



**KAJALIZA BLOCK MANAGEMENT PLAN -
NTCHISI FOREST RESERVE**

PERIOD 2014-2019

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Sincere thanks to the following for their valued assistance rendered during the development of Kajaliza Block Management Plan ,Group Village Headman [GVH]Kajaliza,Traditional Authority [TA]Mwansamboand all village heads and members of Kajaliza Block.

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ACRONYMS

BMC	-BlockManagement Committee
BMCA	-Block Management Committee Account.
DFO	-District Forestry Officer/Office
EU	-European Union
EPA	-Extension Planning Area
FD	-Forest Department
FDF	-Forest Development Fund
FUG	-Forest User Group
FMU	-Forest Management Unit
GVH	-Group Village Head
IFMSLP	-Improved Forest Management For Sustainable Livelihood Programme
FMB	-Local Forest Management Board
LFMBA	-Local Forest Management Board Account
LFO	-Local Forest Organization
NGO	-Non Governmental Organization
PCU	-ProgrammeCoordinating Unit
TA	-Traditional Authority
VH	-Village Head
VNRMC	-Village Natural Resource Management Committee

1.0 INTRODUCTION

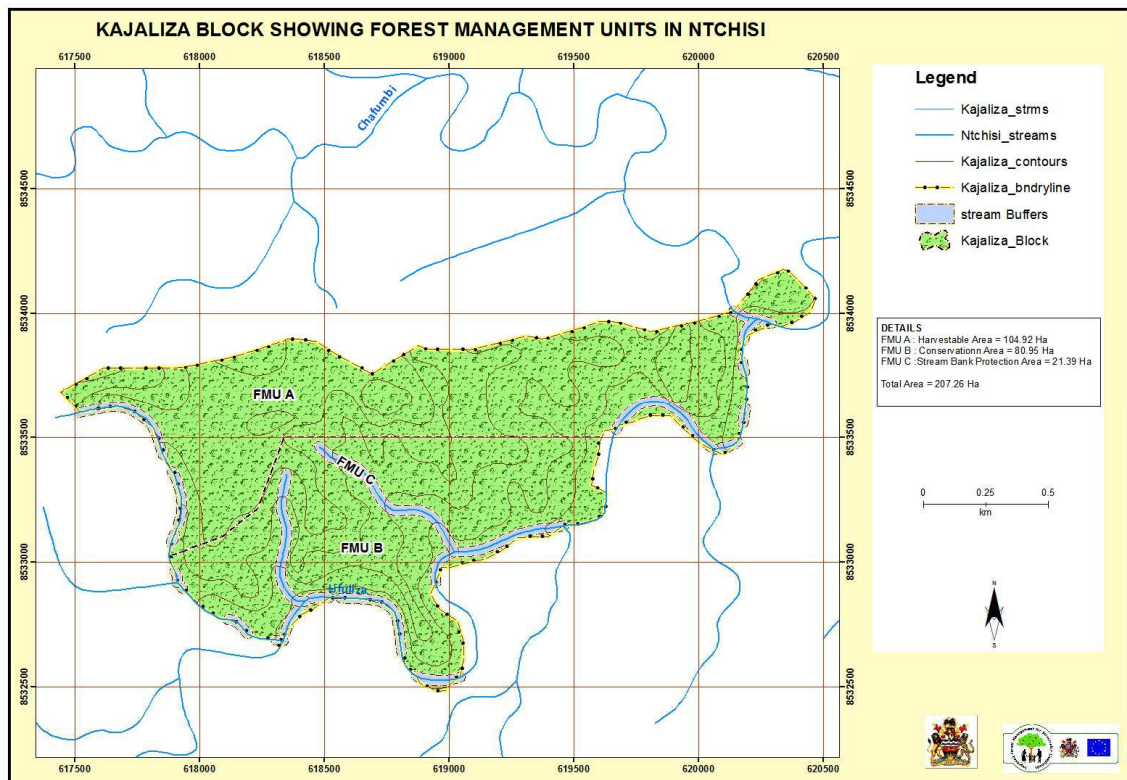
This document is the summary of a process of joint discussions, analysis, consultation, negotiation and planning by the community of Group Village Head [G.V.H.] Kajaliza, Traditional Authority [T.A.] Mwanambo, and Nkhotakota District.

Facilitation in the development of this plan was undertaken by forestry extension workers from Department of Forestry [DoF]. This approach was adopted with the aim of empowering people of GVH Kajaliza to make decisions and take responsibility for and promote collective action for protection, management and sustainable utilisation of their forest management block. This approach 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 resources both on public and on customary land.

The output of the process of planning, consultation and negotiation is this Block Management Plan which was agreed by key stakeholders of Kajaliza area. The process was participatory with the aim of empowering people in a transparent and equity based approach.

The plan includes resource use rules which are locally relevant and locally enforceable to assist in the protection, sustainable management and equitable sharing of forest benefits by the Kajaliza communities both the present and future.

Fig 1 Map of KajalizaBlock



2.0 MANAGING AUTHORITY

This Management Plan shall be managed by KajalizaBlock Management committee with support from the Forestry Department.

The Block Committee had been registered as a Local Forest Organisation and it is an official institution with legal mandate to ensure that the Block Management plan is followed. There are two villages within Kajaliza GVH as follows: Kajaliza and Nkhongo. The total number of households in G.V.H Kajaliza is 118 and these are the people who are expected to co-manage KajalizaBlock with assistance from DoF.

3.0 FOREST DESCRIPTION

3.1. General Description

KajalizaBlock is located 65kms east of NtchisiBoma and is part of Ntchisi state owned forest reserve. The size of the block is 207.26 ha. It is located in the area of Group Village Head Kajaliza, Traditional Authority Mwansambo in Nkhotakota District.

3.1.1 Vegetation

The forest block is dominated by *Acacia polyacantha* tree species locally known as *asmthethe*, followed by *Kamphoni*.

Other tree species which are also available include; Mphandwa, muwanga, msakanyani, kangaluche, msolo, mlombwa, mombo, kanyanyata, nchangwe, mpasa, kampaneni, nkuyu, mtunda, nkundi, njaye, sambe, mbawa, mtsumwa, mkhuthe, mpoza, thombodzi, naphini, mpoloni, mpoka, ntukumphako, ndyang'ongwe, nthudza, maye, nlakanjovu, mgonkhomwala, msuku, katsokolowe, mgoza, bwabwa, kadale, msekese, mtsewa, mtowo.

Loam is the type of soil dominant in Kajaliza Block.

3.2 Boundary

To the west, trees have been planted to separate the block from Mndinda while to the north it is Chafumbiri river which marks boundary with customary land. To the south, Kambale valley separates the block from Mkomba block and to the east Lifuliza river marks boundary with customary land.

3.3 Tenure

Kajaliza Block is located on public land in Ntchisi Forest Reserve. Under the co-management Government and local communities will have shared forest management responsibilities as well as benefit sharing arrangements for the block. Government will still maintain custody of the reserve while relevant communities shall have the user rights under a signed co-management agreement.

3.4 Forest users

People from GVH Kajaliza are primary users of the resources from Kajaliza Block. All the villages under Kajaliza Block will have the right to collect or harvest forest produce from the block. The communities will have to access resources from this block through a Block Management Committee (BMC) which will be responsible for issuing user permits according to the type of forest products to be harvested/collected.

3.5 Main uses

The block will be accessed by all relevant forest users who, under a management agreement will be permitted to obtain in a sustainable manner both woody and non-woody forest products which include the following: fuel wood, timber, poles, fibre, medicinal products, mushroom, fruits, honey and thatch grass.

Apart from being a source of the above mentioned forest products; the block also serves as a catchment area for rivers and streams within the block and beyond. Grazing is permitted. Other ecological services include soil and water conservation mainly in steep slopes and river lines.

4.0 FOREST MANAGEMENT UNITS

KajalizaBlock has three distinct Forest management units- ; FMU A, FMU B and FMU C.

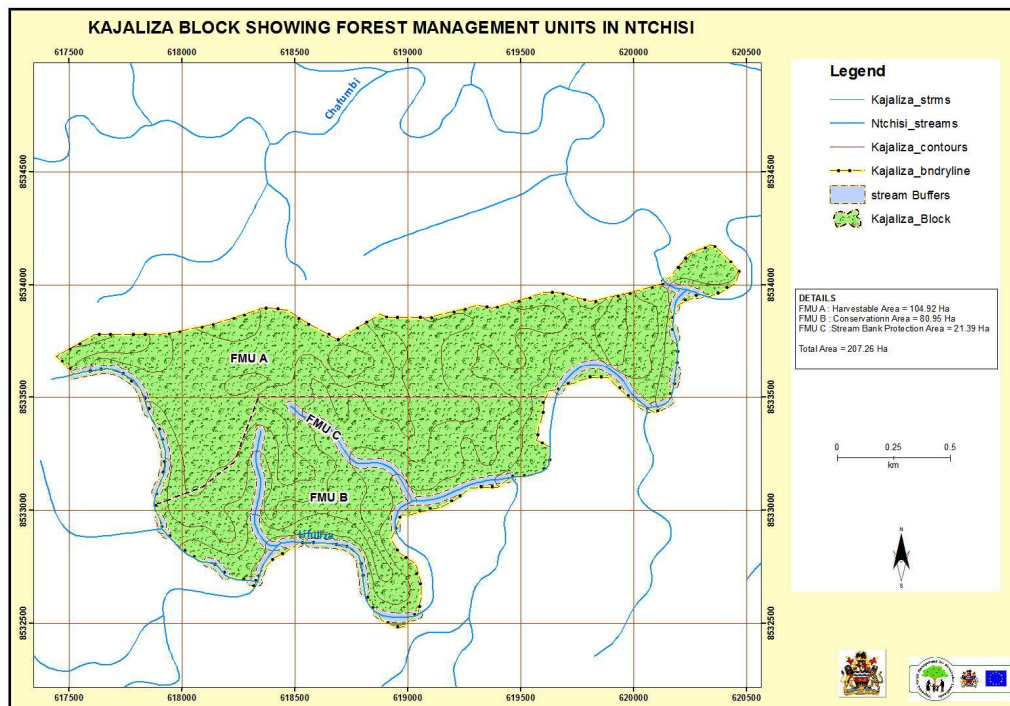
FMU A is harvestable area while FMU B is classified as conservation or non-harvestable area and FMU C is stream bank protection area. Classification is based on the nature of the terrain and the fragility of the ecosystem in the area

FMU A: This is an area within the Block that has been set aside for production purposes where harvesting of woody forest products and non woody products for domestic and commercial purposes shall be done and it covers an area of 104.92ha. (Fig 2)

FMU B: This is an area within the Block that has steep slopes and has been set aside for provision of other ecological services such as soil conservation. It has a total area of 80.95 hectares. (Fig2).

FMU C: This is river line area, 10metres either side of the river and has been set aside for stream bank protection. It covers an area of 21.39ha

Fig. 2: Map of Harvestable Area (FMU A), Conservation or Non harvestable Area (FMU B) and Stream Bank protection area (FMU C).



4.1 Main objectives of Non Harvestable and Harvestable areas

4.1.1 Harvestable areas

- To sustainably harvest and utilize woody products like; firewood, poles, timber, for domestic use and for sale.
- To sustainably harvest non woody forest products such as; mushroom, medicine, fruits, thatch grass, edible caterpillars and honey for domestic use and for sale.

4.1.2 Conservation or Non harvestable areas

- To conserve and protect steep slope areas.
- To sustainably harvest non woody forest products such as; mushroom, medicine, fruits, thatch grass, and honey for domestic use and for sale.

4.1.3 Stream Bank protection areas

- To conserve and protect river line areas.
- To sustainably harvest non woody forest products such as; medicine, mushroom, fruits, and honey for domestic use and for sale.

4.2 Specific objectives of Harvestable areas, Non Harvestable areas and

Stream bank protection areas

4.2.1 Harvestable areas

- To sustainably harvest and utilize woody products like; firewood, poles, timber, for domestic use and for sale.
- To sustainably harvest non woody forest products such as; mushroom, medicine, fruits, thatch grass, and honey for domestic use and for sale.

4.2.2 Non harvestable areas

- To conserve river line vegetation so that water flow throughout the year for domestic use.
- To protect steep slopes.
- To sustainably harvest non woody forest products such as; mushroom, medicine, fruits, thatch grass, and honey for domestic use and for sale.

4.2.3 Stream Bank protection areas

- To conserve river line areas.
- To sustainably harvest non woody forest products such as; mushroom, medicine, fruits, and honey for domestic use and for sale.

5.0 MANAGEMENT OBJECTIVES

5.1 Overall objective

To jointly protect, manage and control the sustainable utilization of forest products and other ecological services in Kajaliza Block with Forestry Department upon a signed co- management agreement.

5.2 Specific Objectives

- To sustainably harvest and utilize woody products like; firewood, poles, timber, for domestic use and for sale.
- To sustainably harvest non woody forest products such as; mushroom, medicine, fruits, thatch grass and honey for domestic use and for sale.
- To conserve and protect steep slopes and river line areas.

6.0 RESOURCE USE RULES

Resource rules below have been developed by the relevant community with technical support from Ntchisi District forest office team. They are intended to be used for participatory management of KajalizaBlock with regards to forest resource protection, sustainable management, and utilization (table 6.1)

Table 6.1 Forest Resource rules for KajalizaBlock
These where applicable relate to the whole Block.

No	Resource rules	Specification	Penalty
1.	No one is allowed to collect any forest produce from the Block without authority.	Collection of any forest produce will require a written authorization from the LFO.	Anyone found guilty of collecting forest produce without permit shall pay a fine of (2) two chickens or MK2,000.00
2.	No one is allowed to light or cause fire to light in the Block without authority.	Under control by BMC during controlled early burning.	Anyone found guilty of lighting or causing fire to light without permit shall pay a fine of (1) one goat or MK10,000.00
3.	No one is allowed to hunt in the Block without authority.	Strictly prohibited	Anyone found guilty of hunting in the Block without authority shall pay a fine of two chickens or MK2,000.00

5	No one is allowed to elect any building, a hut or cattle enclosure without authority from the LFO.	Under strict control by the BMC	Anyone found guilty of electing any building, a hut or cattle enclosure without authority from the LFO shall pay a fine of one goat or MK10,000.00
6	No one is allowed to clear, break up land for cultivation in the Block without authority from the LFO.	Under strict control by the BMC.	Anyone found guilty of clearing, breaking up land for cultivation in the Block without authority from the LFO shall pay a fine of three chicken or MK3,000.00
7	No one is allowed to alter or remove any beacon, mark or boundary within the Block without authority from LFO.	Under strict control by the BMC.	Anyone found guilty of removing any beacon, mark or boundary within the Block without authority from LFO shall pay a fine of two chickens or MK2,000.00
8	Every member of the BMC shall participate in all forestry activities for the Block i.e. controlled early burning, patrolling and establishment of annual harvesting coupes.	To be regulated and monitored by BMC	Anyone found guilty of refusing to participate in Block forest activities shall pay a fine of one chicken or MK1,000.00
9	No one is allowed to cut, fell, injure burn or remove any tree or any forest produce from the Block without authority from the LFO.	To be regulated and monitored by BMC	Anyone found guilty of cutting, felling, injuring, burning or removing any tree or any forest produce from the Block without authority from the LFO shall pay a fine of two chickens or MK2,000.00
10	No one is allowed to saw timber from the Block without authority	To be controlled and monitored by BMC under a license.	Anyone found guilty of sawing timber from the Block without written authorization from the LFO shall pay a fine of one goat or MK10,000.00
11	No one is allowed to permit livestock to graze or pasture livestock within the Block without authority.	To be regulated by BMC under rotational grazing system.	Anyone found guilty of permitting livestock to graze in the Block without written authorization from the LFO shall pay a fine of one chicken

			or MK1,000.00
12	No one is allowed to produce charcoal within the Block without authority.	Strictly prohibited	Anyone found guilty of producing charcoal within the Block without written authorization from the LFO shall pay a fine of one goat or MK10,000.00

7.0 FOREST MANAGEMENT PRACTICES FOR KAJALIZA BLOCK

PRACTICE	FMU
Rotational harvesting of woody products (ABH)	FMU A
Managing regenerants	FMU A, FMU B and FMU C
Controlled early burning	FMU A, FMU B and FMU C
Total protection	FMU B and FMU C

7.1 ACTION PLAN

The following activities shall be undertaken annually.

NO	Type of work	Resources	By who	Where	When
1	Conduct controlled early burning	- Watering canes - Fire	BMC and entire community	Kajalizablock	May
2	Conduct meetings	-Minute book -Pens	BMC and entire community		March, June, September & December
4	Coupe demarcation	- Field book - Pens - GPs	BMC and forestry staff	Kajaliza block	May
5	Marking trees for retention	- Paint - Slashers - Brushes - Stationery	BMC and Forestry staff	Kajaliza block	May
6	Issuing of permits for various forest products	-stationery	BMC and the DFO if it's for commercial purpose.	Kajaliza block	January-December
7	Harvesting of woody products.	-Axes -Bow saws -Cross-cut saw -Measuring tape	BMC and Forestry Staff	Kajaliza block	May-August.
8	Patrolling	-pen -field books -slashers -panga knives -patrol book	BMC and forestry staff	Kajaliza block	Ongoing (Jan-Dec)

7.2 Patrolling Plan

Patrols will be conducted twice a week by people from the following villages in conjunction with DoF staff; Kajaliza and Nkhongo.

Table 7.2 Patrolling Plan

Activity	Who	When	Indicator
Checking illegal pit sawing.	Community and Forestry Department staff	Once a week	No. of planks confiscated.
Checking illegal fuel wood collection.	Community and Forestry Department staff	Once a week	Quantity of fuel wood confiscated.
Checking illegal charcoal production.	Community and Forestry Department staff	Once a week	-No. of bags of charcoal confiscated -No. Of kiln destroyed - No. of cases booked
Checking illegal tree ring barking.	Community and Forestry Department staff	Once a week	-No of tools confiscated -No of cases judged.

7.3 Monitoring and Evaluation Plan

Table 7.3 Monitoring and Evaluation Plan

What will be monitored	Methods for monitoring	Indicators	Who	When to monitor
Harvesting of wood products (Firewood, Poles and timber)	Checking on quantity and area harvested against fee payment	Quantity of wood products harvested	BMC,community and Forest Department staff	Soon after harvesting the products May-August
Harvesting of non-wood forest products	Checking number of permits against amount of money on receipts issued.	Quantity of non-wood products harvested	BMC,community and Forest Department staff	All year round
Controlled early burning	Observation	No. of Ha. Early burnt	BMC,community and Forest Department staff	May

8.0 MANAGEMENT PLANS FOR EACH USE

Forest resource products in Kajaliza Block will be harvested in coupes at a rotational age of 10 years in order to allow regeneration and sustainable use of the available forest resource.

Kajaliza Forest Block has got a number of woody forest products, key to this being fuel wood.

8.1 Management plan for fuel wood

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

(b) **Key Species:** Acacia polyacantha, kadale, mphandwa, sanga, Pericorpsis angolensis.

(c) **Demand:** High

(d) **Supply** : High

(e) **Problems/issues** :

- Uncontrolled late fires
- Tree theft.

(f) **Management practices**

- Harvesting of green wood will be done in demarcated coupes only and marking will be done annually.
- Harvesting will take place between May and August.
- Controlled early burning shall be done annually.
- Green wood shall be harvested from demarcated coupes only
- Minimum of 80 trees shall be left in each coupe to be harvested
- Trees shall be cut below 30cm above the ground.
- Selective harvesting shall be conducted in each harvestable coupe.

(g) **Allowable area per year**

The allowable annual harvest area is 10 hectares per annum based on a 10 year rotation. i.e. 5 annual coupes.

(h) **Permits**

Anyone is entitled to harvest if she/he so wishes as long as permission has been obtained from Block management committee. The District Forestry Officer shall counter sign for all commercial permits.

(i). Fees and royalties

Firewood shall attract fees as follows:

UNIT MEASURE	DOMESTIC PERMIT FEE (MK)	COMMERCIAL PERMIT FEE (MK)
Bicycle load	100	200
Head load	50	150
Oxcart load	1000	1400

8.2 Management plan for Poles

(a) Forest Product : Poles

(b) Key Species: *Pericorpsisangolensis, kadale, mseza, mvukwe, and msanga.*

(c) Demand: High

(d) Supply : High

(e) Problems/issues:

- Uncontrolled late fires
- Tree theft.

(f) Management practices

- Harvesting of green wood will be done in demarcated coupes only and marking will be done annually.
- Harvesting will take place between May and August.
- Controlled early burning shall be done annually in order to reduce fire hazards.
- Poles shall be harvested from demarcated coupes only
- Minimum of 80 trees shall be left in each coupe to be harvested
- Trees shall be cut below 30cm above the ground.
- Selective harvesting shall be conducted in each harvestable coupe.

(g) Allowable area per year

The allowable annual harvest area is 10 hectares per annum based on a 10 year rotation. i.e.5 annual coupes.

(h) Permits

Anyone is entitled to harvest if she/he so wishes as long as permission has been obtained from Block management committee. The District Forestry Officer shall counter sign for all commercial permits.

(i). Fees and royalties

Poles shall attract fees as follows:

UNIT MEASURE	DOMESTIC PERMIT FEE (MK)	COMMERCIAL PERMIT FEE (MK)
Roof beam (each)	200	500
Rafters (each)	50	60
Tobacco sticks (each)	20	25
Poles (each)	70	100

8.3 Management plan for Timber

(a)Forest Product : Timber

(b)Key Species : *Kangaluche, msolo, mmbanga, mlombwa, msase, mtsumwa.*

(c)Demand : High

(d)Supply : High

(e)Problems/issues :

- Uncontrolled late fires.
- Tree theft.

(f)Management practices

- Harvesting of green wood will be done in demarcated coupes only and marking will be done annually.
- Harvesting will take place between May and August.

- Controlled early burning shall be done annually in order to reduce fire hazards.
- Timber tree species shall be harvested from demarcated coupes only and shall not be less than 30cm in diameter at breast height.
- Minimum of 80 trees shall be left in each coupe to be harvested
- Trees shall be cut below 30cm above the ground.
- Selective harvesting shall be conducted in each harvestable coupe.

(g) Allowable area per year

The allowable annual harvest area is 10 hectares per annum based on a 10 year rotation. i.e. 5 annual coupes.

(h) Permits

Anyone is entitled to harvest if she/he so wishes as long as permission has been obtained from Block management committee. The District Forestry Officer shall counter sign for all commercial permits.

(i). Fees and royalties

Timber trees shall attract fees as follows:

UNIT MEASURE	DOMESTIC PERMIT FEE (MK)	COMMERCIAL PERMIT FEE (MK)
Timber tree (each)	8,000.00	10,000

8.4 Management Plan for Fruits

a) Forest Product :Fruits

b) Key species :Mgonkhomwala, nthudza, kasokolowe, nkuyu, mviru, mphsyiphysya.

c) Demand : High

d) Supply : High

e) Problems/issues : Tree theft.

Harmful bush fires.

f) Management practices

- Every person shall obtain a permit from BMC for collection of fruits.
- Unnecessarily cutting down of fruit trees is prohibited.
- Controlled early burning shall be conducted in order to reduce fire hazards.

g) Allowable Area per year

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

h) Permits

Fruits shall be collected without any fee as long as permission is obtained from the BMC

i) Fees and royalties

Free

8.5 Management Plan for Fibre

- (a) **Forest product** : Fibreropes
- (b) **Key Species** : *Mombo, kamphoni and msenga.*
- (c) **Demand** : High
- (d) **Supply** : High
- (e) **Problems/Issue** : Harmful bush fires.
Un sustainable way of harvesting.

Management Practices:

- Every person shall obtain a permit from the BMC for collection of fibre.
- Fibre shall be obtained from tree branches and coppices.
- Areas which have regenerants shall be protected from fire.
- Controlled early burning shall be conducted in order to reduce fire hazards.

(g) Allowable quantity per year

A permit holder shall collect fibre as available.

(h) Permits

Anyone is entitled to obtain a permit from the BMC

(i) Fees and royalties: - Member of Kajaliza Block Management

Committee shall pay MK100.00 while non members

Shall pay MK 250.00 for a permit.

8.6 Management Plan for Traditional Medicine

(a) Forest product: Traditional medicine

(b) Key Species: *Msolo, mpandanjobvu, mseza, mphanwa, mpoloni, kankhande, mpoza, kangaluche, kampandeni, futsa, kanyanyata.*

(c) Demand : High

(d) Supply: High

(e) Problems/Issue: Harmful bush fires,

Unsustainable way of collecting traditional medicine. i.e.

tree ring barking.

(f) Management Practices:

- Every person shall obtain a permit from the BMC for collection of medicine.
- Every person who obtains permission from BMC shall back fill the pits dug and shall obtain few plant parts and not ring barking the tree.
- Controlled early burning shall be conducted in order to reduce fire hazards.

(g) Allowable quantity per year

A permit holder shall collect traditional medicine as available.

(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 members of Kajaliza BMC shall be free of charge while non members shall pay a fee of MK500.00 for a permit.

8.7 Management plan for Mushroom

(a) Forest product: Mushroom

(b) Key Species : *Chisuku, ndelema, chiwere, fisi, katerere, nkozowagalu.*

(c) Demand: High

(d) Supply : High

(e) Problems/Issue: Bad harvesting techniques

(f) Management Practices:

- Every person shall obtain a permit from the BMC for mushroom collection
- Controlled early burning shall be conducted in order to reduce fire hazards.
- Controlled early burning shall be practiced.

(g) Allowable Quantity per year

- Mushroom shall be collected throughout the block.
- A permit holder shall collect mushroom as available.

(h) Permits

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

(i) Fees and royalties:

- Members of Kajaliza Block Management Committee shall collect mushroom for free of charge while non members shall collect at a fee of MK50.00 for a permit.

8.8 Management plan for Honey

(a) Forest product : Honey

(b) Key Species : *Sanga*

(c) Demand : High

(d) Supply : Little

(e) Problems/Issue : Harmful bush fires destroy bees and trees.

Unsustainable harvesting techniques.

(f) Management Practices:

- All bee keepers shall obtain permit from BMC and shall use Malawian Standard Top bar Hives.
- Controlled early burning shall be conducted in order to reduce fire hazards.
- All honey collectors shall use bee smokers during harvesting and not lighting fire.
- Bee hive installation shall be done in FMU A and C throughout the year.

(g) Allowable Quantity per year

- A permit holder shall install as many bee hives as he/she can.

(h)Permits

Anyone is entitled to practice bee keeping within the block as long as there is BMC permit.

(i) Fees and royalties:

- Members of KajalizaBlock Management Committee shall pay MK300.00 per bee hive per annum.

9.0 BENEFIT SHARING ARRANGEMENT

Revenue realised from sales of produce from the block shall be distributed as outlined in table 9.1 below.

Table 9.1 Revenue Distribution

Revenue source level	Category of fees	Type of account	Signatories	Use of funds	Remarks
Forest Reserve Account	Permit Fees for Domestic use	Block Committee Account	Elected Block Committee Members	<ul style="list-style-type: none"> • Micro-credit to FBE groups (25%) • Forest management (40%) • Assisting orphans, the needy and the aged (15%). • Financing community development projects at VDC level (20%). 	<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"> • Micro-credit to FBE groups (25%) • Forest management (40%) • Assisting orphans, the needy and the aged (15%) • Financing community development projects at VDC level (20%). 	<p>-60% of revenue deposited into BMCA (Block Management Committee Account)</p> <p>-30% of revenue into FDF (Forest Development Fund).</p> <p>-10% of revenue into Local Forest Management Board (Account. LFMBA)</p>

10 .0 FINANCIAL ISSUES

The Block Management Committee will issue product harvesting and 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 managing committee and later endorsed by the wider community are shown in table 4.

The estimated annual income from domestic permit fee is **MK1,200,160.00(19%)** while that from commercial fee permit is **MK5,120,500.00(81%)** thus summing up to **MK6,320,600.00 (100%)**

To generate income through sustainable forest management, various activities need to be done by the members of the community (managing committee 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 TABLES

Table 1 SHOWING COST OF ACTIVITIES PER ANNUM (FOREST MANAGEMENT COST)

Operation	Work rate	Daily rate (MK)	Normal Cost (MK)
Controlled early burning	100 Person days	200	20,000.00
Patrolling	960 Person days	200	192,000.00
Coupe demarcation and marking trees for retention	20 Person days	200	4,000.00
TOTAL			216,000.00

Annual Cash Flow

Based on the data from the previous tables, estimated annual cash flow for KajalizaBlock 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 sameBlock Account .30% of commercial permit fees will be deposited into Forest Development Fund Account held at National level while 10% will be deposited into LFMBAccount held at district level.

Table 2: Showing Estimated Annual Cash flow for Kajaliza Block

Block Management Committee Account	MK	% of Gross Income
Domestic Permit fees	1,200,160.00	19%
Commercial Permits fees	5,120,500.00	81%
Gross Income	6,320,600.00	100%
Less share to LFMB account (10% of commercial income)	512,050.00	10%
Less share to FD account (30% of commercial income)	1,536,150.00	30%
Balance	3,072,300.00	60%
Less costs of forest management (Labour inputs in kind)	216,000.00	
Effective Net Income	4,056,460.00	
Average net income per hectare	405,646.00	
Average income per household	34,376.78	

Table 3: Showing total supply in annual coupes.

No	Forest product	No available for harvest per ha	Total harvestable in annual coupes
1	Poles	1,250	12,500
2	Rafters	1,200	12,000
3	Roof beam	100	1,000
4	Tobacco sticks	200	2,000
5	Fuel wood	(cubic metres: 200) Head loads: 1,600	(cubic metres: 2,000) Head loads: 16,000
6	Timber	25	250
7	Traditional medicine	high	High
8	Fruits	high	High
9	Mushroom	high	High
10	Fibre	high	high

Table 4: Projected Income from Permit Fees

No	Forest product	Domestic permit fees MK	Commercial permit fees MK	Total Income MK
1	Poles	118,860.00	1,080,200.00	1,199,060.00
2	Rafters	147,500.00	543,000.00	690,500.00
3	Roof beams	35400	411,500	446,900.00
4	Tobacco sticks	140,000.00	125,000.00	265,000.00
5	Fuel wood	566,400.00	700,800.00	1,267,200.00
6	Timber	192,000	2,260,000	2452000.00
	TOTAL	1,200,160.00	5,120,500.00	6,320,660.00

Table 5: Showing Quantity of Forest Products for Sale

Forest Product	Demand	Supply	Surplus	Deficit
Poles	1,698	12,500	10,802	0
Rafters	2,950	12,000	9,050	0
Roof beam	177	1000	823	0
Tobacco sticks	7,000	12,000	5,000	0
Fuel wood	1,510 cubic metres	2,000	490 cubic metres	0
	11,328 Head loads	16,000	4,672	0
Timber	24	2,000	1,976	0

ANNEX 11 CONSTITUTION OF KAJALIZA BLOCK MANAGEMENT COMMITTEE

OBJECTIVE OF THE BMC

To jointly protect, manage and control the sustainable utilization of forest products and other ecological services in Kajaliza Block with Forestry Department upon a signed Co-management Agreement.

STRUCTURE AND MEMBERSHIP

Managing Committee

Kajaliza group members agreed on a meeting that office bearers should comprise of a Chairperson and a Vice Chairperson, Secretary and Vice Secretary, Treasurer and twelve committee members comprising of representatives of various forest user groups totaling to 17 in number. GVH Kajaliza, VHs Kajaliza and Nkhongo will be ex official members of the managing committee. The group will also comprise of other members from within GVH Kajaliza who will be involved in carrying out all activities of managing the Block.

CHAIRPERSON AND VICE CHAIRPERSON

- ❖ Must know how to read and write
- ❖ Must be citizen/Indigenous of the area
- ❖ Must be active in forestry activities
- ❖ Must be elected by the majority of the community
- ❖ Must be of good conduct

Duties

1. To frequently call for meetings
2. To ensure that the entire committee is functioning properly
3. To be signatory of village payments and Bank Accounts
4. To enforce resources use rules.

SECRETARY AND VICE SECRETARY

- ❖ Must know how to read and write
- ❖ Must be citizen/indigenous of the area
- ❖ Must have good conduct
- ❖ Must be elected by the community

Duties

1. Writing invitational letters to meetings
2. Writing minutes of the proceedings
3. Keeping and maintaining records of materials received and issued out
4. Reporting on work progress

TREASURER

- ❖ Must know how to read and write
- ❖ Must be citizen of the area
- ❖ Must be trust worthy
- ❖ Must have good and secure place for keeping goods

Duties

1. Keeping goods and finances of the BMC
2. Recording and maintaining goods in stores ledger
3. Writing financial reports

COMMITTEE MEMBERS

- ❖ Must be citizens of the area
- ❖ Must be honest and have good conduct
- ❖ Must have talking facts

Duties

1. Resolving disputes
2. Monitoring performance of other office bearers
3. Performing duties assigned to them by other office bearers.

Eligibility for election to office

- ❖ Anyone who is citizen of GVH Kajaliza is free to contest
- ❖ Must be honest and have good conduct
- ❖ The Group Village Head will call for a meeting to elect office bearers at the end of every 5th year. An emergency meeting will be called to elect an office bearer if vacancy exists for the post. Voting system will be one man one vote.

Tenure

- ❖ Term of office for Kajaliza Block Management Committee is 5 years and the Group Village head will call for a meeting at the end of the 5th year to elect new office bearers.

Disqualification of office bearers

- ❖ An office bearer shall be disqualified from the committee if/she is incompetent, does malpractice and if she/he violates the resource use rules.
- ❖ If he/she is inactive in performing activities of managing the Block

POWERS OF THE MANAGING COMMITTEE

- ❖ To penalize culprits as stated in the sanctions in resource use rules in management plan
- ❖ To plan and announce the program of forestry activities to wider community
- ❖ To ensure that all members are participating in forestry activities as stipulated in the activity plan
- ❖ To issue licenses as stated in Management plan.

DISSOLUTION OF THE MANAGING COMMITTEE

- ❖ Term of office for Kajaliza Block Management Committee agreed is 5 years
- ❖ Fresh elections will be conducted every 5th year
- ❖ The group village is empowered to dissolve the committee upon malpractice and incompetence.

Eligibility: General Membership

- ❖ Any person from GVH Kajaliza is free to join
- ❖ The village head will call for a meeting every 5th year to elect new office bearers
- ❖ Must not be a drunkard
- ❖ New members within the GVH Kajaliza are free to join

DISQUALIFICATION OF MEMBERS FROM THE GENERAL BODY

- ❖ Upon malpractice of an individual
- ❖ Failing to participate in forestry activities

RIGHT OF APPEAL

- ❖ Disqualified person or group within BMC has/have the right to appeal to VH, GVH and TA or to court to be heard.
- ❖ Disqualified person(s) from general body has the right to appeal to VH, GVH, TA or Court and upon hearing the case the VH, GVH, TA or Court have the capacity to restore or discard the person(s) or suspend the person for a period determined during hearing.

FUNCTIONING OF THE INSTITUTION

Duties of the General Body

- ❖ Participate in all Forestry activities as outlined in the activity plan
- ❖ Elect the BMC
- ❖ Revise constitution and Forest Management Plans.

- ❖ Proper Management of all Forest resources in KajalizaBlock.

FREQUENCY OF MEETINGS

- ❖ BMC will hold meetings of work progress twice a month.
- ❖ BMC will conduct one meeting with Kajaliza group members every month.
- ❖ Agent meetings will be conducted for either BMC or wider community as need arise.

Quorum for meetings

- ❖ Meeting of BMC Office bearers will commence if five members are present
- ❖ Meeting with wider community will commence if twenty active members are present and important decisions can be passed.

Table 6.1 Forest Resource rules for Kajaliza Block
These where applicable relate to the whole Block.

No	Resource rules	Specification	Penalty
1.	No one is allowed to collect any forest produce from the Block without authority.	Collection of any forest produce will require a written authorization from the LFO.	Anyone found guilty of collecting forest produce without permit shall pay a fine of (2) two chickens or MK2,000.00
2.	No one is allowed to light or cause fire to light in the Block without authority.	Under control by BMC during controlled early burning.	Anyone found guilty of lighting or causing fire to light without permit shall pay a fine of (1) one goat or MK10,000.00
3.	No one is allowed to hunt in the Block without authority.	Strictly prohibited	Anyone found guilty of hunting in the Block without authority shall pay a fine of two chickens or MK2,000.00
5	No one is allowed to elect any building, a hut or cattle enclosure without authority from the LFO.	Under strict control by the BMC	Anyone found guilty of electing any building, a hut or cattle enclosure without authority from the LFO shall pay a fine of one goat or MK10,000.00
6	No one is allowed to clear, break up land for cultivation in the Block without authority from the LFO.	Under strict control by the BMC.	Anyone found guilty of clearing, breaking up land for cultivation in the Block without authority from the LFO shall pay a fine of

			three chicken or MK3,000.00
7	No one is allowed to alter or remove any beacon, mark or boundary within the Block without authority from LFO.	Under strict control by the BMC.	Anyone found guilty of removing any beacon, mark or boundary within the Block without authority from LFO shall pay a fine of two chickens or MK2,000.00
8	Every member of the BMC shall participate in all forestry activities for the Block i.e. controlled early burning, patrolling and establishment of annual harvesting coupes.	To be regulated and monitored by BMC	Anyone found guilty of refusing to participate in Block forest activities shall pay a fine of one chicken or MK1,000.00
9	No one is allowed to cut, fell, injure burn or remove any tree or any forest produce from the Block without authority from the LFO.	To be regulated and monitored by BMC	Anyone found guilty of cutting, felling, injuring, burning or removing any tree or any forest produce from the Block without authority from the LFO shall pay a fine of two chickens or MK2,000.00
10	No one is allowed to saw timber from the Block without authority	To be controlled and monitored by BMC under a license.	Anyone found guilty of sawing timber from the Block without written authorization from the LFO shall pay a fine of one goat or MK10,000.00
11	No one is allowed to permit livestock to graze or pasture livestock within the Block without authority.	To be regulated by BMC under rotational grazing system.	Anyone found guilty of permitting livestock to graze in the Block without written authorization from the LFO shall pay a fine of one chicken or MK1,000.00
12	No one is allowed to produce charcoal within the Block without authority.	Strictly prohibited	Anyone found guilty of producing charcoal within the Block without written authorization from the LFO shall pay a fine of one goat or MK10,000.00

ACCOUNTS / FINANCIAL MANAGEMENT

Treasurer will be keeping goods (money & materials) for the group. A bank account shall be opened where excess money will be deposited.

Chairperson, Secretary and Treasurer will be signatories of the bank account. The offender shall pay the fine to the committee and the same shall be kept by the Treasurer.

PAYMENT PROCEDURES

The accused shall not participate in forestry activities until she/he completes paying the fine. The fine inform of livestock shall be sold and money realized shall be kept by the treasurer.

RECORD KEEPING

Group members of KajalizaBlock agreed to have several records which shall be kept for smooth forest management.

(a) Minute book

To record minutes of meetings and decisions made on specific meetings.

(b) Offences and fines book

To record all offences against management rules, culprits, fines, date paid, receipt no recorded and signatories of three executive members.

(c) Permit book

To record each permit issued by the committee for what purpose, to whom, amount of fee, number of receipt issued, date of expiry, who will inspect the use, signatories of chairperson, secretary and treasurer.

(d) Receipt book

To record amount of fees and royalties.

(e) Patrol book

To record patrol information i.e. who patrolled, where, when, what damage to the forest seen.

(f) Stores ledger

To record village goods received/ purchased and issued.

(g) Account book

The village shall open bank account in which the chairperson, secretary and treasurer shall be signatories.

(h) Visitors book

All visitors shall write in their names, purpose of visit, address and remarks on their observations.

(i) Attendance register

All Block management committee members shall be recorded in this book.

POLICY ON LOAN

- Forest based enterprise groups or an individual within GVH Kajalizashall have access to loan from Kajaliza Block Management Account.
- Interest shall be 20% and the minimum amount to be given to any one on loan is MK2, 000.00 and shall be payable every month.

POLICY ON EQUALITY

There shall be equality between gender groups in performing forestry activities, during election of office bearers and during benefit sharing.

REVIEW OF CONSTITUTION

The constitution shall be amended or reviewed every year. The Group village head shall call for a wider community meeting at the end of every year to amend the constitution.

REVENUE SHARING

Money realized shall be kept in Kajaliza Block Management Account and shall be used as follows:

- Financing all forestry activities outlined in the activity plan (Block re investment) i.e procurement of inputs and stationery for use by BMC (40%).
- Assisting orphans (15%)
- Lending forest based enterprise groups (25%).
- Financing community development projects at VDC level (20%).

COMMERCEMENTOF THE CONSTITUTION

Kajaliza Block Management Committee constitution shall be in operation after being signed by all relevant authorities.

SIGNATORIES

SIGNATORY

DATE

.....

.....

BLOCK CHAIRPERSON

.....

.....

GROUP VILLAGE HEAD

.....

.....

TA NTHONDO

.....

.....

DFO

.....

.....

DC

11.0 CO-MANAGEMENT AGREEMENT

(Forestry Act, 1997 Section 25)

THIS AGREEMENT is made theday 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 byas the Local Forest Organisation (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 ofblock offorest 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 recognise the joint authority of the LFO to protect, manage, control and utilize sustainably the forest resource for the benefit of the local community of village(s).
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 licences 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 organisation 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 ofForest 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 utilised by the LFO for the purposes of forest development, management and operating costs. This includes utilisation 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.) Organise 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.) Recognize 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 Organization 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 utilise 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.

KASALICA MWANSAMBO

NKHOTA - KOTA

13. SIGNED:

[Signature]

DIRECTOR OF FORESTRY

Dated. 26-02-14



AND

STAFUEL MALO

CHAIRPERSON, LOCAL FOREST ORGANISATION

Dated. 2-04-2014

WITNESSES:

Kasalica

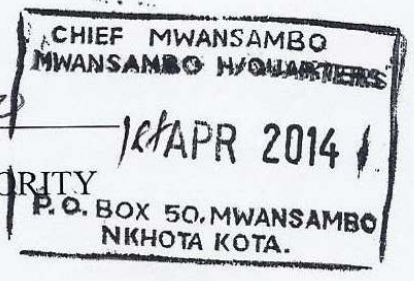
GROUP VILLAGE HEADMAN

Dated. 2-02-2014

Mwansambo

TRADITIONAL AUTHORITY

Dated. *[Signature]*



[Signature]

DISTRICT COMMISSIONER

Dated.

