the meeting at aldeia level and make local communities aware of the Tara Bandu regulations. |

Aldeia: Desumanuhata

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| CDA of Desumanehata did not attend the meeting. The person from the aldeia reported that there was no problem in the month. | |

Aldeia: Lismori

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| No one from Aldeia Lismori attended the meeting. | |

3. Other topics discussed

| Agreements |
|--|
| CSD informed that he decided to set a rule that a family who likes to hold a Korametan ceremony should pay US\$ 50 to the committee for permission. The aim of the payment is to regulate the number of the ceremony and check the affordability of a family to hold the ceremony. The committee was advised by the JICA Project Team to keep an account book and report the balance of income and expenditures of the committee every month at both suco and aldeia levels. At the same time, the NGO was requested by the Team to hold a training course and provide day-to-day coaching on book keeping to the members of the committee. |
| The committee members suggested that notice boards should be set to inform local communities in and around the village of the Tara Bandu regulations. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | - | - |

5. Any comments/suggestions from the person who makes this memo

Since the committee has opportunities to obtain cash payments from local communities, the committee should be careful about the use and management of cash deposited to the committee. The NGO and MAF & JICA Project Team should closely monitor the use of cash and help the committee properly manage its cash in a transparent manner.

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|-------------------|
| Date of meeting | November 25, 2011 |
| Village | Suco Madabeno |
| No. of participants | 11 persons |
| Time of starting / Closing | 14:00 ~ 16:00 |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Manehalo

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| The case of wild fire occurred in September has not been solved yet. Because the communities have been busy in planting crops and the village leaders have been occupied by new problems, such as black magic case, funeral ceremonies for two persons, and a case of drunk. | Although the families came to the village, but the members of the committee were occupied by other matters, therefore, the committee told the families to wait for further notice. CDA will coordinate with other CDAs to take the related families in the meeting at suco level. The meeting will be organized next Sunday. |
| Several young drunk men from Desumanehata and Remapati came to the village in the nighttime and made noise in the aldeia. | - |
| There was a wildfire occurred in October. The causes of wild fire were not identified. | CDS shall coordinate with school principle and instruct kids not to play with fire. |
| One person baselessly insisted that another person used a black magic. The case was solved at aldeia level on November 11. | - |
| There has been no other issue in the aldeia for the last two month. | |

Aldeia: Lemapati

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There has been no wild fire, illegal cutting, or other problems in the aldeia during the last two months. | - |
| The land dispute over coffee plantation by relatives has not been solved yet. The meeting has not been organized yet, since one of the parties has been in Oeccuci. | CDA will set a meeting with the related parties upon the return of the party from Oeccuci. |
| | |

Aldeia: Manufoni

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There has been no wild fire, illegal cutting, or other problems in the aldeia during the last two months. | - |
| The wild fire occurred in Maneharo was caused by the people in Manuhoni. | CDA needs to coordinate with CDA of Maneharo to solve the issue. |

Aldeia: Bilumahatu

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no wild fire, illegal cutting, or other problems in the aldeia during the last two months. | |

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| All animals in the aldeia are tied up and looked after by the owners. | |
| Causes of the wild fire occurred in September have not been identified yet, Fire might come from Fatisi, but the communities have not identified any person responsible for the case. | - |
| At present, tress cut in the aldeia are only trees cut for installation of electric lines. | - |

Ideia: Desumanuhata

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no wild fire, illegal cutting, or other problems in the aldeia during the last two months. | - |
| There was a land dispute, but it was already settled at aldeia level. | - |
| The persons who got drunk and made noise were from this aldeia. | - |

Aldeia: Lismori

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| The wild fire occurred in Maneharo was caused by the kid in Lismori. | - |
| A land dispute occurred on Sep 16, but a mediation meeting has not been organized yet In the case, a person living close to another person's land intended to take over such an land. The owner of the land reported the case to CDA of Lismori. | CDA will set a meeting with the related parties. |

3. Other topics discussed

| Discussions |
|--|
| One member suggested that the issue in the village should be solved as soon as possible, otherwise other issues/problems might emerge and many issues might be left unsolved. If the committee left the issues unsolved, the communities in the village would consider that the village regulations would be ineffective. CDS told that it would take some time to solve the issues, since there are many problems/issues to be solved in the village. CDS instructed the other leaders to focus on solving the issues in the village even without his presence. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | - | - |

5. Any comments/suggestions from the person who makes this memo

| |
|---|
| The village committee shall settle the case of wild fire caused by kids in Manehalo as soon as possible, so as to prevent the occurrence of the similar events in the future. |
| The village leaders, especially CDA and CDS, shall share the issues of the village and the actions that the committee would take with local communities in meetings at each aldeia so that local communities could review and reconsider the own activities to minimize the risk to their own farms/properties. |

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|------------------|
| Date of meeting | January 26, 2012 |
| Village | Suco Madabeno |
| No. of participants | 9 persons |
| Time of starting / Closing | 11:30~ 16:00 |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Manehalo

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| The case of fire was solved, but the guardian of the suspect was able to pay only US\$ 15 in addition to one head of goat since she was a widow. The committee ordered her to pay the rest of fine (US\$ 35) whenever she has money. | The money is currently kept in Aldeia. When they get the rest, the cash will be submitted to Suco. |
| A person from Dismehata got drunk and abused CDA. He furthermore took his friends to Manehalo, but they were arrested by police when they arrived. | - |
| There has been no fire or any other illegal activity except the case reported above for the last two months. | - |

Aldeia: Lemapati

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| The case of coffee plantation has not been settled yet. | CDA should remind them and help them mediate the case. |
| There has been no fire or illegal activity for the last two months. | - |

Aldeia: Manufoni

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| The person responsible for the fire in Manehalo has not paid the fine yet. | The parent of the person responsible promised to pay the fine when they harvest coffee. |
| There has been no fire or illegal activity for the last two months. | - |

Aldeia: Bilumahatu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| Persons from Aisirimou cut four trees in the aldeia without permission from CDA although they told CDA that they would just take the fallen trees. CDA stopped their acts. | NDF officer (CP) from the central office suggested that the committee should report the case to the MAF District Office in Aileu. Furthermore, NDF officer (CP) from the District Office followed up his suggestion stating that the district staff (such as Forest guard) can come to the village to solve the issue when the request letter with signatures of CDS and sub-district administrator is |

| | |
|--|---|
| Major issues in the month | Action taken / agreed upon by the committee submitted to the office. |
| | When anyone cuts trees, CDA and the committee should check the license and coordinate with NDF. |
| There has been no fire or any other illegal activity except the case reported above for the last two months. | - |

Ideia: Desumanuhata

| | |
|---|---|
| Major issues in the month | Action taken / agreed upon by the committee |
| In September 2011, two persons cleaned and prepared lands beyond the boundaries of their lands. The case was solved on October 4, 2011 and one of the persons responsible, who was from Desumanuhata, paid US\$ 15 as a fine. Nevertheless, the other person from Manehalo has not paid the fine yet. | CDS suggested that the fine from the case settled in Aldeia should be kept and managed at aldeia level. The fine to be paid by any violator should be based on the regulations, otherwise, the communities may not follow the regulations in the future. |
| There has been no fire or illegal activity for the last two months. | |

Aldeia: Lismori

| | |
|---|---|
| Major issues in the month | Action taken / agreed upon by the committee |
| The case of fire in Manehalo reported above was solved. US\$ 15 in cash, one head of goat, rice and tua were given to Aldeia by the parent of the person responsible for the case. | The parent promised to pay the rest of the fine when she gets money. |
| A small issue over the land boundaries took place on December 16, 2011. A person planted banana as a sign of the boundary of his land, but another person took banana due to disagreement on the boundary. But the case was solved by both parties. | None |
| The case of land dispute between the family members, one living in Lismori and another one living in Desmanehata, has not be solved yet. | No action is required so far. In fact, this case has remained as a pending issue for a long time. |

3. Other topics discussed

| |
|--|
| Discussions |
| <p>1. Participation of the members Some of the members did not attend this meeting. CDS requested CDAs to remind the members in the aldeias of their responsibilities. He also requested them to disseminate the information and results of the meeting to other communities in the respective aldeias.</p> <p>2. Use and understanding of the village regulations The committee members have yet to clearly understand the contents of the village regulations. One of the reasons for the lack of understanding is the late distribution of the copies of the village regulations. As the NGO distributed the copies of the village regulations in this meeting, the members were asked to go over the regulations again so that they could deepen the understanding of the regulations and solve any issues in line with the regulations from now on. The NGO should prepare more copies of the regulations to distribute them to church and schools.</p> |

4. Monitoring of Cashes deposited in Suco

As of today, the total fines collected and kept by Suco is US\$ 50.

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| - | - | - |

5. Any comments/suggestions from the person who makes this memo

- As pointed out by some of the members, the committee members, especially CDS and CDAs, shall enhance their understanding of the village regulations. They shall use the village regulations whenever they need to settle a case in the village.

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---------------------|
| Date of meeting | 25 September 2012 |
| Village/Suco | Madabeno |
| No. of participants | 11 persons |
| Time of starting / Closing | 11:00 am ~ 02:00 pm |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Remapati

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| A mentally-ill person cut small trees illegally for selling. | The family which such a person belong to should be responsible for the person's acts and take necessary measures to stop him. In case the family can't fix the case, Halarae will help the family control him. |
| There has been no wild fire or illegal cutting except the above-mentioned case. | - |
| A pig own by the mentally ill person caused damage to vegetables. | The case was solved and the mentally-ill person gave a pig to the victim. |

Aldeia: Manufoni

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There has been no wild fire or illegal cutting in the aldeia in September 2012. | - |
| Local communities have cut trees with permission from the leaders for fencing and housing. | - |
| There was a case of domestic violence in a family last month. | The case was solved within the family. |
| There has been no crop damage caused by small animals. | CDA has kept instructing local communities to keep small animals in pens or tie them to trees/sticks. He also reminded local communities of the same instruction in the socialization meeting in August. But pigs were found roaming around in the houses/farms closed to the demonstration plot; therefore, there is still a need to remind the households that they have to keep animals properly. |

Aldeia: Lismori

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no wild fire or illegal cutting in the aldeia in September 2012. | - |
| Local communities have cut trees for housing with permission of the leaders. (Some communities requested him to allow them to cut big trees, but he instructed them to submit an official request letter to CDS.) | - |

| | |
|--|--|
| There was a fire burning a house and farm on September 15, but there was no casualty. | The case was reported to policy. |
| Pigs have been kept in pens, but goats have been grazed freely in the aldeia, as grasses are not sufficient during the dry season. | CDS and CDA with the staff of District Office informed local communities that goats should be kept in pen or tied to trees/sticks on September 1, 2012. The micro program, especially SUIP-MP, will help local communities produce fodder trees/crops. |

Aldeia: Manehalo

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There was a wild fire that destroyed trees and farm of one family. | CDA instructed local communities not to throw cigarettes. The committee suggests that an information board showing the village regulations of Suco Madabeno should be set up along the road and the areas prone to a wild fire. Halarae will assist the village in putting up the signboards in December/January, after discussion with NDF about the contents of the signboard. CDA and the members of the committee should identify the locations of the signboards. |
| There has been no illegal cutting or any other illegal act. | - |
| The persons responsible for the wild fire in September 2010 have not yet to pay the fine to the victims as well as the village. Two persons, one from Lismori and one from Manufoni, are responsible for the case. | CDAs from Manehalo, Manefoni, and Lismori should have a meeting with the person responsible for the case and identify the solution next week. |

Aldeia: Bilumhato

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There was a case of wild fire in the aldeia on August 16, 2012. The fire came from Aisrimou and burn about 50 ha of forests owned by 20 households. The cause of fire has not been identified. | CDS should coordination with CDS of Aisrimou and Tohumeta and discuss the issue at the district level. CDS should request the forest officer of MAF District Office to survey and investigate the damage in writing. Such a letter should also be submitted to NDF. |
| There has been no illegal cutting, but local communities have cut trees in their farms. | - |
| There are still small animals (pigs) roaming around in the aldeia. | CDA should remind local communities that any animals should be kept in a proper manner. In case there is any crop damage caused by small animals, CDA can take a strong action. |
| A household cultivate a farm near a water source. | CDA and Halarae should encourage the household to plant trees, such as shade trees and coffee, near the water source to protect the source. CDA and Halarae should also remind local communities of the future land use plan that proposes changing the areas for shifting cultivation into permanent farms. |

Aldeia: Desmanehata

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There has been no wild fire or illegal cutting in the aldeia in September 2012. | - |
| Communities have cut trees for housing with permission from the leaders. | - |
| A household cut rather large trees in his farm close to a source of water without obtaining any permission from the leaders. | CDA needs to encourage local communities to plant seedlings in the areas close water sources. |
| There has been no crop damage or violent act in the aldeia in September 2012. | - |

3. Other Issues and Action to be taken by the Committee.

| Other topics | Action taken / agreed upon by the committee |
|---------------------|--|
| | |
| | |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|----------------|---------------|--------------------------------|
| | | |

5. Others

| |
|---|
| a. CDS requested CDA to encourage the communities to participate in the micro program activities, so that they could learn and acquire the techniques/skills that would help them improve their living conditions, pointing out that the participation of the members in the activities had been limited. |
|---|

6. Any Comments/Suggestions from the Undersigned

| |
|---|
| a. The village leaders still need more time and opportunities to understand the village regulations so that they can make proper judgments according to the regulations. It is expected that they would enhance awareness of their responsibility and confidence in their abilities to manage their areas with the village regulations through the monthly monitoring meetings. |
|---|

Yoji Mizuguchi

Chief Advisor of the JICA CB-NRM Project

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | June 6, 2013 |
| Village/Suco | Madabeno |
| No. of participants | 12 members with CDS and CDAs except Remapati |
| Time of starting / Closing | 11:00 am ~ 02:30 pm |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Manufoni

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There was no forest fire in the aldeia last month. | |
| An old folk from Manufoni cut tree in Manehalo for selling trees to a person who liked to build an Uma Lisan without a notice given to CDA and CDS. CDA stopped his cutting trees and gave information to CDA of Manehalo. | If the same person again cut trees without a notice to CDA and CDS, CDA shall take action. |
| Two pigs owned by Manehalo entered a farm in Manefoni and damaged cassava. | CDA of Manahalo shall investigate the case and report the results in the next meeting. |
| There was a case of domestic violence. The case was settled by the intervention of the police. | - |
| There is a pending issue of an arson caused by kids in Manufoni and Lismori. The fire burned the areas in Manehalo. | The committee shall have a meeting with the parents of the kids next week; therefore, the committee shall prepare a request letter to summon the parents to the meeting tomorrow. |

Aldeia: Desmanehata

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| There was no illegal cutting and wide fire in the aldeia last month. | |
| One guy cut trees in his area for repairing his house with a notice to CDA and CDS. CDS endorsed his request to MAF, but MAF did not issue any permission because of the new MAF's circulation regarding a ban on logging. However, CDS allowed him to cut trees as the volume of trees and reason for cutting are reasonable. On the other hand, some people have still continued cutting trees with permission from MAF, so far. | As the situation bit confused the committee members, it was agreed that NDF and JICA Project Team would check and study the MAF's circulation on the logging ban, and would share their feedback with the committee. |
| Some goats roamed around in the village in the night and damaged cassava and banana leaves. But there was no report from land owners. | CDA should remind the communities of not grazing animals in the village freely. |

| | |
|--|--|
| There is a case of domestic violence in which a husband has hit a deaf wife as she did not followed what he said. She insisted that she intended to bring the case to the the Women's network. | CDA shall approach to the couple on Sunday to intervene the dispute and settle the case. |
|--|--|

Aldeia: Lismori

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There was no forest fire, illegal cutting, crop damage caused by animals, or no any other illegal acts in the area last month. | - |
| The people from Lismori bought trees cut by a person in Manufoni, which was reported by CDA. | - |
| The pending issue on arson shall be taken over by the suco committee. | - |

Aldeia: Remapati

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There was no forest fire, crop damage caused by animals, or illegal acts in the aldeia last month. | |
| Two guys from Lismori cut about 800 trees in the night and taken by truck to Aileu. CDA of Remapati already identified the persons who cut trees. | CDA of Remapati and Lismori shall summon the persons who cut trees for further investigation. The case should be categorized as a serious case. |
| Pigs roamed around in the aldeia but with wooden collars. Since all the farms are fenced, pigs cant enter the farms. | Communities in Remapati shall be encouraged to follow the village regulations. A meeting at aldeia level shall be held to remind communities of the village regulations. |

Aldeia: Bilmahatu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| There was no forest fire, illegal cutting, crop damage caused by animals, or domestic violence in the aldeia last month. | |
| Although some animals (horse, goats, and pigs) are still roaming around in the aldeia in the night. Animals freely grazing in Eraplari caused damage to crops in a farm in Suco Fatisi. The owner of the animals was requested by the owner of the farm in Fatisi to pay US\$ 1,000 as a compensation. | CDA shall remind the communities of the village regulations in the meetings to be organized at aldeia level. |
| There was a land dispute between two families. One of the persons involved was supposed to report the case to Cabaronda, but there has been no report coming from Cabaronda to CDA so far. | CDA shall have a meeting with the families to settle the case next week. |

Aldeia: Manehalo

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| There was no forest fire or domestic violence in the aldeia last month. | - |
| There was a case of illegal cutting as reported by Manufoni. CDA reminded the person involved that he should get the permission from CDA and CDS when cutting trees. | As discussed in the report by CDA of Manufoni. |
| He has not been informed of the case of crop damage caused by animals, which was reported by CDA of Manufoni. He will check it and take actions if necessary. | CDA shall investigate the case. |
| There was a land dispute over coffee plantation owned by CDS. The tenant farmer of the coffee plantation claimed his/her ownership over the land. The case was already settled in a family manner. | - |

3. Other Issues and Action to be taken by the Committee.

| Other topics | Action taken / agreed upon by the committee |
|---------------------|--|
| | |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|----------------|---------------|--------------------------------|
| | | |

5. Others

| |
|---|
| a. It was agreed by the NGO and the committee that they should have a meeting at each aldeia every two months (July, September, and November) to share the results of the committee's meetings and remind the communities of the village regulations. |
|---|

6. Any Comments/Suggestions from the Undersigned

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|---|
| a. Next meeting will be held on July 4, 2013. |
|---|

Yoji Mizuguchi

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---|
| Date of meeting | July 4, 2013 |
| Village/Suco | Madabeno |
| 6 | 6 members with CDS and CDAs except Remapati, Manufoni and Desmanehata CDAs of Remapati and Desmanehata and Lianain of Suco did not attend at the meeting as one of the villages passed away on the same day. |
| Time of starting / Closing | 11:30 am ~ 01:30 pm |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Manufoni

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There was no forest fire or illegal cutting reported in the aldeia last month. | If the same person again cut trees without a notice to CDA and CDS, CDA shall take action. |
| Two pigs that had caused crop damage before were still found roaming around in the aldeia, although CDA already reminded the owner not to do so. | CDA shall warn the owner not to let the animals free, or the pigs might be killed. CDA shall also give the owner deadline to do so. |
| Some goats and cows were also grazed in the area near the river and damaged crops in the farm of CDA. | CDA shall report the case of crop damage to CDS. CDA shall have a meeting with local communities to remind them of the village regulations, especially those on animal management. |
| There was a rumor that one kid got sick due to a black magic, although there has been no report made so far. | CDA shall remind the communities not to use a black magic or accuse anyone falsely of the use of a black magic in the meeting at aldeia level. |
| The mediation meeting on the pending issue of the arson was not materialized since the parents did not show up although the letter was delivered to them. | The committee should request the police to solve the issue. |

Aldeia: Desmanehata

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| No report was made in the meeting since no one from Desmanehata attended at the meeting. | |

Aldeia: Lismori

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| There was no forest fire, illegal cutting, crop damage caused by animals, or no any other illegal acts in the area last month. | - |
| One or two small pigs were found roaming around in the areas along the river; therefore, CDA reminded the owner of the animals to put them in a pen or tie them to a | CDA should remind local communities that animals causing crops might be killed according to the regulations. |

| | |
|--|--|
| stick, or other communities might do the same. | |
| The case on arson has yet to be resolved despite the fact that the committee arranged a meeting with the families. | The Committee shall request the police to solve the issue. |

Aldeia: Remapati

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| No report was made in the meeting since no one from Remapati attended at the meeting. | |

Aldeia: Bilmahatu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| No forest fire, illegal cutting, crop damage caused by animals, or domestic violence was reported to CDA in the aldeia last month. | |
| CDA already informed local communities to be careful about fires as the dry season seemed to have started. | - |
| CDA also reminded the communities not to graze animals. Some animals were tied to trees and sticks, but there were still some small animals roaming around in the areas. | CDA shall have a meeting with local communities to remind them of not grazing animals freely. |
| Communities often solved cases of crop damage in a family manner; therefore, CDA has not been informed of some of the cases occurring in the aldeia. | - |
| There was a case of using a black magic. Allegedly one family used a black magic to the other, but there was no evidence. CDA tried to resolve the issue, but he was not able to solve it. | CDA should have a meeting with the two families with the presence of the community police next Friday. |
| The dispute over the land was settled by the families related in a family manner. | - |

Aldeia: Manehalo

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was no forest fire, illegal cutting, crop damage caused by animals, or domestic violence in the aldeia last month. | CDA shall instruct local communities to be careful about fires, especially watch kids not to play with fires, as the dry season seemed to have started. |
| CDA already ordered the one who illegally cut trees in May not to cut any tree without permission. | - |
| One of the pigs caused crop damage was killed and shared among the communities in Manehalo and Manufoni. | - |
| A couple quarrelling with each other restored the relationship and started living together again. They shouldered five litter of tua for the mediation meeting. | - |

| | |
|---|---|
| <p>CDA of Manehalo was informed by CDA of Aldeia Saburia of Suco Saburia that one of the villagers in Manehalo made trouble in Saburia.</p> <p>Accordingly, a husband with his parents went to Saburia to take back his wife who went to her home due to domestic violence and had a fight with the wife's family.</p> <p>CDA advised CDA of Saburia to ask the police to arrest such a family if they made some trouble.</p> | - |
|---|---|

3. Other Issues and Action to be taken by the Committee.

| Other topics | Action taken / agreed upon by the committee |
|--------------|---|
| | |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| | | |

5. Others

| |
|--|
| <p>a. The meetings at aldeia level were scheduled to be held: i) on July 9 (Tuesday) at Bimahatu; ii) on July 11 (Thursday) at Manufoni ; iii) on July 12 (Friday) at Lismori; iv) on July 16 (Tuesday) at Manehalo; and v) on July 30 at Remapati.</p> <p>b. The meeting at Desmanehata will be fixed later in consultation with CDA of Remapati.</p> |
|--|

6. Any Comments/Suggestions from the Undersigned

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|---|
| <p>a. The next meeting will be held on July 30, 2013 at Remapati simultaneously with the meeting at aldeia level.</p> |
|---|

Yoji Mizuguchi

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

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|----------------------------|---------------------------------|
| Date of meeting | 01/08/2013 |
| Village/Suco | Madabeno, aldeia Remapati |
| No. of participants | 34 |
| Time of starting / Closing | 12.00 am ~ 16.00 pm |
| Person in charge of entry | Chefe of committee (chefe suco) |

2. Issues shared by Aldeia

Aldeia: Manehalo

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| Forest fire does not take place. | - Chefe aldeia, lia nain and Halarae's staffs keep remind the communities about the regulations through the working groups and the church because now entered to dry season. |
| Incidence of illegal cutting does not take place. | - Chefe aldeia and lia nain keep remind the communities about the regulations. |
| Free grazing animal does not take place because the communities tie their animals in each individual farm. | - Chefe aldeia will announce to the communities when their animals destroy things it will be informed to the committee at aldeia level to be resolved. |
| Incidence of any other violations takes place in this month is: - On 23 rd July 2013, Mr. Igido Manu Lopes inform that several people break in the water pipes connect to Lebukuku and the information has delivered into Sub-district Administrator of Laulara, Aileu District, but it has not resolved yet. | - This problem has delivered into Sub-district administrator of Laulara to be resolved. |
| Issue/case left unsolved at aldeia level is burning farm in September 2012 by students. It had resolved but the suspects from Lismori have not fulfilled the sanctions decided according to the regulations. The suspects from Lismori and Manefoni. Suspect from Manefoni had paid \$ 10.00 (less \$ 40.00). Suspect from Lismori has not paid the fine of \$ 50.00 to be paid to the committee of suco. | - This problem has not resolved yet so the forum keep delivered the problem into the suco committee to be resolved on Monday, 5 th August 2013. |

Aldeia: Remapati

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| Forest fire does not take place. | - Chefe aldeia, lia nain and Halarae's staffs keep remind the communities about the regulations through the working groups and the church because now entered the dry season. |
| Incidence of illegal cutting takes place by Mr. Crazy. | - Chefe aldeia and the family of Mr. Crazy will inform to him so he should not cut trees. |
| Several communities still grazing small animal freely such as pig. | - Committee at aldeia and suco levels will organize a meeting with the communities of aldeia to re-explain the regulations and the objectives of planting trees and upland farming programs. |
| Incidence of any other violations does not take place in this month. | |
| There are not any issues/cases left unsolved at aldeia level. | |

Aldeia: Manufoni

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| Incidence of forest/wild fire does not take place. | Information comes from the neighbour aldeia of Desmanehata and Manehalo because the chefe aldeia does not present in the meeting. |
| Incidence of illegal cutting does not take place. | |
| Small animals such as pig still grazing freely by several communities but it has announced and organized a meeting with chefe aldeia. | |
| Incidence of any other violations takes place in this month is: - Planting trees in other people farm but it has resolved in family manner. | |
| Issue/case left unsolved at aldeia level is problem occur in the past i.e. burning land in Manehalo which have been solved but until now the suspect has not met penalties or fines that have been decided. | |

Aldeia: Bilimahatu

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| Forest fire does not take place. | - Chefe aldeia, lia nain and Halarae's staffs keep remind the communities about the regulations through the working groups and the church because now entered the dry season. |
| Incidence of illegal cutting does not take place. | - Chefe aldeia and lia nain keep remind the communities about the regulations. |
| Incidence of any other violations takes place in this month is: some communities still grazing animal such as pig freely. | - Committee at aldeia and suco levels will organize a meeting with the communities of aldeia to re-explain the regulations and the objectives of planting trees and upland farming programs. |
| There are not any issues/cases left unsolved at aldeia level. | |

Aldeia: Lismori

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| Incidence of forest/wild fire does not take place. | - Chefe aldeia, lia nain and Halarae's staffs keep remind the communities about the regulations through the working groups and the church because now entered the dry season. |
| Incidence of illegal cutting does not take place. | - Chefe aldeia and lia nain keep remind the communities about the regulations. |
| Animals are not destroying farm or garden anymore because the communities put their animals in stall or tie. | - Chefe aldeias still announced to not grazing animals freely. |
| Incidence of any other violations does not take place in this month. | - |
| Issue/case left unsolved at aldeia level is burning farm in September 2012 by students. It had resolved but the suspects from Lismori have not fulfilled the sanctions decided according to the regulations. The suspects from Lismori and Manefoni. Suspect from Manefoni had paid \$ 10.00 (less \$ 40.00). Suspect from Lismori has not paid the fine of \$ 50.00 to be paid to the committee of suco. | - This case has been submitted to the committee of suco to be resolved on 02/08/2013 at suco office. |

Aldeia: Desmanehata

| | |
|--|---|
| Major issues in the month | Action taken / agreed upon by the committee |
| Incidence of forest/wild fire does not take place. | - Chefe aldeia, lia nain and Halarae's staffs keep remind the communities about the regulations through the working groups and the church because now entered the dry season. |
| Incidence of illegal cutting does not take place. | |
| Incidence of any other violations does not take place in this month. | - |
| There are not any issues/cases left unsolved at aldeia level. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| | |
|---------------------------|---|
| Major issues in the month | Action taken / agreed upon by the committee |
| None. | |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| | | None |
| | | |
| | | |

5. Any comments/suggestions from the person who makes this memo

-
- With the existing of government, NGO and church programs in the suco so the meeting participants are less.
-
- Committee able and understand the way to resolve problems occur at aldeia level.
-
- The majority of people in suco implement the regulations well because now there are not many problems that violate the regulations.
-

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---------------------------------------|
| Date of meeting | 28/08/2013 |
| Village/Suco | Madabeno |
| No. of participants | 9 |
| Time of starting / Closing | 11.26 am ~ 16.00 pm |
| Person in charge of entry | Vice of committee (secretary of suco) |

2. Issues shared by Aldeia

3. Aldeia: Manehalo

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| Forest fire does not take place. | - Chefe aldeia, lia nain and Halarae's staffs keep remind the communities about the regulations and inform to the students to not hold matches. |
| Incidence of illegal cutting does not take place. | - Chefe aldeia and lia nain keep remind the communities to not cut the trees without any knowledge from chefe aldeia. |
| Free grazing animal does not take place because the communities tie their animals in each individual farm. | - Chefe aldeia will announce to the communities when their animals destroy things it will be informed to the committee at aldeia level to be resolved. |
| Incidence of any other violations does not take place in this month. | - |
| There are not any issues/cases left unsolved at aldeia level. | - |

Aldeia: Remapati

Chefe aldeia and lia nain are not present.

| Major issues in the month | Action taken / agreed upon by the committee |
|---------------------------|---|
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Aldeia: Manufoni

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| Incidence of forest/wild fire does not take place. | Chefe aldeia keep remind the communities to control the fire so the incidence of forest/wild fire does not take place. |
| Incidence of illegal cutting does not take place. | Chefe aldeia keep remind the communities when they cut trees should be inform to chefe aldeia. |
| Small animals such as pig still grazing freely by several communities in Aimbene. | On 13 th September 2013 will be organized a meeting with the communities in Aimbene. |
| Incidence of any other violations does not take place in this month. | |
| There are not any issues/cases left unsolved at aldeia level. | |

Aldeia: Bilimahatu

Chefe aldeia and lia nain are not present.

| Major issues in the month | Action taken / agreed upon by the committee |
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Aldeia: Lismori

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| Incidence of forest/wild fire does not take place. | - Chefe aldeia keep remind the communities about the regulations. |
| Incidence of illegal cutting does not take place. | - Chefe aldeia and lia nain keep remind the communities when they cut trees for building house should be inform to chefe aldeia. |
| Grazing animals freely does not take place. | - Chefe aldeias announce to the communities to control their animals so it should not damage other people farm or garden. |
| Incidence of any other violations does not take place in this month. | - |
| There are not any issues/cases left unsolved at aldeia level. | - |

Aldeia: Desmanehata

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| Incidence of forest/wild fire does not take place. | Chefe aldeia keep remind the communities to control the fire so the incidence of forest/wild fire does not take place. |
| Incidence of illegal cutting does not take place. | Chefe aldeia keep remind the communities to not cut the trees without any knowledge from chefe aldeia. |
| Incidence of any other violations does not take place in this month. | - |
| There are not any issues/cases left unsolved at aldeia level. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| Participation of group members of six aldeias in the program is reduced because there are other activities undertaken by the community such as cultural activities of sacred house in the suco and neighboring sucos, government programs, World Vision programs, Plan programs and road project. | <ul style="list-style-type: none"> - Chefe suco keep reminding chefe aldeias in weekly meetings so that they keep helping group members to participate in program activities. - Halarae's staffs remind members of the group from house to house so they can devote time to participate in the group activities. - Halarae's staffs coordinate with group leader and chefe aldeia. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| | | None |

5. Any comments/suggestions from the person who makes this memo

-
- With the existing of custom activity so the meeting participants are less.
-
- Committee able and understand the way to resolve problems occur at aldeia level.
-
- The majority of people in suco implement the regulations well because now there are not many problems that violate the regulations.
-
- The next meeting is on 24th September 2013.
-

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

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|----------------------------|---|
| Date of meeting | October 10, 2013 |
| Village/Suco | Madabeno |
| Participants | 12 members without CDS and CDAs of Desmanehata and Manehalo Two (2) MAF officers (Central NDF Officer and Coordinator of Extensionists in Laulara) |
| Time of starting / Closing | 11:00 am ~ 01:30 pm |
| Chair person | Secretary of Suco |

2. Issues shared by Aldeia

Aldeia: Manufoni

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There has been no forest fire reported since last month as CDA has kept informing communities and school kids to be careful about fires. | - |
| No illegal cutting has been reported in the aldeia last month. | - |
| One (1) pig owned by an old family escaped from a pen and roamed around in the aldeia, although there was no crop damage caused by such an animal. The owner is too old to fix the pen without any help. | The NGO will help the family fix the pen. |
| Three (3) pigs owned by two (2) families in Manehalo caused crop damage in a farm in the aldeia. CDA had warned the owner to keep their animals in a pen before but the owners did not taken any action. The case has not been officially reported to CDA as the owner of the farm is a relative of the animal owners. | The case shall be discussed with Aldeia Manehalo. |
| A group of people got furious at one woman and destroyed her house as she spread a rumor that the people made a black magic. The case was already reported to Suco and the police. | The case of destruction of house shall be handled by the police, while the spreading of a rumor shall be judged by the committee according to the regulations. |
| No other illegal act was reported last month. | - |

Aldeia: Desmanehata

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| No report was made in the meeting since no one from Desmanehata attended the meeting. | |

Aldeia: Lismori

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was no forest fire or illegal cutting in the area last month, as CDA already instructed communities to make fire breaks and/or control fires in coordination with owners of neighboring farms during land preparation. | - |
| One (1) or two (2) small pig/s has/have been found roaming around in the areas, but no crop damage has been reported in the area. CDA has already reminded the owners of the animals to put their animals in pens before the rainy season starts. | - |
| A horse of CDA of Desmanehata caused damage to three seedlings (1 teak and 2 mahogany) owned by a family in Lismori last month. | The mediation meeting shall be held in the presence of the village committee to settle the case according to the regulations in October/November. |
| No other illegal act was reported last month. | - |

Aldeia: Remapati

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| No forest fire has been reported to CDA since last month. | CDA shall further inform communities and school kids to be careful about fires. |
| No illegal cutting has been reported in the aldeia, but communities, who are not the members of the micro program, have opened and cleared the farms. | CDA shall instruct local communities not to cut large trees when opening their farms and also advise them to apply soil conservation measures to their farms so that they would not need to open other areas. |
| There have been small animals (goats and pigs) roaming around in the aldeia, but there has been no crop damage reported. | Before fruit seedlings are distributed to the members, all animals should be controlled. CDA has already informed communities to do so. The NGO will provide training in making an animal pen when the community prepares a list of the members who own animals and local materials necessary for building a pen. |
| No other illegal act was reported last month. | - |

Aldeia: Bilmahatu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| No forest fire has been reported to CDA since last month as CDA has already informed communities to be careful about fires. | - |
| No illegal cutting has also been reported in the aldeia since last month. | - |
| Small animals (e.g., goats and pigs) have been found roaming around in the aldeia, although no crop damage has been reported so far. | CDA shall remind owners of roaming animals that small animals should be tied up/put in pens warning that their animals might be killed if any of them causes damage to crops. |
| No other illegal act was reported last month. | - |

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| As reported in the meeting in Tohumeta, a person from Bilmahatu transported fire wood to Dili. | CDA shall investigate who is involved in the case. |
|--|--|

Aldeia: Manehalo

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no forest fire as the leaders reminded communities to be careful of fires including cigarette. | - |
| There was no illegal cutting reported last month. | - |
| In general, animals have been tied up or put in pens. However, two (2) families still graze their animals as reported by CDA in Manufoni. | CDA shall instruct the families to put their animals in pens or their animals might be killed |
| A horse from Aisrimau was killed as it caused crop damage in a farm in Manehalo. The owner of the animal accepted the fact that his animal was killed according to the regulations. | - |
| No other illegal act was reported last month. | - |

3. Other Issues and Action to be taken by the Committee.

| Other topics | Action taken / agreed upon by the committee |
|--|---|
| CDAs shall organize meetings with local communities at aldeia level to inform them of the results of the monthly monitoring meeting. | CDAs shall have meetings with communities to schedule the meetings. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|----------------|---------------|--------------------------------|
| | | |

5. Others

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|--|
| a. The meetings were tentatively scheduled to be held in Manufoni on Oct. 16, Lismori on Oct. 17, Bilmahatu on Oct. 18, and Remapati on Oct. 22, |
| b. The meeting at Desmanehata and Manehalo will be fixed later in consultation with CDAs. |

6. Any Comments/Suggestions from the Undersigned

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Yoji Mizuguchi

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

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|------------------------------|---|
| Date of Meeting | June 04, 2014 |
| Village | Suco Madabeno |
| No of Participant | 14 members including CDS, and CDAs of Bilmahatu & Remapati. No participants from Aldeia Desmanehata. NDF/MAF: Messrs. Julio Tilman, Vildito Ximenez & Mayuskling Gutterres |
| Time Starting/closing | 12:15 – 14:45 |
| Person responsible for entry | Yayoi Yoshioka |

2. Issue shared by aldeia

Aldeia: Manufoni

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| - No wild fire or illegal cutting was reported. | - |
| - Some trees were cut but with permission from the government for installation of electric lines. | |
| - There was a family quarrel. The case was reported to police & CDA. | |
| - Some animals escaped from pens; therefore the owners of the animals are currently looking for their animals. | - |
| - Unconfined pigs and goats caused crop damages in farms in Aimbene. Lia nain asked the owners of the animals to put them in a pen or tied to trees/ sticks, but they have not obeyed the order. | -CDA and other committee members will remind communities, especially those who have not followed the recommended animal husbandry practices (stall-feeding or tying to a tree/stick), not to let animal freely roam around the village, from June 6 to 9 with the assistance of the NGO. -CDA will check if communities would follow his order from time to time after reminding. |

Aldeia: Bilmahatu

| Major issues in the month | Action taken/agreed upon by the committee |
|---|--|
| - No wild fire or crop damage was reported. CDA has kept urging them to beware of fire as it is becoming the dry season. | - |
| - Some communities of Bilmahatu (center) cut a large amount of Ai ru & Ai bubur trees illegally in Eraplari without any permission from CDA. A private company was allegedly involved in the case. CDA had the information on the day before the meeting. | - CDA will investigate the case together with the forest guard to identify the persons/parties involved in the case. |
| - Livestock animals are generally confined or tied to trees/sticks in the aldeia. | - |

Aldeia: Remapati

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| - No wild fire or illegal cutting was reported. CDA has kept reminding communities not to violate the village regulations. | - |
| - Some trees were cut with permission of the village leaders to build houses. | - |

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|---|--|
| - Pigs are still roaming around the aldeia but no crop damage has been reported by communities. | - CDA will urge communities to keep pigs under control by putting them in pens or tying them to trees/sticks as stipulated in the village regulations. - CDA will hold a meeting with communities who have not installed pigs in pens to advise them to collect materials for animal pens, so that they could obtain the supports from NGO in making animal pens. |
|---|--|

Aldeia: Manehalo

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| - No wild fire or illegal cutting was reported. | - |
| - A household cut 10 trees for building a house in Dili but on late notice to CDA. | - CDA will urge communities to seek his permission prior to cutting trees as stipulated in the village regulations. |
| - There is no animals roaming around the aldeia. | - |

Aldeia: Lismori

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| - A wild fire happened in the night on May 24 and burned one (1) ha of forests with Ai ru & Samtuku. The burned area was located close to a coffee plantation. | - CDA will investigate the case with the assistance from the NGO. |
| - Someone barked the trunk of 10 Ai ru trees to wizen them to cut as dead trees later. | - CDA will call for a meeting with communities with the assistance from the NGO to discuss this issue. |
| - The case of land dispute, which was reported in last meeting, was solved by CDA. | - |

Aldeia: Desmanehata (Information from Halarae staff)

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| - There are still goats roaming around the aldeia. - Some members seem to have less interest in working together, especially in the demo plots for maintenance. | - |

3. Other Issues discussed

| Other topic |
|--------------------|
| - |

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|----------------|---------------|-------------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

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|--|
| - An urgent meeting should be organized at Bilmahatu to discuss the case of illegal cutting and necessary action to be taken with village leaders and communities. In the same meeting, communities should be reminded not to violate the village regulations. |
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End of document

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|--|
| Date of Meeting | July 03, 2014 |
| Village | Suco Madabeno |
| No of Participant | 15 members including CDAs of Bilmahtu & Lismori and Lia Nain. No participants from Aldeia Desmanehata. NDF/MAF: Messrs. Juao Rodriguez & Mayuskling Gutterres |
| Time Starting/closing | 12:00 – 14:30 |
| Person responsible for entry | Yayoi Yoshioka |

2. Issue shared by aldeia

Aldeia: Manufoni

| Major issues in the month | Action taken/agreed upon by the committee |
|---|---|
| - No wild fire, illegal cutting or crop damages by animals was reported. | - |
| - Some people who used to leave pigs unconfined started tying them to sticks/trees since the animals caused damage to crops in their own farms. | - |
| - In June, some families, relatives of communities in Manufoni, moved from Suco Kotolao and opened farms in areas owned by their related families in Manufoni. - The case has yet to be reported to CDA. | - |

Aldeia: Manehalo

| Major issues in the month | Action taken/agreed upon by the committee |
|---|---|
| - No wild fire or illegal cutting reported. | |
| - A unconfined pig, whose owner has not been identified yet, damage trees planted by Lia Nain. He reported the case to CDA but was not able to find an owner of the animal. - Lia Nain reminded communities to put their pigs in pens and further asked CDAs to instruct communities to properly manage their animals. | - |
| - A doctor of clinic in Madabeno was suspected by CDS of using black magic. - It was decided that the doctor would move to Suco Fatrilau. | - |
| - CDS informed communities that the village leaders agreed with the electric company that the company could cut some trees for installation of electric lines. | - |

Aldeia: Remapati

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| - No illegal cutting, wild fire or crop damage was reported. | - |
| - There are still some pigs roaming around in the aldeia as the owners have not built pens for them yet. | - CDS and CDA shall advise the owners of animals to build pens and put the animals in pens. |
| - A case of domestic violence happened in a family in the aldeia. The wife's family brought the case to Rede | - |

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|---|--|
| Feto (Women's Organization) in Dili to settle the case. - The case is currently in the process of being settled. | |
|---|--|

Aldeia: Bilmahatu

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| - No wild fire, illegal cutting or crop damage was reported. CDA instructed communities to pay due attention to preventing a fire from occurring in the area. | |
| - CDA reported that he used US\$ 400 of the total fines collected from the private company (US\$ 500) for the preparation of the mediation meeting, which would be held after the coffee harvesting season. - He also reported that he gave US\$ 100 to CDS. - The company gave a pig, a goat, 2 lits of oil, one sack of rice, bittel nuts and leaves, and cigarette to CDA. - CDA will organize another meeting with 13 persons involved in the case next month to impose a fine on them. | - CDS was advised that the cost for the mediation meeting should be shouldered by the 13 persons responsible for cutting. - NGOs reminded CDAs of the importance of transparent management of collected fines to maintain the effectiveness of the village regulations. CDAs were advised to go through village regulations again to deepen their understandings. - It was agreed among the participants that the use of fines should be reported and shared in the monthly meeting. |

Aldeia: Desmanehata (reported by CDA of Lismori)

| Major issues in the month | Action taken/agreed upon by the committee |
|---|--|
| - No illegal cutting, wild fire or crop damage by animals observed. | - |
| - There are still some animals roaming around in the area. | - |

Aldeia: Lismori

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| - No wild fire, illegal cutting or crop damage by the animals happened. | - |
| - A meeting was organized on June 10 with the person responsible for a case of forest fire, which was reported in the previous meeting. - It was revealed that the area burnt was part of his farm. | - |
| - CDA will also organize another meeting with those who might be responsible for killing trees by peeling the barks of trees next week. | - |

3. Other Issues discussed

| Other topic |
|---|
| - CDA of Lismori stressed the importance of the village leaders' participation in the monthly monitoring meeting. He also advised the participants to take part in the micro program activities, as they would contribute to the capacity enhancement. - It was decided that the next meeting would be held at Desmanehata on Aug. 05 in consideration of the fact that no representative (even CDA) from the aldeia had not participated in the monitoring meetings for 2 months. |

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|---------|--------|------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

- Fines collected by the committee (CDA/CDS) should be monitored by the NGO to ensure the transparency in financial management of fines. Misuse of fines by the village leaders might results in loosing trust of communities in the village regulations, if they regard that the village leaders use the village regulations for their interests. The NGO should support the committee not only in keeping books of account but also arranging mediation meetings so as to monitor the use of fine.

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Memo of Monthly Monitoring Meeting

1. General Information of Meeting

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|------------------------------|--|
| Date of Meeting | September 17th, 2014 |
| Village | Suco Madabeno |
| No of Participant | 21 people with 5 CDAs and CDS of Madabeno. |
| Time Starting/closing | 11:25am – 15:10pm |
| Person responsible for entry | Servacio do Nascimento |

2. Issue shared by aldeia

Aldeia Remapati

| Major issue for this months | Action taken / agreed upon by the committee |
|--|--|
| - There was no report of wild fire and illegal cutting last month. | - CDA was asked by the committee to keep telling communities that they should be aware of the village regulations. - CDA with the assistance from the NGO will put a sign/symbol of Tara Bandu at the strategic locations (5 locations) to reduce the occurrence of wildfire caused by outsiders as well as communities in the village. |
| - Animals have been still freely grazed in the area. | - According to CDA, communities have been advised to put their animals in the pens as many of them have started building animal pens. He assured that there would be no animal roaming around in the village. |
| - There was no violent act happening in the area last month. | - - |
| - The case of the domestic violence that happened on June 22, 2014 was directly brought to the organization named Redi Feto (an organization which deals with cases of domestic violence or sexual violence against women), but not to CDA or the committee. | - The case has not been solved yet. In case that the committee would be asked by the parties related (wife and husband) to settle the case, some fines might be imposed on them as they did not approach to the committee at either aldeia or suco level when the case happened. |

Aldeia Bilmahatu

| Major issue for this month | Action taken / agreed upon by the committee |
|---|---|
| - There was no report of wild fire and illegal cutting last month. | - CDA was asked by the committee to keep monitoring communities and reminding them not to commit any illegal activities. - CDA with the assistance from the NGO will organize communities to work together for putting a sign/symbol at the five strategic locations in coordination with the other aldeias. |
| - There was no case of crop damage happening even though some animals are still found roaming around in the area. | - The operation to kill roaming animals was postponed. The committee has been waiting for official authorization from suco police to do so. CDS has been coordinating with suco police to get an authorization letter. |
| - There was a case of land dispute between brothers. The case has not been settled at aldeia level yet. - The two of them are currently gathering information on the ownership of the land from their family and relatives before they bring the | - CDS is waiting for the two brothers' bringing the case to the committee at suco level. |

| | |
|--|---|
| case to the committee at suco level. | |
| - The 13 community members responsible for the case of illegal cutting have not paid any fine yet. | - CDS will call for them to pay the fine in the near future, so that the committee could demonstrate that any illegal cases would be judged and penalized in accordance with the village regulations. |

Aldeia Manefoni

| Major issue for this months | Action taken / agreed upon by the committee |
|--|---|
| - There was no report of wild fire and illegal cutting last month. | - CDA will continue reminding his communities not to commit any illegal activities. - CDA with the assistance from the NGO will organize communities to work together for putting a sign/symbol at the five strategic locations in coordination with the other aldeias. |
| - There was no case of crop damage caused by animals as almost all the families in the aldeia have already tied or put their animals in pens. Nevertheless, there are some goats still seen freely walking in the area. - | - In general communities pay attention not to let their animals roam around the area as they are that the operations will be carried out by the committee and suco police soon. - CDA showed his intention to conduct the operation and kill any animals roaming around once the committee get the authorization letter. |
| - There was no violent act, such as domestic violence or sexual violence, happening in the area last month. | - |

Aldeia Lismori

| Major issue for this months | Action taken / agreed upon by the committee |
|--|---|
| - There was no report of wild fire and illegal cutting last month. | - CDA will keep advising communities not to burn forests. |
| - There was no case of crop damage caused by animals. CDA said that many families have already brought their animals in the designated grazing area far from the aldeia. | - |
| - There was no violent act, such as domestic violence or sexual violence, happening in the area last month. | - |
| - There is no issue pending | - |

Aldeia Desmanehata

| Major issue for this months | Action taken / agreed upon by the committee |
|---|--|
| - There was no report of wild fire and illegal cutting last month. | - |
| - Lia Nain in the aldeia cut less than 1 m3 of trees for building his house with permission of CDA. | - |
| - There are animals (goats and pigs) found freely roaming around the aldeia. Accordingly, they become wild, and therefore are difficult to catch at present. | - The owners of the animals will kill or catch them when the operation is carried out. |
| - According to Lia Nain in the aldeia, there is a person who is claiming that his jackfruit tree was cut down by a villager. Nevertheless, the person has not reported the case to the committee yet. | - |
| - No any illegal case happened last month, and | - - |

Aldeia Lismori

| Important issue from previous month | Action taken/agreed by the committee |
|--|--------------------------------------|
| <ul style="list-style-type: none"> - There was no case of wild fire, illegal cutting, or crop damage caused by animals reported in the aldeia last month. - All animals are being put in pens or tied to trees/sticks. | |
| <ul style="list-style-type: none"> - There was no case of violence reported in the aldeia last month. | |

Aldeia Desmanehata

| Important issue from previous month | Action taken/agreed by the committee |
|--|--------------------------------------|
| <ul style="list-style-type: none"> - There was no case of wild fire, illegal cutting, or crop damage caused by animals reported in the aldeia last month. - All animals are being put in pens or tied to trees/sticks. | |
| <ul style="list-style-type: none"> - There was no case of violence reported in the aldeia last month. | |

3. Any other topic to be discussed

| |
|---|
| <p>The participants discussed how to prevent the occurrence of wild fire in the future. Some highlights of the discussions are summarized below.</p> <ul style="list-style-type: none"> - Lia nain of Manehalo commented that there should be continuous public awareness raising to be carried out by NDF (forest guards/forest officers) to minimize the occurrence of wild fires. - CDA of Bilmahatu also commented that the effectiveness of the village regulations has been weakened by the illegal acts; therefore, anyone who violated the regulations should be penalized/fined and his/her families should also be responsible for the person's actions. - CDA of Lismori also suggested that public awareness campaigns should be carried out by using media (e.g., radio and tv) to stop illegal activities, such as wild fire, illegal cutting, and free animal grazing. |
| <p>Comment from MAF NDF;</p> <ul style="list-style-type: none"> - Julio Tilman; public awareness campaign should be continuously done and there should be a district meeting should be held which involved all 31 sucos in Aileu, MAF district, church, sub district administrators in Aileu and all relevant parts in Aileu. - Marcelino; <ul style="list-style-type: none"> • There should collaboration with community police to prevent these illegal cutting • Sign board of information should be put. • Community should also remain each other so that they can stop wild fire. • In order to guarantee continue support from Government, the community should protect their area (stop burning), if it is identified that they cannot protect their area or involve in the illegal activity support from the government such as community development fund can be stopped. • There should be initiative from the local leader to find the people who burnt the area, without initiative from the local leader will be difficult to know people who normally burn the area - Comment from Mr Egas <ul style="list-style-type: none"> • Continuation of village regulation is needed • In the places known as secret by community, ceremony to be held so that the place can protect protected places as believed by community • Recommend to national level to make prevention campaign through schools so that information can be shared to the students • Local effort such establish village watcher team in order to keep an eye on to the people who may do illegal activities |

4. Comment/suggestion from the person who wrote the memo

Next monthly monitoring meeting will be held in fourth week of January

Memo of the Monthly Monitoring Meeting

1. General information from the meeting

| | |
|---------------------------------|---|
| Date of Meeting | December 4 th , 2014 |
| Village/suco | Madabeno |
| No. of Participants | 23 people with secretary, lia nain, four CDA, 6 Cps |
| Timeline | 13:20Pm – 16:10Pm |
| Person responsible for the memo | Servacio do Nascimento |

2. Issues discussed

Aldeia Remapati

| Important issue from previous month | Action taken/agreed by the committee |
|--|--------------------------------------|
| - There was no case of illegal cutting or free animal grazing/crop damage caused by animals happening in the aldeia. | - |
| - A case of wild fire happening last month was reported in the meeting. | |
| - A domestic violence case happened in the aldeia. The case was reported to Police. | |

Aldeia Manefoni

| Important issue from previous month | Action taken/agreed by the committee |
|--|--|
| - There was no case of wild fire, illegal cutting, or crop damage caused by animals reported in the aldeia last month. | |
| - Some villagers cut trees in their own plots for making animal pens. | |
| - Although the majority of communities have tied animals to trees/sticks or have put them in pens, there are still some animals found roaming around the area. | CDA shall keep instructing communities to put their animals in pens or tie them to trees/sticks following the village regulations. |
| - There was no violence case reported in the aldeia last month. | - |

Aldeia Manehalo

| Important issue from previous month | Action taken/agreed by the committee |
|---|---|
| - There was no case of wild fire, crop damage caused by animals, or violence reported in the aldeia last month. | |
| - There was a case of wild fire reported last month. Five farms planted with clove, casuarinas, caliandra, samutuk, and coffee, and natural forests of ai ru were burned by the fire. | As the cause of the fire had not been identified yet, the NGO requested CDA and other committee members to find out the possible causes of the fire including persons potentially responsible. Ms. Celestina from NDF informed that NDF could provide seedlings to the farms burned by the fire, as long as the NGO could transport and deliver them to the victims. |

Aldeia Bilmahatu

| Important issue from previous month | Action taken/agreed by the committee |
|--|--------------------------------------|
| - There was no case of wild fire, illegal cutting, or crop damage caused by animals reported in the aldeia last month. | |
| - There was no case of violence reported in the aldeia last month. | |

Aldeia Lismori

| Important issue from previous month | Action taken/agreed by the committee |
|---|--------------------------------------|
| <ul style="list-style-type: none">- There was no case of wild fire, illegal cutting, or crop damage caused by animals reported in the aldeia last month.- All animals are being put in pens or tied to trees/sticks. | |
| <ul style="list-style-type: none">- There was no case of violence reported in the aldeia last month. | |

Aldeia Desmanehata

| Important issue from previous month | Action taken/agreed by the committee |
|---|--------------------------------------|
| <ul style="list-style-type: none">- There was no case of wild fire, illegal cutting, or crop damage caused by animals reported in the aldeia last month.- All animals are being put in pens or tied to trees/sticks. | |
| <ul style="list-style-type: none">- There was no case of violence reported in the aldeia last month. | |

3. Any other topic to be discussed

| |
|--|
| <p>The participants discussed how to prevent the occurrence of wild fire in the future. Some highlights of the discussions are summarized below.</p> <ul style="list-style-type: none">- Lia nain of Manehalo commented that there should be continuous public awareness raising to be carried out by NDF (forest guards/forest officers) to minimize the occurrence of wild fires.- CDA of Bilmahatu also commented that the effectiveness of the village regulations has been weakened by the illegal acts; therefore, anyone who violated the regulations should be penalized/fined and his/her families should also be responsible for the person's actions.- CDA of Lismori also suggested that public awareness campaigns should be carried out by using media (e.g., radio and tv) to stop illegal activities, such as wild fire, illegal cutting, and free animal grazing. |
| <p>Comment from MAF NDF;</p> <ul style="list-style-type: none">- Julio Tilman; public awareness campaign should be continuously done and there should be a district meeting should be held which involved all 31 sucos in Aileu, MAF district, church, sub district administrators in Aileu and all relevant parts in Aileu.- Marcelino;<ul style="list-style-type: none">• There should collaboration with community police to prevent these illegal cutting• Sign board of information should be put.• Community should also remain each other so that they can stop wild fire.• In order to guarantee continue support from Government, the community should protect their area (stop burning), if it is identified that they cannot protect their area or involve in the illegal activity support from the government such as community development fund can be stopped.• There should be initiative from the local leader to find the people who burnt the area, without initiative from the local leader will be difficult to know people who normally burn the area- Comment from Mr Egas<ul style="list-style-type: none">• Continuation of village regulation is needed• In the places known as secret by community, ceremony to be held so that the place can protect protected places as believed by community• Recommend to national level to make prevention campaign through schools so that information can be shared to the students• Local effort such establish village watcher team in order to keep an eye on to the people who may do illegal activities |

4. Comment/suggestion from the person who wrote the memo

Next monthly monitoring meeting will be held in fourth week of January

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|----------------------------|
| Date of meeting | 30 September 2011 |
| Village/Suco | Talitu |
| No. of participants | 11 persons |
| Time of starting / Closing | 10.00 am ~ 13.00 pm |
| Person in charge of entry | Suco's committee secretary |

2. Issues shared by Aldeia

Aldeia: Fatukhun

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There has been no forest fire or illegal cutting taking place. Local communities burned the collected cutting grasses in the farms or the farm with firebreak lines. They also just collected fallen branches/woods in forests for firewood. | - |
| There has been no violent act done by communities in the village in this month. | CDA was advised to remind local communities of the village regulations from time to time. |

Aldeia: Quelae

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There has been no forest fire taking place in the aldeia in this month. Local communities only burn the collected grasses in the farm or the farms with firebreak lines. | - |
| There has been also no illegal cutting in the aldeia in this month. Local communities cut only small trees in their farms after burning the areas. | - |
| There has been no violent act done by communities in the village in this month. | CDA was advised to remind local communities of the village regulations from time to time. |

Aldeia: Casamantuto

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| The situation is the same with what CDA of Fatukhun reported. | - |

Aldeia: Talitu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| There is no forest fire, illegal cutting or violent act taking place in the aldeia in this month. | Chefe aldeia maintain to remind the community on the existing village regulation. |
| There are some communities who rear small animals without tying them to trees or putting them in pens. | The committee decided to have a meeting with local communities in Aldeia Talitu on October 4, 2011 to discuss this issue. The committee members together with suco police, extensionist, the NGO, and JICA Project Team would participate in the meeting. |

3. Other topics discussed, such as further action taken by the committee, etc.

| Other topics | Action taken / agreed upon by the committee |
|---|---|
| Water pipes for supplying drinking water need to be moved as they were buried in the construction sites for the national road from Dili to Aileu. | CDA was advised to check and identify whether or not the pipes need to be moved. |
| One participant recommended revising the village regulations adding articles/clauses of the prohibition of altering his/her religion and the existence of a martial art groups. | The committee decided not to change the village regulations since the religion should be selected freely and being a member of the martial art group should not necessarily be a crime. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| | | |

5. Any comments/suggestions from the person who makes this memo

- | |
|--|
| <ul style="list-style-type: none"> a. Discussions among the committee members was rather good and organized even though the number of the participants was not as high as expected. b. Many local communities, except those living in Talitu, seemed to have rather good understanding of the objectives of the village regulations. c. The minutes of the meeting with a list of the participants in the monthly meeting should be copied for and distributed to the members of the committee. d. NDF, the JICA Project Team and Halarae should assist the committee in solving the issue in Aldeia Talitu. |
|--|

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|----------------------------|
| Date of meeting | 23 November 2011 |
| Village/Suco | Talitu |
| No. of participants | 16 persons |
| Time of starting / Closing | 10:30 am ~ 02:00 pm |
| Person in charge of entry | Suco's committee secretary |

2. Issues shared by Aldeia

Aldeia: Fatukhun

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There has been no forest fire, crop damage by animal, violence, or any illegal activity in the village for the last two months. | - |
| CDA shared his concern that some trees in the village were cut by an electric company (EDTL) for installation of electric poles. Forest Guard from Aileu added that the company had already obtained permission from NDF/MAF to cut trees along the planned electric lines. | No action is needed. |

Aldeia: Quelae

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| A person from Quelae has occupied and insisted the ownership of the land belonging to another person from Talitu. Both parties tried to solve the issue in the meeting held on Nov. 14 with the presence of CDS, but they were not able to solve the issue in the meeting. <u>Background of the case:</u> The owner of the land has allowed the user to use his land (about 2 ha) for farming and living with a temporary house since the Indonesian times. Last October, the owner requested the user to return his land as he sensed that the user might sell his land to somebody. <u>Result of the meeting on Nov 14:</u> The owner of the land offered the payment of US\$ 500 in return for waiving the land as compensation for the trees and crops planted by the users. Nevertheless, the user denied the offer and said that this issue should be solved by the high authority. | Both parties agreed to bring the case to sub-district and court to solve the issue. |
| There has been no forest fire, crop damage by animal, violence, or any illegal activity in the village for the last two months. | - |

Aldeia: Casamantuto

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no forest fire, crop damage by animal, violence, or any illegal activity in the village for the last two months. | - |

| | |
|--|---|
| There was a case in which one household entered and used the other family's farm (home garden) in the aldeia. The case was settled on November 6, 2011 at aldeia level. The person who entered the farm paid US\$ 25 to the committee and killed one goat for the mediation meeting. | - |
|--|---|

Aldeia: Talitu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There is a pending land dispute reported by CDA of Quelae. | - |
| As an external factor that has affected the natural environment in the village, CDA reported that some trees were cut along with the expansion of the national road from Dili to Aileu. However, it was agreed among the committee members that it was beyond control of the committee since the expansion of the road was the national program. | - |
| Although there had been no free grazing in the aldeia for one month after the meeting on September 30, some pigs are found freely grazing in the area at present. There were also some reports on crop damage caused by animals, though they were not treated as cases to be solved. CDA reminded local communities that all the animals should be tied up or put in pens in three days. | The committee shall take action in case there are any cases of crop damage after three days. The committee shall also remind local communities of the village regulations as well as the responsibilities of owners of animals, since some communities misunderstand that the committee is responsible for control of animals. |
| There has been no forest fire or any illegal activity in the village for the last two months. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| Other topics | Action taken / agreed upon by the committee |
|--|---|
| There is a Tara Bandu ceremony to be organized at Sub-district Remexio on November 25, 2011. | - |
| The former CDS requested CDAs to ask local communities to plant black pepper since he got an approach from one trade company with a proposal to trade pepper in the village. He also informed that he could give planting materials of pepper if any communities needed the same. | - |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| | | |

5. Any comments/suggestions from the person who makes this memo

| |
|--|
| a. There seems to be a need to enhance the awareness of the village regulations among the communities in the village, especially in Aldeia Talitu. The committee should hold the monthly meeting at aldeia level with the assistance from the NGO. |
|--|

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | 27 January 2012 |
| Village/Suco | Talitu |
| No. of participants | 12 persons (No one from Aldeia Fatukhun) |
| Time of starting / Closing | 11:00 am ~ 02:00 pm |
| Person in charge of entry | Suco's committee secretary |

2. Issues shared by Aldeia

Aldeia: Fatukhun

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| <i>No report was made since no one from the aldeia attended the meeting.</i> | |

Aldeia: Quelae

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| The land dispute between the person in Talitu and another person in Quelau has not been solved yet. | The committee keeps watching the case and will take any necessary action if the related parties need its intervention. |
| There has been no forest fire, crop damage by animal, violence, or any illegal activity taking place in the village for the last two months. | - |

Aldeia: Talitu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| The person in Taitu allowed the person in Casa Manatutu to use his land before. But when the person in Casa Manatutu (the land user) grew vegetables and the person in Talitu (the land owner) saw the vegetables growing well, the land owner claimed that the land should be returned to him. The land user insisted that he would keep the land until he harvests vegetables, and promised to return the land next year since he had already cultivated vegetables. The case was settled by the intervention of the committee, and the land owner paid US\$ 25 to the committee. The user shouldered the expenses for mediation. | - |
| One pig caused damage on crops in a farm in Talitu and hunted by the owner of the farm. However, no one has claimed the ownership of the pig so far, maybe because the owner of the pig is afraid of being forced to pay the fine of US\$ 25. | - |
| There has been no forest fire or any other case taking place except those reported above in the aldeia for the last two months. | - |

Aldeia: Casamantuto

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There was a land dispute issue, which CDA of Talitu reported above. | - |
| There has been no forest fire or any other case taking place except those reported above in the aldeia for the last two months. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| Other topics | Action taken / agreed upon by the committee |
|--|---|
| People in Talitu are not so serious about keeping animals in pens or tied up. They usually tie up their pigs outside, but some pigs can slip out because they are not tied up tightly. | Although the committee has informed the communities in Talitu of keeping animals in pens or tied up, there are still some pigs roaming about in the aldeia. CDS suggested that the mind and attitude of the people in Talitu would be altered once they realized that any roaming animals causing crops might be killed. |

4. Cash deposited in the Committee

As of today, the total cash in hand in the committee is US\$ 50.

5. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|----------------|---------------|--------------------------------|
| | | |

6. Any comments/suggestions from the person who makes this memo

| |
|--|
| a. The NGO has not distributed the copies of the village regulations to all the members of the committee. Although they seem to have been able to solve the issues in line with the village regulations, the NGO shall equip each member of the committee with a copy of village regulations so that they could handle any issues in the village properly. |
| b. The NGO shall contact CDA of Fatukhun to remind him of his responsibility, so that he would not be absent from the meeting without notice. |

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|--------------------------------|------------------------------|
| Date of meeting | 04 October 2012 |
| Village/Suco | Talitu |
| No. of participants | 6 persons |
| Time of starting / Closing | 10:30 am ~ 01:00 pm |
| Person who chaired the meeting | Youth representative of Suco |

2. Issues shared by Aldeia

Aldeia: Fatukhun

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was no wild fire or illegal cutting in the aldeia in September. Communities cut trees for building a church with permission of NDF. | CDA should inform the person responsible for cutting trees for building a church that they should finish cutting trees as soon as possible, because NDF plans to invalidate the license next month. |
| There was a wild fire in Suco Kotolao close to the boundaries of Fatukhun, | - |
| There was an illegal cutting caused by a person belonging to Suco Kotolao. | CDA will check the status of the person. |

Aldeia: Quelae

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There was no forest fire or illegal cutting in the aldeia in September. | |
| The case of crop damage in August was solved by the related parties without intervention of CDA. | - |

Aldeia: Casamantuto

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was no forest fire or illegal cutting in the aldeia in September. | - |
| There was no any illegal act found in the aldeia in September. | - |

Aldeia: Talitu

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There was no illegal cutting in the aldeia in September. | CDA will instruct local communities not to cut trees illegally. |
| There was a case of wild fire in the aldeia in September. The fire took place in the area along the main road and adjacent to Suco Aulao. It burned a part of forest in the aldeia. The communities have not identified the cause of the fire and person responsible for the case yet. | CDA will remind local communities that they should properly burn their farms in a proper manner as specified in the village regulations. Signboards should be set up in strategic locations with local symbols, which would be prepared by local communities, so that anyone could notice the banned acts in the village. Halarae should provide each members of the committee a copy of the village regulations. |

| | |
|---|---|
| Few animals roamed around in the aldeia in September, because many of them were killed for funeral and/or traditional ceremonies. | - |
|---|---|

3. Other topics discussed, such as further action taken by the committee, etc.

| Other topics | Action taken / agreed upon by the committee |
|--------------|---|
| None | |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| None | | |

5. Any comments/suggestions from the person who makes this memo

| |
|---|
| <p>a. The meeting was held with just six (6) members of the committee, though all the members of the committee were supposed to attend the meeting. In fact, no one from Aldeia Casa Manatutu attended the meeting. The village leaders shall remind the members of the committee of their responsibilities and encourage those who did not participate in the meeting to attend the meeting.</p> |
|---|

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|--------------------------------|--|
| Date of meeting | June 27 2013 |
| Village/Suco | Talitu |
| No. of participants | 13 persons including CDS and CDAs except CDA of Fatukhun No one from MAF attended at the meeting. |
| Time of starting / Closing | 11:00 am ~ 12:00 am |
| Person who chaired the meeting | Chef de Suco |

2. Issues shared by Aldeia

Aldeia: Quelae

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There has been no wild fire, illegal cutting, or crop damage caused by animals in the aldeia for the last two months. All small animals were put in pen or tied to trees/sticks, while large animals were grazed in the designated grazing area near Fatukhun. | |
| There was a small fight between youths in the aldeia last month but the case was solved by CDA. | |

Aldeia: Casamantuto

| Major issues in the month | Action taken / agreed upon by the committee |
|--|---|
| There was no wild fire, illegal cutting, or crop damage caused by animals in the aldeia in May and June 2013 Communities cut only dead trees for making houses. | - |
| The case of steal of a lamp at school has not been solved since the committee could not identify the person responsible. | - |

Aldeia: Talitu

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There was no wild fire or illegal cutting in the aldeia last month. | - |
| There are still large and small animals roaming around in the aldeia, which have sometimes caused crop damage in the aldeia although there was no report given to CDA last month. Accordingly, it is difficult for communities to identify animals responsible for damage as owners of animals often unhitch animals in the night. | CDS and CDA should keep reminding local communities in coordination with the Sub-district Administrative Office that they should not free animals, or their animals might be killed according to the regulations as well as the instruction of the Sub-district Administrative Office. |

Aldeia: Fatukhun

| Major issues in the month | Action taken / agreed upon by the committee |
|---------------------------------|---|
| No one attended at the meeting. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| Other topics | Action taken / agreed upon by the committee |
|--|---|
| <p>Secretary of State for Forest and Natural Resources visited Suco Talitu and had a small meeting with the village leaders. He reminded the leaders that they should guide and orient local communities toward the conservation of forests and reforestation to protect not only their livelihoods but also the environment of Dili. He also committed himself that the Government intended to help them continue producing and planting seedlings as long as they were willing to do so.</p> | <p>-</p> |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| None | | |

5. Any comments/suggestions from the person who makes this memo

| |
|--|
| <p>a. No one from Fatukhun attended at the meeting. As the location of Fatukhun is far from the suco officer, there might be a need to consider a certain measure, such as assistance in transportation or rotation of the place of the meeting.</p> |
|--|

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|-------------------------------|
| Date of meeting | 22 August 2013 |
| Village/Suco | Talitu |
| No. of participants | 9 |
| Time of starting / Closing | 10.00 am ~ 13.00 pm |
| Person in charge of entry | Committee leader (chefe suco) |

2. Issues shared by Aldeia

Aldeia: Fatuk hun

| No | Major issues in the month | Action taken / agreed upon by the committee |
|----|---|---|
| 1 | Illegal forest fire does not take place however the communities extinguish the fire that appears in the suco border of Kotolau. | Chefe aldeia keep reminding the communities to control and be careful to the illegal fire. |
| 2 | Illegal cutting does not take place, however community take dry wood for fire wood and sale. | Chefe aldeia keep reminding people not to break the regulations. |
| 3 | Small animals such as pig and goat still grazing freely by several communities. | Chefe aldeia remind the communities to put their animals in the stall so their animals not ruin other people farms. |
| 4 | Incidence of any other violations does not take place in this month (July & August). | - |
| 5 | There are not any issues/cases left unsolved at aldeia level. | |

Aldeia: Quelae

| No | Major issues in the month | Action taken / agreed upon by the committee |
|----|--|--|
| 1 | Illegal forest fire does not take place. | - |
| 2 | Illegal cutting does not take place, however community cut dry wood for fire wood. | Chefe aldeia keep reminding people not to break the regulations and implementing the regulations in accordance with good manner. |
| 3 | There are not any animals | Chefe aldeia keep reminding to not grazing animals freely. |

| | | |
|---|--|---|
| | grazing freely. | |
| 4 | Incidence of any other violations does not take place in this month (July & August). | - |
| 5 | There are not any issues/cases left unsolved at aldeia level. | - |

Aldeia: Casamantuto

| No | Major issues in the month | Action taken / agreed upon by the committee |
|----|--|--|
| 1 | Illegal forest fire does not take place. | Chefe de aldeias keep reminding people not to violate the regulations of tarabandu. |
| 2 | Illegal cutting does not take place. | Chefe de aldeia keep control of the public not to cut down trees illegally in someone else's land. |
| 3 | There are not any animals grazing freely. | Chefe aldeia keep reminding to not grazing animals freely. |
| 4 | Incidence of any other violations does not take place in this month (July & August). | -. |
| 5 | There are not any issues/cases left unsolved at aldeia level. | - |

Aldeia: Talitu

| No | Major issues in the month | Action taken / agreed upon by the committee |
|----|--|--|
| 1 | Illegal forest fire does not take place. | Chefe de aldeia keep control and remind people not to commit this act. |
| 2 | Illegal cutting does not take place, however community ask permission to the chefe aldeia to cut timber in their own farm for their work of project for bridge construction in the aldeia. | Chefe aldeia remind the communities when she/he cut down trees in their farm for house construction should inform to the local leaders according to the regulations. |
| 3 | Small animals such as pig and goat still grazing freely by several communities and destroy other people farms. | - Chefe aldeia has informed to the communities to not grazing animals freely however several communities keep grazing animals freely. - Chefe aldeia inform to the communities when their animals destroy other people farms or plots it will be killed and inform to chefe aldeia. |
| 4 | Incidence of any other violations does not take place in this month (July & August). | |
| 5 | There are not any issues/cases left unsolved at aldeia level. | |

3. Other topics discussed, such as further action taken by the committee, etc.

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| <ul style="list-style-type: none"> - Many of water pipes from water source into Quelae broken because the pipe connection is ruined so the water used for watering seedlings in the nursery and consumed by communities is reduce. - Participation of group members in the nursery programs reduce because of the road project. | <ul style="list-style-type: none"> - Local staffs of Halarae together with the communities will fix and if the pipe connection is ruin so Halarae will replace with the new ones. - Participation of group members in aldeia Quelae reduce because they have individual activities, however, chefe aldeia will inform to the group members to be participated. - Chefe aldeia and Halarae's staffs will dividing the time so the work can go well. |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|---------|--------|-------------------------|
| | | None |

5. Any comments/suggestions from the person who makes this memo

- Participation of the meeting is lack from the total of the committee.

- Majority the communities in the suco implementing the regulations properly but several communities from Aldeia Fatukhun and Talitu still grazing animals freely.

- The next meeting is on 20th September 2013.

- Planning for meeting at aldeia level is at aldeia Fatukhun and Casamanatuto is in the 1st week of September 2013; at aldeia Talitu and Quelae is in 2nd week of September 2013. It will be realized when chefe aldeias determine the date.

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|--------------------------------|---|
| Date of meeting | October 3, 2013 |
| Village/Suco | Talitu |
| No. of participants | 12 persons including CDS and CDA 2 counterparts from NDF (Central NDF officer and DFO) |
| Time of starting / Closing | 10:00 am ~ 12:00 am |
| Person who chaired the meeting | Chef de Suco |

2. Issues shared by Aldeia

Aldeia: Quelae

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was no report on forest fire, illegal cutting, or crop damage caused by animals in September. There was also no report on domestic/sexual violence in the same month. | CDA shall remind local communities not to burn their farms without firebreak. |
| There are still animals found roaming around without being tied. There seemed to be some cases of crop damage caused by animals, but the cases were settled by the families related to the cases. | Any cases should be reported to CDA in accordance with the regulations. |
| In fact, some of the roaming animals came from Suco Kotolau. Although there was no report on crop damage caused by such animals. | CDA shall check if any crop damage caused by such animals. |

Aldeia: Casamantuto

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There was no report on forest fire, illegal cutting, or crop damage caused by animal in September. All animals were tied up or put in pens. There was also no report on domestic/sexual violence in the same month. | CDA shall keep reminding local communities of observing the village regulations. |
| There was a meeting with a local NGO, NTF (Naroman Timor-Leste Foun), which was supported by PLAN International, on Sep. 17 and 18 to install a water system in Casa Manatutu. | The NGO will coordinate with NTF the work schedule of the micro programs to maintain the participation of local communities. |

Aldeia: Talitu

| Major issues in the month | Action taken / agreed upon by the committee |
|---|--|
| There was no report on forest fire, illegal cutting, or crop damage caused by animal in September. | - |
| Animals were still found roaming around in the aldeia, but there was no report on crop damage. CDS also communicated with the Sub-district Administrative Office (SdAO) which has already issued the official announcement of banning animal grazing, and ask SdAO to send a team to investigate the situations in the village. | CDA shall instruct local communities to tie up or put animals in pens reminding them that animals which enter the farms three times would be killed. |
| One company which has built a bridge between Talitu and Casa Manatutu cut trees with permission from CDA. The company paid the compensation to land owners. | - |
| A dog bit a pig to death. The owner of the dog will give the owner of the pig a new piglet after selling his | - |

| | |
|---------|--|
| pepper. | |
|---------|--|

Aldeia: Fatukhun

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| One family who recently resided in the aldeia from Hera cut down trees for making a house. CDA has already instructed him not to cut trees or to sell seedlings where he cut. He was also order to plant trees using wildlings of samtuku available along the river. | In case he cannot follow the order, he will be ordered to pay fine according to the regulations. CDA shall monitor/follow up the case. |
| There was a case of crop damage caused by animals on Sep.15. More than 10 animals entered the farm as large as 1.5 ha and damaged several crops in the farm. The case was settled in a family manner with mediation of CDA. The owner of animal paid US\$ 500 to the owner of the farm for compensation. | CDA shall keep remind local communities of tying up or putting animals in pens. |
| There was also another case of crop damage caused by a pig on Sep. 25. The case was settled by the families related to the case by killing the pig and sharing its meat between the parties. | Ditto |
| There were some animals found roaming around in the aldeia. | Ditto |
| There was no report of wild fire or any violent act in the aldeia in September. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| Other topics | Action taken / agreed upon by the committee |
|--|--|
| The signboard put along the boundary between Talitu and Asumau was taken by someone in Asumau. CDA of Asumau is currently keeping the signboard. The committee will bring it and set up at the center of Suco. In addition, the signboard put between Talitu and Dili will also be relocated as it seem to get damaged by many stones thrown by someone. | - |

4. Revision needed/considered in the Village Regulations

| Article | Clause | Points to be considered |
|----------------|---------------|--------------------------------|
| None | | |

5. Any comments/suggestions from the person who makes this memo

| |
|------|
| None |
|------|

Yoji Mlzuguchi

Chief Advisor of the JICA Project Team

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|---|
| Date of Meeting | May 28, 2014 |
| Village | Suco Talitu |
| No of Participant | 8 members including representatives of CDS, secretary and CDA of Talitu & Quelae. No representatives from Aldeia Fatukhun & Casamanatutu. NDF/MAF: Mr. Benjamin Tilman |
| Time Starting/closing | 11:00 -12:15 |
| Person responsible for entry | Yayoi Yoshioka |

2. Issue shared by aldeia

Aldeia: Talitu

| Major issues in the month | Action taken/agreed upon by the committee |
|---|---|
| - No illegal cutting or forest fires was reported. | - |
| - A few pigs are still roaming around the aldeia, but there was no report of crop damage caused by pigs. | - |
| - A cow damaged cassava plantation on the night of April 25, 2014. The case was settled in a family manner and the animal has been tied to a tree since then. | - |
| - In March 2014, a land dispute between two families was reported to CDA. As CDA could not resolve the issue, the case was handed over to CDS. Since CDS also could not settle the case, he instructed parties related to the case to seek assistance from SDA in settlement. | - |

Aldeia: Quelae

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| - No forest fires, illegal cutting or animal damages was reported. | - |
| - Some communities cut trees to construct a church with permission from CDA/CDS. | - |
| - No social problems or natural disasters have happened in the reporting period. | - |

Aldeia: Casamanatutu (information from the local staff of Halarae based in Aldeia)

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| - No forest fires, illegal cutting or animal damages was reported. | - |

Aldeia: Fatukhun

| Major issues in the month | Action taken/agreed upon by the committee |
|---------------------------|---|
| - No information | |

3. Other Issues discussed

| Other topic |
|--|
| - CDS encouraged the participants to continue the seedling production activities with the assistance from Halarae. He also reminded them that the expenditures shouldered by Haralae for seedling production should be reimbursed once the suco received the community development fund from the government. |

- Halarae reported that some communities in Fatukhun had collected firewood for selling them along the main road and livestock animals, such as cow and pigs. were found still roaming around the aldeia.
- CDS reported that the extensionist assigned for the suco had not shown up these days.
- Next meeting will be held at Fatukhun on June 26, 2014.

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|----------------|---------------|-------------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

- The village committee of Talitu is apparently not quite active. As the remoteness from the office of suco is considered as one of the reasons for the low participation especially from Fatukhun and Casa manatutu. Transportation support should be taken into account, for those aldeias to maintain the participation of as many members as possible.

End of document

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|---|
| Date of Meeting | February 12, 2015 |
| Village | Aldeia Quela, Suco Talitu |
| No of Participant | 26 participants including CDS, CDAs except Casamanatutu, Secretary and Representative from Casamanatutu NDF/MAF: Mr. Vildito Ximenes, Mr. Marcelino Perreira |
| Time Starting/closing | 11:30 -14:00 |
| Person responsible for entry | Yoji Mizuguchi |

2. Issue shared by aldeia

Aldeia: Talitu

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| <ul style="list-style-type: none"> - No forest fire or illegal cutting has occurred in January 2015. - People just cut trees planted in farms or branches of trees for domestic purposes. | - |
| <ul style="list-style-type: none"> - Communities are aware of the regulations, but there are still pigs roaming around in the aldeia and sometimes causing damage to crops. - CDS and CDA have already informed communities that any animals causing crop damage would be killed according to the regulations. - In fact, two (2) heads of pigs were killed recently. | - |

Aldeia: Quelae

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| <ul style="list-style-type: none"> - No forest fire, illegal cutting or crop damage caused by animal has occurred in January 2015. - People just cut trees planted in farms or branches for domestic purposes. - Small animals (e.g., goats and pigs) have been put in pens or tied to trees/sticks in general, although there are still cases where animals accidentally escape from/get free of the restrictions. | - |
| <ul style="list-style-type: none"> - Cows have been put in the areas designated for animal grazing along the river. On January 31, 2014, four (4) heads of cow grazed in the areas were killed by a flash flood. | - |
| <ul style="list-style-type: none"> - No violent act has occurred in the aldeia in January. | - |

Aldeia: Casamanatutu

| Major issues in the month | Action taken/agreed upon by the committee |
|---|---|
| <ul style="list-style-type: none"> - No forest fire, illegal cutting or crop damage caused by animal has occurred in January 2015. - All animals have been put in pens or tied to trees/sticks in general | - |
| <ul style="list-style-type: none"> - No violent act has occurred in the aldeia in January. | - |

Aldeia: Fatukhun

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| <ul style="list-style-type: none">- No forest fire, illegal cutting or crop damage caused by animal has occurred in January 2015.- People cut 50 poles for construction of church with the permission from CDA.- Animals have been tied to trees/sticks in general. In case that there are any animals roaming around in the area for several days, those animals would be killed. | |
| <ul style="list-style-type: none">- No violent act has occurred in the aldeia in January. | - |

3. Other Issues discussed

| Other topic |
|---|
| <ul style="list-style-type: none">- A participant said that some communities were not still aware of the village regulations. The awareness of the village regulations should be further enhanced among communities. It is, therefore, important to have this kind of meeting at the aldeia level.- The participants showed their willingness to continue to produce seedlings of fruits, such as Rambutan and Durian, in the existing nurseries in 2015 using some remaining budgets allocated by the Community Development Fund for Forest Protection by the GoTL. |

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|----------------|---------------|-------------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

| |
|--|
| <ul style="list-style-type: none">- The evaluation and planning workshop will be held in the 1st week of March, 2014.- The next monitoring meeting will be held at Fatukhun in March 2014. |
|--|

End of document

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|--|
| Date of Meeting | September 27, 2012 |
| Village | Hautoho |
| No of Participant | 14 members from Suco Committee including Chefi Aldeia, but Chefi Suco did not attend the meeting as he had a meeting at Remexio. |
| Time Starting/closing | 11:00-13:30 |
| Person responsible for entry | Yoji Mizuguchi |

2. Issue shared by aldeia

Aldeia: Remehei

| Major issues in the month | Action taken/agreed upon by the committee |
|---|---|
| There has been no free grazing. All animals have been kept properly as specified in the village regulations. | - |
| There were two cases of wild fire on August 19 and September 11, 2012. The first one took place in the boundaries between Remehei and Kuda Narai of Fadabloco, while the latter came from the boundaries with Lique DOE. Both fires burned forests, farms and animal fences. The bigger one, which took place on September 11, reached close to the center of Suco. In fact, a fire takes place every year in the same place. | CDA should have a meeting with local communities in the aldeia to disseminate the information of the village regulations. CDA in Remehei will have a meeting next Saturday. |

Aldeia: Aibutihun

| Major issues in the month | Action taken/agreed upon by the committee |
|---|---|
| There has been no illegal cutting or free grazing in the area. | - |
| There was a wild fire taking place on the night of September 19, 2012 in the aldeia. The fire came from Ai bubur forest in the middle of the aldeia and burned the forest and the surrounding farms owned by five families. CDA and CDS were not able to identify a cause of the fire. | CDA should have a meeting with local communities in the aldeia to deepen their understandings of the village regulations. The date of the meeting will be set next week, after CDA attends the meeting at Remehei. |

Aldeia: Lebuto

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| There has been no wild fire, illegal cutting, free grazing, or any violence in the aldeia since the Tara Bandu ceremony. | CDA will have a meeting with local communities in the aldeia to disseminate the information of the village regulations. The date of the meeting will be set next week, after CDA attends the meeting at Remehei. |

3. Other Issues discussed

| Other topic | Action that taken |
|--|-------------------|
| <p>The committee members evaluated the Tara Bandu ceremony held on August 17, 2012. The comments given by the members are summarized as follows:</p> <ul style="list-style-type: none"> ✓ The preparation of the ceremony was well done even under the hectic schedule. ✓ We worked together in the preparation as we believed that the ceremony must be good for us. ✓ We appreciate the support from the NGO, JICA and MAF for the ceremony, development of the regulations, and effective implementation of the regulations. ✓ All communities helped each other in the preparation of the ceremony. ✓ We were quite sad when we noticed that no one from the JICA Project Team attended the ceremony. | - |
| <p>Secretary of the Suco gave his opinion that the village committee should investigate the cases of wild fire coordinating with the owners of the surrounding farms to identify the causes of the fires.</p> | - |
| <p>The next monthly meeting is tentatively set on October 26, 2012. In case the date conflicts with other activities, the committee would coordinate the schedule with the NGO.</p> | - |

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|---------|--------|------------------------|
| - | | |

5. Comments/Suggestion from the Undersigned

| |
|--|
| <p>It was agreed between the undersigned and the project manager of USC-CTL that USC would assist CDAs in holding meetings with local communities in the respective aldeias.</p> |
|--|

Person responsible for this memo

Yoji Mizuguchi
Chief Advisor

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | June 28, 2013 |
| Village | Hautoho |
| No. of participants | - 14 villagers including CDS and ** CDA/ - NDF: Mr. Benjamin Suri |
| Time of starting / Closing | 12:00 ~ 12:40 |
| Person in charge of entry | Yayoi Yoshioka |

2. Issues shared by Aldeia

Aldeia: Ai butihun

| Major issues in the month | Action agreed upon by the committee |
|--|-------------------------------------|
| - No case of illegal cutting, wild fire, animal damage, or free grazing was reported in June. | - |
| - A dispute over the ownership of the land happened between two families (Messrs. Egas and Manuel). - In 2003, Mr. Egas planted orange seedlings and some crops in the area of which the ownership was not clearly determined by the said two families. - Although Mr. Manuel did not claim his ownership of the land when Mr. Egas planted in 2003, he recently claimed the ownership of the land when the orange trees planted started fruiting. - As a result of discussions between the families with CDA's intervention, Mr. Egas was entitled to have the ownership of the land. On June 09, both families were further asked to pay 25 USD each to Aldeia and provide 1 goat and consumption for a mediation ceremony. | - |

Aldeia: Lebutu

| Major issues in the month | Action agreed upon by the committee |
|--|-------------------------------------|
| - No free grazing, illegal fire, illegal cutting, domestic violence, or animal damage was reported in June. | - |
| - CDA mentioned that the communities in the aldeia considered that the VRs were effective in the reduction of problems in the area. | - |
| - The total amount of the fines collected at the aldeia is 100 USD as of the date of the meeting. Accordingly, they are planning to construct a monument to represent Tara Bandu using such fines. | - |

Aldeia: Remehei

| Major issues in the month | Action agreed upon by the committee |
|--|-------------------------------------|
| - No free grazing, illegal fire, illegal cutting, domestic violence or animal damage was reported in June. | - |
| - On June 11, 2 martial arts groups, one from Aldeia Remehei (Hautoho) and the other from Aldeia Raifato (Fadabloco), fought each other in the night. - Committee called the police to take the youths to Aileu | - |

| Major issues in the month | Action agreed upon by the committee |
|---|-------------------------------------|
| <p>to quell the fray.</p> <p>- After police took the youth back to the village, Committee members of Aldeia Raifato and Aldeia Remerhei settled the case based on VRs and asked them to pay 50 USD each to the committee.</p> | |

3. Other topics discussed, such as further action taken by the committee, etc.

| |
|--|
| Agreements |
| <p>Many communities in Aldeia Raifato collect timber and firewood in Aldeia Remehei in accordance with the procedures described in VRs. After the fight happening between the martial art groups in June, CDA of Aldeia Remerhei informed CDA of Aldeia Raifato that the volume of firewood and timber that communities in Raifato were allowed to collect would be limited/reduced to prevent any violent acts similar to the case in the future.</p> |
| <p>A community policy who has jurisdiction over Fadabloco, Hautoho, Maumeta and Fahisoi will be invited to the next monthly monitoring meeting.</p> |
| <p>The next monthly monitoring meeting was scheduled to be held in the 4th week of July.</p> |

4. Any comments/suggestions from the person who makes this memo

End of document

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|------------------------------|---|
| Date of Meeting | October. 09, 2013 |
| Village | Aldeia Remerhei, Hautoho |
| No of Participant | 37 members including representative of CDS and 3 CDAs 1 NDF staff (Ms.Celestina Barreto) |
| Time Starting/closing | 12:20-14:40 |
| Person responsible for entry | Yayoi Yoshioka |

2. Issue shared by aldeia

Aldeia: Ai butihun

| Major issues in the month | Action taken/agreed upon by the committee |
|---|---|
| - Large animals are basically controlled in pens. | - |
| - No wild fire, illegal cutting, animal damages or violations of social norms was reported. | - |
| - Basically, the villagers are following the VRs. | - |
| - Fine collected by aldeia committee is 100 USD in total. | - |

Aldeia: Lebatu

| Major issues in the month | Action taken/agreed upon by the committee |
|--|---|
| - No animal damages, illegal cutting, wild fire or domestic violence was reported. | - |
| - All the community members are currently controlling animals. | - |
| - Fine collected by aldeia committee is 200 USD in total. | - |

Aldeia: Raimerhei

| Major issues in the month | Action taken/agreed upon by the committee |
|--|--|
| - No illegal cutting, animal damages, fighting or sexual violence was reported. | - |
| - All goats and pigs are controlled in pens. | - |
| - Wild fires happened at the border of the Suco Patrillau, Liquidoe and Hautoho along the river on Oct.6 and 8, 2013. Even the suspect was not identified yet, the fire came from Suco Berleu baru, accordingly. | - The NGO asked the committee to assess the damage by the fire and find suspect of the case. |
| - On Oct.6, a fire damaged about 5 ha of forest area with ai bubur, samutuku, bamboo and mango. The community extinguished the fire on the same day. | - The committee will explain neighboring village about their regulations to prevent further wild fire. |
| - On Oct.8, a fire started from the same place and extended to Aldeia Raifato in Suco Fadabloco and Faturulin in Aldeia Remerhei. Each of aldeia got damaged around 5 ha (width of 150m) with 1 house and farm planted with maize, cassava, orange, coffee, bamboo, and beans in Remerhei, and 1 farming house with 2 goat pens and 1 pig pen with farms in Raifato. The community of Remerhei and Raifato stopped fire on the same day. | - The committee will try to organize a meeting with that of Suco Fadabloco to discuss about the case within this week and another meeting with the village leaders of Sucos Berleu baru with surrounding villagers, such as neighboring villages such as Aldeia Berleu rai in Suco Fahisoi, Aldeia Ulbada from Suco Asubirituhu later. |

| | |
|---|--|
| <ul style="list-style-type: none"> - The committee members already identified the place where the fire happened. | <ul style="list-style-type: none"> - The community members who use the area for grazing, such as 1 person from Remerhei, 3 from Lebatu and 3 from Ai butihun shall be appointed by the committee to watch the area close to border to prevent fire. The NGO will also coordinate with the committee of Suco Fadabloco to appoint some community members who use the area for grazing or farming to watch the area to prevent fire. - The NGO suggested forming a team together with the villagers from Suco Berleu baru to watch the critical area to prevent fires. |
|---|--|

3. Other Issues discussed

| Other topic |
|--|
| <ul style="list-style-type: none"> - The community in Ai butihun faces difficulty to manage their time to participate in MP due to the busyness for other activities such as government project. - Most of individual members replicated the techniques introduced at the demonstration plots in their farm in all the aldeias. - The NGO reminded the participants to control the small animals especially in the planting season. - The committee agreed on the use of the collected fines to renovate the cemetery in the village. The fine collected at suco level is 200 USD and total including that on aldeia level is 650 USD. - Next meeting will be conducted in the 2nd week of November in Lebatu. |

4. Necessity of Revision of the Regulations

| Article | Clause | Points that considered |
|---------|--------|------------------------|
| - | - | - |

5. Comments/Suggestion from the Undersigned

| |
|--|
| <ul style="list-style-type: none"> - Considering the frequency of fire happened at the border and scale of damages, an urgent coordination shall be required among the villages to prevent fires with further dissemination of the information to the neighboring villages. |
|--|

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|---|
| Date of meeting | September 26, 2014 |
| Village | Aldeia Remerhei, Suco Hautoho, |
| No. of participants | - 25 villagers including 1 CDA and CDS - NDF: Ms. Aguida |
| Time of starting / Closing | 11:00 ~ 12:40 |
| Person in charge of entry | Isolino Guterres |

2. Issues shared by Aldeia

Aldeia: Ai butihun

| Major issues in the month | Action agreed upon by the committee |
|--|-------------------------------------|
| - There was no case of illegal cutting or wild fire happening in the aldeia in September. | - |
| - There were some pigs found roaming around in the aldeia, but there was no case of crop damage reported to the committee/CDA. Hence, there has been no action taken by the committee. | - |
| - The total amount of fines collected at aldeia level is US\$ 150 as of the date of the meeting. | - |

Aldeia: Lebutu

| Major issues in the month | Action agreed upon by the committee |
|--|-------------------------------------|
| - There was no case of illegal cutting or wild fire happening in the aldeia in September. | - |
| - Some owners of pigs have left their animals untied or unconfined due to the lack of animal feed, but there has been no report of crop damage caused by such animals. | |
| - The total amount of fines collected at aldeia level is US\$ 250 as of the date of the meeting. | - |

Aldeia: Remehei

| Major issues in the month | Action agreed upon by the committee |
|--|--|
| - A wide fire occurred in the area close to the borders with Sub-district Liquidoe and burnt about 3 ha of Ai bubur forests with bamboo in the aldeia. - The cause of the fire has not been identified yet. | - CDA and the committee members shall follow up the case. |
| - Some pigs owned by people in Aldeia Raifato, Suco Fadabloco have freely roamed around the aldeia and caused damage coffee seedlings planted. | - CDA will inform CDA in Raifato of the case and give warning that those pigs might be killed in case they cause crop damage more than three (3) times. The NGO will help CDA arrange a meeting with CDA in Raifato. |
| - The total amount of fines collected at aldeia level is US\$ 150 as of the date of the meeting. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

| |
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| |
|--|

4. Any comments/suggestions from the person who makes this memo

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | January 27, 2015 |
| Village | Aldeia Remehei, Suco Hautoho, |
| No. of participants | - 20 villagers including CDS and 2 CDAs - NDF: Mr. Benjamine Suri |
| Time of starting / Closing | 11:00 ~ 12:40 |
| Person in charge of entry | Yoji Mizuguchi |

2. Issues shared by Aldeia

Aldeia: Ai butihun

| Major issues in the month | Action agreed upon by the committee |
|---|--|
| - The cause of the fire happening in October, which damaged plantations and farms in the area, has not been identified yet. (The fire is the same fire happening in Remehei.) | -The NGO advised the committee to hold a ritual ceremony jointly with Sucos Fadabloco and Namuleso, as the fire damage the areas commonly used by people in the three (3) SUCOS. |
| - There had been no any other cases/illegal acts taking place in the aldeia from October to December 2014. | - |
| - There was also no any other illegal acts, such as domestic violence and other violent acts, taking place in the area last month. | - |
| - The growth of maize planted in some farms is not in good condition due to the lack of weeding. | - |
| - The total amount of fines collected at aldeia leve is US\$ 150 as of the date of the meeting. | - |

Aldeia: Lebutu

| Major issues in the month | Action agreed upon by the committee |
|---|-------------------------------------|
| - There has been no pending issue or any cases unsolved in the aldeia. | - |
| - There was no illegal cutting, crop damage, or forest fire happening in the area last month. | |
| - There was also no any other illegal acts, such as domestic violence and other violent acts, taking place in the area last month. | |
| - The current concern is the busyness in weeding in farms. Another concern is the growth of maize as there has been no rain for about one week. | |
| - The total amount of fines collected at aldeia leve is US\$ 250 as of the date of the meeting. | - |

Aldeia: Remehei

| Major issues in the month | Action agreed upon by the committee |
|--|-------------------------------------|
| - The cause of the wildfire happening in October 2014 has not been identified yet. | |
| - Animals in the aldeia have been well managed by communities. | |
| - There was a fight between a man and a woman in the area in November 2014. The case was already settled by the committee at the suco level. | |
| - There was also no any other illegal acts, such as domestic violence and other violent acts, taking place in the area last month. | |
| - The growth of maize planted in the area is not in | |

| Major issues in the month | Action agreed upon by the committee |
|--|-------------------------------------|
| good condition due to the influence of weeds. - The total amount of fines collected at aldeia leve is US\$ 150 as of the date of the meeting. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

- The techniques introduced/demonstrated in the demonstration plots have been applied to the individual plots, but the growth of maize is rather in poor conditions likely due to the lack of rainfalls and/or vigorous growth of weeds.
- The total amount of fines collected by the committee at the suco level is US\$ 370 as of the time of the meeting.
- It is important to have a monitoring meeting on a monthly basis as it is a good opportunity to keep the members of the committee as well as communities reminded about the regulations.
- The regulations have been effective in reducing illegal cases in the village, as they have empowered the suco leaders to regulate the villagers' activities and guided other communities toward ethical behavior.
- The next meeting is scheduled to be held on February 27, 2014 at Aibutihun.

4. Any comments/suggestions from the person who makes this memo

The committee has not held the monthly monitoring meeting since October 2014, but the meeting should be held on a monthly basis as pointed out by the members of the committee in the discussions.

End of document

Memo of the Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | June 26, 2013 |
| Village | Suco Tohumeta |
| No. of participants | 16 participants including 3 CDAs and 5 women MAF: Mayus Kling de Jesus (Forest Guard) |
| Time of starting / Closing | 12:00-13:30 |
| Person in charge of entry | Yoji MIZUGUCHI |

2. Issues shared by Aldeia

Aldeia: Tohumeta (Aldeia 1)

| Major issues in the month | Action taken / agreed upon by the committee |
|--|--|
| There was no forest fire, illegal cutting, or any violent acts happening in the aldeia last month. | - |
| There were still cows and pigs roaming around the aldeia. In fact, there was a case of crop damage caused by cows last month. | The committee will arrange and hold a meeting on Saturday next. |
| The case of the crop damage caused by cows in May has not been solved yet, as the meeting has not been held yet due to the sickness of the farm owner. | The committee will also discuss the issue in the meeting on Saturday next. |
| The case in which the person living in Aldeua Tohumeta planted bamboo in the land belonging to the person in Aldeia Bereleumeta was solved as the person in Berleumeta confirmed bamboo was planted in the land belonging to the parson in Tohumeta. | - |

Aldeia: Berleumeta (Aldeia 2)

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was no forest fire, illegal cutting, crop damage caused by animal, or any illegal acts happening in June. | - |
| Some communities from Aldeia 2 and Aldeia 3 cut trees (Ai ru) for making houses with permission from CDA of Aldeia 2. (FG also informed the members of the committee that the communities could cut trees without permission from MAF when cutting trees less than 3 m ³ .) | - |

Aldeia: Akadiru (Aldeia 3)

| Major issues in the month | Action taken / agreed upon by the committee |
|---|---|
| There was no forest fire, illegal cutting, crop damage caused by animal, or any illegal acts happening in June. However, there were still goats found roaming around in the aldeia. | CDA should remind the communities that they should obey the regulations and any problems caused by roaming animals should be reported to CDA. |
| The meeting to solve the case of land dispute happening in August 2012 will be held in August 2013. The case was already reported to the sub-district administrative office. | - |

3. Other topics discussed, such as further action taken by the committee, etc.

Bi-monthly monitoring meeting at Aldeia level shall be held on the following dates:

July 11, 2013 at Aldeia Tohumeta, July 17, 2012 at Aldeia Berleumeta, and July 25 at Aldeia Akadiru. The participants in the meetings can discuss problems in the aldeias, such as roaming animals in the village together with the progress of the micro program.

4. Any comments/suggestions from the person who makes this memo

End of document

Memo of Monthly Monitoring Meeting

1. General Information of Meeting

| | |
|----------------------------|--|
| Date of meeting | February 27 th , 2015 |
| Village | Aldeia Berleumeta, Suco Tohumeta |
| No. of participants | - 20 villagers including CDS and 2 CDAs - NDF: Mssrr. Mayusking Guterres, Vilidito Maia, Marcelino Pereira, Juliao Tilman |
| Time of starting / Closing | 11:00 ~ 12:40 |
| Person in charge of entry | |

2. Issues shared by Aldeia

Aldeia: II Berleumeta

| Major issues in the month | Action agreed upon by the committee |
|---|-------------------------------------|
| - There was no case of forest fire or illegal cutting happening in the area. | - |
| - Animals have been put in pens or tighten in villagers' plots. | - |
| - There is no any other cases of violence have happened during this month | - |
| - Some villagers said that it was necessary to keep some seedlings in the nurseries without distribution, so that any villages whose seedlings unfortunately died could get additional support. | - |
| - Some villagers still need nails to build their animal pens. | |

Aldeia: I Tohumeta

| Major issues in the month | Action agreed upon by the committee |
|--|--|
| - There was no case of forest fire, illegal cutting, or crop damage caused by animals happening in the area. | - |
| - Some animals were still tightened in other people's farms. | - The committee advised the participants to report any cases of crop damage wo the committee when they find any cases. |
| - There were two (2) cases of domestic violence happening in February 2015. They were brought to the police to solve. | - The case has been already handled by the police. |
| - Some villagers asked the NGO to provide further seedlings to them so that they could replace dead seedlings with new ones. | |

Aldeia: III Acadiru

| Major issues in the month | Action agreed upon by the committee |
|--|---|
| - There has been no report made of forest fire, illegal cutting, and crop damage caused by animals in the area. | |
| - There was no social problem happening in Jaanuary/February 2015. | |
| - Accordingly, most of the sandal wood seedlings which were distributed to the members after being transplanted into poly bags, have already died before being planted in the field. | NGO will collect further information on the status of seedlings from the members. |

3. Other topics discussed, such as further action taken by the committee, etc.

- Communities of Tohumeta are preparing and arranging for the visit of Timor-Leste President on February 27th, 2015.
- The NGO asked the communities not to sell Rambutan fruits to Dil but sell them to communities in Suco Talitu and Madabeno since they need seeds of Rambutan for seedling production in 2015/2016.
- CDS asked the communities to report any cases of illegal acts/problems happening in the village, such as animal's entering a farm or unauthorized grazing in someone else farms. illegal cutting, forest fire, domestic violence, and any other social cases so that the committee could take necessary action on a timely manner.
- CDS expressed his appreciation for the Project and support given by the Project as well as the NGO pointing out that the governance capacity of the village leaders and livelihoods of local communities have been significantly improved since the Project.
- Some villagers asked the committee to allow many communities to participate in the monthly monitoring meeting even though some of them were not the members of the micro program or directly invited as such people, who have been aware from the project activities, might be the one likely violate the regulations.

4. Any comments/suggestions from the person who makes this memo

The next monthly monitoring meeting will be held at Aldeia Tohumeta on 27 of March, 2015.

End of document

Provisional Scope of Micro Programs to be implemented in Suco Fadabloco

| No. | Micro Program | Activities | Target Beneficiaries | Responsible entities for implementation | Contributions from communities | Contributions from other stakeholders |
|-----|--|---|--|---|--|---|
| 1 | Sustainable Upland Farming Promotion with Community-Based Seed Extension Micro Program | <ul style="list-style-type: none"> • Select members including core members among local communities • Make rules and regulations of the beneficiaries' groups • Make an overall work plan as well as an annual work plan from April 2011 to March 2012 • Arrange an exposure visit for the members to have a clear picture of the micro program • Hold a series of hands-on training courses (or field farmers' schools: FFSs) on techniques on sloping agriculture and upland farming • Establish a demonstration plots for techniques on sloping agriculture as a part of hands-on training courses • Provide materials (seeds and some tools) to the members who participate in the training courses • Monitor the application level of techniques introduced by the training courses | <ul style="list-style-type: none"> • In principle, a total of 160 members are the members of the beneficiaries' groups. • Among 160 members, those who participate in the training courses are eligible to receive materials. • However, the training courses are basically open to all everyone. | <ul style="list-style-type: none"> • Leaders of suco • Communities/ Members • JICA Project Team • MAF Project Team • NGO | <ul style="list-style-type: none"> • Labor • Land for demonstration plots • Meeting venues • Snacks (Local food) • Other local materials needed for the training courses • Farm tools when participating in the training courses | <ul style="list-style-type: none"> • Farm tools (external) • Seeds • Training • Technical assistance • Resource persons for the training courses • Food |

Provisional Scope of Micro Programs to be implemented in Suco Fadabloco

| No. | Micro Program | Activities | Target Beneficiaries | Responsible entities for implementation | Contributions from communities | Contributions from other stakeholders |
|-----|--|---|--|---|--|---|
| 2 | Income Generating / Livelihood Development Micro Program | <ul style="list-style-type: none"> • Select members among local communities • Make rules and regulations of the beneficiaries' groups • Make an overall work plan as well as an annual work plan from April 2011 to March 2012 • Arrange an exposure visit for the members to have a clear picture of the micro program • Identify and determine the livelihood development options to be introduced by the program • Hold a series of hands-on training courses on techniques on the selected livelihood development options • Hold several training courses on financial management of the beneficiaries' groups • Provide tools and materials to the beneficiaries' groups to conduct the livelihood activities • Monitor the operations of the livelihood development activities and financial status of the beneficiaries' groups | <ul style="list-style-type: none"> • In principle, a total of 40 women are the members of the beneficiaries' groups. • However, the training courses are basically open to all everyone. | <ul style="list-style-type: none"> • Leaders of suco • Communities/ Members • JICA Project Team • MAF Project Team • NGO | <ul style="list-style-type: none"> • Labor • Venues for meeting / training • Snacks (Local food) • Other local materials needed for the training courses • Local tools when having the training courses | <ul style="list-style-type: none"> • External tools • External materials for livelihood development activities • Training • Technical assistance • Resource persons for the training courses • Food |

at Fadabloco, on November 24, 2011

Serafin dos Santos
Chef de Suco of
Fadabloco

Fernando C. Araujo
Project Manager of the
Project

Yoji Mizuguchi
Chief Advisor of the
JICA Project Team

Provisional Scope of Micro Programs to be implemented in Suco Faturasa

| No. | Micro Program | Activities | Target Beneficiaries | Responsible entities for implementation | Contributions from communities | Contributions from other stakeholders |
|-----|--|---|--|---|--|---|
| 1 | Sustainable Upland Farming Promotion with Community-Based Seed Extension Micro Program | <ul style="list-style-type: none"> • Select members including core members among local communities • Make rules and regulations of the beneficiaries' groups • Make an overall work plan as well as an annual work plan from April 2011 to March 2012 • Arrange an exposure visit for the members to have a clear picture of the micro program • Hold a series of hands-on training courses (or field farmers' schools: FFSs) on techniques on sloping agriculture and upland farming • Establish a demonstration plots for techniques on sloping agriculture as a part of hands-on training courses • Provide materials (seeds and some tools) to the members who participate in the training courses • Monitor the application level of techniques introduced by the training courses | <ul style="list-style-type: none"> • In principle, a total of 160 members are the members of the beneficiaries' groups. • Among 160 members, those who were not the members for the pilot projects implemented by the JICA Study and who participate in the training courses are eligible to receive materials. • However, the training courses are basically open to all everyone. | <ul style="list-style-type: none"> • Leaders of suco • Communities/ Members • JICA Project Team • MAF Project Team • NGO | <ul style="list-style-type: none"> • Labor • Land for demonstration plots • Meeting venues • Snacks (Local food) • Other local materials needed for the training courses • Farm tools when participating in the training courses | <ul style="list-style-type: none"> • Farm tools (external) • Seeds • Training • Technical assistance • Resource persons for the training courses • Food |

at Faturasa, on November 23, 2011

Elfonso Henrique Araujo
 Chef de Suco of Fadabloco

Fernando C. Araujo
 Project Manager of the
 Project

Yoji Mizuguchi
 Chief Advisor of the
 JICA Project Team

Drft Scope of Micro Programs to be implemented in Suco Hautoho

| No. | Micro Program | Activities | Target Beneficiaries | Responsible entities for implementation | Contributions from communities | Contributions from other stakeholders |
|-----|--|---|--|---|--|---|
| 1 | Sustainable Upland Farming Promotion with Community-Based Seed Extension Micro Program | <ul style="list-style-type: none"> • Select members including core members among local communities. • Make rules and regulations of the beneficiaries' groups. • Make an overall work plan as well as an annual work plan from April 2013 to March 2014. • Arrange an exposure visit for the members to have a clear picture of the micro program. • Hold a series of hands-on training courses (or field farmers' schools: FFSs) on techniques on sloping agriculture and upland farming. • Establish a demonstration plots for techniques on sloping agriculture as a part of hands-on training courses. • Provide materials (seeds and some tools) to the members who participate in the training courses. • Monitor the application level of techniques introduced by the training courses. | <ul style="list-style-type: none"> • In principle, a total of 160 members are the members of the beneficiaries' groups. • Among 160 members, those who participate in the training courses are eligible to receive materials. • However, the training courses are basically open to all everyone. | <ul style="list-style-type: none"> • Leaders of suco • Communities/ Members • JICA Project Team • MAF Project Team • NGO | <ul style="list-style-type: none"> • Labor • Land for demonstration plots • Meeting venues • Snacks (Local food) • Other local materials needed for the training courses • Farm tools when participating in the training courses | <ul style="list-style-type: none"> • Farm tools (external) • Seeds • Training • Technical assistance • Resource persons for the training courses • Food |

Draft Scope of Micro Programs to be implemented in Suco Hautoho

| No. | Micro Program | Activities | Target Beneficiaries | Responsible entities for implementation | Contributions from communities | Contributions from other stakeholders |
|-----|--|--|--|---|--|---|
| 2 | Income Generating / Livelihood Development Micro Program | <ul style="list-style-type: none"> • Select members among local communities. • Make rules and regulations of the beneficiaries' groups. • Make an overall work plan as well as an annual work plan from April 2013 to March 2014. • Arrange an exposure visit for the members to have a clear picture of the micro program. • Identify and determine the livelihood development options to be introduced by the program. • Hold a series of hands-on training courses on techniques on the selected livelihood development options. • Hold several training courses on financial management of the beneficiaries' groups. • Provide tools and materials to the beneficiaries' groups to conduct the livelihood activities. • Monitor the operations of the livelihood development activities and financial status of the beneficiaries' groups. | <ul style="list-style-type: none"> • In principle, a total of 40 women are the members of the beneficiaries' groups. • However, the training courses are basically open to all everyone. | <ul style="list-style-type: none"> • Leaders of suco • Communities/ Members • JICA Project Team • MAF Project Team • NGO | <ul style="list-style-type: none"> • Labor • Venues for meeting / training • Snacks (Local food) • Other local materials needed for the training courses • Local tools when having the training courses | <ul style="list-style-type: none"> • External tools • External materials for livelihood development activities • Training • Technical assistance • Resource persons for the training courses • Food |

at Hautoho, on December 19, 2013

Serafin dos Santos
Chef de Suco of Hautoho

Fernando C. Araujo
Project Manager of the
Project

Yoji Mizuguchi
Chief Advisor of the
JICA Project Team

Provisional Scope of Micro Programs to be implemented in Suco Talitu

| No. | Micro Program | Activities | Target Beneficiaries | Responsible entities for implementation | Contributions from communities | Contributions from other stakeholders |
|-----|--|--|---|---|--|---|
| 1 | Sustainable Upland Farming Promotion Micro Program (SUFP-MP) | <ul style="list-style-type: none"> • Select members including core members among local communities • Make rules and regulations of the beneficiaries' groups • Make an overall work plan as well as an annual work plan from April 2011 to March 2012 • Arrange an exposure visit for the members to have a clear picture of the micro program • Hold a series of hands-on training courses (or field farmers' schools: FFSs) on techniques on sloping agriculture and upland farming • Establish a demonstration plots for techniques on sloping agriculture as a part of hands-on training courses • Provide tools and materials (e.g., seeds) to the members who participate in the training courses • Monitor the application level of techniques introduced by the training courses | <ul style="list-style-type: none"> • About a half of the communities in the village (about 100 HHs) will be selected as members for the first batch of training courses of SUFP-MP, the rest will be those for the second batch. • In principle, SUFP-MP and SPTPP-MP are to swap their members in the second year; therefore, those for the first batch of SUFP-MP will be the members for the second batch of SPTPP-MP. • Only the members who participate in the training courses are eligible to receive tools and materials. • However, the training courses are basically open to everyone. | <ul style="list-style-type: none"> • Leaders of suco • Communities/ Members • JICA Project Team • MAF Project Team • NGO | <ul style="list-style-type: none"> • Labor • Land for demonstration plots • Meeting venues • Snacks (Local food) • Other local materials needed for the training courses • Farm tools when participating in the training courses | <ul style="list-style-type: none"> • Farm tools (external) • Seeds • Training • Technical assistance • Resource persons for the training courses • Food |

| No. | Micro Program | Activities | Target Beneficiaries | Responsible entities for implementation | Contributions from communities | Contributions from other stakeholders |
|-----|--|---|---|---|--|---|
| 2 | Seedling Production and Tree Planting Promotion Micro Program (SPTPP-MP) | <ul style="list-style-type: none"> • Select members including core members among local communities • Make rules and regulations of the beneficiaries' groups • Make an overall work plan as well as an annual work plan from April 2011 to March 2012 • Arrange an exposure visit for the members to have a clear picture of the micro program • Develop a community nursery with the installation of an water system as a part of hands-on training courses • Hold a series of hands-on training courses on techniques on seedling production • Maintain nurseries and take care of seedlings (i.e., watering, weeding, & maintenance of nursery) • Hold a series of hands-on training courses on techniques on tree planting developing a demonstration plot for tree planting • Provide tools and seedlings to the members who participate in the training courses • Monitor the number of seedlings planted among those distributed • Monitor the conditions of seedlings planted (the survival rate of seedlings planted) | <ul style="list-style-type: none"> • About a half of the communities in the village (about 100 HHs) will be selected as members for the first batch of training courses of SPTPP-MP, the rest will be those for .the second batch. • In principle, SUFP-MP and SPTPP-MP are to swap their members in the second year; therefore, those for the first batch of SPTPP-MP will be the members for the second batch of SUFP-MP. • Only the members who participate in the training courses are eligible to receive tools and materials. • However, the training courses are basically open to everyone. | <ul style="list-style-type: none"> • Leaders of suco • Communities/ Members • JICA Project Team • MAF Project Team • NGO | <ul style="list-style-type: none"> • Labor • Land for demonstration plots • Meeting venues • Snacks (Local food) • Other local materials needed for the training courses • Farm tools when participating in the training courses | <ul style="list-style-type: none"> • Farm tools (external) • Seeds • Training • Technical assistance • Resource persons for the training courses • Food |

at Talitu, on November 25, 2011

Domingos Araujo
 Chef de Suco of Talitu

Fernando C. Araujo
 Project Manager of the
 Project

Yoji Mizuguchi
 Chief Advisor of the
 JICA Project Team

Provisional Scope of Micro Programs to be implemented in Suco Madabeno

| No. | Micro Program | Activities | Target Beneficiaries | Responsible entities for implementation | Contributions from communities | Contributions from other stakeholders |
|-----|--|--|---|---|--|---|
| 1 | Sustainable Upland Farming Promotion Micro Program (SUFP-MP) | <ul style="list-style-type: none"> • Select members including core members among local communities • Make rules and regulations of the beneficiaries' groups • Make an overall work plan as well as an annual work plan from April 2011 to March 2012 • Arrange an exposure visit for the members to have a clear picture of the micro program • Hold a series of hands-on training courses (or field farmers' schools: FFSs) on techniques on sloping agriculture and upland farming • Establish a demonstration plots for techniques on sloping agriculture as a part of hands-on training courses • Provide tools and materials (e.g., seeds) to the members who participate in the training courses • Monitor the application level of techniques introduced by the training courses | <ul style="list-style-type: none"> • About a half of the communities in the village (about 160 HHs) will be selected as members for the first batch of training courses of SUFP-MP, the rest will be those for the second batch. • In principle, SUFP-MP and SPTPP-MP are to swap their members in the second year; therefore, those for the first batch of SUFP-MP will be the members for the second batch of SPTPP-MP. • Only the members who participate in the training courses are eligible to receive tools and materials. • However, the training courses are basically open to everyone. | <ul style="list-style-type: none"> • Leaders of suco • Communities/ Members • JICA Project Team • MAF Project Team • NGO | <ul style="list-style-type: none"> • Labor • Land for demonstration plots • Meeting venues • Snacks (Local food) • Other local materials needed for the training courses • Farm tools when participating in the training courses | <ul style="list-style-type: none"> • Farm tools (external) • Seeds • Training • Technical assistance • Resource persons for the training courses • Food |

| No. | Micro Program | Activities | Target Beneficiaries | Responsible entities for implementation | Contributions from communities | Contributions from other stakeholders |
|-----|--|---|---|---|--|---|
| 2 | Seedling Production and Tree Planting Promotion Micro Program (SPTPP-MP) | <ul style="list-style-type: none"> • Select members including core members among local communities • Make rules and regulations of the beneficiaries' groups • Make an overall work plan as well as an annual work plan from April 2011 to March 2012 • Arrange an exposure visit for the members to have a clear picture of the micro program • Develop a community nursery with the installation of an water system as a part of hands-on training courses • Hold a series of hands-on training courses on techniques on seedling production • Maintain nurseries and take care of seedlings (i.e., watering, weeding, & maintenance of nursery) • Hold a series of hands-on training courses on techniques on tree planting developing a demonstration plot for tree planting • Provide tools and seedlings to the members who participate in the training courses • Monitor the number of seedlings planted among those distributed • Monitor the conditions of seedlings planted (the survival rate of seedlings planted) | <ul style="list-style-type: none"> • About a half of the communities in the village (about 160 HHs) will be selected as members for the first batch of training courses of SPTPP-MP, the rest will be those for .the second batch. • In principle, SUFP-MP and SPTPP-MP are to swap their members in the second year; therefore, those for the first batch of SPTPP-MP will be the members for the second batch of SUFP-MP. • Only the members who participate in the training courses are eligible to receive tools and materials. • However, the training courses are basically open to everyone. | <ul style="list-style-type: none"> • Leaders of suco • Communities/ Members • JICA Project Team • MAF Project Team • NGO | <ul style="list-style-type: none"> • Labor • Land for demonstration plots • Meeting venues • Snacks (Local food) • Other local materials needed for the training courses • Farm tools when participating in the training courses | <ul style="list-style-type: none"> • Farm tools (external) • Seeds • Training • Technical assistance • Resource persons for the training courses • Food |

at Madabeno, on November 23, 2011

Francisco Rodrigues Pereira
 Chef de Suco of
 Madabeno

Fernando C. Araujo
 Project Manager of the
 Project

Yoji Mizuguchi
 Chief Advisor of the
 JICA Project Team

Draft Scope of Micro Programs to be implemented in Suco Tohumeta

| No. | Micro Program | Activities | Target Beneficiaries | Responsible entities for implementation | Contributions from communities | Contributions from other stakeholders |
|-----|--------------------------------------|--|--|---|--|---|
| 1 | Home Garden Micro Program (SUFPP-MP) | <ul style="list-style-type: none"> • Select members including core members among local communities • Make rules and regulations of the beneficiaries' groups • Make an overall work plan as well as an annual work plan from April 2011 to March 2012 • Arrange an exposure visit for the members to have a clear picture of the micro program • Hold a series of hands-on training courses (or field farmers' schools: FFSs) on techniques on sloping agriculture and upland farming • Establish a demonstration plots for techniques on permaculture/agroforestry/sloping agriculture. • Provide tools and materials (e.g., seeds) to the members who participate in the training courses • Monitor the application level of techniques introduced by the training courses | <ul style="list-style-type: none"> • Households who have a backyard farm and are willing to improve the farm can be the members of the group • Among the registered members, those who have participated in the training courses are eligible to receive training materials (farm tools and planting materials) • However, the training courses are basically open to everyone. | <ul style="list-style-type: none"> • Leaders of suco • Communities/ Members • JICA Project Team • MAF Project Team • NGO | <ul style="list-style-type: none"> • Labor • Land for demonstration plots • Meeting venues • Snacks (Local food) • Other local materials needed for the training courses • Farm tools distributed by the JICA Study in 2008/2009 | <ul style="list-style-type: none"> • Farm tools except those provided by the JICA Study in 2008/2009 • Seeds/Planting materials • Training • Technical assistance • Resource persons for the training courses • Food/Snacks |

at Tohumeta, on January 16, 2013

Duarte de Fatima Henrique
Chef de Suco of Tohumeta

Fernando C. Araujo
Project Manager of the
Project

Yoji Mizuguchi
Chief Advisor of the
JICA Project Team

**Resolution
on
the Formation of the Beneficiaries' Group
for
Income Generating/Livelihood Development Micro Program
in Suco Fadabloco**

Whereas, Suco Fadabloco agreed with the Ministry of Agriculture and Fisheries (MAF) and JICA Team for the Project for Community-Based Natural Resource Management on the implementation of the Income Generating/Livelihood Development Micro Program (hereinafter referred to as "IG/LD-MP") in November 2011;

Whereas, the village selected the community members who would take part in the micro program and organized a beneficiaries' groups in each aldeia for the implementation of the micro program in February 2012 as listed in **Attachment-1**; and

Whereas, the members of the groups, with the assistance of NGO, further confirmed the objectives of the micro program as specified in **Attachment-2** and determined the missions and visions of the group and their roles and responsibilities as shown in **Attachment-3** and **Attachment-4**, respectively, in the same month.

Now, therefore, it is hereby resolved by the beneficiaries' groups for IG/LD-MP in Suco Fadabloco that:

1. All the members of the groups take part in the activities programmed in the micro program in close coordination with NGO, MAF and JICA Team;
2. The groups exerts all efforts to achieve the objectives of the micro program and realize the visions of the group described through performing its missions; and
3. All the members of the groups unanimously commit themselves to fulfill their roles and responsibilities.

Signed on xxth day of xxxxx, 2012 at Suco Fadabloco

Serafin dos Santos
Chef de Suco
Fadabloco

Miguel Tilman
Chef de Aldeia
Lilitei

Alexandre dos s.
Chef de Aldeia
Raifato

Jose da Costa
Chef de Aldeia
Liquisa

Marcos Mendonca
Chef de Aldeia
Rileu

Miranda de Andrade
Group Leader
Lilitei/Halibur Feto
Kiak

Dominggas de Araujo
Group Leader
Raifato/Haburas

Imaculada da Costa
Group Leader
Liquisa/Habelar

Anita da Costa
Group Leader
Rileu/Halibur Feto
Maluk

Attachment-1: Lists of the Members of the Beneficiaries' Groups

List of Members in Aldeia Lilitei

Name of Group: HALIBUR FETO KIAK

| No | Name | Sex | Aldeia | Position | Signature |
|-----|-----------------------|-----|---------|--------------|-----------|
| 1. | Miranda de Andrade. | F | Lilitei | Group Leader | 1..... |
| 2. | Madalena Mendonca | F | Lilitei | Vise | 2..... |
| 3. | Ediana alves Mendonca | F | Lilitei | Cashier | 3..... |
| 4. | Zelia da Consicao. | F | Lilitei | Member | 4..... |
| 5. | Filomena da Costa | F | Lilitei | Member | 5..... |
| 6. | Jasinta Ximenes | F | Lilitei | Member | 6..... |
| 7. | Joana Pinheiro | F | Lilitei | Member | 7..... |
| 8. | Selestin Seu bere | F | Lilitei | Member | 8..... |
| 9. | Dominggas Verdial | F | Lilitei | Member | 9..... |
| 10. | Agusta Martins. | F | Lilitei | Member | 10..... |

List of Members in Aldeia Raifato

Name of Group: HABURAS

| No | Name | Sex | Aldeia | Position | Signature |
|-----|---------------------|-----|---------|--------------|-----------|
| 1. | Domingas de Aroujo | F | Raifato | Group Leader | 1..... |
| 2. | Manuela de Carvalho | F | Raifato | Vise | 2..... |
| 3. | Lidia de Carvalho | F | Raifato | Cashier | 3..... |
| 4. | Cecilia de Fatima | F | Raifato | Member | 4..... |
| 5. | Teresa de Jesus | F | Raifato | Member | 5..... |
| 6. | Fatima Correia | F | Raifato | Member | 6..... |
| 7. | Catarina Jose | F | Raifato | Member | 7..... |
| 8. | Amelia de Carvalho | F | Raifato | Member | 8..... |
| 9. | Agusta de Carvalho | F | Raifato | Member | 9..... |
| 10. | Judita Pinto Amaral | F | Raifato | Member | 10..... |

List of Members in Aldeia Liquica

Name of Group: HABELAR

| No | Name | Sex | Aldeia | Position | Signature |
|-----|--------------------|-----|---------|--------------|-----------|
| 1. | Imaculada da Costa | F | Liquica | Group Leader | 1..... |
| 2. | Dositra da C osta | F | Liquica | Vise | 2..... |
| 3. | Esperaca da Costa. | F | Liquica | Cashier | 3..... |
| 4. | Bendita da costa | F | Liquica | Member | 4..... |
| 5. | Anarela de jesus | F | Liquica | Member | 5..... |
| 6. | Carolinna da costa | F | Liquica | Member | 6..... |
| 7. | Ermelinda da Costa | F | Liquica | Member | 7..... |
| 8. | Eliza Da Costa | F | Liquica | Member | 8..... |
| 9. | Luzia Fernandes | F | Liquica | Member | 9..... |
| 10. | Maria Soares | F | Liquica | Member | 10..... |

List of Members in Aldeia Rileu

Name of Group: HALIBUR FETO MALUK

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------------------------|-----|--------|--------------|-----------|
| 1. | Anita da Casta | F | Rileu | Group Leader | 1..... |
| 2. | Rozalina da costa | F | Rileu | Vise | 2..... |
| 3. | Esperansa ximenes | F | Rileu | Chasier | 3..... |
| 4. | Agusta alexio | F | Rileu | Member | 4..... |
| 5. | Julia soares | F | Rileu | Member | 5..... |
| 6. | Roisa martins | F | Rileu | Member | 6..... |
| 7. | Maria da costa berlisu | F | Rileu | Member | 7..... |
| 8. | Rosa da costa | F | Rileu | Member | 8..... |
| 9. | Alsina da costa | F | Rileu | Member | 9..... |
| 10. | Maria da costa | F | Rileu | Member | 10..... |

Attachment-2: Outlines and Objectives of the Micro Program

1. Name of the Micro Program

Income Generating/Livelihood Development Micro Program (IG/LD-MP)

2. Objectives of the Micro Program

The main objectives of this micro program is to expand opportunities for local women to earn cash income or improve the livelihoods of their families using local resources.

Technically, the micro program aims to:

- help the members of the beneficiaries' groups assess natural resources available in their localities;
- help the members of the beneficiaries' groups learn and acquire the skills and techniques on income generating and livelihood development activities;
- help the members of the beneficiaries' group produce marketable commodities/products using local resources;
- help the members of the beneficiaries' group earn cash income by marketing the commodities/products produced by the groups;
- help the beneficiaries' groups manage earnings and assets (tools and materials) in a proper and transparent manner; and
- help the beneficiaries' groups develop a mechanism to benefit all the members of the groups as well as other women in the village.

3. Major Activities of the Micro Program

The major activities planned in the micro program are to:

- Select members including core members among local communities;
- Make rules and regulations of the beneficiaries' groups;
- Make an overall work plan as well as an annual work plan from April 2012 to March 2013;
- Arrange an exposure visit for the members to have a clear picture of the micro program;
- Identify and determine the income generating/livelihood development options to be introduced by the micro program;
- Hold a series of hands-on training courses on techniques on the selected income generating/livelihood development options;
- Hold a series of training courses/seminars on financial management of the beneficiaries' groups;
- Provide tools and materials to the beneficiaries' groups to conduct the selected income generating/livelihood development activities; and
- Monitor the operations of the income generating/livelihood development activities and financial status of the beneficiaries' groups.

Attachment-3: Visions and Missions of the Beneficiaries' Group

1. Visions of the Group

The visions of the beneficiaries' group in Suco Fadabloco are that:

- The village can develop several income generating/livelihood development options that local households can follow to earn cash income and/or improve their livelihoods;
- All the members of the group as well as other communities in the village will recognize the values of natural resources available in the localities and make efforts to wisely use and manage such valuable resources;
- All the members of the group will learn and acquire the techniques and skills on income generating /livelihood development activities;
- The beneficiaries' group can earn cash income from income generating/livelihood development activities;
- The beneficiaries' group can manage and use the earnings from income generating/livelihood development activities in a proper and transparent manner;
- All the members of the group as well as other local communities can benefit from the activities of the micro program; and
- All the members of the group can be role models for other communities in the village to introduce the same income generating/livelihood development activities.

2. Missions of the Group

To achieve its visions, the beneficiaries' groups in Suco Fadabloco shall:

- ensure the participation of the members of the beneficiaries' group in hands-on training courses, meetings, and other group activities;
- ensure that the earnings generated from income generating/livelihood development activities can be managed in a proper and transparent manner;
- ensure that the members of the beneficiaries' group can benefit from income generating /livelihood development activities;
- ensure that the members of the beneficiaries group will help each other in the operations of income generating/livelihood development activities;
- enhance the awareness of the importance of sustainable management of natural resources valuable and useful for income generating/livelihood development activities;
- disseminate the effectiveness of the micro program to village leaders as well as other members of the communities; and
- coordinate, collaborate, and cooperate with NGO, MAF and JICA Project Team in the course of the micro program.

Attachment-4: Roles and Responsibilities of the Members

| Members | Roles and Responsibilities |
|---------------------|--|
| Group leader | <ul style="list-style-type: none"> - Be responsible for the overall activities of the group; - Hold and chair the meetings of the group; - Make a work plan together with other members; - Solve any problems and issues of the group or among the members in coordination with village leaders (e.g., Chef de Suco and Chef de Aldeia) with the assistance from NGO, MAF and JICA Project Team; - Facilitate the members' participation in training courses, meetings, and other group activities; - Keep the list of members of the group updated; - Keep the members informed of the project activities, especially the schedule of the project activities; - Ensure that the tools, materials and seeds distributed to the group will be properly maintained and used by the members; - Ensure that farm products and seeds produced in the demonstration plot will be shared among the group as well as the members; - Ensure that the profit gained from the micro program will be wisely used for the sake of the group as well as the members in a transparent manner; - Be responsible for financial and asset management of the group; - Encourage the members to run a small business/enterprise using the techniques and skills introduced by the micro program; - Periodically monitor the activities and financial status of the group together with NGO, MAF/NDF and/or JICA Project Team; - Report the progress and results of the micro program to village leaders; - Coordinate with NGO, MAF/NDF and JICA Project Team in the course of the micro program; and - Coordinate with village leaders. |
| Cashier / Secretary | <ul style="list-style-type: none"> - Assist the group leader in using and managing the earnings from income generating/livelihood development activities in a proper and transparent manner; - Attend training courses, meetings and other program activities - Attend training courses on financial management (book keeping, fund management, etc.); - Take notes at the meetings of the group; - Keep an account book and manage cash of the group with supervision of the group leader; - Report the financial status of the group to the group leader; - Work together with the group leader to register the tools and materials provided to the group; - Work together with the group leader to monitor the financial status of the group activities; - Help the group leader report the financial status of the group to the member in the plenary meetings; and - Coordinate with village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program and allow them to check an account book as well as cash in hand. |
| Core member | <ul style="list-style-type: none"> - Attend training courses, meetings and other group activities; - Offer a house or plot for hands-on training courses; - Encourage the members of the group to participate in training courses and help them acquire the techniques and skills from training courses; - Lead other members in the operations of income generating/livelihood development activities; - Help other members acquire the techniques and skills on income generating/livelihood development activities; - Help the group leader register the tools and materials distributed to the members; - Help the group leader monitor the activities and progress of the micro program; and - Coordinate with village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program and allow them to enter her house for monitoring. |
| Other members | <ul style="list-style-type: none"> - Attend training courses, meetings, and other group activities; - Work together with the core member as well as other members for operations of income generating / livelihood development activities applying the techniques and skills introduced in training courses; - Help and encourage each other to attend the program activities (i.e., training courses, meetings, and others) and to run a small business - Properly maintain and use the tools and materials provided by the micro program; - Provide information necessary for monitoring to the group leader, village leaders, NGO, MAF, and JICA Project Team; - Discuss and decide how to use the earnings in a participatory manner; - Coordinate with the group leader, cashier/secretary, core member, village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program for proper management of the micro program as well as earnings gained from their activities; and - Share their experiences with other communities (women) in the village. |

**Resolution
on
the Formation of the Beneficiaries' Group
for
Sustainable Upland Farming Promotion with Community-Seed Extension Micro
Program
in Suco Fadabloco**

Whereas, Suco Fadabloco agreed with the Ministry of Agriculture and Fisheries (MAF) and JICA Team for the Project for Community-Based Natural Resource Management on the implementation of the Sustainable Upland Farming Promotion with Community-Based Seed Extension Micro Program (hereinafter referred to as "SUFPP with CBSE-MP") in November 2011;

Whereas, the village selected the community members who would take part in the micro program and organized a beneficiaries' groups in each aldeia for the implementation of the micro program in February 2012 as listed in **Attachment-1**; and

Whereas, the members of the groups, with the assistance of NGO, further confirmed the objectives of the micro program as specified in **Attachment-2** and determined the missions and visions of the group and their roles and responsibilities as shown in **Attachment-3** and **Attachment-4**, respectively, in the same month.

Now, therefore, it is hereby resolved by the beneficiaries' groups for SUFPP with CBSE-MP in Suco Fadabloco that:

1. All the members of the groups take part in the activities programmed in the micro program in close coordination with NGO, MAF and JICA Team;
2. The groups exerts all efforts to achieve the objectives of the micro program and realize the visions of the group described through performing its missions; and
3. All the members of the groups unanimously commit themselves to fulfill their roles and responsibilities.

Signed on xxth day of xxxxx, 2012 at Suco Fadabloco

XXXXXXXXXX

Chef de Suco
Fadabloco

XXXXXXXXXX

Chef de Aldeia
xxxxxx

XXXXXXXXXX

Chef de Aldeia
xxxxxx

XXXXXXXXXX

Chef de Aldeia
xxxxxx

XXXXXXXXXX

Chef de Aldeia
xxxxxx

XXXXXXXXXX

Group Leader
xxxxxx

XXXXXXXXXX

Group Leader
xxxxxx

XXXXXXXXXX

Group Leader
xxxxxx

XXXXXXXXXX

Group Leader
xxxxxx

Attachment-1: Lists of the Members of the Beneficiaries' Groups

List of Members in Aldeia Lilitei

Name of Group: HALIBUR AILEBA

| No | Name | Sex | Aldeia | Position | Signature |
|-----|----------------------|-----|---------|--------------|-----------|
| 1. | Vidal de Andrade. | M | Lilitei | Group Leader | 1..... |
| 2. | Gorge Babtista | M | Lilitei | Vice | 2..... |
| 3. | Jose Siquera | M | Lilitei | Member | 3..... |
| 4. | Anibal Martins. | M | Lilitei | Member | 4..... |
| 5. | Joao Martins . | M | Lilitei | Member | 5..... |
| 6. | Anacletu da Costa BP | M | Lilitei | Member | 6..... |
| 7. | Miguel Tilman | M | Lilitei | Member | 7..... |
| 8. | Francisco Antonio | M | Lilitei | Member | 8..... |
| 9. | Cornelio Jose | M | Lilitei | Member | 9..... |
| 10. | Ozorio de Jesus | M | Lilitei | Member | 10..... |
| 11. | Fransisco do Rego | M | Lilitei | Member | 11..... |
| 12. | Dominggos A da Costa | M | Lilitei | Member | 12..... |
| 13. | Marcalino Olivera | M | Lilitei | Member | 13..... |
| 14. | Mauhunu Jose | M | Lilitei | Member | 14..... |
| 15. | Alberto Babtista | M | Lilitei | Member | 15..... |
| 16. | Bartolomeu Mendoca | M | Lilitei | Member | 16..... |
| 17. | Joao de Andrade. | M | Lilitei | Member | 17..... |
| 18. | Adelino do Santos | M | Lilitei | Member | 18..... |
| 19. | Joao Tilman | M | Lilitei | Member | 19..... |
| 20. | Tomas Babtista | M | Lilitei | Member | 20..... |
| 21. | Salvador Oliveira | M | Lilitei | Member | 21..... |
| 22. | Armindo Soares. | M | Lilitei | Member | 22..... |
| 23. | Marcos de Jesus. | M | Lilitei | Member | 23..... |
| 24. | Tomas Borges | M | Lilitei | Member | 24..... |
| 25. | Napolioa Fatima | M | Lilitei | Member | 25..... |
| 26. | Fracisco Pineiro | M | Lilitei | Member | 26..... |

| | | | | | |
|----|----------------------|---|---------|--------|---------|
| 27 | Agosto de Jesus | M | Lilitei | Member | 27..... |
| 28 | Celestino de Andrade | M | Lilitei | Member | 28..... |
| 29 | Dominggos Dias | M | Lilitei | Member | 29..... |
| 30 | Serafin dos Santos | M | Lilitei | Member | 30..... |
| 31 | Dominggos Carvalho | M | Lilitei | Member | 31..... |
| 32 | Mateus dos Santos | M | Lilitei | Member | 32..... |
| 33 | Adelino dos Santos | M | Lilitei | Member | 33..... |
| 34 | Anacleto da Costa B | M | Lilitei | Member | 34..... |
| 35 | Jacob de Andrade | M | Lilitei | Member | 35..... |

List of Members in Aldeia Raifato

Name of Group: AISUAK

| No | Name | Sex | Aldeia | Position | Signature |
|-----|---------------------------|-----|---------|--------------|-----------|
| 1. | Alesu Carvalho | M | Raifato | Group Leader | 1..... |
| 2. | Fernando do santos | M | Raifato | Vice | 2..... |
| 3. | Afonso Carvalho | M | Raifato | Member | 3..... |
| 4. | Deolindo de Melo Carvalhi | M | Raifato | Member | 4..... |
| 5. | Agustinho Gama | M | Raifato | Member | 5..... |
| 6. | Napoleao da Silva | M | Raifato | Member | 6..... |
| 7. | Cipriano do Santos | M | Raifato | Member | 7..... |
| 8. | Manuel Carvalho | M | Raifato | Member | 8..... |
| 9. | Tomas Carvalho | M | Raifato | Member | 9..... |
| 10. | Joao Carvalho | M | Raifato | Member | 10..... |
| 11. | Ozorio Martins | M | Raifato | Member | 11..... |
| 12. | Delfino Correia | M | Raifato | Member | 12..... |
| 13. | Tomas Correia | M | Raifato | Member | 13..... |
| 14. | Silvertri dos Santos | M | Raifato | Member | 14..... |
| 15. | Vitorio Jose | M | Raifato | Member | 15..... |
| 16. | Mario Carvalho | M | Raifato | Member | 16..... |
| 17. | Francisco Amaral | M | Raifato | Member | 17..... |
| 18. | Tadio Amaral | M | Raifato | Member | 18..... |
| 19. | Nico Demos Amaral | M | Raifato | Member | 19..... |
| 20. | Albaru Baptista | M | Raifato | Member | 20..... |
| 21. | Martinho Pinto | M | Raifato | Member | 21..... |
| 22. | Antonio Soares | M | Raifato | Member | 22..... |
| 23. | Alexandre Soares | M | Raifato | Member | 23..... |
| 24. | Manuel Soares | M | Raifato | Member | 24..... |
| 25. | Francisco Vedral | M | Raifato | Member | 25..... |
| 26. | Antonio Correia | M | Raifato | Member | 26..... |
| 27. | Agustinho Saldanha | M | Raifato | Member | 27..... |

| | | | | | |
|----|-------------------|---|---------|--------|---------|
| 28 | Manuel Baptista | M | Raifato | Member | 28..... |
| 29 | Afonso Carvalho A | M | Raifato | Member | 29..... |
| 30 | Domingos Carvalho | M | Raifato | Member | 30..... |
| 31 | Jose Carvalho | M | Raifato | Member | 31..... |
| 32 | Domingos Martins | M | Raifato | Member | 32..... |
| 33 | Mario Jose | M | Raifato | Member | 33..... |
| 34 | Domingos Jose | M | Raifato | Member | 34..... |
| 35 | Joao Carvalho | M | Raifato | Member | 35..... |
| 36 | Afonso Carvalho B | M | Raifato | Member | 36..... |
| 37 | Joao Tilman | M | Raifato | Member | 37..... |
| 38 | Felis dos Santos | M | Raifato | Member | 38..... |
| 39 | Felis Tilman | M | Raifato | Member | 39..... |
| 40 | Abril Fatima | M | Raifato | Member | 40..... |

List of Members in Aldeia Liquica

Name of Group: HAMALAHA

| No | Name | Sex | Aldeia | Position | Signature |
|-----|----------------------|-----|---------|--------------|-----------|
| 1. | Adao Sermentu | M | Liquica | Group Leader | 1..... |
| 2. | Adao do Segó | M | Liquica | Vice | 2..... |
| 3. | Dominggos de Jesus | M | Liquica | Member | 3..... |
| 4. | Jose Ricardo | M | Liquica | Member | 4..... |
| 5. | Joao Baptista | M | Liquica | Member | 5..... |
| 6. | Carlito Belo | M | Liquica | Member | 6..... |
| 7. | Jose da Costa | M | Liquica | Member | 7..... |
| 8. | Joao de Croujo | M | Liquica | Member | 8..... |
| 9. | Antanio Bareti | M | Liquica | Member | 9..... |
| 10. | Lorenzo Tilman | M | Liquica | Member | 10..... |
| 11. | Tomas jose | M | Liquica | Member | 11..... |
| 12. | Antinio da Costa | M | Liquica | Member | 12..... |
| 13. | Marcos da Costa | M | Liquica | Member | 13..... |
| 14. | Liquihunu Jose | M | Liquica | Member | 14..... |
| 15. | Mateus da Costa | M | Liquica | Member | 15..... |
| 16. | Alcino da Costa | M | Liquica | Member | 16..... |
| 17. | Januario da Costa | M | Liquica | Member | 17..... |
| 18. | Marcelino da Costa | M | Liquica | Member | 18..... |
| 19. | Juonito Cose | M | Liquica | Member | 19..... |
| 20. | Dom inggos Jose | M | Liquica | Member | 20..... |
| 21. | Dominggos da Costa | M | Liquica | Member | 21..... |
| 22. | Fernando Coli | M | Liquica | Member | 22..... |
| 23. | Adao Tilman | M | Liquica | Member | 23..... |
| 24. | Agustinho da Cost5a | M | Liquica | Member | 24..... |
| 25. | Dominggos da Costa m | M | Liquica | Member | 25..... |
| 26. | Americo Gomes | M | Liquica | Member | 26..... |
| 27. | Mario Fatima | M | Liquica | Member | 27..... |

| | | | | | |
|----|--------------------|---|---------|--------|---------|
| 28 | Marselino Mauleki | M | Liquica | Member | 28..... |
| 29 | Joao Gomes | M | Liquica | Member | 29..... |
| 30 | Luis de Jesus | M | Liquica | Member | 30..... |
| 31 | Francisco da Costa | M | Liquica | Member | 31..... |
| 32 | Manuel de Andrade | M | Liquica | Member | 32..... |
| 33 | Luis Jose | M | Liquica | Member | 33..... |
| 34 | Abril da Costa | M | Liquica | Member | 34..... |
| 35 | Tomas da Costa | M | Liquica | Member | 35..... |
| 36 | Izac da Costa | M | Liquica | Member | 36..... |
| 37 | Daniel da Costa | M | Liquica | Member | 37..... |
| 38 | Abrao da Costa | M | Liquica | Member | 38..... |
| 39 | Boniface Bere | M | Liquica | Member | 39..... |
| 40 | Januario Jose | M | Liquica | Member | 40..... |

List of Members in Aldeia Rileu

Name of Group: HABURAS RAI MEAN

| No | Name | Sex | Aldeia | Position | Signature |
|-----|-------------------------|-----|--------|--------------|-----------|
| 1. | Antonio da Costa Borbeu | M | Rileu | Group Leader | 1..... |
| 2. | Agustinho De Jesus | M | Rileu | Vice | 2..... |
| 3. | Zito Baretu | M | Rileu | Member | 3..... |
| 4. | Joao Baptista | M | Rileu | Member | 4..... |
| 5. | Raimundo Da Costa | M | Rileu | Member | 5..... |
| 6. | Selestnu De Jesus | M | Rileu | Member | 6..... |
| 7. | Martino Martins | M | Rileu | Member | 7..... |
| 8. | Domingos Martins | M | Rileu | Member | 8..... |
| 9. | Silvino B Monis | M | Rileu | Member | 9..... |
| 10. | Eugebio Da Costa | M | Rileu | Member | 10..... |
| 11. | Yanto Nova Oka Soares | M | Rileu | Member | 11..... |
| 12. | Armando Mendonca | M | Rileu | Member | 12..... |
| 13. | Agustino Da Costa | M | Rileu | Member | 13..... |
| 14. | Luis Pinto | M | Rileu | Member | 14..... |
| 15. | Mariano De Jesus | M | Rileu | Member | 15..... |
| 16. | Tomas Pinto | M | Rileu | Member | 16..... |
| 17. | Pedro Da Costa | M | Rileu | Member | 17..... |
| 18. | Antonio De Jesus | M | Rileu | Member | 18..... |
| 19. | Luis Da Costa | M | Rileu | Member | 19..... |
| 20. | Sebastiao Da Costa | M | Rileu | Member | 20..... |
| 21. | Alberto Da Costa | M | Rileu | Member | 21..... |
| 22. | Evaristu Dos Santos | M | Rileu | Member | 22..... |
| 23. | Alfredu Da Costa Luis | M | Rileu | Member | 23..... |
| 24. | Jose Soares | M | Rileu | Member | 24..... |
| 25. | Luis Soares | M | Rileu | Member | 25..... |
| 26. | Joao Tavares | M | Rileu | Member | 26..... |
| 27. | Clementino De Jesus | M | Rileu | Member | 27..... |

| | | | | | |
|----|----------------------------|---|-------|--------|---------|
| 28 | Andre Da Costa | M | Rileu | Member | 28..... |
| 29 | Dacau Pinto | M | Rileu | Member | 29..... |
| 30 | Feliximino Pinto | M | Rileu | Member | 30..... |
| 31 | Agosto Ximenes | M | Rileu | Member | 31..... |
| 32 | Domiggos Lopes | M | Rileu | Member | 32..... |
| 33 | Francisco da Costa Bormeou | M | Rileu | Member | 33..... |
| 34 | Felis Martins | M | Rileu | Member | 34..... |
| 35 | Erneso Da Costa | M | Rileu | Member | 35..... |
| 36 | Antonio da Costa | M | Rileu | Member | 36..... |
| 37 | Matias Soares | M | Rileu | Member | 37..... |
| 38 | Eduardo Soares | M | Rileu | Member | 38..... |
| 39 | Moises da Costa | M | Rileu | Member | 39..... |
| 40 | Tomas da Costa | M | Rileu | Member | 40..... |

Attachment-2: Outlines and Objectives of the Micro Program

1. Name of the Micro Program

Sustainable Upland Farming Promotion with Community-Based Seed Extension Micro Program (SUFPP with CBSE-MP)

2. Objectives of the Micro Program

The main objectives of this micro program is to increase/stabilize the production of staple upland crops (e.g., maize and sweet potato) by provision of quality seeds and introduction/promotion of the sloping agriculture / soil conservation techniques suitable in the village.

Technically, the micro program aims to:

- introduce quality seeds of upland crops including those procured from Seed of Life;
- introduce and demonstrate the techniques on sloping agriculture / soil conservation measures, i.e., bench terracing and contour composting along with the use of A-frame;
- help the members of the beneficiaries' group learn and acquire the skills and techniques on sloping agriculture/soil conservation measures and improved upland farming;
- help the members of the beneficiaries' group replicate the skills and techniques on sloping agriculture in their own farms through application of technical assistance to the members;
- help the members of the beneficiaries' group produce and secure their own seeds for next cropping applying the quality seeds as well as improved farming techniques in their own farms; and
- Coordinate with the beneficiaries' group to develop a system to disseminate the techniques and improved seeds introduced by the micro program among the members as well as other communities in the village.

3. Major Activities of the Micro Program

The major activities planned in the micro program are to:

- Select members including core members among local communities;
- Make rules and regulations of the beneficiaries' groups;
- Make an overall work plan as well as an annual work plan from April 2012 to March 2013;
- Arrange an exposure visit for the members to have a clear picture of the micro program;
- Hold a series of hands-on training courses (or field farmers' schools: FFSs) on techniques on sloping agriculture and upland farming;
- Establish a demonstration plots for techniques on sloping agriculture as a part of hands-on training courses;
- Provide improved seeds and other materials (e.g., farm tools) to the members who participate in the training courses; and
- Monitor the application level of techniques introduced by the training courses.

Attachment-3: Visions and Missions of the Beneficiaries' Group

1. Visions of the Group

The visions of the beneficiaries' group in Suco Fadabloco are that:

- The village can achieve the goals of the future land use plan through the implementation of the micro program;
- All the members of the group will learn and acquire the techniques and skills on sloping agriculture, upland farming, and seed multiplication;
- All the members of the group will convert the areas for shifting cultivation to permanent farms applying the techniques;
- All the members of the group will increase the productivity of upland crops and secure sufficient volume of seeds for next cropping;
- All the members of the group can improve and maintain soil fertility of their permanent farms;
- All the members of the group can be role models for other communities in the village to introduce the techniques on sloping agriculture;
- Other communities in the village can receive quality seeds produced in the demonstration plots; and
- Other communities in the village will increase and stable the production of upland crops by using the quality seeds and applying the techniques in their own farms/plots with the assistance of the beneficiaries' group.

2. Missions of the Group

To achieve its visions, the beneficiaries' groups in Suco Fadabloco shall:

- ensure the participation of the members of the groups in hands-on training courses, meetings, and other group activities;
- ensure that the micro program can benefit as many members of the group as possible;
- ensure that the members of the beneficiaries group will help each other in the course of the micro program, especially in the application of the techniques on sloping agriculture in their own farms and sharing the quality seeds among the members;
- enhance the awareness of the importance of the techniques on sloping agriculture among the members of the group as well as other communities in the village;
- disseminate the effectiveness of the micro program to village leaders as well as other members of the communities; and
- coordinate, collaborate, and cooperate with NGO, MAF and JICA Project Team in the course of the micro program.

Attachment-4: Roles and Responsibilities of the Members

| Members | Roles and Responsibilities |
|-------------------------|---|
| Group leader | <ul style="list-style-type: none"> - Be responsible for the overall activities of the group; - Hold and chair the meetings of the group; - Make a work plan together with other members; - Solve any problems and issues of the group or among the members in coordination with village leaders (e.g., Chef de Suco and Chef de Aldeia with the assistance from NGO, MAF and JICA Project Team; - Facilitate the members' participation in training courses, meetings, and other group activities; - Keep the list of members of the group updated; - Keep the members informed of the project activities, especially the schedule of the project activities; - Be responsible for proper and fair distribution of tools, materials and seeds, which will be provided by the micro program, to the members with registration of the tools and materials with members' names; - Ensure that the tools, materials and seeds distributed to the members will be properly maintained and used by the members; - Ensure that farm products and seeds produced in the demonstration plot will be shared among the member; - Encourage the members to apply and replicate the techniques on sloping agriculture in their own farms; - Periodically monitor the activities and progress of the micro program together with NGO, MAF/NDF and/or JICA Project Team; - Report the progress and results of the micro program to village leaders; - Coordinate with NGO, MAF/NDF and JICA Project Team in the course of the micro program; and - Coordinate with village leaders. |
| Vice Leader / Secretary | <ul style="list-style-type: none"> - Assist the group leader in performing his tasks; - Act as a leader whenever the group leader cannot fulfill his/her tasks; - Attend training courses, meetings and other group activities; - Take notes at the meetings of the group; - Help the group leader facilitate the members' participation in the group activities; - Work together with the group leader and core member to register the tools and materials distributed to the members - Work together with the group leader and core member to monitor the activities and progress of the micro program - Help the group leader report the progress and results of the micro program to village leaders; and - Coordinate with village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program. |
| Core member | <ul style="list-style-type: none"> - Attend training courses, meetings and other group activities; - Offer a land for the demonstration plot of the group; - Encourage the members of the group to participate in training courses and help them acquire the techniques and skills from training courses; - Develop and maintain the demonstration plot together with other members of the group; - Share farm products and seeds produced in the demonstration plot with other members of the group; - Help other members apply and replicate the techniques on sloping agriculture in their own farms; - Help the group leader and vice leader register the tools and materials distributed to the members; - Help the group leader and vice leader monitor the activities and progress of the micro program; and - Coordinate with village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program and allow them to enter the demonstration plot for monitoring. |
| Other members | <ul style="list-style-type: none"> - Attend training courses, meetings, and other group activities; - Work together with the core member as well as other members for development and management of the demonstration plot of the group; - Help and encourage each other to attend the program activities (i.e., training courses, meetings, and others) and apply/replicate the techniques on sloping agriculture / soil conservation measures in their own farms; - Properly maintain and use the tools and materials provided by the micro program for application of the techniques; - Provide information necessary for monitoring to group leader, village leaders, NGO, MAF, and JICA Project Team; - Manage their own farms with application of the techniques introduced in the demonstration plot and seeds provided by the micro program; - Coordinate with the group leader, core member, village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program and allow them to enter their own farms for monitoring. |

**Resolution
on
the Formation of the Beneficiaries' Group
for
Sustainable Upland Farming Promotion with Community-Seed Extension Micro
Program
in Suco Faturasa**

Whereas, Suco Faturasa agreed with the Ministry of Agriculture and Fisheries (MAF) and JICA Team for the Project for Community-Based Natural Resource Management on the implementation of the Sustainable Upland Farming Promotion with Community-Based Seed Extension Micro Program (hereinafter referred to as "SUFP with CBSE-MP") in November 2011;

Whereas, the village selected the community members who would take part in the micro program and organized a beneficiaries' groups in each aldeia for the implementation of the micro program in February 2012 as listed in **Attachment-1**; and

Whereas, the members of the groups, with the assistance of NGO, further confirmed the objectives of the micro program as specified in **Attachment-2** and determined the missions and visions of the group and their roles and responsibilities as shown in **Attachment-3** and **Attachment-4**, respectively, in the same month.

Now, therefore, it is hereby resolved by the beneficiaries' groups for SUFP with CBSE-MP in Suco Faturasa that:

1. All the members of the groups take part in the activities programmed in the micro program in close coordination with NGO, MAF and JICA Team;
2. The groups exerts all efforts to achieve the objectives of the micro program and realize the visions of the group described through performing its missions; and
3. All the members of the groups unanimously commit themselves to fulfill their roles and responsibilities.

Signed on xxth day of xxxxx, 2012 at Suco Faturasa.

Elfonso H. de Araujo
Chef de Suco
Faturasa

Miguel Mendonca
Chef de Aldeia
Caitaso

Manuel da Costa
Chef de Aldeia
Fakulau

Manuel Mendonca
Chef de Aldeia
Remehei

Aleixo da Costa
Chef de Aldeia
Berliso

Antonio Mendonca
Group Leader
Caitaso

Alberto Henrique
Group Leader
Fakulau

Manuel Mendonca
Group Leader
Remehei

Aleixo da Costa
Group Leader
Berliso

Attachment-1: Lists of the Members of the Beneficiaries' Groups

List of Members in Aldeia Caitaso

Sub-group 1: Households living in Caitaso

| No | Name | Sex | Aldeia | Position | Signature |
|-----|----------------------|-----|---------|--------------|-----------|
| 1. | Antonio Mendonca | M | Caitaso | Group Leader | 1..... |
| 2. | Manuel Mendonca | M | Caitaso | Vice | 2..... |
| 3. | Manuel Mendonca | M | Caitaso | Member | 3..... |
| 4. | Fernando Mendonca | F | Caitaso | Member | 4..... |
| 5. | Luis Mendonca | M | Caitaso | Member | 5..... |
| 6. | Joao da Costa | M | Caitaso | Member | 6..... |
| 7. | Vicente Mendonca | M | Caitaso | Member | 7..... |
| 8. | Marcalina da Silva | F | Caitaso | Member | 8..... |
| 9. | Aleixo do Nascimento | M | Caitaso | Member | 9..... |
| 10. | Jose da Costa | M | Caitaso | Member | 10..... |
| 11. | Domingos de Amaral | M | Caitaso | Member | 11..... |
| 12. | Isabel de Andrade | M | Caitaso | Member | 12..... |
| 13. | Gregorio de Amaral | M | Caitaso | Member | 13..... |

Sub-group 2: Households living in Fakulaou

| No | Name | Sex | Aldeia | Position | Signature |
|-----|-------------------|-----|---------|--------------|-----------|
| 1. | Miquel mendonca | M | Caitaso | Group Leader | 1..... |
| 2. | Simao mendonca | M | Caitaso | Vice | 2..... |
| 3. | Orlando mendonca | M | Caitaso | Member | 3..... |
| 4. | Moises mendonca | M | Caitaso | Member | 4..... |
| 5. | Silvino mendonca | M | Caitaso | Member | 5..... |
| 6. | Alipio carvalho | M | Caitaso | Member | 6..... |
| 7. | Jose mendonca | M | Caitaso | Member | 7..... |
| 8. | Tobias da costa | M | Caitaso | Member | 8..... |
| 9. | Domingos mendonca | M | Caitaso | Member | 9..... |
| 10. | Luis mendonca | M | Caitaso | Member | 10..... |
| 11. | Grasiana de Jesus | F | Caitaso | Member | 11..... |
| 12. | Antonio do Santos | M | Caitaso | Member | 12..... |

| | | | | | |
|-----|-------------------|---|---------|--------|---------|
| 13. | Guilermi maria | M | Caitaso | Member | 13..... |
| 14. | Gaspar da costa | M | Caitaso | Member | 14..... |
| 15. | Joanito de Fatima | M | Caitaso | Member | 15..... |
| 16. | Manuela meskita | F | Caitaso | Member | 16..... |
| 17. | Angelino mendonca | M | Caitaso | Member | 17..... |
| 18. | Cornelio mendonca | M | Caitaso | Member | 18..... |
| 19. | Claudino Mendonca | M | Caitaso | Member | 19..... |
| 20. | Januario Mendonca | M | Caitaso | Member | 20..... |

List of Members in Aldeia Fakulau

Sub-group 1: Households living in Fakulau

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------------------------|-----|---------|--------------|-----------|
| 1. | Alberto Henrique | M | Fakulau | Group Leader | 1..... |
| 2. | Domingos Carvalho | M | Fakulau | Vice | 2..... |
| 3. | Julio mendonca | M | Fakulau | Member | 3..... |
| 4. | joao da c. Fernandes | M | Fakulau | Member | 4..... |
| 5. | Maurato Henrique | M | Fakulau | Member | 5..... |
| 6. | Mateus mendonca | M | Fakulau | Member | 6..... |
| 7. | Gaspar de Jesus | M | Fakulau | Member | 7..... |
| 8. | Elfonso Henrique | M | Fakulau | Member | 8..... |
| 9. | Daniel da costa | M | Fakulau | Member | 9..... |
| 10. | Mariana mendonca | F | Fakulau | Member | 10..... |
| 11. | Adao da silva | M | Fakulau | Member | 11..... |
| 12. | Visenti Fatima | M | Fakulau | Member | 12..... |
| 13. | Luis da Costa | M | Fakulau | Member | 13..... |
| 14. | Jose da costa | M | Fakulau | Member | 14..... |
| 15. | Felisberto da costa | M | Fakulau | Member | 15..... |
| 16. | Guilermينو da costa | M | Fakulau | Member | 16..... |
| 17. | Claudino da costa | M | Fakulau | Member | 17..... |
| 18. | Agostu da Silva | M | Fakulau | Member | 18..... |
| 19. | Carlito Mendonca | M | Fakulau | Member | 19..... |
| 20. | Domingos Soares | M | Fakulau | Member | 20..... |
| 21. | Mariano Martins | M | Fakulau | Member | 21..... |
| 22. | Jasinto Mendonca | M | Fakulau | Member | 22..... |
| 23. | Joao Andrade | M | Fakulau | Member | 23..... |
| 24. | Umberto Andrade | M | Fakulau | Member | 24..... |
| 25. | Mateus da Silva | M | Fakulau | Member | 25..... |
| 26. | Mario Mendonca | M | Fakulau | Member | 26..... |
| 27. | Manuel da Silva | M | Fakulau | Member | 27..... |

| | | | | | |
|----|----------------|---|---------|--------|---------|
| 28 | Tereza Andrade | F | Fakulau | Member | 28..... |
|----|----------------|---|---------|--------|---------|

Sub-group 2: Households living in Terlete including those from Caitaso

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------------------------|-----|---------|--------------|-----------|
| 1. | Antonio do Carmo | M | Fakulau | Group Leader | 1..... |
| 2. | Gasfar Fatima | M | Fakulau | Vice | 2..... |
| 3. | Fernando do Carmo | M | Fakulau | Member | 3..... |
| 4. | Fransisco da Costa | M | Fakulau | Member | 4..... |
| 5. | Tomas da Silva | M | Fakulau | Member | 5..... |
| 6. | Sebastiao Mendonca | M | Fakulau | Member | 6..... |
| 7. | Jose do Santos | M | Fakulau | Member | 7..... |
| 8. | Manuel Soares | M | Fakulau | Member | 8..... |
| 9. | Mateua do Carmo | M | Fakulau | Member | 9..... |
| 10. | Bernadete Fatima | M | Fakulau | Member | 10..... |
| 11. | Manuel dos Santos | M | Fakulau | Member | 11..... |
| 12. | Raimondo Mendonca | M | Fakulau | Member | 12..... |
| 13. | Rogério do Rego | M | Caitaso | Member | 13..... |
| 14. | Jose do Rego | M | Caitaso | Member | 14..... |
| 15. | Dominggos Tilman | M | Caitaso | Member | 15..... |
| 16. | Abel do Carmo | M | Caitaso | Member | 16..... |
| 17. | Geraldo da Silva | M | Caitaso | Member | 17..... |
| 18. | Filife Mendonca | M | Caitaso | Member | 18..... |
| 19. | Francalino de Oliveira | M | Caitaso | Member | 19..... |

List of Members in Aldeia Remehei

Beneficiaries' Group of Remehei

| No | Name | Sex | Aldeia | Position | Signature |
|-----|---------------------|-----|-----------|--------------|-----------|
| 1. | Manuel Mendonca | M | Raimerhei | Group Leader | 1..... |
| 2. | Fransisco do Santos | M | Raimerhei | Vice | 2..... |
| 3. | Florido da Silva | M | Raimerhei | Member | 3..... |
| 4. | Jose Lekibere | M | Raimerhei | Member | 4..... |
| 5. | Selestino da Costa | M | Raimerhei | Member | 5..... |
| 6. | Spriano da Costa | M | Raimerhei | Member | 6..... |
| 7. | Tito Soares | M | Raimerhei | Member | 7..... |
| 8. | Januari da Silva | M | Raimerhei | Member | 8..... |
| 9. | Alarico do Santos | M | Raimerhei | Member | 9..... |
| 10. | Joao Jino Soares | M | Raimerhei | Member | 10..... |
| 11. | Marcelino Mendonca | M | Raimerhei | Member | 11..... |
| 12. | Abel Freitas | M | Raimerhei | Member | 12..... |
| 13. | Antonio Mendonca | M | Raimerhei | Member | 13..... |
| 14. | Afonso Filipe | M | Raimerhei | Member | 14..... |
| 15. | Jose da Silva | M | Raimerhei | Member | 15..... |
| 16. | Marta Meskita | F | Raimerhei | Member | 16..... |
| 17. | Bersildo de Araujo | M | Raimerhei | Member | 17..... |
| 18. | Manuel Soares | M | Raimerhei | Member | 18..... |
| 19. | Agustino do Santos | M | Raimerhei | Member | 19..... |
| 20. | Luis da Conceicao | M | Raimerhei | Member | 20..... |
| 21. | Antoni meskita | M | Raimerhei | Member | 21..... |
| 22. | Manuel Mango | M | Raimerhei | Member | 22..... |
| 23. | Jose do Santos | M | Raimerhei | Member | 23..... |
| 24. | Rosa da Silva | F | Raimerhei | Member | 24..... |
| 25. | Ines da Silva | F | Raimerhei | Member | 25..... |
| 26. | Manuel Ximenes | M | Raimerhei | Member | 26..... |
| 27. | Tomas do Rego | M | Raimerhei | Member | 27..... |

| | | | | | |
|----|-------------------|---|-----------|--------|---------|
| 28 | Adao do Rego | M | Raimerhei | Member | 28..... |
| 29 | Domingos Cardoso | M | Raimerhei | Member | 29..... |
| 30 | Migel da Costa | M | Raimerhei | Member | 30..... |
| 31 | Abril do Rego | M | Raimerhei | Member | 31..... |
| 32 | Jose Soares | M | Raimerhei | Member | 32..... |
| 33 | Joaquin da Costa | M | Raimerhei | Member | 33..... |
| 34 | Domingos da Costa | M | Raimerhei | Member | 34..... |
| 35 | Visenti da Costa | M | Raimerhei | Member | 35..... |
| 36 | Valente Cardoso | M | Raimerhei | Member | 36..... |
| 37 | Domingos Alves | M | Raimerhei | Member | 37..... |
| 38 | Agusto Alves | M | Raimerhei | Member | 38..... |
| 39 | Akasio Mendonca | M | Raimerhei | Member | 39..... |
| 40 | Juliao Ximenes | M | Raimerhei | Member | 40..... |

List of Members in Aldeia Bereliso

Beneficiaries' Group of Bereliso

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------------------------|-----|----------|--------------|-----------|
| 1. | Aleixo da silva | M | Bereliso | Group Leader | 1..... |
| 2. | Antonio de carvalho | M | Bereliso | Vice | 2..... |
| 3. | Manuel do rego | M | Bereliso | Member | 3..... |
| 4. | Venvinda da costa | M | Bereliso | Member | 4..... |
| 5. | Rogério F Mendonca | M | Bereliso | Member | 5..... |
| 6. | Leonito Fatima | M | Bereliso | Member | 6..... |
| 7. | Angelino da Dosta | M | Bereliso | Member | 7..... |
| 8. | Leonardo da Costa | M | Bereliso | Member | 8..... |
| 9. | Fransico de Fatima | M | Bereliso | Member | 9..... |
| 10. | Grasiano da Costa | M | Bereliso | Member | 10..... |
| 11. | Antonio Mendonca | M | Bereliso | Member | 11..... |
| 12. | Domingos Mendonca | M | Bereliso | Member | 12..... |
| 13. | Joao Pereira | M | Bereliso | Member | 13..... |
| 14. | Pedro de Araujo | M | Bereliso | Member | 14..... |
| 15. | Manuel Mendonca | M | Bereliso | Member | 15..... |
| 16. | Domingos da Silva | M | Bereliso | Member | 16..... |
| 17. | Jose da Costa | M | Bereliso | Member | 17..... |
| 18. | Antonio Lopes | M | Bereliso | Member | 18..... |
| 19. | Felomino da Costa | M | Bereliso | Member | 19..... |
| 20. | Fransisco da Costa | M | Bereliso | Member | 20..... |
| 21. | Antonio da Costa | M | Bereliso | Member | 21..... |
| 22. | Mateus da Silva | M | Bereliso | Member | 22..... |
| 23. | Victor da Costa | M | Bereliso | Member | 23..... |
| 24. | Casleki | F | Bereliso | Member | 24..... |
| 25. | Jose da Silva | M | Bereliso | Member | 25..... |
| 26. | Carlito da Costa | M | Bereliso | Member | 26..... |
| 27. | Cansio Mendonca | M | Bereliso | Member | 27..... |

| No | Name | Sex | Aldeia | Position | Signature |
|-----------|--------------------|------------|---------------|-----------------|------------------|
| 28 | Carlito da Costa | M | Bereliso | Member | 28..... |
| 29 | Manuel da Costa | M | Bereliso | Member | 29..... |
| 30 | Izak da Costa | M | Bereliso | Member | 30..... |
| 31 | Tomas da Costa | M | Bereliso | Member | 31..... |
| 32 | Filomeno Mendonca | M | Bereliso | Member | 32..... |
| 33 | Saturlino da Costa | M | Bereliso | Member | 33..... |
| 34 | Marito Pereira | M | Bereliso | Member | 34..... |
| 35 | Gustodino da silva | M | Bereliso | Member | 35..... |
| 36 | Angelino Mendonca | M | Bereliso | Member | 36..... |
| 37 | Belarmino Pereira | M | Bereliso | Member | 37..... |
| 38 | Recardino da Costa | M | Bereliso | Member | 38..... |
| 39 | Bandito da Costa | M | Bereliso | Member | 39..... |
| 40 | Domingos da Costa | M | Bereliso | Member | 40..... |

Attachment-2: Outlines and Objectives of the Micro Program

1. Name of the Micro Program

Sustainable Upland Farming Promotion with Community-Based Seed Extension Micro Program (SUFPP with CBSE-MP)

2. Objectives of the Micro Program

The main objectives of this micro program is to increase/stabilize the production of staple upland crops (e.g., maize and sweet potato) by provision of quality seeds and introduction/promotion of the sloping agriculture / soil conservation techniques suitable in the target village.

Technically, the micro program aims to:

- introduce quality seeds of upland crops including those procured from Seed of Life;
- introduce and demonstrate the techniques on sloping agriculture / soil conservation measures, i.e., bench terracing and contour composting along with the use of A-frame;
- help the members of the beneficiaries' group learn and acquire the skills and techniques on sloping agriculture/soil conservation measures and improved upland farming;
- help the members of the beneficiaries' group replicate the skills and techniques on sloping agriculture in their own farms through application of technical assistance to the members;
- help the members of the beneficiaries' group produce and secure their own seeds for next cropping applying the quality seeds as well as improved farming techniques in their own farms; and
- Coordinate with the beneficiaries' group to develop a system to disseminate the techniques and improved seeds introduced by the micro program among the members as well as other communities in the village.

3. Major Activities of the Micro Program

The major activities planned in the micro program are to:

- Select members including core members among local communities;
- Make rules and regulations of the beneficiaries' groups;
- Make an overall work plan as well as an annual work plan from April 2012 to March 2013;
- Arrange an exposure visit for the members to have a clear picture of the micro program;
- Hold a series of hands-on training courses (or field farmers' schools: FFSs) on techniques on sloping agriculture and upland farming;
- Establish a demonstration plots for techniques on sloping agriculture as a part of hands-on training courses; and
- Provide improved seeds and other materials (e.g., farm tools) to the members who participate in the training courses.
- Monitor the application level of techniques introduced by the training courses

Attachment-3: Visions and Missions of the Beneficiaries' Group

1. Visions of the Group

The visions of the beneficiaries' group in Suco Faturasa are that:

- The village can achieve the goals of the future land use plan through the implementation of the micro program;
- All the members of the group will learn and acquire the techniques and skills on sloping agriculture, upland farming, and seed multiplication;
- All the members of the group will convert the areas for shifting cultivation to permanent farms applying the techniques;
- All the members of the group will increase the productivity of upland crops and secure sufficient volume of seeds for next cropping;
- All the members of the group can improve and maintain soil fertility of their permanent farms;
- All the members of the group can be role models for other communities in the village to introduce the techniques on sloping agriculture;
- Other communities in the village can receive quality seeds produced in the demonstration plots; and
- Other communities in the village will increase and stable the production of upland crops by using the quality seeds and applying the techniques in their own farms/plots with the assistance of the beneficiaries' group.

2. Missions of the Group

To achieve its visions, the beneficiaries' groups in Suco Faturasa shall:

- ensure the participation of the members of the groups in hands-on training courses, meetings, and other group activities;
- ensure that the micro program can benefit as many members of the group as possible;
- ensure that the members of the beneficiaries group will help each other in the course of the micro program, especially in the application of the techniques on sloping agriculture in their own farms and sharing the quality seeds among the members;
- enhance the awareness of the importance of the techniques on sloping agriculture among the members of the group as well as other communities in the village;
- disseminate the effectiveness of the micro program to village leaders as well as other members of the communities; and
- coordinate, collaborate, and cooperate with NGO, MAF and JICA Project Team in the course of the micro program.

Attachment-4: Roles and Responsibilities of the Members

| Members | Roles and Responsibilities |
|-------------------------|---|
| Group leader | <ul style="list-style-type: none"> - Be responsible for the overall activities of the group; - Hold and chair the meetings of the group; - Make a work plan together with other members; - Solve any problems and issues of the group or among the members in coordination with village leaders (e.g., Chef de Suco and Chef de Aldeia with the assistance from NGO, MAF and JICA Project Team; - Facilitate the members' participation in training courses, meetings, and other group activities; - Keep the list of members of the group updated; - Keep the members informed of the project activities, especially the schedule of the project activities; - Be responsible for proper and fair distribution of tools, materials and seeds, which will be provided by the micro program, to the members with registration of the tools and materials with members' names; - Ensure that the tools, materials and seeds distributed to the members will be properly maintained and used by the members; - Ensure that farm products and seeds produced in the demonstration plot will be shared among the member; - Encourage the members to apply and replicate the techniques on sloping agriculture in their own farms; - Periodically monitor the activities and progress of the micro program together with NGO, MAF/NDF and/or JICA Project Team; - Report the progress and results of the micro program to village leaders; - Coordinate with NGO, MAF/NDF and JICA Project Team in the course of the micro program; and - Coordinate with village leaders. |
| Vice Leader / Secretary | <ul style="list-style-type: none"> - Assist the group leader in performing his tasks; - Act as a leader whenever the group leader cannot fulfill his/her tasks; - Attend training courses, meetings and other group activities; - Take notes at the meetings of the group; - Help the group leader facilitate the members' participation in the group activities; - Work together with the group leader and core member to register the tools and materials distributed to the members - Work together with the group leader and core member to monitor the activities and progress of the micro program - Help the group leader report the progress and results of the micro program to village leaders; and - Coordinate with village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program. |
| Core member | <ul style="list-style-type: none"> - Attend training courses, meetings and other group activities; - Offer a land for the demonstration plot of the group; - Encourage the members of the group to participate in training courses and help them acquire the techniques and skills from training courses; - Develop and maintain the demonstration plot together with other members of the group; - Share farm products and seeds produced in the demonstration plot with other members of the group; - Help other members apply and replicate the techniques on sloping agriculture in their own farms; - Help the group leader and vice leader register the tools and materials distributed to the members; - Help the group leader and vice leader monitor the activities and progress of the micro program; and - Coordinate with village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program and allow them to enter the demonstration plot for monitoring. |
| Other members | <ul style="list-style-type: none"> - Attend training courses, meetings, and other group activities; - Work together with the core member as well as other members for development and management of the demonstration plot of the group; - Help and encourage each other to attend the program activities (i.e., training courses, meetings, and others) and apply/replicate the techniques on sloping agriculture / soil conservation measures in their own farms; - Properly maintain and use the tools and materials provided by the micro program for application of the techniques; - Provide information necessary for monitoring to group leader, village leaders, NGO, MAF, and JICA Project Team; - Manage their own farms with application of the techniques introduced in the demonstration plot and seeds provided by the micro program; - Coordinate with the group leader, core member, village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program and allow them to enter their own farms for monitoring. |

Lists of the Members of the Beneficiaries' Groups

List of Members in Aldeia Manehalo

Leader of the Group: Joao de Oliveira

Sub-group: "A" Manehalo and Kambo Merdeka

| No | Name | Sex | Aldeia | Position |
|-----------|-----------------------|------------|---------------|-----------------------------|
| 1. | Marcos Barreto | M | Manehalo | Sub-group Leader |
| 2. | Rita da Conceicao | F | Manehalo | Vice leader |
| 3. | Jose Mau da silva | M | Manehalo | Core member for SUFPP-MP |
| 4. | Joao de oliveira | M | Manehalo | Core member for SPTPP-MP |
| 5. | Francisco Rodriques | M | Manehalo | Member |
| 6. | Agustino do Rego | M | Manehalo | Member |
| 7. | Agustino Mali Lobato | M | Manehalo | Member |
| 8. | Amelia Soares Fatima | F | Manehalo | Member |
| 9. | Antonio franco | M | Manehalo | Member |
| 10. | Antonio Sarmento | M | Manehalo | Member |
| 11. | Bernardo Barreato | M | Manehalo | Member |
| 12. | Eduardo de Carvalho | M | Manehalo | Member |
| 13. | Fernanda Borges | F | Manehalo | Member |
| 14. | Filomena da Conceicao | F | Manehalo | Member |
| 15. | Jacinto Aleixo | M | Manehalo | Member |
| 16. | Jose Sarmento | M | Manehalo | Member |
| 17. | Julio Amaral | M | Manehalo | Member |
| 18. | Luis Alves | M | Manehalo | Member |
| 19. | Manuel Aleixo | M | Manehalo | Member |
| 20. | Manuel do Santos | M | Manehalo | Member |
| 21. | Manuel Sarmento | M | Manehalo | Member |
| 22. | Marcelo Borges | M | Manehalo | Member |
| 23. | Mario Rodrigues | M | Manehalo | Member |

| No | Name | Sex | Aldeia | Position |
|-----------|--------------------------|------------|---------------|-----------------|
| 24 | Marcus Aleixo | M | Manehalo | Member |
| 25 | Marcus Borges | M | Manehalo | Member |
| 26 | Mateus Sarmento | M | Manehalo | Member |
| 27 | Mendes Sarmento | M | Manehalo | Member |
| 28 | Miguel Oliveira da Silva | M | Manehalo | Member |
| 29 | Pedro Luis | M | Manehalo | Member |
| 30 | Rosa Bilou | F | Manehalo | Member |
| 31 | Tereza Borges | F | Manehalo | Member |
| 32 | Vicenti do Santos | M | Manehalo | Member |
| 33 | Joao Gonsalves | M | Manehalo | Member |
| 34 | Martina Fatima | M | Manehalo | Member |
| 35 | Ismail Aleixo | M | Manehalo | Member |

Sub-group: "B" Turisai

| No | Name | Sex | Aldeia | Position |
|-----------|-------------------------|------------|---------------|-----------------------------|
| 1. | Alexandre moniz | M | Manehalo | Sub-group Leader |
| 2. | Natalino da Silva Lopes | M | Manehalo | Vice leader |
| 3. | Antonio M. Lopes | M | Manehalo | Core member for SUFPP-MP |
| 4. | Vicente da Silva Mali | M | Manehalo | Core member for SPTPP-MP |
| 5. | Afonso Mesquita Tilman | M | Manehalo | Member |
| 6. | Aniceto de Oliveira | M | Manehalo | Member |
| 7. | Antonio de Oliveira | M | Manehalo | Member |
| 8. | Antonio S. Pereira | M | Manehalo | Member |
| 9. | Armando Bestias | M | Manehalo | Member |
| 10. | Beni Exposto | M | Manehalo | Member |
| 11. | Carlos Calau | M | Manehalo | Member |
| 12. | Domingos J. da Silva | M | Manehalo | Member |
| 13. | Fernando Beli Exposto | M | Manehalo | Member |
| 14. | Jose da Lima | M | Manehalo | Member |
| 15. | Luis da Costa Lopes | M | Manehalo | Member |
| 16. | Marta de Oliveira | F | Manehalo | Member |
| 17. | Martins da Costa Bras | M | Manehalo | Member |
| 18. | Armando Fatima | M | Manehalo | Member |
| 19. | Armando Bestias | M | Manehalo | Member |
| 20. | Manuel Mendonca Nunes | M | Manehalo | Member |
| 21. | Egido M. Lopes | M | Manehalo | Member |
| 22. | Fernando Manu | M | Manehalo | Member |

List of Members in Aldeia Manufoni

Leader of the Group: Alsino de Fatima

Sub-group: "A" Hindrian and Lebumetan

| No | Name | Sex | Aldeia | Position |
|-----|--------------------------|-----|----------|-----------------------------|
| 1. | Alsino de Fatima | M | Manufoni | Sub-group Leader |
| 2. | Francisco Pereira | M | Manufoni | Vice leader |
| 3. | Casmira Grandeira | F | Manufoni | Core member for SUFPP-MP |
| 4. | Adao de Zena | M | Manufoni | Core member for SPTPP-MP |
| 5. | Samuel Gonsalves | M | Manufoni | Member |
| 6. | Martinho Sarmiento | M | Manufoni | Member |
| 7. | fernando Xavier | M | Manufoni | Member |
| 8. | Vercelo dos Reis | M | Manufoni | Member |
| 9. | Paul Aleixo | M | Manehalo | Member |
| 10. | Agosto da Costa | M | Manufoni | Member |
| 11. | Domingas Soares | F | Manufoni | Member |
| 12. | Joao da Costa. B | M | Manufoni | Member |
| 13. | Antonio Soares | M | Manufoni | Member |
| 14. | Isabel Borges | F | Manufoni | Member |
| 15. | Agosto Alves | M | Manufoni | Member |
| 16. | Manuel Gonsalves | M | Manufoni | Member |
| 17. | Marcelino Isaias da Rosa | M | Manufoni | Member |
| 18. | Domingos Varudu | M | Manufoni | Member |
| 19. | Luis Sequira | M | Manufoni | Member |
| 20. | Rui Tilman do Rego | M | Manufoni | Member |

Sub-group: "B" Aimbeneo

| No | Name | Sex | Aldeia | Position |
|-----------|-------------------------|------------|---------------|-----------------------------|
| 1. | Pedro Isaias | M | Manufoni | Sub-group Leader |
| 2. | Dino da Costa | M | Manufoni | Vice leader |
| 3. | Osorio S. Bareto | M | Manufoni | Core member for SUFPP-MP |
| 4. | Manuel Bareto | M | Manufoni | Core member for SPTPP-MP |
| 5. | Domingos A. Fatima | M | Manufoni | Member |
| 6. | Manuel Sarmento | m | Manufoni | Member |
| 7. | Bonifasio Tilman | M | Manufoni | Member |
| 8. | Francisco da .C.A | M | Manufoni | Member |
| 9. | Jose dos Santos | M | Manufoni | Member |
| 10. | Sebastiao Batista | M | Manufoni | Member |
| 11. | Amelia Bendita | F | Manufoni | Member |
| 12. | Eugenio Faria | M | Manufoni | Member |
| 13. | Filomena da .C | F | Manufoni | Member |
| 14. | Salvador fereira | M | Manufoni | Member |
| 15. | Clementino d. Maia | M | Manufoni | Member |
| 16. | Jose Deus Maia | M | Manufoni | Member |
| 17. | Antonio Bareto | M | Manufoni | Member |
| 18. | Antonio Sarmento Soares | M | Manufoni | Member |
| 19. | Vasco Soares | M | Manufoni | Member |
| 20. | Domingos Sarmento | M | Manufoni | Member |
| 21. | Miguel Soares | M | Manufoni | Member |

List of Members in Aldeia Lismori

Leader of the Group: Jeca Soares Araujo

Sub-group: "A" Lismori

| No | Name | Sex | Aldeia | Position |
|-----------|------------------------|------------|---------------|-----------------------------|
| 1. | Marcos Tilman | M | Lismori | Sub-group Leader |
| 2. | Marta Soriano da Silva | F | Lismori | Vice leader |
| 3. | Jeca Soares Araujo | M | Lismori | Core member for SUIFP-MP |
| 4. | Bento Sarmiento | M | Lismori | Core member for SPTPP-MP |
| 5. | Armando Lurdes | M | Lismori | Member |
| 6. | Boabentura Bras | M | Lismori | Member |
| 7. | Angelino Lopes | M | Lismori | Member |
| 8. | Juliao Lurdes | M | Lismori | Member |
| 9. | Agosto Tilman | M | Lismori | Member |
| 10. | Antonio Fernandes | M | Lismori | Member |
| 11. | Antonio Magno | M | Lismori | Member |
| 12. | Lucia da Costa | M | Lismori | Member |
| 13. | Teovos Alves Clopan | M | Lismori | Member |
| 14. | Concecao Carmoneza | M | Lismori | Member |
| 15. | Joana Lay | F | Lismori | Member |
| 16. | Amelia Sarmiento | F | Lismori | Member |
| 17. | Ijeas Lurdes Quintas | M | Lismori | Member |

Sub-group: "B" Urmalagi, Slokulu and Oefulu

| No | Name | Sex | Aldeia | Position |
|-----------|-------------------------|------------|---------------|-----------------------------|
| 1. | Jose de Deus daroja | M | Lismori | Sub-group Leader |
| 2. | Cesar da Costa | M | Lismori | Vice leader |
| 3. | Joao dos Santos | M | Lismori | Core member for SUFPP-MP |
| 4. | Marcus De deus Lurdes | M | Lismori | Core member for SPTPP-MP |
| 5. | Jose Isaias daroja | M | Lismori | Member |
| 6. | Joao Francisco | M | Lismori | Member |
| 7. | Antonio Exposto Mendes | M | Lismori | Member |
| 8. | Cipriano da Costa | M | Lismori | Member |
| 9. | Jose Lobato Maria | M | Lismori | Member |
| 10. | Marcus de Jesus | M | Lismori | Member |
| 11. | Elisa Araujo | F | Lismori | Member |
| 12. | Deometro Sarmiento | M | Lismori | Member |
| 13. | Agosto Sarmiento Tilman | M | Lismori | Member |
| 14. | Olandina Fatima | F | Lismori | Member |
| 15. | Manuel de carvalho.A | M | Lismori | Member |

List of Members in Aldeia Desmanehata

Leader of the Group: Alberto dos Santos

Sub-group: "A" Merpati

| No | Name | Sex | Aldeia | Position |
|-----------|----------------------|------------|---------------|-----------------------------|
| 1. | Paul de Fatima Faria | M | Desmanehata | Sub-group Leader |
| 2. | Agusta E. Santos | M | Desmanehata | Vice leader |
| 3. | Duarte da Costa | F | Desmanehata | Core member for SUIFP-MP |
| 4. | Domingos Gonsalves | M | Desmanehata | Core member for SPTPP-MP |
| 5. | Alberto dos Santos | M | Desmanehata | Member |
| 6. | Manuel da Costa | M | Desmanehata | Member |
| 7. | Lucinda Pinto | F | Desmanehata | Member |
| 8. | Sebastiao Cabral | M | Desmanehata | Member |
| 9. | Manuela Gomes | F | Desmanehata | Member |
| 10. | Filomeno Martins | M | Desmanehata | Member |
| 11. | Lorenco Borges | M | Desmanehata | Member |
| 12. | Vicente da Sulva | M | Desmanehata | Member |
| 13. | Agusta dos santos | F | Desmanehata | Member |
| 14. | Jose Ataide | M | Desmanehata | Member |
| 15. | Antonio pinto Lurdes | M | Desmanehata | Member |
| 16. | Marcus da Silva | M | Desmanehata | Member |
| 17. | Miguel Ximenes | M | Desmanehata | Member |
| 18. | Estanis lau castro | M | Desmanehata | Member |
| 19. | Lorenco Pereira | M | Desmanehata | Member |
| 20. | Deni de Jesus Lopes | M | Desmanehata | Member |
| 21. | Pedro M. de Jesus | M | Desmanehata | Member |
| 22. | Jose Lemos | M | Desmanehata | Member |

Sub-group: "B" Desmanehata

| No | Name | Sex | Aldeia | Position |
|-----------|--|------------|---------------|--------------------------|
| 1. | Jose da Costa Marcal | M | Desmanehata | Sub-group Leader |
| 2. | Maria Sarmento | F | Desmanehata | Vice leader |
| 3. | Carlos Tilman | M | Desmanehata | Core member for SUFP-MP |
| 4. | Jose da Costa Marcal (Sub Gorup Leader) | M | Desmanehata | Core member for SPTPP-MP |
| 5. | Jose Aleixo Exposto | M | Desmanehata | Member |
| 6. | Miguel da Costa dedeus | M | Desmanehata | Member |
| 7. | Olimpio Lobato | M | Desmanehata | Member |
| 8. | Fernando Martins | M | Desmanehata | Member |
| 9. | Domingas de Araujo | F | Desmanehata | Member |
| 10. | Juliana Lobato | F | Desmanehata | Member |
| 11. | Jacob Marcal | M | Desmanehata | Member |
| 12. | Domingos Mendonca | M | Desmanehata | Member |
| 13. | Fatima Rodriques | F | Desmanehata | Member |
| 14. | Filomeno Tilman | M | Desmanehata | Member |
| 15. | Armando Fernandes | M | Desmanehata | Member |

List of Members in Aldeia Remapate

Leader of the Group: Alexandre Batista

Sub-group: "A" Remapate

| No | Name | Sex | Aldeia | Position |
|-----------|---------------------------|------------|---------------|-----------------------------|
| 1. | Martinho Pinto | M | Remapate | Sub-group Leader |
| 2. | Antonio aleixo Amaral | M | Remapate | Vice leader |
| 3. | Filomino da Cruz | M | Remapate | Core member for SUIFP-MP |
| 4. | Antonio Vidigal | M | Remapate | Core member for SPTPP-MP |
| 5. | Alexandre Batista | M | Remapate | Member |
| 6. | Antonio Mendonca | M | Remapate | Member |
| 7. | Antonio H. Sarmiento | M | Remapate | Member |
| 8. | Antonio A. Carvalo | M | Remapate | Member |
| 9. | Armando Monis | M | Remapate | Member |
| 10. | Felis da Cruz | M | Remapate | Member |
| 11. | Gabriel Mendonca | M | Remapate | Member |
| 12. | Joao Batista | M | Remapate | Member |
| 13. | Jose Gonsalves | M | Remapate | Member |
| 14. | Antonio da Silva Mali | M | Remapate | Member |
| 15. | Antonio Mendonca | M | Remapate | Member |
| 16. | Cornelio Aleixo | M | Remapate | Member |
| 17. | Fernanda Sousa | F | Remapate | Member |
| 18. | Antonio Vidigal Goncalves | M | Remapate | Member |

Sub-group: "B" Remapate

| No | Name | Sex | Aldeia | Position |
|-----------|-------------------------|------------|---------------|-----------------------------|
| 1. | Manuel Moniz | M | | Sub-group Leader |
| 2. | Domingos A. Amaral | M | | Vice leader |
| 3. | Celestino da Silva Mali | M | | Core member for SUFP-MP |
| 4. | Afonso Soares | M | | Core member for SPTPP-MP |
| 5. | Rui Aleixo Amaral | M | | Member |
| 6. | Adelino Soares | M | | Member |
| 7. | Angelina da Costa .R | F | | Member |
| 8. | Manuel Soares da Cruz | M | | Member |
| 9. | Paulo do Rosario Lurdes | M | | Member |
| 10. | Januario Batista | M | | Member |
| 11. | Bortalameu Lurdes | M | | Member |
| 12. | Quintaun Exposto | M | | Member |
| 13. | Casmiro sarmento | M | | Member |

List of Members in Aldeia Bilumahatu

Leader of the Group: Egas Gomes Riveiro

Sub-group: "A" Lakamaudarun

| No | Name | Sex | Aldeia | Position |
|-----|--|-----|------------|-----------------------------|
| 1. | Manuel Soares | M | Bilumahatu | Sub-group Leader |
| 2. | Nunu Soares | M | Bilumahatu | Vice leader |
| 3. | Lorenco Mendonca | M | Bilumahatu | Core member for SUIFP-MP |
| 4. | Egas Gomes Riveiro (Sub Group Leader) | M | Bilumahatu | Core member for SPTPP-MP |
| 5. | Alvaro dos Santos | M | Bilumahatu | Member |
| 6. | Domingos tranzana Lurdes | M | Bilumahatu | Member |
| 7. | Tomasio Araujo | M | Bilumahatu | Member |
| 8. | Armindo Araujo | M | Bilumahatu | Member |
| 9. | Abilio Exposto | M | Bilumahatu | Member |
| 10. | Orlando Exposto | M | Bilumahatu | Member |
| 11. | Cristiano Marcal | M | Bilumahatu | Member |
| 12. | Paulino Tilman | M | Bilumahatu | Member |
| 13. | Alberto da Silva | M | Bilumahatu | Member |
| 14. | Antonio Sarmiento | M | Bilumahatu | Member |
| 15. | Domingos Maubisi Guterres | M | Bilumahatu | Member |
| 16. | Luis Carvalho | M | Bilumahatu | Member |
| 17. | Domingos Tilman | M | Bilumahatu | Member |
| 18. | Filomeno da Silva | M | Bilumahatu | Member |
| 19. | Januario Soriano | M | Bilumahatu | Member |
| 20. | Martina da Cruz | F | Bilumahatu | Member |
| 21. | Maria Mendonça | F | Bilumahatu | Member |
| 22. | Antonio Morais | M | Bilumahatu | Member |
| 23. | Manuel da Silva | M | Bilumahatu | Member |
| 24. | Domingos Beremau da Silva | M | Bilumahatu | Member |
| 25. | Francisco Narudu | M | Bilumahatu | Member |

| | | | | |
|-----|------------------------|---|------------|--------|
| 26. | Domingos do Santos | M | Bilumahatu | Member |
| 27. | Pedro Vidigal | M | Bilumahatu | Member |
| 28. | Romaldo do Rego | M | Bilumahatu | Member |
| 29. | Lucinda Fatima do Rego | F | Bilumahatu | Member |
| 30. | Domingos Castro | M | Bilumahatu | Member |
| 31. | Zacarias Mau Terca | M | Bilumahatu | Member |

Sub-group: “B” Erplari

| No | Name | Sex | Aldeia | Position |
|-----------|----------------------------|------------|---------------|-----------------------------|
| 1. | Vitoria de Jesus | F | Bilumahatu | Sub-group Leader |
| 2. | Mariano Moura da Silva | M | Bilumahatu | Vice leader |
| 3. | Lorentino Soares | M | Bilumahatu | Core member for SUFP-MP |
| 4. | Martinho Soares | M | Bilumahatu | Core member for SPTPP-MP |
| 5. | Jose dos Santos | M | Bilumahatu | Member |
| 6. | Alberto Soares | M | Bilumahatu | Member |
| 7. | Domingos de Jesus | M | Bilumahatu | Member |
| 8. | Jose Soares Martins | M | Bilumahatu | Member |
| 9. | Florindo da Silva | M | Bilumahatu | Member |
| 10. | Afonso de Fatima | M | Bilumahatu | Member |
| 11. | Manuel de Fatima | M | Bilumahatu | Member |
| 12. | Fernando Cardoso | M | Bilumahatu | Member |
| 13. | Albano da Silva | M | Bilumahatu | Member |
| 14. | Afonso Soares Paiva | M | Bilumahatu | Member |
| 15. | Manuel Soares da Conceição | M | Bilumahatu | Member |
| 16. | Luciano da Silva | M | Bilumahatu | Member |
| 17. | Quentiliano Moniz Talo | M | Bilumahatu | Member |
| 18. | Luis Fernandes | M | Bilumahatu | Member |
| 19. | Manuel Clementino | M | Bilumahatu | Member |
| 20. | Jose de Jesus | M | Bilumahatu | Member |
| 21. | Joao Alves | M | Bilumahatu | Member |
| 22. | Filomeno da Silva Amaral | M | Bilumahatu | Member |
| 23. | Celestino Tranzana | M | Bilumahatu | Member |
| 24. | Domingos Soares da Cruz | M | Bilumahatu | Member |
| 25. | Filomino Soares Lurdes | M | Bilumahatu | Member |
| 26. | Joao Mendonça | M | Bilumahatu | Member |
| 27. | Felis Soares | M | Bilumahatu | Member |

**Resolution
on
the Formation of the Beneficiaries' Groups
for
Implementation of the Micro Programs
in Suco Talitu**

Whereas, Suco Talitu agreed with the Ministry of Agriculture and Fisheries (MAF) and JICA Team for the Project for Community-Based Natural Resource Management on the implementation of the Sustainable Upland Farming Promotion Micro Program (hereinafter referred to as "SUIFP-MP") and Seedling Production and Tree Planting Promotion Micro Program (hereinafter referred to as "SPTPP-MP") in November 2011;

Whereas, the village selected the community members who would take part in the micro programs and organized a beneficiaries' groups in each aldeia for the implementation of the micro programs in February 2012 as listed in **Attachment-1**; and

Whereas, the members of the groups, with the assistance of NGO, further confirmed the objectives of the micro program as specified in **Attachment-2** and determined the missions and visions of the group and their roles and responsibilities as shown in **Attachment-3** and **Attachment-4**, respectively, in the same month.

Now, therefore, it is hereby resolved by the beneficiaries' groups in Suco Talitu that:

1. All the members of the groups take part in the activities programmed in the micro programs in close coordination with NGO, MAF and JICA Team;
2. The groups exerts all efforts to achieve the objectives of the micro programs and realize the visions of the group described through performing its missions; and
3. All the members of the groups unanimously commit themselves to fulfill their roles and responsibilities.

Signed on xxth day of xxxxx, 2012 at Suco Talitu

XXXXXXXXXXXX
Chef de Suco
Talitu

XXXXXXXXXXXX
Chef de Aldeia cum
Group Leader
Quelau

XXXXXXXXXXXX
Chef de Aldeia cum
Group Leader
Casa Manatutu

XXXXXXXXXXXX
Chef de Aldeia cum
Group Leader
Fakutkhun

XXXXXXXXXXXX
Chef de Aldeia cum
Group Leader
Talitu

Attachment-1: Lists of the Members of the Beneficiaries' Groups

List of Members in Aldeia Quelau

Leader of the Group: XXXXXXXXXXXXXXXX

Sub-group: xxxxxxxxxxxxxxxx (Name)

| No | Name | Sex | Aldeia | Position | Signature |
|-----------|-------------|------------|---------------|-----------------------------|------------------|
| 1. | | M | | Sub-group Leader | |
| 2. | | M | | Vice leader | |
| 3. | | M | | Core member for SUIFP-MP | |
| 4. | | M | | Core member for SPTPP-MP | |
| 5. | | M | | Member | |
| 6. | | M | | Member | |
| 7. | | M | | Member | |
| 8. | | M | | Member | |
| 9. | | M | | Member | |
| 10. | | M | | Member | |
| 11. | | M | | Member | |
| 12. | | M | | Member | |
| 13. | | M | | Member | |
| 14. | | M | | Member | |
| 15. | | M | | Member | |
| 16. | | M | | Member | |
| 17. | | M | | Member | |
| 18. | | M | | Member | |
| 19. | | M | | Member | |
| 20. | | M | | Member | |
| 21 | | M | | Member | |
| 22 | | M | | Member | |

Sub-group: xxxxxxxxxxxxxx (Name)

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------|-----|--------|-----------------------------|-----------|
| 1. | | M | | Sub-group Leader | |
| 2. | | M | | Vice leader | |
| 3. | | M | | Core member for SUFP-MP | |
| 4. | | M | | Core member for SPTPP-MP | |
| 5. | | M | | Member | |
| 6. | | M | | Member | |
| 7. | | M | | Member | |
| 8. | | M | | Member | |
| 9. | | M | | Member | |
| 10. | | M | | Member | |
| 11. | | M | | Member | |
| 12. | | M | | Member | |
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| 21. | | M | | Member | |
| 22. | | M | | Member | |

List of Members in Aldeia Casa Manatutu

Leader of the Group: XXXXXXXXXXXXXXXX

Sub-group: xxxxxxxxxxxxxxxx (Name)

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------|-----|--------|-----------------------------|-----------|
| 1. | | M | | Sub-group Leader | |
| 2. | | M | | Vice leader | |
| 3. | | M | | Core member for SUFP-MP | |
| 4. | | M | | Core member for SPTPP-MP | |
| 5. | | M | | Member | |
| 6. | | M | | Member | |
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| 21. | | M | | Member | |
| 22. | | M | | Member | |

Sub-group: xxxxxxxxxxxxxx (Name)

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------|-----|--------|-----------------------------|-----------|
| 1. | | M | | Sub-group Leader | |
| 2. | | M | | Vice leader | |
| 3. | | M | | Core member for SUFP-MP | |
| 4. | | M | | Core member for SPTPP-MP | |
| 5. | | M | | Member | |
| 6. | | M | | Member | |
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| 20. | | M | | Member | |
| 21. | | M | | Member | |
| 22. | | M | | Member | |

List of Members in Aldeia Fakutkhun

Leader of the Group: XXXXXXXXXXXXXXXX

Sub-group: xxxxxxxxxxxxxxxx (Name)

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------|-----|--------|-----------------------------|-----------|
| 1. | | M | | Sub-group Leader | |
| 2. | | M | | Vice leader | |
| 3. | | M | | Core member for SUFP-MP | |
| 4. | | M | | Core member for SPTPP-MP | |
| 5. | | M | | Member | |
| 6. | | M | | Member | |
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| 20. | | M | | Member | |
| 21. | | M | | Member | |
| 22. | | M | | Member | |

Sub-group: xxxxxxxxxxxxxx (Name)

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------|-----|--------|-----------------------------|-----------|
| 1. | | M | | Sub-group Leader | |
| 2. | | M | | Vice leader | |
| 3. | | M | | Core member for SUFP-MP | |
| 4. | | M | | Core member for SPTPP-MP | |
| 5. | | M | | Member | |
| 6. | | M | | Member | |
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| 19. | | M | | Member | |
| 20. | | M | | Member | |
| 21. | | M | | Member | |
| 22. | | M | | Member | |

List of Members in Aldeia Talitu

Leader of the Group: XXXXXXXXXXXXXXXX

Sub-group: xxxxxxxxxxxxxxxx (Name)

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------|-----|--------|-----------------------------|-----------|
| 1. | | M | | Sub-group Leader | |
| 2. | | M | | Vice leader | |
| 3. | | M | | Core member for SUFP-MP | |
| 4. | | M | | Core member for SPTPP-MP | |
| 5. | | M | | Member | |
| 6. | | M | | Member | |
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| 19. | | M | | Member | |
| 20. | | M | | Member | |
| 21. | | M | | Member | |
| 22. | | M | | Member | |

Sub-group: xxxxxxxxxxxxxx (Name)

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------|-----|--------|-----------------------------|-----------|
| 1. | | M | | Sub-group Leader | |
| 2. | | M | | Vice leader | |
| 3. | | M | | Core member for SUFP-MP | |
| 4. | | M | | Core member for SPTPP-MP | |
| 5. | | M | | Member | |
| 6. | | M | | Member | |
| 7. | | M | | Member | |
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| 22. | | M | | Member | |

Attachment-2: Outlines and Objectives of the Micro Program

1. Name of the Micro Programs

Sustainable Upland Farming Promotion Micro Program (SUFPP-MP)

Seedling Production and Tree Planting Promotion Micro Program (SPTPP-MP)

2. Objectives of the Micro Programs

2.1 SUFP-MP

The main objective of SUFP-MP is to introduce and promote the techniques on sloping agriculture / soil conservation measures suitable in the village.

Technically, the micro program aims to:

- introduce and demonstrate the techniques on sloping agriculture / soil conservation measures, i.e., bench terracing and contour composting along with the use of A-frame;
- help the members of the beneficiaries' group learn and acquire the skills and techniques on sloping agriculture/soil conservation measures;
- help the members of the beneficiaries' group replicate the skills and techniques on sloping agriculture in their own farms through application of technical assistance to the members;
- help the members of the beneficiaries' group produce and secure their own seeds for next cropping applying the quality seeds as well as improved farming techniques in their own farms; and
- Coordinate with the beneficiaries' group to develop a system to disseminate the techniques introduced by the micro program among the members as well as other communities in the village.

2.2 SPTPP-MP

The main objective of SPTPP-MP is to promote producing seedlings of trees and planting them in private lands in the village.

Technically, the micro program aims to:

- introduce and demonstrate the techniques on seedling production and tree planting;
- help the beneficiaries' groups establish community nurseries using local materials;
- help the members of the beneficiaries' groups learn and acquire the skills and techniques on seedling production and tree planting;
- help the members of the beneficiaries' groups properly plant and tend seedlings in their own farms/plots; and
- Coordinate with the beneficiaries' groups as well as other organizations to develop a system to enable the groups to continue the seedling production and tree planting activities even in the post-project period.

3. Major Activities of the Micro Program

3.1 SUFP-MP

The major activities planned in the micro program are to:

- Select members including core members among local communities;
- Make rules and regulations of the beneficiaries' groups;
- Make an overall work plan as well as an annual work plan from April 2012 to March 2013;
- Arrange an exposure visit for the members to have a clear picture of the micro program;
- Hold a series of hands-on training courses (or field farmers' schools: FFSs) on techniques on sloping agriculture;
- Establish a demonstration plots for techniques on sloping agriculture as a part of hands-on training courses;
- Provide seeds and other materials (e.g., farm tools) to the members who participate in the training courses; and
- Monitor the application level of techniques introduced by the training courses.

3.2 SPTPP-MP

The major activities planned in the micro program are to:

- Select members including core members among local communities;
- Make rules and regulations of the beneficiaries' groups;
- Make an overall work plan as well as an annual work plan from April 2012 to March 2013;
- Arrange an exposure visit for the members to have a clear picture of the micro program;
- Develop community nurseries at aldeia level as a part of hands-on training courses;
- Hold a series of hands-on training courses on techniques on seedling production;
- Maintain community nurseries and take care of seedlings in the nurseries;
- Hold a series of hands-on training courses on techniques on planting and tending seedlings/trees;
- Provide tools and seedlings to the members who participate in the training courses;
- Monitor the number of seedlings planted in the village; and
- Monitor the conditions of seedlings planted (the survival rate of seedlings planted).

Attachment-3: Visions and Missions of the Beneficiaries' Group

1. Visions of the Group

The visions of the beneficiaries' group in Suco Talitu are that:

- The village can achieve the goals of the future land use plan through the implementation of the micro program;
- All the members of the group will learn and acquire the techniques and skills demonstrated by the micro programs, namely, techniques on sloping agriculture, seedling production, and tree planting;
- All the members of the group will convert the areas for shifting cultivation to permanent farms by applying the techniques on sloping agriculture or plantations (e.g., timber plantation, coffee plantation, fruit plantations, etc.) by planting seedlings;
- All the members of the group will increase the productivity of upland crops and secure sufficient volume of seeds for next cropping;
- All the members of the group can improve and maintain soil fertility of their permanent farms;
- All the members of the group will continue seedling production and tree planting in coordination with MAF in the post-project period;
- All the members of the group can be role models for other communities in the village to introduce the techniques on sloping agriculture, producing seedlings and establishing a timber/coffee/fruit/other agroforest plantation;
- Other communities in the village will apply the techniques in their own farms/plots with the assistance of the beneficiaries' group.

2. Missions of the Group

To achieve its visions, the beneficiaries' groups in Suco Talitu shall:

- ensure the participation of the members of the groups in hands-on training courses, meetings, and other group activities;
- ensure that the micro programs can benefit as many members of the group as possible;
- ensure that the members of the beneficiaries group will help each other in the course of the micro programs, especially in the production of seedlings in the nurseries, application the techniques on sloping agriculture in their own farms, and planting seedlings in the individual plots;
- enhance the awareness of the importance of soil conservation and planting trees among the members of the groups as well as other communities in the village;
- disseminate the effectiveness of the micro program to village leaders as well as other members of the communities; and
- coordinate, collaborate, and cooperate with NGO, MAF and JICA Project Team in the course of the micro program.

Attachment-4: Roles and Responsibilities of the Members

| Members | Roles and Responsibilities |
|--------------------------|---|
| Group leader | <ul style="list-style-type: none"> - Be responsible for the overall activities of the group; - Hold and chair the meetings of the group; - Make a work plan together with other members; - Solve any problems and issues of the group or among the members in coordination with village leaders (e.g., Chef de Suco and Chef de Aldeia with the assistance from NGO, MAF and JICA Project Team); - Facilitate the members' participation in training courses, meetings, and other group activities; - Keep the list of members of the group updated; - Keep the members informed of the project activities, especially the schedule of the project activities; - Encourage the members of the group to participate in establishing community nurseries and producing seedlings in the nurseries on a voluntary basis; - Be responsible for proper and fair distribution of tools, materials, seeds, and seedlings, which will be provided by the micro program, to the members with registration of the tools and materials with members' names; - Ensure that the tools and materials distributed to the members will be properly maintained and used by the members; - Ensure that farm products produced in the demonstration plot will be shared among the member; - Ensure that all the seedlings distributed to the members will be planted in their own plots; - Encourage the members to apply and replicate the techniques demonstrated by the micro programs on their own farms/plots; - Encourage the members to periodically tend and maintain seedlings planted in their own plots in a proper manner; - Periodically monitor the activities and progress of the micro program together with NGO, MAF/NDF and/or JICA Project Team; - Report the progress and results of the micro program to village leaders; - Coordinate with NGO, MAF/NDF and JICA Project Team in the course of the micro program; and - Coordinate with village leaders. |
| Vice Leader / Secretary | <ul style="list-style-type: none"> - Assist the group leader in performing his tasks; - Act as a leader whenever the group leader cannot fulfill his/her tasks; - Attend training courses, meetings and other group activities; - Take notes at the meetings of the group; - Help the group leader facilitate the members' participation in the group activities; - Work together with the group leader and core member to register the tools, materials, and seedlings distributed to the members; - Work together with the group leader and core member to monitor the activities and progress of the micro program; - Help the group leader report the progress and results of the micro program to village leaders; and - Coordinate with village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program. |
| Core member for SUFP-MP | <ul style="list-style-type: none"> - Attend training courses, meetings and other group activities; - Offer a land for the demonstration plot of the group; - Encourage the members of the group to participate in training courses and help them acquire the techniques and skills from training courses; - Develop and maintain the demonstration plot together with other members of the group; - Share farm products and seeds produced in the demonstration plot with other members of the group; - Help other members apply and replicate the techniques on sloping agriculture in their own farms; - Help the group leader and vice leader register the tools and materials distributed to the members; - Help the group leader and vice leader monitor the activities and progress of the micro program; and - Coordinate with village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program and allow them to enter the demonstration plot for monitoring. |
| Core member for SPTPP-MP | <ul style="list-style-type: none"> - Attend training courses, meetings and other group activities; - Offer a land for the community nursery and demonstration plot of the group; - Encourage the members of the group to participate in training courses and help them acquire the techniques and skills from training courses; - Develop and maintain the community nursery and demonstration plot together with other members of the group; - Participate in the establishment of the community nursery, production of seedlings in the nursery and maintenance of seedlings in the demonstration plot; - Lead other members in the group works; |

| Members | Roles and Responsibilities |
|---------------|--|
| | <ul style="list-style-type: none"> - Share seedlings produced in the community nursery with other members of the group; - Help other members plant seedlings in their own plots; - Help the group leader and vice leader register the tools, materials, and seedlings distributed to the members; - Help the group leader and vice leader monitor the activities and progress of the micro program; and - Coordinate with village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program and allow them to enter the demonstration plot for monitoring. |
| Other members | <ul style="list-style-type: none"> - Attend training courses, meetings, and other group activities; - Work together with the core member as well as other members for development and management of the community nursery and demonstration plots of the group; - Help and encourage each other to attend the program activities (i.e., training courses, meetings, and others) and to apply/replicate the techniques demonstrated in the demonstration plots in their own farms/plot; - Continuously work in the community nursery for seedling production; - Properly maintain and use the tools and materials provided by the micro program for the sake of the micro programs; - Plant seedlings provided by the micro program in their own farms/plots; - Provide information necessary for monitoring to group leader, village leaders, NGO, MAF, and JICA Project Team; - Manage their own farms/plantations with application of the techniques introduced in the demonstration plots; - Coordinate with the group leader, core member, village leaders, NGO, MAF/NDF and JICA Project Team in the course of the micro program and allow them to enter their own farms/plots for monitoring. |

Lists of the Members of the Beneficiaries' Groups

List of Members in Aldeia Casamanatuto

Leader of the Group: Paul Sarmento

Sub-group: A .Haprocas

| No | Name | Sex | Aldeia | Position |
|-----------|--------------------|------------|---------------|-----------------------------|
| 1. | Alcino Gomes | M | Casamanatuto | Sub-group Leader |
| 2. | Alex Dasi | M | Casamanatuto | Vice leader |
| 3. | Rosalino Maubere | M | Casamanatuto | Core member for SUFP-MP |
| 4. | Adelino Mesquita | M | Casamanatuto | Core member for SPTPP-MP |
| 5. | Jose dos Santos | M | Casamanatuto | Member |
| 6. | Maubere Piedade | M | Casamanatuto | Member |
| 7. | Marcelino Soares | M | Casamanatuto | Member |
| 8. | Mateus do Rego | M | Casamanatuto | Member |
| 9. | Paul Sarmento | M | Casamanatuto | Member |
| 10. | Mateus | M | Casamanatuto | Member |
| 11. | Fransisco Nunes | M | Casamanatuto | Member |
| 12. | Inacio da Druz | M | Casamanatuto | Member |
| 13. | Eliza Saldanha | M | Casamanatuto | Member |
| 14. | Clementinho Soares | M | Casamanatuto | Member |

Sub-group: "B" Hamcas

| No | Name | Sex | Aldeia | Position |
|-----------|----------------------|------------|---------------|-----------------------------|
| 1. | Agapito Soares | M | Casamanatuto | Sub-group Leader |
| 2. | Mutu Bere | F | Casamanatuto | Vice leader |
| 3. | Jose Fransisco | M | Casamanatuto | Core member for SUIFP-MP |
| 4. | Martinho Amaral | M | Casamanatuto | Core member for SPTPP-MP |
| 5. | Evaresto de Jesus | M | Casamanatuto | Member |
| 6. | Jose Martins | M | Casamanatuto | Member |
| 7. | Maubere Rui | M | Casamanatuto | Member |
| 8. | Alito Gomes | M | Casamanatuto | Member |
| 9. | Antonio Mau de Jesus | M | Casamanatuto | Member |
| 10. | Matias dos Santos | M | Casamanatuto | Member |
| 11. | Manuel Sarmeno | M | Casamanatuto | Member |
| 12. | Eduardo dos Reis | M | Casamanatuto | Member |

List of Members in Aldeia Quelae

Leader of the Group: Luis de Jesus

Sub-group: “A” Rai Leten

| No | Name | Sex | Aldeia | Position |
|-----|---------------------------|-----|--------|-----------------------------|
| 1. | Fidelino da Costa Belo | M | Quelae | Sub-group Leader |
| 2. | Josefa da Costa Borges | M | Quelae | Vice leader |
| 3. | Agosto Afonso | M | Quelae | Core member for SUFP-MP |
| 4. | Pedro Nico Cabral | M | Quelae | Core member for SPTPP-MP |
| 5. | Alcina B Tilman | F | Quelae | Member |
| 6. | Alberto de Jesus | M | Quelae | Member |
| 7. | Manuel | M | Quelae | Member |
| 8. | Antonio do Rego | M | Quelae | Member |
| 9. | Fransisca Laha mau | F | Quelae | Member |
| 10. | Agusto Afonso | M | Quelae | Member |
| 11. | Agosto Tilman Pereira | M | Quelae | Member |
| 12. | Joao de Deus Maia | M | Quelae | Member |
| 13. | Celestino Sarmiento | M | Quelae | Member |
| 14. | Alda Mesquita | F | Quelae | Member |
| 15. | Lucio de Deus Maia | M | Quelae | Member |
| 16. | Lorenco | M | Quelae | Member |
| 17. | Madalena Gonzaga | M | Quelae | Member |

Sub-group: “B” Au Hun

| No | Name | Sex | Aldeia | Position |
|-----------|--------------------------|------------|---------------|-----------------------------|
| 1. | Manuel Mau Mali | M | Quelae | Sub-group Leader |
| 2. | Joanico S.D Sarmiento | M | Quelae | Vice leader |
| 3. | Felis Maia Soares | M | Quelae | Core member for SUFPP-MP |
| 4. | Joao Barreto | M | Quelae | Core member for SPTPP-MP |
| 5. | Manuel Soares | M | Quelae | Member |
| 6. | Jose Gonzaga | M | Quelae | Member |
| 7. | Brigida Borges | F | Quelae | Member |
| 8. | Maria Gonzaga | F | Quelae | Member |
| 9. | Horacio de Deus Maia | M | Quelae | Member |
| 10. | Paul Amaral | M | Quelae | Member |
| 11. | Madalena Namó Bau | F | Quelae | Member |
| 12. | Ermelinda S.Tilman | M | Quelae | Member |
| 13. | Marcelo Ximenes | M | Quelae | Member |
| 14. | Fransisco Ximenes | M | Quelae | Member |
| 15. | Guelhermina B Tilman | F | Quelae | Member |
| 16. | Aquinho | M | Quelae | Member |
| 17. | Jose Duku Rai | M | Quelae | Member |
| 18. | Mateus Barreto | M | Quelae | Member |
| 19. | Mateus Coli | M | Quelae | Member |
| 20. | Duarte Maia | M | Quelae | Member |
| 21 | Gaspar Maria Lopes | M | Quelae | Member |

List of Members in Aldeia Fatukhun

Leader of the Group: Matias Barreto

Sub-group: "A" Fatukhun and Telekom

| No | Name | Sex | Aldeia | Position |
|-----|-----------------------------|-----|-----------|-----------------------------|
| 1. | Filomeno de Deus Maia | M | Fatukhun | Sub-group Leader |
| 2. | Celestinoo Amaral | M | Fatukhun | Vice leader |
| 3. | Matias Barreto | M | Fatukhun | Core member for SUIP-MP |
| 4. | Luciano Barreto Saldanha | M | Fatukhun | Core member for SPTPP-MP |
| 5. | Paul Castro | M | Fatukhun | Member |
| 6. | Xavier Barreto | M | Fatukhun | Member |
| 7. | Maria Barreto Ribeiro | F | Fatukhun | Member |
| 8. | Antonio Barreto | M | Fatukhun | Member |
| 9. | Berta Jese Cardozo | F | Fatukhun | Member |
| 10. | Abril Barreto | M | Fatukhun | Member |
| 11. | Antonio Ribeiro | M | Fatukhun | Member |
| 12. | Jose Martins Lemos | M | Fatukhun | Member |
| 13. | Jose Barreto Ribeiro | M | Fatukhun | Member |
| 14. | Moises Barreto | M | Faatukhun | Member |
| 15. | Jose Augusto | M | Fatukhun | Member |
| 16. | Manuel de Carvalho | M | Fatukhun | Member |
| 17. | Mario Gonzaga | M | Fatukhun | Member |
| 18. | Domingos Mendonca | M | Fatukhun | Member |

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|-----|------------------------|---|----------|--------|
| 19. | Antonio de Jesus | M | Fatukhun | Member |
| 20. | Romaldo de Jesus | M | Fatukhun | Member |
| 21 | Amaro de Jesus | M | Fatukhun | Member |
| 22 | Jose dos Santos | M | Fatukhun | Member |
| 23 | Manuel Sarmento | M | Fatukhun | Member |
| 24 | Domingos B.Sarmento | M | Fatukhun | Member |

Sub-group: "B. Fatuk Mutin Klaran

| No | Name | Sex | Aldeia | Position |
|-----|-------------------------|-----|----------|-----------------------------|
| 1. | Abril Marques | M | Fatukhun | Sub-group Leader |
| 2. | Ismael Barreto | M | Fatukhun | Vice leader |
| 3. | Agosto de Carvalho | M | Fatukhun | Core member for SUFPP-MP |
| 4. | Alfaredo do Santos | M | Fatukhun | Core member for SPTPP-MP |
| 5. | Celestino Ribelo | M | Fatukhun | Member |
| 6. | Fransisco Ximenes | M | Fatukhun | Member |
| 7. | Maias Alves Sarmento | M | Fatukhun | Member |
| 8. | Egidio de Carvalho | M | Fatukhun | Member |
| 9. | Mateus do Martins | M | Faukhun | Member |
| 10. | Paulino Castro | M | Fatukhun | Member |
| 11. | Antonio Mali Mau | M | Fatukhun | Member |
| 12. | Miguel de Carvalho | M | Fatukhun | Member |
| 13. | Rui Soriano Martins | M | Fatukhun | Member |
| 14. | Jose Ribelo | M | Fatukhun | Member |
| 15. | Jasinta Sarmento Soares | F | Fatukhun | Member |
| 16. | Rogério Exposto | M | Fatukhun | Member |
| 17. | Bendito Gonzaga | M | Fatukhun | Member |
| 18. | Jose Barreto Leite | M | Fatukhun | Member |
| 19. | Caitano Martins | M | Fatukhun | Member |

| | | | | |
|-----|----------------------|---|----------|--------|
| 20. | Jose Barreto Ribeiro | M | Fatukhun | Member |
| 21 | Albro de Jesus Maia | M | Fatukhun | Member |

List of Members in Aldeia Talitu

Leader of the Group: XXXXXXXXXXXXXXXX

Sub-group: xxxxxxxxxxxxxxxx (Name)

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------|-----|--------|-----------------------------|-----------|
| 1. | | M | | Sub-group Leader | |
| 2. | | M | | Vice leader | |
| 3. | | M | | Core member for SUFP-MP | |
| 4. | | M | | Core member for SPTPP-MP | |
| 5. | | M | | Member | |
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| 20. | | M | | Member | |
| 21. | | M | | Member | |
| 22. | | M | | Member | |

Sub-group: xxxxxxxxxxxxxxxx (Name)

| No | Name | Sex | Aldeia | Position | Signature |
|-----|------|-----|--------|-----------------------------|-----------|
| 1. | | M | | Sub-group Leader | |
| 2. | | M | | Vice leader | |
| 3. | | M | | Core member for SUFP-MP | |
| 4. | | M | | Core member for SPTPP-MP | |
| 5. | | M | | Member | |
| 6. | | M | | Member | |
| 7. | | M | | Member | |
| 8. | | M | | Member | |
| 9. | | M | | Member | |
| 10. | | M | | Member | |
| 11. | | M | | Member | |
| 12. | | M | | Member | |
| 13. | | M | | Member | |
| 14. | | M | | Member | |
| 15. | | M | | Member | |
| 16. | | M | | Member | |
| 17. | | M | | Member | |
| 18. | | M | | Member | |
| 19. | | M | | Member | |
| 20. | | M | | Member | |
| 21. | | M | | Member | |
| 22. | | M | | Member | |

