



Forest Resources Planning and Management Division
Department of Forests & Park Services
Ministry of Energy & Natural Resources



FRAMEWORK FOR MANAGEMENT AND MARKETING OF NON-WOOD FOREST PRODUCTS (2022)





Foreword

Non-wood Forest Products (NWFP) are the resources collected by human's long before the technology existed to cut trees. It was collected to meet cultural needs, for sustenance and income generation. Despite being harvested for myriad purpose, sustainable management of NWFP has seldom featured in management plans, actions and policies developed for the management of other forest products in the past. However, as NWFPs are increasingly recognised globally for contribution to food security and providing sources of raw materials and income, initiation of inclusive management planning are crucial to ensure its sustainability.

Over the years, there was a significant rise in trade of NWFP species within and outside the country. This gives a clear indication that farmers groups could derives incentives from the management of resources. As such NWFP has features as major program in the Renewal Natural Resources (RNR) sector the Ministry of Agriculture and Forests only from 10th five year plan. Thereafter, the policy frameworks were developed for the implementation of activities in the field and resulted in revolutionary shift in NWFPs resources management and marketing through transition from regulatory to community based approaches. This enabled communities to gain resource collection and marketing right and ensure sustainable management of resources within the vicinity of their settlement.

For the long-term sustainable management of NWFP in the country, the department of forests and park services will be guided by a National NWFP development strategy. Based on strategy, frame work has been developed particularly for collection and marketing and to provide guidance for collection /harvesting of NWFP from Government Reserved Forests (GRF) Community Forest (CF) and from Private Registered Land (PRL) and marketing of products. The framework is upgradation of previously developed interim frameworks for collection and management Non wood Forest Products and will be valid until FNCRR gets revied.

This publication is prepared with extensive discussion held with relevant stakeholders by the Social Forestry and Extension Division of the Department of Forests and Park Services. The consultation workshops were conducted in Gelephu for east central region, Punakha for western region and Trashigang for eastern regions. Therefore, I would like to express my sincere appreciation to the contribution and sharing their experiences. Also, I would like to invite all forestry colleagues working in the field and other relevant stakeholders involved in management and marketing of NWFPs to apply this framework to help the department of forest and Park Services in achieving the goal of sustainable NWFP management for all times to come. I hope that this framework will also strengthen the sustainable management, collection, marketing and trade of NWFP hereafter and benefit our rural communities.

Lobzang Dorji
DIRECTOR

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FRAMEWORK FOR MANAGEMENT & MARKETING OF NON-WOOD FOREST PRODUCTS

1. Background

Since time immemorial Bhutan is famous for its rich medicinal and aromatic plants biodiversity. The prevalence of varying climatic and micro climatic zone in the country provides very congenial condition to grow a number of important and commercially viable plant species. These are collected by rural population, urban consumer and traders for substance use or for sale to derive livelihood. In earlier times, collection was limited to only few species and at minimal scale. However, today with increasing awareness towards herbal products, there is tremendous pressure on plant species particularly those growing in specific habitat and in narrow altitudinal range. To safe guard these plants and to ensure sustainable management of it at growing habitat, stakeholder workshop titled “Development of Non-Wood Forest Products” was convened in December, 2006 to streamline collection and trade of NWFPs. One of the resolutions passed in the workshop was to allow collection and harvesting of NWFP resource on community basis rather than issuing permits to individual collectors, traders and exporters. The initiative was very much aligned to the 10th Five Year Plan (FYP, 2008-2013) theme of poverty reduction by increasing income earning opportunities to rural communities.

In order to enhance development of NWFPs, the program was implemented with development of an Interim Framework for Management and Marketing of NWFPs in 2009. Through this framework, the community were given right to collect and trade 42 species of NWFP from state reserved forest, community forest and private registered land. However, with experiences gained over the years and need expressed by the field offices and groups the list was increased to 60 species to include commercial viable species. As of December, 2021 there are 161 farmer groups formed in different Dzongkhags for the management and marketing of NWFPs. The groups are predominant in eastern Dzongkhag than in the west. Samdrupjongkhar Dzongkhag has highest number of community groups formed for management and marketing of NWFPs followed by Pema Gatshel. However, Haa Dzongkhag don't have even a single group formed to undertake management and marketing of NWFPs.

According to the Forests and Nature Conservation Act (FNCA) 1995 and Forest and Nature Conservation Rules and Regulations of Bhutan 2017, approval of management plan and sanctioning of collection permit to individuals for institutions are only means to have legal right for the collection and harvesting of NWFPs from the state reserved forest, community forest and private registered land for commercial purpose. Initially the management and marketing plans tenure was fixed for three years. However, the FNCRR (amended) 2020 has a provision to draw management and marketing plan which will be valid for five years.

This framework is valid for management and collection of 108 species (see Appendix 2) that could be harvested without detrimental effect on survival of species in the wild. As most of the species listed are found only in the wild, export of plants which are quite rare and included in CITES would be allowed if an individuals or group has a proof of domestication in private registered land or in community forest. Further, periodic monitoring of group activity by the forestry officials are crucial to ensure sustainable management of NWFP resources.

2. Goals and Objectives of the framework for NWFP management and marketing

1. Goal:

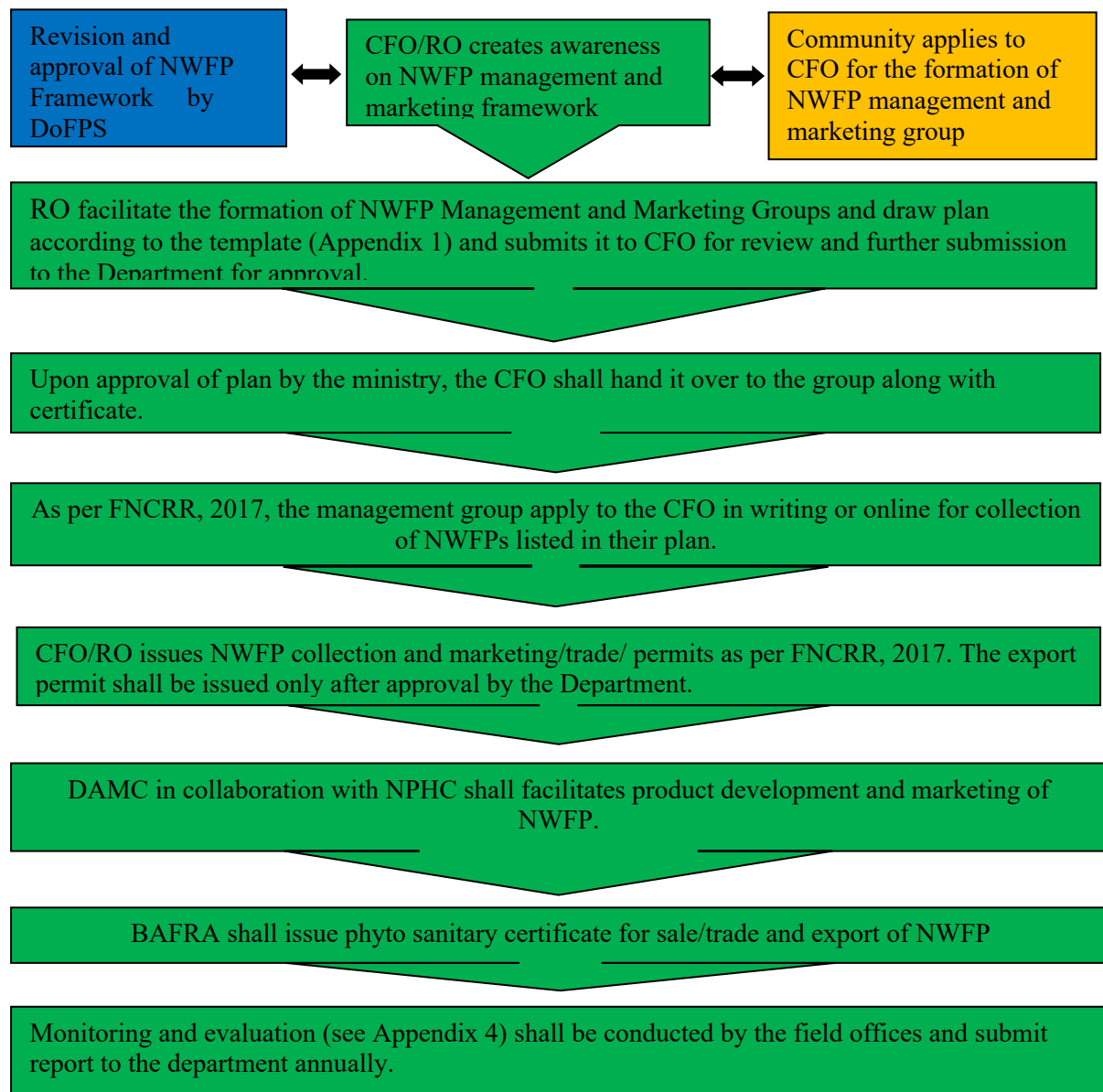
To strengthen the sustainable management and marketing of NWFPs.

2. The objectives:

- To provide guidance to the field offices for NWFP management and marketing
- To provide guidance to local communities interested in sustainable management and marketing of NWFPs in their locality
- To provide guidance & clear roles and responsibilities to NWFP end users, buyers, traders and exporters

3. Processes in NWFP management and Marketing

An overview of the major steps to be followed for NWFP management and marketing group formation and responsibilities of different stakeholders are shown below.



4. NWFP collection areas and procedures

With this framework, the community groups will have right to collect, sell and trade of Non wood Forest Products from the following areas; 1) State Reserved Forest Land; 2) Community Forest Land; Private Registered Land; and 4) Forest Management Unit Area based on the following procedures.

I. Harvesting of NWFPs from the forest area under different management regimes.

- a) Commercial harvesting of NWFPs from State Reserved Forest Land shall be allowed based on approval of management and marketing plan by the Department of Forests and Park Services and issuance of certificate and collection permit.
- b) A NWFP management & marketing plan shall be prepared by the community/NWFP management group, facilitated by Forest Range Officer and submit to CFO for review. The divisional forest office shall further submit for approval to the Ministry through the department.
- c) The plan shall include an approval sheet, NWFP management & marketing plan and group's by-laws (see Appendix 1).
- d) The plan shall be prepared based on the templates developed by DoFPS (Appendix 2). Harvesting prescriptions shall be defined for individual NWFP species listed in the plan. In case the DoFPS has not yet developed and issued guidelines for a particular NWFP species, interim harvesting prescriptions shall be developed based on both scientific and traditional knowledge of the communities and seek endorsement from the department.
- e) NWFP harvesting areas described in the NWFP plan shall be determined according to traditional village boundaries, customary practices and availability of NWFP resources. The adjacent community will be consulted before final demarcation of boundaries of the area to be brought under management regime by the group.
- f) Harvesting of NWFPs shall be in line with the harvesting permits (Appendix 3.1) issued by the forest range office based on the approval granted by CFO.
- g) Harvesting permits shall in principle only be issued to NWFP groups approved by the ministry and not to individual collectors, traders and exporters.
- h) In case local communities in a particular area are not interested to form a NWFP management group (expressed in writing), other nearby communities shall be considered. If they are also not interested, then permit shall be given to individual to harvest NWFPs from the locality.
- i) Priority shall be given to communities who are involved in traditional harvesting of NWFPs from the location.
- j) Outsiders shall not be allowed to harvest NWFPs from areas that fall under approved management and marketing plans of the groups.

II. Harvesting of NWFPs from Private Registered Land

- a) Owners of private registered land shall be allowed to collect and sell NWFPs free of royalty after field verification and approval by the divisional forest office/park.
- b) For that, the owner shall apply to the RO in writing along with documents copy such as map, Lagthram and plot number verified by the Gup of the Gewog/Thromdey.
- c) The RO will carry out site inspection and submit detail report along with documents submitted by the applicant.
- d) RO shall issue NWFP harvesting permit (Appendix 3.2) based as approval by the CFO.

III. Harvesting of NWFPs from Community Forests

- a) The community forest management group shall include all NWFPs growing in the CF area for commercial harvesting in their management plan.
- b) Harvesting of NWFPs shall be according to the annual harvesting limit set in CF management plan.
- c) If the specific NWFP species is not described in the CF management plan, harvesting shall be according to the harvesting guidelines as provided in Appendix 2; in case a particular NWFP species is not included in Appendix 2, interim harvesting prescriptions may be developed based on both scientific and traditional knowledge of CF groups and other agencies and seek approval from DoFPS.
- d) The CF group will initiate plantation of commercially valued NWFPs within community forest area.

IV. Harvesting of NWFP from NWFP Management area

- a) The group shall apply to CFO for collection of NWFPs from the area included in their management and marketing plan.
- b) Harvesting of NWFP from the area should be based on harvesting guideline and annual harvesting limit set in the plan and approved by the ministry.

V. Movement and export of NWFPs

- a) The NWFP/CF groups/ traders/ individuals transporting NWFPs for sale shall obtain a transit permit/GFPMO, NWFP movement order and certificate of origin as required under FNCR, 2017 (Appendix 3.3). These documents shall be issued by the nearest forest office.
- b) Transit permit/GFPMO, NWFP movement order and certificate of origin shall not be issued to any group/trader/individuals for movement of any NWFPs collected without collection permit.
- c) For the export of NWFP, the exporter shall obtain export permit from Divisional Forest Office/park of exit point. It shall be issued by the Chief Forest Officer of parks and territorial forest divisions upon approval by the Department.
- d) The groups/trader/exporter shall submit collection permit, GFPMO, royalty payment receipt, certificate of origin while processing for export permit.
- e) Groups/ traders/ exporters shall obtain a Phyto Sanitary Certificate.
- f) For export of processed or semi processed NWFP products, the group/trader/ exporter shall obtain value added certificate from the trade offices for smooth trade of products.

VI. Responsibilities of different agencies

1) Department of Forest and Park Services (DoFPS) shall:

- a) Review and propose for royalty rate revision as and when necessary.
- b) Review and approve a list of NWFPs that can be harvested and traded according to the prescribed harvesting guidelines and shall make this list available to all relevant stakeholders.
- c) Develop/Revise and approve NWFP management and marketing strategies, frameworks, resources assessment & harvesting guidelines and management plans.
- d) Disseminate information on availability of NWFPs in the country.
- e) Conduct research on ecology of NWFP species for domestication, propagation, resource assessment, product development based-on request from stakeholders.

- f) Review proposals and recommend for issuance of processing/trade license for establishment of NWFP based enterprises.
- g) Coordinate with stakeholders involved in NWFP management and marketing.
- h) Support field offices in preparing NWFP Management & Marketing Plans, NWFP resource assessments and field surveys upon request.
- i) Review harvesting prescriptions proposed by CFO/group and/or other agencies for NWFPs that are not yet included in Appendix 2 of this framework.
- j) Develop and add harvesting guidelines for NWFPs not yet included in Appendix 2 as and when needed and if feasible.
- k) Prepare NWFP management and resources assessment guidelines and make it available to field offices and other relevant stakeholders for implementation.
- l) Facilitate export of NWFP species lists under CITES and other international conventions.
- m) Print NWFP collection permit, movement order, certificate of origin, export permit and make it available to field divisions and parks.
- n) The department has the power to revoke the NWFP management & marketing plan as per the provisions made in FNCRR, 2017 if the group is not functioning according to the plan prescriptions.
- o) Listing of NWFP under different schedules as per the rarity of species in the wild to ensure survival of particular species in the wild.

2) Field Division/Park Office shall:

- a) Create awareness on this framework to local communities and other stakeholders.
- b) Identify potential NWFP harvesting areas in collaboration with local communities.
- c) In collaboration with communities, assess availability of NWFP resources within proposed NWFP harvesting areas.
- d) Facilitate the formation of NWFP management & marketing groups and the preparation of NWFP plans according to the template appendix 1 attached in this framework.
- e) Inform the NWFP management & marketing groups about market demands for NWFP commodities including price, quantity and quality requirements and facilitate in establishment of linkages with buyer/trader in collaboration with relevant agencies.
- f) Develop NWFP management and marketing plan and submit to DoFPS for review and process for approval.
- g) Support NWFP groups in the revision of their NWFP management and marketing plans on the 4th year of the plan period and submit revised plan to the DoFPS for comments and to seek approval.
- h) Based on potentiality and request, upgrade NWFP groups to CF groups.
- i) Coordinate and support NWFP groups in supply of materials and organise trainings to strengthen NWFP production, management, processing and marketing etc. based on request from the field.
- j) Issue ownership certificate to NWFP domesticated by private individuals.
- k) Field offices shall compile an annual progress report on NWFPs collected and marketed by the NWFP management & marketing groups under their jurisdiction and shall submit it to FRPMD (see Appendix 4).
- l) Based on approval by the CFO, the nearest forest office shall issue NWFP collection permits as per FNCRR, 2017 & amendment 2020 (Appendix 3.1, 3.2).
- m) Based on collection permit, the nearest forest office shall issue transit permit as per FNCRRR, 2017(Appendix 3.3)

- n) The nearest forest office shall issue GFPMO, Certificate of Origin and export permit as per the FNCRR, 2017 (Appendix 3.4)
- o) Field Offices shall be responsible for site verification, monitoring and evaluation of trends in availability of NWFP species in the field.
- p) The nearest forest office shall collect the royalty from groups/ traders/ buyers/ or exporters (based on the prevailing Royalty Rates) and issues revenue receipt.
- q) Annually monitor performance of NWFP and CF group and submit report on quantity of NWFP collected, traded and income made by the group and submit report to the FRPMD.
- r) Link NWFP group to CF networking group to facilitate marketing of products.
- s) While processing for export approval, the field divisions and parks will submit collection permit, royal payment receipt, certificate of origin and GFPMO along with an export application letter to the department.

3. Ugyen Wangchuck Institute for Forest Research and Training (UWIFoRT)

- a) UWIFoRT shall be responsible for building the capacity of field staffs and providing training to strengthen NWFP groups in NWFP management and product development.
- b) Develop technology for potential NWFP development and management.
- c) Prepare guidelines for NWFP resources assessment, propagation and management.
- d) Develop technical guidelines on wild fruits harvesting.
- e) Initiate study on commercially viable NWFPs, distribution and status and ecological niche for its domestication.
- f) Initiate action research on NWFPs which are commercially viable to study yield and annual regeneration.

3) Department of Agricultural Marketing and Cooperatives (DAMC) shall:

- a) Registration of interested traders/ buyers / exporters to market NWFPs and share information to the DoFPS.
- b) Provide up to date market information at national, regional and international through independent market surveys and provide information to FRPMD/ DoFPS.
- c) Provide information on quantity and quality requirements of NWFP by the trader/buyer and exporter to SFED/DoFPS.
- d) Responsible for developing marketing infrastructure such as collection centres, storage facilities and also capacity building of the group in collaboration with NPHC.
- e) Promote and facilitate the purchase of NWFP produce by traders/ buyers/ exporters from NWFP/ CF groups and organise buyer-seller meetings.
- f) Facilitate marketing of NWFP commodities and provide a template specifying the terms & conditions for NWFP sales between NWFP groups and buyers
- g) Provide information on procedures for trade/ export of NWFPs based on requests.
- h) Facilitate the registration of NWFP/ CF groups as Farmers' Groups or Cooperatives based on request of the group.
- i) Facilitate and support in developing business plan, market infrastructure, capacity building on marketing aspects and group governance based on requests from the group.
- j) Develop NWFP processing technology transfer to community.
- k) Collaborate with DoFPS in value addition of NWFPs and quality assurance.

4) Department of Agriculture (DoA)

- l) Collaborate with UWIFoRT and other stakeholders in domestication of NWFP which are threatened and endangered as per the list provided by DoFPS
- m) Collaborate with UWIFoRT/DoFPS in domestication & cultivation trials of medicinal and aromatic plants and share the technology to interested farmer groups where applicable.
- n) Facilitate and support the organic and wild certification of NWFP managed and collected by group.
- o) Collaborate with DoFPS and other stakeholders by providing technical advice for management and processing of wild mushrooms.
- p) Support in identification of wild mushroom

5) National Biodiversity Centre (NBC)

- a) Support in identification and screening of species to be allowed for harvesting, domestic use and export.
- b) Coordinate and collaborate in streamlining and implementing procedures for NWFP bio-prospecting.
- c) Facilitate in sending of NWFP samples to prospective buyers/ researchers outside Bhutan with issuance of material transfer agreements.
- d) Collaborate with DoFPS for resource mapping, monitoring and evaluation, value addition and product development.
- e) Collaborate with DoFPS in resource mapping, monitoring and evaluation.
- f) Initiate Access and Benefit Sharing (ABS) mechanism for sale of NWFPs by groups where ever possible as per the ABS Policy of Bhutan and Biodiversity Act of Bhutan.

6) Cottage and Small Industries Division (CSID):

- a) Support potential NWFP/CF group for up-gradation to Cottage and Small Industries based on recommendation made by the Department of Forests and Park Services.
- b) CSID shall assist NWFP/ CF groups in value addition, product design and product development.
- c) Share list/updates on NWFPs based enterprise license issued to group or individuals.

7) Bhutan Agriculture & Food Regulatory Authority (BAFRA):

- a) BAFRA shall be responsible for quality assurance of the NWFPs in the domestic market intended for consumption purposes.
- b) BAFRA shall be responsible for Phyto sanitary inspection and certification of NWFPs for export and import based on technical regulation of the DoFPS/Requirement of the importing country.
- c) BAFRA shall support in development of technical regulation for priority NWFPs produce.

9) Rural Development Training Centre (RDTC):

- a) To strengthen NWFP groups, RDTC shall be responsible for providing training in groups good governance (other institutions can also take up this role) books and records keeping, administration and networking.

10) NWFP Management & Marketing Group

- a) Shall periodically assess the availability of NWFP resources in the collection area in collaboration with field offices.

- b) Coordinate and collaborate with in the implementation of action research program.
- c) Shall maintain records of the NWFP collected each season and sold by the group and submit report annually to RO.
- d) Shall be responsible for ensuring sustainable harvesting of NWFPs and shall comply with the harvesting prescription and limit set with of their plan.
- e) May apply to upgrade NWFP management and marketing group to CF Group and DAMC to register as Cooperative.
- f) Shall pay royalties to CFO of division/ park, as per the scheduled rates before or after the collection of NWFPs.
- g) Obtain certificate of origin and transit permit from the area forest office for transport of NWFP from one place to another.

11) Department of Traditional Medicine Services (DTMS)

- a) Support DoFPS in the survey and assessment of both high and low altitude medicinal plants.
- b) Support in building capacity of NWFPs management and marketing group in identification, collection and post-harvest practices.
- c) Initiate program with CF/NWFP group for *In-situ* conservation of medicinal and aromatic plants.
- d) Identify alternative collection areas for sustainable management of resources.
- e) Submit a list of rare and endangered medicinal plant species to the DoFPS that needs immediate attention to include it under high conservation value species or protected species.

12) Traders/ buyers/ exporters who buy from the NWFP management & marketing groups shall:

- a) Provide clear information about quantity and quality requirements to DAMC and/ NWFP/CF groups.
- b) Buy the NWFP commodities from the groups as per the mutually agreed price
- c) Agree with the NWFP group on the date and venue to collect the NWFPs.
- d) Obtain a transit permit (Appendix 3.3) certificate of origin and GFPMO from the nearest forest office for movement of NWFP from one place to another.
- e) Pay tax as per the requirement of the Department of Revenue and Custom
- f) Obtain Phyto Sanitary and clearance certificate from BAFRA if required.
- g) Submit documents such as collection permit, Certificate of Origin, GFPMO, cash payment receipt given to private individuals or CF/NWFP management group, and export license while processing for export permit.
- h) Obtain approval from Nature Conservation Division (NCD) for trade of NWFP species listed under the Convention on Illegal Trade in Endangered Species of wild fauna and flora (CITES).

13) State Owned and Private Entrepreneurs

- a) Develop network with NWFP management and marketing groups formed in different Dzongkhags.
- b) Quantify annual requirement of NWFP species and disseminate information to NWFP management & marketing and CF groups.
- c) Procure NWFP from the group with adoption of ABS policy, where ever applicable.
- d) Provide a list of medicinal and aromatic plant species to DoFPS which has commercial potential.

- e) Obtain GFPMO/transit permit, certificate of origin from the nearest forest office for the trans- shift of NWFPs from one place to another.
- f) Obtain collection approval from Nature Conservation Division (NCD) for collection of NWFP species listed under the Convention on Illegal Trade in Endangered Species of wild fauna and flora (CITES).
- g) Obtain collection permit and pay royalty of NWFPs procured.

VII. Restrictions for the harvesting of NWFPs

- a) Harvesting of NWFP species listed under Schedule I of the FNCRR, 2017 are not permitted except under special approval by the Ministry/RGoB.
- b) Harvesting of NWFPs shall be restricted in designated core zones of Protected Areas except under special approval by the Ministry/RGoB.
- c) The NWFP species listed under CITES shall be restricted from collection and export unless approved by Scientific and management authority housed in NCD.

VIII. Monitoring & Evaluation

- a) CFO shall be responsible for general monitoring on availability of NWFP resources and the implementation of the framework in the field in collaboration with RO and NWFP groups on a regular basis (see Appendix 4)
- b) RO shall be responsible for the monitoring of the implementation of the NWFP Management & Marketing Plan and maintain records of the actual quantity collected and sold annually in collaboration with NWFP groups (see Appendix 4)
- c) CFO shall be responsible for monitoring the movements of NWFPs (see Appendix 4).
- d) CFO shall prepare an annual monitoring report describing resource availability and NWFPs species sold by the group (see Appendix 4).
- e) CFO/ RO shall be responsible for monitoring the marketing, trade and exports of NWFP produce (see Appendix 4).
- f) CFO/RO shall be responsible to conduct and coordinate a mid-term review and further carry out final evaluation of the implementation of the NWFP management & marketing plan (see Appendix 4).
- g) SFED shall monitor and evaluate implementation of NWFP management and marketing plan in the field and submit report to the department.
- h) SFED shall review the framework for management and marketing of NWFPs as and when required.

IX. Conflict resolution

- a) In case of disputes or conflicts among communities on access to areas for NWFP harvesting; the matter shall be put up to the Chiwog Tshogpa, Gewog Tshogdhey (GT) and Dzongkhag Tshogdue (DT). All conflicts and disputes within or among the groups will be resolved as per the provisions made within the by-laws in the NWFP management & marketing plans.

X. Timeframe

- a) The timeframe for the NWFP Management & Marketing plan shall be for a period of 5 years.
- b) Harvesting permits shall be issued annually based on season mentioned in NWFP Management & Marketing plan and availability of resources found during annual monitoring.
- c) DoFPS shall approve or reject the NWFP management & marketing plan within one month after the plan is submitted by CFO.

- d) This framework shall be valid until the revision of FNCA 1997, FNCRR 2017 and changes made in it.

XI. Powers of the Department

The Department has the right to terminate the NWFPP management and marketing group in case of any violation of the management plan prescription or in the event of inability to carry out the activities as per the plan.

PART A: NWFP MANAGEMENT AND MARKETING PLAN

1. Background

(Name of the NWFP management and marketing group, Chiwog, Gewog and Dzongkhag. Total number of village and households. Main activities and income of community. Average income of household in a year. What NWFPs resources are collected by community for household consumption or for sale to buyers? Knowledge and skill related to management and utilization of NWFPs. What motivates them to form group and what they expect to achieve. If it's a revision, need to mention about achievement in past plan period. Also, need to justify why revision is required.

2. Goal and objectives:

(Describe the goals and objectives of the NWFP management and marketing)

3. Description of NWFPs present in the area demarcated for management.

(After completion of general description, write only NWFPs species which has potential for sell within Bhutan and export outside in Table 1)

Table 1: Brief description of NWFPs for commercial harvesting in each season.

NWFP name	Harvesting area(s) (name)	Parts harvested	Use/purpose (traditional & others)	Harvesting season (months)	Estimated quantity for harvest in a season/year

4. Harvesting prescriptions for sustainable NWFP harvesting

(Describe per NWFP species HOW, WHO, WHEN, WHAT, WHERE is harvested in order to sustain regeneration and resource base; these prescriptions should be based on the guidelines issued by DoFPS and/or based on local/scientific management of the species)

Table 2: Prescriptions for sustainable harvesting of NWFPs

NWFP species	Harvesting prescriptions for sustainable harvesting

6. Marketing and sales plan

(Describe the products, the potential markets where you intend to sell your product, the estimated quantity, the price per unit and the total value of your expected sales)

Table 3: Marketing and sales plan of the group

NWFP	Potential market/buyer	Estimated quantity for sale per season (unit)	Form of Products (dry/fresh)	Expected price per unit	Total (Nu)

7. Marketing arrangements

(Describe how marketing of NWFPs will be organised and arranged; e.g. harvesting and marketing as a group and equal sharing of income; harvesting individually & marketing as a group with the chairperson marketing NWFP produce on behalf of the group and deducting costs such as transport, community development, compensation for work done by executive committee, before reimbursement of income to individual members, etc.)

Table 4: Procedures for NWFP harvesting, marketing and sharing of income

Activity	Brief description of how the activities are carried out
Harvesting of products	
Postharvest practices	
Marketing of products	
Identification of buyers	
Price fixing	
Income sharing	
Raising of community development fund	
Payment to committee members for their service	

8. Benefits to the members

Describe the benefits to the members in a few sentences. Use the table below for the financial projection of benefits to the members from NWFP sales.

Table 4: Financial projection and benefits to the members from NWFP sales

Sl. No	Particulars	Products (names)			Total Amount (Nu)
		
1	Revenues				
a	Total quantity (unit)				-
b	Market price (Nu per unit)				-
c	Total revenues from forest product sales (a*b)				
A	Total revenues				
2	Expenses				
a	Packaging materials				
b	Royalty				
c	Transportation costs				
d	Compensation fee to executive committee for marketing products				
e	Contribution to community development fund				
f	Incidental expenses				
g					
B	Total expenses				
C	Total benefit (net-income) of group members (Total revenues A – Total expenses B)				
D	Average income to group members (C/ no of group members)				
E	Price per unit paid to group members (C/1a)				

9. Benefits to the group

(Describe the benefits to the group in a few sentences. Use the table below for the financial projection of benefits to the group, the community development fund).

Table 5: Financial projection of the benefits to the group, the community development fund

Sl. No	Particulars	Amount (Nu)
	Revenues	
1	Membership registration fees	
2	Annual contribution	
3	Contribution to the Community Development Fund (CDF) from sales of product 1	
4	Contribution to the CDF from sales of product 2	
5	Contribution to the CDF from sales of product 3	
	
A	Total revenues	
	Expenses (only include expenses that will be paid from the group funds)	
	
	
	
	
B	Total Expenses	
C	Balance: Total revenues – Total expenses	

PART B: GROUP'S BY-LAW

10. NWFP management & marketing group	
10.1 Membership arrangement and resignation	<i>Will they allow new members to join the group? If so, what are the procedures?</i>
10.2. Responsibilities and rights of members:	<i>What procedures must be followed to resign from the group? Will they get benefit share from the group? First write responsibilities and then go for listing the rights.</i>
11. Executive committee of NWFP management and marketing group	
11.1 Chairperson	Name and contact No. Responsibilities of Chairperson: <i>(Responsibilities are for example: To chair all meetings related to this plan, resolve disputes and conflicts among members, maintain contacts with traders, to arrange & coordinate marketing of NWFPs, record data, etc.)</i>
11.2 Secretary	Name and Contact No. Responsibilities of Secretary: <i>(The group should discuss if they are interested in having a secretary to support the Chair-person and to make records of meetings)</i>
11.3 Treasurer	Name and contact No. Responsibilities of Treasurer: <i>(The group should discuss if they are interested in having a Treasurer to maintain cash transaction records, to collect membership fees and take care of financial arrangements)</i>
12. Tenure of committee member	<i>What will be a tenure of elected committee members?</i>
13. Incentives to the committee members	<i>(The group should discuss if they want to compensate the executive committee as they have to sacrifice their time for group work)</i>
14. Sources for generation of group fund	

<p>14.1 Membership registration fees.</p> <p>14.2 Annual contribution</p> <p>14.3 Collection from sale proceeds</p>	<p><i>Will the group collect membership registration fee in addition to annual contribution? How much? Will the amount agreed apply for five years or increase in between?</i></p> <p><i>What amount will be collected as annual fee?</i></p> <p><i>What percent will be deducted as sale proceed to raise fund to meet different activities?</i></p>
<p>15. Group fund management and utilization</p>	<p><i>Where will the group keep fund?</i></p> <p><i>What percent of fund will be allotted to meet office expenses in a year?</i></p> <p><i>If fund is deposited in bank, who will withdraw and what ceiling?</i></p> <p><i>How much fund will be retained with group to meet administrative cost?</i></p> <p><i>The group should discuss and agree on percentage of fund to be used for different purpose like;</i></p> <ul style="list-style-type: none"> • <i>NWFP resource development</i> • <i>Welfare to members during natural calamities.</i> • <i>Welfare to disadvantage group in the group/in village.</i> • <i>Community cultural activities.</i>
<p>16. Conflict resolution</p>	<p><i>In case of disputes or conflicts among communities arise about access to certain areas for NWFP harvesting; the matter shall be put to the village Tshogpa, Gewog Tshogchung (GT) Dzongkhag Tshogdue (DT) for further decision.</i></p> <p><i>Conflicts or disputes within the NWFP Management Group, which cannot be resolved by the group members shall be forwarded to the coordinator for settlement. If the case cannot be resolved, it shall be forwarded to the Gewog Administration.</i></p> <p><i>In case there is a conflict between the NWFP Group and outsiders, the case shall be forwarded to the Gewog Administration by the Coordinator and forest range office.</i></p>
<p>17. Meeting and purpose</p>	<p><i>Committee meeting: How many times will it be conducted in a year and for what purpose?</i></p> <p><i>General meeting: How many times and for what purpose?</i></p>
<p>18. Penalties</p>	<p><i>What penalties will be imposed for the following</i></p> <ul style="list-style-type: none"> - <i>Leaving from the group</i> - <i>Non-payment of annual fees</i> - <i>Not showing up in meeting or coming for meeting very late</i> - <i>Collection and sale of NWFPs not adherence to group agreed norms.</i> - <i>Misuse of group fund by committee member.</i> - <i>If selected committee do not carry out the responsibilities delegated to them in the plan.</i> - <i>Members not obeying to committee members for the activities mentioned in the plan.</i>

Appendix I: NWFP Management and Marketing Plan Approval Sheet

APPROVAL SHEET

Name of NWFP Management and Marketing Group:	
Village(s):	
Gewog:	
Dzongkhag/Dungkhag	
No. of households:	
Area (Ha)	
Plan Period:	

Prepared and submitted for Approval

	Chairperson of NWFP Management and Marketing Group	Gup of the Gewog	Head FRPM Section of Division/Park	Chief Forestry Officer of Division/Park
Signature:				
Name:				
Date:				

Reviewed and recommended for Approval

	Reviewing Officer,FRPMD	Chief Forest Officer of FRPMD	Head of the Department
Signature:			
Name:			
Date:			

APPROVED BY

SECRETARY
Ministry of Energy & Natural Resources

Appendix 2: Overview of NWFP species that can be collected, marketed and traded provided harvesting guidelines are strictly followed

Sl. No	Name		Part(s) harvested	Use(s)	Purpose		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
01	<i>Aconitum laciniatum</i>	Bongkar (Dz), Maanchhen (Sh) Bekma(Lh)	Root / tuber	Ingredient for traditional medicine/ arrow poisoning	√	√	September to November	<ul style="list-style-type: none"> • Dig up only mature roots / tubers during the harvesting season • Leave the upper part plant intact with small portion of the roots or tubers in the soil regeneration in the following years. • Do not uproot the entire plant • Do not dig up all roots / tubers 	Found only in SRF
02	<i>Aconitum orochryseum</i>	Bong nga (Sh), Bongkar Med) Bekma(Lh)	Root/ tuber	-do-	√	√	September to November	<ul style="list-style-type: none"> • Dig up only mature roots / tubers during the harvesting season • Leave the upper part plant intact with small part of the roots or tubers in the soil for regeneration in the following years) • Do not uproot the entire plant • Do not dig up all roots / tubers 	Found only in SRF.
03	<i>Aconogonon tortuosum</i>	Ngalachog (Dz.)	Root	Medicine	√	×	July to September	<ul style="list-style-type: none"> • Harvest roots after seeds are matured and dispersed. • Do not dig up all roots. • Leave 30 % of the roots for regeneration 	Found in SRF
04	<i>Acorus calamus</i>	Chudar or chudala (Dz), bojo or bojho (Lh), bar-tsi (Sh)	Rhizome	Medicine	√	×	October to March	<ul style="list-style-type: none"> • Dig up only mature rhizomes without uprooting the whole plant • Leave the upper part plant intact with small part of the rhizomes in the soil for regeneration in the following season. 	Found in both SRF and PRL.
05	<i>Artemisia spp.</i>	Khempa (Dz), Titey-pati (Lh) Maringma(Sh)	Leaf, twig and stem	Medicine, essential oil	√	√	August to September	<ul style="list-style-type: none"> • Cut the plant at 15 cm above the ground • Use a sharp knife, sickle or scissors to cut the upper parts of the plan. 	Found in PRL and in SRF.
06	<i>Asphaltum punjabinum.</i>	Shilajit(Lh) Drakzhu(Dz) Brakzhu(Sh)	Solidified exudes	Medicine	√	×	September-March	<ul style="list-style-type: none"> • Collect exudes that are fallen on the ground. • No blasting and/or excavation of rocks should be done in order to collect Shilajit. • Don't use metals to detached Shilajit from rocks. • Shouldn't be disturb the surrounding area. 	Available only in few locations of Bhutan

Sl. No	Name		Part (s) harvested	Use(s)	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific Name	Local Name			Domestic	Export			
07	<i>Bambusa alamii</i>	Jasai(Kh) Mugi bans(Lh)	Culm	Flag post/ bamboo mat	√	√	September to March	Cut culms above 1 st internode from the ground. Matured culms in the centre should be removed first. Do not cut culms growing at periphery of the clumps.	Introduced spp. and planted mostly in PRL.
08	<i>Bambusa clavata</i>	Chiley bans (Lh), Pagshing (Dz), Gook (Kh), Soo (Sh)	Culms, young shoots	Weaving, construction materials etc. Young shoot edible.	√	√	For culms: October to Feb	<ul style="list-style-type: none"> • Cut culms above one inter node from the ground level • Do not cut culms less than one year old • Retain 50% of healthy culms in a clump 	Endemic to Bhutan and found in both PRL SRF.
09	<i>Bambusa nutans</i>	Zshushing (Dz), Mal bans (Lh), Zhuushing / Leeshing(Sh) Sai (Kh)	Culms	Construction Bow making	√	√	For shoots: May to September	<p>Harvest culms in condensed / congested clump in “U” or horseshoe form. Use otherwise single culm selection method</p> <p>For shoots:</p> <ul style="list-style-type: none"> • Collect bamboo shoots to a maximum of 25% from a clump • Cut bamboo-shoots with a proper cutting tool at the ground level without damaging or wounding the other healthy ones • After cutting and collecting the bamboo-shoot, cover that void place with top soil • Protect the remaining shoots and let them further develop into culms 	Mostly found in PRL
10	<i>Bambusa nutans (thorny variety)</i>	Gren (Kh) Kangri bans(Lh)	Culms	House construction	√	x	November to February	<ul style="list-style-type: none"> • Harvest culms in condensed / congested clump in “U” or horseshoe form. Use otherwise single culm selection method 	Mostly found in SRF
11	<i>Bambusa tulda</i>	Shinghane bans (Lh)	Culm	House construction. Usually preferred for Ekra walls	√	x	November to February	<ul style="list-style-type: none"> • Cut culms above 1st internode from the ground. • Matured culms in the centre should be removed first. • Do not cut culms growing at periphery of the clumps. 	Found in PRL in Tsirang and Lhamoizingkha area.

Sl. No	Name		Part(s) harvested	Use(s)	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific Name	Local			Domestic	Export			
12	<i>Borinda grossa</i>	Baa (Dz); Rhui (Kh) Shee / shi (Sh) Malingo(Lh)	Culms	Mats and other products	√	√	December to February	<ul style="list-style-type: none"> • Cut culm above first internode from the base. • Leave bamboo shoot or culm of less than one year old intact. • Cut at maximum 33% of the 1+ year and 2+ year old culm per clump. • Do not cut culm when new shoots are sprouting. 	Found in both SRF and PRL
13	<i>Bombex ceiba</i>	Pemagetsar(Dz) Pemageysarshing (Sha), Simal(Lh)	Flower	Medicine/culinary	√	√	January to March	<ul style="list-style-type: none"> • Collect flowers and cotton from the ground. • Do not lop trees 	Found in SRF and PRL
14	<i>Boehmeria penduliflora</i>	Poisee (Dz)	Bark	Adhesive for incense	√	×		<ul style="list-style-type: none"> • Cut the plant at 10 cm above the ground level for coppicing in the following year. • Do not damage the remaining young stands/ seedlings/ saplings • Felling of surrounding trees to ease harvesting is prohibited. • Leave at least 10% of the plants to allow natural regeneration. • Harvesting of roots is strictly prohibited for ecological reason 	Found in SRF
15	<i>Calamus acanthospathus</i>	Minji(Sh) Gauri Bet(Lh) Tsem (Dz)	Cane	Handicraft	√	×	November to March	<ul style="list-style-type: none"> • Select cane which are more than 10 m for cutting. • Pull down the cane from tree top before cutting. • Once pulled down cut it from the base. • Do not damage young regeneration in process of pulling down. • Do not pull down or cut flowering cane stem. 	Found only in SRF
16	<i>Calamus latifolius</i>	Kharn(Sh, Kh) Ray(Dz) Phekre Bet(Lh)	Cane	Handicraft	√	×	November to March	<ul style="list-style-type: none"> • Select cane which are more than 10 m length. • Pull down the cane from tree top before cutting. • Do not pull down or cut flowering cane stem. • Do not cut all cane stem from the clump. 	Found only in SRF

Sl. No	Name		Part(s) use	Uses	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
17	<i>Cantharellus cibarius</i>	Sese shamu (Dz)	Entire mushroom	Vegetable / medicine	√	×	June to July	<ul style="list-style-type: none"> Collect mushroom which are more than 5cm and above. Do not disturb the growing habitat by hoeing or digging. 	Found only in SRF
18	<i>Catathelasma imperiale</i>	Chahagoey shamu (Dz)	Entire mushroom	Vegetable	√	×		<ul style="list-style-type: none"> Harvest only fully grown mushroom. Do not dip up the soil to harvest mushroom 	Found only in SRF
19	<i>Casia fistula</i>	Golden shower (En), Rajbriksha (Lh), Donka sey or Donko shing (Sh), Donga (Med)	Pods and seeds	Medicine	√	√	During winter when pods are fully ripped	<ul style="list-style-type: none"> Collect pods from the ground or by handpicking or use long bamboo poles with a hook. 	Mostly found in GRF. Sometimes cultivated by farmers in PRL
20	<i>Choerospondia axillaris</i>	Lapsi(Lh) Phrumchungshing (Sh) Kruthmala(Kh)	Fruits	Fruit is eaten fresh or Pickeling/ Dye/ Medicine	√	√	December to February	<ul style="list-style-type: none"> Collect fruits by shaking trees. Use long bamboo poles to detach fruits form the trees. If the fruits are collected for nursery raising purpose, pick fruits when it turns yellow. 	Found only in SRF and marginal land between agriculture field
21	<i>Choenomeles lagenaria</i>	Mentshala(Dz)Kho mngshing(sh) Quince(Eng)	Fruit	Natural dye	√	×	August to September	<ul style="list-style-type: none"> Collect only fruits when matured. 	Found only in SRF
22	<i>Cymbopogon bhutanica</i>	Sorbhang (Sh) Lemon grass (En)	Upper parts	Essential oil	√	√	Just before the grass flowers	<ul style="list-style-type: none"> Collect lemon grass at maximum 2 times per year Cut the grass at a height of 20 cm. Leave at least 3 to 4 flower stalks / tillers per entire clump. 	Found in chirpine forest of the eastern Dzongkhag.
23	<i>Cymbopogon distans</i>	Sophe(Sh)	Upper parts	Essential oil	√	√	Just before the grass flowers	<ul style="list-style-type: none"> Collect lemon grass at maximum 2 times per year Cut the grass at a height of 20 cm. Leave at least 3 to 4 flower stalks / tillers per entire clump. 	Found in chirpine forest of the eastern Dzongkhag.

Sl. No	Name		Part(s) harvested	Use(s)	Market		Harvesting period	Guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
24	<i>Daphne bholua</i>	Dheynap (Dz), Kaga-tey, Kagati, Lokta in (Lh) Shigushing(Sh) Sinshing Namakarpo(T med)	Bark	Traditional Bhutanese paper	√	√	March to June	<ul style="list-style-type: none"> • Cut the plant at 10 cm above the ground level (the left stump will regenerate in the following growing season). • Cut only stems that are more than 3 cm in diameter. • Do not damage the remaining young stands, seedling and /or saplings • Do not fell the surrounding trees in order to clear the area to ease harvesting • Divide harvesting area into 5 blocks for Daphne. Harvesting is rotated over the 5 blocks so that harvesting takes place only in one block per year (Daphne takes 5 years to produce stems of more than 3 cm in diameter). 	Found only in SRF
25	<i>Dendrocalamus hamiltonii</i>	Pagshi (Dz), Pakshing(Dz) Tama, choya (Lh), Soo(Sh)	Culm, young shoots	Weaving, construction materials, etc. Young shoot edible.	√	√	For culms: November to Feb. For shoots: June to September	<p>For culms:</p> <ul style="list-style-type: none"> • Cut culms above one node from the ground level • Do not cut culms less than one year old • Retain 50% of healthy culms in a clump • Remove matured culms from centre of the clump. • Do not harvest the culms growing on periphery of the clump. <p>For shoots:</p> <ul style="list-style-type: none"> • Collect bamboo shoots to a maximum of 25% from a clump • Cut bamboo-shoots with a sharp knife at the ground level without damaging or wounding the other healthy ones • After cutting and collecting the bamboo-shoot, cover that void place with top soil <p>Protect the remaining shoots and let them further develop into culms</p>	Mostly found in SRF. Few clumps can also be found in PRL
26	<i>Dendrocalamus sikkimensis</i>	Zang(Dz) Dhemchhar(sh) Dungre bans(Lh)	Matured culms	Crafts, house construction	√	√			Found in both SRF and PRL

Sl. No	Name		Part(s) harvested	Use(s)	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
27	<i>Dendrocalamus strictus</i>		Culm	Furniture/charcoal	√	√	November to Feb	<ul style="list-style-type: none"> Harvest only matured culms 	Found in PRL. Introduced sp.
28	<i>Diplazium esculentum</i>	Nakey(Dz) Dhawai(Sh) Ningoro(Lh) Zhima(Kh)	Young shoots	Vegetable	√	√	March to September	<ul style="list-style-type: none"> Harvests young shoot that are 15cm length. Don't harvest all shoot coming up in season. Retain at least 50% of young shoot of last flush for the development of leaves. Don't harvest the shoots that have developed to leaves. 	Found in GRF mostly in shady and marshy area.
29	<i>Diploknema butyracea</i> (Syn. <i>Aesandra butyracea</i> , <i>Bassia butyracea</i>)	Chiuri (Lh), Butter tree (En), Yega shi (Dz), Pin-shing (Sh) Khaima(Kh)	Fruits	Cooking oil/ butter lamp/ ointment/ ingredient to soap/ candle making.	√	×	April to May	<ul style="list-style-type: none"> Collect fruits from the ground or hand picking from trees. Collect fruits when fully ripe. Collect about 75% of the fruits and leave at-least 25 % to for wild animals. Do not fell tree or lop branches for the harvestings of fruits Prevent forest fire as it is very sensitive to it 	Mostly found in GRF. Sometimes cultivated by farmers in PRL
30	<i>Docynia indica</i>	Assam apple (En) Mel (Lh) Tong(Dz)	Fruit	Candy/Jam	√	×	Dec-Feb	<ul style="list-style-type: none"> Harvest the fruits by hand picking. Do not lop branches 	Found in SRF and PRL
31	<i>Edgeworthia gardneri</i>	Dheykap (Dz), Argaylee (Lh) Shugushing(Sh)	Bark	Desho Karp	√	√	March to June	<p>Cut the plant at 10 cm above the ground level. Cut only stems that are more than 3 cm in diameter. Do not damage the remaining young stands, seedling and /or saplings Select the area of harvesting on rotational basis. For this divided the area into at least five blocks.</p>	Found in openings in SRF
32	<i>Elaeagnus parvifolia</i>	Autumn olive (Eng) Bje(Dz) Shingzen(med)	Fruit	Pickeling/Jam/Juice	√	×	September-November	<ul style="list-style-type: none"> Collect only fruits without damaging trees. Do not cut down trees. 	Found in openings in SRF

Sl. No	Name		Part(s) harvested	Use(s)	Purpose		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
33	<i>Elatosteme lineolatum</i>	Dham-boor(Dz) Drimom or Dreema-mom(Sh) Chhotey gaglata(Lh) Dhamroo(Kh)	Stem and leaves	vegetable	√	√	Throughout the year	<ul style="list-style-type: none"> Collect plants that are 15cm and above. Retain stump of around 3" for sprouting of new shoots. Don't uproot whole plant. Shouldn't cut down trees and create more opening. Shouldn't disturb its catchment area. 	Found only in SRF
34	<i>Entada rheedii</i>	Pangra or Pangro(Lh) Kolokpo(Sh) Ngingshosh(Med)	Beans	Medicine	√	×	Oct-December	<ul style="list-style-type: none"> Collect fallen beans from the ground. Use ling poles to detached beans if beans are hanging from support tree. Do not uproot the climber. 	Found in SRF
35	<i>Exedia sp</i>	Sewshamu(Dz)	Entire plant	vegetable	√	×	June-September	<ul style="list-style-type: none"> Do not break down dry branches or host tree. Do not entangled live host tree to promote growth of Exedia in the following season. 	Found in SRF
36	<i>Fritillaria delavayi</i>	Tseka(dz)	Bulb	Medicine	√	×	September to Oct	<ul style="list-style-type: none"> Collect the bulbs after dispersal of seed. Collect bulbs when upper part of plant deteriorates. Leave the bulblets formed around the mother bulb. 	Found in SRF
37	<i>Fritillria cirrhosa</i>	Tseka(Dz)	Bulb	Medicine	√	×			Found in SRF
38	<i>Girardinia diversifolia</i>	Tag zoocha(Dz) Zangroo(Sh) Sisnu(Lh)	fibre	Waving	√	×	September-October	<ul style="list-style-type: none"> Peel out fibre after cutting plant from base. Harvest plant only after seed dispersal. Do not collect all plants from one area. 	Found in SRF
39	<i>Girardinia palmata</i>	Zoocha(Dz)	Inflorescence	Medicine	√	×	Oct-Nov	<ul style="list-style-type: none"> Collect only inflorescence without uprooting the plant. 	Found in SRF
40	<i>Gultheria fragrantissima</i>	CHamze Kam(Dz) Dhashingre, Dhashingare Machino(Lh)	Leaves and twigs	Essential oil	√	√	June to September	<ul style="list-style-type: none"> Collect leaves by hand picking and twigs by using sharp sickle. From single plant collect only 50% of leaves and twigs. Do not uproot the entire plant. 	

Sl. No	Name		Part(s) harvested	Uses	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
41	<i>Himalayanacalamus hookerianus</i>	Pah ryang (Lh)	Culms, young shoots edible	Weaving bamboo mat	√	√	Culms: Nov to Feb Shoots: July to September	For culms: <ul style="list-style-type: none"> Cut culms at 30-50 cm above the ground. (No young shoots will sprout if culms are cut below this level, and ultimately the whole clump would die). Retain 50% of healthy culms from a clump Harvest culms in condensed / congested clump in “U” or horseshoe form. Use otherwise single culm selection method For shoots: <ul style="list-style-type: none"> Collect bamboo shoots to a maximum of 25% from a clump Cut bamboo-shoots with a sharp knife at the ground level without damaging or wounding the other healthy ones. After cutting and collecting the bamboo-shoot, cover that void place with top soil Protect the remaining shoots and let them further develop into culms 	Found both in SRF and PRL
42	<i>Hippophia sailisifolia</i>	Tareytsang(Dz)	Berries	Jam, Juice	√	×	August - September	<ul style="list-style-type: none"> do not cut down tree or branches. Collect only berries by scrubbing with applicable device. 	
43	<i>Illicium griffithii</i>	Doomleeshing (Dz), Wounba chinang or Khaila chinang (Sh)	Seedpod	Spices and extraction of fixed oil	√	√	October to December (or when fruits are matured)	<ul style="list-style-type: none"> Harvest seedpods by handpicking, collection from forest floor or lopping outer branches. Do not cut down the tree for harvesting of seedpods. 	Found only in SRF
44	<i>Juglans regia (nut)</i>	Tago(Dz) Kheshing(Sh) Okhar (Lh)	Fruit	Carnal	√	√	September to October	<ul style="list-style-type: none"> Hand pick fruits only when fallen on the ground, or Use long bamboo poles to shake off fruits from the trees. Don't cut tree or branches to collect fruits. 	Found in state reserved forest and in private
45	<i>Justicia adhatoda</i>	Bashaka(Dz)	Flower	Vegatable	√	√	Feb-April	<ul style="list-style-type: none"> Collect only flowers. do not cut down whole stem 	Found in both GRF and PRL

Sl. No	Local		Part(s) Harvested	Uses	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
46	<i>Litsea cubeba</i> (Syn. <i>L. citrate</i>)	Siltimbur (Lh), Nenshing (Sh)	Fruit	Essential oil, medicine	√	×	August; harvest fruit when it turns black	<ul style="list-style-type: none"> Harvest fruit by handpicking or by lightly lopping of outer branches. Do not cut down the tree for harvesting of fruit. 	Mostly found in SRF. Sometimes cultivated by farmers in PRL
47	<i>Litsea kingii</i>	Siltimbur(Lh)	Fruit	Oil	√	×		<ul style="list-style-type: none"> Collect only fruits without cutting down trees 	Found in both GRF and PRL
48	<i>Luculia gratissima</i>	Yontendem(Dz)	leaves	Traditional tea leaves	√	×	April -May	<ul style="list-style-type: none"> Do not fell down trees to ease collection Plug leaves after cutting down small branches. 	Found in GRF
49	<i>Lyophyllum aggregatum</i>	Bjishi Ruru(Dz)	Whole plant	vegetable	√	×	August	<ul style="list-style-type: none"> Do not collect undersized mushroom. Do not damage its habitat. 	Found in GRF
50	<i>Lyophyllum shimeji</i>	Kashi Shamong(Dz)	Whole plant	vegetable	√	×	May to July	<ul style="list-style-type: none"> If soils are dug refill after collection of mushrooms. 	Found in GRF
51	<i>Parasassafras confertiflora</i>	Singsee shing(Sh)	Fruit	Fixed oil	√	×	October to November	<ul style="list-style-type: none"> Harvest fruits in early autumn Do not cut down trees to ease harvesting 	Found in GRF and in PRL
52	<i>Maharanga emodii</i>	Dre-Zuth(med)	Root	Traditional medicine	√	×		<ul style="list-style-type: none"> 	
53	<i>Meconopsis paniculata</i>	Euit-pel serpo (Dz)	Flower	Medicine	√	×	June to July	<ul style="list-style-type: none"> Use sharp knife/scissors to harvest the flower Leave 30% of the plants intact in each collection site for seed production Do not harvest all the flowers from healthy plant. Harvest on rotational basis. 	Found in SRF in highland
54	<i>Meconopsis simplicifolia</i>	Eiut-pel ngoinpo			√	×			
55	<i>Meconopsis horidula</i>	Tsher-ngoin meto(Dz) Thser-ngoin(med)			√	×			
56	<i>Meconopsis Bhutanica</i>	Euit-pel metog hoem(Dz) Mukchu Dhenyon(Med)			√	×			

Sl.No	Name		Part(s) harvested	Uses	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
57	<i>Meconopsis superba</i>	Eiut-pel metog(Dz) Eiut Pel Karpo(Med)			√	×			
58	<i>Myricaria rosea</i>	Wombu(Dz)	Whole plant	Medicine	√	×	July to August	<ul style="list-style-type: none"> Use sharp knife to cut the upper portion of the plant Leave the roots undisturbed while cutting down the plants. 	
59	<i>Nardostachys jatamansi / grandiflora</i>	Pang poi (Dz), Jatamansi (Lh) Honglen (T med)	Rhizome	Medicine, Incense	√	×	June till October	<ul style="list-style-type: none"> Dig up and collect the rhizome by using a sharp knife. Leave the mother plant intact with a small part of the rhizome in the soil (this left part of rhizome will regenerate in the following year). Do not uproot the entire plant. 	Found only in SRF. CITES listed and need to get approval from CITES authority before collection.
60	<i>Neomicrocalamus andropogonifolius</i>	Langma (Lh); Ringshu (Sh), Yula (Kh)	Culms	Bangchungs and other handicraft items	√	×	December to April	<ul style="list-style-type: none"> Harvest only culm from clump that has more than five culms. Harvest culm when it produces secondary shoot at the top. Retain at least two to three young healthy culms in each clump to favour more shooting in the following season. 	Found in SRF
61	<i>Neopicrorhiza scrophulariiflora / Picrorhiza kurrooa</i>	Putising (Dz), Kutki or kutaki (Lh)	Rhizome	Medicine	√	×	October till December	<ul style="list-style-type: none"> Dig up only mature rhizomes. Leave the mother plant intact with small part of the root or rhizome in the soil (this left part of rhizome will regenerate in the following year). Harvest rhizomes only during the harvesting season. Do not uproot the entire plant. 	Harvesting should be undertaken on a trial basis in one designated place on a small scale (Listed by CITES).

Sl.No	Name		Part(s) harvested	Uses	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
62	<i>Ophiocordyceps sinensis</i>	Yar-tsha guenbub (Dz), yar-tsa gumba (Lh)	Entire form	Medicine	√	√	May to July	<ul style="list-style-type: none"> Collect only during the one-month restricted harvesting season as set by the DFO / PM / Gups. Fill up the holes after digging up <i>Cordyceps</i>. Harvesting of other medicinal plants is strictly prohibited. Do not visit the same area twice for harvesting. The concerned Gup or his / her representative will implement these harvesting rules. 	
63	<i>Oroxylum indicum</i>		Flower and pod	Vegetable and religious purpose	√	√	Flower- June- July and pod September-Oct	<ul style="list-style-type: none"> Collect flower only from the ground. Cut pod from tree top using a sickle tied to long pole. Do not fell trees to ease collection of pod. 	Found in both SRF and PRL
64	<i>Osyris lanceolata</i>	Chemarmo(Dz)	leaves	Local tea leaves	√	×	May-July	<ul style="list-style-type: none"> Collect only leaves by lopping outgrown branches. Do not cut down trees. 	Found in SRF
	<i>Onosma hookeri</i>	Muktsi(Sh)	Root	Medicine	√	x		<ul style="list-style-type: none"> 	
65	<i>Panax Pseudoginseng</i>	Bring-gi-raza(med)	Root	Herbal tea	√	×	Oct-November	<ul style="list-style-type: none"> Collect rhizome when leaves colour changes to yellow. Do not collect a bulb attached with young shoot. Replace the dug-up soil. 	Found in SRF
66	<i>Paris polyphylla</i>	Satuwa (Lh) Thoksampa(Sh) Dhoo(Dz)	Rhizome	Medicine	√	√	October to November	<ul style="list-style-type: none"> Oct-Nov is the most appropriate time because by this time, the bud emerges from the rhizome which remains dormant underground till next germination period Leave some portion of the rhizome with bud underground. Do not harvest the plant before the seed dispersal 	Harvesting should be undertaken on a trial basis in one designated place on a small scale.
67	<i>Pedicularis longiflora</i>	Lugru serpo(Dz)	Leaves and flower	Medicine	√	×	June to July	Collect 50 percent of the plants from the area without disturbing the area.	Available in SRF
68	<i>Pedicularis megalantha</i>	Lugru marpo	Leaves and flower	medicine	√	×	June to July	<ul style="list-style-type: none"> Harvest 50 percent of plants from the area without destroying the habitat 	Available in SRF
69	<i>Persia frutifera</i>	Gooli(Dz, Sh) Phulchey(Lh)	Fruit	consumption	√	√	October - January	<ul style="list-style-type: none"> Don't cut down tree and branches for collection of fruits. Collect fruits only from the ground. 	Found in SRF

Sl. No	Name		Part(s) harvested	Uses	Market		Harvesting period	Basic guideline for harvesting	Remark
	Scientific	Local			Domestic	Export			
70	<i>Persea gamblei</i>	Kawla or kathe kaulo (Lh) Pragoli(Kh) Zala Goli(Sh) Pchagoli(Dz)	Bark	Adhesive, Incense	√	√	October till February	<ul style="list-style-type: none"> Collect only bark from trees with a DBH of more than 10 cm. Collect the bark in strips with a maximum of 6 cm in width without damaging cambium layer. Strip the bark from down to up to avoid damaging the roots. Harvest a maximum of two trips per tree trunk from opposite sides. Do not strip off the tree bark for 4 years after the first harvest from the same tree (it takes a tree about 4 years to heal / recover from stripping). Collect the bark every four years from opposite sides of the same tree. 	Harvesting should be undertaken on a trial basis in one designated place on a small scale
71	<i>Phyllanthus emblica</i> (Syn: <i>Emblica officinalis</i>)	Amala (Lh) Chorgensay (Sh) Amla(Dz) Indian Goose berry(En)	Fruit	Vitamin C, medicine	√	√	November to February.	<ul style="list-style-type: none"> Harvest fruits by shaking the tree, handpicking and / or use bamboo poles with a hook. Do not cut down trees for the harvesting of fruits 	Mostly found in SRF. Also found in abandon PRL.
72	<i>Piper hamiltonii</i>	Pani or paney (Dz), Pan (Lh) Jungali pan (Lh) Shingzem(Dz) Shingpan(Sh) Shingpan/Thopann (Kh)	Leaf	Stimulant	√	√	Throughout the year	<ul style="list-style-type: none"> Collect leaves only by hand picking without damaging the climber and its tender buds. Harvesting of leaves from a single (same) climber shall be allowed to maximum of 4 times per year. Collect at maximum 80% of the leaves from a single climber. Do not cut down the host tree to ease harvesting. 	Mostly found in SRF. Sometimes cultivated by farmers in PRL
73	<i>Piper longum</i>	Pipla / peepla (Lh), Pipla (Ctn)	Fruit / spike	Medicine, sometimes used as spice	√	√	Mid March to mid April	<ul style="list-style-type: none"> Do not uproot or cut down the entire climber. Collect fruits only when fully mature. Harvest fruits only after the announced starting date for harvesting (Date is usually announced by the coordinator / GFEO). Harvest fruits / spikes by hand picking without damaging the plant or by cutting a few fruit bearing branches. Do not cut down the host tree to ease harvesting. Do not cut the entire fruiting portion of the plant. 	These two <i>Piper</i> species are mostly cultivated in southern Bhutan.
74	<i>Piper pedicelatum</i>	Pipla Ashang(K)					Mid July to mid-September.		Not found in abundance in SRF.

Sl.No	Name		Part(s) harvested	Uses	Market		Harvesting period	Basic guideline for harvesting	Remarks
	Scientific	Local			Domestic	Export			
75	<i>Piper mullesea</i>	Bhui pipla(Lh) Raktang(Kh)	Fruit	Spice/ medicine	√	√	September to November	<ul style="list-style-type: none"> Collect fruits only when fully mature. Harvest fruits only after the announced starting date for harvesting (Date is usually announced by the coordinator / GFEO generally in September). Harvest fruits only by hand picking without damaging, cutting or uprooting the entire plant 	Found in GRF
76	<i>Plectocomia himalayana</i>	Patsha (Dz), Phegkray, tokri, tara, damley, dhoray bet (Lh) Phashi(Sh) Ray(Kh)	Young shoot as well as matured stem	Young shoots used as vegetable. Matured stem used to produce handicraft items	√	×	Mature stems- November to March. For shoot April to August.	<p>For mature stems</p> <ul style="list-style-type: none"> Cut cane stem only when matured. Pull down as much of the cane as possible (avoid leaving cane parts high up in the tree) Cut only canes with a usable length of at least 10 m. Harvest during winter as canes have a better quality during this season. Replant the lateral shoot that are attached to harvested cane. For cane shoots Cut young shoot by bending the cane stem with the help of a hook long and strong stick using sharp knife. Do not cut tree climbed cane for shoot. Care shall be taken to avoid damaging sucker buds. 	Available in SRF.
77	<i>Podophyllum hexandrum</i>	Bamarpoo (Dz)	Seed	Medicine	√	×	August to September	<ul style="list-style-type: none"> Since each plant normally yield one fruit, collect fruits from 50 percent of the plants from the area. 	
78	<i>Pogostemon amaranthoides</i>	Nam Nam(Dz)	Leaves and stem	Ingredient	√	×	Any time	<ul style="list-style-type: none"> Harvest only branches Do not cut the whole plant. 	Found in SRF and PRL
79	<i>Pouzolzia sanguinea</i>	Chipley (Lh), Yongjiba or Yangziba, Yong-geebu shing (Sh)	Bark	Adhesive, Incense	√	×	August to February	<ul style="list-style-type: none"> Cut the plant at 10 cm above the ground level. Do not damage the remaining young stands/ seedlings/ saplings. Should not cutdown surrounding trees to ease harvesting. Leave at least 10% of the plants to allow natural regeneration. Harvesting of roots is strictly prohibited for ecological reason 	Present in both SRF and PRL.

Sl.No	Name		Part(s) harvested	Uses	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
80	<i>Primula sikimensis</i>	Shangril Serpo(Med)	Flower	Essential oil	√	×	May to June	<ul style="list-style-type: none"> Collect only flowers 	Found in SRF
81	<i>Princepia utilis</i>	Dushi Tsang	Berries	Edible oil	√	×	April to May	<ul style="list-style-type: none"> Pluck berries by hand picking Do not cut down trees Lay tarpaulin underneath and gently shake it. 	Found in both SRF and PRL
82	<i>Rheum australe</i>	Chutsa(Dz)	Root	Medicine	√	×	September to October	<ul style="list-style-type: none"> Harvest after the seeds are matured and dispersed. Fill the hole after extracting the roots 	Found in SRF
83	<i>Rheum nobile</i>	Chukkha metog(Dz.)	Leaves and flower	Medicine	√	×	June to July	<ul style="list-style-type: none"> Use a sharp knife to be for cutting the leaves and flower. Leave behind 50 percent of the plant in the area for regeneration 	Found in SRF
84	<i>Rhododendron anthopogon</i>	Balu (Dz), Dali metog (Med),	Leaves, twigs and flower	Incense	√	×	October to November	<ul style="list-style-type: none"> Use a sharp knife/scissors or scissors to cut branches in order to collect leaves and twigs 	Found in SRF
85	<i>Rhododendron setosum</i>	Soonpati or sunpatey (Lh)Sulu (Dz)			√	×	October to November	<ul style="list-style-type: none"> Collect at maximum 20% of the leaves and twigs from an individual shrub in order to avoid over harvesting. 	Found in SRF
86	<i>Rhus Succedanea</i>	Krengmar(K)	Fruit	Medicine	√	×	September to November	<ul style="list-style-type: none"> Collect only fruits without debranching or felling trees. 	Found in SRF
87	<i>Rubia cordifolia</i>	Tsoy (Dz), Majito (Lh), Lanyi-roo (Sh) Tsuth(Kh)	Entire plant	Dye, Medicine	√	√	November to February	<ul style="list-style-type: none"> Use sharp scissors for the harvesting of the upper part of the plant. Cut the plant at 5 cm above ground level. Leave at least 10% of the plants without collecting or harvesting any raw materials from them (these plants shall act as seed plants for natural regeneration). Do not collect roots. Do not uproot entire plants 	Available in both SRF and PRL. In India it is depleted due to the harvesting of roots.

Sl.No	Name		Part(s) harvested	Uses	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
88	<i>Rosa sericea</i>	Sew Metog(Dz) Sewai Metog(Sh) Sisi(Lh)	Flower/seed		√	√		<ul style="list-style-type: none"> Collect only flowers without cutting whole stem. 	Found in SRF
89	<i>Sapindus mukorossi</i>	Soapnut (En), Ritha (Lh), Nakapani (Dz, Med), Kiling shing (Sh) Nakuni(k)	Nut	Natural detergent, Medicine	√	√	October to November	<ul style="list-style-type: none"> Collect nuts by shaking tree and handpick from the forest floor. If nuts are still on the tree use long bamboo poles to detach it. Do not fell trees to ease harvesting Collect about 75% of the fruits and retain 25 % for ecological circle. 	Available in both GRF and PRL. (Seeds germinate easily: soak seeds in lukewarm water for 24 hours before sowing).
90	<i>Swertia chirayita</i>	Chirata (San) Chiraito (Lh) Khalu(Sh)	Entire plant	Medicine	√	√	November to January	<ul style="list-style-type: none"> Collect the plant only after seed dispersal commenced. Do not collect the plants late in the season (February) as there are high risk of damaging the germination of new seedlings 	Found in SRF. Now successfully domesticated in PRL.
91	<i>Symplocos paniculata</i>	Pangtse-shing (Dz), Zim-shing (Sh), Gunilo (Nepal)	Fruit/Seed, leaves	Vegetable oil, dye	√	×	Nov-Dec	<ul style="list-style-type: none"> Do not fell trees to ease harvesting Collect the fruits by handpicking or from the ground Collect about 75% of the fruits and leave at least 25% to allow regeneration 	Available mostly in PRL along the agricultural fields.
92	<i>Symplocos racimosa</i>	Dhomshing(Dz) Dhoma shing(Sh) Kharane(Lh)	Fruits	Vegetable oil	√	×	September-November	<ul style="list-style-type: none"> Do not fell trees to ease harvesting Collect the fruits by handpicking or from the ground Collect about 75% of the fruits and leave at least 25% to allow regeneration 	Found in SRF
93	<i>Symplocos glomerata</i>	Dhomzim(Dz), Zim Shing(Sh) Kholme/Kalokhrani(Lh)	leaves		√	×	October-November	<ul style="list-style-type: none"> Collect by lopping outgrown branches. Do not cut down trees or branches. 	Found in SRF
94	<i>Taraxacum eriopodum</i>	Khurmong (Dz)	Whole plant	Medicine	√	×	June to August	<ul style="list-style-type: none"> Harvest 50 percent of plants from the area without destroying the habitat 	Found in SRF
95	<i>Terminalia bellirica</i>	Baru, Baroo (Dz, Sh, Med, Kh),	Fruits	Medicine, essential oil,	√	√	December	<ul style="list-style-type: none"> Collect the fallen fruits from the ground. Collect about 75% of the fallen fruits and leave at-least 25 % to allow natural regeneration. 	Available in both RRF and PRL

Sl.No	Name		Part(s) harvested	Uses	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
96	<i>Terminalia chebula</i>	Aru, Aroo (Dz, Sh, Med, Kh), Har-ra or Har-ro (Lh), Black Myrobalan (En)	Fruits	Medicine, Incense	√	√	November onwards	<ul style="list-style-type: none"> Collect the fallen fruits from the ground. Collect about 75% of the fallen fruits and leave at-least 25 % to allow natural regeneration. 	Available in both GRF and PRL.
97	<i>Tinacetum nubigenum</i>	Khenkar(Dz) Khenkar(med)	Entire plant	Incense	√	×	September to November	<ul style="list-style-type: none"> Do not collect all plants from the area. Maintain few healthy stems in a group. Use proper tools and do not uproot to collect it. 	Found only in SRF in higher altitude.
98	<i>Thysanolaena latifolia</i>	Tsakusha (Dz, Sh), Beyshawa (Sh), Kucho or amliso (Lh)	Upper parts, inflorescence	Fodder, Soft broom.	√	√	December to March	<ul style="list-style-type: none"> Do not damage the rhizomes in order to allow natural regeneration Cut the matured stem right from base 	Available in both GRF and PRL.
99	<i>Tricholoma matsutake</i>	Sangay shamung (Dz)	Entire mushroom	Vegetable and soup	√	√	July till September	<ul style="list-style-type: none"> Dig out the mushroom with a flattened stick and replace the soil in order to protect the mycelium. Do not collect mushrooms less than 7.5 cm in length or height. Collect only within the specified season. Do not scratch and disturb the soil while searching for mushrooms. Do not use a knife for the harvesting of mushrooms. Do not cut branches from trees or shrubs while searching for mushrooms. Use bamboo basket rather than plastic bags for the collection and transportation of mushrooms. Mount leave mould in collection area after harvesting. 	Found in SRF and community forest
100	<i>Trichosanthes tricuspidata</i>	Sepa Gyem (Dz) Indrani(Lh)	Fruit	oil	√	×	September-November	<ul style="list-style-type: none"> Harvest when fruit turns red. Do not fell down supporting tree to ease fruit harvesting. 	Found in SRF
101	<i>Tupista nutans</i>	Wangpem(Dz) Thormom(Sh) Nakima(Lh)	Flower	vegetable	√	√	October-November	<ul style="list-style-type: none"> Collect only flowers by hand. Do not uproot mother plants. Do not expose plant root to direct sunlight. 	Found in SRF and private plantation.
102	<i>Tupista wattii</i>	Wangpem(Dz)	Flower	Vegetable	√	×	November to December	<ul style="list-style-type: none"> Collect only flowers Should not uproot mother plant 	Found in temperate forest in SRF

Sl.No	Name		Part(s) harvested	Uses	Market		Harvesting period	Basic guidelines for harvesting	Remarks
	Scientific	Local			Domestic	Export			
103	<i>Trachycarpus fortunei</i>	Laree shabu(Sh)	Leaves	Broom	√	√	Oct-April	<ul style="list-style-type: none"> Do not cut whole plant. Cut matured branches and leave seeds for regeneration. Retain immature branches. 	Found in SRF
104	<i>Typha elephantia</i>	Shudak Karpo(med)	Root	Traditional medicine	√	√		<ul style="list-style-type: none"> Do not collect all the plants. Adopt rotational collection method. 	Found in both SRF and PRL
105	<i>Viscum nepalensis</i>	Nya-shi-thueb(Dz) Nya-shing-jormo(Sh)	Entire plant	Local tea leaves	√	×	Sept-February	<ul style="list-style-type: none"> Do not cut down the host plant to ease collection. Do not collect the whole bunch. Leave at least 25% for flowering and fruiting. 	Found only in SRF.
106	<i>Zanthoxylum armatum</i> (Syn. <i>Z. alatum</i>)	Zshung Thhey (Dz), Bale timbur (Lh), Khai- Gee (Sh) Nam chawa(Kh)	Fruit	Essential oil, medicine, pickle & spice, water purifier	√	√	August to September	<ul style="list-style-type: none"> Harvest fruit by handpicking, if possible, climbing on trees. Use long bamboo poles with a hook to facilitate picking of the fruit. Collect only 70% of the fruits and leave 30% to allow natural regeneration. 	Available in both SRF and PRL.
107	<i>Zanthoxylum bungeanum</i>	Menchu Thhney(D) Song-Gee (Sh)	Fruit	Essential oil, medicine, pickle & spice, water purifier	√	√	August to September	<ul style="list-style-type: none"> Harvest fruit by handpicking, if possible, climbing on trees. Use long bamboo poles with a hook to facilitate picking of the fruit. Collect only 70% of the fruits and leave 30% to allow natural regeneration. Do not cut down the tree for collection of fruit. 	Available in SRF and PRL
108	<i>Zizyphus mauritiana</i>	Boyer(Lh) Tshoshing (Dz) Khangaling sey(Sh)	Fruit	Pickle	√	√	January to March	<ul style="list-style-type: none"> Use hook to pull branches for collection of fruits. Don't break branches in the process of fruit collection. Don't cut down whole tree to ease collection work. 	Found in both SRF and PRL

Note: Dz = Dzongkha, En = English, Lh = Lhotshampkha, Sh = Sharchopkha, Med = Traditional Medicine, Kh = Khengkha, San = Sanskrit, DBH = Diameter at breast height (1.3m), Ctn = Common trade name

Note:

a) √ = can be exported in raw form

b) × = cannot be exported in raw form. However, finished products should be allowed for export.

APPENDIX 03: Forms related to NWFP Management and marketing

3.1: Non-Wood Forest Product Ownership Certificate

Book No.....

Serial No.

**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF ENERGY & NATURAL RESOURCES
Department of Forests and Park Services**

NON-WOOD FOREST PRODUCTS (NWFPs) OWNERSHIP CERTIFICATE

NWFP Certificate No:.....
.....NWFP Management Group
.....Village.....Gewog
.....Dzongkhag

In accordance with the Forest and Nature Conservation Rules and Regulations, 2017; this Certificate is awarded to(Name of the group) NWFP Management Group as described below with approved map and authorize the NWFP Management Group(membership list attached) to manage the designated forest area as per the approved Management Plan. This Certificate is subjected to compliance with the management plan for the NWFP approved by the Department vide letter No.....dated.....

- a) Location (GPS Co-ordinates).....
- b) Boundaries:East.....West.....
North.....South.....
- c) Area.....

Official Awarding Certificate

Signature of CFO:
Division/Park.....
Date.....

Signature of Gup:
Gewog:.....
Date:.....

3.2: Collection Permit for NWFPs (for commercial purposes) from Government Reserved Forests

Book No..... Serial No.

**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF ENERGY & NATURAL RESOURCES
Department of Forests & Parks Services
Collection Permit for NWFPs (for commercial purposes)
From Government Reserved Forests**

Name of Permit Holder (Chairperson of NWFP Management & Marketing Group).....

No of households involved Village.....

Geog..... Dzongkhag.....

NWFP Species to be collected:

Part(s) used:

CFO approval letter No.....

Sl.No.	Particular	Parts to collect	Quantity	Collection site	Remarks
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Harvesting duration: From: to:

Validity of the permit: From: to:

Date of issue:

Signature of Range Officer:

Name.....

Name of the Range Office.....

Dzongkhag.....

Original copy issued to the applicant

Copy to DFO/ PM as office record

Copy to SFD as office record

3.3: Transit Permit of NWFPs (for commercial purposes)

Book No......

Serial No.

**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF ENERGY & NATURAL RESOURCES
Department of Forests & Park Services
Transit Permit of NWFPs (for commercial purposes)**

Name and address of Permit Holder:

NWFP supplier (name of NWFP Management & Marketing Group / Individual):
.....

Gewog: Dzongkhag:

Harvesting permit serial no:

Destination:

Gewog.....Dzongkhag.....

Details of NWFP

Sl.No.	NWFP species	Parts/ products	Quantity	Unit	Rate	Total value	Remarks

Validity of the permit: From..... to:

Date of issue: Place.....

Acknowledgement of the permit holder:

(Signature & Name):

Signature of DFO / PM

(Signature & Name):

IMPORTANT:

For commercial movement of NWFPs this form is mandatory. COMMERCIAL NWFP movement not accompanied with this statutory form with vehicle(s)/animal(s)/person(s) on demand by Forestry Officials/Staffs shall be liable to seizure or confiscation of vehicle(s) or animal(s) along with the forest produce and shall invoke other penal provisions made in the Forest and Nature Conservation Rules and Regulations, 2017.

3.4: Internal Movement order (NWFP)

Book No......

Page No......

**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF ENERGY & NATURAL RESOURCES
DEPARTMENT OF FORESTS & PARK SERVICES
INTERNAL MOVEMENT ORDER: NWFP**

Name of the Division/Park.....Range.....

Name of permit holder:.....

Address:.....

Destination.....Certificate of Origin No.....Date.....

Type of NWFP	Quantity/Volume	Unit	Remarks
Total			

Royalty realized vide money receipt No:.....Date:.....

Date of Issued :.....

Date of Expiry :.....

Signature of Issuing Authority

Office Seal

NOTE: This permit is an important legal document required for movement of NWFPs.

3.5: Book No.....

Page No.....

**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF ENERGY & NATURAL RESOURCES
Department of Forests and Park Services**

GENERAL FOREST PRODUCE MOVEMENT ORDER

Name of Division/Park:.....

Range:.....

Name of permit holder:.....

Address:.....

Destination:.....

Purpose(Rural/Commercial:.....

Name of Area	Description of Forest Produce	Quantity/ Volume	Unit	Royalty Rate	Amount		Remarks
					Nu.	Ch	
Total							

Ngultrum(in words).....

Date of issue.....

Date of expiry.....

Signature of Issuing Authority

Seal

NOTE: This permit is an important legal document required for movement of General Forest Produce.

3.6: Import/Export Permit for NWFP

**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF ENERGY & NATURAL RESOURCES
Department of Forests and Park Services**

Import/Export permit for Non-wood Forest produce (NWFP)

- Office of the CFO/RO/PR.....Division/Park/Range
1. Name & address of the permit holder.....
 2. Name, quantity and description of the NWFP items in transit, GFPMO.....
.....
 3. Movement from (name of the entry check point).....to.....
.....
 4. Purpose.....
 5. Reference of documents revealing the origin of source:.....
 6. This transit permit is valid up to (date):.....
 7. Permit fee shall be charged for the import/export of NWFP in addition to import/export fee as per Schedule of fees.
 8. Issued at.....

RO/PR/Officer In-charge
...../Range/Check gate
Dated.....

Note: This permit is an important legal document for movement of Import/Export NWFP including sand/stone/boulder/stone aggregate.

3.7: Movement order for NWFP export

Book No.....

Serial No

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF ENERGY & NATURAL RESOURCES
Department of Forests and Park Services

MOVEMENT ORDER FOR NWFP EXPORT

Division/Park.....

Range.....

1. Transit permit No.....(attach copy of permit)
2. Name of the Exporter.....Address.....
3. Trade license No.....
4. Source of Material (Location).....
5. Destination: From..... To

Sl.No.	Name of the products/ species	Quantity	Units	Remarks

Date of issue:.....

Validity of permit: From.....To.....

Vehicle Number:

Name of Driver:

Name & signature of Exporter / Agency.

Signature of issuing authority
(Official Seal)

Issue original copy to the applicant
Issue duplicate copy to the concerned field office
Keep triplicate copy intact with the book

Appendix 04: Monitoring and evaluation scheme

Expected result	Monitoring activities	Indicators	Means of verification	Responsible agencies	Frequency/ remarks
NWFPs sustainably managed	Regular inspection of NWFP harvesting sites	Indication of NWFP resource availability	Field trip reports	CFO	Regular field visits during the harvesting season
	Recording of actual harvested quantities	Records maintained in record book	No. of Harvesting & transit permits issued and record books of NWFP groups	CFO/ NWFP Groups	According to NWFP harvesting seasons
Income of NWFP groups enhanced	Recording of actual income from NWFP sales	Records of NWFP sales	Bank account/ record books of NWFP groups	NWFP groups/ CFO	Seasonally
	Recording of NWFP produce marketed and exported	Records of NWFP product sold by group	Marketing reports Transit permits Export permits and clearance	CFO in collaboration with range offices and CFO	Regularly
Movement and export of NWFPs properly recorded	Regular patrols and checks of movement of NWFPs	All movement of NWFPs properly recorded	No of Harvesting/ transit/ export permits and phytosanitary certificate issued	CFO BAFRA	Regular
NWFP framework implementation properly monitored	Organisation of coordination meetings with stakeholders	Data available about the implementation of the NWFP interim framework	Meeting minutes Records on marketing and resources available	CFO	Bi- annually
	Annual compliance monitoring and preparation of report (per forest division)	Annual report showing data on marketed NWFPs, income generated and resource availability per NWFP group and district	Annual monitoring report	CFO	Annually; see format below

Appendix 05: Evaluation scheme

Expected outcome	Evaluation activities	Indicators	Responsible agencies	Remarks
NWFPs resources sustainably managed	<ul style="list-style-type: none"> ▪ Application of harvesting guideline prescribed. ▪ Comparison of data on actual quantities harvested over the years ▪ Comparison of field visit reports ▪ Discussion with villagers/ foresters on implementation of NWFP plan and harvesting guidelines ▪ Field visits to NWFP harvesting sites ▪ Resource assessment/ regeneration surveys 	<ul style="list-style-type: none"> ▪ Comparison of data/ field reports show no decline in resource availability (apart from seasonal/ ecological fluctuations) ▪ Records of actual harvested quantities are similar over the years (apart from seasonal/ ecological fluctuations) ▪ Villagers and foresters report that NWFP plan and guidelines are applied in the field ▪ Field visits/ 1 resource assessment/ regeneration surveys show healthy NWFP stands ▪ Younger generation know plants and its value 	CFO	Mid-term evaluation to be conducted by DFO/ PM and final evaluation by external agencies (for example DFO/ PM from other districts, multi-disciplinary)
Livelihood of farmers enhanced	<ul style="list-style-type: none"> ▪ Evaluation of impacts on livelihood improvement (incl. income generation and social cohesion) 	<ul style="list-style-type: none"> ▪ Records of NWFP sales show increase in income of NWFP group members ▪ Records of marketed and exported NWFP produce show an increase in products sold ▪ Field assessment of impacts on livelihoods ▪ The products sold after value addition 	-do-	Final Evaluation

Appendix 06: Annual NWFP reporting form

(Report on every group in your district the following data as provided in the table below):

Dzongkhag/Dungkhag:

Name of NWFP management and marketing group:

Gewog:

Villages:

Total number of Households:

NWFP Species	Quantity collected in a year	Qty sold in a year	Price received by the group per unit	Total income (Nu)	Description on resource availability	Remarks