Lao Peoples Democratic Republic

Peace - Independence - Democracy - Unity - Prosperity

Technical Booklet 5

Establishing Temporary Land Use Certificate Record Books

> **System 1**
> **Participatory Village Development and Sustainable Land Use**

Foreword

The Government of Sweden has provided technical assistance to the Government of Lao PDR in the Natural Resources Sector since 1977. Until the mid 1980s the assistance focused on support to the Department of Forestry and two State Forest Enterprises. From 1985 assistance was expanded to include support for the establishment of a Forestry Training Organization including the Forestry Technician School at Mouang Mai. In the late 1980's the Lao Swedish Co-operation was further expanded to cover shifting cultivation stabilisation and nature conservation. During the first half of the 1990's the co-operation gradually changed to institution building/strengthening of the Department of Forestry at the centre and in selected provinces.

The co-operation is based on the premise that national ownership of bilateral programmes will contribute significantly to sustainability after the programmes have been completed. In more recent years the programme has addressed sustainable land use aspects in the village development context with the view that community participation in partnership with government services will enhance the potential for sustainable management of forest and agricultural resources.

The Phase IV of the Lao Swedish Forestry Programme (1996- 2001) has concentrated on three aspects of institutional building; competence development, model development and research management. The development efforts have covered a process of formulating, improving and disseminating models (methods and procedures) in four main areas including Participatory Village Development and Sustainable Land Use, Participatory National Bio-diversity Conservation Area Management, Natural Resources Management, and Institution Building. Monitoring and gender mainstreaming have been incorporated as cross-cutting efforts in the model development work. The development activities have been performed in partnership with national, provincial and district administrations and with village communities in response to Lao policies.

The LSFP has supported the strategy and policy development of the Government of Lao PDR and contributed to the emerging consensus on rural development that is taking place within the accepted Socio-economic Priorities of the Government of Lao PDR under which broad development policies have long been operative.

This document is one in a series of resulting documents, which have been produced in both Lao and English languages to assist and provide knowledge and ideas to personnel responsible for policy, planning, and implementation of agriculture and forestry development programmes. It contains lessons and experiences learnt during the programme. I encourage the personnel of departments and agencies to study and assess the content of the documents and apply the relevant parts depending on local conditions.

I wish to commend the Swedish International Development Cooperation Agency (Sida) for it's continued support during four phases of technical assistance to the Ministry of Agriculture and Forestry, and the LSFP personnel and advisors, who have made a major contribution to this development and documentation.

20 March, 2001
Minister for Agriculture and Forestry

Dr. Siene SAPHANGTHONG

Ministry of Agriculture and Forestry

Department of Forestry/National Agriculture and Forestry Research Institute

Participatory Village Development and Sustainable Land Use System

Thongphath Leuangkhamma, Somsak Sysomvang and Peter Jones
Land Use Planning Unit, Forestry Inventory and Planning Centre
National Agriculture and Forestry Research Institute
Ministry of Agriculture and Forestry,
Lao PDR
Phone 856 21 414181· Fax 856 21 4141

About this Document

1. Intended Audience of this Technical Booklet

➢ Heads of Provincial Forestry and Agricultural Sections.
➢ Heads of District Agriculture and Forestry Offices.
➢ District Land Use Planning and Land Allocation Officers.
➢ Regional Forestry and Agricultural Training Centre (RTC) staff.

2. Explanation of "Manuals/Guides/Technical Booklets"

Manuals/Guides and Technical Booklets are documents that provide practical information on procedures and methods for implementing activities at field level. They have been developed based on experiences at the local levels during Phase 4 of the Lao Swedish Forestry Programme (LSFP). Documents have been produced in both the English and Lao languages for each of the four systems in the model/method development programme.

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│     Posters     │
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You are now reading the Technical Booklet on "Establishing Temporary Land Use Certificate Record Books" in the Participatory Village Development and Sustainable Land Use System.

3. Purpose of this Document

➢ To describe the procedures and methods for establishing Temporary Land Use Certificate Record Books at District Agriculture and Forestry Offices.
➢ To provide guidance for provincial and district land use planning staff responsible for keeping accurate records of allocated agricultural land. To provide instructional material for Regional Training Centre personnel responsible for training district staff in land allocation record keeping methods.

4. Information Provided in this Document

➢ A description of the purpose of TLUC record keeping.
➢ The objectives of a TLUC Record Book.
➢ An explanation of the nine steps in establishing a TLUC Record Book including: numbering TLUCs, checking TLUC and land parcel details, labelling land parcels with unique numbers, compiling a land parcel checklist, compiling the record book from the checklist and storing the record book and land allocation documents.

Table of Contents

Introduction

The Government of Lao PDR (GOL) has a set of procedures for registering land and issuing land titles. These procedures are:

➢ Issue of Temporary Land Use Certificate, by Ministry of Agriculture and Forestry (MAF).
➢ Issue of Land Development Certificate, by District Land Allocation Committee.
➢ Land Registration, by Ministry of Finance (MoF).
➢ Issue of Land Title, by MoF.

Procedures and methods for securing and managing Temporary Land Use Certificate (TLUC) information have been developed by the Land Use Planning Sub-programme of the Lao Swedish Forestry Programme. This activity has been undertaken in three target villages in three target Provinces; Luang Prabang (one village), Sayabouly (one village) and Savannakhet (one village) between August 1998 and August 1999.

TLUCR are records kept at DAFO to record and maintain data on agricultural land allocated by the DAFO to villagers and other persons. These registers *do not relate* to land which has been recorded or registered by the Department of Lands (DoL).

This Technical Booklet has been prepared to:

➢ Describe the procedures and methods for establishing TLUC Record Books.
➢ Assist DAFO and PFO staff undertake temporary land use certificate registration.
➢ Provide training material for staff engaged in TLUC registration training.

Purpose of Temporary Land Use Certificate Record Keeping

In the Lao P.D.R. an extensive programme of land allocation is being undertaken in all Provinces of the country. Persons allocated agricultural land are issued with TLUCs. This entitles them to use land for specified periods during which time they are expected to develop the land using stable and permanent land use practices. If the land is developed satisfactorily, the families or persons are eligible to request a Land Development Certificate (LDC), which if approved, entitles the owner to have the land registered and a Permanent Land Use Certificate (PLUC) issued.

If the land allocation data is not secured and protected, many land ownership discrepancies will arise which will interrupt the process of approving LDC's and issuing PLUC's. The TLUC Register is therefore an essential recording mechanism and tool to secure and protect the TLUC data.

Objectives of a Record Book

➢ To secure information about *ownership* of the land parcels for the benefit of both the farmers and the District Administration.

➢ To systematically keep the information contained in the *TLUC Documents*.

➢ To systematically keep land parcel information shown on the *Village Land Use Map*.

➢ To enable staff to easily find the main information contained in the TLUCs.

➢ To assist in discovering discrepancies in the data.

Steps in Establishing a TLUC Record Book

There are nine steps in the procedure which have to be followed systematically and carefully to avoid making errors. The nine steps in the procedure are outlined in the table below.

Step	Explanation
1	Collect all TLUCs and Label each TLUC with consecutive DAFO Numbers.
2	Crosscheck the details of each TLUC document against each accompanying Land Parcel Map.
3	Label each parcel on the Village Land Use map with a unique number.
4	Crosscheck the details of each TLUC against the Village Land Use Map.
5	Transfer the parcel numbers from the Land Use Map onto the TLUCs.
6	Correct the errors found in the TLUC documents and the Village Land Use Map.
7	Transfer data from the TLUCs to the Parcel Checklist.
8	Compile the Register (Transfer the data on the Parcel Checklist to the TLUC Record Book).
9	Store the TLUC Record Book, Village Land Use Map and TLUC documents

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Details of the procedures and methods within the nine step process are provided in the manual presented in the following pages
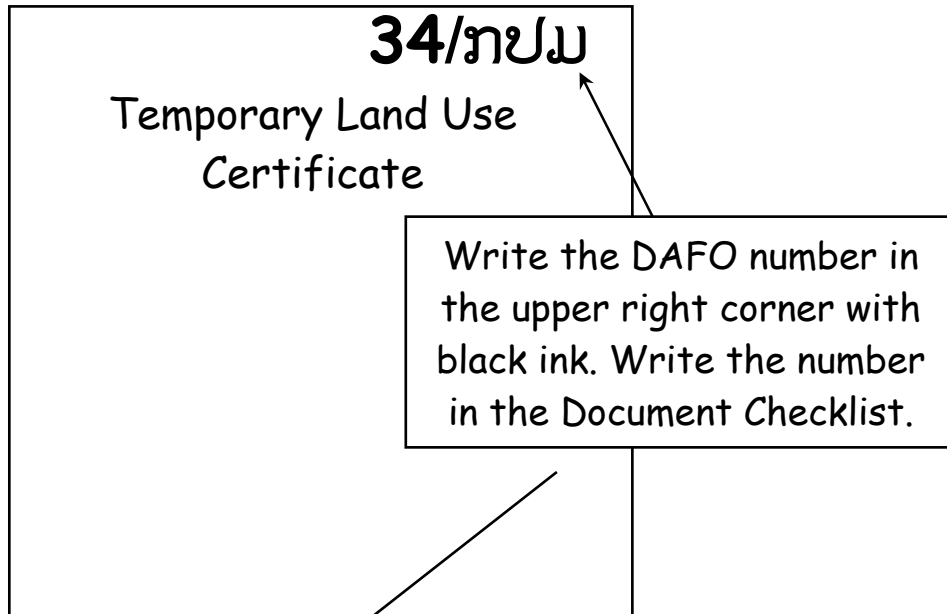
Manual on Preparing Temporary Land Use Certificate Record Books

Lao-Swedish Forestry Programme
Land Use Planning Sub-programme

Summary of the Process

1. Collect all TLUC's and label each TLUC with consecutive DAFO numbers.

2. Crosscheck the details of each TLUC document against each accompanying Land Parcel Map.

3. Label each parcel on the Village Land Use Map with a unique number.

4. Crosscheck the details of each TLUC against the Village Land Use Map

5. Transfer the parcel numbers from the land use map onto the TLUC's.

6. Correct errors found in the TLUC documents and on the Village Land Use Map.

7. Transfer data from the TLUC's to the Parcel Checklist.

8. Compile the TLUC Record Book (transfer the data on the Parcel Checklist to the TLUC Record Book).

9. Store the TLUC Record Book, Village Land Use Map and TLUC documents properly.

1. Collect all TLUC's and label each TLUC with consecutive DAFO numbers

34/ກປມ

Temporary Land Use Certificate

Write the DAFO number in the upper right corner with black ink. Write the number in the Document Checklist.

- ➢ Place all the **TLUC's** into one binder.
- ➢ Count the **TLUC's**.
- ➢ Take the **Land Allocation Data** if available and *compare* the number of **TLUC's** with *the number* of parcels allocated. If they are not the same, you must go back and check again and solve the problem.
- ➢ Go through the **TLUC's** in the binder, *one by one*, and label each one with a DAFO number starting from 1 and write the DAFO Number also in the **Document Checklist**.
- ➢ Arrange the documents in the binder in order and write your *signature* and the *date* on the cover of the binder.
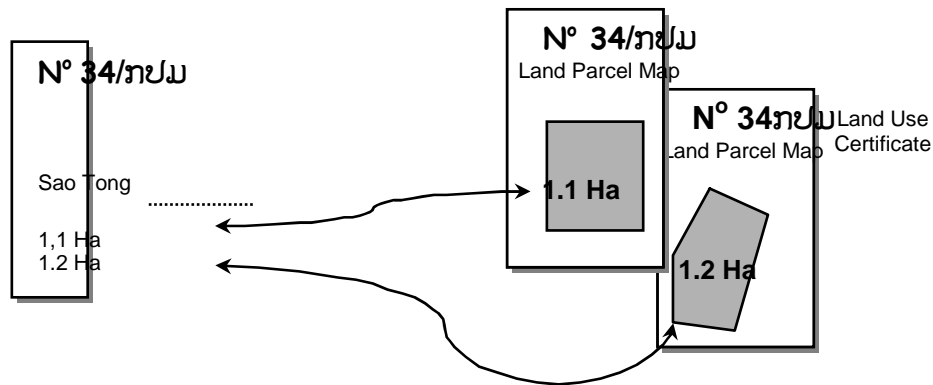
Document Checklist

TLUC		Land Parcel Map			Village Land Use Map			
DAFO	No	No	Area	Other	No	Owner Name	Parcel Location	Remarks
34								

Go to Step 2

2. Crosscheck the details of each TLUC document against each accompanying Land Parcel Map

Temporary Land Use Certificate

N° **34**/ກປມ

Sao Tong

....

1,1 Ha
1.2 Ha

Land Parcel Map

N° **34/ກປມ**
Land Parcel Map

1.1 Ha

N° **34ກປມ** Land Use Certificate
Land Parcel Map

1.2 Ha

➢ Take the first **TLUC** and locate its corresponding **parcel map**.
➢ Check that the following details are the same **for each owner**:
1) The number of parcels.
2) The area of each parcel.
3) Other details related to each parcel.

<u>OK</u>:
➢ If the details are OK, put the DAFO number on the parcel map.
➢ Write the number of parcels in the **Document Checklist** in the TLUC and Land Parcel Map columns.
➢ Put a tick on the **Document Checklist** for Area and Other details respectively.

<u>Not OK</u>:
➢ If the details are not the same put the documents aside in a separate binder for further investigation.
➢ Write the number of parcels in the **Document Checklist** in the TLUC and Land Parcel Map columns.
➢ Put a cross on the **Document Checklist** for the information that is wrong.

Write the number of parcels in the TLUC and in the Land Parcel Map

Tick here if the information in the Land Parcel Map is the same as in the TLUC. If not, write a cross.

Document Checklist

TLUC		Land Parcel Map			Village Land Use Map			
	No	No	Area	Other	No	Owner Name	Parcel Location	Remarks
34	2	2	✓	✓				

Take the next TLUC

7

3. Label each parcel on the Village Land Use Map with a unique number

Village Land Use Map
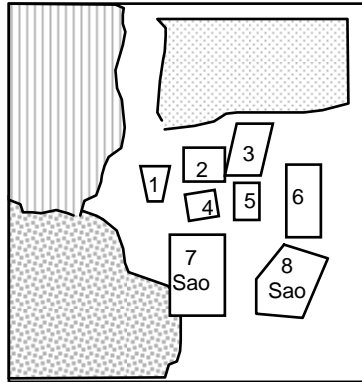
Parcels numbered
in geographical
order,
from west to the
east, from north
to south.

Write your signature
and the date in the
lower right corner.

Write the
parcel
number
here.

Map Parcel Checklist

No	Yes or No
7	
8	

➢ Take the **Village Land Use Map**.

➢ Count the parcels on the map.

➢ Check that the number of the parcels on the map and the number of parcels recorded on the TLUC's are the same or not.

➢ Label the parcels with numbers in geographical order (see figure) from 1. Write the numbers carefully on the map parcels. For every labelled parcel, write the number on the Map Parcel Checklist.

➢ Have the labelling checked by a supervisor or colleague. Are the labels readable and are all parcels labelled?

➢ Put your signature and date on the lower right corner of the map, to indicate that the parcels on this map have been labelled.

Go to Step 4

4. Crosscheck the details of each TLUC against the Village Land Use Map

Temporary Land Use Certificate

Nº 34/ກປມ

Land Use Certificate

Sao Tong

1,1 Ha

1.2 Ha
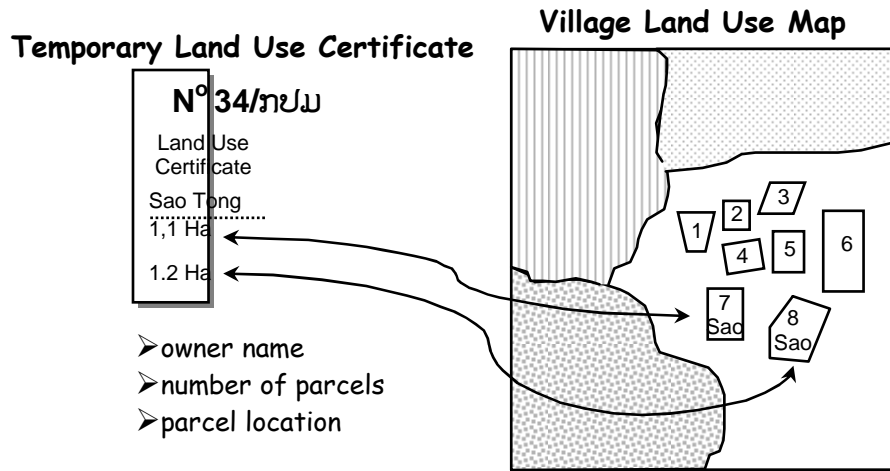
➢owner name
➢number of parcels
➢parcel location

Village Land Use Map

➢ Take the **Village Land Use Map**.
➢ Check that every *owner's* parcel on every **TLUC** also has a corresponding parcel on the **Village Land Use Map**. Check for the following:
1) The Owner Name.
2) The Number of Parcels.
3) The Parcel Location.

<u>OK</u>:
➢Write the number of parcels in the **Document Checklist** in the Village Land Use Map column.
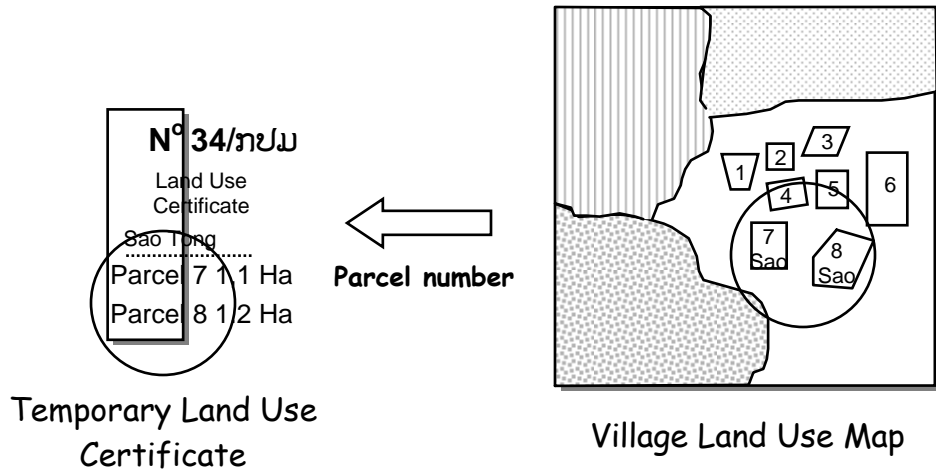➢ Put a tick on the **Document Checklist** in each column respectively.

<u>Not OK</u>:
➢ If the details are not the same put the documents aside in a separate binder for further investigation.
➢Write the number of parcels in the **Document Checklist** in the Village Land Use Map column.
➢Put a tick on the **Document Checklist** in the column to show that the information is correct.

Go to Step 5

Write the number of parcels in the Village Land Use Map for each TLUC.

Tick if the other information is correct. If not, write a cross.

Document Checklist

TLUC	Land Parcel Map				Village Land Use Map			Remarks
	No	No	Area	Other	No	Owner Name	Parcel Location	
34	2	2	✓	✓	2	✓	✓	

Take the next TLUC

9

5. Transfer the parcel numbers from the Land Use Map onto the TLUC's

N⁰ 34/ກປມ

Land Use
Certificate

Sao Tong

Parcel 7 1.1 Ha

Parcel 8 1.2 Ha

Temporary Land Use
Certificate

Parcel number

Village Land Use Map

- ➢ Transfer the *parcel number* from the **Village Land Use Map** to the corresponding parcels on the **TLUC's**.
- ➢ Tick the parcel number on the Map Parcel Checklist.
- ➢ *NOTE: Do this very carefully!*

Tick the parcel number for each parcel transferred to the TLUC's

Map Parcel Checklist

No	Yes or No
7	✓
8	✓

Repeat steps 4 and 5 for each parcel
Take a new TLUC and repeat the process.

6. Correct the errors found in the TLUC documents and the Village Land Use Map

Document Checklist

TLUC		Land Parcel Map			Village Land Use Map			
	No	No	Area	Other	No	Owner Name	Parcel Location	Remarks
34	2	1	✓	✓	2	✓	✓	make new map

A parcel map is missing.

Document Checklist

TLUC		Land Parcel Map			Village Land Use Map			
	No	No	Area	Other	No	Owner Name	Parcel Location	Remarks
34	2	2	✓	✓	1	✓	✓	

A parcel is missing in the
Village Land Use Map.

Document Checklist

TLUC		Land Parcel Map			Village Land Use Map			
	No	No	Area	Other	No	Owner Name	Parcel Location	Remarks
34	2	2	X	✓	1	✓	✓	Check w farmer

Area is wrong! The areas on the
TLUC and the Land Parcel Map
are different.

➢ Examine the Document Checklist for errors on TLUC's and other documents. Some examples of errors are shown to the left.

➢ Correct the errors. It is important that all documents are correct before continuing with the next step.

➢ If new parcels are introduced on the Village Land use Map, continue with the consecutive numbering, and do not forget to put the number on the TLUC documents as well.

➢ Use the remarks column to describe how to fix the problem, and when done, change the document checklist with the strikeout method (no whiteout).

7. Transfer data from the TLUC's to the Parcel Checklist

Temporary Land Use Certificate

N° **34/**ກປມ

Land Use
Certificate

Sao Tong

Parcel 7 1,1 Ha

Parcel 8 1.2 Ha
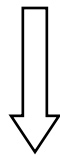
Parcel number
TLUC No
Area
Owner
Family Registration No

➤ Check that the **TLUC** has passed the **Document Checklist**.
➤ Transfer the *parcel number* from the **TLUC** to the **Parcel Checklist**.
➤ Transfer the **TLUC** DAFO number to the **Parcel Checklist**.
➤ Transfer the rest of the data from the **TLUC** to the **Parcel Checklist**.
➤ *Note: Do this very carefully!*

Parcel Checklist

| Parcel No	TLUC No	Area	Owner	Family Registration No
7	01/135	1.1	Sao Tong	12
8	01/135	1.2	Sao Tong	12

Take the next TLUC

8. Compile the Record Book
(Transfer the data on the Parcel Checklist to the TLUC Record Book)

Parcel Checklist

| Parcel №	TLUC Nº	Area	Owner	Family Registration Nº
7	01/135	1.1	Sao Tong	12
8	01/135	1.2	Sao Tong	12

Parcel number
TLUC No
Area
Owner
Family Registration No
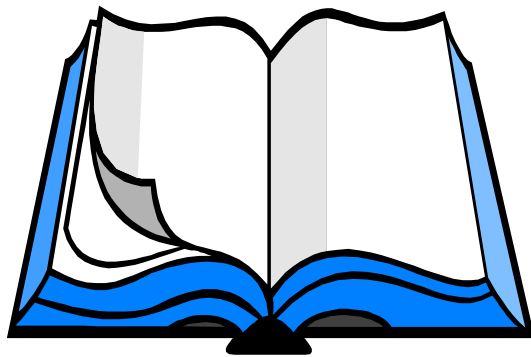
- ➢ Take the **Parcel Checklist** and the empty **TLUC Record Book**.
- ➢ Use a pen with **black ink**.
- ➢ For each *parcel (row)*, transfer the information from the **Parcel Checklist** to the **TLUC Record Book**. *Two people* must do this to check the correctness and readability in the **TLUC Record Book**. Work carefully.
- ➢ When finished with all the *parcels* within one village add the village code, village number and date to the register of contents.
- ➢ *Note: Do this very carefully!*

9. Store the TLUC Record Book, Village Land Use Map and TLUC documents
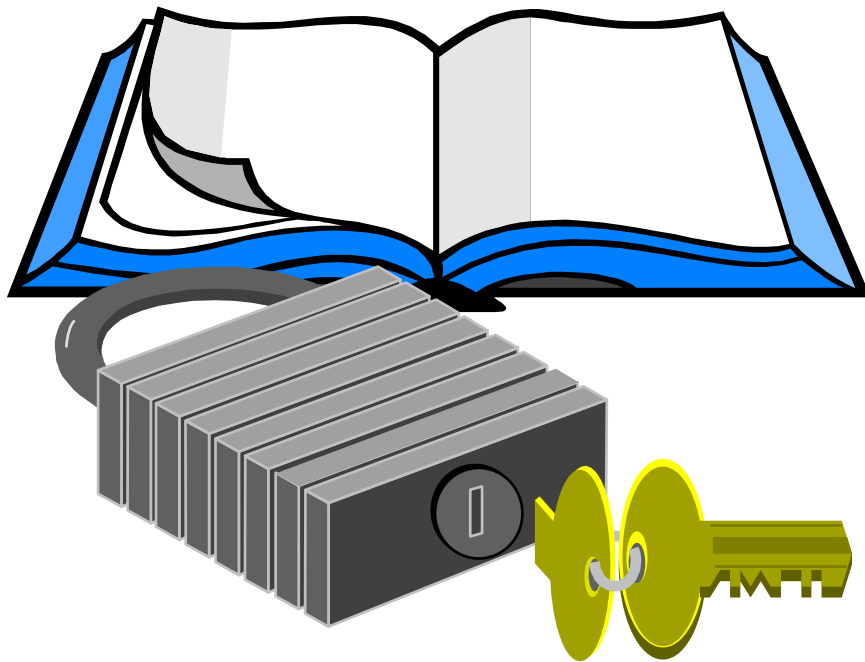
- ➢ The **TLUC Record Book** is very valuable and must be kept in a safe place, preferably placed in a locked room or at least in a locked drawer. On the other hand it must be easily accessible when it is needed.
- ➢ The **Village Land Use Map** must be stored in labelled map cylinders in a safe place.
- ➢ The **TLUC** documents should be put into a binder and stored together or close to the Record Book.
- ➢ A *loan of a document* must always be documented in a file that accompanies the binder or is close to the storage place.
- ➢ The **TLUC Record Book** must *never* be taken outside the office, without prior authorisation from the Head of DAFO.