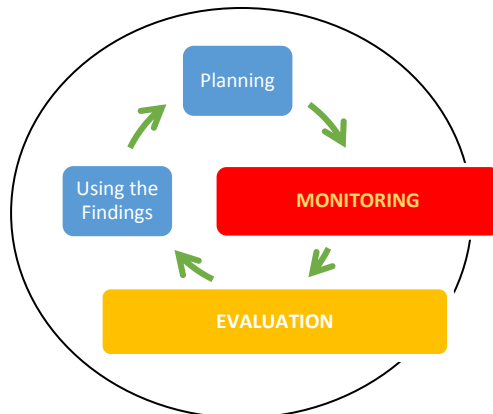




Royal Government of Bhutan  
Ministry of Agriculture and Forests  
Department of Forests and Park  
Services

# Guidelines for Monitoring & Evaluation of Community Forestry



***Social Forestry and Extension Division***  
August 2016

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Ministry of Agriculture and Forests  
Royal Government of Bhutan  
Thimphu, Bhutan

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## Acknowledgement

Community Forest in Bhutan is expanding and their number is increasing day by day. Regular monitoring of CF is therefore critical to make sure that CFs are managed sustainably and simultaneously benefiting the community forest management groups. This guideline was felt necessary at this juncture when implementation of CFs activities are in full swing in all 20 dzongkhags. This guideline development came at the right time when most of the CFs have already started showing impacts.

I, On behalf of the Social Forestry and Extension Division would like to thank the Director, Department of Forests and Park Services for his kind support rendered to develop the guideline for monitoring and evaluation of Community Forestry (CF). I am also very thankful to HELVETAS and Swiss Agency for Development and Cooperation (SDC) – Bhutan for the financial support provided to conduct workshop, field testing of forms and printing of the guideline.

I would also like to thank Dr. Kai Schrader of Helvetas and SFED team for bringing out this important guideline on time.

I am confident that this guideline is simple enough to be used by all the field staff and will ultimately benefit the policy of sustainable utilization of resources from CF for eternity.



Passang Wangchen Norbu  
Chief Forestry Officer

## Foreword

The Community Forestry programme in Bhutan is progressing very well, which is evident by the fact that 650 plus community forests (CF) have been established and handed over to the community forest management group (CFMG) members for sustainable management and to generate benefits. CF is dynamic and it encompasses environmental, social, cultural, economic and political circumstances, which will also generate new opportunities. These issues and opportunities can be tacit and attended to through monitoring of the programme.

Monitoring and evaluation has become very important for the entire programme in the forestry sector. Only through monitoring, we can comprehend and realize where we should focus and re-focus, and certainly findings of monitoring will assist planning to have implementable plan.

The guideline for monitoring and evaluation of CF is developed timely by the Social Forestry and Extension Division, DoFPS with support of HELVETAS and Swiss Agency for Development and Cooperation (SDC). The guideline is mainly to facilitate and enable field staffs to monitor the CF programme by understanding the importance of M & E, purpose of filling information in the form, analysing the information or data and at the end using the analysis report for planning and improving the programme.

Lastly, I would like to extol SFED for producing this essential document for field use. Hence, I expect the field offices to monitor CFs regularly, maintain up-to-date and reliable information, and eventually contribute to better management of forest resources.

Tashi Delek!



Phento Tshering  
DIRECTOR

Department of Forests and Park Services.

## Acronyms

AHL	Annual Harvesting Level
APR	Annual Performance Review
CFMG	Community Forest Management Group
CNR	College of Natural Resources
DoFPS	Department of Forests and Park Services
DzFO	Dzongkhag Forest Officer
FNCR	Forest and Nature Conservation Rules
GIS	Geographical Information System
M&E	Monitoring and Evaluation
NWFP	Non Wood Forest Product
PCM	Project Cycle Management
PES	Payment for Environmental Services
PFMP	Participatory Forest Management Project
SDC	Swiss Agency for Development and Cooperation
SFED	Social Forestry and Extension Division

## **1. Community Forestry objectives and goal**

The National Forest Policy of Bhutan, 2011 states that ***“Community Forestry is to empower rural communities manage forests sustainably for socio-economic and environmental benefits, poverty reduction and to contribute to overall sustainable forest management at national level.”***

Community Forestry is aimed to have positive ecological, economic and social impact. The participatory management of forest resources should improve **conservation and protection** of species, landscapes, and other natural resources such as soil and water. It should generate **income and benefits** (wood, non-wood forest products and services) for the communities and households. Moreover, Community Forestry should foster good **governance and inclusion** of disadvantaged groups, for instance women, illiterate or young persons. His Majesty the Fourth Druk Gyalpo Jigme Singye Wangchuck summarized already in 1979: ***“The participation of the local community is the key to conversation and utilisation of forest resources.”***



Community Forestry needs to be monitored and evaluated the changes in these **three dimensions of sustainability** or systems: ecological, economical and social systems highlighted below:

<i>Dimensions of Sustainability</i>	<i>Ecological</i>	<i>Economic</i>	<i>Social</i>
<i>Principles of current Community Forestry policy</i>	Balance conservation with sustainable utilisation	Generate income for local communities through commercial harvesting of timber, NWFPs and services	Support decentralisation and devolution through empowerment of local communities to manage their local forests
		Contribute to poverty reduction	Improve governance of Community Forests leading to improved forest conditions and the equitable distribution of benefits
		Provide, as far as possible, timber for rural construction and maintenance	

## **2. The relevance of Monitoring & Evaluation**

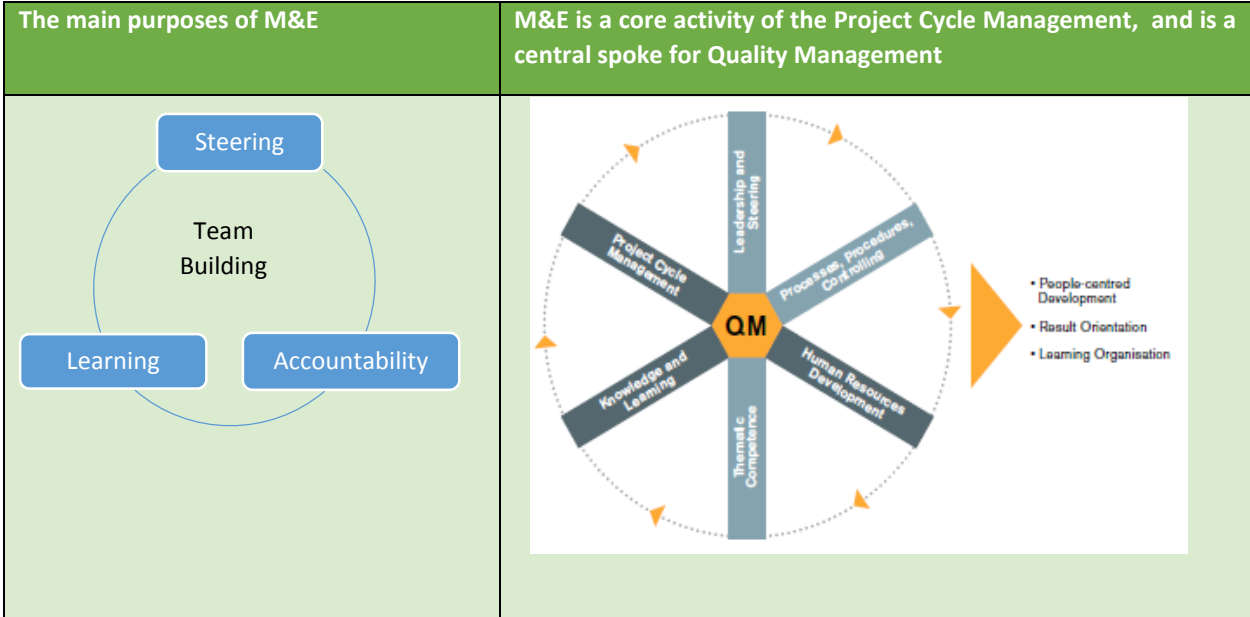
**Monitoring & Evaluation (M&E)** is the process of collecting periodical data of selected indicators with

determined measurement methods, the analysis and interpretation of such data, and the sharing of this information at different levels using different tools such as maps, reports, meetings, publications, websites etc. M&E is a core element in the **Project Cycle Management** and is a central process that assures the quality of any undertaking, intervention or project/programme.

M&E contributes to correct **steering** as it helps to understand the effects of the intervention within the context and enables to take appropriate action based on evidence. It allows **accountability** to communities. It also contributes to exchange and analysis of information and thus triggers **learning**. Moreover, M&E is an excellent instrument for **team building**, as it obliges to share visions, reflections and experiences in a systematic and regular way (procedures).

M&E should be as **participatory** as possible, involving the Community Forest Management Groups and the team of field staff as well as decision makers at Dzongkhag and national level as much as possible.

The main purpose of M & E and quality management is shown in diagrammatic form below:



M&E has to take place at different levels:

- At the level of activities and direct implementation (**performance**) reflected in the outputs and products of the intervention (hactares of forest area planted, number of participants in trainings, number of registered CFMG etc.)
- At the level of effects and utilization of these outputs (**outcomes**) reflected in better management of the forest, improved conservation of forests and community income as well as inclusive democratic governance (number of species, less incidents and forest fires, cash income, women in decisive functions etc.)
- At the level of **impact** reflected in improved livelihoods and sustainable land management (number of jobs created, poverty reduction, climate change adaptation etc.)

### **3. Monitoring of activities and Key Performance Indicators**

Before we observe *changes* due to our work, we need to first assure the **baseline** – what is the situation at the beginning of the intervention – and the setting of the conditions for our M&E-system. The details of this

process are well described in the “*CommunityForestry Field Manual for Bhutan*”.

**Step 1** - A **map** is needed to locate the community and the forest area and to estimate the total extension of the forest. Google maps of high resolution can provide this information in sufficient quality and detail.

**Step 2** - The **description and assessment** of the forest is the next step. The information from the CFMG should be completed with the assessment of the forestry official and representative photos of selected plots (either with a digital camera or a Smartphone using an online photo monitoring application).

**Step 3** - A **classification** of the forest and the formulation of the **objective** of the CFMG form the subsequent steps. Based on the information and negotiated with the CFMG the objectives and the **10-year Management Plan** will be elaborated. The Plan should be completely understood by the CFMG, if necessary partial translation into the local language or dialect should be considered. If translation is not possible, ensure full understanding by explaining the plan orally.

- The importance of the **record books**<sup>1</sup>for good management needs to be made very clear to the CFMG. Ensure training on book keeping!

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<sup>1</sup>The record books should be reviewed and simplified and introduced stepwise. Make sure the CFMG understands the use and updates all books regularly. If books are not maintained, discuss the reasons for it with the group.

- Record books are the basis for monitoring the achievements and success of the intervention.
- Use the **Field Form** for every visit to the CFMG (have enough copies printed). Maintain an **Excel-sheet** based template<sup>2</sup> for every CFMG (for the time being use the current CF database until SFED develops a new one).
- Keep electronic copies in the database of your office and updated printed versions in a folder in your office.
- Update the Excel database after every field visit.
- You should have the Management Plan, maps, photos, and all field visit forms stored together your office.

#### 4. Use of form

The general information which could be filled from the management plan should be done prior to field visit. The complete form is annex.

**One form is to be used for one CF for each visit.**

Time of submission: **January and July.**

Year \_\_\_\_\_

<b>Name of data collector/forestry official:</b>	
<b>Date of data collection/visit:</b>	

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<sup>2</sup> To be developed

<b>Reporting period:</b>	
<b>Name of Dzongkhag:</b>	
<b>Name(s) of Gewog(s):</b>	
<b>Name(s) of Village(s):</b>	
<b>Name of the CFMG:</b>	
<b>CFMP Translated into Dzongkhag</b>	YES/NO, if YES, Name of the translator:

**Objective of community forest:**

- 1.
- 2.

**Part A: General information**

*Copy from the community forest management plan.*

Year of CF Approval	CF area (ha.)	Year of MP revision	Forest Type	CF Block number	Basal area m <sup>2</sup> /ha.	Forest Condition (circle)	Comments/Remarks
						Mature (main canopy of mature trees)	
						Pole stage (main canopy of pole-stage trees)	
						Scrubland (main canopy of shrubs, young trees or regeneration)	
						Any other (No continuous canopy. Isolated trees only)	



## Demand and harvesting limit of timber

Timber	Unit	Annual harvest limit	Annual demand	Dependent on Government Reserved Forests (GRF) Yes/No	Comments / Remarks
Drashing					
Cham					
Tsim					
Dangchung					
Flag Post					
Fencing Post					
Firewood					

### 5. Preparation for field and field visit

When you go to visit CFMGs, you need to take the Field Form and fill in the information. You will need to talk to the group, make observations and check the record books and record information from there.

- Information is required on activities and expenditures (performance) in order to compare progress against planning and to have an overview on the spending:

- Is the project or planned activities or programme still on track? YES/NO, If yes why?
- Are the funds used as planned or did we modify the plans?
- How many people – (disaggregated for gender) - participated in CF activities and trainings?
- How many seedlings have been planted, what species and on how many hectares/acres?
- What products have been harvested, sold and at what price?

First, observe and comment on the CFMG, how did membership and composition of the committee change since your last visit?

**Part B: Member Households and composition of the CFMG**

Refer Community forest management plan and minutes of meetings. A member(s) could have joined or old member (s) has been resigned from the group.

**Households**

Total member households	New member households (since last record)	Resigned member households (since last record)	Comments/Remarks

## Community forest management group executive committee composition

Name	Sex	Age	Responsibilities	Year	Remarks

<p><b>Very short thought (max. 5 sentences) on the empowerment of the group and disadvantaged groups including women and young persons</b></p>

It is important to understand the dynamic of the CFMG:

- Does the group take more responsibilities and show more initiatives?
- Does the group include disadvantaged groups, women and young person? How do you assess evolution of the group? Are more persons involved or is someone trying to monopolize power?
- In addition, it is relevant to have information on the composition of the committee: Do we have a good mix of young and elderly people in the group or are still elderly people the only main decision-makers?

- Does the group connect and exchange views or information with other CFMG?

Ask about the activities related to forestry that have been conducted and the number of participants. Does the group keep record of all activities; are minutes of meeting available of the meetings held?

### **Part C: Community forest management group activities**

Refer to Community forest annual work plan. Please note that some activities are implemented without plan. Cross-check the record books: if a record book is maintained, the response should be YES.

Activities conducted since last visit (Trainings, meetings, planting, harvesting etc.)	Female participants	Male participants	Total participants	Records available? (Minutes, lists, evaluations etc.) Y/N	Comments/Remarks

### **Plantation**

Total area newly planted (ha.)	Species planted	Number of seedlings	Comments

Now you need to assess the forest and other natural resources with the group.

- Can you observe improvement, a positive evolution?
- Is the forest managed in a (more) sustainable way?
- Take a picture of the same plots once a year to see changes over time.

### Part D: Forest, biodiversity and natural resources

Refer valid Community forest management plan.

Forest situation /Vegetation type	Tree Density (tick the box)	Regeneration (tick the box)	Comments/Remarks
	<input type="checkbox"/> <10 trees/ha	<input type="checkbox"/> Abundant	
	<input type="checkbox"/> 10-50 trees/ha	<input type="checkbox"/> cattered/few	
	<input type="checkbox"/> >50 trees/ha	<input type="checkbox"/> none	
	Forest condition (tick the box)	Canopy density (tick the box)	
	<input type="checkbox"/> Poor	<input type="checkbox"/> Dense: >40%	
	<input type="checkbox"/> Average	<input type="checkbox"/> Open: <40%	
	<input type="checkbox"/> Good	<input type="checkbox"/> Very open: few isolated trees	
	<input type="checkbox"/> Very good	(no real canopy)	
<b>List Protected species</b> (plant and animals)			
<b>Presence of wildlife</b> (mention physically seen or evidence of)			

any wildlife)	
<b>Water availability</b> (More – less – no difference? Please explain shortly)	

### **Evolution of plantations and protected forest**

<b>Please shortly describe (max. 5 sentences) on status of plantation and forest since the last visit, if possible take some photos</b>

The next section is about the use of forest products, wood and non-wood, services: The group and the department should know forest products by category, which contribute to income generation. Please try to identify the most preferred products for the group, what are other preferences? Moreover, could the group use timber to build or renovate houses? Henceforth, CFMG's requirement of timber for development purposes, their *Lhakhang* etc. should be met from CF only.

**Part E: Use of timber, fuel wood, non-wood forest products, and all other products from the forest**

<b>Product</b>	<b>Unit</b>	<b>Quantity harvested</b>	<b>Month of harvest</b>	<b>Quantity for own use (subsistence)</b>	<b>Quantity sold</b>	<b>Price per unit (Nu.)</b>	<b>Total net income (= revenues minus expenses) (Nu.)</b>	<b>Silviculture system applied to harvest</b>	<b>Comments/Remarks</b>
Drashing									
Cham									
Tsim									
Dangchung									
Flag Post									
Fencing Post									
Firewood									

Newly built number of houses with CF timber including schools, *lhakhang*, community centre etc. (only for the reporting period): \_\_\_\_\_

Newly renovated number of houses with CF timber including schools, *lhakhang*, community centre etc. (only for the reporting period): \_\_\_\_\_

**Please briefly report (max. 5 sentences) on the most promising Forest products (timber, firewood, species etc.) for this CFMG.**

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## Non-wood Forest Products (NWFP)

Product (Species)	Unit	Quantity harvested	Month of harvest	Quantity for own use (subsistence)	Quantity sold	Price per unit (Nu.)	Total net income (=revenues minus expenses) (Nu.)	As per harvesting guidelines of NWFP	Comments/Remarks

Please briefly report (max. 5 sentences) on the most promising NWFP products for this CFMG

## Payment for Ecosystem Services (PES)

What kind/type of PES	Start Year	Agreed amount Nu.	Comments/Remarks

## Ecotourism Activities/Programs

What kind/type of Ecotourism	Start Year	Agreed amount Nu.	Comments/Remarks

<b>activities</b>			

Have a closer look at the record books and check if the CFMG takes proper notes of income and expenditure. Moreover, analyse and discuss with the group the evolution of savings and investments. Are there any indications that Community Forest contributes to poverty reduction, especially for the most disadvantaged and poor?

#### **Part F: Funds and expenses**

<b>Revenue s</b>	<b>Amount (Nu.) A</b>	<b>Expenses</b>	<b>Amount (Nu.) B</b>	<b>Net income (Nu.) A-B</b>
<b>Membership fees</b>		<b>Investment into CF forest</b> (material, seedlings, labor etc.)		
<b>Fees for Permits and products (trees or any timber products)</b>				

<b>Revenues from sale of forest products</b>		<b>Expenses for harvesting forest products</b> (machinery, labor etc.)		
<b>Payment for Ecosystem Services</b>		<b>Expenses related to forest product marketing</b> (transport, transformation)		
<b>Interest from loans and bank savings</b>		<b>Expenses for Community Development and Infrastructure</b>		
<b>Fines and penalties</b>		<b>Other expenditures*</b>		
<b>Other income and expenses</b>				
<b>Total</b>		<b>Total</b>		

**\*(do not include payment and repayment of loans to and from CF cash books/account)**

### Capital as per 31<sup>st</sup> of December

Balance: Cash in hand / box (Nu.) A	Balance: Bank account B	Total amount of active loans / loans given (Nu.) C	Total capital as of 31st December A + B + C	Comments/ Remarks

Finally, other related information which are important for monitoring and evaluation.

### Part G: Other Information

Topics	Yes/No	Reasons	Management /Solution
Conflicts			
Illegal activities			
Forest Fires			
Others incidences			

<b>Important Issues.</b>	<b>Please, report on any</b>
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	<b>other type of information you consider relevant.</b>

The principal source of information is the CFMG and its members themselves; they need to gather the information and record them in the Record Books. They also assess the information and validate it. The role of the CFMG for monitoring is key: It keeps track on activities, expenditures, meetings, participants, agreements, income, loans, and cash flow. Forestry officials need to make sure, that the CFMG captures and reflects on the issues requested in the Record Books. What information is the most difficult to get and why?

## **6. Outcome and Impact Monitoring & Evaluation**

### **a) With the CFMG**

Information on outcome level is essential for verifying our “impact hypotheses”: CF contributes to sustainable forest management, income generation and good governance. Here we need to find meaningful indicators and methods that are accurate enough to answer these questions, and critically analyse the figures and discuss findings with the CFMG. This is done mainly through the field visits described in the section on monitoring above. It is the

responsibility of forestry officials to have a good understanding and to share his conclusions with the CFMG.

#### **b) Between CFMGs and the team**

After you have entered your data and information from the field visit, produce some simple graphs and exchange your observations and reflections/thoughts with other forestry officials including your superiors. The main or Key Performance Indicators for Community Forestry are:

- Number of established and active CFMG
- Number of persons participating in CFMG
- Area of forest sustainably managed through CFMG
- Income generated through CF products

Meetings and exchange views with the team at gewog level and add important **qualitative information** to these data, if any. Here we should discuss the “why” of the numbers and figures or in other words interpret the data. Such meetings should take place at least quarterly and their results and findings should be reflected in the half-yearly and yearly reports. Furthermore, relevant questions which need to be answered related to the three main outcomes are:

- ✓ **Does or Did CFMG achieve a more sustainable management of the forest and other natural resources?**
- ✓ **Does CFMG generate additional income?**

- ✓ **Does CFMG obtain a more inclusive and democratic way of managing their communities?**

In order to reflect on these questions, we need to organize **exchange workshops** for representatives of various CFMG at least once a year supplemented by exchange visits – one CFMG visits another – at Dzongkhag or forest divisional or national levels. Such meetings are an excellent opportunity to reflect together on CF's outcome and impact. They should be part of the regular M&E-system, taking place regularly. The results of such workshop should be reflected by the yearly and half-yearly reports.

**Visits** by forestry officials from HQ **to randomly selected CFMG** are another Knowledge Sharing tool that will contribute to increase the reputation of CF in the communities and allow the sharing of information and experiences at different levels. Such visits should take place regularly, 3-4 times a year.

## **7. Reporting, Data management, and Knowledge Sharing**

The **validation of information** captured in the Record Books and the Field Form should be shared and verified at the moment with the CFMG. It gives the opportunity to discuss the trends and interpretation of findings with the directly involved stakeholders (downward accountability).

The forestry official needs to introduce the data into an **Excel**, elaborate simple and standardized graphs on evolution of the numbers (trends) and comment on them. A yearly summary for every CFMG (1 page) is recommended. Reporting from forestry officials is in both done written and oral form during quarterly team meetings/briefings together with the CFO and all other forestry official of the division or parks. Information also needs to be stored physically in **archives for each CFMG and Gewog**.

The Excel spreadsheet for all CFMG and Gewogs will be shared with the national database manager, who aggregates the numbers and introduces them into the **MS Access database - SFED**. The forestry official also shares this information with the CFO, who pulls together the information of all CFMGs in all Gewogs of his/her Dzongkhag in order to elaborate yearly (and half-yearly) progress reports, if requested.

**Data management** consists of the following steps:

- Install database and provide Field Forms and additional templates
- Instruct data collector on methods and tools
- Collect and assure completeness of all data requested in the templates
- Check plausibility and discuss reliability of all data with main source/informant
- Introduce data in the M&E system (Excel-



Division; Access National)

- Control and clear data
- Elaborate and explain simple analysis (descriptive charts and pies)
- Present result to the team, validate and support interpretation
- Share data with all interested stakeholders at all level
- Prepare figures for reports and presentations

An annual general **meeting/workshop at the national level** is critical – the regular staff coordination meetings of SFED staff – will be held in order to exchange on outcomes and impact of CF with participation of CFOs, data manager, and other relevant offices. In these meetings, results, findings and information of the calendar year monitoring will be shared and discussed. This meeting constitutes the basis for budgeting next fiscal year as well as identifying and planning necessary follow-ups. At division/park and national level, **reports** are produced half-yearly in July and January.

## 8. M&E procedures: tasks, responsibilities and schedules

Field of observation	Indicator	How to measure? Method	Who will coordinate? How many	Who will implement and participate	Who will analyse	When (month, week)
----------------------	-----------	------------------------	-------------------------------	------------------------------------	------------------	--------------------

		d?	days?	te? How many days?	and report? How many days?	)?
<b>Sustainable forest management</b>						
<b>Income generation</b>						

<b>Governance and inclusion</b>						
<b>CFMG??</b>						

## Annexes

### Glossary

*(Reference from Development Assistance Committee of OECD:  
[www.oecd.org/development/peer-reviews/2754804.pdf](http://www.oecd.org/development/peer-reviews/2754804.pdf))*

#### **ACTIVITY**

Actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources are mobilized to produce specific outputs

#### **ASSUMPTIONS**

Have an influence on the project success. If they occur, we can react, can check to a certain extent or influence them. These are needed for a project implementation but not in our control.

#### **ATTRIBUTION**

The ascription of a causal link between observed (or expected to be observed) changes and a specific intervention.

#### **EVALUATION**

Systematic and objective assessment of an ongoing or completed project, program or policy, and of its design implementation and results to determine the relevance and fulfilment of objectives, development efficiency, effectiveness, impact and sustainability.

#### **IMPACT**

Positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended. Have fundamental bearings on the livelihoods, living conditions of the people.

#### **INDICATOR**

Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement, to reflect the changes connected to an intervention, or to help assess the performance of a development actor.

**INPUTS**

The financial, human, and material resources used for the development intervention.

**MONITORING**

A continuous and systematic process of observation, systematic documentation and critical reflection;

**OUTCOME**

The likely or achieved short-term and medium-term effects of an intervention's outputs. Can be positive or negative; intended / unintended. A change in the situation of the people the project addresses which can be attributed plausibly mainly to the use of the project outputs.

**OUTPUTS**

The products, capital goods and services which result from a development intervention; may also include changes resulting from the intervention which are relevant to the achievement of outcomes.

**PERFORMANCE**

The degree to which a development intervention or a development partner operates according to Specific criteria/standards/guidelines or achieves results in accordance with stated goals or plans.

**USE OF OUTPUTS**

The acceptance and use of goods and services generated by the project.

**Field Form**



**Annual Field Form for  
Monitoring & Evaluation  
of Community Forests**

***Social Forestry and Extension Division***  
***(with support from SDC and HELVETAS Swiss***  
***Intercooperation)***

**One form is to be used for one CF for each visit.**

Time of submission: **January and July.** Year \_\_\_\_\_

<b>Name of data collector/forestry official:</b>	
<b>Date of data collection/visit:</b>	
<b>Reporting period:</b>	
<b>Name of Dzongkhag:</b>	
<b>Name(s) of Gewog(s):</b>	
<b>Name(s) of Village(s):</b>	
<b>Name of the CFMG:</b>	
<b>CFMP Translated into Dzongkhag</b>	YES/NO, if YES, Name of the translator:

**Objective of community forest:**

- 1.
- 2.
- 3.

**Part A: General information**

Copy from the community forest management plan.

Year of CF Approval	CF area (ha.)	Year of MP revision	Forest Type	CF Block number	Basal area m <sup>2</sup> /ha.	Forest Condition (circle)	Comments/ Remarks
						Mature (main canopy of mature trees)	
						Pole stage (main canopy of pole-stage trees)	
						Scrubland (main canopy of shrubs, young trees or regeneration)	
						Any (No continuous canopy. Isolated trees only)	

**Demand and harvesting limit of timber**

Timber	Unit	Annual harvest limit	Annual demand	Dependent on Government Reserved Forests (GRF) Yes/No	Comments/ Remarks
Drashing					
Cham					
Tsim					
Dangchung					



Flag Post					
Fencing Post					
Firewood					

<b>Very short (max. 5 sentences) description of the changes related to group and resources management.</b>

**Part B: Member Households and composition of the CFMG**

Refer Community forest management plan and minutes of meetings. A member(s) could have joined or old member (s) has been resigned from the group.

**Households**

Total member households	New member households (since last record)	Resigned member households (since last record)	Comments/ Remarks

**Community forest management group executive committee composition**

Name	Sex	Age	Responsibilities	Year	Remarks

<b>Very short thought (max. 5 sentences) on the empowerment of the group and disadvantaged groups including women and young persons</b>

<b>Very short (max. 5 sentences) thought on the empowerment of the group and disadvantaged groups including women and young persons</b>
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**Part C: Community forest management group activities**

Refer to Community forest annual work plan. Please note that some activities are implemented without plan. Cross-check the record books: if a record book is maintained, the response should be YES.

Activities conducted since last visit (Trainings, meetings, planting, harvesting etc.)	Female participants	Male participants	Total participants	Records available? (Minutes, lists, evaluations etc.) Y/N	Comments/ Remarks

### Plantation

Total area newly planted (ha.)	Species planted	Number of seedlings	Comments

Now you need to assess the forest and other natural resources with the group.

- Can you observe improvement, a positive evolution?
- Is the forest managed in a (more) sustainable way?
- Take a picture of the same plots once a year to see changes over time.

### Part D: Forest, biodiversity and natural resources

Refer valid Community forest management plan.

Forest situation /Vegetation type	Tree Density (tick the box)	Regeneration (tick the box)	Comments/ Remarks
	<input type="checkbox"/> <10 trees/ha <input type="checkbox"/> 10-50 trees/ha <input type="checkbox"/> >50 trees/ha	<input type="checkbox"/> Abundant <input type="checkbox"/> scattered/few <input type="checkbox"/> none	
	Forest condition (tick the box)	Canopy density (tick the box)	
	<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Very good	<input type="checkbox"/> Dense: >40% <input type="checkbox"/> Open: <40% <input type="checkbox"/> Very open: few isolated trees (no real canopy)	
List Protected species (plant and animals)			
Presence of wildlife (mention physically seen or evidence of any wildlife)			
Water availability (More – less – no difference? Please explain shortly)			

### Evolution of plantations and protected forest

Please shortly describe (max. 5 sentences) on status of plantation and forest since the last visit, if possible take some photos

### Part E: Use of timber, fuel wood, non-wood forest products, and all other products from the forest

Product	Unit	Quantity harvested	Month of harvest	Quantity for own use (subsistence)	Quantity sold	Price per unit (Nu.)	Total net income (= revenues minus expenses) (Nu.)	Silviculture system applied to harvest	Comments / Remarks
Drashing									
Cham									
Tsim									
Dangchung									
Flag Post									
Fencing Post									
Firewood									

Newly built number of houses with CF timber including schools, *Ihakhang*, community centre etc. (only for the reporting period): \_\_\_\_\_

Newly renovated number of houses with CF timber including schools, *Ihakhang*, community centre etc. (only for the reporting period): \_\_\_\_\_

Please briefly report (max. 5 sentences) on the most promising Forest products (timber, firewood, species etc.) for this CFMG.

### Non-wood Forest Products (NWFP)

Product (Species)	Unit	Quantity harvested	Month of harvest	Quantity for own use (subsistence)	Quantity sold	Price per unit (Nu.)	Total net income (=revenues minus expenses) (Nu.)	As per harvesting guidelines of NWFP	Comments/ Remarks

<b>Please briefly report (max. 5 sentences) on the most promising NWFP products for this CFMG</b>

**Payment for Ecosystem Services (PES)**

<b>What kind/type of PES</b>	<b>Start Year</b>	<b>Agreed amount Nu.</b>	<b>Comments/ Remarks</b>

**Ecotourism Activities/Programs**

<b>What kind/type of Ecotourism activities</b>	<b>Start Year</b>	<b>Agreed amount Nu.</b>	<b>Comments/Remarks</b>

**Part F: Funds and expenses**

Revenues	Amount (Nu.) A	Expenses	Amount (Nu.) B	Net income (Nu.) A-B
Membership fees		Investment into CF forest (material, seedlings, labor etc.)		
Fees for Permits and products (trees or any timber products)				
Revenues from sale of forest products		Expenses for harvesting forest products (machinery, labor etc.)		
Payment for Ecosystem Services		Expenses related to forest product marketing (transport, transformation)		
Interest from loans and bank savings		Expenses for Community Development and Infrastructure		
Fines and penalties		Other expenditures*		
Other income and expenses				
<b>Total</b>		<b>Total</b>		

\*(do not include payment and repayment of loans to and from CF cash books/account)

**Capital as per 31<sup>st</sup> of December**

Balance: Cash in hand / box (Nu.) A	Balance: Bank account B	Total amount of active loans / loans given (Nu.) C	Total capital as of 31st December A + B + C	Comments/Remarks

**Part G: Other Information**

Topics	Yes/No	Reasons	Management /Solution
Conflicts			
Illegal activities			
Forest Fires			
Others incidences			

<b>Important Issues.</b>	<b>Please, report on any other type of information you consider relevant.</b>