

ANNEX5 Monitoring Sheet

PROJECT PROGRESS REPORT

Project Title: Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa

Version of the Sheet: Ver.02 (Term: August, 2016 – February, 2017)

Japan Forest Technology Association

Submission Date: 10 March, 2017

I. Summary

1 Progress

1-1 Progress of Inputs

- Personnel arrangements of Project Management Unit were fully realized as planned, on the both sides of SADC and Japan when Ms. Deborah Kahatano was assigned as a Project Manager of the project in April. Besides the JICA consultant team was assigned and the dispatch commenced from August 2016.
- Input of the JICA consultant team (as of February 2017) is shown below.

Input of the JICA consultant team as of February 2017

Name	Expertise	M/M in SADC	M/M in Japan
Takashi NANAUMI	Consultant Team Leader / Forest Information Management	3.17	0.00
Issei NONAKA	Forest Information Management Assistant	2.30	0.00
Hikomitsu KUNO	Forest Fire Management 1	0.70	0.00
Jun KAJIGAKI	Forest Fire Management 2	2.03	0.10
Kei SUZUKI	Forest Fire Management 3	0.43	0.00
	Total	8.63	0.10

1-2 Progress of Activities

<Overall activities>

- Second Joint Coordination Committee (JCC) was held in Dar es Salaam on the 7th and 8th of September.
- At the 2nd JCC attended all 15 member states, project outlines were introduced and shared with the forestry sector stakeholders
- Baseline surveys in all member states were conducted from January to July.

- Discussion to cooperate with the existing regional forest resource information system (SADC-AIMS) was agreed with the SADC person in charge (Ms.Panduleni Elago) .
 - Laptop PC procurement list was prepared.
- ⇒ Refer to annex.1 “Laptop PC procurement list”

<Activities for Output 1 (Forest Information Management)>

- The first EWG for Output1 (EWG-FIS) was held in Johannesburg, South Africa on the 7th and 8th November 2016.
 - Final goal of NFIS/RFIS was explained and shared with the EWG-FIS (Forest Information System) participants in the EWG session.
 - Methodology on how to raise technical level of the NFIS in each Member State was explained and shared with the EWG-FIS participants in the EWG session.
 - Outline of training schedule (basic training and advanced training) was explained and shared with the EWG-FIS participants in the EWG session.
 - Basic training contents which is supposed to make use of JAXA global open data and AFIS/WAMIS data was introduced to EWG-FIS participants in the EWG session.
 - Annual work plan 2017 for EWG-FIS was approved by the EWG-FIS participants.
- ⇒ Refer to annex.2 “Annual work plan 2017 for EWG-FIS”
- ⇒ Refer to annex.3 “Report for EWG-FIS”

<Activities for Output 2 (Forest Fire Management)>

- The first EWG for Output2 (EWG-IFFM) was held in Johannesburg, South Africa on the 7th and 8th November 2016.
 - Outline of SADC regional forest fire management guideline was explained and shared with the EWG-IFFM (Integrated Forest Fire Management) participants in the EWG session.
 - Outline of training contents (Working on fire) was explained and shared with the EWG-IFFM participants in the EWG session.
 - Outline of training schedule and follow up activity were explained and shared with the EWG-IFFM participants in the EWG session.
 - Needs of EWG-IFFM participants that they are expecting to participate in basic training for Output1 (AFIS/WAMIS data shall be utilized) was confirmed.
 - Annual work plan 2017 for EWG-FFM was approved by the EWG-IFFM participants.
- ⇒ Refer to annex.4 “Annual work plan 2017 for EWG-IFFM”
- ⇒ Refer to annex.5 “Report for EWG-IFFM”

<Activities for Output 3 (Participatory Forest Management)>

- The first EWG for Output3 (EWG-PFM) was held in Moshi, Tanzania from 28th November to 2nd December 2016.
- The second EWG for Output3 (EWG-PFM) was held in Bangkok, Thailand from 2nd February to 12th February 2017.
- Annotated skeleton of draft SADC PFM guideline was discussed and determined.
- Alternative plan (instead of conducting Pilot activities) which mainly consists of developing PFM regional database for sharing lessons and learned and conducting additional business skill training was explained and shared with the EWG-PFM participants in the EWG session.
- Draft format for sharing various practices for PFM was introduced and reviewed by the EWG-PFM participants in the EWG-PFM session.
- Annual work plan 2017 for EWG-PFM was approved by the EWG-PFM participants.
⇒ Refer to annex.6 “Annual work plan 2017 for EWG-PFM”
⇒ Refer to annex.7 “Report for EWG-PFM”

1-3 Achievement of Output

- As an achievement for this duration, following decisions were made in the 2nd JCC.
⇒ Refer to annex.8 “Report for 2nd JCC”

<Decision 1> Forest Information System (Output 1)

- a.) five (5) days of basic training in forest information system for Member States;
- b.) five (5) days of advanced training in forest information system for Member States;
- c.) two (2) people per Member State to attend both training sessions in forest information system;
- d.) for countries that do not have forest information system in place, the project should provide need-based technical support including a visit to the particular country for follow up training; and
- e.) work plan for forest information system 2016 - 2020.

<Decision 2> Forest Fire Management (Output 2)

- a.) forest fire management training should take into account main specific geographical conditions and terrain in the SADC region;
- b.) use the results of the baseline study to identify needs in each country.

- c.) procurement of necessary communication tools and supplies for pilot operations to be done according to specific needs and planned guidelines; and
- d.) work plan for forest fire management 2016 - 2020.

<Decision 3> Participatory Forest Management (Output 3)

- a.) work plan for participatory forest management 2016 - 2020.

1-4 Achievement of the Project Purpose

- Not yet available, it is at the initial implementation stage yet.
- Main activities for each component (Output) were generally approved in the 2nd JCC as stated in 1-3.

1-5 Changes of Risks and Actions for Mitigation

- Pilot Activities for the Output3 (PFM) were regarded as high risks not to be approved by the EWG-PFM since they were not always beneficial to all Member States.
- Alternative plan which is thought to be beneficial to all Member States was proposed by the PMU (Project Management Unit) for the risk mitigation purpose and approved by the delegates of Member States in EWG-PFM on 10th February, 2017 at Bangkok, Thailand. The alternative plan mainly consists of developing PFM regional database and conducting additional business skill training. The alternative plan is supposed to be recommended by the EWG-PFM for the next JCC which will be held in April, 2017 at Johannesburg, South Africa.

1-6 Progress of Actions undertaken by JICA

- Three Japanese experts have been dispatched and coordinated with the SADC Secretariat.
- Chief advisor Mr Kurashina was appointed who had conducted the JCC co-chaired with the FANR (and Project) Director, Mrs. M Nyirenda.

1-7 Progress of Actions undertaken by SADC

- Mr. Alex Banda was acting Project Manager, and Mr. Chakanga provided technical assistance.
- SADC Secretariat dispatched 4 members from the Project Management Unit to host the 2nd JCC and welcomed the participants from the Member States.

1-8 Progress of Environmental and Social Considerations (if applicable)

- N.A.

1-9 Progress of Considerations on Gender/Peace Building/Poverty Reduction (if applicable)

- Not applicable, however, it is anticipated that good practices of the participatory approach will involve positive inputs by female beneficiary members.

1-10 Other remarkable/considerable issues related/affect to the project (such as other JICA's projects, activities of counterparts, other donors, private sectors, NGOs etc.)

- In Mozambique, project established a good working relationship with the counterpart organization in cooperation with Mr Homma who is an Advisor for Strengthening of Forestry Management.

2 Delay of Work Schedule and/or Problems (if any)

2-1 Detail

- Owing to the fact, planned baseline surveys have been completed one month behind the schedule and due to be conducted from January to July 2016.

2-2 Cause

- The post of Project Manager had been vacant from the beginning of the project to April.
- Due to suspension of SADC passport, the period of VISA issue is additionally required.

2-3 Action to be taken

- Implementing the revised Plan of Operation (PO) approved at the JCC.
- Ensuring smooth operation after assignment of the SADC Senior Program Officer.

2-4 Roles of Responsible Persons/Organization (JICA, SADC)

3 Modification of the Project Implementation Plan

3-1 PO

3-2 Other modifications on detailed implementation plan

(Remarks: The amendment of R/D and PDM (title of the project, duration, project site(s), target group(s), implementation structure, overall goal, project purpose, outputs, activities, and input) should be authorized by JICA HDQs. If the project team deems it necessary to

modify any part of R/D and PDM, the team may propose the draft.)

Preparation of SADC Secretariat toward sustainability after completion of the Project : Not yet available, it is at the initial implementation stage yet.

II. Project Monitoring Sheet I & II *as Attached*

ANNEX

Annex.1 Laptop PC procurement list

Annex.2 Annual work plan 2017 for EWG-FIS

Annex.3 Report for EWG-FIS

Annex.4 Annual work plan 2017 for EWG-IFFM

Annex.5 Report for EWG-IFFM

Annex.6 Annual work plan 2017 for EWG-PFM

Annex.7 Report for EWG-PFM

Annex.8 Report for 2nd JCC

Annex.1 Laptop PC procurement list

TECHNICAL SPECIFICATIONS

Lot - Item No. :

Name of the Goods : Laptop Computer

		Required Specifications	HP	DELL	ACER
Name of Manufacturer		To be specified	HP	DELL	ACER
Model No.		To be specified	ProBook 450 G3 Notebook	Inspiron 3558 G5	Aspire F5-572 Notebook
Quantity		15 units			
I.	General Description	These PCs will be used for the Gaborone FIS Trainings and to be granted for each SADC Member State after trainings.			
II. Technical Specification					
1.	Description	Laptop Computer	Laptop Computer	Laptop Computer	Laptop Computer
2.	CPU	Intel Core i5-2133MHz or greater	Intel Core i5-2133MHz	Intel Core i5-2700MHz	Intel Core i5-2700MHz
3.	Main Memory	4GB DDR3 SDRAM or more	4GB DDR4 SDRAM	4GB DDR3L SDRAM	4GB DDR3L SDRAM
4.	Hard Disk Drive	320GB 5400RPM HDD or more	500GB 5400RPM HDD	500GB 5400RPM HDD	1000GB 5400RPM HDD
5.	Optical Drive	DVD+/-RW combo Drive	DVD Super Multi	DVD Super Multi	DVD Super Multi
6.	Graphic	Intel's HD Graphics 520 or greater	Intel's HD Graphics 520	Intel's HD Graphics 5500	Intel's HD Graphics 4400
7.	Network	Ethernet 10BASE-T / 100BASE-TX / 1000BASE-Tx 1 or more	Realtek 1000/100/10Mbps Ethernet Controller	Realtek 1000/100/10Mbps Ethernet Controller	Realtek 1000/100/10Mbps Ethernet Controller
8.	Wireless Connections	802.11 b/g/n, Bluetooth V2.0 or greater	Atheros WLAN 802.11 b/g/n, Bluetooth V4.0 combo	Atheros WLAN 802.11 b/g/n, Bluetooth V4.0 combo	Atheros WLAN 802.11 a/b/g/n, Bluetooth V4.0 combo
9.	Audio and Speakers	Equipped	DTS Sound+, Stereo Speakers	Stereo Speakers, 24-bit Stereo	Stereo Speakers, 24-bit Stereo
10.	I/O	The following I/Os must be provided.			
	USB 3.0 port	2 or more	2	1	2
	USB 2.0 port	1 or more	2	2	1
	HDMI	1 or more	1	1	1
	VGA	1 or more	1	1	1
	Display port	-	-	-	-
	Modem	1	1	1	1
	Headphone & Microphone Jacks	1 or more	stereo microphone in, headphone	stereo microphone in, headphone	stereo microphone in, headphone
11.	Keyboard	Keyboard (English)	Keyboard(English)	Keyboard(English)	Keyboard(English)
12.	Display	14 - 15.6 inch 16:9, 1366*768 pixel or greater	15.6-inch diagonal LED, 1366 x 768 pixels	15.6-inch Truelife LED-backlit Display 1366 x 768 pixels	15.6-inch Full HD LED-backlit Display 1920 x 1080 pixels
13.	OS	Windows 7 Professional 64bit (English) or greater	Windows 7 Professional 64 bit / Windows 10 Professional	Windows 7 Professional 64 bit / Windows 10 Professional	Windows 10 Home
14.	Software	Antivirus software must be equipped.	-	-	-
15.	Battery	Rechargeable Lithium Ion Battery	6-cell Lithium Ion battery	4-cell Lithium Ion battery	4-cell Lithium Ion battery
16.	Battery life	Up to 3.5 hours or longer	47 Whr	2520 mAh	2520 mAh
17.	Power Source	AC Adaptor, 220VAC, 50 Hz, single phase	AC 100 - 240V, 50 - 60 hz	AC 100 - 240V, 50 - 60 hz	AC 100 - 240V, 50 - 60 hz
18.	Accessories (including standard accessories):				
	Power cable	1Pc / unit	yes (B3 type)	yes (B3 type)	yes (B3 type)
	Operation manual (English)	1Pc / unit	yes	yes	yes
	Software CD-ROM	1Pc / unit	yes	yes	yes
19.	Contry / Region of Origin	-	USA / South Africa	USA / South Africa	USA / South Africa

It is Home use PC rather than Business use. (Not applicable)

Unit Price# (12% VAT Included)

BWP 8,352.00

BWP 8,506.80

BWP 8,398.80

Ultimate Solutions

Unit 2 Plot 178 Int'l Commerce Park
Gaborone, Botswana

ASC corporate IT solutions

Unit 1 Plot 84 Int'l Commerce Park
Gaborone, Botswana

Incredible connection

Shop 53 Riverwalk Shopping Centre
Gaborone, Botswana

BWP 9,481.20

ASC corporate IT solutions

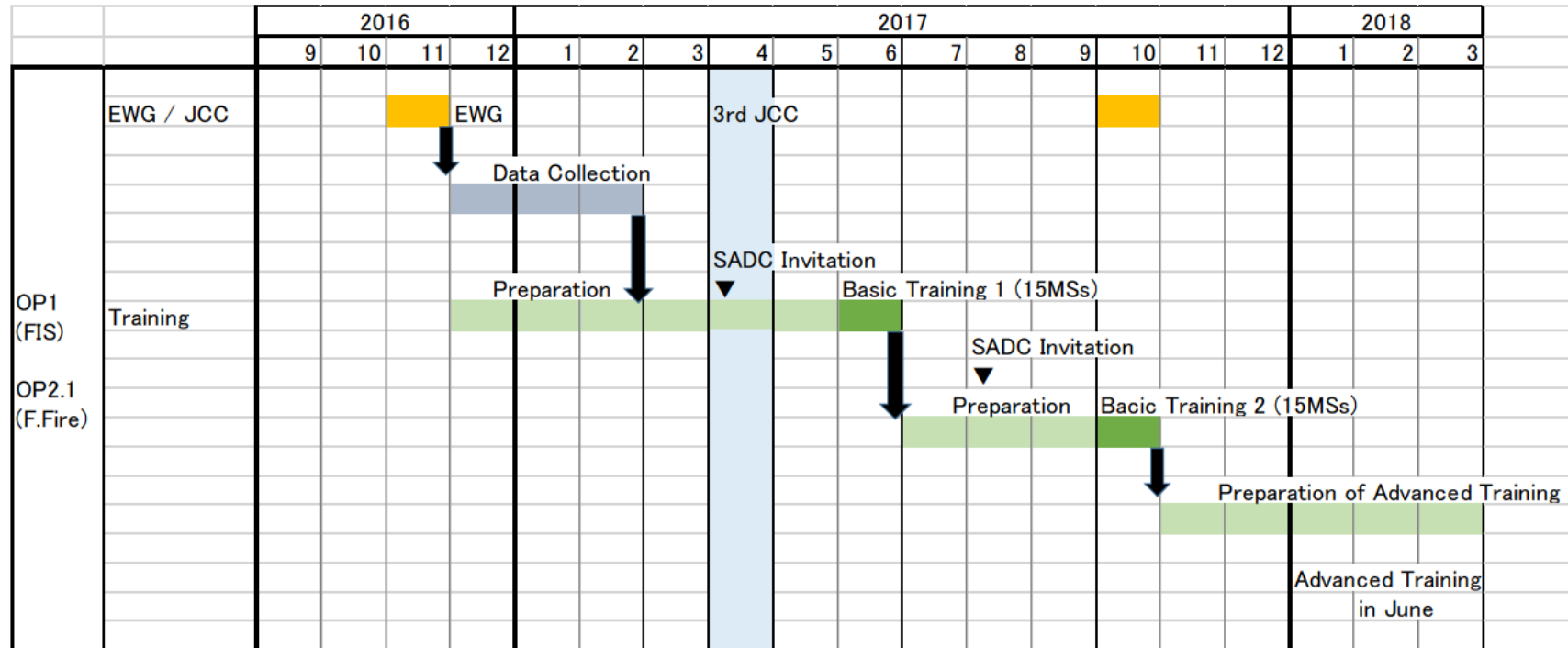
Unit 1 Plot 84 Int'l Commerce Park
Gaborone, Botswana

Annex.2 Annual work plan 2017 for EWG-FIS

Annex.2 Annual Work Plan 2017 for EWG-FIS

The Annual Work Activities in the fiscal year 2017 are shown as follows.

Expected Output	Three year targets	Annual Work Activities (2017)	Indicator
The capacity of SADC MSs to enhance Forest Information System is improved.	1.1 Harmonize National Forest Information System (NFIS) of the MSs 1.2 Develop/Modify the SADC Regional Forest Information System (SADC-RFIS) 1.3 Publicize the SADC Regional Forest Information 1.4 Enhance capabilities of the MSs for the Forest Information System	<ul style="list-style-type: none"> • Establish Expert Working Group (EWG) • Collection of Forest Information from MSs • Conduct Basic Training of Forest Information System (15MSs) • Preparation of Advanced Training (15MSs) • Presentation at 3rd Joint Coordination Committee (JCC) 	<ul style="list-style-type: none"> • Training materials including training manuals • Presentation materials of 3rd JCC



Annex.3 Report for EWG-FIS

DRAFT REPORT

**The SADC-JICA Project for Forest Conservation and Sustainable
Management of Forest Resources in Southern Africa**

7th – 8th November, 2016

Johannesburg, South Africa



Project for
**Sustainable Management of
Forest Conservation and
Forest Resources
in Southern Africa**

Prepared by: Brian Mutasha – Zambia
Johanna Makinta – South Africa



Report on the 1st Expert Working Group for Forest Information System (EWG - FIS) Meeting

Introduction

The Southern African Development Community (SADC) consisting of 15 Member States, is a framework of multilateral agreement with emphasis on economics. SADC is implementing a regional Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa, which commenced in June 2015. The objective of the project is to develop the capacity of the SADC region in conservation and sustainable management of forest resources particularly in the areas of Forest Information System (FIS); Integrated Forest Fire Management (IFFM); and Participatory Forest Management (PFM). The Project is supported by the Government of Japan through the Japan International Cooperation Agency (JICA).

In order to achieve the objective of the project, the First (1st) Expert Working Group for Forest Information System (EWG-FIS) Meeting of the SADC/JICA Project on Forest Conservation and sustainable Management of Forest Resources in southern Africa was held from 7th – 8th November, 2016, Johannesburg, South Africa. The Meeting was jointly held with Expert Working Group for Forest Fire Management (EWG-FFM).

The objective of the meeting was to develop the training programme for the Expert Working Group regarding Forest Information System (EWG-FIS) and the annual work plan for 2017-2018. The meeting was attended by all 15 SADC Member States. The report outlines the proceedings of the EWG-FIS and the recommendations made.

Objectives of the EWG-FIS component

The objectives of the Expert Working Group for Forest Information System (EWG-FIS) of the project are to:

- i. Harmonize National Forest Information Systems (NFIS) of the Member States;
- ii. Develop and/or modify the SADC Regional Forest Information System (SADC-RFIS);
- iii. Publicize the SADC Regional Forest Information; and
- iv. Enhance capabilities for the Forest Information Management.

Opening Remarks

The Chief Director for Forestry Development and Regeneration, who was standing in for Deputy Director-General of Forestry and Natural Resources Management welcomed all the participants to the meeting and thanked JICA for choosing South Africa as the Host country for the First Joint EWG-FIS and EWG-FFM. She mentioned that:

- **Southern** Africa is a hot spot of fire due to the climatically diverse nature of the region (wet/dry)
- **In addition** – inadequate policy and institution framework, the fire protection approach is different in individual Member States

- **She indicated that MSs** such as South Africa are mandated to report every three (3) years on the trends, forestry facts and findings to parliament.
- **Information** – is therefore key to formulation of policies and strategies that are sound for building the nation
- **Current** National Forest Information Systems (NFIS) are a source of information to support decision
- **Spatial data** is fundamental – needs to be of High Accuracy and error should be sufficiently small for Monitoring, Management and effective use
- **Satellites** can provide the rate, drivers and how to monitor forest change
- **New technology** needs to be applied, however accuracy is a challenge in southern Africa
- **Key issues**
 - i. **Remapping of provinces** at sub national level
 - ii. **Support information** exchange
 - iii. **Infrastructure for** data storage and archival
 - iv. **Capacity building on the processing, analysing and delivering of forest information**

She emphasized that Forest information and fire management should be integrated and called for the active and constructive participation of the members for effective implementation of the project.

Remarks by SADC Secretariat

Ms Pandaleni Elago –

- **Review the annual** work plans
- **Criteria** for selecting the pilot area
- **Agreements at the EWG meetings** will be shared at the Next JCC
- **Called upon** the delegates to provide expertise and input to the meeting.
- **The role of SADC secretariat is to coordinate and facilitate**
- **Need to take MSs’** ownership of the project and ensure sustainability
- **JCC** is the highest decision making body. **She explained that** Technical staff and forestry experts should analyse the present status, make proposal and report their finding before JCC for adoption.

Workshop Activities

Day 1: 07th November 2016

Selection of chairperson

The delegate from Swaziland (Mr N. Jele) volunteered to take the role of being chair after being nominated by Lesotho delegate (Mr T. Motsokane) and manages to lead the afternoon session with co-chair Mr Kurashina.

Report of Member States survey (Mr Kurashina)

- Where some Member States (MSs) have completed their Forestry inventory.
- Poor data collection
- Some MSs don't even have NFIS

Q. Questions and comments were raised based on the Survey done and what was the criteria that was used.

Q. Period of data validation

Q. Training of the experts.

A. Questions and comments will be answered on day 2 of our presentations.

Final Goal of NFIS/RFIS (Mr Nanaumi)

- He made a presentation with proposal for the activity to reach the goal of the project.
- He introduced an idea on how to develop open NFIS software in order to raise technical level of the NFISs especially for the MSs without NFIS.
- He emphasized the importance of sustainable monitoring of the activity data.
- He introduced an idea on how to develop SADC-RFIS based on his experience quoted NFRDB (National Forest Resource Database) system developed for Forestry Agency in Japan.
- Harmonization of the NFISs from 15 Member states is necessary for the SADC-RFIS development.

A. Each member state has been requested to submit their NFIS data so that it is harmonized to SADC-RFIS.

Q. Slide 4, further information how we go about it?

A. The detail information will be presented in another session tomorrow.

- Good practice of Botswana (**Mr Sekgopo**)
- The delegate from Botswana, Mr Sekgopo made a presentation on the on-going project with JICA on the National Forest Monitoring System. He covers from the formulation stage through the activities to the present and shared their good practice

as well as challenges they have faced as a lesson to other MSs. He showed expectation to the SADC-JICA project especially for the methodology on updating activity data as well.

A. Request to share the information on soft copy.

Introduction to AIMS (Ms. Panduleni)

- Data base from SADC region, which integrate different units that include Forestry.
- Objective to integrate and rationalize various information systems from Agricultural and natural sector.

A. Request to share the information on soft copy.

Wrap up by the chairman

- Open Global data will be updated yearly.
- The system design for the SADC-RFIS considering sustainable operation Needs for raising technical level of the NFISs in majority of the MSs
- Poor data collection
- Harmonization of the NFIS data from 15 MSs is important for the SADC-RFIS
- MSs are kindly requested to provide NFI information, Forest Definition, Forest Type Category information
- To have all Presentations in soft copies.
- Emails of participants in order to share information within member states.

Day 2: 08th November, 2016

Raising Technical Level

Takashi Nanaumi – JICA Consultant, presented a Review on how to raise technical level of the NFIS in each Member State (MS). He stated that the idea of raising technical level especially for MSs without NFIS is to support for the setting up of Basic Environment for monitoring Forest Resources in each MS and conduct training. He said there is need to distribute data and software as a package. This can be done by providing time series Open Global Data from JAXA, showing forests and non-forests and the extraction of change in forest cover. Mr. Nanaumi explained that the NFIS can be developed using Open Source Software such as QGIS. He however, noted that one year was not enough to extract data on forest cover. He mentioned that for forest to forest time difference the period should be five (5) years in order to see change. He further stated that to produce base maps and to maintain certain level of accuracy (e.g. 80%), ground surveys are necessary thus the process of producing Base Maps was very expensive. He said monitoring of forest resources was key and the JAXA dataset with the overall accuracy of 80-85% for tropical forests is useful although the accuracy is lower for dry/savannah forests. Therefore MSs need to provide National Forest Inventory (FIS) data to JAXA for calibration to Regional Forest Information System (RFIS). He lamented that even MSs with advanced information system also have a challenge updating base maps after 5 -10years and that the method outline can be applied.

Outline of Training Schedule

The task of the 1st EWG – FIS was to review the methodology on how to update or monitor basic information using Open source data and software. Mr. Nanaumi explained that Basic Training will be conducted twice in the following year. The first training will take place in June, 2017 while the second will be in October the same year. He stated that 15 MSs will attend the training with one delegate from each MS in both training. He said it was difficult to define what basic information is but stressed the need to focus on crucial items such as Activity data and Regional Forest inventory in order to raise technical level for sustainable monitoring. Mr. Nanaumi informed the delegates that the last JCC meeting made a request for conducting training twice so as to involve 2 people per MSs. Therefore, Two (2) **Basic** trainings will be conducted and same for **Advanced** training to be conducted in 2018. He said the final goal is to integrate and consolidate into SADC-RFIS but the budget is limited and it is better to have this kind of meeting and opportunity to discuss and share ideas on Database guidelines as well.

Basic Training Content

The Basic training will be conducted in Gaborone, Botswana for a period of one (1) week and will involve GIS basic training and utilization of WAMIS data. Each participant from MSs will be provided with JAXA Global Open Data where a subset area of interest (AOI) for each country would be extracted. Normally Remote Sensing software like Erdas Imagine, ENVI and ArcGIS could be used but for this purpose, QGIS will be used to clip the country and perform some data manipulation such as *intersect*, *union* and *overlays* to Extract Forest Change Area. We need to make a report and learn how to manage the data for sustainable use. Mr. Nanaumi stated that the proposal was to invite technical person to the first training while the EWG-FIS member should be invited to attend second training. The content for the **Advanced** training should be discussed. The idea is to make some groups based on the needs of the MSs. Some MSs do not have NFIS data and for such group follow-up training is recommended rather than advanced one but content to be discussed in next EWG meeting.

Mr. Nanaumi emphasized the need to harmonize the different levels of NFISs. In order to make Regional Forest Data, we need to support those countries without NFISs and ensure sustainability of combining the data. He pointed out that MSs need to feed information of the NFISs to the SADC-RFIS. As a result, the idea of using the Bottom-up approach is recommended to consolidate activity data. The approach involves using basic time series Global Open Data from JAXA showing forest/non-forest to extract activity data for all MSs more like a pizza dough. MSs with Activity Data can overlay it on the JAXA Global Open Data and interpolate various data on the basic data. For those with National level Activity data just need to replace the activity data from basic data and develop a NFIS for MSs which will be consolidated into SADC-RFIS.

The delegates were then given a questionnaire on information collection to indicate whether the MSs had National level activity data and what year was it.

Annual Work Plan 2017

The work plan for EWG-FIS for 2016 – 2020 was approved by the JCC. During the meeting the EWG-FIS delegates reviewed the annual work activities in the fiscal year 2017.

The main activity is the preparation for the Basic Training of Forest Information System for 15 MSs and the actual training to take place in June, 2017. Wrap up contents to be prepared by April next year 2017 and the training will be technical with basic ICT background as requirements for each participant.

Members of the EWG – Forest Fire Management are also expected to the second EWG – FIS training to be held in October, 2017. All trainings will be hosted in Gaborone, Botswana. Laptop PC will be prepared including training materials and self-training manuals and content, which will be used at their respective organizations.

Preparations need to be under away for advanced training. Outputs are in line with SADC's strategy. Activities such as Establishment of EWG are complete, collection of forest information from MS, others to follow soon. Seychelles queried whether advanced training can take place in Tokyo, due to the availability of facilities? Swaziland queried whether the first group will get laptops as well? PMU is going to keep the laptops after 1st training. After the 4 training are complete then they will be given to participants. Seychelles queried whether programs are backed up on servers? Training materials including data will be on hard disks. Seychelles prefers desktop to laptops due to security issues. Local consultants will be used to prepare training materials. Other groups not going to Indonesia, main purpose is to raise technical levels than exposure to advanced systems in Tokyo. There is a very big gap between advanced member states to others.

CONCLUSION

The 1st EWG meeting for FIS was very successful and constructive. The annual work plan was successfully reviewed.

RECOMMENDATION

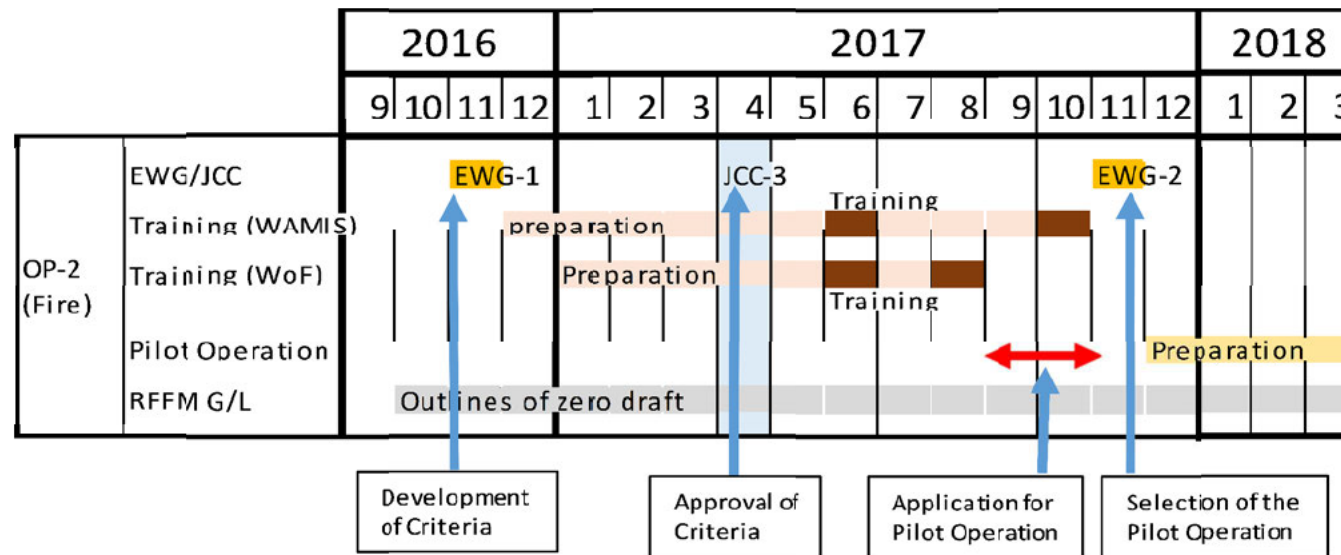
- The MSs to provide National Forest Inventory (FIS) data to JAXA for calibration to Regional Forest Information System (RFIS) for consolidation of activity data to the regional level
- Harmonization of the NFIS data from 15 MSs
- Renaming of Basic and Advance training to Training 1 and Training 2 respectively
- EWG FIS must attend both trainings, while the alternate member should have basic technical knowledge for continuation
- Integrate with other data agency for additional/supplementary data for countries such as Mauritius /Seychelles where JAXA resolution (25m) cannot adequately sufficient level of details needed
- Training materials, manuals to be provided before the actual training dates (excluding huge image data)

Annex.4 Annual work plan 2017 for EWG-IFFM

Annex.4 Annual Work Plan 2017 for EWG-IFFM

The Annual Work Activities in the fiscal year 2017 are shown as follows.

Expected Output	Three year targets	Work Activities (2017)	Indicator
Output 2: Capacity of SADC MSs to enhance Integrated Forest Fire Management is improved.	2.1. Integrate the information and technologies and capabilities of national and local fire detection and avoidance of spreading, and extinguishing wildfires.	<ul style="list-style-type: none"> • EWG-FIS • M/S/AFIS training 	<ul style="list-style-type: none"> • Training materials • Numbers of training completers • Presentation materials of EWG-FIS and 3rd JCC
	2.2. Integrate the attitudes and capabilities of rural populations to Forest Fire Management.	<ul style="list-style-type: none"> • EWG-FFM • Training of prescribed burning (WoF) • Development of selection criteria for Pilot operations; execution of the selection; and preparation for the Operations 	<ul style="list-style-type: none"> • Training materials • Numbers of training completers • Selection criteria • Presentation materials of EWG-FFM and 3rd JCC
	2.3. Develop/Modify National and Cross-boundary Guidelines for Integrated Forest Fire Management.	<ul style="list-style-type: none"> • Develop outlines of zero-draft for the Guidelines 	<ul style="list-style-type: none"> • Presentation materials of EWG-FFM and 3rd JCC



Annex.5 Report for EWG-IFFM

DRAFT REPORT

1st Expert Working Group on

Integrated Forest Fire Management (EWG - FFM) Meeting

For

The SADC/JICA Project on Forest Conservation and Sustainable
Management of Forest Resources in Southern Africa

7th – 8th November, 2016

Project for
**Sustainable Management of
Forest Conservation and
Forest Resources
in Southern Africa**



**Report on the 1st Expert Working Group on
Integrated Forest Fire Management (EWG - IFFM) Meeting**

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Executive summary

As a results of two days discussion, EWG-IFFM working group,

- **R**ecognized, function, mandate and responsibility of EWG.
- **S**electd Mr. Gabagomotse Mafoko (Botswana) as a chair person for 1st EWG.
- **D**eveloped capacity development plan which was proposed by PMU
- **P**roposed joint coordinative training with EWG-FIS and EWG-IFFM, in order to enhance mutual communication.
- **R**evised Pilot operation plan and drafting number of pilots and budget as follow.
 - ◆ 10,000 US\$/pilot ×8 pilots
- **D**rafting criteria of pilot selection.

1. Introduction

The Southern African Development Community (SADC) consisting of 15 Member States, is a framework of multilateral agreement with emphasis on economics. SADC is implementing a regional Project on Conservation and Sustainable Management of Forest Resources in Southern Africa, which commenced in June 2015. The objective of the project is to develop the capacity of the SADC region in conservation and sustainable management of forest resources particularly in the areas of Forest Information System (FIS); Integrated Forest Fire Management (IFFM); and Participatory Forest Management (PFM). The Project is supported by the Government of Japan through the Japan International Cooperation Agency (JICA).

In order to achieve the objective of the project, the First (1st) Expert Working Group for Integrated Forest Fire Management (EWG-IFFM) Meeting of the SADC/JICA Project on Forest Conservation and sustainable Management of Forest Resources in southern Africa was held from 7th – 8th November, 2016, Johannesburg, South Africa. The Meeting was jointly held with Expert Working Group for Forest Information System (EWG-FIS).

The objective of the meeting was to develop the training programme for the Expert Working Group for Integrated Forest Fire Management (EWG-IFFM) component and the annual workplan for 2017-2018 as well as criteria for selection of pilot implementation. The meeting was attended by all 15 SADC Member States. The report outlines the proceedings of the EWG-IFFM and the recommendations made.

2. Objective of the EWG-IFFM component

The objectives of the Expert Working Group for Integrated Forest Fire Management (EWG-IFFM) of the project are to:

- i. Develop and/or modify the SADC Integrated Forest Fire Management Guideline
- ii. Building capacity of forest fire management in central level and community level; and
- iii. Publicize the SADC Integrated Forest Fire Management activities

3. Workshop Activities

3.1. Selection of chairperson

The delegate from Botswana (Mr Gabagomotse Mafoko) volunteered to take the role of being chair with co-chair by Mr Suzuki from PMU.

Q: Is the chair position going to be rotation and how often?

A: PMU proposes chair position to be rotational to one year interval.

3.2. Role of EWG

Recall of joint EWG morning session activities as covered areas was provided by co-chair. And EWG-IFFM member came to conclude mandate of EWG-IFFM as follows.

- i. HOW TO DEVELOP REGIONAL FOREST FIRE MANAGEMENT GUIDELINES
- ii. IMPLEMENTATION OF TRAINING IN PILOT OPERATIONS
- iii. WORKING GROUP TO DRAFT FOR PILOT OPERATIONS

3.3. 1ST Presentation; (whole structure of fire component)

TASK: EWG-IFFM tasked presenter following presentation to communicate through e-mails over suggestions on how to make guidelines

3.4. 2nd Presentation; (SADC Regional Forest Fire Management guidelines)

Q: On the component for training with the most things in the document at different levels of trainings. What level/ kind of training were prospected?

A: Two kinds of training were planned. Training of trainers and cascade training. EWG-IFFM members for training of trainers and community members for cascade training.

Q: Why prescribed burning?

A: Project management is limited to prescribe burning for its cost and effectiveness.

Noted: After training of trainers and selection of pilot operation,

- Cascade training is essential for community where pilot operations to be selected.
- Training of trainers should be covered by EWG beyond/after JICA funding in sustainable manner.
- EWG-IFFM members considered to look into the situation of what SADC states are doing to help upgrade them, if any collect the guidelines.
- Baseline survey that was carried out for one week in July 2016 could not collect information on guidelines in the short period of time.
- EWG-IFFM members would be required to bring in guidelines in form of information projects.

Q: How are the two groups going to be linked? Based on the scheduled trainings (In reference to presented document) for IFFM training, only once when more for EWG-FIS training which would require an interface so that information to link between two EWG.

A: Possibly, another joint meeting to be scheduled for 2017 in Botswana, hence training for FIS remains to be highly intense with only a limited number of around 20 members and computer equipment provided per desk.

Q: Who will collect the information and who will manage it?

A: These activities were belongs to EGW member.

Note: Consultation on the issues being raised shall be answer tomorrow after meeting with EWG-FIS officials.

3.5. 3rd Presentation; (Training of trainer- prescribed burning)

- Only equipment on fires for pilot operations would be provided by JICA and no additional costs in transport and other logistic when running pilot operations, as would be expected to be responsibility for member States selected.
- All equipment to be issued for working on fire course

Q: How will equipment be provided in the training, is it per country level?

NOTE: After the training the completers of the training of trainers will propose for cascade training. (EWG-IFFM members were assured, JICA will provide the equipment).

Caution: The equipment is for community and not for Government officials

Q: In Malawi situation, where other types of foresters other than Government seem to exist at different work relations. How will the other groups where foresters are not part of Government be involved without provision of the equipment?

A: The SADC member States are differently managed and the resources are found to be different as well as the terrain that overly them. The situation must be left to the different country levels to sort out their differences, so that the proposal's format and score sheet are within the right of EWG to draw and present.

Noted: Other small issues, to find out if the training will have involve indigenous natural forest or commercial plantations forest because handling fires in these two types of forests is marked with different challenges.

3.6. More deliberations of EWG-IFFM

- When JICA has been overstretched to have not enough funds per budget to cover for the different responsibilities to SADC member states, then would have to be left to the member States themselves to decide to contribute funds in ranges whether 50/50 or up to 75%.
- Co-Chair mentioned, principle would be to encourage SADC Member States to consider that as this is technical cooperation project from JICA, in the Member States budget to include the project in line with sustainability of the project.

Q: Necessity of the study tour to Indonesia was being weighed as considered to be part of the schedule being scheduled. What is the feeling of EWG-IFFM?

A: Study tours are benchmarking and necessity which may be used to arrive at the hybrid product from a mix with other models by way of benchmarking what would be baseline to make improvement on the intended project.

- To concur with the fact that this was planned at JCC the EWG-IFFM members considered it was not proper to disregard the study tour.

Q. Is the study tour meant to accommodate one or two attending for EWG?

Only one (1) as part of EWG-IFFM member.

- Co-Chair noted on the point of benchmarking project by study tour to Indonesia, worthwhile to visit and reminded EWG-IFFM to be in their spirit to propose issues as a rule to the JCC. They would like to pursue and those they feel would have to be reconsidered by JCC.

Q. Is it possible to reduce the number of Pilot operations to be covered by the budget of 8,000 US Dollars?

A: scale of the pilot operations budget would need to be discussed in the PMU before deciding on whether scale up and where.

- PMU members would be requested to look into what to do of the pilot operations including whether to scale them up.
- In selection of pilot operations, among EWG-IFFM members, some feel scoring is no way to help and consider that equal opportunities be granted to SADC member States to upgrade them all at once without the differences in which they are found to exist.

- In any case it transpired that scoring was to handicap small countries as they would fail to contend for the pilot operation, hence they need much of the assistance in the existing fire incidences prevailing.

Q. Which opinion is should be used to follow for selection as criteria would still have to be covered on how to select pilot operation in the next session (tomorrow) , and

- How if the criteria considered now at this point by way of having to involve every SADC member state included for taking part in the pilot operations

3.7. Consultation of Day-2

1) PMU secretariat reflected about challenges on pilot operation budget and revision of training course which was raised on 1st day discussion.

2) As a result, EWG-IFFM member enable to deliver conclusion as follows.

Conclusions

EWG-IFFM member,

- **Recognized role and responsibility of EWG**
- **Agree, pilot operation cost shall be 1,000 US\$/pilot and operate 8 pilot sites at most.**
- **Revised training schedule taking into account of linkage between EWG-FIS and EWG-IFFM (annex-1 revised schedule of training)**
- **Developed criteria for pilot operation selection in consideration of different country circumstances (Annex-2 pilot selection criteria)**
- **Recommend to JCC about reconsideration of study tour to Indonesia in aspect of cost-effectiveness.**

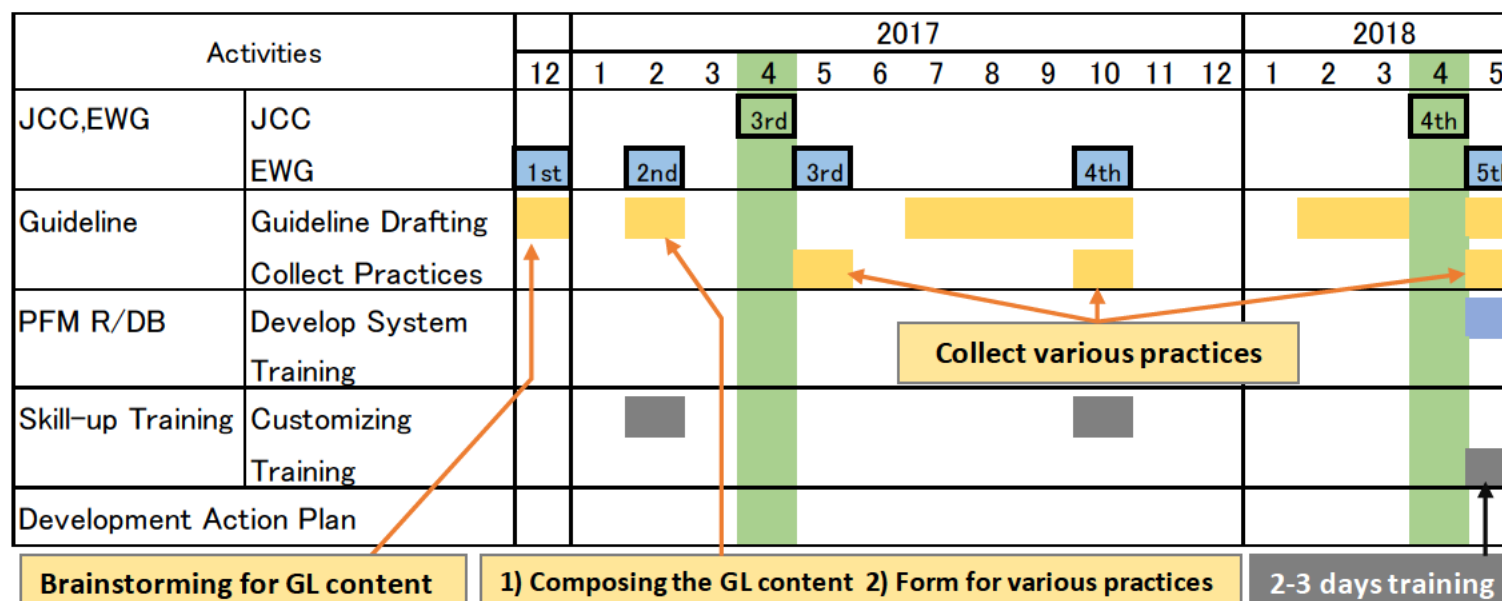
(End of document)

Annex.6 Annual work plan 2017 for EWG-PFM

Annex.6 Annual Work Plan 2017 for EWG-PFM

The Annual Work Activities in the fiscal year 2017 are shown as follows.

Expected Output	Three year targets	Annual Work Activities (2017)	Indicator
Output 3: The capacity of the SADC Member States to enhance Participatory Forest Management is improved.	3.1. Share and learn from good practices and lessons on Participatory Forest Management.	<ul style="list-style-type: none"> •Holding EWG-PFM •Optional activity agreed by EWG-2 in Thailand 	<ul style="list-style-type: none"> •Presentation materials of EWG-PFM and 3rd JCC
	3.2. Activate the Specialist Working Group on Participatory Forest Management	<ul style="list-style-type: none"> •Holding EWG-PFM •Drafting ToR for SWG 	<ul style="list-style-type: none"> •Presentation materials of EWG-PFM and 3rd JCC •Draft ToR for SWG
	3.3. Develop the Regional Guideline for Participatory Forest Management	<ul style="list-style-type: none"> •Drawing up the outlines of zero-draft for the PFM Guidelines 	<ul style="list-style-type: none"> •Presentation materials of EWG-PFM and 3rd JCC •Outlines of the draft G/L



Annex.7 Report for EWG-PFM

REPORT ON THE WORK OF THE SADC-JICA PROJECT EXPERT WORKING GROUP ON PARTICIPATORY FOREST MANAGEMENT



13 FEBRUARY 2017

Acknowledgement

On behalf of the SADC-EWG PFM and in my capacity as the Chairperson of the EWG wishes to express my sincere gratitude to the Government of The United Peoples Republic of Tanzania and the Government of The Royal Kingdom of Thailand for hosting our first and second workshops in Moshi and Bangkok respectively.

As EWG we acknowledge and recognize in particular the services of the Regional Community Forestry Training Center (RECOFTC) for arranging and facilitating both workshops and study tours from which participants were exposed to a variety of approaches in governance and administration of participatory forest management practices.

We give thanks to all individuals, communities, organizations and local authorities whom we interacted with and immensely benefited from their experiences. We further appreciate the work of the JICA Project Management Unit for their consistent coordination, guidance and provision of logistical support to the EWG.

To my fellow EWG members, who without doubt demonstrated their commitment and desire to take the project to another level, I say job well done and further encourage them to keep and embrace the remarkable spirit of dedication and teamwork.

It is against the foregoing that this report could not have been possible without the valuable input from the rest of the team.

Sonny Walter Mchiguathi

Chairperson

1.0 Introduction

This report provides and highlights important developments and milestones realized since the inception of the SADC-JICA Project Expert Working Group for Participatory Forest Management (PFM) thematic area. Following the establishment of the Expert Working Group (EWG) and its associated Operational Guidelines on Participatory Forest Management (PFM) by the Joint Coordinating Committee in September 2016, the first workshop for EWG PFM was conducted in partnership with the Regional Community Forestry Training Center for Asia and the Pacific (RECOFTC) in Moshi Tanzania from 28 November to 2 December 2016. The main objectives of the workshop were to discuss the project activities including the study tour and develop an annual plan. The EWG nominated Chairperson and rapporteurs who continued to work on an ad-hoc basis. Subsequently, the second workshop for EWG PFM was further conducted jointly with RECOFTC in Thailand from 1 to 12 February 2017 as a follow-up to activities of the first workshop and further examined and appreciated participatory forestry management concepts, strategies and principles applied in Thailand context.

2.0 Background

The forests of Southern Africa comprise a multitude of forest types and ecosystems, ranging from mangroves to rainforests, dry and humid ecosystems and are home to an incredible wealth and diversity of fauna and flora. The importance of forests cannot be highlighted enough. They provide significant benefits in terms of wood as well as non-wood forest products and an array of ecosystem services, not to mention supporting millions of local livelihoods across the sub-region. With support from JICA, the Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa has formed SADC-JICA Expert Working Group for PFM (EWG PFM).

The project seeks to enhance participatory forest management in accordance with SADC FORESTRY STRATEGY 2010-2020. The strategy put emphasis on empowerment of communities through the development of participatory models, so that they can be better players in management and production of forest resources. That political realization is growing in a number of SADC countries and also drives their supports and advocacy for sustainable use of natural resources. Community

empowerment models have been piloted and applied in the SADC Region over the last 15 years, hence it is feasible for such experiences to be shared among member states either bilaterally or through the SADC Secretariat. It is encouraging that some of the most forest rich members of SADC, are keen on such empowerment models so that participatory forest management approaches can be applied to reduce rural poverty and serve sustainable forest management goal.

3.0 Specific issues covered by the two workshops of EWG

- ❖ Examination of participatory forestry management concepts, strategies and principles applied in different contexts in order to gain a broader and deeper understanding of PFM
- ❖ Assessment of mechanisms and processes that support participatory forest management approaches in Tanzania and Thailand
- ❖ Adopted models of community forestry based enterprise development initiatives.
- ❖ Development of an annotated skeleton of a draft SADC guidelines on PFM
- ❖ Determination of contributions required for drafting the SADC Guidelines on PFM
- ❖ Agreement on option to support PFM under the SADC-JICA project

4.0 Highlights of the workshops

4.1 Understanding of Participatory Forest Management

The EWG recognized the diversity of definitions and nomenclature of Participatory Forest Management both in the SADC and Asia-Pacific region. This is attributed to the fact that forest resources are managed for different purposes and a variety of reasons under specific or defined land tenure systems. However, it is important to note that the principles, approaches and associated challenges of Participatory Forest Management are to a certain extent similar. Generally, active involvement of community in forest management and derivation of value for their livelihood are key elements of participatory forest management.

Following a field tour in both Tanzania and Thailand to appreciate different models of PFM, the EWG observed that PFM best practice and successful

community forestry is characterized by the following community forestry principles:

- a) ***Availability of (quality resources)*** – These are resources that can be physically combined and used for sustainable forest resources management. They are normally categorized into four types: land, forest, human and finance.
- b) ***Effective policy and regulatory support*** – That community needs an enabling regulatory framework to manage their forest resources. Thus supporting their livelihoods, increase environmental stability, and on a larger scale, increasing the economic development of the country.
- c) ***Clear rights and tenure among resources users*** – All stakeholders have to have their rights over land and natural resources recognized. Statutory and customary law creates rights, providing the foundation for institutions and processes, and establishing the basic principles on how people interact with each other and with their resources. The rights may refer to the right to access, to manage, to include and exclude other users, and to pass these rights to future generations. These rights also define how the different stakeholders, particularly the community, interact with their forest resources.
- d) ***Effective governance*** – This is needed to ensure that resources are managed in a sustainable manner, i.e. ensuring that governance facilitates rather than hindering achieving the aim. Governance is referred to the interaction of formal and informal laws and rules, institutions and processes through which a society exercises powers and responsibilities to make and implement decisions which affect natural resources and natural resources users and to hold decision makers, implementers, and natural resources users accountable. The major characteristics of good governance include accountability, effective participation, transparency, and adherence to the rule of law.
- e) ***Effective participation*** – Effective involvement of community in resource management is required from the first to final stage. This is very important because participatory resources management is built on the willingness of the community, and other key stakeholders, to create sense of ownership, empower community, ensure sustainability, ensures transparency,

equitable contributions and benefit sharing, and thus lead to efficient use of resources and minimize conflict. Effective participation must also place sufficient emphasis on marginalized groups including women. This takes into account their vulnerability to change, their traditionally peripheral involvement in decision making and their reliance on the forest resources on a subsistence level.

- f) ***Capacity of community and other key stakeholders*** – Since the local people are resource managers, they need to have sufficient capacity to meet the requirements of this role. This is one of the basic principles of participatory resources management whereby knowledge, confidence, and skills of the resources managers are developed through different learning interventions and ensuring that the local people have sufficient knowledge to develop and implement their resource management plans effectively, and in a participatory manner (including participatory monitoring and evaluation). They must be able to adapt and adjust taking into account various internal and external pressures and requirements. In addition, other key stakeholders must have capacity to support the role of local community. These capacities not only include forestry knowledge and techniques but social processes to empowering local people in managing their forest resources.

- g) ***Meeting local needs*** – Local needs should be primarily considered as a driving force or incentive for the community to actively conduct sustainable resource management. An effective PFM plan must recognize the differences, and sometimes conflicting resource needs that must be identified, considered and targeted in a fair and sustainable manner.

- h) ***Adaptive management and learning*** – Participatory resource management is a social process that involves different roles and interests from different actors. There is no “one-size-fits-all” for the practice of participatory resources management, with much depending on who manages the resource, for what purpose, and on what resource basis. Participatory resource management allows stakeholders to identify common interests and problems, design what they want to do with their resources, what is required and adapted regularly in the management and encourage collective action to achieve the aims together.

- i) *Accommodating Multiple Stakeholders Interests* – Sustainable use and management of forests resources requires collaboration between different stakeholders. However, collaboration does not develop merely through people agreeing on something, there are often considerable differences in power, as well as interests and values amongst those using or dealing with the natural resources. These aspects of participatory resource management are often poorly managed by government departments, local institutions and development agencies, in part due to lack of tools to assess stakeholder's roles as well as interest.

4.2 SADC PFM Guideline

In developing the SADC – PFM Guideline, the EWG drew experiences from the ASEAN countries and considered current PFM practices in the SADC region. The EWG made progress by building upon the draft guideline discussed from Moshi workshop and provided more inputs to make it more practical and in logical order. Annotated outline for SADC PFM guideline has been developed and agreed among SADC EWG PFM. It is ready to share as a draft 1 to JCC in April 2017.

4.3 Key lessons from the study visit

The EWG had study visits both in Tanzania and Thailand and learnt how PFM concepts, strategies and principles applied in the two different countries with success and some challenges. They recognized the various modalities of PFM and how PFM principles work. The concept of OTOP in Thailand helped participants to consider community based forest enterprise development. Participants also appreciated the role of youth and effective adaptive management in supporting SFM.

During the Field Visits in Thailand, the EWG observed and appreciated that youth are actively involved in forest conservation and management; communities actively participate in forest management; there are organized structures at local level that favors PFM; the legal framework (policy and legislation) is in place.

However, there are gaps in some of the PFM models adopted as land rights and tenure is not very clear among key stakeholders. More emphasis is on forest conservation than utilization hence few or lack of income generating activities.

4.4 Reporting template

The Project Management Unit introduced a reporting template to be used by SADC PFM members on best practices. The EWG had an opportunity to familiarize themselves with the draft template and made some improvements that included inter alia the need for the template to include location, size and project map, financial aspect. It was further observed that it is important for any project to have a project document detailing all aspects of the project

Observed good practices from the field study were subjected to the template as a way of practice. The template will be presented in a draft form in the SADC PFM regional guideline.

4.5 Alternative approach: Database information system and Training for Trainers

PMU proposed an alternative approach to support PFM implementation in SADC. This included training program and establishment of database system. Capacity building of member states on PFM was discussed. It was agreed that each country will have maximum of two persons to join in each training Database for PFM will be established and all various practices will be uploaded into the database system.

The EWG appreciated the proposal as a welcome development and further identified training topics which the EWG members considered as basic needs to support PFM in the region. Identification of topics was aligned to the objectives and aspirations of the current SADC Strategy on Forestry. The proposed topics include:

- Project Management
- Market analysis for PFM
- Participatory (forest resource) assessment/ PRA- Appraisal
- Conflict management

- PFM for biodiversity

The EWG saw value in the proposed approach compared to the original plan of cross learning piloting.

4.6 Preparation for JCC Meeting in April 2017

A draft progress report of EWG PFM to be presented to the next JCC by the Chairperson was produced.

5.0 Conclusion

The work of the EWG as up to now, has been carried out as planned and as per the Terms of Reference of the EWG. Inputs and valuable contributions of the EWG members in the development of the SADC PFM Guideline is fundamental and shall form the basis for future cooperation and development of forest resource management in the SADC region. Lessons and experiences acquired during workshops plus study tours by the EWG members shall continue to enhance sustainable forest and land management practices.

Appendices

1. A list of SADC - EWG PFM Members

No	Country	Substantive	Alternate
1	Angola	Ms. Elizabeth Florisbela de Alemba	Mr. Oliveira Domingos Gonçalves
2	Botswana	Mr Sonny W. Mokgwathi	Mr Onalenna S Manene
3	Democratic Republic of Congo	Mr Guy Landu Bikembo	Mr Scott Bafeno Athyla
4	Lesotho	Ms Lerato Putsoane	Mr Tankiso Lechesa
5	Madagascar	Ms Felanirina Rabevazaha	Mr Tovohery Ndriananja
6	Malawi	Mr Titus Zulu	Ms Emily Gondwe
7	Mauritius		Ms Cecily Cyparsade
8	Mozambique	Mr Renato Timana	Ms Teresa Nube
9	Namibia	Mr Theodor Kaambu	
10	Seychelles	Mr John Quilindo	Mr Steven Azemia
11	South Africa	Ms Nelly Mjikwa	Ms Mmakwena Maleka
12	Swaziland	Mr Mbhekeni W. Nxumalo	Mr Nkosinathi N. Masuku
13	Tanzania	Mr Emmanuel Msoffe	Ms Charles J. Mwafute
14	Zambia	Ms Joyce Munkombwe	Mr Davison Mwela
15	Zimbabwe	Mr Steven Zingwena	Mr Rodwell Diwura

2. Annotated SADC PFM Guidelines

Annotated Outline: Draft 1

Overall objectives

The overall objectives of the guideline are to guide and provide direction in supporting PFM implementation for the SADC region.

Specific objectives:

- Develop common understanding on the concept as well as current practices of participatory forest management across the region
- Provide direction with guiding framework on how to promote and support PFM within the region
- Determine set of basic (standards for) information and experience sharing across SADC member states
- Create a mechanism to mobilize resources from both international and local sources in supporting PFM implementation in the region
- Make improved monitoring and evaluation tools available for PFM progress assessment at both regional and basis for national monitoring system

Who are the main users?

- PFM Practitioners (Government & Non-Government Organizations)

Contents

1 Introduction: 2 pages

This chapter gives a short introduction about the guideline, helps the reader to understand the background of this guideline, how to develop, and gives the overall structure of the guideline.

1) Objectives of this guideline

This section explains rationale behind this guideline development by having a short link with SADC Forestry Strategy 2010-2020, current PFM issues within region, and what this guideline can offer in addressing those issues, any principles applied while developing this guideline, and what this guideline aims to achieve.

References:

- a) SADC Forestry Strategy 2010-2020
- b) Southern Africa's Forests and People: Investing in a Sustainable Future 2015
- c) Any regional forestry reports
- d) Any other regional dialogues or policies

2) Development methodology

The section provides short information about the process, how this guideline has been developed as well as who has been involved. It may be useful to present in a table or timeline form describing development stages. The section also shows how consultation has been applied in the development process.

3) How to maximize use of the guideline

This section provides basic information about who are primary and secondary target users, how users could maximize the guideline. It provides a few scenarios how to use the guideline for different purposes i.e. policy dialogue, PFM program design and review, and data base system development under different contexts.

4) How is this guideline structured/organized? (Characteristics)

The section describes general characteristics of the guideline. These may include practical language, broad regional representation, sources of information for further update, any assumption behind the guideline development. This section gives information how this guideline is organized and short narrative description of each chapter so that the reader knows what to expect from which chapter.

2 Background: 4 pages

The chapter gives background information about forests and PFM within SADC Region.

1) General background of forestry in SADC

This section should give a brief regional snapshot of the forest situation in Southern Africa region. This may include forest size, forest cover, forest types, forest distribution and basic map, general institutional setting, overall policies, threats to SADC forest land and resources

References:

- a) SADC Forest Strategy 2010-2020
- b) Any update literatures on SADC protocol on Forestry
- c) Any forest assessment reports from regional or national research
- d) FRA 2015
- e) MNRT,2015 National Forest Resources Monitoring and Assessment of Tanzania Mainland
- f) Zimbabwe Biodiversity and Tropical Forest Assessment 118/119
- g)

2) What is PFM and benefits of PFM for SADC? 1.5 page

The section explains the basic concept of PFM, its definition at global and regional level. It provides general picture of PFM in other regions (Asia, Latin America or Europe) with existing definitions used by different countries or organizations in boxes. The section gives the overall benefits as well as beneficiaries of PFM/Social Forestry or Community Forestry or Community based Forest management experiences from other regions as well as in selected SADC countries. It explains how PFM will benefit to forests and people within SADC region, potential outcomes and impacts of PFM toward poverty reduction, climate change, and sustainable forest management as well as SDGs and other international agreements within the region.

References:

- a) Literatures from other regions i.e. South-Southeast Asia, Latin America, and Europe
- b) Participatory Forest Management in the Gambia by Mr.Lamin Jammeh, Communications and Public Relations Officer, Department of Forestry, Banjul. (iasc2008.glos.ac.uk/conference_papers/J/Jammeh_214901.pdf)
- c) Participatory Forest Management Policy & Practice in South Africa by the Department of Water Affairs and Forestry (www.daff.gov.za/doaDev/sideMenu/ForestryWeb/dwaf/cmsdocs/Tom/SUMMIT_PAMPHLET_6a-PFM.pdf)
- d) Participatory Forest Management Guidelines Kenya Forest Service (2015) (www.kenyaforestservice.org/documents/pfm/PFM_Guidelines_Final_2016.pdf)
- e) SADC Forestry Strategy 2010-2020
- f) Community Based Natural Resources Management Policy, Botswana - 2007
- g) Forest Policy, Botswana - 2011
- h) Agricultural Resources Conservation Act, Botswana - 1974
- i) Forest Act, Botswana - 1968
- j) National Forests Act, 1998 (Act No. 84) South Africa
- k) Tanzania Forest Policy of 1998 (under revision) and Forest Act no 14 of 2002
- l) Tanzania National Land Act of 1999 and Village land Act of 1999
- m) National Forests Act, 84 of 1998. South Africa
- n) Mandondo, A., Prabhu, R., Matose, F. 2008. Coping amidst chaos: Studies on Adaptive Collaborative Management from Zimbabwe. Bogor, Indonesia, Center for International Forestry Research (CIFOR). 132p
- o) Community Forestry in Lesotho. The people perspective by David Hall and Thuso Green, December 1989 (is it still relevant?)

- p) Millennium Development Goals. The Lesotho Vision 2020 and the National Strategic Development Plan 2012-2017

3) Context of PFM

The section gives background and evolution of PFM in SADC.

- How PFM has been introduced or developed in SADC countries?
- Purposes of PFM in SADC with some example from selected countries,

The section provides overall regional perspectives of PFM by highlighting different definitions of PFM for different priorities among SADC countries. It should also highlight how PFM could serve national forestry agenda, key challenges of PFM development and implementation within region and how PFM has contributed to the SADC Forestry Strategy 2010-2020 (if information available)

References:

- a) National Forestry Reports from SADC countries (eg: National Forest Policy (2006), Mauritius)
- b) Any research documents
- c) Who owns Africa's forests? Exploring the impacts of forest tenure reform on forest ecosystems and livelihoods Journal Forests, Trees, and Livelihoods vol 25 2016 issue 2 Moving beyond forestry laws through collective learning and action in Sahelian countries
- d) Roe D., Nelson, F., Sandbrook, C. (eds.) 2009. Community management of natural resources in Africa: Impacts, experiences and future directions, Natural Resource Issues No. 18, International Institute for Environment and Development, London, UK.
- e) Forest management decentralization in Kenya: Effects on household farm forestry decisions in Kakamega Kenya 2012
- f) National forestry plan or document
- g) Community Based Natural Resources Management Policy, Botswana - 2007
- h) Forest Policy, Botswana - 2011
- i) Agricultural Resources Conservation Act, Botswana - 1974
- j) Forest Act, Botswana - 1968
- k) National Forests Act, 1998 (Act No. 84) South Africa
- l) Management practices for the protection of forest reserves - the case of Kalahari Sand teak forest reserves in Western Zimbabwe
- m) Empowering Communities to Manage Natural Resources, Case studies from Africa by Sheona Shackelton and Bruce Campbell
- n) Participatory Forest Management in Africa: an overview of progress and issues by Liz Alden Wily, 2002
- o) Lesotho Forest Act of 1998, Forestry regulations of 1980 and National Forest policy of 2008

4) Current practices of PFM in SADC

The section gives a snapshot of existing institutional arrangements, policies, and current practices of PFM in SADC countries. It presents in a table: country priorities, forest and land tenures, PFM practices, types of PFM, models, existing policies and legal framework,

approaches used to support PFM, overview outcomes and impacts of PFM on SFM and livelihood development. PFM approach should include industrial forest, protected forest and other types of forest tenure. Modalities should include key ones such as charcoal and firewood, non-timber forest products, as well as forest restoration???

References:

- a) National PFM reports
- b) Any regional review on PFM
- c) FAO Forest Assessment Report
- d) Participatory Forest Management in the Gambia by Mr.Lamin Jammeh, Communications and Public Relations Officer, Department of Forestry, Banjul. (iasc2008.glos.ac.uk/conference_papers/J/Jammeh_214901.pdf)
- e) Participatory Forest Management Policy & Practice in South Africa by the Department of Water Affairs and Forestry www.daff.gov.za/daDev/sideMenu/ForestryWeb/dwaf/cmsdocs/Tom/SUMMIT_PAMPHLET_6a-PFM.pdf
- f) Participatory Forest Management Guidelines Kenya Forest Service (2015) (www.kenyaforestservice.org/documents/pfm/PFM)
- g) SADC Forestry Strategy 2010-2020
- h) Participatory Forest Management in Tanzania 1993-2009. Lessons learned and experience to date in Tanzania
- i) The Lesotho Forest Act of 1998, Forestry Regulations of 1998, National Forestry Policy of 2008 and the Land Act 2010

5) Challenges of PFM in SADC countries (this section is overlap with 2 4))

The section gives overview key challenges of PFM development and implementation with severity degree within SADC countries, and approaches taken to overcome those. Approaches used in other continents may be considered.

References:

- a) Blomley, Tom. 2013. Lessons Learned from Community Forestry in Africa and Their Relevance for REDD+. USAID-supported Forest Carbon, Markets and Communities (FCMC) Program. Washington, DC, USA.
- b) Community forestry in central Africa: has it been a success? CIFOR 2016
- c)

3 PFM Framework: 11 pages

1) Main PFM Objectives

The section gives broad overview of PFM objectives: SFM, Social Mobilization, and Livelihoods Development. It shows different PFM objectives from other regions.

References:

- a) Need literature review from other regions: Asia, Latin America and others
- b) www.recoftc.org
- c) FAO Forty year of community forestry

Basic principle of PFM. The section gives a short background of PFM and different sets of principle applied in other regions. (Note: SADC EWG should agree what principles can be applied for PFM in SADC). This section should give a little explanation and analysis of each principle.

References:

- a) Basic principles of PFM used in Asia, Latin America, or where else
- b) www.recoftc.org
- c) Any regional review of PFM in SADC
- d) FAO Forty Years of Community based Forestry
- e) Community managed forests and forest protected areas CIFOR
- f) Impacts of community forestry on community livelihoods in Cameroon CIFOR
- g) Forest users and environmental impacts of community forestry in the hills of Nepal ELSEVIER vol 13 issue 5 June 2011
- h) Blomley, Tom. 2013. Lessons Learned from Community Forestry in Africa and Their Relevance for REDD+. USAID-supported Forest Carbon, Markets and Communities (FCMC) Program. Washington, DC, USA.
- i) CIFOR Community forestry in central Africa: has it been success? 2016
- j) PFM guideline in Malawi 2006
- k) Joint Forest Management Guidelines 2015
- l) Community Based Forest Management Guidelines for establishment of village land Forest Reserves and community Forest Reserves

2) Applicability of PFM in SADC countries

This section provides arguments against above principles and perhaps using different case studies from SADC countries (if available) on which of these principles and how they have been applied. The section provides four or five case studies/models maximum that can represent success and fail PFMs. The selected case studies should cover success or fail in policy support, forest land tenure and allocation, people participation in PFM establishment, PFM management plan, or benefits from PFM implementation to local livelihood and forest health.

References:

- a) Regional PFM review from CIFOR?
- b) Different PFM cases from SADC
- c) Participatory Forest Management (PFM), Biodiversity and livelihoods in Africa. Proceedings of the international Conference 19-21 March 2007 Addis Ababa, Ethiopia.
- d) Joint Forest Management Guidelines 2015

3) Current costs benefits analysis of PFM in SADC

The section should share an existing analysis of cost benefits of PFM practices. The costs refer to financial, human, and other types of costs for PFM implementation. The benefits should refer to different types of direct and indirect benefits including the benefit sharing mechanisms.

References:

- a) Any cost-benefit analysis paper from the region or region
- b) If not we need to do literature review from other regions

- 4) General approaches used in PFM... overlap with chapter 2... suggest to move this part to “Current Practices of PFM in SADC” as these approaches are applied in different national contexts

4 Basic set of information and key lessons: 9 pages

This section gives rationale why we need this set of information for PFM development and for PFM program improvement. The set of information can be used as a baseline data for SADC. The set of information may include

- Land use and/or tenure consideration: definitions and features
- PFM definitions and features
- PFM area
- Forests and Forest Conditions
- PFM user and target
- Management plan
- Incentive and benefits

This section should present in a table form on individual country

PFM Information	Definition	Current features	Key issues	
Land use and land tenure				
PFM area				
Forests and forest condition				
PFM User				
PFM Management Plan				
PFM outcomes				

References:

- a) FRA Africa 2015
- b) National and regional forestry reports
- c) Participatory forest management in Africa an overview of progress and issues, Liz Alden Wily, p 31.
- d) Simpler Forest Management Plans for Participatory Forestry, Working paper, FAO -

Rome, 2004

- e) Short description of different land use Uraivan Tan-kim-Yong 1992
- f) Participatory Land use planning for natural resources management in Northern Thailand
- g) Short description of land tenure FAO,2012: Land tenure studies 3 pg 7
- h) Categories of land tenure FAO,2012: Land tenure studies 3 pg 8
- i) Participatory Forest Management in Tanzania 1993-2009. Lessons learned and experience to date in Tanzania

- j)

5 PFM Requirements: 7 pages

This section brings short narrative discussions of the key enabling factors for PFM development and implementation. It gives argument why these factors are important and short explanation of each enabling factors

1) Human resource and basic competencies for PFM

This part explains

- Who should be involved in PFM development and implementation?
- What are key competencies needed for individual key actor?
- What are existing capacity development mechanisms for PFM in each country or region?
- Any other capacity development service providers? Such FTI Tanzania

References:

- a) Any PFM training curriculum existing in SADC or in Africa.
- b) PFM CDNA framework from Tanzania (ECOPRC). Please contact Almas or Richard
- c)

2) Technology

This part shows why technology is important in supporting PFM development and implementation in SADC. It will give different types of technology that could benefit PFM.

Basic technologies may include

- GIS
- Data management system (Knowledge Management Platform, IT, Websites, etc)
- Forms of alternative energies (i.e. sustainable charcoal production)
- Forest Restoration Techniques
- Agro forestry system
- NTFP processing techniques
- PFM product harvesting technology
- Plant Propagation Techniques

In each technology, it gives advantages and disadvantages of using the technology for PFM

References:

- a) Literature on GIS for CF/SF/PFM
- b)

3) Institutional Arrangements

This part gives argument why we need proper institutional support including logistics such as agreements with user groups, supporting institutions (academic), designated units for PFM, mandate for PFM, inter-ministerial coordination, public private partnerships, bilateral arrangements amongst others and how it should look like with research back up.

References:

a)

6 Monitoring and evaluation mechanism: 5 pages

This chapter highlights importance of having proper M&E system. It presents basic principles of PFM as agreed in chapter 3 and elaborates more with criteria and indicators. It gives short explanation of each principles as a reminder (chapter 3 has already given short explanation)

1) Basic set of criteria and indicators

- SFM
- Poverty reduction
- Social mobilization
-

This section should present in a table form

PFM Principles (Social, Environmental and Economic Benefits)	Criteria	Indicator	Key assessment questions
???			
???			
???			
???			
????			

2) Basic tools for M&E

This section compiles different traditional and participatory tools to be used for M&E with advantages and disadvantages. Link with data base system, Forest operational plans, Project plans etc

References:

- a) Any M&E tool kits available in the region or region
- b) PFM in Malawi(2006)
- c) Criteria and Indicator for Sustainable Community Managed Forest Landscape CIFOR

7 Mobilization of funds : 5 pages

This part should provide information for different funding sources available for PFM at both national and regional including criteria for funding, advantages and disadvantages, and basic requirements. Funding opportunities should not limit only traditional funding sources (i.e. loan or grant from bilateral financial sources or government budget) but include non-traditional funding sources (i.e. unsolicited calls, innovative fund, Climate Change Facility, Private Sector, and more)

- 1) Types of fund
- 2) List of funding opportunities with basic requirements, focus and web-links
- 3)

References:

- a) FAO & Global Mechanism of the UNCCD. 2015. *Sustainable financing for forest and landscape restoration: Opportunities, challenges and the way forward*. Discussion paper. Rome.
- b)

8 Knowledge sharing and learning: 5 pages

This chapter provides basic values for learning and sharing with some basic principle for effective learning and sharing. It shows different learning modalities with existing or available in SADC with advantaged and disadvantages

- 1) Rationale for knowledge sharing and learning mechanism

This section highlights key values of cross learning as well as sharing with basic principles for effective learning: i.e. learning-center, respond to immediate needs, accessibility, learning atmosphere, respect of different views and perceptions. It provides how cross learning and sharing mechanism could contribute to PFM target or program at both national and regional level.

References:

- a) Participatory Forest Management in Tanzania 1993-2009. Lessons learned and experience to date in Tanzania
- b)
- c) ???

- 2) PFM learning and sharing mechanisms/platforms

This section gives different modalities or examples for cross learning and sharing experienced from other regional or within the region. It provides available cross learning mechanisms with advantages and disadvantages. Examples of case studies and success stories. Examples for cross learning within regions such as Commission of Indian Ocean (COI), Western Indian Ocean Challenge) ISLANDS, ASEAN etc.

References

- a) ????
- b) ????

9 References

10 Annexes

3. PFM Reporting template

PFM Good practice Reporting Template

1 General Description

- 1) Name of Project (Enterprise, Scheme, etc) :
- 2) Name of Country :
- 3) Reporting Person
Name :
- Belonging Organization :
- Email :
- 4) Implementing Organization
Name :
- Postal Address :
- Email :
- WEB URL :
- 5) Funding Source :
- 6) Implementing Place : Country, Province, City/Town/Village
- 7) Implementing Period : MM/YYYY – MM/YYYY

- 8) Key Words :

[Natural] Tropical Rain Forest; Dried Forest; Secondary Forest; Desert; Coastal Forest; Rare Species; Endangered Species; Green Tourism;

[Social] Poverty reduction; Income generation; Public-Private-Partnership; Traditional knowledge; Minority people; Gender; Enlightenment; Education; Cooperative;

[Technical] Bee keeping; Glazing; Aqua culture; Weaving; Dyeing; Medicinal plant; Plantation; Agroforestry;

[Disaster Preparedness] Fire; Flood; Drought; Tidal wave;

9) Summary of the Project

(not more than 10 lines)

2 Background of the Project

(not more than 8 lines)

3 Overall Goal and Objectives of the Project

(not more than 8 lines)

4 Major Activities

(not more than 25 lines)

5 Direct Outputs from the Project

(not more than 8 lines)

6 Indirect Impact of the Project

(not more than 8 lines)

7 Intervention of Central/Local Government

(not more than 5 lines)

8 Way Forward

(not more than 5 lines)

8 Reference Documents/Materials

(Document title, URL, etc.)

Annex.8 Report for 2nd JCC



RECORD OF THE 1ST JOINT COORDINATION COMMITTEE (JCC) MEETING OF THE JICA/SADC FORESTRY PROJECT

26 November 2015, Tokyo, Japan

1. Introduction

The first Joint Coordination Committee (JCC) meeting of the JICA/SADC Forestry Project was held on 26 November 2015, in Tokyo, Japan. The meeting was co-chaired by the Director Food, Agriculture and Natural Resources (FANR), Mrs. Margaret Nyirenda and Mr. Yoshiro Kurashina the Chief Advisor for the Project.

2. Opening

The Co-Chair, the Director-FANR opened the meeting and welcomed the participants to the first JCC meeting. She presented the agenda for the day which was aimed at reviewing progress of the three components of the Project and approve the workplan for the next six months. The order of the discussions followed the following sequence:

- (1) Forest information System
- (2) Participatory Forest management, and
- (3) Forest Fire Management

3. Attendance

The meeting was attended by 12 SADC Member States, namely Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Malawi, Mauritius, Madagascar, Mozambique, Namibia, South Africa, Seychelles, and Zambia. Officials from the SADC Secretariat, German International Cooperation (GIZ) and JICA also attended the meeting.

The Attendance list is attached as **Appendix 1**.

4. Objective of the Meeting

The objective of the meeting was to discuss progress of the Project, review the work plan of the Project and agree on the way forward.

5. Adoption of the agenda

The JCC considered and adopted the agenda without amendments.

6. Forest Information System

- 6.1 The Chief Technical Advisor (CTA), Mr. Yoshiro Kurashina, presented the Forest Information System Component. The presentation is attached as **Appendix 2**.
- 6.2 The CTA highlighted the Implementation Structure of the Project which consists of officials from SADC Secretariat, Member States and JICA. He also presented the workplan for the Forest Information System Component.
- 6.3 The JCC considered the draft workplan on the Information Component and proposed the following amendments:

1	Add new Activity 1-4: Develop the capacities on Forest Information Management as new activity of project
2	Add new Activity 1.4.3 Short term training on the Forest Information System
3	Conduct Baseline Study from January to June 2016 by Project Management Unit (PMU)

Original Activity	Proposed Activity
1.1.3 Select Action Plan of one Member State (MS) as the pilot operation for developing/ modifying the National Forest information (NFIS) under the Project	1.1.3 Select Action Plan from more than one MS as the pilot operation for developing/ modifying the NFIS under the Project
1.1.5 Implement the selected Action Plan in one of the MS	1.1.5 Implement the selected Action Plan in more than one MS

- 6.4 The JCC made an assessment of existing forest information systems in Member States as reflected in Appendix 2. The JCC noted that some Member States do not have any information system in place. The JCC recommended the Project should provide extra support to these Member States in the form of capacity to manage the system and the relevant equipment.

DECISION 1: Forest Information System

- 6.5 The Joint Coordination Committee approved that the Project should provide:
- (i) relevant capacity including short term courses to all Member States to manage the forest information system; and
 - (ii) basic equipment to Member States which do not have Forest Information Systems in place.
- 6.6 The Joint Coordination Committee adopted the workplan on the Forest Information System Component with the amendments highlighted in 6.3.

7. Participatory Forest Management

- 7.1 The JCC received a presentation on Participatory Forest Management Component from the Project Coordinator, Mr. Kikkawa Katsutaka. The presentation is attached in **Appendix 3**.
- 7.2 The JCC considered the draft workplan on the Participatory Forest management Component and proposed the following amendments:

Original Activity	Proposed Activity
3.3.2 Select one Pilot Area to test the Guideline in one Member States	3.3.2 Select Pilot Areas in more than one Member State to test the Guidelines
3.3.3. Implement the Pilot Operation in one of the Member States according to the draft of Guideline.	3.3.3. Implement the Pilot Operations in Member States according to the draft of Guidelines.

- 7.3 The JCC noted that the selection criteria for pilots tend to favour the same countries for conducting pilot activities. It was proposed that a better selection system for conducting pilot activities be developed. Such a system could include grouping together countries with similar characteristics.

DECISION 2: Participatory Forest Management

- 7.4 The Joint Coordination Committee mandated the Project Management Unit to develop a new criteria for selecting countries to implement pilot activities taking into account different characteristics of Member State.
- 7.5 The Joint Coordination Committee adopted the workplan for the Participatory Forest Management Component with the amendments under item 7.2

8. Forest Fire Information System

- 8.1 The JCC received a presentation on Forest Fire Management Component from the Project Coordinator, Mr. Kikkawa Katsutaka. The presentation is attached in **Appendix 4**.
- 8.2 The JCC considered the draft workplan on the Forest Fire Management Component and proposed the following amendments:

Original Activity	Proposed Activity
2.1.4 Implement the selected Action Plan in one Member States	2.14 Implement Action Plan in more than one Member State
2.2.5. Implement the Pilot Operation in one Member State	2.2.5. Implement the Pilot Operation in more than one Member State
2.3. Develop/Modify National Action Plans for Integrated Forest Fire Management	2.3. Develop/Modify National and Cross-boundary Action Plans for Integrated Forest Fire Management
2.3. 1 Conduct workshops to modify the National Forest Fire Management Action Plan of Member States guidelines integrating information, technologies and rural populations	2.3. 1 Conduct workshops to modify the National and Cross-boundary Forest Fire Management Action Plan of Member States guidelines integrating information, technologies and rural populations
2.3.2. Compile and publish the Action Plans of Member States guidelines on the website (SADC-RFIS) and as a booklet.	2.3.2. Compile and publish the Cross-boundary Action Plan of Member States guidelines of MSs on the website (SADC-RFIS) and as a booklet
None	JICA to consider supplying equipment to the Project to facilitate implementation of Forest Information System Component and Fire Information System based on baseline surveys

- 8.3 The JCC noted that some countries have installed the AMESD / MESA & AFIS systems, namely Botswana, Madagascar, Malawi, Mozambique and Namibia. However, there was need for enhancing capacity to operate the systems.

- 8.4 The JCC noted that fire management systems do not exist in all Member States in the region. Appendix 5 shows the current situation on fire management information systems in the region. The JCC further noted that there was need to evaluate the effectiveness of existing fire systems and identify the systems which can be harmonised and scaled up.
- 8.5 The JCC also noted that there was need to provide some Member States with basic equipment for forest and fire management information systems.
- 8.6 The JCC reviewed and recommended a transboundary approach to the implementation of the Forest Fire Management Component. JCC also agreed to include an activity on research and development in the project workplan.

DECISION 3: Forest Fire Information System

- 8.7 The Joint Coordination Committee approved that the Project:
- (i) apply a transboundary approach in the implementation of activities; and
 - (ii) include a research and development activity in the workplan.
- 8.8 The Joint Coordination Committee requested JICA to consider the possibility of supplying equipment for forest and fire management systems based on the results of baseline surveys.
- 8.9 The Joint Coordination Committee adopted the workplan for the Forest Fire Management Component with the amendments under item 8.2.

9. Collaboration with related projects – SADC TUPNR Project

- 9.1 The JCC noted the presentation by the GIZ Project Coordinator, Mr. Reinhard Woytek on participatory forest management as one of the activities under the German supported SADC Transboundary Use and Protection of Natural Resources (TUPNR) project.
- 9.2 The JCC also noted that the success of a participatory forest management approach requires building trust and collaboration with the communities and other relevant stakeholders. In addition, Member States were requested to identify projects in their countries to collaborate with the GIZ/SADC TUPNR Project.
- 9.3 The JCC further noted a presentation on community based fire management by TUPNR Project. A regional curriculum on Integrated Fire Management has been developed by this project which can be used by relevant stakeholders in the region.

10. Translation of documents for the JCC meeting

10.1 The JCC noted that key project documents for the JCC meeting were not translated by the PMU into the three official languages of SADC to facilitate their meetings.

DECISION 4: Translation of documents for the JCC meeting

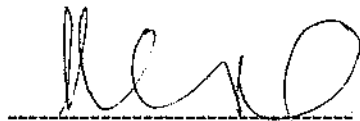
10.2 The Joint Coordination Committee recommended that the Project Management Unit should translate all key documents for the Joint Coordination Committee meeting into the three official languages of SADC to facilitate communication during their meetings.

11. Date and venue of the next meeting

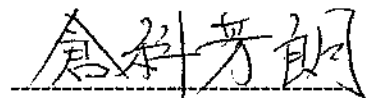
The JCC recommended that the next meeting be held in July 2016, in Madagascar which has offered to host the meeting, as part of sharing experiences and lessons.

12. Closure

The meeting was closed by the Co-chairs who expressed their appreciation to the Member States and the JICA team for their active participation and commitment to the project. They indicated that the PMU will endeavor to implement all the decisions taken at this meeting and wished the all members of the committee safe journeys home.



Margaret Nyirenda
Director-FANR,
Co-Chair JCC



Yashiro Kurashina
Chief Technical Advisor
Co-Chair JCC

Date: 27th November 2015

Date: 27 November 2015



Appendix 1: Participants List

	Country	Name	Position / Organization	E-mail	Telephone /Mobile
1	South Africa	Phindiwe Dingile	Counsellor RSA Embassy		
2	Zambia	Bwalya Chendauka	Principal Forestry Officer, Forestry Department-Zambia		
3	Botswana	M, Sekgopo	Principal Forest Range Resources Officer I		
4	Lesotho	Elias Sekaleli	Director		
5	Madagascar	Fidy Jose Andriamananoro	Forest Director General		
6	Mauritius	Poojanraj KHURUN	Deputy Conservator of Forests		
7	Mozambique	Xavier S. Sailors	Director Nacional floresta		
8	Seychelles	John Quilindo	Head of Forestry Section		
9	Malawi	Francis Chilimampungwa	Deputy Director of Forestry		
10	Namibia	Vincent George Louw	Deputy Director Forest and Botanical Research		
11	Democratic	King BOOTO	Head Forestry		

RS

WAO

	Republic of	bo Lolimba	Management
12	Congo	Manuel Enock	Deputy Director General
13	Botswana	Reinhard Woytek	GIZ
14	Botswana	Margaret Nyirenda	SADC Secretariat
15	Botswana	Moses Chakanga	GIZ/SADC
16	Japan	Kenichi Shishido	Deputy Director General, JICA Global Environment Department
17	Japan	Kanako Adachi	Director, Nature Conservation Team 2, JICA Global Environment Department
18	Japan	Taigo Sasaki	Deputy Director, Nature Conservation Team 2, JICA Global Environment Department
19	Japan	Yoshiro Kurashina	JICA expert
20	Botswana	Yoshiaki Hata	JICA expert
21	Botswana	Katsutaka Kikkawa	JICA expert

Project Monitoring Sheet I (Revision of Project Design Matrix)

Project Title: Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa

Version

Implementing Agency: SADC FANR (Food, Agriculture and Natural Resources) Directorate and JICA Project Management Unit

Dated 11,DEC,2015

Target Group:

Period of Project: June 2015 to June 2020

Project Site:


Model Site:

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption	Achievement	Remarks
Overall Goal To contribute to the implementation of the Regional Forestry Strategy 2010-2020 and programmes in a more practical and more effective manner and to the Member States to develop/improve their National Policies/ Strategies/ Programmes on Forest Information System, Forest Fire Management and Participatory Forest Management.	OG1: The practicality and effectiveness of the Regional Forest Strategy 2020-2030. OG2: Improved level of National Policy/ Strategy/ Programme on Forest Information System, Forest Fire Management and Participatory Forest Management.	OG1: The SADC Regional Forestry Strategy 2010-2020. OG2: National Policy/ Strategy/ Programme of Member States on Forest Information System, Forest Fire Management and Participatory Forest Management.	OG1: SADC and its Member States put equal importance on the socio-economic development and sustainable forest management. OG2: There are International Cooperation Partners (ICP) collaborating with SADC on forest conservation and sustainable management of forest resources in Southern Africa.	In the process	
Project Purpose To develop the capacity of SADC Secretariat and Member States for promoting forest conservation and sustainable management of forest resources.	PP1: Level of practicality, effectiveness and efficiency of the regional and national policies, strategies and programmes on Forest Information System. PP2: Level of practicality, effectiveness and efficiency of the regional and national policy and programmes on Integrated Fire Management. PP3: Level of practicality, effectiveness and efficiency of the regional and national policy and programmes on Participatory Forest Management	PP1: Reviews and revisions of SADC "Forestry Strategy", "REDD+ Programme", "Forest Fire Management", etc., and national policy, strategy, Programme and action plans based on improved information on forest and its resources of the Member States. PP2: Developed/Modified regional and Member States' national policies and programmes on Integrated Forest Management. PP3: Developed/Modified regional and Member States' national policies and programmes on Participatory Forest Management.	PP1: SADC continues to keep high priority on forest conservation and sustainable forest resource management. PP2: The MS Governments adopt the SADC's Regional Forestry Strategy and Programmes into their national policies. PP3: Bilateral/Multi-lateral cooperation among projects on forest of the Member States and the other International Cooperation Partners.	In the process	
Outputs 1. The capacity of SADC Member States to enhance Forest Information System is improved.	O1-1: Level of availability, functionality and compatibility of National Forest Information Systems (National Forest Database/Information Platform/Registry) of the Member States. O1-2: Level of quality, coverage and quantity of data and information across among the Member States in the SADC Regional Forest Information System (SADC-RFIS) O1-3: Level of Quality and Coverage of Forest Information of the SADC website and the Regional Forest Outlook.	O1-1: National Forest Information Systems and their data of the Member States. Reports to FAO, UNFCCC and Publications of the Member States on forests. O1-2: The SADC-RFIS and its data. O1-3: The SADC website and SADC Regional Forest Outlook.	NOV2015: Existing SADC Information System is worth updating for the Member States. The system is sufficient enough that may bring a reward as an incentives.	Sep. 2016: To achieve the Output 1, Members of Expert Working Group are registered	
2. The capacity of SADC Member States to enhance Integrated Forest Fire Management is improved.	O2: Level of integration of available information and technologies, and activities and capabilities of rural populations in the Action Plans/ Guidelines of national and local governments for Forest Fire Management.	O2-2: The Forest Fire Management Action Plans of Member States on Websites (SADC-RFIS and etc.), booklets, and other publications.		Sep. 2016: To achieve the Output 2, Members of Expert Working Group are registered	
3. The capacity of the SADC Member States to enhance Participatory Forest Management is improved.	O3-1: Level of effectiveness, efficiency and operational practicality of the Developed draft of the Regional Guideline for Participatory Forest Management (PFM), including (1) Community Forests, (2) Protected Forests and (3) Industrial Forests(Plantations/ Concession Forests). O3-2: Effectiveness and efficiency of the activities of the Specialist Working Group on PFM.	O3-1: Final draft of the Regional Guidelines for Participatory Forest Management. O3-2: The Reports of the Specialist Working Group on PFM.		Sep. 2016: To achieve the Output 3, Members of Expert Working Group are registered	
4. The capacity of the SADC Secretariat to coordinate the above 1 to 3 is improved.	O4-1: Effectiveness and efficiency of SADC Secretariat's coordination on Planning, Execution, Monitoring, Reporting, and Rearrangement of the activities, Evaluation the Project O4-2: Level of Advertisement, Use and Reflection of the knowledge acquired in the Project for further improvement of coordination for forest conservation and sustainable forest management of the Member States. O4-3: Employment of an Assistant Officer for Forest Programmes by AFNRD of SADC Secretariat.	O4-1: Various Reports of SADC recorded and compiled by the Secretariat. O4-2: Perception of the Secretariat by the Member States O4-3: Employment of an Assistant Officer for Forest Programmes; mainly on Forest Information, Forest Fire and Participatory Forest Management.		Vacant SADC Project Manager position was filled in April.	

Activities	Inputs	Pre-Conditions
	The Japanese Side	The SADC Side
1.1. Harmonize National Forest Information Systems of the Member States.		
1.2. Develop/Modify the SADC Regional Forest Information System.		
1.3. Publicize the SADC Regional Forest Information.	Cost of seminars, workshops or training, and Printing. Assistance to pilot operation/s.	Cost of communication and coordination, and traveling expenses and other expenses of the Secretariat staff for hosting the Project sub-activities.
1.4. Develop the capabilities on SADC Forest Information System.		
2.1. Integrate available information and technologies related to the activities and capabilities of national and local governments for prediction and avoidance of spreading, and extinguishing wildfires.	Cost of seminars, workshops or training, and Printing. Assistance to pilot operation/s.	Cost of communication and coordination, and traveling expenses and other expenses of the Secretariat staff for hosting the Project sub-activities.
2.2. Integrate the activities and capabilities of rural populations to Forest Fire Management.		
2.3. Develop/Modify National Action Plans/Guidelines for Integrated Forest Fire Management.		
3.1. Share and learn from good practices and lessons on Participatory Forest Management.		
3.2. Activate the Specialist Working Group on Participatory Forest Management.	Cost of seminars, workshops or training, and Printing. Assistance to pilot operation/s.	Cost of communication and coordination, and traveling expenses and other expenses of the Secretariat staff for hosting the Project sub-activities.
3.3. Develop the Regional Guideline for Participatory Forest Management.		

*The SADC Secretariat appoints the Director of Food, Agriculture and Natural Resources (FANR) Directorate as the Chair of the Joint Coordinating Committee (JCC) and the Project Director, and the Senior Officer in-charge of Forestry as the Project Manager and allocate their traveling expenses for the Project activities.

*All the SADC Member States assign their directors of forestry or equivalent level senior officer as the focal points of the Project.

<p>4.1. Strengthen coordination capacity of AFNRD of SADC Secretariat on Forest Information System, Forest Fire Management and Participatory Forest Management.</p>	<p>Advice and assistance. Cost of Implementation (Not including of the Secretariat). Printing cost of the Reports. Employment of a Technical Experts and train the person to play the role of an Assistant Officer of SADC Secretariat.</p>	<p>Cost of Communication, Participations, Coordination and Hosting the events. Expenses of the Secretariat. Employment of the JICA trained person as an Assistant Program Officer of AFNRD of SADC Secretariat.</p>	<p style="text-align: center;">  <Issues and countermeasures> </p>
			<p>*The SADC Director of FANR acted as the Chair of the JCC and the Project Director will be completed her assignment in the end of October--Work tightly with acting director and PM.</p>
			<p>* SADC Secretariat has a shortage of financial allocation to Forestry --if there is an official request from SADC Secretariat, travel expenses would be born by the project.</p>

Annex B: Plan of Operation (Tentative)

Date **8SEP16**

Project Title: Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa

Version 2 (2nd JCC)

Inputs		2015	2016	2017	2018	2019	2020
Japanese Experts							
Chief Advisor	Plan						
	Actual						
Project Coordinator	Plan						
	Actual						
Expert on Forest Management	Plan						
	Actual						
	Plan						
	Actual						
Equipment							
	Plan						
	Actual						
Training in Japan							
	Plan						
	Actual						
In-country/Third country Training							
	Plan						
	Actual						
	Plan						
	Actual						
Relevant JICA Projects in the Region							
<i>Botswana:</i>		Plan					
The Project for Enhancing National Forest Monitoring for Promotion of Sustainable Natural Resource (Jul.2013-Dec 2017)		Actual					
<i>Democratic Republic of Congo:</i>		Plan					
The Project for Strengthening National Forest Resources Monitoring System for Promoting Sustainable Forest Management and REDD+(May2012-May2015)		Actual					
<i>Madagascar:</i>		Plan					
The Project of Integrated Approach Development in order to promote Environment Restoration and Rural Development in Morarano Chrome (Feb.2012-Feb.2016)		Actual					
<i>Malawi:</i>		Plan					
Advisor for Forestry Conservation Management (May2012-May2016)		Actual					
<i>Malawi:</i>		Plan					
Project for Promoting Catchment Management Activities in Middle Shire (Apr.2013-Mar.2017)		Actual					
<i>Mozambique:</i>		Plan					
Advisor for Strengthening of Forestry Management (Aug.2010-Aug.2016)		Actual					
<i>Mozambique:</i>		Plan					
Establishment of Sustainable Forest Resources Information Platform to accelerate the realization of a National REDD Strategy (Mar.2013-Mar.2018)		Actual					
<i>South Africa:</i>		Plan					
Earth Observation Advisor (Jun. 2014-2016)		Actual					
<i>COMIFAC:</i>		Plan					
Advisors for Strengthening of Biodiversity Conservation in Congo Basin (May 2011-May 2014)		Actual					
<i>COMIFAC:</i>		Plan					
Advisors for Strengthening of Sustainable Forest Management in Congo Basin (Apr.2011-Apr.2014)		Actual					
<i>COMIFAC:</i>		Plan					
Training in Japan on Capacity Building for Sustainable Management of Tropical Rainforests and Biodiversity Conservation in Congo Basin (Jan.2013-2015)		Actual					
<i>COMIFAC:</i>		Plan					
Project for Promotion of Conservation, Sustainable Use of Biodiversity and Climate Change Issues in COMIFAC Countries (Jul.2015-Jun.2020)		Actual					

Activities	SADC Forestry Strategy	2015	2016	2017	2018	2019	2020
Sub-Activities	SADC Programs on Forestry						
Output 1 The capacity of SADC Member States to enhance Forest Information System is improved.							
1.1. Harmonize National Forest Information Systems of the Member States.		Plan					
		Actual					
1.1.1. Study the available Forest Information Systems, kinds of information and needs in the Member States (MSs) as the baseline data.	<SADC Forestry Strategy> 6.2.5 To promote the assessment and monitoring	Plan					
1.1.2. Conduct workshops Expert Working Group (EWG) to share, learn and harmonize National Forest Information Systems(NFIS), including ICT and space technologies, and draw Action Plans to develop/modify NFIS.	6.4.7. Forest assessments and information management	Actual					
1.1.3. Select the Action Plan of 1 of MSs as the pilot operation for developing/modifying the NFIS under the Project.	8. Five year targets	Plan					
4.1.4. Training on advanced systems in Japan and/or Asia	8.6.(iii) Joint assessment and monitoring systems in use by 2014 for both forests and wildlife	Revise					
1.1.5.1 Training on GIS/ Remot Sensing in Botswana as a part of Implementation of Action Plan	8.7. Forest resource assessment and Database management	Plan					
1.1.5.2 Implement the selected Action Plan in MSs.	*SADC Working Groups a) Forests for Climate Change Regulation, Water and Biodiversity	Revise					
1.1.6. Conduct workshop EWG meetings to share the developed model NFIS and harmonize further the NFISs and reflect the newly collected information to national policies and programmes of MS.	b) Forest Production and Food Security	Plan					
1.1.7. Connect with and feed information of the NFISs to the Regional System.	c) Technology Transfer	Actual					
1.2. Develop the SADC Regional Forest Information System.		Plan					
		Actual					
1.2.1. Study the existing regional forest information system as the baseline data.	<SADC Forestry Strategy>	Plan					
1.2.2. Conduct workshop-EWG meeting to define the kind of information and their criteria, and aggregation mechanism for the SADC Regional Forest Information	6.3.i) A regional data base 6.4.7 Forest assessment and information	Revise					

THE 2nd PROJECT PROGRESS REPORT

Project Title: Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa

Term: March 2017 – February 2018

Japan Forest Technology Association

Submission Date: 1 March, 2018

I. Summary

1 Progress

1-1 Progress of Inputs

- Personnel arrangements of Project Management Unit (PMU) were fully realized as planned.
- There were five major personnel changes as follows: 1) Mr. Yoshiaki Hata completed his assignment as forest management expert in June 2017. 2) Mr. Souta Harako was newly assigned as the Participatory Forest Management (PFM) consultant from September 2017. 3) Ms. Maya Hori was additionally assigned in charge of coordination to strengthen the logistic work on project administration from September 2017. 4) Mr. Yoshiro Kurashina completed his assignment as a Chief Advisor in December 2017. 5) Mr. Katsuro Saito took over the Chief Advisor from December 2017.
- SADC Secretariat relocate the project office from Kgale to Sebele prior to the final move to CBD. Relocation to I-tower office in CBD is supposed to be in April, 2018.
- Input of the JICA consultant team (as of 1 March, 2018) is shown below.

Input of the JICA consultant team as of 1 March, 2018
(from the project commencement)

*M/M = Mon Month, duration of the assignment

Name	Expertise	M/M in SADC	M/M in Japan
Takashi NANAUMI	Consultant Team Leader / Forest Information Management 1	9.33	0.25
Jingling MI	Forest Information Management 2	2.37	0.50
Issei NONAKA	Forest Information Management Assistant	4.00	0.20

Progress Report
(Form 3-1 Monitoring Sheet)

Takashi NANAUMI	Forest Information Management Assistant	1.00	0.00
Hikomitsu KUNO	Forest Fire Management 1	1.20	0.00
Jun KAJIGAKI	Forest Fire Management 2	6.53	0.20
Issei NONAKA	Participatory Forest Management 1	3.70	0.00
Souta HARAKO	Participatory Forest Management 2 / Forest Information Management Assistant	0.80	0.00
Kei SUZUKI	Forest Fire Management 3 / Participatory Forest Management 3	1.33	0.00
Maya HORI	Coordinator	1.03	0.00
	Total	31.29	1.15

1-2 Progress of Activities

<Overall activities>

- The 3rd Joint Coordination Committee (JCC) meeting was held during 25th and 26th of April 2017 in Johannesburg.
⇒ Refer to annex.1 “Report for 3rd JCC”
- The 4th Joint Coordination Committee (JCC) meeting was held during 14th and 15th of February 2018 in Johannesburg.
⇒ Refer to annex.2 “Report for 4th JCC”

<Activities for Output 1 (Forest Information System)>

- The 1st Basic Training of the FIS group was held during 26th and 30th June 2017 in Gaborone, Botswana.
⇒ Refer to annex.3 “Report of the 1st Basic Training of FIS”
- The 2nd EWG of the FIS in conjunction with the 2nd Basic Training of the FIS was held during 6th and 10th November 2017 in Gaborone, Botswana.
⇒ Refer to annex.4 “Report of the 2nd EWG and 2nd Basic Training”

<Activities for Output 2 (Forest Fire Management)>

- The Training of Prescribed Burning Operations for Land Use Managers was conducted twice during 18th and 22nd July 2017 and during 8th and 12th August 2017 in Nelspruit, South Africa.
⇒ Refer to annex.5 “Report of the Prescribed Burning Operations Training of FFM”
- The 2nd EWG of the FFM in conjunction with the 2nd Basic Training of the FIS group was held during 6th and 10th November 2017 in Gaborone, Botswana.
⇒ Refer to annex.4 “Report of the 2nd EWG and 2nd Basic Training”

<Activities for Output 3 (Participatory Forest Management)>

- The 3rd Expert Working Group (EWG) meeting for Output 3 Participatory Forest Management (PFM) was held during 23rd and 25th May 2017, in Johannesburg, South Africa.

⇒ Refer to annex.6 “Report of the 3rd EWG-PFM”

- The 4th Expert Working Group (EWG) meeting for Output 3 (PFM) was held during 2nd and 6th October 2017, in Arusha, Tanzania.

⇒ Refer to annex.7 “Report of the 4th EWG-PFM”

<Activities for Output 4 (Capacity Strengthening of SADC Secretariat)>

- Employment of Technical Assistant (Activity 4.1.3.) The process of employing technical assistant to join JICA expert team was delayed as the project had to wait for the outcome of the restructuring process at SADC Secretariat and to agree on terms and conditions of employment.

1-3 Achievement of Output

- The 3rd JCC meeting was convened in Johannesburg, South Africa and was attended by 14 Member States. The record of the meeting was finalized and signed by the both sides of the project i.e. SADC Secretariat and JICA. Main decisions are as follows.

< Decision 1 > Forest Information System

- a) Approved the Annual Work Plan for Forest Information System for April 2017 to March 2018,
- b) Approved the participation of the substantive and alternate Expert Working Group members in both the basic and advanced training on Forest Information System,
- c) Requested the Member States to provide existing forest information such as forest definition, forest type, ground truth data for the base map classification and National Forest Inventory (NFI) data to the Project Management Unit for calibration of the Regional Forest Information System (RFIS).
- d) Urged Secretariat to assist Member States to mobilize resources to conduct national forest inventories, and
- e) Approved the proposed Plan of Operation (2015-2020) for Forest Information System including the two revised activities on “conduct trainings on basic and advanced GIS/WAMIS data” and “conduct follow up training for countries that don’t have forest information systems in place”; as well as the two new activities on “conduct training for RFIS” and “develop and publicize a Project Portal site within the SADC RFIS website”.

< Decision 2 > Participatory Forest Management

- a) Approved the Annual Work Plan for Participatory Forest Management for April 2017 to March 2018,
- b) Approved the proposed Capacity Building Plan involving all countries as an alternative to the Pilot Operations Plan involving a few selected countries,
- c) Approved the proposed Plan of Operation (2015-2020) for Participatory Forest Management to include the following:
 - (i) five (5) revised activities i.e., Study good practices and approaches in Africa and Asia; Activate the Expert Working Group on Participatory Forest Management; Design and form EWG on PFM; Perform functions of EWG; and Conduct EWG to develop final draft of the Regional Guidelines, and
 - (ii) six (6) new activities i.e., Conduct skill-up training; Develop data base; Conduct Database training; Develop Action Plan; Guidance for External Fund; and Compile and publish the guidelines of Member States on the website (SADC-RFIS) and as a

booklet.

< Decision 3 > Forest Fire Management

- a) Approved the capacity building plan as an alternative to the pilot operations,
- b) Approved the Annual Work Plan for Forest Fire Management for April 2017 to March 2018, and
- c) Directed the Expert Working Group on Forest Fire Management in collaboration with the Project Management Unit, to develop the content for the training programme and transboundary issue for April 2018 to the end of the project for approval by the JCC at the next meeting.

- The 4th JCC meeting was convened in Johannesburg, South Africa and was attended by 13 Member States. The record of the meeting was finalized and signed by the both sides of the project i.e. SADC Secretariat and JICA. Main decisions are as follows.

< Decision 1 > Budget situation at JICA for 2018/19

- a) Approved the proposal to defer some of project activities planned for FY 2018/19 to FY 2019/20 to accommodate budgetary constraints at JICA;
- b) Requested JICA to consider extension of project as necessary should the need arises, in order to allow implementation of project activities as per initial agreement and achieve desired results; and;
- c) Directed the SADC Secretariat to send formal correspondence to Member states informing them about budget reduction.

< Decision 2 > Forest Information System

- a) Approved the proposal to defer Advanced Training on Forest Information System from July 2018 to June 2019;
- b) Approved proposed Advanced Training on Forest Information System to be held twice covering five (5) modules. Each training will be attended by 15 participants for a period of two weeks. Member States agreed to send different people to each training preferably the same people who attended basic course in order to maximize on benefits of training and ensure continuity;
- c) Directed the EWG-FIS to finalize Regional Guidelines on Forest Information System by June 2019; and
- d) Approved annual work plan for Forest Information System for April 2018-March 2019.

< Decision 3 > Forest Fire Management

- a) Approved the proposal to defer Awareness Training (Training of Trainers) for Forest Fire Management from August 2018 to November 2019;
- b) Approved annual work plan for Forest Fire Management for April 2018-March 2019 (one advanced training in Forest Fire Management for 15 people for one week). Training to be held back to back with EWG meeting;
- c) Urged EWG on FFM to consider undertaking practical training in Fire Management in mountainous terrain to enable participants to tackle fire in different landscapes. Practical training on fire management in low-lying areas has already been conducted;
- d) JCC directed the EWG to finalize the development of Regional Guidelines in FFM by the end of 2018 in order to give time to test and improve guidelines before the end of the project; and
- e) Directed EWG FFM to maintain the use of terminology transboundary FFM and not to change to bilateral FFM as requested by the EWG.

< Decision 4 > Participatory Forest Management

- a) Approved the proposal to defer one EWG meeting and Market analysis training from November 2018 to September 2019. The two will be held back to back;
- b) Approved annual work plan for Participatory Forest Management for April-March 2018.
- c) Directed the EWG to finalize the development of Regional Guidelines in PFM by December 2018 in order to give time to test and improve guidelines before the end of the project.

< Decision 5 > Capacity Development of SADC Secretariat

- a) Noted that Terms of reference has been developed in consultation with SADC Secretariat and that the position will be advertised soon.
- b) Welcomed the move to hire Technical Assistance for the project;
- c) Urged SADC Secretariat to seek funding to support the position of Programme Officer-Forestry within SADC Secretariat in a long run to ensure sustainability of project and forestry activities.
- d) Urged MS to consider seconding PO- Forestry to SADC Secretariat. Formal correspondence to be sent to MS by SADC Secretariat (provide cost implications).

< Decision 6 > Financial Reports from the JICA

The Joint Coordination Committee directed SADC Secretariat to send formal correspondence to JICA requesting for financial reports from project inception to date.

1-4 Achievement of the Project Purpose

- As an achievement of the project purpose to enhance the capacity of MSs, the 1st and the 2nd Basic Training of FIS and Prescribed Burning Operation Training of FFM were conducted respectively. And the 2nd EWG meeting of FIS/FFM, the 3rd and the 4th EWG meeting of PFM were held during this term.

<Achievement of Output 1 (The 1st Basic Training for the FIS group)>

- The 5 days training was fruitful and successful. Some of participants said that the training was really amazing and they even evaluated it as “Eye Opening” experience.
- GIS experienced participants commented that it was so amazing as to find great possibilities in open source software for the Forest Resources Monitoring. Some of the functions in Quantum GIS (OSS) even exceed commercial GIS software like ‘ArcGIS’.
- Non-GIS experienced participants commented that the training was something new to them and never experienced such a wonderful time with their neighboring colleagues.
- The training had other positive effect to change participants’ mindset that they can practically implement sustainable Forest Resources Monitoring regardless of budget since they have learned time series open global data can be available for free and they can use OSS as a tool.

<Achievement of Output 1 and Output 2 (The 2nd Basic Training of FIS)>

- The 3 days training was fruitful and successful attended by both FIS group and FFM group jointly. The trainees of both groups were able to learn on how to monitor Forest Resources without spending too much money using open global data and OSS (Open Source Software) as a tool.
- Field trip to Gaborone Game Reserve was really helpful to understand the diversity of Forest Types in SADC region. And site visit for Kweneng district to view Fire breaks maintained by local communities was good opportunity for both FIS group and FFM group on how Botswana Government try to involve them.

<Achievement of Output 2 (Training of the Prescribed Burning Operations for the FFM group)>

- Participants actively took part in both lecture and outdoor practical training and they showed high degree of understanding on prescribed burning.
- Evaluation of the training by participants was good and participants made comments such as ‘this training put more things into perspective to me to effectively execute my

duties', 'It has been very beneficial in terms of the basic knowledge and good technique how to conduct safe burning' and 'These course will be more helpful for my country which has many challenges about forest fire management'.

<Achievement of Output 1 (The 2nd EWG-FIS meeting)>

- 1) Comments on how to prepare for RFIS design (Activity data / Inventory data)
- 2) FIS Advanced training plan in 2018 (QGIS advanced operations / Python – plugins / MySQL – Database / Google Earth Engine – Cutting edge technology)
- 3) Annual Work Plan in 2018/19 (Initial scheduled 1st Advance Training in June 2018 may be shifted to July 2018 considering Islamic event)

<Achievement of Output 2 (2nd EWG-FFM meeting)>

- 1) Draft table of contents for FFM guideline
- 2) The responsibility of every MSs to write case study reports on lessons learnt or ideas from good and bad practices respectively
- 3) Additional training courses for 2018
- 4) The 2 types of study tour on FFM visiting to an example place having experiences on Bilateral FFM within Africa/SADC region
- 5) Annual Work Plan of 2018

<Achievement of Output 3 (The 3rd EWG-PFM)>

- Overall plan of each EWG was introduced and developed in the 3rd EWG-PFM. That includes plan for preparing PFM regional Guideline, plan for designing/developing PFM regional database.
- Good practice template and list were also developed for preparing contents of the future PFM regional database.
- The idea of skill up training for addressing issues to the SADC Forestry Strategy was also developed.

<Achievement of Output 3 (The 4th EWG-PFM)>

- SADC-PFM guideline draft version 0 was brushed up and structure of the guideline was reviewed through suggestions and comments from the participants in the 4thEWG-PFM.
- PFM Various Practices from SADC MSs were collected and shared among Member States (MSs).
- Needs analysis was conducted by extracting categories and key words through group discussion for the PFM Regional Database.

- Way of making the action plan and selecting external funds were also discussed.
- Draft idea of the skill-up training was introduced and agreed.
- Draft Annual Work Plan for 2018/19 was introduced and agreed.

1-5 Changes of Risks and Actions for Mitigation

- Implementation of Pilot Activities in SADC MSs for the Output2 (FFM) and Output 3 (PFM) were regarded as high risks in terms of operation as well as objection from the EWG members at the same point of view from Output1 (FIS) because the Pilot Operations were not beneficial to all MSs.
- Alternative plan was proposed by the PMU which is thought to be beneficial to all MSs for the risk mitigation purpose and endorsed by the delegates of MSs in EWG-FFM and PFM. The alternative plan mainly consists of developing PFM regional database and conducting capacity building training. The alternative plan was approved by the 3rd JCC in April, 2017 in Johannesburg, South Africa.
- Due to the worldwide JICA budgetary constraints, risks were recognized by the PMU. The alternative plan was formulated by the PMU to differ some activities. The plan was approved by the 4th JCC in February 2018 in Johannesburg, South Africa.

1-6 Progress of Actions undertaken by JICA

- Three Japanese long term experts have been assigned to work with the SADC Secretariat. Mr. Yoshiaki Hata, the Expert on Forest Management, had successfully completed his two year assignment on 14. June, 2017 and returned to Japan.
- JICA dispatched consultant team as mentioned above (1-1).
- JICA dispatched Mr. Katsuro Saito, JICA's Senior Assistant Director, as the member of the project consultation mission from 7th June 2017 to 25th July 2017 and from 17th September 2017 to 10th October 2017.

1-7 Progress of Actions undertaken by SADC

- SADC Secretariat played a role of providing overall coordination and management role for the project. This includes but not limited to coordination with Member States and other stakeholders for smooth implementation of the Project activities, i.e., preparing and sending invitation letters for JCC and EWG meetings, and confirming nomination of participants for these meetings. SADC also provided technical input to ensure attainment of project deliverables.
- Mr. Moses Chakanga, GIZ, provided technical support.
- Ms. Panduleni Elago, Program officer, the Department of FANR shared the progress of integration plan of the SADC information system for the agriculture information with

PMU.

1-8 Progress of Environmental and Social Considerations (if applicable)

- N.A.

1-9 Progress of Considerations on Gender/Peace Building/Poverty Reduction (if applicable)

- The project especially in the field of PFM will continue highlighting the benefit of the women's involvement as a positive factor.

1-10 Other remarkable/considerable issues related/affect to the project (such as other JICA's projects, activities of counterparts, other donors, private sectors, NGOs etc.)

- Linking JICA's experience in Asia to Africa was part of the strategy in PDM. JICA has partnership agreement with RECOFTC (Regional Community Forestry Training Center) in Thailand. EWG-PFM continued to utilize the partnership to invite Asian facilitator to SADC.
- For the 1st FIS basic training where held in Gaborone, Botswana, the venue of the training was freely provided by the Botswana Geologic Remote Sensing Center, Japan Oil and Gas and Metals national Corporation (JOGMEC).
- In Tanzania, the third EWG-PFM meeting was held in Arusha after Dar es Salaam and Moshi. The Project has established a good partnership with the Tanzanian counterpart including Forest Training Institute (FTI), Tanzania Forest Service, Ministry of Natural Resource and Tourism as well as JICA Tanzania Office.

2 Delay of Work Schedule and/or Problems (if any)

2-1 Detail

- 1) The process of employing technical assistant to join JICA expert team was delayed as the project had to wait for the outcome of the restructuring process at SADC Secretariat.

2-2 Cause

- 1) As the SADC restructuring process was coming to an end, the Project was advised to wait for the outcome of the process to ensure alignment with SADC Secretariat organizational structure. The technical assistant of JICA expert team, though considered to be the JICA employee, is supposed to be employed through the SADC Secretariat processes in line with the SADC Human Resources policy for projects.

2-3 Action to be taken

- 1) Draft basic job outline of the technical assistant has been shared with the Department of Human Resources, SADC Secretariat. Input has been received.

2-4 Roles of Responsible Persons/Organization (JICA, SADC)

- JICA: The recruitment package will be prepared.
- SADC: Facilitate the recruitment of the technical officer to assist the PMU in coordinating the implementation of project activities. The technical officer is planned to be employed by SADC Secretariat as a Program Officer for Forestry after the Project completion subject to availability of financial resources

3 Modification of the Project Implementation Plan

3-1 PO

- Revised Plan of Operation (PO) was approved by the 4th JCC in February 2018.
⇒ Refer to annex.8 "PO" that is shared with JCC members, SADC Secretariat and JICA offices in the SADC region as the project monitoring sheet II.

3-2 Other modifications on detailed implementation plan

(Remarks: The amendment of R/D and PDM (title of the project, duration, project site(s), target group(s), implementation structure, overall goal, project purpose, outputs, activities, and input) should be authorized by JICA HDQs. If the project team deems it necessary to modify any part of R/D and PDM, the team may propose

the draft.)

⇒ Refer to annex.9 “Main Schedule” that is shared with SADC Secretariat and JICA offices in the SADC region.

Preparation of SADC Secretariat toward sustainability after completion of the Project :

- The sustainability after the completion of the project is recognized and discussed at the EWG meetings to maintain and continue the activities by SADC Member States.
- The project exist strategy will be prepared.

ANNEX

Annex.1 Report for 3rd JCC

Annex.2 Report for 4th JCC

Annex.3 Report of the 1st Basic Training of FIS

Annex.4 Report of the 2nd EWG and 2nd Basic Training

Annex.5 Report of the Prescribed Burning Operations Training of FFM

Annex.6 Report of the 3rd EWG-PFM

Annex.7 Report of the 4th EWG-PFM

Annex.8 PO ver.4.1

Annex.9 Main Schedule

Annex.1 Report for 3rd JCC



RECORD

3rd Joint Coordination Committee (JCC) Meeting for The JICA/SADC Project on Forest Conservation and Sustainable Management of Forest Resources in Southern Africa

25 - 26 April 2017
Johannesburg, South Africa

1.0 Introduction

The third (3rd) Joint Coordination Committee (JCC) meeting of the SADC/JICA Forestry Project was held on 25-26 April 2017 in Johannesburg, South Africa. The meeting was co-chaired by Mr. Bentry Chaura, the Acting Director for the Directorate of Food, Agriculture and Natural Resources (FANR), and Mr. Yukio Ishida, the Resident Representative of JICA Botswana Office.

2.0 Attendance

The meeting was attended by 14 SADC Member States, namely Angola, Botswana, Democratic Republic of Congo (DRC), Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Seychelles, Swaziland, Tanzania, Zambia and Zimbabwe. Officials from the SADC Secretariat, and JICA, also attended the meeting.

The attendance list is attached as **Appendix 1**.

3.0 Welcome remarks by host country – South Africa

Speaking on behalf of the Government of the Republic of South Africa, Dr. Moshibudi Rampedi the Deputy Director General for Forestry and Natural Resources Management, in the Department of Agriculture Forestry and Fisheries (DAFF) welcomed the delegates to South Africa and the meeting.

Dr. Rampedi noted that strong efforts have been made to promote and implement sustainable forest management to capture fully its contribution towards improving human livelihoods and reducing poverty in the SADC region. However, the region continues to be confronted with the urgent need to

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effectively address and reverse some of the current challenges in the forest sector, which include deforestation and forest degradation, cross-border wild fires, and poor investment in the commercial sector. She also noted that the engagement through this project provides the region an opportunity to tackle these challenges.

Dr. Rampedi commended JICA for supporting the project and encouraged them to continue with the support as a cherished global north south and regional collaboration. She recapped that Forest Information System, Forest Fire Management and Participatory Forest Management were important issues being addressed by the project.

A forest information system was important for SADC to ensure that forests continue to contribute towards the eradication of poverty in the region. Therefore, sound information about the extent, condition, value and trends of forest resources is key to formulation of national policies and strategies. It is also of vital importance for building national awareness among the public, civil society and decision makers in the public sector about the value and function of forest resources.

Wild fires are among the main contributors to environmental degradation, economic depression and are a social threat in Southern Africa. Therefore, the Forest Fire Management pillar was important to combat wild fires and the JCC should give emphasis to those approaches that will increase efforts to combat the devastating, in particular cross-border fires, in support of implementation of the Protocol on Forestry and other forestry related strategies and programmes.

Dr. Rampedi noted that active involvement of communities in forest management and derivation of value from natural resources for their livelihood are key elements related to the Project's pillar of Participatory Forest Management. She therefore urged the JCC to share best practices across SADC countries, since sharing such information would no doubt encourage investments in the forest sector in the region.

In conclusion, she invited the delegates to take the advantage of being in Johannesburg to take some site seeing tours to see the country. She wished the JCC a successful workshop and declared the workshop officially open.

4.0 Remarks by the Chair: FANR

Mr. Bentry Chaura, the Acting Director for the Food Agriculture and Natural Resources (FANR) Directorate, speaking on behalf of the SADC Secretariat, welcomed the delegates to the third JCC of the SADC/JICA Forestry Project. He thanked the delegates for their commitment and dedication to leave other pressing matters in their countries in order to come and participate in this important meeting.

Mr. Chaura reiterated that the 2nd JCC meeting approved the overall work plan for the project; the establishment of thematic Expert Working Groups (EWGs) on Forest Information System, Forest Fire Management, and Participatory Forest Management. He noted that the second JCC, among others, made key



decisions regarding approaches to training for forest information system and forest fire management; development of guidelines; as well as sustainable charcoal production and management.

He reminded the delegates that these decisions were meant to be implemented in order to facilitate the achievement of the Project's objectives. Therefore, he invited the delegates to pay attention to the presentations to be made in the meeting in order to assess progress on the implementation of the decisions.

The Acting director informed the delegates that the meeting would also consider the proposed work plans for the coming year 2017/18 for each of the project components i.e. forest information system, forest fire management and participatory forest management. He further reminded the delegates that SADC Member States, who are represented here on the JCC by the Directors of Forestry or their proxies, are expected to play a crucial role in the implementation of the Project. Member States are the implementers of the Project, while the role of Secretariat is to coordinate and facilitate the Member States and the JICA team with the project implementation. Therefore, he called upon the JCC members to be free to raise any questions or issues they may have so that the Project is properly guided in order to achieve the intended outcomes. He further called upon Member States to take ownership of the project and ensure its sustainability beyond the end of the project. The project will phase out, but the activities must continue beyond the project life.

In conclusion, the Acting Director thanked the Government of the Republic of South Africa for hosting the meeting and the JICA Office in South Africa for facilitating the logistics for the meeting. He also acknowledged the collaboration between the Forestry Project and the SADC/GIZ Transboundary Use and Protection of Natural Resources Project, since this was important in ensuring complementarity and synergies in the natural resource management sector. He also thanked the Project Team and other colleagues from FANR who worked tirelessly to ensure the success of this meeting and wished the delegates fruitful deliberations.

5.0 Remarks by the Co-chair: JICA

Speaking on behalf of JICA (Japan International Cooperation Agency), the Resident Representative of JICA Botswana Office, Mr. Yukio Ishida, welcomed the delegates to the JCC Meeting.

Mr. Ishida noted that the SADC/JICA Forestry Project was launched in June 2015, following a long consultation between JICA and SADC, as the very first regional technical cooperation project, jointly implemented by the two parties.

He also noted that the project has held two JCC meetings so far. The first one was held in Tokyo in November 2015 and agreed on the basic structure and activities in each of the three pillars of the Project, which are Forest Information System, Forest Fire Management, and Participatory Forest Management. Thereafter, the Project conducted fact-finding missions in all 15 SADC Member States. The second JCC was held in Dar es Salaam, Tanzania, in September 2016 and agreed, among others, to establish an Expert Working Group (EWG)



under each pillar. This was followed by organization of a joint EWG meeting for Forest Information and Forest Fire Management in Johannesburg in November 2016. In addition, two EWG meetings were organized for Participatory Forest Management in Moshi, Tanzania in December 2016 and in Thailand in February 2017.

Mr. Ishida further noted that the third JCC meeting was being held in Johannesburg to discuss detailed activities and Annual Work Plans for 2017/18 for the three pillars, as well as assess progress of each EWG. He noted that the more actively SADC and JICA took practical actions, the better they could transfer necessary technologies among the Member States for capacity building in the field of forestry.

In conclusion, Mr. Ishida referred to the Sixth Tokyo International Conference on African Development (TICAD VI) which was held in Nairobi, and declared its commitment to address global issues and challenges including climate change, deforestation and desertification, poaching, as well as loss of natural resources, all of which are related to the Forestry Project. Hence, what the third JCC meeting would discuss and the actions to be undertaken afterwards would directly contribute to the improvement of the current situation of the global issues in the Southern African region. And, on this occasion of the third JCC, JICA would like to further consolidate this regional attempt, partnership, and cooperation in the forestry sector. He wished the delegates fruitful discussions as well as development of successful project activities for the coming years of project implementation.

6.0 Objectives of the meeting

The Senior Programme Officer – Natural Resources and Wildlife, Ms. Deborah Kahatano, presented the background of the project and highlighted the objectives of the meeting, which were to:

- Review implementation of decisions of the JCC.
- Review the project progress since the 2nd JCC meeting;
- Receive the report of thematic Expert Working Groups;
- Consider and approve proposed changes to project activities and approach; and
- Consider and approve the annual project work plan.

7.0 Adoption of Agenda / Programme

Some changes were made to the programme. A presentation under Forest Fire Management (FFM) on the Land Use Management Course, which was scheduled for 11.00-12.00 on Day Two, 26 April 2017, was moved to before tea break on the same day.

There being no further amendments, the JCC adopted the programme.

8.0 Report of Project Progress after the 2nd JCC meeting

The Chief Advisor made two presentations on the progress of the project following the 2nd JCC meeting held on 7th and 8th September 2016 in Dar es Salaam, Tanzania.

The first presentation was focused on progress on implementation of the decisions of the 2nd JCC meeting. Significant progress was made in the implementation of the decisions. For instance, Expert Working Groups for all three project pillars were established with the Substantive and Alternate Members who were nominated by the Directors of Forestry in all Member States. Further, four EWG meetings were held as described in 8.1, 8.2 and 8.3 to implement the decisions of 2nd JCC and project activities.

With regard to decision 6, the JCC wanted to know when the local expert would be recruited. The Secretariat, responded that this was delayed because the SADC Secretariat was undergoing the revision of its organizational structure. Following the revision there still was no funded position allocated to forestry in the new approved structure. Therefore, there is need to still recruit a local expert through the forestry project.

The Chief Advisor made a second presentation on the general "Progress from 2nd JCC".

The presentations are attached as **Appendix 2A and 2B**.

8.1 Forest Information System: Project Output 1

8.1.1 Expert Working Group (EWG) Report on Forest Information System (FIS)

8.1.2 Mr. Nkosinathi B. Jele the Chair of the expert working group (EWG) presented the report of the EWG on Forest Information System (FIS). The first meeting of the EWG on FIS was held on 7-8 November 2016, in Johannesburg, South Africa. During this meeting, Member States discussed project activities including training contents and the schedule to enhance capacity in the field of forest information system. The EWG meeting agreed on the Forest Information System Annual Work Plan for April 2017 to March 2018.

The presentation is attached as **Appendix 3**.

8.1.3 Establishment of Regional Forest Information System (RFIS)

The Project Management Unit (PMU) made a presentation on "Information & Project Outlook for FIS", which highlighted the proposed further activities regarding the establishment of a Regional Forest Information System (RFIS) to enhance understanding of the development of the FIS.

The JCC noted that according to the survey conducted by the PMU most of the Member states do not have Forest Information Systems. Member States are invited to provide the PMU with any existing forest inventory data such as forest definition, forest type, ground truth data for the base map classification and other forest information that they may have.

8.1.4 Forest information System (FIS) Plan of Operation

8.1.4.1 The JCC noted that the original Plan of Operation (2015-2020) which was approved in 2014 describes the entire project schedule and it is attached to the Record of the 1st JCC meeting that was held in Tokyo, Japan on 26th November 2015. The JCC also noted that the Project Management Unit periodically updates the Plan of Operation (2015-2020).

8.1.4.2 The Chief Advisor presented the Plan of Operation (2015-2020) for FIS and highlighted and explained the revised as well as new activities following the result of the 1st and 2nd JCC meetings, as well as the discussions and recommendations of the Expert Working Group on FIS.

The presentation is attached in **Appendix 4**.

8.1.4.3 The JCC noted that the FANR was developing an Agriculture Information Management System (AIMS), and that other information systems such as the envisaged FIS from the SADC/JICA Forestry Project are expected to be fed into the AIMS.

8.1.4.4 The JCC also noted that the Democratic Republic of Congo (DRC) has diverse categories of forests that need to be captured in the FIS. JAXA in their presentation (Item 9.0 below) reported on the FIS and explained the type of data including forest types that would be captured by the RFIS.

8.1.4.5 The JCC further noted that training one person in FIS per Member State was not adequate because the person may leave the organization and the knowledge would be lost, thereby not benefiting the country. The JCC recommended training at least two people per country, who in turn would then train others in their respective countries.

8.1.4.6 The JCC noted that a combined training of FIS and FFM will be undertaken because both components will be using the same maps for their activities.

8.1.4.7 The JCC also noted that the project will use Intergovernmental Panel on Climate Change (IPCC) Tier One Data in case of countries without forest inventory data.

8.1.4.8 The JCC further noted that countries lack financial resources to collect forest inventory data for incorporation into the Regional Forest Information System (RFIS) database. The Forestry Project does not have resources to provide to Member States to conduct forest inventories. The JCC, requested SADC Secretariat to explore ways to mobilize resources to assist countries to undertake national forest inventories.

DECISION 1: Forest Information System

8.1.5 The Joint Coordination Committee:

- a) approved the Annual Work Plan for Forest Information System for April 2017 to March 2018,
- b) approved the participation of the substantive and alternate Expert Working Group members in both the basic and advanced training on Forest Information System,
- c) requested the Member States to provide existing forest information such as forest definition, forest type, ground truth data for the base map classification and National Forest Inventory (NFI) data to the Project Management Unit for calibration of the Regional Forest Information System (RFIS)
- d) urged Secretariat to assist Member States to mobilize resources to conduct national forest inventories, and
- e) approved the proposed Plan of Operation (2015-2020) for Forest Information System including the two revised activities on “conduct trainings on basic and advanced GIS /WAMIS data” and “conduct follow up training for countries that don’t have forest information systems in place”; as well as the two new activities on “conduct training for RFIS” and “develop and publicise a Project Portal site within the SADC RFIS website”.

8.2 Participatory Forest Management (PFM): Project Output 3

8.2.1 Expert Working Group (EWG) Report on Participatory Forest Management (PFM)

8.2.1.1 Mr. Sonny W. Mokgwathi the Chairperson of the EWG for PFM presented the report of the Expert Working Group on Participatory Forest Management. The EWG has met twice since its establishment. The first meeting was held from 28 November to 2 December 2016, in Moshi, Tanzania, and the second one from 2 to 12 February 2017, in Bangkok, Thailand. The second meeting of the PFM Expert Working Group included training and exposure to successful PFM activities in Asia. During these meetings, Member States discussed various activities including the SADC PFM Guidelines, Alternative Plan to Pilot Operations to enhance the capacity in the field of PFM, and agreed on the PFM annual work plan for 2017/18.

8.2.1.2 The JCC noted that originally the project had planned to implement Pilot Operations in a few selected countries. The EWG on PFM recommended an alternative plan in the form of Capacity Building involving all countries to replace the Pilot Operations Plan involving a few selected countries. The merits of the alternative plan are: it is beneficial to All Member States (*unlike piloting*); it has potential for capacity building (Skill-up) to promote PFM

through training; a feasible Action Plan can be developed considering access to external funds; and the proposed PFM Regional Data Base tool can sustainably be used even after the project.

The Presentation is attached in **Appendix 5**.

8.2.2 Information Platform of Participatory Forest Management

8.2.2.1 The Project Management Unit presented the "Concept of the Alternative plan to Pilot Activities" as well as proposed further activities on the database system for Participatory Forest Management and further training.

The presentation is attached in **Appendix 6**.

8.2.3 Participatory Forest Management (PFM) Plan of Operation

8.2.3.1 The Chief Advisor presented the Plan of Operation (2015-2020) for PFM and highlighted the revised as well as new activities to be undertaken, following the result of the 1st and 2nd JCC meetings, as well as the discussions and recommendations of the Expert Working Group.

The presentation is attached in **Appendix 7**.

8.2.3.2 The JCC welcomed the alternative plan to pilot projects, which cannot be implemented in all countries. Capacity and knowledge transferred to countries will remain after the project ends, and will benefit all Member States including small island states.

DECISION 2: Participatory Forest Management

8.2.4 The Joint Coordination Committee approved:

- a) the Annual Work Plan for Participatory Forest Management for April 2017 to March 2018,
- b) the proposed Capacity Building Plan involving all countries as an alternative to the Pilot Operations Plan involving a few selected countries,
- c) the proposed Plan of Operation (2015-2020) for Participatory Forest Management to include the following:
 - (i) five (5) revised activities on Study good practices and approaches in Africa and Asia; Activate the Expert Working Group on Participatory Forest Management; Design and form EWG on PFM; Perform functions of EWG; and Conduct EWG to develop final draft of the Regional Guidelines, and
 - (ii) six (6) new activities on Conduct skill-up training; Develop data base; Conduct Data base training; Develop Action Plan; Guidance for External Fund; and Compile and publish the guidelines of Member States on the website (SADC-RFIS) and as a booklet.

8.3 Report on Forest Fire Management (FFM): Project Output 2

8.3.1 Expert Working Group (EWG) Report on Forest Fire management (FFM)

- 8.3.1.1 Mr. Suzuki the Co-Chairperson of the Expert Working Group (2016) for Forest Fire Management presented the report of activities of the Expert Working Group and the Forest Fire Management annual work plan for 2017/18. The first meeting of the Expert Working Group on Forest Fire Management was held on 7-8 November 2016, in Johannesburg, South Africa back to back with the meeting of the Expert Working Group for Forest Information System. During this meeting, Member States discussed the project activities including the selection criteria of pilot operations and the SADC Forest Fire Management guidelines for enhancing the capacity of Member States. The meeting agreed on the Forest Fire Management annual work plan for 2017/18.

The presentation is attached as **Appendix 8**.

8.3.2 Training on Forest Fire Management

- 8.3.2.1 The Project Management Unit presented the "Land Use Manager Course" as part of the planned training on Forest Fire Management. All Member States will participate in the course. The training will be held 17-23 July 2017 and repeated in 7-13 August 2017 in Nelspruit, South Africa. The outcomes of the course include planning a controlled burn for a range of purposes

The presentation is attached as **Appendix 9**.

- 8.3.2.2 The JCC noted that the proposed Land Use Manager Course was well planned and that the approach would be "Training of Trainers" so that the trainees would train other people back home. Practicals for controlled burning should be done during the appropriate season. The issue of content was important and should cover policy and legislative framework of other countries, not only South Africa. South Africa also needs to learn what other countries are doing.

- 8.3.2.3 The JCC also noted the proposed FFM plan to implement 8 pilots out of the 15 countries. Each pilot would receive the amount of US\$10,000 to undertake activities. The JCC further noted that this amount was not enough, and wondered what would happen to the countries left out. The JCC concluded that pilots were not the best option.

- 8.3.2.4 The JCC further noted that the FIS and PFM pillars have opted for capacity building for all countries to replace pilot operations and deliberated whether FFM would also opt for capacity building for all countries. The JCC noted that based on FIS and PFM Capacity Building Plan for all countries, they also

considered an alternative plan following the same approach of capacity building for all countries. The alternative plan is "Team Leader Training" for all countries. Involving all countries on training in FFM was better than pilot operations because all countries would be involved, none left out. The training would put all countries at the same level.

- 8.3.2.5 The JCC noted that the Alternate Plan was better than pilot operations and was recommended its adoption. Training should have different themes / topics instead of repeating the same topic. EWG members are expected to be prioritized as candidates for training, however, if deemed appropriate countries are at liberty to send people for training who actually work in the field on fire, not managers. Countries want to train foresters and officials at that actually fight fires at ground level.
- 8.3.2.6 The JCC recognized importance of transboundary issue in the context of SADC Forestry Strategy and also identified diversity of transboundary issue in different regions respectively. In response to this, the JCC instructed the EWG-FFM to initiate examination on how to deal with the issue of transboundary fires in consideration of FFM guideline development.
- 8.3.2.7 The JCC also noted that Angola will be holding elections on 23 August 2017, and would not want to miss the fire trainings. Hence, dates for training should be adjusted to allow for Angola's participation.
- 8.3.2.8 The JCC further noted that the Project planned to conduct a study tour on FFM to Indonesia. The JCC advised that in place of Indonesia, the Project should consider visiting places in Africa or specifically in the SADC region.
- 8.3.2.9 The JCC noted that guidelines were going to be finalized in 2019 and advised that they should be completed much earlier.
- 8.3.2.10 The JCC also noted that there will be an overlapping GIS training for FFM and FIS within the one-week training scheduled for Gaborone, Botswana. Laptops will be provided during the training. Only the substantive members of the EWG on FFM will attend this course.

DECISION 3: Forest Fire Management (FFM)

8.3.5 The Joint Coordination Committee:

- a) approved the capacity building plan as an alternative to the pilot operations,
- b) approved the Annual Work Plan for Forest Fire Management for April 2017 to March 2018, and
- c) directed the Expert Working Group for Forest Fire Management in collaboration with the Project Management Unit, to develop the content for the training programme and transboundary issue for April 2018 to the end of the project for approval by the JCC at the next meeting

9.0 Collaboration between JICA and the Japan Aerospace eXploration Agency (JAXA) on Forest Information System and Forest Fire Management

- 9.0.1 The JCC noted that SADC countries are faced with the challenge of mapping forest cover, as well as monitoring and evaluation to detect changes in the area of forest cover. JAXA in collaboration with JICA has developed monitoring tools for addressing such challenges in their region. Member States were invited to consider utilizing the services of JAXA.
- 9.0.2 JAXA presented on the development of the JICA-JAXA Forest Early Warning System in the Tropics (JJ-FAST) which uses JAXA has advanced land observing satellite (ALOS-2). JAXA explained how the JJ-FAST could contribute to the SADC region for information gathering. Following the presentation, JAXA demonstrated how to access their data from their website.
- 9.0.3 The project's Forest Information System component will use the JAXA open global data in their activities.

10.0 Public relations

Mr. Katsutaka Kikkawa made a presentation on public relations activities of the project. The project has published articles in the SADC Newsletter and appealed to the JCC to assist in publicizing the project's PR activities to a wider audience.

11.0 Date of Next meeting

- 11.0.1 The next JCC will be held in February 2018 and the JCC noted the proposal that, due to logistical reason, the next JCC is also hosted in South Africa.
- 11.0.2 The Members suggested that the next meeting be held in Mauritius. The member from Mauritius informed that the relevant stakeholders including the SADC Focal Point and the Ministries concerned have to be consulted in the home country on the issue.
- 11.0.3 The JCC noted that JCC representatives should go back and consult their countries regarding hosting the 4th JCC and inform Secretariat accordingly. A host country was not obliged to provide the funds for the meeting venue, accommodation and air ticket for JCC members since this was done by the Project. However, a country may voluntarily contribute towards the hosting.

12.0 Closure

- 11.0.1 Mr. Chaura, Acting Director, noted that this was his first JCC meeting and appreciated the presence and active engagement of the participants. He also noted that the JCC was a forum led by Member States and that Secretariat cannot make decisions without the consent of the Member States. He

informed the delegates that Secretariat would send the record to them by e-mail so that they give feedback. In conclusion, the Acting Director thanked the participants for attending the meeting and wished them safe travels back home.

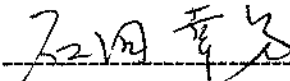
11.0.2 The JCC delegates agreed to receive the record via e-mail.

11.0.3 Mr. Kurashina, Chief Advisor, thanked the delegates for their participation in the JCC meeting, and wished them safe journeys back home.



Bentry Chaura
Acting Director-FANR,
SADC
Co-Chair JCC

Date: 24/7/2017



Yukio Ishida
Resident Representative
JICA Botswana Office
Co-Chair JCC

Date: 24.7.2017

Participant List of 3rd JCC

No.	Country	Name	Organization
1	ANGOLA	Manuel Enock	Deputy Director of the Forestry Development Institute
2	BOTSWANA	Manthe Tsuaneng	Director
3	BOTSWANA	Sonny Mokgwathi	Principal Range Resources Officer
4	DRC	Guy Landu Bikembo	Division Chief at Secretariat General à l'Integration Régionale
5	LESOTHO	not able to attend	not able to attend
6	MADAGASCAR	Felanirina Rabevazaha	Collaborateur technique Service Aménagement Forestier et Délégation de Gestion des Ressources Forestières Direction de la Valorisation des Ressources Forestières Direction Générale des Forêts
7	MALAWI	Francis Chilimampungu	Deputy Director of Forestry Department of Forestry
8	MAURITIUS	Cecily Cyparsade	Assistant Conservator of Forests
9	MOZAMBIQUE	Renato Timane	Forest Engineer, National Directorate of Forest
10	NAMIBIA	Vincent George LOUW	Deputy Director- Forest and Botanical Research
11	SEYCHELLES	John Quilindo	Head of Forestry Section Environment Department Ministry of Environment, Energy and Climate Change
12	SOUTH AFRICA	Dr. Moshibudi Rampedi	Deputy Director General
13	SOUTH AFRICA	Mr. Renny Madula	Director, DAFF
14	SOUTH AFRICA	Ms Johanna Makinta	Forest Information Service, DAFF
15	SOUTH AFRICA	Ms Mmakwena Maleka	Assistant Director, DAFF
16	SOUTH AFRICA	Mr Shakespear Soyizwapi	Deputy Director, DAFF
17	SWAZILAND	Mr Lucky Nhlanhla Dlamini	Senior Forester
18	SWAZILAND	Mr Nkosinathi Britewell Jele	Forestry Officer
19	TANZANIA	Ezekiel Edward Mwakalukwa	Director of Forestry and Beekeeping Division Ministry of Natural Resources and Tourism
20	ZAMBIA	Bwalya Chendauka	Principal Forestry Officer -FDHQ Ministry of Lands Natural Resources and Environmental Protection Forestry Department
21	ZIMBABWE	Stephen Zingwena	Operations Manager Forestry Commission
22	JICA	DIEMBY MALENGA Olivier	JICA DRC
23	JAXA	Masato Hayashi	Japan Aerospace Exploration Agency

Participant List of 3rd JCC

No.	Country	Name	Organization
24	JAXA	Izumi Nagatani	Japan Aerospace Exploration Agency

25	SADC SECRETARIAT	Bentry Chaura	Acting Director – FANR
26	SADC SECRETARIAT	Deborah Kahatano	SPO-NRM
27	SADC SECRETARIAT	Angel Z. Velepini	Senior Secretary
28	SADC SECRETARIAT	Moses Chakanga	TA-Forestry
29	JICA HQs	Kanako Adachi	Director, JICA Tokyo
30	JICA HQs	Taigo Sasaki	Deputy Director, JICA Tokyo
31	JICA Botswana	Yukio Ishida	JICA BOTSWANA
32	JICA Botswana	Misaki Asari	JICA BOTSWANA
33	JICA	Yoshiro Kursashina	Chief Advisor
34	JICA	Yoshiaki Hata	Forestry Expert
35	JICA	Katsutaka Kikkawa	Project Coordinator
36	JICA	Syivia Keoreng	Conference Arrangement Consultant
37	JICA	Takashi Nanaumi	JICA Consultant Team Leader
38	JICA	Kei Suzuki	JICA Consultant Team
39	JICA	Jun Kajigaki	JICA Consultant Team
40	JICA	Issei NONAKA	JICA Consultant Team

41	INTERPRETERS	Deborah Dawson	French Interpreter
42		Christ Kambay	French Interpreter
43		Nandi Texeria	Portuguese Interpreter
44		Fernanda De Paiva	Portuguese Interpreter

Annex.2 Report for 4th JCC



DRAFT RECORD

The SADC/JICA Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa

4th Joint Coordination Committee (JCC) Meeting

14 - 15 February 2018
Johannesburg, South Africa

1 Introduction

The fourth (4th) Joint Coordination Committee (JCC) Meeting of the SADC/JICA Project on Forest Conservation and Sustainable Management of Forest Resources in Southern Africa was held on 14-15 February 2018 in Johannesburg, South Africa. The meeting was co-chaired by Mr. Domingos Gove, Director of the SADC Food Agriculture and Natural Resources Directorate and Mr. Tomohiro Seki, the Chief Representative of JICA South Africa Office on behalf of the Resident Representative of JICA Botswana Office who could not attend.

2 Attendance

The following Members of JCC, as stipulated in the Record of Discussions of the Project, attended the meeting:

- ◆ Chairperson: the Director for the Directorate of Food, Agriculture and Natural Resources (FANR) of SADC Secretariat
- ◆ Co-Chair: the Chief Representative of JICA South Africa Office (on behalf of the Resident Representative of JICA Botswana Office)
- ◆ Directors (or their representatives) of Forestry of 13 SADC Member States, namely Angola, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe
- ◆ Chief Advisor of the Project, JICA
- ◆ Senior Programme Officer for Natural Resources Management, SADC Secretariat
- ◆ JICA Experts and Coordinator

The meeting was also attended by the following participants

- ♦ Chairperson of the Expert Working Groups for Forest Fire Management and Participatory Forest Management
- ♦ Officials of SADC Secretariat
- ♦ Officials of relevant JICA Offices (Botswana, Democratic Republic of Congo (DRC), Malawi and South Africa)

The attendance list is attached as **Appendix 1**.

3 Remarks

3.1 Welcome remarks by host country –South Africa

Speaking in behalf of the Government of the Republic of South Africa, Mr. Avhashoni Renny Madula, the Director responsible for Forestry Regulations and Oversight in the Department of Agriculture Forestry and Fisheries (DAFF) welcomed delegates to South Africa and the meeting. He indicated that South Africa was deeply honored to be afforded the opportunity to host the JCC meeting for the second time.

Mr Madula reminded the meeting that over the past year a number of activities were undertaken by the SADC Forestry project to develop capacity of Member States and SADC Secretariat towards implementation of the SADC Forestry Strategy. As a result, Member States are more prepared to deal with some of the key issues identified in the Strategy such as trans-boundary forest fire management, forest assessments and information management and participatory forest management. He commended the efforts of Japan International Cooperation Agency (JICA), SADC Secretariat and all participating Member States in this regard. He also acknowledged the fact that individual Member States are the implementers of the SADC Forestry Strategy and urged them to embrace the opportunities afforded by this Forestry project and use them to support the fulfilment of a common agenda of conservation and sustainable management of forest resources in Southern Africa.

Mr. Madula reiterated that the last JCC meeting was absorbing and highly successful and encouraged delegate to actively engage in meaningful discussion and provide input to ensure the success and the fourth JCC meeting and that the project is properly guided.

In concluding his remarks, Mr Madula encouraged delegates to take advantage of their presence in South Africa to indulge and appreciate that which the country can offer and wished them a successful meeting.

3.2 Remarks by the Chair (FANR)

Mr. Domingos Gove, the Director for the SADC Food Agriculture and Natural Resources (FANR) Directorate, speaking on behalf of SADC Secretariat, welcomed the delegates for the fourth JCC of the SADC Project on Forest Conservation and Sustainable Management of Forest Resources in Southern Africa. He thanked the delegates for their commitment and dedication to leave other pressing matters in their countries to come to participate in this equally important meeting. He took time to provide brief background about himself, as he is new to SADC Secretariat and to the JCC.

Mr. Gove reminded delegates that SADC attaches great importance to the role of forests for socio-economic development and environmental services for the region. And, it is for this reason the Protocol on Forestry was developed to guide conservation, sustainable management and utilization of all types of forests and trees, as well as trade in forest products throughout the Region. Over the years, SADC has developed and implemented a number of Forestry programmes and projects and has further developed the Forestry Strategy (2010-2020) to guide and facilitate the implementation of the Protocol on Forestry. SADC/JICA Forestry project is supporting the implementation of four priorities of SADC Forestry Strategy namely Forest assessments and information management; Cooperation in trans-boundary forest and fire management; Enhanced participatory forest management; and Capacity improvement in SADC. He noted progress made in implementation of the project and thanked Member States for the commitment in implementing project activities and JICA for providing technical and financial support.

The Director reiterated that as in previous JCC meetings, this meeting will review the progress made in the implementation of the project activities, as well as implementation of the decisions made regarding the project. JCC is also expected to consider and approve the annual work plans. Member States are the implementers of the Project, while the role of Secretariat is to coordinate and facilitate the Member States and the JICA team, with the project implementation. Therefore, he called upon the JCC Members to be free to raise any issues or questions that they may have regarding the direction and implementation of the project, so that the Project is properly guided towards achieving its intended objectives. He also called upon Member States to take ownership of this project and ensure its sustainability beyond JICA support. He further, informed the delegates that JICA is facing some budgetary constraints that will affect the project budget for FYA 2018/19 and that these will be presented by the Co-Chair, for the JCC to find ways to implement the project with a reduced budget.

In conclusion, Mr. Gove thanked the Government of the Republic of South Africa for hosting the meeting and the JICA Office in South Africa for facilitating the logistics for the meeting. He also acknowledged the collaboration and support rendered by the SADC/GIZ Transboundary Use and Protection of Natural Resources Project to the SADC/JICA Forestry Project since this was important in ensuring synergies among partners in the natural resource management sector. He further thanked the Project Management Unit and other colleagues from FANR who worked tirelessly to ensure the convening of this meeting and Member States for attending the meeting, without their presence, there would be no meeting. He wished delegates fruitful deliberations.

3.3 Remarks by the Co-chair (JICA)

Speaking on behalf of the Japan International Cooperation Agency (JICA), the Chief Representative of JICA South Africa Office, Mr. Tomohiro Seki, welcomed delegates to the JCC Meeting. He started his remarks by hoping that all participants will have fruitful deliberations in the quest to strengthen regional partnerships and cooperation in the Forestry Sector through the 4th JCC Meeting.

The Chief Representative mentioned that Forests are one of the most important natural resources that have been gifted to humanity for their sustained existence on earth. He then pointed out that the Southern Africa faces many challenges when it comes to the management and sustainability of its forest resources, i.e. climate change, deforestation, forest degradation, wild fires and desertification. In order to tackle these issues, Mr. Seki drew the attention to the fact that the Project is enhancing capacity of SADC Member States in three pillars of the project, namely, Forest Information systems, Forest Fire Management, and Participatory Forest Management, and is supporting implementation of the SADC forestry Strategy for 2010-2020. He encouraged all JCC members to give their input, share best practice methods and pay attention in order to recognize progress made and what still needs to be improved going forward.

The Chief Representative appreciated the cooperation and level of partnership created between Member States and the JICA project team. He also extended his gratitude to all those who have worked tirelessly to make the JCC meeting possible, particularly, the Government of South Africa for hosting the meeting, the SADC Secretariat for the support in coordinating all Member States and the JICA project team who have dedicated themselves to executing the project mandates.

At the end of his remarks, the Chief Representative gave an explanation on JICA's overall budget situation in 2018/19 and requested the JCC to consider rescheduling of some of the Project activities in 2018/19 to 2019/20 in order to accommodate the budget reduction.

4 Objectives of the meeting

Ms. Deborah Kahatano, the Senior Programme Officer – Natural Resources and Wildlife presented the background of the project and highlighted the objectives of the meeting, which were to:

- Review the project progress since the 3rd JCC meeting;
- Receive the report of thematic Expert Working Groups;
- Consider and approve proposed changes on scheduling of project activities in line with current budget situation; and
- Consider and approve the annual project work plan.

5 Adoption of the meeting agenda

The JCC proposed the following items to be included in the agenda under any other business (AOB):

- Resource mobilization to support SADC Forestry Programme; and
- Convening of the Technical Committee on Forestry alongside the JCC

There being no further amendments, the JCC adopted the agenda as amended.

6 Review of the record of the 3rd JCC meeting and matters arising

Ms. Deborah Kahatano, Senior Programme Officer – Natural Resources and Wildlife made a presentation on the progress made in implementation of decisions of the third JCC as well matters arising. The presentation is attached as **Appendix 2**

The JCC proposed the following changes to the record of the 3rd JCC:

- (i) Decision 11.1 currently reads as follows: “the next JCC will be held in February 2018 and the JCC noted the proposal that, due to logistical reason, the next JCC is also hosted in South Africa”. JCC delegates recalled the discussions on the matter and that no clear decision was made in the meeting about host country. The decision should therefore be corrected to read as follows, “JCC proposed Mauritius to be venue for 4th JCC. Member from Mauritius informed the JCC that will consult with relevant national stakeholders and revert.”
- (ii) Also numbering from item 9 to 12 needs to be corrected to remove the zero between numbers.

7 Report on the progress

7.1 Overall progress after 3rd JCC including expected budget situation in 2018/19

Mr. Katsuro Saito, the Chief Advisor of the Project, made brief presentation on the overall progress of the project after the 3rd JCC meeting using the presentation as shown on **Appendix 3-0**.

The Chief Advisor informed the meeting that JICA is experiencing budget shortfall across the board for the FY 2018/19. As a result, the project activity budget would have to be drastically reduced during this period in order to accommodate this unfortunate situation. The estimated budget required to implement planned project activities for 2018/19 is approximately USD 680,000. The actual budget to be allocated to the project for this period is USD 288,000. The figures could change due to volatility of the foreign currency exchange rate.

The Chief Advisor further explained that as a response to this challenge, the PMU would propose deferring some of the activities that were originally planned in 2018/19 to 2019/20. He added that deferred activities are not falling off from the project plan and that they will be implemented as planned at different time slot from the original schedule as the budget situation improves.

The JCC was concerned about the implications of rescheduling of some 2018/19 activities to 2019/20 to the overall project performance due to the fact that the project end date is June 2020. Key areas of concern included the following:

- (i) Is there any guarantee that there will be sufficient funds to implement all project activities fully post 2018/19 or the problem is just being postponed?
- (ii) Will there be enough time to implement project activities effectively in 2019/20?
- (iii) If not will, the request for project extension beyond June 2020 be considered in order to cover for the delays resulting from 2018/19 budget reduction.

The Chief Advisor responded to item (i) above that, JICA is planning to provide necessary budget for 2019/20 to implement all activities including those that were deferred from 2018/19. He also explained that JICA would assess the achievement of outputs at due time and consider the extension of the Project cooperation period should this found to be necessary.

DECISION 1: Budget situation at JICA for 2018/19

7.1.1 The Joint Coordination Committee:

- a) approved the proposal to defer some of project activities planned for FY 2018/19 to FY 2019/20 to accommodate budgetary constraints at JICA;
- b) requested JICA to consider extension of project as necessary should the need arises, in order to allow implementation of project activities as per initial agreement and achieve desired results; and
- c) directed the SADC Secretariat to send formal correspondence to Member states informing them about budget reduction.

7.2 Expert Working Group (EWG) Report on Forest Information System (FIS) - Output 1

7.2.1 Mr. Takashi Nanaumi, on behalf of the Co-chair of the EWG on Forest Information System (FIS), presented a report on the progress after the 3rd JCC meeting and the draft annual work plan for 2018/19 as follows.

(i) FIS Basic Training was held on 26-30 June 2017 in Gaborone, Botswana.

The objective of the training was to how to monitor Forest Area Change in a sustainable and cost saving manner by using 'Open Data' and 'Open Source Software'. Participants were exposed to cost saving forest resources monitoring methods available for their use. Representatives of 14 Member States attended the training session.

(ii) FIS Basic Training as on item (i) above was repeated in on 6-8 November 2017 in Gaborone, Botswana. The target group was a second set of participants from FIS that did not participate in first course as well as members of the Forest Fire Management (FFM) EWG. Representatives of 15 Member States (FIS members) attended the training session.

(iii) FIS EWG Meeting was held on 9-10 November 2017 in Gaborone, Botswana and was attended by 15 Member States. The meeting:

- Provided input on how to prepare for RFIS design (Activity data/Inventory data);
- Agreed on the FIS Advanced topic 2018 (QGIS advanced operations / Python – plugins / MySQL – Database / Google Earth Engine – Cutting edge technology); and
- Agreed on the Annual Work Plan in 2018/19.

The presentation is attached as **Appendix 3-1**.

7.2.2 PMU then proposed the revised annual work plan, which included deferring Advanced Training on Forest Information System from July 2018 to June 2019.

DECISION 2: Forest Information System

7.2.3 The Joint Coordination Committee:

- a) approved the proposal to defer Advanced Training on Forest Information System from July 2018 to June 2019;
- b) Approved proposed Advanced Training on Forest Information System to be held twice covering five (5) modules. Each training will be attended by 15 participants for a period of two weeks. Member States agreed to send different people to each training preferably the same people who attended basic course in order to maximize on benefits of training and ensure continuity;
- c) directed the EWG-FIS to finalize Regional Guidelines on Forest Information System by June 2019; and
- d) approved annual work plan for Forest Information System for April 2018-March 2019.

7.3 Expert Working Group (EWG) Report on Forest Fire Management (FFM) - Output 2

7.3.1 Mr. Qaphela Ndabankulu, the Chairperson of the EWG on Forest Fire Management (FFM) presented a report on the progress after the 3rd JCC meeting as follows:

- (i) Prescribed Burning Training was held twice on 18-22 July and 8-12 August 2017 in Nelspruit, South Africa. The objective of training was to develop capacity development on prescribed burning and feedback the training outcomes into the SADC forest fire management guideline. Participants actively took part in both lecture and outdoor practical sessions and acquired knowledge and understanding on prescribed burning. Representatives of 14 Member States and 13 Member States participated the training sessions respectively. Participants had different levels of

technical experience on prescribed burning were so levelling the playing field proved to be a challenge.

- (ii) FIS Basic Training was held on 6-8 November 2017 in Gaborone, Botswana. The objective of the training was to impart knowledge on how to monitor Forest Area Change in a sustainable and cost saving manner by using 'Open Data' and 'Open Source Software'. Participants were exposed to cost saving forest resources monitoring methods available for their use with technical support from FIS members. Representatives of 14 Member States (FFM members) attended the training session.
- (iii) FFM EWG meeting was held on 9-10 November 2017 in Gaborone, Botswana and was attended by 14 Member States. The meeting:
- Agreed on the draft table of contents for Regional FFM guidelines;
 - Developed a matrix on the development of case studies covering best and bad practices and allocated responsibilities on topics to be covered by each Member State;
 - Reached agreement on the outline of the Regional Guideline on Forest Fire Management and developed table of contents; and
 - Agreed on the Annual Work Plan in 2018/19.

The presentation is attached as **Appendix 3-2**

7.3.2 PMU then proposed the revised annual work plan, which included deferring Awareness Training from August 2018 to November 2019.

DECISION 3: Forest Fire Management

7.3.3 The Joint Coordination Committee:

- a) approved the proposal to defer Awareness Training (Training of Trainers) for Forest Fire Management from August 2018 to November 2019;
- b) approved annual work plan for Forest Fire Management for April 2018-March 2019 (one advanced training in Forest Fire Management for 15 people for one week). Training to be held back to back with EWG meeting;
- c) urged EWG on FFM to consider undertaking practical training in Fire Management in mountainous terrain to enable participants to tackle fire in different landscapes. Practical training on fire management in low-lying areas has already been conducted;

- d) JCC directed the EWG to finalize the development of Regional Guidelines in FFM by the end of 2018 in order to give time to test and improve guidelines before the end of the project; and
- e) directed EWG FFM to maintain the use of terminology transboundary FFM and not to change to bilateral FFM as requested by the EWG.

7.4 Expert Working Group (EWG) on Participatory Forest Management (PFM) - Output 3

7.4.1 Ms. Mmakwena Maleka, the Chairperson of the EWG on Participatory Forest Management (PFM) presented a report on the progress after the 3rd JCC meeting as follows:

(i) The 3rd PFM EWG meeting was held on 23-25 May 2017 in Johannesburg, South Africa and was attended by 15 Member States. During the meeting, the Member States presented 15 PFM good practices and the templates for good practice and project list were modified. The meeting identified five potential topics for PFM training and agreed on a schedule for the development of PFM Guidelines.

(ii) The 4th PFM EWG meeting was held on 2-6 October 2017 in Arusha, Tanzania and was attended by 30 participants from 15 Member States. The meeting:

- Interrogated the draft zero of the PFM Guidelines and re-examined the proposed structure of the PFM Guidelines;
- Discussed on key categories of PFM Database;
- Received presentations and 13 PFM good practices;
- Received a presentation from the PMU on External funding sources; and
- Identified topics for PFM training i.e. Project management for PFM” and “Market analysis for PFM”;

The PFM EWG Members visited the Forest Training Institute (FTI) of Tanzania, and learned about the capacity development programs offered by FTI to support PFM. They also visited the Lake Duluti Forest Reserve project to observe the co-management practice with emphasis on the role of the government in PFM.

The presentation is attached as **Appendix 3-3**

7.4.2 PMU then proposed the revised annual work plan, which included deferring EWG meeting (to be held back to back with Market Analysis Training) from November 2018 to September 2019.

DECISION 4: Participatory Forest Management

7.4.3 The Joint Coordination Committee:

- a) approved the proposal to defer one EWG meeting and Market analysis training from November 2018 to September 2019. The two will be held back to back;
- b) approved annual work plan for Participatory Forest Management for April-March 2018
- c) directed the EWG to finalize the development of Regional Guidelines in PFM by December 2018 in order to give time to test and improve guidelines before the end of the project.

7.5 Report on Capacity Development of SADC Secretariat - Output 4

7.5.1 The Chief Advisor informed the meeting of the progress made toward hiring of Technical Assistant (TA) from the region to work alongside the Japanese experts to support project implementation and skill transfer. The TA will play a key role on stakeholder coordination. Terms of reference have been drafted in collaboration with the SADC Secretariat and the position will soon be advertised.

7.5.2 JCC welcomed the move to hire TA by the project and suggested that SADC Secretariat should mobilized resources to Programme Officer Forestry position within SADC Secretariat in a long run in order to ensure sustainability of project.

DECISION 5: Capacity Development of SADC Secretariat

7.5.3 The Joint Coordination Committee

(i) welcomed the move to hire Technical Assistance for the project;

(ii) noted that Terms of reference has been developed in consultation with SADC Secretariat and that the position will be advertised soon

8 Mutual relationship among the three components

Mr. Takashi Nanaumi, JICA Short-term Expert on Forest Information System presented the Project's plan to establish a common information-sharing platform for the three components of the Project. He explained that a portal site will be prepared in the SADC's AIMS (Agriculture Information Management System)

and all Project products, such as Forest Area Information, Guidelines on Forest Fire Management and Participatory Forest Management, Database for good practices of PFM and so forth, will be stored in the platform and made available to the Member States. He added that the portal site would be an effective tool for sharing information and discussions among the Member States.

The presentation is attached as **Appendix 4**

9 Review of the Plan of Operations (PO)

The Chief Advisor made a presentation on updating of the Plan of Operations (PO) based on the actual progress and reflecting the changes of future activity plans that were agreed by the JCC.

The JCC acknowledged and authorized the updated Plan of Operations as **Appendix 5**.

10 Other issues discussed and deliberated upon

10.1 Standard procedures for communication and clearing of input from Member States

JCC directed EWG Members to share the results of their work with their respective Directors on regular basis as a way of keeping them up to date. In addition, the EWG Members should obtain clearance on case studies and other key information that is submitted to PMU from their countries in order to ensure ownership of the product.

10.2 SADC Technical Committee meeting on Forestry

JCC noted that the SADC Technical Committee meeting on Forestry has not been convened since 2014. Since the JCC is comprised of the Directors of Forests from Member States, it requested SADC/JICA project to consider supporting the SADC Technical Committee on Forestry Meeting back to back with the JCC, as this forum has not been meeting for a while. This will be done on cost sharing basis in order to leverage resources

10.3 Resource Mobilization

PMU to provide practical training and/or focused support to EWG members on how to access funds from existing financing mechanisms to enable countries to access funds in an effort to address funding gaps to support Forestry programmes.

10.4 Financial Reports from the JICA

The JCC was concerned by the fact that the financial reports have not been presented to JCC, since the start of the project, in order to allow them to monitor expenditure trends in relation to project implementation and guide the project properly. JCC requested JICA to share financial reports from the beginning of the project to date as well as in the future. JCC directed SADC Secretariat to send formal request to JICA in this regard.

DECISION 6: Financial Reports from the JICA

10.4.1 The Joint Coordination Committee directed SADC Secretariat to send formal correspondence to JICA requesting for financial reports from project inception to date.

11 Any other Business

The JCC discussed issues affecting the Forestry sector ranging from to lack of funding to support the implementation of SADC Forestry Protocol and associated regional programmes as well as lack of human resources within SADC Secretariat to adequately support the coordination of the SADC Forestry Programme. Since these issues are outside the mandate of JCC, JCC Members requested the issues to be elevated to the SADC Technical Committee on Forestry for consideration. The SADC Technical Committee on Forestry will be requested to:

- a) Direct SADC Secretariat to seek funding to support the position of Programme Officer-Forestry within SADC Secretariat in a long run to ensure sustainability of project and forestry activities.
- b) Urge Member States to consider seconding PO- Forestry to SADC Secretariat. SADC Secretariat to provide details of cost implications to Member States.
- c) Direct the Secretariat to intensify mobilization of financial resources to support effective implement the forest management activities. This to include drawing lessons from similar institutions from Africa and elsewhere, and learning on how to access funds from existing financial mechanisms such as the Green Climate Fund (GCF), the Global Environment Facility (GEF) and the Global Forest Financing Facilitation Network (GFFFN) among others.
- d) Direct the Secretariat to facilitate fundraising from regional perspective to complement national efforts e.g. use of cross-regional envelopes.

12 Date and venue of the next meeting

The 5th JCC to be held in April 2019 instead of February 2019 as initially planned.

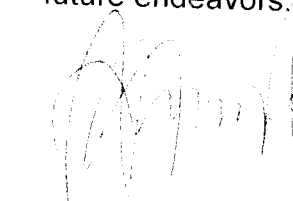
JCC recommended that meetings be held on rotational basis in line with SADC Policy to ensure equity and facilitate learning from host countries. This may include the review of structure of the meetings to include field trip/practical learning resources permitting.

Two countries were proposed as venue for the 5th JCC meeting. They include Mauritius if JCC is organized alone; and Namibia if the JCC is convened back to back with the SADC Technical Committee on Forestry. Cost analysis to be done as well as consultations with relevant stakeholders in home country and JICA Headquarters.

13 Wrap up and closing

Mr. Gove, Director FANR, noted that this was his first JCC meeting and appreciated the presence and active engagement of the participants. He reiterated that the JCC was a forum led by Member States and that Secretariat cannot make decisions without the consent of the Member States. He informed the delegates that Secretariat would send the record to them by e-mail so that they give feedback. In conclusion, the Director thanked the participants for attending the meeting and wished them safe travels back home. His remarks were echoed by Mr. Madula who, on behalf of the host country, wished the JCC Members safe travels back home.

The JCC took opportunity to bid farewell to Mr. Solomon Gamedze, JCC Member from Swaziland, who will be retiring from Public Service. The JCC thanked him his contribution to the sector and wished him all the best in his future endeavors.



Domingos Z. Gove
Director, FANR
SADC Secretariat
Co-Chair of JCC

Date: 24 / 05 / 2018



Tomohiro Seki
Chief Representative
JICA South Africa Office
Co-Chair of JCC

Date: 24 / 05 / 2018

Annex.3 Report of the 1st Basic Training of FIS

Annex.3: Report of the 1st Basic Training of FIS

BRIEF REPORT ON THE 1st FIS BASIC TRAINING CONDUCTED IN GABORONE, BOTSWANA

1. Background and Purpose of the training

FIS component in the project has a mandate to raise technical level of the NFIS (National Forest Information System) in each MS from the initial stage. Keeping this in mind, an annual plan for the FIS component has been discussed in the last EWG-FIS and agreed in the 3rd JCC which was held in Johannesburg, South Africa in April 2017. The 1st FIS Basic Training has been designed and scheduled by the PMU so that each MS can sustainably and practically monitor Forest Resources by using “Open Data” and “Open Source Software (OSS)” free of charge. In concrete, the curriculum of the training includes how to use JAXA Global Forest/Non-Forest Map as open data and Quantum GIS software as OSS. Through the exercises in training, participants can experience on how to analyze Forest Area Change of two different times (i.e. between 2010 and 2015) using them. The training here aims at letting trainees learn sustainable Forest Monitoring can be done using free source of data and software without spending too much budget for maintenance.

2. Program of the training

1st day – 2nd day: Training for Basic Operation of QGIS (OSS)

3rd day – 4th day: Training on how to monitor Forest Area Gain & Loss

5th day: Training on how to utilize Active Fire Data (Website: Global Forest Watch)

3. Expected Output

Participants are capable to monitor Forest Area Change sustainably by themselves using ‘Open Data’ and ‘Open Source Software (OSS)’ for free.

4. Results of the training

1) The 5-day training was fruitful and successful. Some of participants said that the training was really amazing and they even evaluated it as “Eye Opening” experience.

2) It seems the training purpose stated in above ‘3. Expected Output’ has been fully achieved.

There was a comment from a GIS experienced participant that no discrimination was found between GIS experienced one and non-experienced one. It was really appreciated in terms of fairness that every participant was given the same opportunities to learn regardless of their backgrounds.

3) On the other hand, there was a comment by a non-GIS experienced participant that the training was something new to him and he had never experienced such a wonderful time with his neighboring colleagues.

4) There were some comments by GIS experienced participants that it was so amazing as to find great possibilities in open source software for the Forest Resources Monitoring. Some of the functions in Quantum GIS (OSS) even exceed commercial GIS software like ‘ArcGIS’.

5) The training must have positive effect to change their mind that they can practically implement sustainable Forest Resources Monitoring regardless of budget since they learned time series open global

data could be available for free and they could use OSS as a tool would be really feasible.

5. Challenges found through the training

- 1) Large gaps were found among participants in GIS experiences. It would be recommended to make survey of the GIS experiences for them by distributing questionnaire before the next training.
- 2) Participants are responsible for conducting TOT when they return to their home countries. To ensure that this will be done, it would be recommended that participants should submit plans for the TOT at the end of the training.
- 3) It was observed that the capacity of memory (RAM) of the Laptop PCs were not enough. Those RAM should be extended to at least 8GB or more from the current 4GB.
- 4) Some participants claimed for the way how to provide training data set. They requested to provide them with external HDDs since their volumes could be huge. (Training manuals and presentation materials were shared through internet "Google Drive" instead of providing external HDDs this time.)
- 5) Internet access speed was too slow at the beginning of the training. The reason behind it was due to the internet access concentration of 'Windows Updates' and 'Pattern File Updates' against computer viruses since all the laptop PCs were brand new this time. It can be avoidable next time through the regular maintenance such as rebooting PCs sometime.

6. Conceivable Success Factors to be noted

Both PMU and participants were happy that the most participants satisfied fully in the 5-day training this time and they gave us high evaluation. Of course it attributes to the good design to make use of open data and OSS free in terms of sustainability. There must be other factors too for the participants' satisfaction which should be taken note as follows.

- 1) Asking participants voluntarily to introduce their model answers of the exercises so that training would be interactive as much as possible.
- 2) Pairing of GIS experienced and non-experienced participants was conducted as trial.
 - It was really effective to conduct training curriculum on schedule as GIS experienced participants supported and assisted non-experienced participants.
 - It also contributed for GIS experienced participants to realize they would be responsible for TOT when they come back to their home countries.
- 3) Additional training materials were flexibly customized and conducted for the GIS experienced participants based on their request. In concrete, following customized trainings were conducted.
 - 3.1) Compare two different methods to calculate Forest Resources: Stock Change method vs. Gain and Loss method (Default method) by using change matrix
 - 3.2) How to make Geo-referenced image data from the scanned raster data by using Quantum GIS (OSS).
 - This kind of needs based trainings must be effective to raise their motivations especially for the GIS experienced participants
 - It will lead to the good expectation for the next advanced training as well.

END



Welcome Remarks by Mr. Chaura
Acting Director, SADC



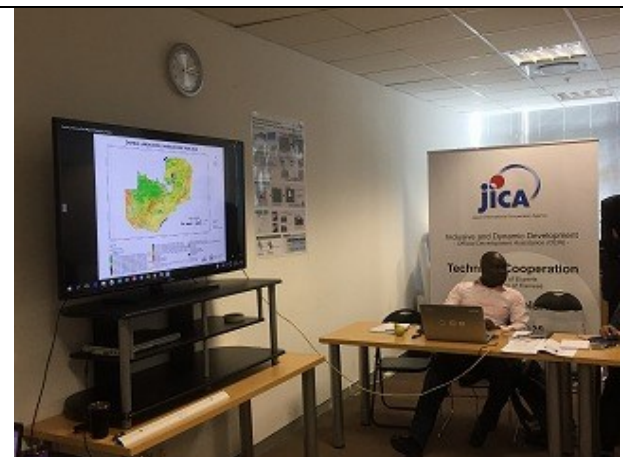
Orientation



Presentation of Training Aim



Presentation by Ms. Sibis (Hatfield)



Presentation by Member States



Participants



Presentation of training exercise by GIS experienced participant



Assisting another participant



Lecture by Mr. Mai



Group photo after training

Annex.4 Report of the 2nd EWG and 2nd Basic Training

Annex.4: Report of the 2nd EWG and 2nd Basic Training



Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa



SADC—JICA Forestry Project

2nd Basic Training and 2nd EWG Meetings on FIS and FFM

Report

1. Schedule

From 6th Nov. 2017 to 10th Nov. 2017 (5days)

Part 1: From 6th Nov. 2017 to 8th Nov. 2017 (3days)

- All participants had a **FIS/FFM basic training**.

Part 2: From 9th Nov. 2017 to 10th Nov. 2017 (2days)

- Participants separated **EWG meetings on FIS or FFM respectively**

2. Venue

Part 1: Woodlane Hotel, Gaborone, Botswana (next to Riverwalk Mall)

Gaborone Game Reserve (for Botswana Forest Type observation)

Letlhakeng village (for Botswana Firebreak observation)

Part 2: Woodlane Hotel for EWG-FIS

JICA Botswana office for EWG-FFM

3. Participants from MSs

15 persons for FIS

14 persons for FFM (Absentee: Zambia)

4. Main purpose

Part 1:

- **FIS/FFM basic training**

- 1) To learn how to monitor Forest Area Change sustainably using ‘Open Data’ and ‘Open Source Software’.

Part 2:

- **EWG-FIS meeting**

- 1) To get suggestion on how to integrate MSs’ national forest information
- 2) To develop forest information system advanced training plan in 2018
- 3) To develop Annual Work Plan for 2018/19

- **EWG-FFM meeting**

- 1) To finalize the draft table of contents of forest fire management guideline
- 2) To decide assignments to write case study in MSs on forest fire management guideline among MSs



- 3) To decide the item and participating MSs of forest fire management training in 2018 and 2019
- 4) To develop Annual Work Plan for 2018/19

5. Obtained output

Part 1:

- **FIS/FFM basic training**

- 1) MSs' understanding on how to monitor forest resources without spending too much money
- 2) MSs' understanding on Botswana's forest condition and fire break maintenance with site observation

Part 2:

- **EWG-FIS meeting**

- 1) Comments on how to prepare for RFIS design (Activity data / Inventory data)
- 2) **FIS** Advanced training plan in 2018 (QGIS advanced operations / Python – plugins / MySQL – Database / Google Earth Engine – Cutting edge technology)
- 3) Annual Work Plan in 2018/19 (Initial scheduled 1st Advance Training in June 2018 may be shifted to July 2018 considering Islamic event)
- 4) Conclusion of the 2nd EWG-**FIS** meeting

- **EWG-FFM meeting**

- 1) Draft table of contents for FFM guideline
- 2) The responsibility of every MSs to write case study reports on lessons learnt or ideas from good and bad practices respectively
- 3) Additional training courses for 2018
- 4) The 2 candidate sites on FFM having experiences on Bilateral FFM within Africa/SADC region were identified
- 5) Annual Work Plan of 2018
- 6) Conclusion of the 2nd EWG-**FFM** meeting

6. Conclusions of the 2nd EWG-FIS

- 1) FFM-FIS selected Mr. Thabo Motsoane from Lesotho as a chair person of 2nd FFM-EWG.
- 2) EWG-FIS recognized **the importance of developing NFIS** in each MS considering diversity of forest type in SADC region.
- 3) EWG-FIS recognized difficulty of continuous data feeding to RFIS even from NFIS



advanced MSs and recommend **system development of NFIS and RFIS separately.**

4) EWG-FIS recognized SADC-RFIS guideline would be utilized as **system design document** of the RFIS.

5) EWG-FIS concerns to maintain sustainability of the RFIS **after the end of the project** and recommend to **start discussion** on it

6) EWG-FIS recommends to **have opportunities to discuss and share information** other than EWG-FIS.

7) EWG-FIS strongly recommends to **shorten participant nomination procedure** such as sending advanced notice from the project

8) EWG-FIS recommends to **extend Advance Training term to two (2) weeks** for both substantive and alternate member from each MS.

9) The initial scheduled 2nd advanced training has been **replaced by two (2) days EWG meeting only.**

10) The initial scheduled training on advanced systems **in Japan** and/or Asia has been **replaced by training** on advanced systems **in Africa** and/or Asia.

11) EWG-FIS agrees on the Annual Work Plan of the year 2018 / 2019 (2018 SADC fiscal year).

7. Conclusions of 2nd EWG-FFM

- 1) FFM-EWG selected Mr. Qaphela Ndabankulu from South Africa as a chair person of 2nd FFM-EWG.
- 2) FFM-EWG concerns to maintain the sustainability of outputs developed by the SADC-JICA Project. In such needs, FFM-EWG is willing to hold extra SADC FFM-EWG meetings in addition to the FFM-EWG meetings organized by the SADC-JICA Project.
- 3) FFM-EWG recaptured 3rd JCC decision by SADC-JICA PMU and recognized items to be discussed until 3rd round of FFM-EWG as presented by Mr. Suzuki Kei as attached.
- 4) FFM-EWG reviewed the training contents on prescribed burning conducted in July and



**Project for Forest Conservation and Sustainable Management
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August 2017 as presented Mr. Kajigaki Jun as attached. The trainings were useful. On the other hand, time management and duration of the training have rooms to improve for more effective field practice in order to respond the diversity of field conditions.

- 5) FFM-EWG recognized that forest fire management is important for climate change adaptation, especially, in order to prevent from soil erosion and to secure water sources in the SADC Region based on the discussions in the course of the meeting.
- 6) FFM-EWG developed draft table of contents for FFM GL as attachment.
- 7) FFM-EWG decided the responsibility of every MSs to write case study reports on lessons learnt or ideas from good and bad practices respectively. These case studies shall be submitted by the end of April 2018 as the attached role-sharing.
- 8) FFM-EWG developed additional training courses for 2018 as attached schedule.
- 9) FFM-EWG proposed that Transboundary FFM should be changed to Bilateral FFM.
- 10) FFM-EWG proposed that the advanced training course in 2018 should be organized separately from forest information group in order to focus on FFM matters.
- 11) FFM-EWG suggested that a training plan in 2019 will be developed based on the best mix selection of the following proposed options by FFM-EWG.
 - Integrated Fire Management course for high-level manager or policy-makers for all MSs (15 Participants)
 - Bilateral Fire Management course for all MSs (15 participants)
 - Incident Command System for all MSs (15 participants)
- 12) FFM-EWG identified the 2 candidate sites on FFM having experiences on Bilateral FFM within Africa/SADC region.
 - a) Collaborative cross-boundary operations in Kruger National Park in South Arica as a case study for field level operation.
 - b) Bilateral cooperation under MOU in Namibia with the neighboring countries as a case study of national level agreement.
- 13) FFM-EWG proposed a venue of 3rd EWG meeting at Nelspruit rather than Johannesburg.
- 14) FFM-EWG discussed ways to draft GL and asked to develop zero order draft by PMU in cooperation with KISHUG. Zero order draft shall be developed by October 2018.
- 15) FFM-EWG agreed the Annual Work Plan of 2018 as attached.



SADC – JICA Forest Project

2nd Basic Training and 2nd EWG Meeting on FIS and FFM

Photos

1) Participants



39 participants from 15 MSs



Opening Remarks by Deborah PM

2) Joint Basic Training – FIS/FFM



Remote sensing training



Discussion on Forest definition

3) Agreed on Annual Work Plans 2018/19 etc.



**Project for Forest Conservation and Sustainable Management
of Forest Resources in Southern Africa**



EWG on FIS at Woodlane Hotel



EWG-FFM at JICA Botswana

END

Annex.5 Report of the Prescribed Burning Operations Training of FFM

Annex.5: Report of the Prescribed Burning Operations Training of FFM

July 2017

THE PROJECT FOR FOREST CONSERVATION AND SUSTAINABLE MANAGEMENT OF FOREST RESOURCES IN SOUTHERN AFRICA

The training for Forest Fire Management

Prescribed Burning Operations for Land Use Managers (Round-1)

-Report of results-

Training course: Prescribed burning operations for land use managers

Objective: Capacity development on prescribed burning and reflection of the results in forest fire management guideline

Period: 18(Tue.) -22(Sat.) July 2017 (5days)

Participants: 14 delegates from SADC member states (10 delegates were EWG members and a delegate from Lesotho was absent.)

Observers: Katsuro Saito (JICA HQs), Jun Kajigaki (SADC-JICA forestry project)

Schedule:

18 July (Tue.) Theory: Planning of controlled burning

19 July (Wed.) Theory: Implementation of controlled burning, coordination of team activities, conducting post-burning activities

20 July (Thu.) Practical at Breakthrough Academy: How to use equipment such as beater, water spray bag and Kestrel anemometer. Drawing up plan map

21 July (Fri.) Practical at Breakthrough Academy: A burning leader was selected from participants and controlled burning was implemented in a flat grass land of about 3 ha after test burning.

22 July (Sat.) Practical at Breakthrough Academy: Review of the controlled burning implemented in the previous day. Closing ceremony

Evaluation:

Participants actively took part in both lecture and outdoor practical.

Although implementation of burning about 3ha in 3 days was planned at first, in fact, area of about 3ha was burned in a day because of weather condition which satisfy the conditions of prescribed burning. Participants tended to show slow movement in burning work after lunch.

Some participants had much experience in prescribe burning and played a central role in outdoor practical of burning and in discussion to review the burning and greatly

contributed to the improvement of the results. All participants showed high degree of understanding on prescribed burning. Although English was not official language for some participants, no obstacle in training appeared caused by the difference of language.

In general, evaluation of the training by participants was good and participants made comments such as 'this training put more things into perspective to me to effectively execute my duties', 'It has been very beneficial in terms of the basic knowledge and good technique how to conduct safe burning' and 'These course will be more helpful for my country which has many challenges about forest fire management'.

Problems and countermeasure:

Although burning activities of three days were planned at first, it was only one day that actual burning was implemented because of weather condition to satisfy burning condition. Experience of the actual burning is so important for the prescribed burning training and a problem is that participants may not have experience of actual burning in training because of unsuitable weather condition for burning. A countermeasure is to adopt flexible schedule to implement practical of burning on the day which is expected to satisfy the weather conditions for burning. Experiences of prescribed burning were so different between participants. Leveling of technical experience of participants is also a problem. A countermeasure in the training of this project in next year and after is to apply more strict entry qualifications to the participants except EWG members.

Desirable training for forest fire management:

Participants requested implementation of training such as fire investigation (origin & cause), cross-border fire management, ICS (Incident command system) and awareness. These requests suggests a direction of discussion in next EWG in which activities in year 2018 and after are to be discussed.

August 2017

THE PROJECT FOR FOREST CONSERVATION AND SUSTAINABLE
MANAGEMENT OF FOREST RESOURCES IN SOUTHERN AFRICA

The training for Forest Fire Management

Prescribed Burning Operations for Land Use Managers (Round-2)

-Report of results-

Training course: Prescribed burning operations for land use managers

Objective: Capacity development on prescribed burning and reflection of the results in
SADC forest fire management guideline

Period: 8(Tue.) -12(Sat.) August 2017 (5days)

Participants: 13 delegates from SADC member states (10 delegates were EWG
members and delegates from Lesotho and South Africa were absent.)

Observers: Yoshiro Kurashina (Chief advisor of SADC-JICA forestry project), Jun
Kajigaki (SADC-JICA forestry project)

Schedule:

- 8 August (Tue.) Theory: What is prescribed burning, Reason for burning, fuel management, fire control principles and firing techniques were explained at Mbombela/Nelspriut Campus
- 9 August (Wed.) Theory: Method to plan prescribed burning, how to described table for prescribed burning, burn plan map, Fire Danger Index (FDI), risk management and preparation for the operation were explained at Mbonbela/Nelpriut Campus
- 10 August (Thu.) Practical at Breakthrough Campus: Controlled burning activity was implemented after confirmation of FDI that was satisfied burning condition. The activity was combination among igniting with drip-torch, water spraying from knapsack, suppressing with fire beater and water spraying from Bakkie-Sakkie. Burned area was 0.83ha.
- 11 August (Fri.) Practical at Breakthrough Campus: How to use Kestrel anemometer was explained. Inspection of site to be burned was implemented.
- 12 August (Sat.) Practical at Breakthrough Campus: Challenges for forest/wild fire in each country, evaluation of the training and desirable training in forest fire management were discussed followed by closing ceremony.

Evaluation:

Participants actively took part in both lecture and outdoor practical. Participants generally understood prescribed burning and seemed to have useful experience to comment on important matter or to draw up case study for forest fire management guideline. Performance of participants became better as the training was in progress. It is important for participants to make effort to improve skill on prescribed burning as they learned basic skill in this training. Participants couldn't response rapidly when combustion happened after extinguishment in the training. Participants need to gain experience of prescribed burning in order to response to emergency. Method of low cost production of equipment for burning was explained and the method seems to be useful for countries who have issue of budgetary shortage. Training was implemented in English and some participants seemed to meet a little bit difficulty of understanding of training because of language. Language skills of participants should be considered in the future training because English is used as common language for EWG.

Challenges and countermeasures:

Practice with burning needs to satisfy the condition of burning to be permitted on FDI. Only one day satisfied the condition in the training period. In future planning of the training with burning, suitable season for the burning should be given top priority.

Desirable training for forest fire management:

Participants requested implementation of training such as awareness, fire investigation (origin & cause), GIS/remote-sensing, ICS (Incident command system), ignition leader training and local people participation.

Photographs of training:



Annex.6 Report of the 3rd EWG-PFM

Annex.6: Report of the 3rd EWG-PFM



Project for Forest Conservation and Sustainable Management
of Forest Resources in Southern Africa



Summary Report of the Third SADC EWG PFM Meeting

23 to 25 May 2017, Johannesburg, South Africa

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Background

Following the establishment of the Southern African Development Community Expert Working Group on Participatory Forest Management (SADC EWG PFM) and its associated Operational Guidelines by the Joint Coordinating Committee (JCC) in September 2016, the first meeting for EWG PFM was conducted in partnership with the Regional Community Forestry Training Center for Asia and the Pacific (RECOFTC) in Moshi Tanzania from 28 November to 2 December 2016. The main objectives of the meeting were to discuss the project activities including the study tour and develop an annual plan. The EWG nominated Chairperson and rapporteurs who continued to work on an ad-hoc basis. Subsequently, the second meeting of EWG PFM was conducted jointly with RECOFTC in Thailand from 1 to 12 February 2017 as a follow-up to activities of the first meeting and further examine and appreciate participatory forestry management concepts, strategies and principles applied in Thailand context. The third EWG PFM meeting was conducted from 23 to 25 May 2017 in Johannesburg, Republic of South Africa. The meeting aimed to discuss and agree on reporting system for SADC PFM good practices and to determine next steps for drafting the SADC PFM guideline.

Meeting objectives

Within the 3-day meeting, SADC EWG PFM aimed to

- Discuss and agree on PFM good practice reporting template
- Discuss and agree on PFM project list template
- Determine next steps for drafting PFM guideline part 1 and part 2

Highlights of the meeting

Below are summary of what has been discussed in the third EWG PFM meeting.

- Ms. Mmakwena Maleka from the Republic of South Africa has been elected as a new chair and Ms Joyce Munkombwe from Zambia and Mr. Wilfred Mbhekeni Nxumalo from Swaziland as rapporteurs
- Mr. Sonny W. Mokgwathi, the former chair updated the result from last JCC meeting. JCC commented the PFM guideline should cover Strength, Weakness, Opportunity and Threat analysis of PFM in each SADC country.
- EWG PFM members shared their good practices by using a template introduced in the second EWG PFM meeting in Bangkok. EWG members found many lessons they learned

from other countries. Some of the lessons including private partnership in community based conservation for ecotourism, community role in forest product permission, community empowerment for clear right and tenure, incentives for local people involvement in forest conservation, benefit sharing mechanisms, financial commitment from government and donors, and how the PFM principles applied in these good practices.

- EWG members recognized the value of using Good Practice template, however there are feedbacks how to improve the template. The feedback included
 - Explanation on what kind of information in which item
 - Need a strong connection between PFM guideline and good practices
 - Good example should refer to PFM principles
 - Need to include key messages or key lessons
 - Need to include key challenges
 - Way forward should also include essence of sustainability
- EWG has reached agreement to the modified version of good practice template and project list template.
- EWG identified priorities and determined the next step to draft SADC PFM Guideline.
- Topics for skill training have been identified as Project Management, PFM market analysis and development, and either conflict management or PFM for biodiversity conservation. However there is a need to discuss in more details on what specific learning objectives for each topic.

Conclusion

The third EWG PFM meeting has been successfully conducted with active participation from 15 SADC representatives. EWG members shared their good PFM practices for cross learning. It found useful lessons from this sharing and learning. Feedbacks to improve good practice template and project list were shared and discussed. The modified-version of both templates are agreed by incorporating those feedbacks. All members decided for next steps how to contribute for drafting the SADC PFM Guideline.

Annex 1: A list of SADC - EWG PFM Members (attendees of the third meeting are in bold)

No	Country	Substantive	Alternate
1	Angola	Ms. Elizabeth Florisbela de Alemba	Mr. Oliveira Domingos Gonçalves
2	Botswana	Mr Sonny W. Mokgwathi	Mr Onalenna S Manene
3	Democratic Republic of Congo	Mr Guy Landu Bikembo	Mr Scott Bafeno Athyla
4	Lesotho	Ms Lerato Putsoane	Mr Tankiso Lechesa or Mr. Kompi Rasekoli
5	Madagascar	Ms Felanirina Rabevazaha	Mr Tovohery Ndriananja
6	Malawi	Mr Titus Zulu	Ms Emily Gondwe
7	Mauritius		Ms Cecily Cyparsade, or Mr. Shipnauth
8	Mozambique	Mr Renato Timana	Ms Teresa Nube
9	Namibia	Mr Theodor Kaambu	
10	Seychelles	Mr John Quilindo	Mr Steven Azemia
11	South Africa	Ms Nelly Mjikwa	Mr Michael Modise and Ms. Mmakwena Maleka
12	Swaziland	Mr Mbhekeni W. Nxumalo	Mr Nkosinathi N. Masuku and Mr. Wilfred Mbhekeni Nxumalo
13	Tanzania	Mr Emmanuel Msoffe	Ms Charles J. Mwafute
14	Zambia	Ms Joyce Munkombwe	Mr Davison Mwela
15	Zimbabwe	Mr Steven Zingwena	Mr Rodwell Diwura

Annex 2: Meeting agenda

The SADC-JICA Project on Forest Conservation and Sustainable Management of Forest Resources in Southern Africa 3rd Expert Working Group Meeting Participatory Forest Management (PFM)

Johannesburg 23rd – 25th May 2017
DRAFT PROGRAMME

Meeting objectives

The 3rd EWG/RECOFTC PFM meeting will focus more on SADC PFM Guideline part 2

- Discuss and agree on PFM good practice report template
- Discuss and agree on information needed for PFM project lists
- Identify roles and responsibilities for next steps

Time	Item	Format	Responsible
23 May 2017			
08:30-09:00	Registration		
09:00-09:15	Welcome Remarks by Member States	Plenary	Host Country
09:15-09:30	Remarks by JICA	Plenary	JICA
09:30-09:45	Remarks by SADC	Plenary	SADC
09:45-10:00	Explanation of Program Selection of Chairperson	Plenary	PMU
10:00-11:00	Report of 2nd JCC	Presentation	PMU
11:00-11:15	Tea Break		
11:15-12:30	Remaining Reports of Good Practices in Thailand	Presentation	PMU/RECOFTC
12:30 -13:30	Lunch Break		
13:30-15:00	Explanation of PFM Guidelines Drafting	Presentation	PMU/RECOFTC
15:00– 15:15	Tea Break		

15:15-16:30	Reporting an Example of SADC PFM Guidelines and PFM Project List from MSs	Presentation	EWG/RECOFT C
24 May 2017			
09:00-10:40	Reporting an Example of SADC PFM Guidelines and PFM Project List from MSs (20min x 5 states)	Presentation	EWG/RECOFT C
10:40-11:00	Tea Break		
11:00-12:20	Reporting an Example of SADC PFM Guidelines and PFM Project List from MSs (20min x 4 states)	Presentation	EWG/RECOFT C
12:20 -13:30	Lunch Break		
13:30-15:30	Reporting an Example of SADC PFM Guidelines and PFM Project List from MSs (20min x 6 states)	Presentation	EWG/RECOFT C
15:30-15:45	Tea Break		
15:45-17:00	Modifying Examples and PFM project list as a part of draft SADC Guidelines	Self-work	EWG/RECOFT C

25 May 2017			
09:00-10:00	Modifying Examples and PFM project list as a part of draft SADC Guidelines	Self-work	EWG/RECOFT C
10:00-10:30	Tea Break		
10:30-12:00	Reporting revised Example of SADC PFM Guidelines and PFM Project List from MSs (10min x 9 states)	Presentation	EWG/RECOFT C
12:00 -13:00	Lunch Break		
13:00-14:00	Reporting revised Example of SADC PFM Guidelines and PFM Project List from MSs (10min x 6 states)	Presentation	EWG/RECOFT C
14:00-14:30	Tea Break		
14:30-16:00	Wrap up and making Chairperson summary	Discussion	EWG/RECOFT C
16:00-16:30	Works for next EWG/RECOFTC-PFM	Presentation	PMU
16:30	Closing Remarks		

Annex 3: Modified version of PFM good practice reporting template

PFM Good practice Reporting Template

Maximum 4 pages: 3 pages for text and 1 page for photo or table or??

1 General Description

1.1 Name of Project :

1.2 Country :

1.3 Reporting Person

Name :

Belonging Organization :

Email :

1.4 Implementing Organization

Name :

Postal Address :

Email :

WEB URL :

1.5 Funding Source :

1.6 Implementing Place : Country, Province, City/Town/Village

1.7 Implementing Period : MM/YYYY – MM/YYYY

Key Words : key elements that best characterize good practices

2. Summary of the good practice

This section should give brief description of

- Problem being tackled by the project
- Approach taken to solve the problems?
- Expected results of the intervention or good practice
- Highlight of the good practice
- Involvement of the local people(community/ stakeholders/ partners)
- Benefits both to local people (livelihood improvement/ poverty eradication) and environment (ecosystem/ biodiversity)
- Key lessons
- Sustainability of the good practice

3 Background of the good practice

(not more than 8 lines)

This section should give brief description of

- Rationale or justification behind the good practice (Historical background) or
- Motivation and circumstances that led to the need of the intervention (good practice)

4 Objectives of the good practice

This section should give brief description of

- Overall objective of good practice should be in line with 9 principles of PFM

Note the objectives has to be SMART (Specific, Measurable, Achievable, Realistic, Timeframe)

5 Challenges and limitations of good practice implementation

This section should give brief description of challenges or limitations of conducting this good practice.

6 Major Activities

This section should give brief description of

- Key activities that need to be conducted to achieve the overall objectives of the good practice
- What have been done to achieve the good practice objectives?

7 Outputs from the good practice

This section should give brief description of

- Immediate results in both qualitative and quantitative of the good practice in line with the objectives
- Benefits: description of clear defined benefits accrued from the practice to stakeholders: direct/intended and indirect benefits

8 Impacts of the good practice

This section should give brief description of ultimate outcomes of this practice

9 Roles of government and/or relevant stakeholders in this good practice

This section should give brief description of

- Support, assistance, and contribution by the relevant authorities/ stakeholders including government, NGOs, CSOs, CBOs, local groups, partner, private sector, or other groups

10 Way Forward

This section should give brief description of any improvement needed (measures to overcome challenges or limitations) to achieve the overall objective of good practice that would reflect sustainability

11 Reference Documents/Materials of the good practice

(Document title, URL, etc.)

Sources of information: List of literature reviews, lessons learned from the previous good practices, list of relevant documents (Policies, Legislative frameworks, bylaws etc.)

12 Photos/Figures/Tables/maps/ illustrations

These should have a direct relevance to the good practice and clear to read/see	Title : Explanation; short description how these relate to the good practice
	Title : Explanation :
	Title : Explanation :

13 Resource Persons (not more than 5 persons as option)

Name	Role	Organization (Affiliation)	contact details

Annex 5: Work plan

Action point	Who	When
Submission of revised good practice by using the modified version	All EWG members	By the end of May
Guidance for more information	Kaala	First week of June
Inputs contribution from each country	All EWG members	By the end of third week of June
Reminder for 2 more good practice	Nanoka	To be decided (TBD)
Submission of two more good practices	All EWG members	TBD

Annex.7 Report of the 4th EWG-PFM

Annex.7: Report of the 4th EWG-PFM



Project for Forest Conservation and Sustainable Management
of Forest Resources in Southern Africa



Summary Report of the Fourth SADC EWG PFM Meeting

2 to 6 October 2017, Arusha, Tanzania

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Background

The Southern African Development Community Expert Working Group for Participatory Forest Management (SADC EWG PFM) and its associated Operational Guidelines were established by the Joint Coordinating Committee (JCC) in September 2016 with support from the SADC-JICA Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa (“the Project”). The first meeting for EWG PFM was conducted in Moshi Tanzania from 28 November to 2 December 2016. The main objectives of the meeting were to discuss the project activities including the study tour and develop an annual plan for 2017. The second meeting of EWG PFM was conducted jointly with RECOFTC in Thailand from 1 to 12 February 2017 to follow-up the activities discussed during the first meeting and to examine and appreciate participatory forestry management concepts, strategies and principles applied in Thailand context. The third EWG PFM meeting was conducted in Johannesburg, Republic of South Africa from 23 to 25 May 2017. The meeting aimed to discuss and agree on reporting system for SADC PFM good practices and to determine next steps for drafting the SADC PFM guideline. The fourth EWG PFM Meeting was held in Arusha, Tanzania. According to the JCC decision, there were 2 representatives from each MSs that joined the meeting. Throughout all PFM EWG meetings, Mr. Ronnakorn Triraganon of the Center for People and Forests (RECOFTC) conducted facilitation of most of the sessions based on the Partnership Program made between JICA and RECOFTC.

Meeting objectives

Within the 5-day meeting, SADC EWG PFM aimed to

- 1) Brush up **SADC-PFM guideline part1 draft version 0**
- 2) Collect PFM **Various Practices** from SADC MSs
- 3) Analyze needs of **PFM Regional Database**
- 4) Discuss way of making the **action plan** and selecting **external funds**
- 5) Agree on draft idea of the **skill-up training**
- 6) Draft **Annual Work Plan for 2018/19**

Highlights of the fourth EWG PFM meeting

Below is the summary of what has been discussed in the fourth EWG PFM meeting.

1) Opening session

The meeting was opened by Mr. Haule Christognus, the Principle of the Forest Training Institute - Olmotonyi, under Ministry of Natural Resources and Tourism (MNRT) on behalf of Tanzania government as the host country. He shared the welcome note with a great support from the Government of Tanzania. At the moment the Ministry of Natural Resources and Tourism through the Division of Forestry and Beekeeping is currently reviewing the National Forestry Policy which has been there since 1998. The guideline that the SADC EWG PFM is working will somehow have elements to support this new policy which will help Tanzania Government in the implementation of PFM for the benefits of all Tanzanians. Mr. Yoshiro Kurashina, the Chief Advisor of the Forest Conservation and Sustainable Management of Forest Resources in Southern Africa Project, shared a welcome note to all delegates from SADC and what the third JCC meeting approved. These covered Annual Work Plan for April 2017 to March 2018, and Plan of Operation for PFM from 2015 to 2020 including the Regional PFM Guideline development, skill up training, database development and training, external funding guideline and action plan on external funding as well as the guidelines on the website of SADC-Regional Forest Information System (RFIS).

2) Messages from Madam Chair

Madam chair, Ms. Mmakwena Maleka has shared what we have discussed so far from the second and third meeting. This covered the progress of the SADC Regional PFM Guideline, collection of good practices from SADC Member States, and topics for training. She also raised a concern on the long process to complete the SADC Regional PFM Guideline. This concern was seconded by representatives from Zimbabwe and Botswana. It would be good to complete this guideline shortly so that we can try it in the field and SADC EWG PFM can pay attention on something else.

3) External Funding

Mr. Kei Suzuki, from JAFTA, reviewed key areas SADC MSs may consider while seeking for external funding supports for their PFM works. SADC MSs should understand

- **General trends of funding opportunities:** More or less most bilateral or multilateral agreement focus more on climate change, biodiversity conservation, sustainable forest management, and desertification. These funding opportunities may include Global Environment Facility (GEF), Green Climate Fund (GCF), the Forest Carbon Partnership Facility (FCPF), the Joint Crediting Mechanism (JCM), (Verified Carbon Standards (VCS), Global Environmental Facility (GEF)
- **Sustainable forest management:** Climate related fund could cover or finance SFM if it links with the drivers of deforestation, forest degradation and climate change adaptation which link to national RED+ strategy and adaptation plan. Potential funding may come from JICA, or GIZ.
- **Climate change and forests:** there are approximately around 10 billion USD under the Green Climate Fund. There is about 10% to 20% available for forests under the context of climate change mitigation and adaptation.
- **Advantages and requirements for each funding:** scale. Financed entity, total funds, timing for payment, prerequisites, and so on

Mr. Kei showed briefly the External Funding handbook developed by JICA in 2017 for potential cooperation to promote REDD+. From question and answer session, participants are interested to learn more how to ensure the project proposal will be funded and how to explore other financing opportunities such private sector investment in forest restoration, carbon market, philanthropic funding, and more. Action plan will be formulated in coming EWG-PFM.

4) PFM Database:

Based on the agreement in the third JCC meeting, each country sent 2 persons to join the fourth EWG PFM meeting. Mr. Nonaka took this opportunity to review and explain, particularly for the new participants, the main objectives of having the database for SADC PFM, approaches used, results of EWG meeting so far, and key lessons learned. He also showed the interface image of database system and reiterated the need for this database system in supporting PFM in the region. There was some clarification needed among participants how these database, regional guideline and information management system work or support each other and link with the regional PFM guidelines.

Mr. Mai also explained the way how we will develop the database system. There are steps involved: system requirements, analysis, design, programming, testing, and maintenance. He also showed example of prototype for this PFM database.

SADC EWG PFM members had group discussions to identify categories needed for database system. Main categories for key word were identified as follows:

- Main objectives
- Types of benefits
- Forest types (protected, reserved, etc.)
- Forest types (Ecological)
- Benefit sharing mechanisms
- Types of management system
- Threats
- Land tenure (system)
- Types of funding
- Institutional arrangement
- Policy and legislation
- Forms of participation
- Implementation approaches.

EWG members also presented their PFM practices according to the template agreed from the second and third meeting. After all presentations, people drew collective lessons. These lessons are benefit sharing mechanism, private sector initiatives, participatory land-use planning, recognizing and using customary norms for forest management, importance of having village forest management plan as an agreement, how to set quota, funding sources, getting ownership from individual and community level, diversified forest based products, market based product, and importance of good communication and coordination.

During the meeting, EWG members shared concerns on the design of template to capture PFM practices and lesson learned from SADC countries. Mr. Nonaka proposed three options to accommodate broader cases;

- Option 1: Collection from local government and/or NGOs
- Option 2: Same process as we have done
- Option 3: Stop collecting more information for the database

As the EWG members still have not done proper reflection on issues and challenges of using the template, the EWG members could not decide for a solution for the next steps. PMU may continuously consider on how to collect PFM practices for guideline and database and discuss with EWG members in the fifth meeting.

5) Field Visit

During the meeting, all EWG members got opportunity to visit the Forest Training Institute of Tanzania (FTI), Olmotonyi and learned about its capacity development program to support PFM. SADC EWG members also got opportunity to discuss about the Empowering Communities through PFM, REDD+ and Climate Change Initiatives Project (ECOPRC), and financing mechanisms for PFM in Tanzania. Later the members then visited a co-management case in Lake Duluti Forest Reserve. They found the field visit was useful. Through an interactive reflection exercise we all draw collective lessons as follow;

- Financing mechanisms
- Benefit sharing and its mechanism
- Local involvement to create ownership
- Collaboration between TFI and community
- Co-management for the Duluti lake
- Transparency and good governance within the village
- Training and capacity development approach
- Research: invasive spp
- Monitoring system that leads to adaptation
- Coordination among relevant authorities and stakeholders
- Gender within TFI organization

6) Version 0 of SADC PFM Guideline part 1

Mr. Moombe from CIFOR gave a brief update where we are now, sharing his concerns for writing, and proposed what we should get out from this meeting. EWG PFM members spent time to review the guideline version 0. Mr. Ron suggested the team members should not go in too detail this time but focus on

- The main objectives of this guidelines
- Does the document serve objectives? Any suggestion?
- Any suggestion to improve structure or outline?
- Are we ok with content cover and its balance across chapters?
- How to ensure the link between PFM Guideline part 1 and part 2? Any suggestion?

EWG PFM members discussed and agreed with new main objectives for the guidelines as below:

- Develop **common understanding** on the concept as well as practices of PFM across the SADC region

- Provide **guiding framework** on how to promote and support PFM within region
- Provide **guidance on how to mobilize resources** in supporting PFM implementation in the region

EWG members worked in small groups and discussed how to make the guideline look better. Written feedback and comments on structures and link with guideline part 2 were shared to the PMU. Members agreed the structure of the guidelines must be revised, simpler, and it requires better link with the guideline part 2.

EWG members proposed some suggestions for next meeting in order to get more contributions from all members. Some suggestions for the next meeting are

- Share the document 2 weeks before the next meeting that would allow enough time to review.
- Provide clear guidance what to review
- Provide update references for Mr. Moombe to review and incorporate into the next draft
- Should make the guideline available in French and Portuguese language

The next steps has been agreed how to move forward.

Tasks	When	Who
Comments and proposals on objectives and structure of the guideline	Fourth meeting	EWG members
Finalization of the structure of the guideline	Next week	PMU
References checked	By end Nov 2017	Moombe, Ron and PMU
Prepare draft ver. 0.5 according to feedback and comments	By the end of February 2018	Moombe
Review and comments	By the end of March 2018	PMU
Prepare draft ver. 1.0 according to PMU feedbacks	By the end of April 2018	Moombe and Ron
Share draft ver. 1.0 with EWG	2 weeks before the fifth meeting	PMU
Discuss draft ver. 1.0 with EWG	May 2018	All

7) Skill-up training

PMU by Mr. Nonaka reviewed what we have discussed so far and topics selected previously. PMU proposed two training topics, namely “Organizational development skills for PFM” and “Business

skills for PFM” and they were accepted by EWG PFM members. The first training will be conducted for 30 participants in November 2018.

8) Next steps

PMU by Mr. Nonaka presented the annual work-plan from April 2018 to March 2019. This included meeting schedule, training plan, plan for regional PFM guideline development, and database system development. EWG PFM members agreed for the annual plan 2018-2019.

Conclusion

The fourth EWG PFM meeting was conducted successfully with support from all state members and inputs from the SADC-JICA Project on Forest Conservation and Sustainable Management of Forest Resources in Southern Africa in partnership with the Center of People and Forests - RECOFTC from 2 to 6 October 2017 in Arusha, Tanzania. EWG PFM members got opportunities to review the PFM Regional Guidelines part 1, shared comments on PFM practices and drawing key lessons across the region. EWG members agreed on revised main objectives, provided comments on structure, and gave suggestions how to link with regional PFM guidelines part 2. Field visit inspired members to learn more about PFM funding mechanism and benefits sharing presented different countries and a co-management case. At the end of the meeting members agreed on annual work-plan 2018-2019, next steps for the PFM Regional Guideline part 1 and 2, plan for database development, training plan, and next meeting.

Annex 1: The participants list

No	Country	Participants list
1.	Angola	Ms. Elisabete Florisbela Filipe de ALMEIDA
2.		Mr. Oliveira Domingos Gonçalves
3.	Botswana	Mr. Sonny Mokgwathi
4.		Mr. Onalenna Manene
5.	Democratic Republic of Congo	Mr. Guy Landu Bikembo
6.		Mr. Frederic Bofale Bokako
7.	Lesotho	Ms. Lerato Putsoane
8.		Mr. Kompi Rasekoli
9.	Madagascar	Ms. Felanirina Rabevazaha
10.		Ms. Randriambao Nivo Malalatiana
11.	Malawi	Mr. Titus Zulu
12.		Ms. Ruttia Katiyi
13.	Mauritius	Mr. Ishan Chandra Beeharry
14.		Mr. Namdeo Nawjee
15.	Mozambique	Mr. Renato Timana
16.		Ms. Teresa Nube
17.	Namibia	Mr. Kaambu Teodor Ndilinane
18.		Ms. Kamuhelo Lisao
19	Seychelles	Mr. John Quilindo
20		Mr. Hansel Simara
21	South Africa	Ms. Mmakwena Maleka
22		Ms. Tshifhiwa Ramatshimbila
23	Swaziland	Mr. Nkosinathi Ndumiso Masuku
24		Mr. Evart Bhodloza Motsa
25	Tanzania	Mr. Emmanuel Msoffe
26		Mr. Juma R. Mwangi
27	Zambia	Ms. Joyce Munkombwe
28		Mr. Davison Mwela
29	Zimbabwe	Mr. Stephen Zingwena
30		Mr. Rodwell Diwura
31	CIFOR	Mr. Kaala Moombe
32	JICA Tanzania	Ms. Catherine Shirima
33.	SADC JICA PMU	Mr. Yoshiro Kurashina
34.	SADC JICA PMU	Mr. Katsutaka Kikkawa
35.	SADC JICA PMU	Mr. Issei Nonaka
36.	SADC JICA PMU	Mr. Takashi Nanaumi
37.	SADC JICA PMU	Mr. Kei Suzuki

38.	SADC JICA PMU	Mr. Sota Harako
39.	SADC JICA PMU	Mr. Jinliang Mi (Mai)
40.	RECOFTC	Mr. Ronnakorn Triraganon
41.	JICA Headquarters	Mr. Katsuro Saito

Annex 2: the Fourth SADC EWG PFM Meeting Agenda



**The SADC-JICA Project for Forest Conservation and Sustainable Management of Forest
Resources in Southern Africa
4th Expert Working Group Meeting
Participatory Forest Management (PFM)**

**Tanzania, 02nd – 06th October 2017
PROGRAMME**

Time	Item	Format	Responsible
Day 1: 02 OCT			
08:00-08:30	Registration		
08:30-08:40	Welcome Remarks by Member States	Plenary	Host Country
08:40-09:00	Remarks by JICA (incl. 3rd JCC outcomes)	Plenary	JICA
09:00-09:20	Remarks by SADC	Plenary	SADC
09:20-09:40	Previous 3 rd EWG-PFM Review	Plenary	Chairperson
09:40-10:00	Aims and objectives of the 4th EWG-PFM	Plenary	PMU (Nonaka)
10:00-10:15	Tea Break		
10:15-11:15	“External funding” What is the opportunity and how to apply?	Presentation	PMU (Suzuki)
11:15-12:30	Formulating an action plan of external funding	Presentation	PMU (Suzuki)
12:30-13:30	Lunch Break		
13:30-14:00	PFM Database : Review of the PFM DB concept	Presentation	PMU (Nonaka)
14:00-15:00	Country report, Q&A on SADC PFM Guidelines Part 2	Workshop	EWG & PMU (Harako, Mai)

15:00-15:15	Tea Break		
15:15-17:00	Country report, Q&A on SADC PFM Guidelines Part 2	Workshop	EWG & PMU (Harako, Mai)
Day 2: 03 OCT			
08:30-10:30	Country report, Q&A on SADC PFM Guidelines Part 2	Workshop	EWG & PMU (Harako, Mai)
10:30-10:45	Tea Break		
10:45-12:30	Country report, Q&A on SADC PFM Guidelines Part 2	Workshop	EWG & PMU (Harako, Mai)
12:30 - 13:30	Lunch Break		
13:30-15:00	Country report, Q&A on SADC PFM Guidelines Part 2	Workshop	EWG & PMU (Harako, Mai)
15:00-15:15	Tea Break		
15:15-16:30	Country report, Q&A on SADC PFM Guidelines Part 2	Workshop	EWG & PMU (Harako, Mai)
16:30-17:00	Introduction for field visit	Presentation	PMU (Kikkawa)
Day 3: 04 OCT			
Full day	Field visit Forest training institute Olmotonyi & Duluti	Field Visit	EWG
Day 4: 05 OCT			
08:30-9:40	Review of field visit: “What is excellent point of FTI and Duluti? How to feedback to the SADC project?”	Discussion	EWG
09:40-10:00	Discussion point of SADC PFM Guidelines draft version 0 Part 1	Presentation	PMU (Nonaka)
10:00-10:15	Tea Break		
10:15-11:00	Reporting & Q&A session on SADC PFM Guidelines draft version 0 Part 1	Presentation Q&A	EWG (Moombe)
11:00-12:30	Reporting & Q&A session on SADC PFM Guidelines draft version 0 Part 1	Workshop	EWG

12:30 - 13:30	Lunch Break		
13:30-15:00	Reporting & Q&A session on SADC PFM Guidelines draft version 0 Part 1	Workshop	EWG
15:00-15:15	Tea Break		
15:15-17:00	Reporting & Q&A session on SADC PFM Guidelines draft version 0 Part 1	Workshop	EWG
Day 5: 06 OCT			
08:30-10:30	Reporting & Q&A session on SADC PFM Guidelines draft version 0 Part 1	Workshop	EWG
10:30-10:45	Tea Break		
10:45-11:30	Wrap-up for revising of SADC PFM Guidelines draft version 0 Part 1	Discussion	EWG
11:30-12:00	Way forward of progress on SADC PFM Guidelines	Presentation	PMU (Nonaka)
12:00-12:30	Drafting for Annual work plan	Presentation	PMU (Nonaka)
12:30 - 13:30	Lunch Break		
13:30-14:00	Drafting for Annual work plan	Presentation	PMU (Nonaka)
14:00-14:30	Venue and field visit for 5th EWG-PFM	Presentation	PMU (Kikkawa)
14:30-15:00	Wrap-up and making Chairperson summary for JCC	Discussion	EWG
15:00-15:15	Tea Break		
15:15-16:30	Wrap-up and making Chairperson summary for JCC	Discussion	EWG
16:30-17:00	Works for next EWG-PFM	Presentation	PMU (Nonaka)
17:00	Closing Remarks	Plenary	Chairperson

Annex 3: Annual work-plan 2018-2019

Annual work-plan 2018-2019

Activities		2018												2019					
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	
Meeting	JCC EWG		4th			5th					6th					5th			
PFM-Guideline	Part 1		Ver1						ver2								ver3		
	Part 2 various practices																		
PFM R/DB	System development																		
	DB operation training																		
Skil-up training																			
Development Action Plan																			
Guidance for External Fund																			

■ JCC
 ■ EWG
 ■ Task by MSs
 ■ Task by DB specialist
■ Writing & editing D/GL by PFM specialist

Annex.8 PO ver.4.1

Annex B: Plan of Operation (Tentative)

Version 4.1 (updated at 4th JCC)

Date: Feb 2018

Project Title: Project for Forest Conservation and Sustainable Management of Forest Resources in Southern Africa

Legend ■ initial plan ■ actual result ■ updated future plan

Inputs			2015	2016	2017	2018	2019	2020
Japanese Experts								
Chief Advisor	Plan		■	■	■	■	■	■
	Update		■	■	■	■	■	■
Project Coordinator	Plan		■	■	■	■	■	■
	Update		■	■	■	■	■	■
Expert on Forest Management	Plan		■	■	■	■	■	■
	Update		■	■	■	■	■	■
Short-term Experts (FIS, FFM, PFM)	Plan		■	■	■	■	■	■
	Update		■	■	■	■	■	■
Equipment								
	Plan							
	Update							
Training in Japan								
	Plan		■	■	■	■	■	■
	Update		■	■	■	■	■	■
In-country/Third country Training								
	Plan							
	Update							
Relevant JICA Projects in the Region								
<i>Botswana:</i> The Project for Enhancing National Forest Monitoring for Promotion of Sustainable Natural Resource (Jul.2013-Dec 2017)		Plan	■	■	■	■	■	■
		Update						
<i>Democratic Republic of Congo:</i> The Project for Strengthening National Forest Resources Monitoring System for Promoting Sustainable Forest Management and REDD+(May2012-May2015)		Plan						
		Update						
<i>Madagascar:</i> The Project of Integrated Approach Development in order to promote Environment Restoration and Rural Development in Morarano Chrome (Feb.2012-Feb.2016)		Plan	■	■	■	■	■	■
		Update						
<i>Malawi:</i> Advisor for Forestry Conservation Management (May2012-May2016)		Plan	■	■	■	■	■	■
		Update						
<i>Malawi:</i> Project for Promoting Catchment Management Activities in Middle Shire (Apr.2013-Mar.2017)		Plan	■	■	■	■	■	■
		Update						
<i>Mozambique:</i> Advisor for Strengthening of Forestry Management (Aug.2010-Aug.2016)		Plan	■	■	■	■	■	■
		Update						
<i>Mozambique:</i> Establishment of Sustainable Forest Resources Information Platform to accelerate the realization of a National REDD Strategy (Mar.2013-Mar.2018)		Plan	■	■	■	■	■	■
		Update						
<i>South Africa:</i> Earth Observation Advisor (Jun. 2014-2016)		Plan	■	■	■	■	■	■
		Update						
<i>COMIFAC:</i> Advisors for Strengthening of Biodiversity Conservation in Congo Basin (May 2011-May 2014)		Plan						
		Update						
<i>COMIFAC:</i> Advisors for Strengthening of Sustainable Forest Management in Congo Basin (Apr.2011-Apr.2014)		Plan	■	■	■	■	■	■
		Update						
<i>COMIFAC:</i> Training in Japan on Capacity Building for Sustainable Management of Tropical Rainforests and Biodiversity Conservation in Congo Basin (Jan.2013-2015)		Plan						
		Update						
<i>COMIFAC:</i> Project for Promotion of Conservation, Sustainable Use of Biodiversity and Climate Change Issues in COMIFAC Countries (Jul.2015-Jun.2020)		Plan	■	■	■	■	■	■
		Update						

Activities	Remarks	2015	2016	2017	2018	2019	2020
Sub-Activities							

Output 1: The capacity of SADC Member States to enhance Forest Information System is improved.

1.1. Harmonize National Forest Information Systems of the Member States.							
1.1.1. Study the available Forest Information Systems, kinds of information and needs in the Member States (MSs) as the baseline data.	Plan		■				
	Update		■				
1.1.2. Conduct workshops to share, learn and harmonize National Forest Information Systems(NFIS), including ICT and space technologies, and draw Action Plans to develop/modify NFIS.	Plan			■	■		
	Update						
1.1.3. Select the Action Plan of 1 of MSs as the pilot operation for developing/modifying the NFIS under the Project.	Plan			■	■		
	Delete						
1.1.4. Training on advanced systems in <u>Japan</u> and/or Asia.	Plan			■		■	
	Update					■	
1.1.4. Training on advanced systems in <u>Africa</u> and/or Asia.	Update					■	
	Plan						
1.1.5. Implement the selected Action Plan in MSs.	Plan				■	■	■
	Update						
1.1.6. Conduct a workshop to share the developed model NFIS and harmonize further the NFISs and reflect the newly collected	Plan				■	■	■
	Delete						

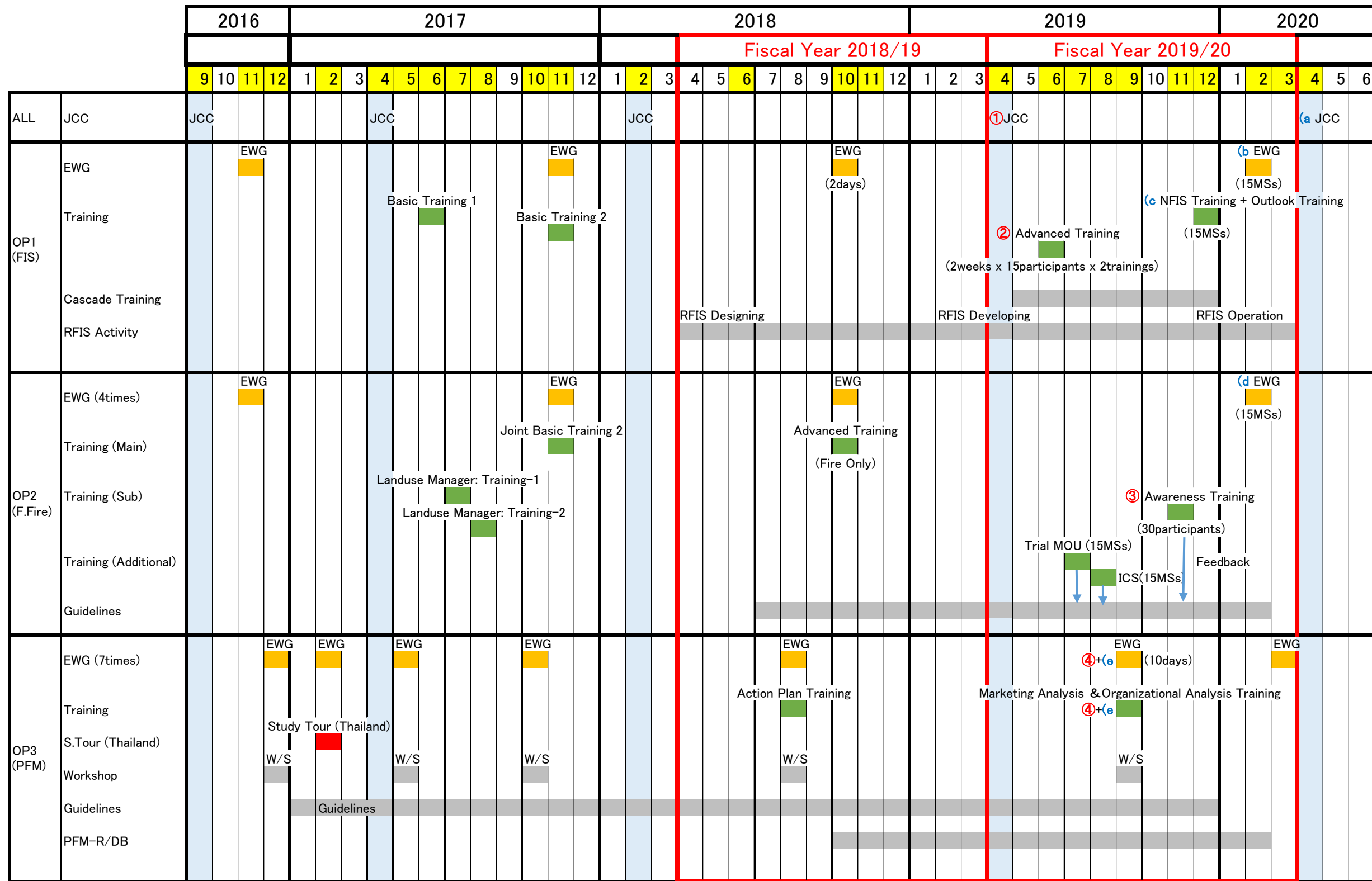
2.2.3. Study good practices and approaches in Africa and/or Asia	by 3rd JCC	Update																		
2.2.4. Select <u>1 Action Plan</u> as the Pilot Operation.	1st JCC	Plan																		
2.2.4. Select <u>max 8 Action Plans</u> as the Pilot Operation	Deleted by 3rd JCC	Plan																		
2.2.5. Implement the Pilot Operation in the selected MSs.	Deleted by 3rd JCC	Plan																		
		Update																		
2.2.6. Conduct <u>workshops</u> to share and learn from results of the Pilot Operation.	1st JCC	Plan																		
2.2.6. Conduct <u>EWGs</u> to share and learn from results of the Pilot Operation.	Deleted by 3rd JCC	Plan																		
2.2.7. Conduct training on Awareness and Bilateral Fire Management Course	will be added by 4th JCC	Plan																		
		Update																		
2.3. Develop/Modify Regional and Cross-boundary Guidelines for Integrated Forest Fire Management.	Revised by 3rd JCC																			
2.3.1. Conduct EWGs to modify the Regional and Cross-boundary Forest Fire Management guidelines integrating information, technologies and rural populations.	Revised by 3rd JCC	Plan																		
		Update																		
2.3.2. Compile and publish the guidelines of MSs on the website (SADC-RFIS) and as a booklet.		Plan																		
		Update																		

Activities	Remarks	2015	2016	2017	2018	2019	2020
Sub-Activities							
Output 3: The capacity of the SADC Member States to enhance Participatory Forest Management is improved.							
3.1. Share and learn from good practices and lessons on Participatory Forest Management.							
3.1.1. Study and compile good practices and needs on Participatory Forest Management (PFM) as the baseline data.							
	Plan						
	Update						
3.1.2. Organize workshops to share and learn from good practices and lessons, approaches and methodologies.							
	Plan						
	Update						
3.1.3. Study good practices and approaches in Africa and Asia	Revised by 3rd JCC						
	Plan						
	Update						
3.2. Activate the <u>Expert</u> Working Group on Participatory Forest Management	Revised by 3rd JCC						
3.2.1. Design and form EWG on PFM.	Revised by 3rd JCC						
	Plan						
	Update						
3.2.2. Perform functions of EWG	Revised by 3rd JCC						
	Plan						
	Update						
3.3. Develop the Regional Guideline for Participatory Forest Management							
3.3.1. Draft a regional Guideline on PFM including (1) Community Forests, (2) Protected Forests including national parks and forest reserves, and (3) Industrial Forestry (Plantations / Concessions).							
	Plan						
	Update						
3.3.2. Select <u>1 Action Plan</u> as the Pilot Operation.	Deleted by 3rd JCC						
	Plan						
	Delete						
3.3.3. Implement the Pilot Operation in MSs according to the draft of Guideline.	Deleted by 3rd JCC						
	Plan						
	Delete						
3.3.4. Conduct EWG to develop final draft of the Regional Guideline for PFM	Revised by 3rd JCC						
	Plan						
	Update						
3.3.5. Conduct Skill-up training	Added by 3rd JCC						
	Plan						
	Update						
3.3.6. Develop Data Base	Added by 3rd JCC						
	Plan						
	Update						
3.3.7. Conduct Data Base Training	Added by 3rd JCC						
	Plan						
	Update						
3.3.8. Develop Action Plan	Added by 3rd JCC						
	Plan						
	Update						
3.3.9. Guidance for External Fund	Added by 3rd JCC						
	Plan						
	Update						
3.3.10. Compile and publish the guidelines of MSs on the website (SADC-RFIS) and as a booklet.	Added by 3rd JCC						
	Plan						
	Update						

Activities	Remarks	2015	2016	2017	2018	2019	2020
Sub-Activities							

Annex.9 Main Schedule

Main Schedule (SADC-JICA Forestry Project Revised Plan)



Events deferred from FY2018 to FY2019.

- ① JCC (2019)
- ② FIS Advanced Training
- ③ FFM Awareness Training
- ④ PFM EWG/Marketing Analysis Training

Feb 2019 → Apr 2019
 Jul 2018 → Jun 2019
 Aug 2018 → Nov 2019
 Nov 2018 → Sep 2019

Legend	
	Event Month
	JCC
	EWG
	Training

Events affected by the above deferment

- (a) JCC (2020)
 - (b) EWG-FIS
 - (c) NFIS/Outlook Training
 - (d) EWG-FFM
 - (e) EWG-PFM/Organizational Training Analysis
- Feb 2020 → Apr 2020
 Oct 2019 → Feb 2020
 Sep 2019, Mar 2020 → Dec 2019
 Nov 2019 → Feb 2020
 Jun 2018 → Sep 2019