



## CHANIKA BLOCK MANAGEMENT PLAN

### NTCHISI FOREST RESERVE



PERIOD 2014-2019



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## **ACRONYMS**

**DFO -DISTRICT FORESTRY OFFICER/OFFICE**

**TA -TRADITIONAL AUTHORITY**

**IFMSLP -IMPROVED FOREST MANAGEMENT FOR SUSTAINABLE LIVELIHOOD PROGRAMME**

**EU -EUROPEAN UNION**

**FMU -FOREST MANAGE MENT UNIT**

**LFO -LOCAL FOREST ORGANISATION**

**FD -FOREST DEPARTMENT**

**FDF FOREST DEVELOPMENT FUND**

**BMC - BLOCK MANAGEMENT COMMITTEE**

**BMCA -BLOCK MANAGEMENT COMMITTEE ACCOUNT.**

**VH -VILLAGE HEAD**

**EPA -EXTENSION PLANNING AREA**

**LFMB -LOCAL FOREST MANAGEMENT BOARD**

**LFMBA -LOCAL FOREST MANAGEMENT BOARD ACCOUNT**

**PCU -PROGRAMME CORDINATING UNIT**

**GVH -GROUP VILLAGE HEAD**

**NGO -NON GOVERNMENTAL ORGANISATION**

**VNRMC -VILLAGE NATURAL RESOURCE MANAGEMENT COMMITTEE**

**FUG - FOREST USER GROUP**



# 1.0 INTRODUCTION

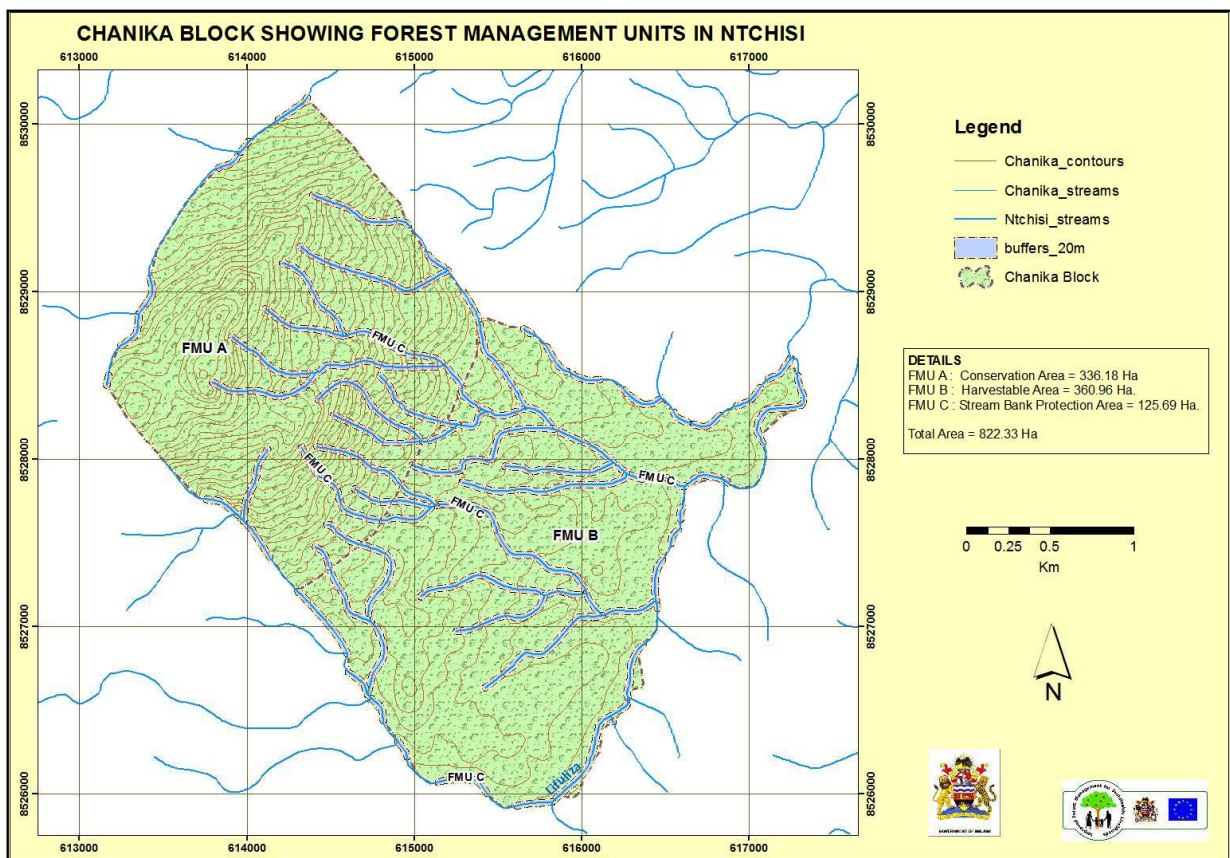
This document is the summary of a process of joint discussion, analysis, Consultation, negotiation and planning by the community of Chanika.

Facilitation was done by forestry extension workers from Department of forestry. The aim is to empower the people of GVH Chanika to make decisions and take responsibility for and promote collective action for protection, management and sustainable utilisation of their Forest block. This is in line with the Malawi National Forestry Policy of 1996, which recognises the need for communities to be given a greater role in the management of forests and access to forest resource.

The output of the process of planning, consultation and negotiation is this Block Management Plan which was agreed by key stakeholders of the area. The process was participatory with the aim of being people – centred, transparent, equitable and empowering.

It includes resource use rules which are locally relevant and locally enforceable to assist protection and management of the block for both the present and future benefit of Chanika community.

**Fig. 1 Map of Chanika Block**



## **2.0 MANAGING AUTHORITY**

This Management Plan is to be managed by Chanika Block Management committee with support from the Forestry Department.

The Block Committee has undergone the process of registration as a Local Forest Organisation and it has become an official institution with legal mandate. The Block Management Committee will try all its best to ensure that the Block Management plan is followed. There are six villages within Chanika GVH and these are: Chanika, Jumachanga, Simatundu, Kambewa, Kwakwatuke and Magulu. The total number of households in G.V.H Chanika is 65 and these are the people who are expected to co-manage Chanika Block with Forestry Department.

## **3.0 FOREST DESCRIPTION**

### **3.1 General Description**

Chanika Block is located some 45kms east of Ntchisi Boma and is part of Ntchisi state owned forest reserve. The size of the block is 822.33. It is located in the area of Group Village Head Chanika Traditional Authority Kasakula in Ntchisi District.

#### **3.1.1 Vegetation**

The forest block is dominated by *Brachystegia* species locally known as *Mseza and mombo*. The other tree species which are also available include; *Thombozi, Sanga and Msolo*

#### **3.1.2 Soils**

The clay soils are the one that dominate Chanika block.

### **3.2 Boundary**

To the east, the block is bordered by Lifuliza stream while to the south it is Kasakula block. To the North, the block makes boundary with Chenthe block.

### **3.3 Tenure**

Ntchisi Forest Reserve is under government and with the co-management, government and communities will have shared responsibilities and benefits from the block. However, the custody of the reserve is still with government and communities shall have the user rights after co-management agreement has been signed.

### **3.4 Forest users**

People from GVH Chanika are primary users of the resources. All the villages under Chanika block will have right to harvest from the block. The communities will have to access resources from this block through block management committee which will be issuing permits according to the type of forest products one would wish to harvest/collect. Other forest users do come from nearby communities.



### **3.5 Main uses**

The block is useful because it provides both woody and non-woody forest products. These include; fuelwood, timber, poles, fibre, traditional medicine and mushroom

Besides the above, it influences rainfall in the area and makes the streams from the block to flow throughout the year. The water is mainly used for irrigating different crops. All forest users must have authority from Chanika Block Committee.

## **4.0 FOREST MANAGEMENT UNITS**

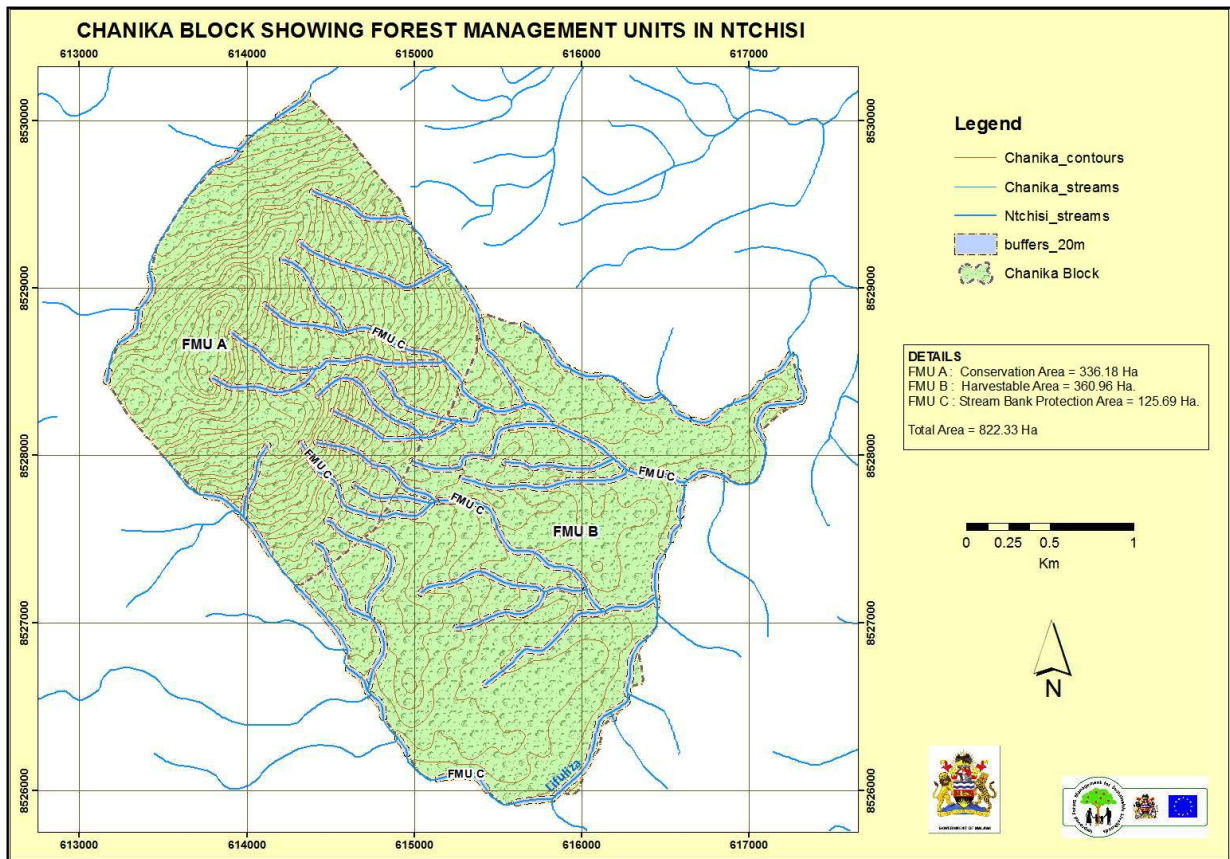
Chanika Block is divided into three Forest Management Units;

FM1: This area is along streams and has an area of 125.69 hectares.

FMU2: Is composed of environmentally sensitive and have been demarcated and left as pockets for conservation. This FMU do include steep slopes and catchment areas. This FMU has 336.18ha.

FMU3: This FMU is the one with dense forest condition with trees of various species and sizes. This is where people will be collecting woody forest products and non woody products for domestic and commercial purposes. It has an area of 360.96 hectares.

**Fig. 2 Map of Non Harvestable Area (FMU B) and Harvestable Area (FMU C) and river line areas.**



#### **4.1 Main objectives of Non Harvestable and Harvestable areas**

##### **Non harvestable**

- To protect fragile and catchment areas.
- To protect river line vegetation.

##### **Harvestable**

- To improve the economic status of GVHChanika community through sales of forest products such as fuelwood and poles.
- To produce forest products of high quality.

#### **4.2 Specific objectives of Nonharvestable and Harvestable areas**

##### **Nonharvestable areas**

- To conserve river line vegetation so that water flow throughout the year for agriculture irrigation and domestic use.
- To protect steep slopes.
- To promote conservation of wild life and flora.

### Harvestable areas

- To promote the production of high quality forest resource products to be used for domestic and sales.

## 5.0 Management objectives

### 5.1 Overall objective

a) To co-manage the block with the forestry department so that forest resources are sustainably utilised and to protect catchment and fragile areas.

b) To improve management of Forest Resources and people's livelihoods.

### 5.2 Specific Objectives

- To enhance diverse production of forest products such as poles, timber, and firewood and other non-woody forest products
- To manage regenerants so as to replace mature trees and control soil erosion.
- To manage, harvest and utilise both woody and non-woody forest products.
- To collect forest products from within the vicinity. i.e. for both domestic and commercial.

## 6.0 RESOURCE USE RULES

**Table 6.1** These rules have been developed for participatory management of Chanika Block. They relate to forest resource protection, management and utilisation. These rules were developed by the relevant community with technical input from the district forestry office.

No	Resource rules	Specification	Penalty
1.	Cutting of wood without permit is prohibited	Cutting of wood to be monitored and regulated by the BMB with support from FD staff	Anyone found guilty of cutting wood in the block without permit shall pay a fine of one goat or K1000.00
2.	Every community member within GVH Chanika shall participate in all matters (activities) relating to Block management except the sick, old and crippled.	Activities to be monitored by BMC and FD staff	Anyone found guilty of refusing to participate in block management activities shall pay a fine of K2000.00 per working day and if one fails she/he should be dismissed.
3.	No one is allowed to set fires in the block without permission from BMC	BMC and Forestry Department staff to take charge of controlled early burning.	Anyone found guilty of setting uncontrolled fires shall pay a fine of K20,000
4	No one is allowed to elect any structure in the block.	BMC and Forestry Department staff to monitor.	Anyone found guilty of electing any structure shall pay a fine of K20,000

6	Collection of fuel wood without permit is prohibited	Block Committee to monitor and regulate fuel wood collection.	Anyone found guilty of collecting fuel wood in the block without permit shall pay a fine of K1,000
7	No one is allowed to cultivate arable crops in the block.	Cultivation to do with forest management only.	Anyone found guilty of cultivating arable crops in the block shall pay a fine of K20,000
8	Grazing of livestock in the block shall have to be permitted by the BMC	Livestock grazing fee per year shall be K1,000 per animal.	Anyone found guilty of grazing livestock in the block without permit shall pay a fine of K20,000
9	No one is allowed to use animal traps in the reserve	BMC, the community and the FD staff to conduct patrols to check this.	Anyone found guilty of setting animal traps in the block shall pay a fine of K15,000
10	No one is allowed to hunt in the block	BMC, the community and the patrols to check this.	Anyone found of hunting in the block shall pay a fine of K10,000

## 7.0 FOREST MANAGEMENT PRACTICES FOR CHANIKA BLOCK

PRACTICE	FMU
Total protection	FMU 1 and 11
Managing regenerants	FMU I, II and 111
Controlled early burning	FMU I AND II
Patch burning	FMU 1, II and 111
Thinning and Rotational harvesting of woody products.	FMU 111
Bee keeping	All FMUs

## 7.1 ACTION PLAN

The following activities shall be undertaken annually.

NO	Type of work	Resources	Who will do it	where	J	F	M	A	M	J	J	A	S	O	N	D
1	Issuing of mushroom collection permits	- Pens - Permit book	BMC	Chanika.	√	√	√								√	√
2	Conduct controlled early burning	- Watering canes - Fire	BMC and entire community	Chanika					√							
3	Meeting	-Minute book -Pens	BMC and entire community	Chanika	√	√	√	√	√	√	√	√	√	√	√	√
4	Coupe demarcation	- Field book - Pens - GPs	BMC and forestry staff	Chanika						√						
5	Marking trees for retention	- Paint - Slashes - Brushes - Stationery	BMC and Forestry staff	Chanika						√						
6	Harvesting	-Axes -Bow saws -Cross-cut saw -Measuring tape	BMC and Forestry Staff	Chanika						√	√	√				
7	Patrolling	-pen -field books -slashes -patrol book	BMC and forestry staff	Chanika	√	√	√	√	√	√	√	√	√	√	√	√
8	Issuing of permits for various forest product	-stationery -	BMC and the DFO if its commercial	Chanika	√	√	√	√	√	√	√	√	√	√	√	√
9	Conducting markets survey	-stationery -money	FUG and forestry staff	Chanika Chanika				√	√							
10	Thinning	-stationery -pangas -axe -bow-saw -ladders	BMC, Forestry staff and entire community	Chanika				√	√	√						
11	Construction of beehives	-planks -nails -hammer -Bitumen paper	BMC, Forestry staff and entire community	Chanika					√	√						
12	Beehive hanging	-Hanging wire -Nails	BMC, Forestry staff and entire community	Chanika						√	√					
13	Honey harvesting	-pails -smokers -Beehives	BMC, Forestry staff and entire community	Chanika			√			√			√			



## 7.2 Patrolling Plan

Patrols shall be conducted once a week by people from the following villages- Chanika, Jumachanga, Simatundu, Kambewa, Kwakwatuke and Magulu. Besides the members from the above villages FD staff shall take part in the patrols.

**Table 7.2 Patrolling Plan**

<b>Activity</b>	<b>Who</b>	<b>When</b>	<b>Indicator</b>
Checking of illegal pit sawing	Wider Community, BMC and Forestry Department staff	Once every week	- Reports - No. of planks confiscated. -No. of tools confiscated - No. of offenders
Checking of illegal fuel wood collection	Wider Community, BMC and Forestry Department staff	Once every week	- Reports. -No. of tools confiscated - No. of offenders
Illegal charcoal burning	Wider Community, BMC and Forestry Department staff	Once every week	- Reports - No. of offenders

## 7.3 Monitoring and Evaluation Plan

**Table 7.3 Monitoring and Evaluations Plan**

OBJECTIVE	WHAT TO MEASURE	HOW TO MEASURE	INDICATOR	WHO	WHEN
To protect steep slopes from soil erosion	The size of fragile area eroded	- Site visit - observation	- Controlled soil erosion in steep slopes  - Less siltation	Wider Community, BMC and Forestry Department staff	Continuous activity
To protect river line vegetation	- The number of trees along stream banks	Observation	Continuous flow of water in streams	Wider Community, BMC and Forestry Department staff	Continuous activity
To sell some of the forest products in a sustainable manner in order to uplift our Livelihoods	Presence of money in our household from forest products	- Counting  - Observation  - Semi structural interviews	The presence of village savings loan in within our community	Wider Community, BMC and Forestry Department staff	Continuous activity

## AREA OF HARVEST

Forest Resource products in Chanika Block will be harvested in coupes at a rotational age of 20 years in order to allow regeneration and sustainably use the available forest resource.

### Management of harvestable area (FMU2)

## 8.0 Management plans for each use

Chanika Forest Block has got a number of woody forest products; key to this being bigger poles. There are also non-timber products, and key to this being Traditional Medicine.

### 8.1 Management plan for fuelwood

(a) **Forest Product:** Fuel wood – key product

(b) **Key Species :** *sanga, mseza, mmbanga and kadale.*

(c) **Demand :** Fuel wood - High

(d) **Supply :** Fuel wood - High

(e) **Problems/issues :**

- a. Bad harvesting methods
- b. Uncontrolled late fires

(f) **Management practice**

- Harvesting will take place between June and August.
- Early and patch burning to be done annually.
- Trees shall be cut below 30cm above the ground.
- Selective harvesting to be conducted each year.

(g) **Allowable area per year**

The allowable area is 18 hectares per annum based on a 20 year rotation of harvestable area of 360.96 i.e. nine two hectare coupes per annum.

(h) **Permits**

Anyone is entitled to harvest if she/he so wishes as long as permission has been obtained from Block management committee.

**(i). Fees and royalties**

The Table below shows the prices of different forest products. The prices are different to the community from other villages other than of GVH Chanika

<b>PRICE</b>	<b>PEOPLE FROM GVH CHENTCHE</b>	<b>PRICE TO PEOPLE FROM OTHER AREAS</b>
Head load	K75.00	K200
Cubic Metre	K1000	K1500
Bicycle load	K250	K500

[a]Forest Product : Timber

[b]Key Species: *Mlombwa, Nakaledza, Msikidzi.*

[c]Demand: High

[d]Supply : Moderate

[e]Problems/issues :

- a. Bad harvesting methods
- b. Uncontrolled late fires
- c. Scarcity of preferred tree species.

[f]Management practice

- Harvesting will take place between June and August.
- Early and patch burning to be done annually.
- Trees shall be cut below 30cm above the ground.
- Selective harvesting to be conducted each year.

**(g) Allowable area per year**

The allowable area is 18 hectares per annum based on a 20 year rotation.

**(h) Permits**

Anyone is entitled to harvest if she/he so wishes as long as permission has been obtained from Block management committee.

**(i). Fees and royalties**

The Table below shows the prices of different forest products. The prices are different to the community from other villages other than of GVH Chentche

PRICE	PEOPLE FROM GVH CHANIKA	PRICE TO PEOPLE FROM OTHER AREAS
	K5000.00	K7000.00

**8.2 Management Plan for Poles**

- a) Forest Product : Fruits - Poles
- b) Key species : Msolo, Kadale,
- c) Demand : High
- d) Supply : Moderate
- e) Problems/issues : Bad harvesting methods  
Uncontrolled late fire

**f) Management practices**

- Harvesting will take place between June and August.
- Early and patch burning to be done annually.
- Trees shall be cut below 30cm above the ground.
- Selective harvesting to be conducted each year.

**g) Allowable Area per year**

Fruits shall be harvested throughout the block as long as long as there is permission is obtained from the BMC.

**h) Permits**

Any one is free to get permission from the BMC

**i) Fees and royalties**

Small ones: K100.00 from GVH Chanika  
K200.00 Others  
Bigger ones: K150.00 from GVH Chanika  
K250.00 Others.

**8.3 Management Plan for Fibre**

- (a) Forest product: Fibre/ropes
- (b) Key Species : Sanga, Mombo, Mphandwa.

(c) **Demand** : High

(d) **Supply** : High

(e) **Problems/Issue** : Bad harvesting methods.

: Uncontrolled latefires.

(f) **Management Practices:**

- Every person should obtain a permit from the BMC before collection of fibre
- Fibre should be obtained from tree branches
- Areas which have regenerants shall be protected from fire
- Fibre to be procured as a by-product when cutting poles or fuel wood.
- Pollarding to species that do pollard.

(g) **Allowable area per year**

Fibre shall be harvested throughout the block as long as BMC rules are followed.

(g) **Permits**

Anyone is entitled to obtain the permit from the BMC

(i) **Fees and royalties:** -Free at all cost.

#### **8.4 Management Plan for Medicine**

(a) **Forest product:** Traditional medicine

(b) **Key Species:** *katsitsimzukwa, Thombozi, masuku leaves*

(c) **Demand** : High

(d) **Supply:** Medium

(e) **Problems/Issue:** scarcity of other tree species

: Bad harvesting techniques

: Latebush fires destroy medicinal regenerants

(f) **Management Practices:**

- Every person should obtain a permit from the BMC before collection of medicine
- Every person who gets permission from BMC should fill the pit after digging the pit.
- Areas which have regenerants shall be protected from fire
- Enrichment planting of medicinal plants.



**(g) Allowable area per year**

Medicine shall be harvested throughout the block as long as BMC rules are followed

**(h) Permits**

Anyone is entitled to collect traditional medicine from the block as long as he/she has BMC permit

**(i) Fees and royalties:**

- Medicine collected by people from GVH Chanika shall attract a fee of K500 per permit
- Medicine collected by others shall have K1000 fees as a permit.

**8.7 Management plan for fruits**

**(a) Forest product:** fruits

**(b) Key Species** : *masuku, mayembula.*

**(c) Demand:** High

**(d) Supply** : medium

**(e) Problems/Issue:** Bad harvesting techniques

Uncontrolled bush fires destroy mushroom friendly tree species.

**(f) Management Practices:**

- Every person should obtain a permit from the BMC before mushroom collection
- Practising controlled early burning

**(g) Allowable area /Quantity**

Fruits can be collected throughout the block as long as BMC rules are followed.

- Anyone who gets a permit is required to collect fruits as he/she wishes

**(h) Permits**

Anyone is entitled to collect fruits from the block as long as there is BMC permit

**(i) Fees and royalties:**

- Free at all costs.

## 9.0 Benefit Sharing Arrangement

Revenues realised from sales of produce from the block shall be distributed as follows:

**Table 9.1 Revenue Distribution**

Revenue source level	Category of fees	Type of account	Signatories	Use of funds	Remarks
<b>Forest Reserve Account</b>	Permit Fees for Domestic use	Block Committee Account	Elected Block Committee Members	<ul style="list-style-type: none"> <li>• Micro-credit</li> <li>• Assisting the needy i.e. orphans, widows, the aged</li> <li>• Forest management</li> <li>• Buying communal items to be used during funerals</li> </ul>	<p>-Forest Products harvested with permits issued by BMC</p> <p>- All the monies realised from forest products for domestic use to be deposited into this account.</p>
Forest reserve account	Permit Fees for commercial use	Block Committee Account	Elected Block Committee Members and countersigned by DFO	<ul style="list-style-type: none"> <li>• Micro-credit</li> <li>• Assisting the needy i.e. orphans, widows, the aged</li> <li>• Forest management</li> <li>• Buying communal items to be used during funerals</li> </ul>	<p>-60% of revenue deposited into BMCA (Block Management Committee Account)</p> <p>-30% of the revenue into FDF (Forest Development Fund).</p> <p>-10% of the revenue into Local Forest Management Board (Account. LFMBA)</p>

## **10 .0 FINANCIAL ISSUES**

The Block management committee will issue product harvesting collection permits for different products at different prices, depending on whether they are for domestic or commercial use. Estimated domestic permit fee income and commercial permit fee income were calculated based on information provided during discussions with the BMC and later had small adjustments during feedback meeting with the whole community.

A number of estimated variables were used. The domestic and commercial fee rates set by the BMC and later endorsed by the community are shown in table 4.

The estimated annual income from domestic permit fee is MK1,870,500 (49.26%) while that from commercial fee permit is MK 1,927,000 (50.74%) thus summing up to MK3,797,500.

To generate the income through sustainable forest management various activities need to be done by the members of the community (BMC inclusive). These are carried out on the basis of voluntary inputs by community. The nominal costs of carrying out these activities have been calculated in order to off-set them against the permit fee income.

One is reminded that these costs will not be paid in cash.

## ANNEX 1 TABLE

**table 1 showing cost of activities per annum (forest management cost)**

<b>ACTIVITY</b>	<b>NO OF PARTICIPANTS</b>	<b>HOW MANY TIMES</b>	<b>DAILY RATE (MK)</b>	<b>TOTAL (MK)</b>
Controlled early burning	10	7	500	35,000
Patrolling	15	52	500	390,000
Meeting	12	24	500	144,000
Conducting marketing survey	12	1	2,000	24,000
Beehive construction	20	3	200	12,000
Beehive hanging	20	3	200	12,000
Harvesting	65	3	2000	390,000
Issuing of permits	3	365	200	216,000
			<b>TOTAL</b>	<b>690,400</b>

### **Annual Cash Flow**

Based on the data from the previous tables, estimated annual cash flow for ChanikaBlock is shown in Table 2. This assumes that under the co-management benefit sharing model which says that 100% of domestic permit fees be deposited into Block Account while 60% of commercial fees is to be deposited into the same Block Account .30% of commercial permit fees will be deposited into Forest Development Fund Account held at National level while 10% will be deposited into LFMB Account held at district level.

**Table 2: Showing Estimated Annual Cash flow for Chanika Block**

<b>Block Management Committee Account</b>	<b>MK</b>	<b>% of Gross Income</b>
Domestic Permit fees	1,870,500	49.2%
Commercial Permits fees	1,927,000	50.74
Gross Income	3,797,500	100%
Less share to LFMB account (10% of commercial income)	379,750	
Balance	3,417,750	
Less costs of forest management (Labour inputs in kind)	690,400	
Effective Net Income	2,727,350	
Average net income per hectare	151,519.44	
Average income per household	41,959.23	
Local Forest Management Board Account		
Income from Chanika co-management block	379,750	
LFMBA		
Income from Chanika.	379,750	

**Table 3: Showing total supply in annual coupes.**

<b>No</b>	<b>FOREST PRODUCT</b>	<b>TOTAL NO RECORDED IN SAMPLE PLOTS</b>	<b>NO AVAILABLE FOR HARVEST PER HA</b>	<b>TOTAL HARVESTABLE IN ANNUAL COUPES</b>
<b>1</b>	<b>Small Poles</b>	8	200	3600
<b>2</b>	<b>Big Poles</b>	5	125	2250
<b>3</b>	<b>Fuelwood</b>	18	150	2700
<b>4</b>	<b>Timber</b>	6	450	8100
<b>5</b>	<b>Medicine</b>	23 bundles	580	10448
<b>6</b>	<b>Fruits</b>	16 pails	393	7067
<b>7</b>	<b>Mushroom</b>	17 pails	435	7650
<b>8</b>	<b>Fiber</b>	15 bundles	374	6741



**Table 4: projected income from permit fees**

<b>No</b>	<b>FOREST PRODUCT</b>	<b>DOMESTIC PERMIT FEES MK</b>	<b>COMMERCIAL PERMIT FEES MK</b>	<b>TOTAL INCOME MK</b>
<b>1</b>	<b>Small Poles</b>	540,000	150,000	690,000
<b>2</b>	<b>Big Poles</b>	682,500	-	682,500
<b>3</b>	<b>Fuelwood</b>	624,000	465,000	1,089,000
<b>4</b>	<b>Timber</b>	130,000	210,000	340,000
<b>5</b>	<b>Medicine</b>	240,800	608,800	848,800
<b>6</b>	<b>Fruits</b>	72,500	145,000	217,500
<b>7</b>	<b>Mushroom</b>	65,000	63,000	69,500
<b>8</b>	<b>Fiber</b>	13,000	100,000	113,000
	<b>TOTAL</b>			<b>4,050,300</b>

## **ANNEX 11 CONSTITUTION OF CHANIKACO MANAGEMENT BLOCK**

### **Objectives of the Constitution**

- (a) To develop, protect, manage and control the sustainable utilization of Natural Resources in the area of ChanikaGVH on behalf the Community in a transparent and equitable manner.
- (b) Structure and Membership managing committee.

There shall be a committee which shall be comprised of twelve members which will be as follows

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Vice Secretary
5. Treasurer
6. Seven Committee members

50% of the committee shall be females. There shall also be five other members who have a stake in Natural Resources which will assist the main committee. These members shall be elected from villages under Chanika GVH.

### **General Body:**

This body shall include all those that are interested in Forestry activities.

### **The Wider Community:**

All people living in villages under Chanikashall be included.

### **The Traditional Leader :( T/A)**

The village heads, Group village head and the traditional authority shall advise the committee in times of need. .

### **Functions of the Managing Committee /office bearers.**

#### **Duties and responsibilities of management committee**

- Making sure the monetary benefits are used properly.
- Making sure that the Constitution is been followed.
- Reporting on development and achievement to the wider community.
- Reporting on developments and achievement to group village head the TA and Forestry Extension workers.
- Confiscating items which have been harvested/collected without permits.

## **Duties of Elected Members:**

### **Duties:**

#### **(i)Chairman and Vice**

- Convening and conducting meetings
- Developing agenda for discussions.
- Develop the Action Plan for Forestry activities.
- Making sure that the Constitution is followed.
- Be a bank signatory.
- Informing other interest parties on the progress of work.
- Delegating other members to perform other duties.

### **Eligibility**

- Must know how to read and write
- Must have an interest in forestry activities
- Must be from GVH Chanika
- Must not be a convict

#### **(ii)Secretary and Vice**

### **Duties**

- Write minutes
- Write invitation letters
- Reading minutes of previous meeting
- Be a signatory at the bank
- Cross checking what the treasurer has written
- Write and keeping records for the Institutional goods.

### **Eligibility**

- Must know how to write and read.
- Must not be a convict.
- Must have interest in forestry activities.
- Must be from GVH Chanika area.

### **Treasurer**

### **Duties**

- Be a custodian of Institutional funds and other tools
- Keep records of funds and other items
- Be a bank signatory
- Reporting on finances to the wider community

## **Eligibility**

- Must not be a convict
- Must have a knowledge of mathematics
- Must be dependable

## **Committee Members**

### **Duties**

- Assist in setting disputes
- Assist in agenda formulation.
- Represent the Institution in times of need

## **Eligibility**

- Have an Interest in forestry activities
- Factual in nature
- From GVH Chanika.

## **Wider Community**

### **Duties/Right**

- Taking part in the Management of the block
- Take part in conducting election
- Right to have benefits
- Right to ask for clarification from the committee members
- Right to dissolve the managing committee if deemed necessary
- Attending Institutional meetings

## **Eligibility to be Elected to the Office**

- Should be from GVH Chanika.
- Have an interest in forestry activities

## **Tenure**

-Elections shall be conducted after every 3 years

-A member shall be elected for a maximum of 2 (two) consecutive terms

-Should a member perform according to people's expectation she/he may be elected for another term.

## **Disqualification of Members**

- When a member fails to follow the Constitution
- When a member fails to perform his/her duties

### **Powers of Managing Committee**

- To dissolve dispute
- To confiscate illegally collected forest produce
- To confiscate the tools/tool used to illegally collect forest produce

### **Dissolution of management committee**

- After three years
- If the committee has misused the money

### **MEMBERSHIP**

**Eligibility:** Anyone from GVH Chanika is free to join

**Elections:** Will be conducted in a free and fair manner with proper consultation with traditional leader

- Anyone from GVH Chanika who fulfills the requirements needed for the post is free to contest.
- One man, one vote method will be used.

### **Frequency of elections**

- Normally after three years
- Entry fee for future members is K100.00

### **Disqualification of the members from the general body**

- If she/he breaks the constitution
- She/he has moved from GVH Chanika area.

### **Right to Appeal**

- A person has a right to appeal to the GVH, then to the TA if not satisfied with BMC judgment.

### **Functioning of the institution**

#### **Duties of the general body**

- To attend meetings
- To take part in forestry activities
- To develop action plans with the wider community

#### **Frequency**

- Management committee to meet once a month
- Management committee to have a meeting the wider community in a month

### **Rules and Penalties**

<b>Rules</b>	<b>Penalties (MK)</b>
<b>No one is allowed to set fires without permission</b>	<b>20,000</b>
<b>Every member of the community should take part in managing the block</b>	<b>2000</b>
<b>No is allowed to cut tree without permission</b>	<b>1000/tree</b>
<b>No one is allowed to elect a building in the block</b>	<b>20,000</b>
<b>Cultivation is prohibited in the block</b>	<b>20,000</b>
<b>No collection of fuel wood without a permission</b>	<b>1000/head load</b>
<b>Setting of animal traps is prohibited</b>	<b>15,000</b>

### **Quorum for a meeting**

- Half of the executive committee to be present
- Representative all villages must be present whenever BMC meets wider community. (50% of the wider community is enough)

### **Accounts/financial management**

- The block management committee will have an account
- The treasurer will receive the money issue a receipt and Record the transaction in ledger books
- Payments made by BMC to be counter signed
- The money collected shall be used for the following:
  - Micro-credit scheme 30%
  - Assist the needy, orphans, aged and the AIDS/HIV affected 30%.

-In management of the Block 30%

-VDC assistance 10%

**NB Micro-credit scheme to attract a 20% Interest.**

### **Policy on equality**

- All members except the lame,sick, aged to take part in all activities regardless of being male or female.
- Cost and benefit sharing to be equal among all members.

### **BOOK KEEPING(RECORD KEEPING)**

- The BMC shall have the following books
  - (a) Minute book
  - (b) Receipt book
  - (c) Permit book



(d) Patrol book

(e) Register

f) Offence and fine book.

#### **Amendments of Constitution**

This Constitution shall be amended every two years through submission of proposed change to the general body or general body to the committee.

#### **Benefit Sharing**

The available benefits do include monies and forest products .These shall be shared equally and every member is entitled to receive them.

This shall be facilitated by the BMC and endorsed by the wide community

#### **COMMENCEMENT OF THE BY-LAWS**

The Chanika constitution and by-laws will come into operation after all the signatories have signed.

**SIGNATORIES**

SIGNATORY      DATE

.....

BLOCK CHAIRPERSON

.....

GROUP VILLAGE HEAD

.....

TA

.....

DFO

.....

DC

.....

## 11.0 CO-MANAGEMENT AGREEMENT

(Forestry Act, 1997 Section 25)

THIS AGREEMENT is made the .....day of.....

BETWEEN Director of Forestry, Ministry of Energy and Mines, hereinafter referred to as the Government, and local residents of .....

village(s) of Traditional Authority.....and District

.....

represented by .....as the Local Forest Organization (herewith described as LFO) and known also as the block management committee.

The Government, hereby, wishes to make an agreement with the LFO to provide for co-management, in partnership with the Department of Forestry, of the forest resources of .....block of .....forest reserve, in order to promote sustainable forest management and the enhancement of the livelihoods of the forest adjacent communities.

### **NOW IT IS HEREBY AGREED as follows:**

1. The Government shall upon being satisfied with transitional arrangements recognize the joint authority of the LFO to protect, manage, control and utilize sustainably the forest resource for the benefit of the local community of .....  
.. Villages.
2. The LFO accepts and undertakes to protect, manage, control and utilize sustainably the forest resource in accordance with terms and conditions stipulated in this agreement and annexed block co-management plan.

### **LFO OBLIGATIONS**

3. In particular the Government gives authority to the LFO subject to the following conditions:
  - (a.) Forest resources shall be properly maintained and managed according to approved management techniques as set out in the annexed block Co-management Plan.
  - (b.) The LFO shall enforce the powers that have been devolved to them by the Government in the Forest Rules 2001, and in any subsequent rules, and as agreed in the LFO Registration Agreement.
  - (c.) The LFO shall protect, manage, control and utilize in a manner that maintains productivity, the forest resources within their jurisdiction and will issue permits and licenses for forest produce primarily for the benefit of the local community

and (in the event of surplus products becoming available) for their commercial sale under a license system, as set out in the annexed management plan.

- (d.) To assist the District Forest Officer with the issuing of conveyance certificates, the local forest organization may provide the necessary supporting documentation (ownership certificate) to verify source and ownership of wood products under its control. It may also assist local private individuals with wood products in their locality verify ownership for applying for a conveyance certificate from the District Forest Officer.
- (e.) Benefits accruing from the forest resource shall be equitably utilized by the community in accordance with the benefit sharing arrangements set out in the annexed management plan and LFO constitution
- (f.) Revenue accruing from the forest resource shall be equitably utilized by the community in accordance with the LFO Constitution and as per agreements reached at general assemblies of the LFO
- (g.) 10% of the share of revenue accruing from the issue of commercial harvesting permits and licenses (i.e. those permits and licenses not issued for domestic or subsistence purposes) shall be deposited into the account of the Local Forest Management Board of  
.....Forest Reserve,  
with transfers being made on a quarterly basis
- (h.) 30% of the share of revenue accruing from the issue of commercial harvesting permits and licenses (i.e. those permits and licenses not issued for domestic or subsistence purposes) shall be deposited into the Forest Development Fund Account Number 1 with such transfers being made on a quarterly basis.
- (i.) It is expected that 60% of the funds available to the LFO after sharing the proportions specified in (g) and (h) will be utilized by the LFO for the purposes of forest development, management and operating costs. This includes utilization of the funds inside and outside the area of the co-management block.
- (j.) The LFO shall make accessible records of accounts and licenses issued to the Director of Forestry or his/her representative, the District Commissioner or his/her representative upon receiving notification from the Director of Forestry or District Commissioner.
- (k.) The LFO shall represent and be accountable to the community and operate in accordance with the agreed constitution.

#### **FORESTRY DEPARTMENT OBLIGATIONS**

- 4. In particular the District Forestry Officer and his delegated representatives, shall;
  - (a.) Provide technical expertise to support the joint implementation with the LFO and the timely revision of the attached block co-management plan
  - (b.) Advise and assist with monitoring local accountability mechanisms including, conduct of meetings, elections, by-elections, record keeping, financial accounting, and reporting.
  - (c.) Provide a basic set of office resources for the LFO (on signature of this agreement) comprising cash books; minute books; duplicate license forms; headed paper and an official LFO stamp or unique mark, plus other necessary items in order to support the set-up of a transparent and well documented forest management and local licensing system. It is anticipated that the LFO will take over purchasing these items after collecting revenue.

- (d.) Assist the coordination of forest law enforcement activities between the LFO, traditional Leaders, local community policing forums, local police officers and the District Magistrate in accordance with annexed co-management plan.
- (e.) With the LFO jointly monitor the block demarcated in the co-management plan to ensure management is in accordance with this Agreement and in accordance with Standards & Guidelines for Participatory Forestry in Malawi.
- (f.) Jointly with the LFO countersign any permits and licenses being for the commercial utilization and harvesting of forest products (non-domestic use) in accordance with block co-management plan
- (g.) In line with licensing procedures issue conveyance certificates against verified documentation to ensure legal transportation of forest products.
- (h.) Provide in collaboration with other partners, legal, organizational, marketing and other forms of support to the LFO as appropriate.
- (i.) Organize in collaboration with other partners, relevant training courses to enhance organizational, technical and management capacity of Local Forest Boards, LFO, traditional authorities and other members of the community.
- (j.) Recognise and actively support the protection and policing measures taken by the FMB, LFO and the community in accordance with the Forest Act, 1997, Forest Rules 2001, and Local Forest Organisation Registration Agreement.

#### **COMMENCEMENT, DURATION AND TERMINATION**

5. This Agreement shall come into effect when signed by the Director of Forestry, representatives of the parties, and shall be binding indefinitely subject to clauses 6 and 9 below.
6. The Director of Forestry shall have the right to terminate this agreement and revoke authority to protect, manage, control and utilize forest resources, in any of the following events;
  - Negligence or failure to protect, manage and control the co-management block.
  - If the LFO commits any serious breach of this agreement.
7. The powers stipulated in clause 6 above, shall not be exercised unless the Director of Forestry has tried all efforts to resolve or correct the situation amicably.
8. In cautioning the local community the Director of Forestry shall cite the shortcomings and remedies giving the period within which they should be addressed.
9. The LFO may terminate this agreement at any time by giving notice of not less than 8 weeks, in any of the following events;
  - If there is serious breach of this agreement.
  - If for any reason the community finds itself unable or unwilling to continue with the activities of the designated co-management block.
10. In the event of notice of termination, LFO shall be under obligation to ensure that the forest area is protected until a Caretaker Committee or Government has assumed authority over the block.

**DEMARCATIION AND BOUNDARY**

11. Division or delineation of forest areas shall be as displayed on the sketch map forming part of the Management Plan annexed to this Co-management Agreement.

**DISPUTES**

12. In the event of any dispute arising under the Forestry Management Agreement, the matter shall be referred to the Minister Responsible. If any party is dissatisfied with the decision passed by the Minister he/she may apply for a judicial review to the High Court.

# CHANIKA (NTCHISI)

## SIGNATORIES

SIGNATORY

DATE

mese Alani

2/4/2014

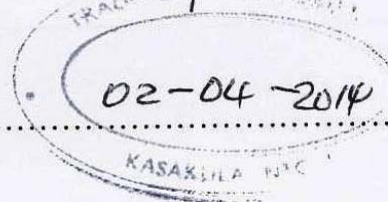
BLOCK CHAIRPERSON

Sgt. Chanika

2/4/2014

GROUP VILLAGE HEAD

Sta. Kasakula



TA

DFO

Free



DC

I Chigwenembe



13. SIGNED:

\_\_\_\_\_

DIRECTOR OF FORESTRY

Dated.....

AND

\_\_\_\_\_

CHAIRPERSON, LOCAL FOREST ORGANISATION

Dated.....

WITNESSES:

\_\_\_\_\_

VILLAGE HEADMAN/WOMAN

Dated.....

\_\_\_\_\_

TRADITIONAL AUTHORITY

Dated.....

\_\_\_\_\_

DISTRICT COMMISSIONER

Dated.....



Annex 1

BLOCK PERMIT

ITEMSREQUIRED PERMIT

PRODUCT	UNIT	FEE	
		DOMESTIC	COMMERCIAL
Timber			
Poles			
Fuelwood			
Medicine			
Fruit			
Wild relish			
Wild animal meat			