



MKOMBA BLOCK MANAGEMENT PLAN

NTCHISI FOREST RESERVE



PERIOD: 2014-2018

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ACKNOWLEDGEMENTS

We would like to give thanks to the following Chiefs; Mkomba, Mvula, Bowa, Mputeni, Chikhombe, Matchipitsa and Chisankhwifor assistance rendered during the development of Mkomba Block Management Plan.

Our gratitude is also extended to Ntchisi District Forestry Office Team of, Mrs T. Mboma Ndovie (DFO), G. Misomali (ADFO), B.K. Chinkonda, J.C.K. Chawombwa, R.P Ng'oma and Elias Essati.

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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 MANAGEMENT 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 COORDINATING UNIT
GVH	-GROUP VILLAGE HEAD
NGO	-NON GOVERNMENTAL ORGANISATION
VNRMC	-VILLAGE NATURAL RESOURCE MANAGEMENT COMMITTEE
FUG	- FOREST USER GROUP

1.0 INTRODUCTION

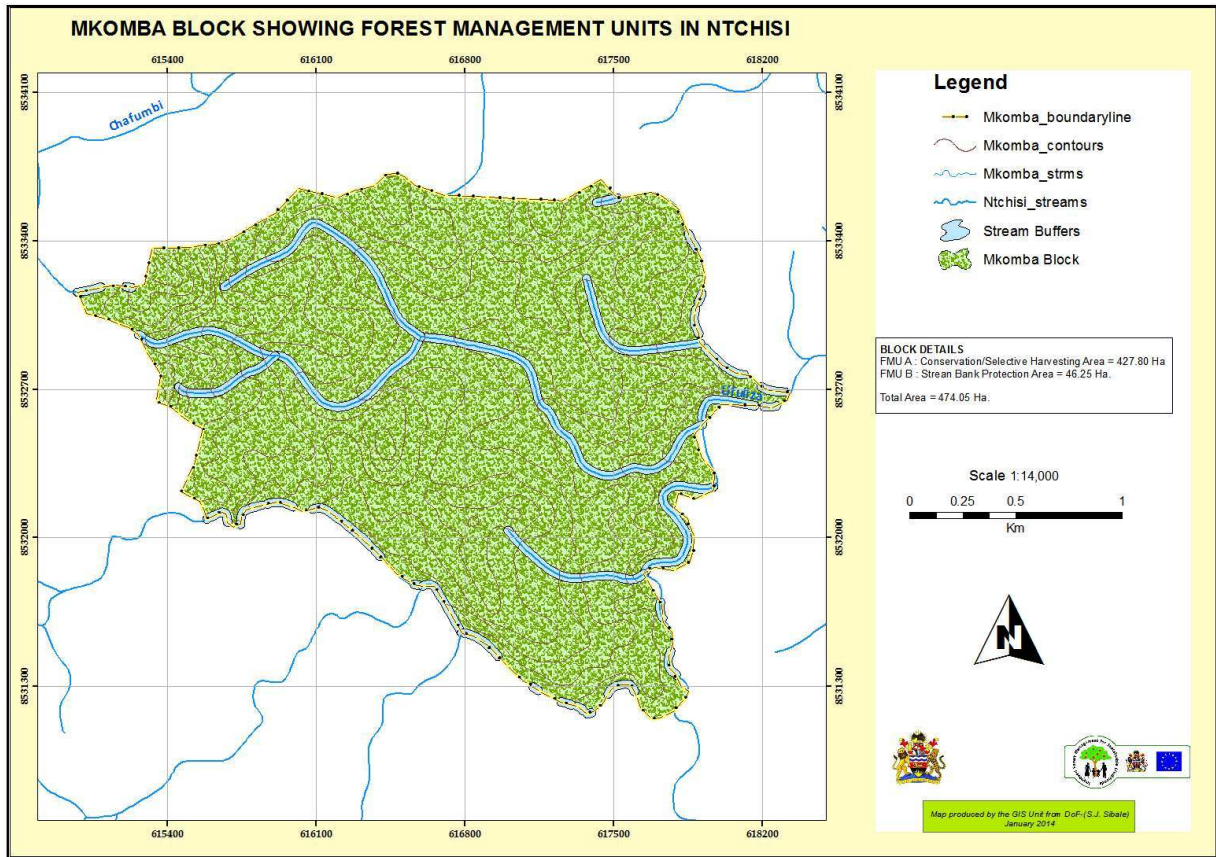
This document is a summary of the process of joint discussions, analysis, consultation, negotiation and planning by the community of Group Village Head [G.V.H.] Mkomba, Traditional Authority (T.A.) Mwanambano, Nkhosakota District.

Facilitation was done by forestry extension workers from Department of Forestry [DoF]. The aim is to empower the people of GVH Mkomba which has seven villages to make decisions and take responsibility which promotes collective action for protection, management and sustainable utilisation of the resource from the 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 resources.

The output of the process of planning, consultation and negotiation is this Forest Block Management Plan which was agreed by key stakeholders of the area. The process was participatory with the aim of transparent, equity 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 the community. The total number of households in GVH Mkomba is 113. Out of 113 households 98 families are headed by men and the remaining 15 families are headed by women.

The total number of children from all the 113 households of GVH Mkomba is 247 whereby 123 are boys while 124 are girls. All houses belonging to Mkomba communities have been built with burnt bricks and eight houses have iron roof. The above statement implies that most houses built with burnt bricks have temporal roofs and only eight have iron roofs. Lastly Mkomba village has a Siamena VFA which is approximately 0.5 ha.

Fig1. Location Map of Mkomba Block



2.0 MANAGING AUTHORITY

Mkomba Forest Block will after signing the agreement be jointly managed by the communities under group village headman Mkomba and Forest personnel from the Forestry Department in accordance with the revised 1997 Forest Act which allows collaborative management of Forest Reserves.

The group village headman Mkomba is in Traditional Authority Mwasambo of Nkhotakota District.

3.0 FOREST AREA DESCRIPTION

3.1 General Description

This GVH Mkomba is located to the South Western side of Nkhotakota district but to the north eastern side of Ntchisi Forest Reserve.

The distance from Ntchisi Boma is 75 kilometers. The size of the block is 474.05ha. The Block is located in Ntchisi Forest Reserve which is in the area of traditional Authority Kasakula, Ntchisi District. The whole forest block has gentle slopes with perennial streams e.g Katsuka stream.

3.1.1. Vegetation

The forest block is dominated by acacia polyantha tree species followed by *Brachystegiabussei*.

3.1.2 Soils

The type of soil that dominates Mkomba Block is black sandy.

3.2 Boundary

The boundary of the block has been painted with red paint and in other areas streams are used as boundary. To the eastern side of this block, Lifuliza stream makes a boundary between the forest block and customary land and this stream demarcates Ntchisi and Nkhotakota District. On the southern side the block makes a boundary with Chentche while to the western side the block makes a boundary with Mndinda forest block, the northern side it makes a boundary with Kajaliza Forest Block.

3.3. Tenure

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

3.4 FOREST USERS

People from GVHMkomba are primary users of the resources. All villages under Mkomba block will have rights to exclude others from the villages which are not under Mkomba resource from the block free of charge. e.g mushroom thatching grass and soil for smearing semi permanent houses. But this is not applicable to people who are not under this block. The community plus other communities will have access to resources from this through Block management Committee which will be issuing permits according to the type of forest produce one would wish to harvest or collect.

3.5 MAIN USES

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

Besides the above it influences rainfall which provides and maintain water table at a high level throughout the year and this enables streams to have water throughout the year.

The block also promotes tourism and growth of different animals and insects.

4.0 FOREST MANAGEMENT UNITS

The block is divided into two management units

FMU1: TOTAL PROTECTION

Its hecterage is 309.1ha.

Thereare all steep slopes and most of areas are river banks and few areas of rock out crops (Chipala) It is meant for total protection.

THE FIRST MANAGEMENT UNIT

This areas composed of gentle slopes. The hecterage of the area is 427.8

4.1. Main Objectives of harvestable and Non harvestable areas

4.1.1 Non harvestable area

- To protect fragile and catchment area.
- To protect stream line vegetation

4.1.2 Harvestable area-

- To produce quality timber, poles, bamboos and fuel wood
- To improve economic status of GVH Mkombacomunity through sales of forest products

4.2. Specific objectives of harvestable and non harvestable

4.2.1 Non harvestable

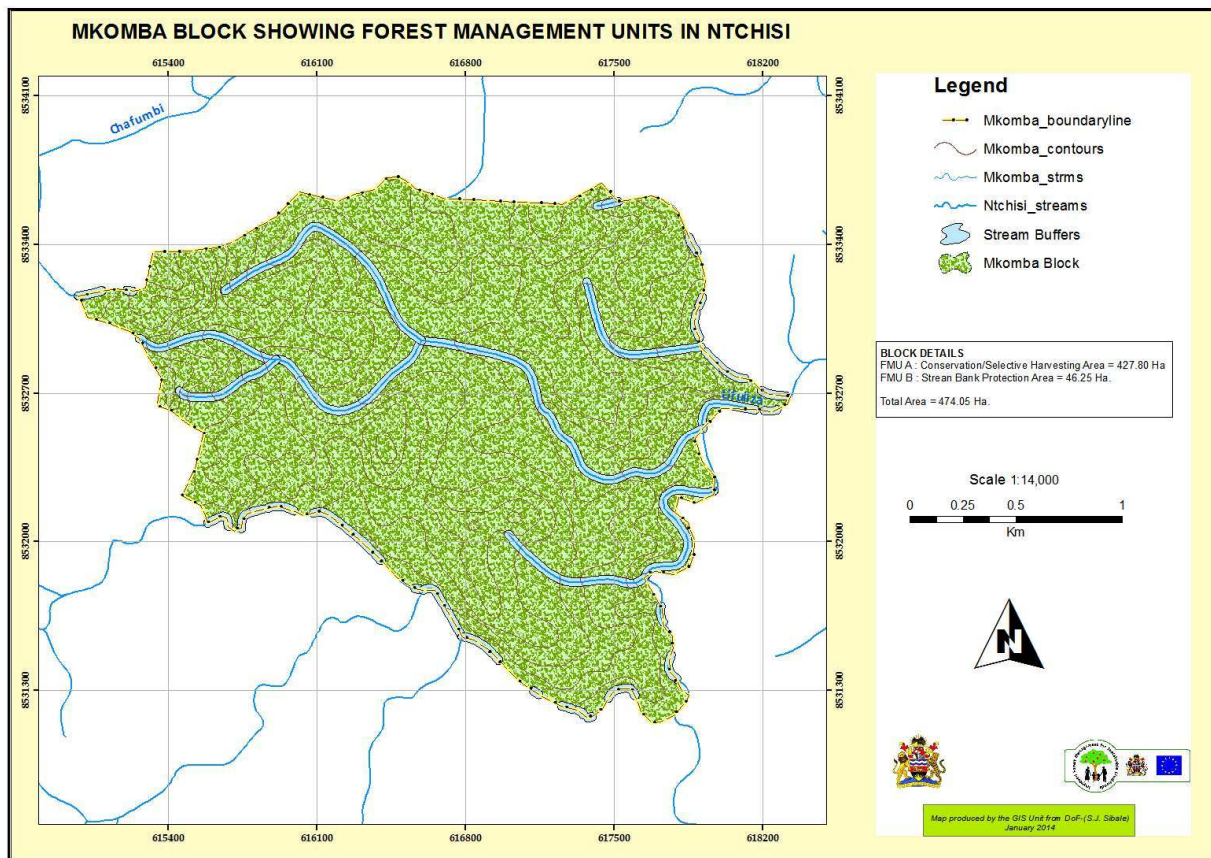
- To conserve streamline vegetation so that water flow throughout the year for domestic use is maintained.

- To protect steepy slopes
- To protect conservation of fauna and flora.

4.2.2 Harvestable area

- To promote the production of high quality of forest products to be used domestically and commercially

Fig 2 Harvestable and Non harvestable area



5.0 MANAGEMENT OBJECTIVES

5.1 Overall Objective

(a) To jointly, manage and protect the natural resources by community surrounding the government forest reserve and utilize the natural resources from the forest sustainably domestically and commercially so that the livelihood of every individual surrounding the forest is improved.

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

5.2 Specific Objectives

- To protect animals, birds and insects etc.
- Collection of forest product for domestic and commercial purpose.
- Getting our daily needs
- Getting traditional medicine
- Promoting flora and fauna
- To maintain good climate so that rainfall continues to fall in the area so that agricultural activities are maintained.
- To protect the steep slopes and land along the streams so that water table is always at high level and the streams will continue to be perennial.
- To control soil erosion
- To promote habitat for animals
- To promote tourism
- To get mushroom, wild fruits and vegetables
- To get oxygen.

6.0 RESOURCE USE RULESTABLE

NO	RESOURCE RULE	SPECIFICATION	PENALTY
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6.1 Resource Rules for Mkomba Block

1	Cutting a pole without a permit is prohibited.	Cutting poles to be monitored and regulated by the BMC with support from FD staff	Anyone found guilty of cutting poles in the block without permit shall pay a fine of K250.00 per pole
2	Noone is allowed to hunt in the block	Activity to be monitored by BMC and the FD staff	Anyone found hunting in the forest block shall pay a fine of K10,000.00.
3	Fishing in the streams which are in the forest block is totally prohibited	BMC and the FD staff to take charge	Anyone found guilty of this case will pay a fine of K250.00
4	Collection of herbs Traditional medicine without a permit is prohibited.	BMC and the FD staff will always monitor this activity	Anyone found guilty of this case will pay a fine of K1,000.00
5	Charcoal burning in the forest block is prohibited	Activity to be monitored by BMC and the FD staff	Anyone found guilty of charcoal burning shall pay a fine of K10,000.00
6	Construction of any road in the forest block is prohibited	BMC and FD staff will always monitor this activity	Anyone found damaging trees for fruit collection shall pay a fine of 2 chickens or K70
7	Setting fire in the forest block without permit is prohibited	Activity to be monitored by BMC and the FD staff	Anyone found guilty on this case will pay a fine of K10,000.00.
8	Grazing of livestock in the block without permit is prohibited	Activity to be monitored by BMC and the FD staff	Anyone found guilty of grazing livestock in the block shall pay a fine of K3,500 per animal that has grazed in the block
9	No one is allowed to elect any structure in the block	Activity to be monitored by BMC and the FD staff frequently	Anyone found guilty of deliberately constructing a house illegally in the forest block will be fined K20,000.00
10	Collection of firewood without permit is	BMC and FD staff to monitor and regulate	Anyone found guilty of collecting fuelwood in

	prohibited	fuelwood collection	the forest block without permit shall pay a fine of K200 per headload
11	Sawing of logs in the block without permit is prohibited	BMC and FD staff will always monitor this activity	Anyone found guilty of sawing shall pay a fine of K50,000
12	Cutting bamboos without permit is prohibited	BMC and FD staff will always monitor this activity	Anyone found guilty on this case shall pay a fine of K250 per headload
13	Encroachment farming in the forest block is prohibited	BMC and FD staff will always monitor this activity	Anyone found guilty on this case shall pay a fine of K50,000

Resources rules above 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 Mkomba Block with regards to forest resource protection, sustainable management, and utilization (table 6.1)

7.0 FOREST MANAGEMENT PRACTICES FOR MKOMBA BLOCK

TABLE 6 ACTION PLAN

The following activities shall be undertaken annual

N o.	TYPE OF WORK	RESOURCE S	BY WHO	WHERE	TIME FRAME													
					J	F	M	A	M	J	J	A	S	O	N	D		
1.	Conduct controlled early burning	Matches, watering canes, Pack pumps	BMC and Forestry Staff	Mkomba Chanika							√	√						
2.	Coupe Demarcation	Field book, pens & GPs	BMC and Forestry Staff	Mkomba Chanika							√	√						
3.	Marking trees for retention	Paint, Slashers, Brushes and stationery	BMC and Forestry Staff	Mkomba Chanika							√	√						
4.	Harvesting	Axes, Panga knives, Bow saws, Cross cut & Measuring tape	BMC and Forestry Staff	Mkomba Chanika									√	√	√	√	√	√
5.	Patrolling	Pen, Field books, slashers & Patrol book	BMC and Forestry Staff	Mkomba Chanika	√	√	√	√	√	√	√	√	√	√	√	√	√	√
6.	Conducting markets survey	Stationery and Money	FUG & Forestry Staff	Mkomba Chanika									√					
7.	Selling forest produce	Stationery Receipt book	FUG & Forestry Staff	Mkomba Chanika	√	√	√	√	√	√	√	√	√	√	√	√	√	√

8.	Issuing permit for various forest products	Stationery & pen	BMC and DFO if its commercial	Mkomba Chanika	√	√	√	√	√	√	√	√	√	√	√
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7.2. PATROLLING PLAN

Forest Patrols will be conducted twice a week and people from the following villages will take part in patrols conjunction with DoF staff;

The villages are as follows: Mkomba, Bowa, Chisankhwi, Mwatchipitsa, Mputeni, Mvula and Chikhombe

Table 8. Patrolling plan

ACTIVITY	WHOM	WHEN	INDICATOR
Checking illegal sawing	BMC and FD staff	Two times per week	No. of tools confiscated No. of planks No. of offenders No. of trees felled No. of cases recorded
Checking illegal felling of trees	BMC and FD staff	Two times per week	No. of tools confiscated No. of offenders No. of trees felled No. of cases judged
Checking illegal hunting	BMC and FD staff	Two times per week	No. of offenders No. of tools No. of cases
Checking illegal setting of wild fires	BMC and FD staff	Three times per week	No. of offenders No. of tools No. of cases

7.3 MONITORING & EVALUATION PLAN

TABLE 7. MONITORING & EVALUATION PLAN

Objective	What to measure	How to measure	Indicator	Responsibility	When
Harvesting of non-woody products	Quantity of each production	-Counting -No. of permits - Observation	-Headload of bamboos -Baskets of mushrooms	BMC & Forestry Department staff	Throughout the year
Catchment protection	Continuos flow of streams	Field visit	Water levels	BMC & Forestry Department staff	Through out the year
Patrolling	Distance covered	No. of patrols reports	-Cases discovered during patrols -No. of people arrested or reported	BMC & Forestry Department staff	Through out the year
Controlled early burning	No. of Ha burnt	Site visit observation	Area early burnt	BMC & Forestry Department staff	August to September

8.0. MANAGEMENT PLAN FOR EACH USE

Forest resources products in Mkomba Block shall be harvested in coupes and the key harvestable product is pole. *Acacia polyantha* are the commonly species dominating the forest block followed by the following tree species, *cordyla* African *brachystegia*, *ZizyPhus abyssinica*

The rotational age will be 30.

This period has been chosen in order to give enough time for tree regeneration to meet sustainable use out of the harvestable area of 474.05 hectares. Therefore 14 ha shall be harvested annually.

8.1 Management Plan for Fuelwood

Forest product: Fuelwood – Key product

Key species: Msenga

Demand: High

Supply: Very High

Problems/Issues: Theft, Wild fires

Management practices:

- The branches of felled trees will be used for poles, hoe handles and firewood.
Availability of dry wood in the forest block is great, it meets the demand for domestic use and surplus of this dry wood can be sold commercially.
- Marking of Coupes will be done annually.
- No green tree will be felled for firewood purpose because availability of dry wood in the block is greater than the demand.

Allowable Area per year: The 14 ha marked for timber/pole production will supply surplus firewood using branches of the trees felled for timber purpose per year.

Permits

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

Fees and Royalties

- Headload of firewood will be collected at K50.00 each.
- People outside the block will pay K100.00 per headload.

8.2 Management plan for medicine

Forest Product: Medicine

Key species: Mpandanjovu

Demand: High

Supply: Very High

Problems/issues

- Wild fires damages young trees and shrubs
- Theft

Management Practices:

- A reasonable quantity of roots to be collected from one tree. After collecting roots the dug area should be filled with soil.
- Every person must obtain permit from the BMC before collecting medicine
- Unnecessary brazing of trees is prohibited
- Fire protection.

Allowable Area:

- Medicine shall be collected through out the year
- Medicine should be collected from the demarcated coupe as long as the trees/shrubs required are available in that demarcated area. If the shrubs required for medicine are not available in the demarcated coupes the herbalist can fetch any where.

Permits

- Medicine of 50kg will be collected with a fee of K1,000.00 for a herbalist from GVH Mkomba and K2,000 for a herbalist from other areas

8.3 Management plan for Timber

Forest Product– Timber – key product

Key tree species – *Brachystegi, stegi* (mseza).

Demand–High

Supply- Medium

Problems/ Issues –

- Theft
- Uncontrolled late fires.

Management Practices

- Marking of coupes will be done annually
- Commercial and domestic timber will be harvested from demarcated coupes only
- The branches of the felled tree timber purpose will increase the supply of fuelwood, poles and hoe handles.
- Minimum of 140 trees will be left in each coupe.
- Stump height of the trees felled will be 15 – 20 cm.
- Selective harvesting to be conducted in each harvestable coupe.

Allowable area per year

The allowable area is 14 ha per annum based on a 30 year rotation period.

Permits

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

Fees and royalties

PRICE	PEOPLE FROM GVH MKOMBA	PRICE TO PEOPLE FROM OTHER AREAS
Brachystegia bussei (Mseza)	K5,000.00	K7,500.00

8.4 Management plan for Fibre from Brachystegia Tree species

(a) Forest Product: Fibre

(b) Key species:

©. Demand: High

(d). Supply: High

(e). Problems/Issues: Wild fires
Theft

(f). Management practices:

- Branches of Brachystegia tree species will be felled for the purpose of obtaining fibre
- This will be done in the marked coupes per each year.
- A green tree cannot be felled for fibre purposes..

(h). Allowable Area:

- Fibre will be collected in the seven marked coupes per year.

(i). Permits

- Anyone wishing to collect fibre will be escorted by BMC member. The fibre will be charged per each thread at a cost of K50.00 for a person from Mkomba village and outsiders of this GVH Mkomba will be charged K100.00

8.3 Management plan for Fruits

(a) Forest Product – Fruits

(b) Key species – Mviru.

(c) Demand – High

(d) Supply - Low

(e) Problems/ Issues –
- Theft and Wild fires.

(f) Management Practices

- Fire protection.
 - Every person obtain a permit from BMC
 - Unnecessary cutting of fruit tree is prohibited
 - Use of whipping method of harvesting fruits is prohibited

(h) Allowable area – Fruits will be harvested throughout the year basing on permission from

BMC

(i) Permits

- Fruits will be collected free of charge after permit from BMC.
This applies to GVH Mkomba and outsiders

8.3 Management plan for Bamboos

Forest Product – Bamboos

Key species – Mviru, Nthudza, Nthundu, Masuku, Mgunkhumwala, Maula, Maye, Kasokolowe, and Mkhundi.

Demand –High

Supply - Medium

Problems/ Issues :

- Theft
- Wild fires.

Management Practices

- Proper felling of bamboos with a stump height of 10 cm

Allowable quantity – Shall depend upon the supply.

Permits

- Everyone who wants to collect bamboos from GVH Mkomba will pay K20 per bamboo to BMC while outsiders of this block with purchase at a cost of K50 each

.MANAGEMENT PRACTICE FOR GRAZING ANIMALS IN THE BLOCK

Animals will be allowed to graze in the forest block at different places (area)

- Animals will not be allowed to graze at one area for a long time.

Demand: Low

Supply: very high

Problems:

- The fees of cattle damage a lot of young trees

Management Practice

- Currently nobody has cattle from GVH Mkomba. Only outsiders close to GVH
Mkomba have cattle

Permit:

- Anyone who has cattle will be allowed to graze cattle in the forest block after obtaining a permit from BMC.

PRICE	PEOPLE FROM GVH MKOMBA	PRICE TO PEOPLE FROM OTHER AREAS
	K200.00 per cow per annum	K500.00 per cow per annum

9.0 BENEFIT SHARING MANAGEMENT ARRANGEMENT

All forest products sold for domestic use within Mkomba area – 100% of the income generated will be for Mkomba Block. Forest products sold for commercial purposes i.e a customer buying forest products from Mkomba Block and resell the purchased forest products to other customers nearby or far away the income generated will be distributed (divided) in the following ways:-

60% of the income will be for Mkomba Block

30% of the income will be for forest Department

10% of the Income will be for Local Forest Management Board (LFMB)

Table 2: Showing estimated annual cash flow for Mkomba block.

Block management committee account	MK	% of Gross income
Domestic permit fees	1440750	7.6%
Commercial permits fees	17319250	70%
Gross income	18760000	100%
Less share to LFMB account(10%) of commercial income	1731925	
Balance	17028075	

		90%
Less costs of forest management		
Effective net income	16457095	
Average net income / ha	1175506.7	
Average income per house hold	145,638	
Local Forest Management Board Account		
Income from Mkomba co-management Block	18,760,000	
LFMBA	5,628,000	30%
Income from Mkomba	16,465,275	0%

Table 10 Revenue distribution

Revenue source level	Category of fees	Type of account	Signatories	Funds use	Remarks
Forest reserve Account	Permit fees for Domestic use	Block committee Account	Elected Block Committee Members	<ul style="list-style-type: none"> • 10% assisting orphans and old aged people • 10% assisting the crippled people. • 30% for Usury. • 50% management of the forest. 	100% realized from fees for domestic use deposited Forest products harvested with permits issued by BMC.
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"> • 10% assisting orphans and old aged people • 10% assisting the crippled people. • 30% for Usury. • 50% management of the forest. 	0% of revenues deposited into Forest Development Fund. 10% into Local Forest Management Board Account. 60% into Block committee Account.

ANNEX 1 –List of Tables

Table 1: Showing Tcost of activities per annum (Forest management cost)

ACTIVITY	NO. OF PARTICIPANTS	HOW MANY TIMES	DAILY RATE	TOTAL (MK)
Controlled early burning	15	7	K500	52,500
Forest Patrols	5	104	K500	54,080
Meeting	15	24	K300	108,000
Conducting market survey	3	1	K 2,500	7,500
Coupe Dermation	15	2	K500	15,000
Marking trees for retention	15	2	K500	15,000
Harvesting	15	30	K500	225,000
Issuing permits	1	313	K300	93,900
TOTAL				570,980

Table 2: Showing estimated annual cash flow for Mkomba block.

Block management committee account	MK	% of Gross income
Domestic permit	1,657,400	4.7%
Commercial permits	33,317,000	95.3%
Gross income	34,974,400	100%
Less share to LFMB account(10%) of commercial income	3,331,700	
Balance	31,642,700	90%
Less costs of forest management (labour, inputs)	541,200	
Effective net income	31,101,500	
Average net income / ha	118,396.75	
Average income per house hold	230,381.48	
Local Forest Management Board Account	3,331,700	
Income from Mpanang'ombe block	34,974,400	
Less share to Forestry Department (30%)	9,995,100	
Balance	21,647,600	60% of commercial plus 100% domestic permits.

Table 3: Showing total supply in annual coupes

FOREST PRODUCT	TOTAL NO. RECORDED IN SAME PLOTS	TOTAL SUPPLY / HA	TOTAL SUPPLY IN ANNUAL COUPES
Headloads of fuelwood	150	3750	52,500
Poles	22	550	7700
Timber	9	225	3150
Hoe handles	10	250	3,500

Table 4: Showing projected income from permit fees

Forest Product	Domestic permit fees	Commercial permit fees	Total income (MK)
Poles	K16,950.00	K3368,030.00	385,000
Firewood	K293,800.00	K2,331,200.00	2,625,000
Timber	K1,130,000.00	K14,620,000.00	15,750,000.00
Totals	K1,440,750.00	K17,319,250.00	18,760,000.00

Table 5: Showing quantity of forest products for sale

FOREST PRODUCT	DEMAND	SUPPLY	SURPLUS/DEFICIT
Timber	226	3150	2954
Poles	339	7700	7361
Fuelwood/Headloads	5876	52500	46624

CONSTITUTION OF MKOMBA FOREST BLOCK OBJECTIVES OF THE CONSTITUTION

- To protect, manage, Develop and control the sustainable utilization of natural resources in the area of GVH Mkomba on behalf of Mkomba Community in a transparent and equitable manner.
- Structure and membership managing committee .There shall be a committee which shall be comprised of fifteen members which will be as follows:
 - _ Tthe chairman
 - Vice Chairperson
 - The secretary
 - vice Secretary
 - The treasure
 - Five committee members.50% of the committee shall be females. There shall 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 GVH Mkomba.

General Body

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

Wider community

All people living in villages under GVH Mkomba shall be included.

The traditional leaders (TA)

The village heads, Group heads and Traditional Authority shall advise the committee in time of need.

FUNCTIONS OF THE MANAGING COMMITTEE

Duties and responsibilities of the management committee

- Making sure that the monetary benefits are used properly
- Making sure that the constitution is being followed
- Reporting on development and achievement to the wider community
- Reporting on developments and achievements to the GVH, TA and Forestry Extension workers.

- Confiscating items which have been harvested/collected without permits.

DUTIES OF ELECTED MEMBERS

THE CHAIRMAN AND VICE

- To Convening and conduct 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

- Should know how to read and write.
- Must have interest in forest activities
- Must be from GVH Mkomba
- Must not be a convict.

SECRETARY AND VICE

Duties

- To write minutes of meetings
- To write letters to call for meetings.
- 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

- Should be able to read and write.
- Must have interest in forest activities
- Must be from GVH Mkomba
- Must not be a convict.

Duties

- To write minutes of meetings
- To write letters to call for meetings.

- To take attendance of meetings

TREASURER

Eligibility

- Should be able to read and write.
- Must have interest in forest activities
- Must be from GVH Mkomba
- Must not be a convict

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.

COMMITTEE MEMBERS Duties

- To settle disputes
- Assist in agenda formulation
- Represent the institution in times of need.
- To monitor the function of the constitution.

.DISSOLUTION OF MANAGEMENT COMMITTEE

If the committee has misused the money.

Eligibility

Anyone from GVH Mkomba is free to join

ELECTIONS

- Will be conducted in a free and fair manner with proper consultation with the Traditional leader
- Anyone from GVH Mkomba who fulfills the requirements needed for the post is free to contest
- One man one vote method will be used

FREQUENCY OF THE ELECTIONS

- Normally after 5 years.

DISQUALIFICATION OF THE MEMBERS FROM THE GENERAL BODY

- Acting not in accordance with the constitution deliberately
- She/He has moved from GVH Mkomba's area.

FUNCTIONS OF THE TRADITIONAL LEADER (TA)

- Shall be advisor to the institution and assist settling of disputes.
- Shall be one of the signatories of block management plan and agreement.

THE RIGHT TO APPEAL

- A person has a right to appeal to GVH then TA if not satisfied with BMC Judgement

FUNCTIONS 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

Eligibility

- Have an interest in forestry activities
- Factual in nature
- From GVH Mkomba

WIDER COMMUNITY

DUTIES/RIGHT

- Taking part in the management of the block
- Taking part in conducting election
- Right to have benefit
- Right to ask for clarification from committee members
- Right to dissolve the managing committee if deemed necessary
- Amending institutional meetings

Eligibility to be elected to the office

- Should be from GVH Mkomba
- Have an interest in forestry activities

TENURE

- Elections shall be conducted every 5 years
- A member shall be elected for a maximum of two consecutive terms

DISQUALIFICATION OF MEMBERS

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

POWERS OF THE MANAGING COMMITTEE

- To dissolve disputes
- To confiscate the tools used illegally in the block

FREQUENCY

- Management committee to meet once per month
- Management committee to have a meeting with wider community.

QUORUM FOR MEETING

- Half of the executive committee to be present
- Representatives from all villages must be available when BMC meets wider community (50% of 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
 - (i) 10% for orphans and old aged
 - (ii) 10% for lame people

The Block Management committee will be doing loan savings with the income generated from the block. The interest rate will be 20% for the

communities from Mkomba and 50% for the communities from outside GVH Mkomba..

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 book
- f) Office and fine book.

Amendments of Constitution

This Constitution shall be amended every year. This is so because of rising costs of different items in groceries every year. Besides this there is also great transport cost which is rising over three times per year.

The proposed change of the constitution shall be submitted to the general body.

Benefit Sharing

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

COMMENCEMENT OF THE BY-LAWS

The Mkombaconstitution 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 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 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 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.
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 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 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 utilisation 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, organisational, marketing and other forms of support to the LFO as appropriate.
 - (i.) Organise in collaboration with other partners, relevant training courses to enhance organisational, 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 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.

MKOMBA (NKHOTA KOTA)

13. SIGNED:



DIRECTOR OF FORESTRY

Dated... 26-02-14



AND

Kayesq Wiziidani

CHAIRPERSON, LOCAL FOREST ORGANISATION

Dated... 2-4-20-14



WITNESSES:

G Y H m k o m b a

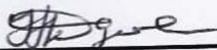
T. A Mwa

VILLAGE HEADMAN/WOMAN

Dated... 2-20-14

TRADITIONAL AUTHORITY

Dated... 02/04/14



DISTRICT COMMISSIONER

Dated.....



13. SIGNED:

DIRECTOR OF FORESTRY

Dated.....

AND

CHAIRPERSON, LOCAL FOREST ORGANISATION

Dated.....

WITNESSES:

VILLAGE HEADMAN/WOMAN

TRADITIONAL AUTHORITY

Dated.....

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			