

UN-REDD
PROGRAMME



**Bộ Nông nghiệp và
Phát triển nông thôn**

Report on the 1st Implementation of FPIC

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Abbreviations

CC	Climate Change
CEM	Central Committee of Ethnic Minority
CTC	Consultant for Training Interlocutors and Communications
CPM	Consultant for Planning and Monitoring
DARD	Department of Agriculture and Rural Development
DONRE	Department of Natural Resources and Environment
DPC	District People's Committee
DPI	Department of Planning and Investment
FPIC	Principles of Free, Prior, Informed and Consent
GDF	General Department of Forestry (under MARD)
Lam Dong TV	Lam Dong Television
MARD	Ministry of Agriculture and Rural Development
PPC	Provincial People's Committee
Sub-CEM	Provincial Committee of Ethnic Minority
TTV	Interlocutors
TV DL	Television of Di Linh district
TV LH	Television of Lam Ha district
UNDP	United Nations Development Programme
UN-REDD Viet Nam Programme	The United Nations Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries in Viet Nam.

Summary

“The United Nations Reduced Emissions from Deforestation and Forest Degradation Program” (or UN-REDD) in Viet Nam has been funded by the Norwegian Government and several other donor countries through a **Quick Start Actions Initiative**.

This program is hosted by the Ministry of Agriculture and Rural Development (MARD) and being executed by the General Department of Forestry (GDF, MARD) in collaboration with Lam Dong provincial People’s Committee (PPC) through its Department of Agriculture and Rural Development (DARD).

As the first country programme to proceed with formal preparations for field-based REDD-plus activities, the Viet Nam UN-REDD Programme is pioneering a process to seek FPIC in two pilot districts, namely the Lam Ha and Di Linh districts. Vietnam has 53 toc nguoi (= “ethnic minority groups”) belonging to eight language groups and representing about 16 million people. Most of these groups live in mountainous, highly forested areas. Approximately 30 ethnic minorities live in the two pilot districts in Lam Dong province, where the Viet Nam UN-REDD Programme plans to carry out programme activities, but of these, only 6 minorities are actually native to the area, the others having migrated from other parts of the country in the last few decades.

Free, Prior and Informed Consent is a rights-based principle representing a particular expression of the right to self-determination, related rights to lands, territories and natural resources, the right to culture, and the right to be free from racial discrimination.

Four simple principles are guiding the pilot FPIC process:

1. FPIC should be sought for all forest communities and communities living at the margin of forests;
2. FPIC activities must proactively reach out to communities, and not wait for them to come forward;
3. Homogeneity between communities cannot be assumed;
4. Rights holders offer primary guidance for customized consent procedures.

Among the guiding principles for the UN-REDD Programme is the principle that FPIC for indigenous peoples and other forest-dependent communities must be adhered to, and is essential to ensuring the full and effective participation in policy-making and decision-making processes within UN-REDD Programme activities.

Worldwide, Viet Nam is one of the first nine countries implementing UN-REDD activities. FPIC that is being conducted in Viet Nam has attracted attention not only from other international programs but also from a large number of national agencies and organizations, especially local NGOs and other programs. It is expected that experiences consolidated in Viet Nam will be better lessons for other countries for reference.

FPIC has been conducted through a 8- step progress and phased in over three times. The first FPIC has been piloted right after a two-day training delivered for interlocutors at two communes and two villages of Lam Ha District and Lam Ha, and expanded to other communes and villages (13 villages in Lam Ha, seven in Di Linh). The second and third will be conducted in 11 communes, 26 villages, and 35 villages respectively during the last two weeks of May and the second week of June 2010.

Initial results seem to be positive and this is because of active participation of local authorities at all levels although local social-economic infrastructures are so limited to villages in particular, and necessary adjustments and supplements have been initially made to FPIC implementation process. The awareness of REDD has been considerably improved among all levels of authorities. Village meetings have attracted the participation of local people in a large number and their open discussion about substances that seem to be rather new to local officials and people. More important is that local people have perceived an approach that helps them enable to participate with higher responsibility in protecting forests and improving their living standard in a sustainable way. The program has established a contingent of key interlocutors including 24 individuals at provincial and district levels, of which eight are ethnic people, 11 are women and 12 are lecturers from Da Lat University and workers from Bidoup National Park and provincial Silvicultural Research and Experiment Centre. Through the first FPIC, the interlocutors have proved to have capacity for future consultations.

As analyzed, results of the first FPIC demonstrate several issues relating to UN-REDD awareness among, and implementation arrangements and capacities of consultants, interlocutors and local authorities at all levels. Specifically, the program has

- Organized 5 training workshops at communal level to raise awareness among 69 participants from commune cadre and staff, Fatherland Front, Women Union, Youth Union backgrounds
- Conducted 22 village meetings in 7 communes attended by 1.400 people totally and of which female rate accounts for more than 30%. Though in the first FPIC criteria for local people's attendance levels have not been established yet, primary statistics indicate that there were about 30% of villages having more than 70% of households whose representatives participated in the meetings, but there were more than 56% in Di Linh and 43% in Lam Ha, or by 46% on average;
- Although a high level of concurrence was made, there remained a lot of questions and/or queries, especially ones relating to deforestation, land and forest allocations, and benefit sharing mechanisms that help local people enable to generate better incomes and sustainable livelihoods as well as the continuity of awareness raising activities performed. Several questions were asked about the sustainability of the program as some previous projects had not been well implemented as initially planned;
- A well match of different backgrounds in each team of interlocutors (between the Kinh and ethnic minority and/or female and male interlocutors; and between lecturers of university and graduates working at district level) has contributed a major part to initial achievements of FPIC;

- A target group that may be important in coming activities of UN-REDD is the Forest management units was involved with relative limitation.

To gain higher quality results from future FPIC activities, following issues should be given attention to:

- Promote awareness of REDD activities among local communities from provincial, line department, district, communal and village levels;
- Improve the FPIC process to ensure FPIC principles be met, especially the mass media that should be diversely developed and specific target audience driven;
- Enhance village-heads' capacity for understanding issues to be transferred at village meetings. Improve their involvement and coordination in order to deal with the invitation of proper and adequate representatives to the meetings. Right after communal level awareness raising workshops/events, interlocutors should make site visits to individual villages to have meetings and discussions with village-heads for specific preparatory activities of village level consultation meetings;
- Improve and adequately provide communication materials for use in the consultation meetings and also facilitating communes and villages to continue promoting awareness among communal and village level officials, and communities;
- Assist district PCs in improving their coordination capacity to direct communes' program implementation as planned for both FPCI phase and future activities of the program;
- Continue maintaining and improving capacity of interlocutors for several years of the program implementation; it is extremely necessary to consider establishing a brigade of collaborators/freelance workers in each village (maybe that includes village-head, teachers, members from local unions of Youth, Women and Farmers, rangers and agricultural -forestry extension workers);
- Increase level of interlocutors' participation effort throughout particular campaigns, not being confined to one-two days of village level consultation but beyond that they may establish relations with all levels of local authorities, intimate friendships with villagers in which they can mobilize and convince villagers of freely giving common consent rather than administrative approaches;
- The performance of other technical activities that should be promoted soon by the program right after the completion of FPIC activities in order to maintain continuity and increase the effectiveness of awareness of UN-REDD activities of component 2 at the two pilot districts;
- Further review of outcomes and constraints from other programs and projects previously implemented in the districts, which can serve as basis for a better approach to the performance of activities by the program for its next stages and help interlocutors enable to have better interactions with local people.

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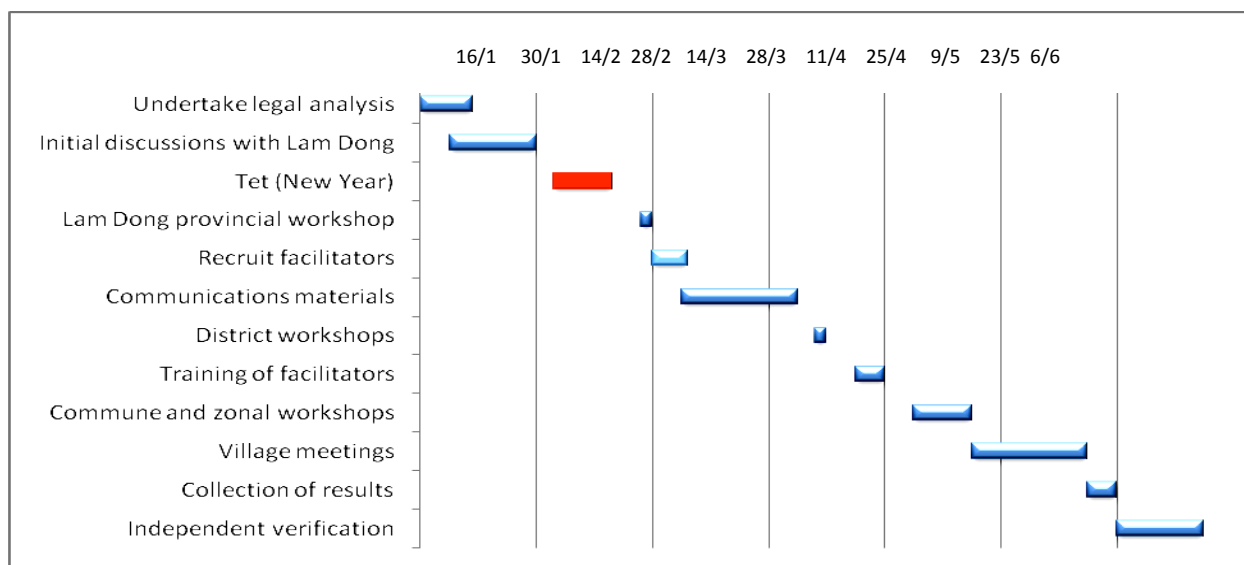


Figure 1: Implementation Plan for FPIC activities

2. Objectives

- To raise awareness of climate change, deforestation and forest degradation; introduce UN-REDD program activities; and improve cooperative assistance in implementing FPIC within district, communal and village level UN-REDD program;
- To recruit and provide training of skills for interlocutors;
- To conduct FPIC in 22 villages of 5 communes selected in order to consolidate experiences and lessons for the next two FPICs;
- To create a premise to be used as basis for further REDD activities in general and UN-REDD ones in particular.

3. Approach

Steps of activity performance within FPIC 1 were closely based on a 8-step process to ensure FPIC principles set forth by the program.

3.1 Diagram of FPIC performance steps

8 steps in line with FPIC principles



Figure 2: 8 steps in line with FPIC Principles

Activities have already been initiated, with consultations with local authorities, preparation of communication materials and awareness raising events, and are expected to be completed by mid-2010 (see Figure 1). Details of the steps presented in Annex 8.8.

3.2 Actual Schedule

No.	Step, Activity	Implemented by	Date
1.	Review of Literature	Consultants	Jan
2.	Discussions with DARD and two Districts about FPIC preparatory activities	UN-REDD	Jan and Mar
3.	Consultation with local stakeholders and field surveys for FPIC planning (including DPI, DONRE, DARD, provincial Committee of Ethnic Minorities, newspapers and televisions of Lam Dong province, Lam Ha and Di Linh districts and their selected communes)	Consultants	28 Jan- 5 Feb

4.	Review of international and national experiences for preparing FPIC communication materials	Communication experts	28 Jan-31 Mar
5.	Recruitment of interlocutors	UN-REDD	19-20 Mar.
6.	Workshop for raising awareness among district and communal officials and village-heads	UN-REDD	1 -2 Apr
7.	Training of interlocutors	Training specialist	9-11 Apr.
8.	Workshops for raising awareness among communal officials	UN-REDD	10, 11, 15 Apr.
9.	Testing of village meeting scenarios	Consultants and interlocutors	10-11 Apr.
10.	Organization of village meetings	Interlocutors	10–13 Apr. in Lam Ha 15-16 Apr. in Di Linh

Notably, process of recruitment and training for interlocutors has been conducted effectively that creates base for successful FPIC implementation later. Below is description on this important activity.

3.3 Selection of interlocutors

3.3.1 Criteria for selection of interlocutors

1. Knowledgeable about forest and environment
2. Experienced in conducting training for and working with the community
3. Good knowledge of the local languages and customs
4. Good listening skill
5. Good communication skill
6. Friendly and open-minded.

3.3.2 Interview script

Interview time: about 25 minutes per person

No	Time	Areas to assess	Method
1	1 min	Appearance, style, confidence	Observations and greetings
2	5 min	Knowledge and experience on environment, forest and climate	Using Pre-set questions

		change	
3	5 min	Experience in working with the community	Using Pre-set questions
4	8 min	Presentation skill and problem solving during the presentation	Using the set of three posters-V1 Raising questions in the view of community people to test reactions of the candidates
5	6 min	Other questions	Raising additional questions to confirm candidate's confidence and commitment when participating into FPIC activities
6	During the whole process, members of the interview panel observed and rated candidate's performance based on the selection criteria.		

3.3.3 Interview process

Step 1: Candidates studied the materials and the post set- V1 to prepare themselves for the interview;

Step 2: Candidates presented in front of the interview panel their knowledge on REDD, their skill to work with the community; and answered questions raised by the panel;

Step 3: Candidates selected the poster and presented it as if they do it in front of the Community people. Then they shared their comments on how to make the poster easier to understand and remember, and more attractive.

Step 4: The interview panel gave the ratings based on the established rating range and the six selection criteria. They discussed and agreed on the ranking of candidates right after each interviewing turn.



Members of the interview panel were the people involved in the design and operation of FPIC: UN-REDD Programme Manager, FPIC Consultant, Communication Consultant (the designer of the posters), Leader of District People's Committee, Representative of Provincial Department of Agriculture and Rural Development, Provincial Committee for Ethnic Minorities.

3.3.4 Composition of selected interlocutors

A total of 24 interlocutors were selected out of 35 interviewees. From the selected interlocutors, we see the ratios of ethnicity; geographical location and occupation were as below:



- 7/24 interlocutors (30%) are K'Ho ethnic minority people, 1/24 (4%) is Tay ethnic minority;
- 8/24 interlocutors (33%) are doing different jobs in the two communes of Lam Ha and Di Linh districts, 12/24 (50%) are University teachers, 4/24 (17%) are working in Bidoup Nui Ba National Park, Institute and Station for Silvicultural Research and Experiments.

3.4 Training for Interlocutors

Four modules were applied: (1) Inter-personal communication; (2) Visual aid presentation skills; (3) Participatory facilitation skills; and (4) Usage of the Programme's posters

The training is of note that trainers have introduced a game in which interlocutors were divided into six groups of 4 members. Each group was characterized by 50% of female and ethnic minority interlocutors, and especially it was structured to work in a manner of cooperation and mutual assistance, which would bring about a high effectiveness in the implementation of pilot and future performance activities.

Having theoretically and practically trained in classroom, interlocutor groups rose to a real challenge of learning from experience, and this task was assigned to two groups with extensively experienced heads. The first pilot village-meeting was organized with the participation and support of other groups in the evening of the first day of the training. During the meeting members of all groups observed in order to make inputs and learn from experience. Each group then carried out their tasks according to villages assigned.



3.5 Applied Process of Village Meeting

The village-meeting process designed includes two steps: preparation and implementation. This process has been improved with necessary adjustments and supplements during the pilot phase and has been well matched with communal level awareness raising workshops. It is worth noting that the program has decided voting by raising hand instead of signing the consent document in the local people's opinion poll. Moreover, the program also has identified a need for organizing communal level awareness raising workshops before conducting village level consultations as a necessary condition, to ensure the success of the consultations.

No.	Steps and activities	Person in charge	Timing	
1.	Invitations sent out	Village head	1-2 days before the meeting	Preparation Step
2.	Arrangement of the venue for meeting: village meeting house, chapel/oratory, or school, etc., putting up banners, speakers, seats, and others...	Village head	1-2 days before consultation meeting	
3.	Preparation of materials and gifts for distribution	Interlocutors	1-2 days before the meeting	
4.	Sticking of posters at the venue	Interlocutors	before meeting	Implementation Step
5.	Showing of climate change, and environmental protection films, pictures by using REDD media disks or files	Interlocutors	An hour before meeting	
6.	Introduction	Village head and Interlocutors	10 min	
7.	Speech by local authority's representative	Commune cadre	10 min	
8.	Presentation of climate change, REDD and incoming activities	1-2 Interlocutors	30-45 min	
9.	Distribution of leaflets	Interlocutors and young villagers	Before and during meeting	
10.	Speech by local community representative	Village champions, pastor (if any)	15 min	
11.	Discussions by villagers and interactions by interlocutors and communal officials	Villagers and Interlocutors	30 min	
12.	Slowly and clearly reading of FPIC principles by village-head – for comments and vote by raising hand by villagers	Interlocutors support village head	15 min	
13.	Comment recording and vote counting by interlocutors	Interlocutors		
14.	Address at Closing ceremony, offer of gifts, and photographs.	Interlocutors		

3.6 Rapid Assessment, drawing lessons after each village meeting

Interlocutors have been trained to learn skills of evaluating the organization of village meetings by using evaluation sheets (see Annex 8.11). These evaluation sheets should be submitted to the consultant after each consultation for reporting to UN-REDD.

After a village meeting organized either in the pilot step or in formal implementation one, interlocutor groups shall organize their reviews in the evening or at night on the same day to consider carefully the village meeting to see what is wrong with it or how it could be improved, and/or which issues could be replicated and extended or avoided, which interlocutors' activities need to be improved, or assisted by UN-REDD program; and which requests could be made for local authorities at district, communal and village levels.

A plenary meeting that is usually organized at the start or completion of each stage attended by the program manager, consultants and all the interlocutors for discussions about activities relevant to designed objectives, requirements, substances, process, and coordination of stakeholders and any necessary supports.

4. Resources Mobilized

In FPIC 1, human and physical resources were significantly mobilized. Specifically:

- 02 consultants: one deals with communication and interlocutor training and the other is responsible for FPIC planning and monitoring;
- 24 interlocutors and 01 logistic supporter;
- "Help you to decide UN-REDD program" leaflet: 2.000 copies in the Kinh language, and 1,300 copies in the K'Ho language; posters: 30 sets;
- REDD+ film;
- Hat: 1000 pieces.

Furthermore, that is involvement of UN-REDD managers and head of district PC:

- The local officials who were assigned from district and communal level authorities, DARD and Provincial Ethnic Committee were also involved to make inputs to all stages ranging from the recruitment of interlocutors, substances and ways of implementation arrangements. Especially, an active involvement of the two vice chairmen of the District People's Committees significantly facilitated the performance of activities;
- The UN-REDD program manager, accountant and assistant/translator were constantly involved in FPIC from the preparation to village-meeting steps.

5. Results

5.1 Quantity, ratios of communes, villages

5.1.1 Workshops for raising awareness at districts

Location	Date	Number of participants from district level	Number of participants from communes, villages	Remark
<u>Lam Ha district</u>	1 Apr	43	56	Programme has worked with participants on schedule and logistics for village meeting, introduced the interlocutors, and explain questions
<u>Di Linh district</u>	2 Apr	27	39	



5.1.2 Workshops for raising awareness at commune level

Location	Date	Number of commune	Name of communes organized workshop	Qty of participants
<u>Lam Ha district</u>	10 – 13 Apr	2	Phuc Tho, Lien Ha	31
<u>Di Linh district</u>	15 Apr	3	Gia Bac, Gung Re, Bao Thuan	38



5.1.3 Community consultation in village meeting

Location	Date	Number of Village	Qty of participants	Ratio of participating households	Consent Ratio
<u>Lam Ha district</u>	10 – 13 Apr	15	935	47.2%	> 90%
<u>Di Linh district</u>	15-16 Apr	7	454	56%	> 90%



5.2. Comments on Results Achieved

5.2.1 Major Achievements:

- All activities have been performed as scheduled;
- Local capacity has been initially built through the establishment of a network of interlocutors from district to village levels; especially a contingent of interlocutors who are indigenous people (of which one thirds of them come from ethnic minorities) demonstrates locally available potential of awareness raising. This result serves as a precondition for proceeding next steps;
- An appropriate approach to FPIC with a 8 step process has been defined for village meetings;
- The first FPIC has basically met objectives, created new form and content of awareness raising to introduce local people (most of them come from ethnic minorities) to forests - climate change– REDD linkages, and received the general concurrence of almost village meeting participants from 22 villages of Lam Ha and Di Linh communes to take part in UN REDD program.

5.2.2 Causes to Achievements:

- The program has applied an appropriate approach and made necessary adjustments to its activity planning and implementation;
- The first FPIC was performed for a time when the heat and worst drought hit localities leading to much more difficult tending and harvesting of coffee and economic loss and this has made a marked impact on local people's awareness of climate change:
- Preparatory actions have been well performed by the UN-REDD Program and actively participated by district and commune leaders at the same time;
- The selection and training of interlocutors has satisfied requirements and are of a high practicality;
- Preparatory activities performed prior to and during village meetings have been designed with scenarios giving attention to individual elements of expected meeting results, and often adjusted to practical conditions.

5.2.3 Major Constraints:

- In some localities, the number of participants was large while meeting rooms which were small and provided with poor sound and lighting systems and this has resulted poor grasp of information by local people;
- Some parts presented by interlocutors were still longer and not succinct; some interlocutors found difficult to focus target audiences on the main topics. Some questions extended beyond the established program embarrassed the interlocutors that they were not able to provide an answer;

- The rate of participants who come from ethnic minorities voiced their opinions at the meeting is inconsistent with the rate of their participation; Women's voices have not much been attracted;
- Local mass media has been involved in disseminating information about the program activities at communal and village levels however, more mass media coverage should be enhanced especially before conducting the village meetings;
- At some locals, role of commune and village heads in proper support for interlocutors were not well performed yet. That leads to inviting wrong target groups participating meeting, and their speeches have not focused on meeting contents. Particularly, in Bao Thuan commune, the ineffective cooperation of commune leader brought the meeting unsuccessfully.

5.2.4 Major Causes:

- Limited experience is commonly found among stakeholders in the preparation and implementation of FPIC with diverse target audiences within a short period of time and large areas;
- Many priorities that localities took during the implementation of the first FPIC and thus were difficult to mobilize local human resources for the program; It is necessary to improve coordination among relevant stakeholders;
- FPIC implementation process is just at starting point, the broaden communications activities targeting to provincial, district, commune and village levels are still limited, and not yet make use to raise awareness for stakeholder;
- Local people's psychology and consciousness have been impacted by many other on-going programs and projects relating to forest management and this requires more time to better understand UN-REDD and distinguish the Programme from others;
- Interlocutors' presentation and moderation skills have not been alike and professional and therefore they need to be provided with more trainings and field practices.

5.3 Response by villagers

5.3.1 Positive response

- The villager indicated a passionate participation despite the rain. They telephoned their kneeboard to come, asked for Facilitator's mobile number; prepared logistics for the meeting (preparation of tea and snack, lending chairs and table, arranging meeting room). The villager assisted Facilitator in listing participants;
- Villagers paid high attention to the presentation of REDD, and concentrated in reading brochure. They carefully kept REDD materials (poster, brochure) after attending a meeting;
- The villager was active in contributing ideas, discussion, describing and feedback on climate, forest, and REDD; they presented their knowledge on forest - climate change. Some people have made comparison on the difference between the forest zone and non-forest zone, through which showing the villager the function of REDD, with specific information from the locality. There were recommendation for solutions such as provision of seed-plant, plant forest tree in combination with coffee cultivation; there were also some

suggestions in elimination of not-efficient coffee area for re-planting forest tree. Many people expressed their unpleasant attitude on the deforestation and raised their voice for being handed over land use and forest management right thoroughly;

- The people were proactive in meeting the facilitator after the meeting to raise their voice;
- Many individuals were very enthusiastic in assisting the voting process.

5.3.2 Non-positive response

- Some of the ethnic minority villagers were timid and did not participate in discussions;
- Some villagers did not sign in the Participants list because they were afraid that their land would be revoked.

5.3.3 Support to REDD

- The villager understand REDD's activities: not to force them to protect forest; and they are interested in the benefits that REDD brings in: planning and guiding in land use by the local authorities, the way they received benefits from the forest development and protection activities. They expect village infrastructure will be built with the benefits from REDD;
- The villager expected that REDD will bring them some economic benefits, forest protection;
- The villager expect that REDD will help ensuring that they could possess some land and forest for caring and protecting; that help them cultivating effectively on their present land.
- The villagers expect to increase income if the project implemented.

5.3.4 People's concerns

- Villager worried that there is too little forest remaining. Regarding this, the questions remain: What would happen to the families without land and forest when they participate in REDD? Would other villagers protect forest while they do?
- The villager possess some land but they have no idea about cultivation method and land use planning by the local authority;
- The feasibility and sustainability of the project. The way benefits are allocated: how much land area will be distributed for protection? Would the villager receive payment from the project in an equitable way?
- When will REDD come back? Specific benefits from REDD were not very clear: how long? How much?
- There were some preceding programmes (327) did not bring benefits to the villager as expected, and that is villager's concern in this REDD programme.
- Some villagers misunderstood that the forest would be sold to the foreigner. REDD may take (buy) forest from them.

5.4 Response and the coordination of the local authorities at different levels

5.4.1 Positive response

- At district level, there was positive change when integrated REDD into professional activities of the district line agencies. The officials of district, commune, and villages who have attended the 1st workshop on 1-2 April have indicated a good responsiveness and they


actively support REDD through the reinforcing public awareness of climate change and REDD activities at the locality;

- Many commune and village cadres have requested for REDD materials to continue raising awareness of the villager and other cadres;
- Some villages have initiatives in combining this REDD meeting with other village meetings (like selection of cultural family meeting), so that maximised mobilization of household representatives and save time;
- Many commune and village cadres have expressed that the REDD activities should be implemented right after this consultation activity.

5.4.2 Challenges

- Not all of the district, commune, and village cadres participated in the district workshop, so that many cadres have not acquired sufficiently knowledge of climate change, REDD activities in the locality. As a result, they have not well prepared for implementation of the programme; specifically they have limit ideas on the village meetings plan;
- Some village leaders have not indicated enthusiastic support to the programme (they did not focused on the workshop);
- By different reasons, some cadres did not really care about the activity.

5.4.3 FPIC 1- Comments on Village Meeting Arrangements

Prior-meeting		During meeting		Post-meeting	
<ul style="list-style-type: none"> Collaborate with District and Communal PCs to notify villages of meeting schedules, purposes and agenda Establish communication channels 	<ul style="list-style-type: none"> Conduct site visits to familiarize with villages and primarily collect data on local forests and relevant issues Interlocutors directly raise awareness for some selected target households 	<ul style="list-style-type: none"> Define roles of communal representatives and/or village-heads in moderating the meeting 	<ul style="list-style-type: none"> Bring into full play the prestige/role of the village elders/patriarchs in introducing the main contents of the meeting and facilitating discussions to gain participants' consensus 	<ul style="list-style-type: none"> Interlocutors arrange photo taking with all stakeholders 	<ul style="list-style-type: none"> Establish communication channels between interlocutors and villages representatives and selected villagers
<ul style="list-style-type: none"> Site check: meeting venue, participant number and compositions, arrangement of seats 	<ul style="list-style-type: none"> Identify places to stick posters, for the interlocutors to stand and to put materials and equipment Test sound and lighting systems, and others 	<ul style="list-style-type: none"> Coordinate interlocutor team effectively and flexibly. Cooperate with local collaborators Arrange translation/interpretation from local ethnic languages into Vietnamese and vice versa 	<ul style="list-style-type: none"> Use/mobilize local people's knowledge to illustrate for arguments presented 	<ul style="list-style-type: none"> Interlocutors interact and/or exchange opinions with selected local people or officials to collect additionally relevant information 	<ul style="list-style-type: none"> Interlocutors interact and/or exchange opinions with selected local people or officials to collect additionally relevant information
<ul style="list-style-type: none"> Prepare scenarios to receive and welcome local people: <ul style="list-style-type: none"> - Reception place - Participant registration methods - Leaflet distribution methods - Gift offering methods 	<ul style="list-style-type: none"> Assign concrete tasks among members of the interlocutor team 	<p><i>Presentation/Dialogue</i></p>  <p>Climate change?</p> <p>Forest?</p> <p>REDD???</p>		<ul style="list-style-type: none"> Leave the posters and leaflets in the villages for further raising awareness activities for local people Interlocutors schedule and identify targeted audiences for the next visits Interlocutors are further equipped with knowledge on REDD; presentation, communication and moderation skills and provided with relevant documents and tools for field work 	<ul style="list-style-type: none"> Leave the posters and leaflets in the villages for further raising awareness activities for local people Interlocutors schedule and identify targeted audiences for the next visits Interlocutors are further equipped with knowledge on REDD; presentation, communication and moderation skills and provided with relevant documents and tools for field work
<ul style="list-style-type: none"> Carefully prepare: <ul style="list-style-type: none"> - Scenarios of meeting 	<ul style="list-style-type: none"> Assign concrete tasks among members of the interlocutor team 	<ul style="list-style-type: none"> Give visual presentation based on set of posters and the poster guideline provided 	<ul style="list-style-type: none"> Manage time properly Friendly attitudes and behaviors 	<ul style="list-style-type: none"> Conduct rapid participatory assessment on 	<ul style="list-style-type: none"> Interlocutor team meets to review the meeting and

<p>moderation</p> <ul style="list-style-type: none"> - REDD issues to be presented - Questionnaire to facilitate discussions 		<ul style="list-style-type: none"> ▪ Use easy-to-understand, simple and succinct words and expressions. 	<ul style="list-style-type: none"> ▪ Handle unexpected situations such as imposing and/or long talks or passive participation flexibly 	<p>the meeting with local officials involved</p>	<p>withdraw lesson on its organization and contents.</p>
<ul style="list-style-type: none"> ▪ Question: “What is lacking?” 		<ul style="list-style-type: none"> ▪ Moderate to fully mobilize participatory discussions ▪ Use “opened” and “structured” questions to facilitate discussions 	<ul style="list-style-type: none"> ▪ Make full use of the roles of village heads and elders in consensus vote at the end of the meeting ▪ Observe and record consensus trend – quantifying if possible 	<ul style="list-style-type: none"> ▪ Question: “What needs further improvement?” 	

5.5 Issues need to be improved

5.5.1 Prior to the village-meeting:

Local Authorities:

- District People's Committee (DPC) needs to give concrete guidance more closely to relevant communes and other audiences; and to better improve district – communal – village level authority – villager relationships, especially through planning and assignment of responsibilities;
- Communication should reach out through local television and voice networks;
- Interlocutor groups of UN-REDD should be issued with letter of recommendation by DPC to come in contact with Communal People's Committees (CPCs); and given attention by CPCs;
- Special attention should be paid to residents of villages with high rates of spontaneous migrants;
- Relevant communications should be earlier disseminated to reach many people in communes and villages for their adequate participation; Invitation to the meeting need to be sent out by the village authority to all the villagers who are entitled for learning about REDD; Notification of a meeting needs to be given to right audiences, in which explanation of its purposes should be given to clarify it;
- The meeting should be integrated with other programs;
- Villagers and communal officials need to be encouraged to attend the meeting timely.

UN-REDD Program:

- Communication of the program needs to be widely disseminated;
- Focal points and/or nucleus of local communities should be developed;
- Methods/ scenarios of the meeting should be properly developed and eventualities should be timely handled to ensure the effectiveness of communication;
- Target audiences, especially local ethnic minority villagers to be invited to the village-meeting should be grasped for better preparation to ensure highly effective communication;
- Interlocutors should be informed of the meeting venues and sent there to better understand the villages, and pre-arrange contacts (addresses and phone numbers) with village-heads, communal officials in charge, and workers of local Fatherland Fronts in order to enhance their relationship with local communities;
- Way and format of participant registration need to be re-designed to be more reasonable and time saved;
- Basic dissemination equipment such as projectors and more posters need to be provided;
- An A0 formatted checklist of activities to be performed should be prepared;
- Organization of communal level workshops before village level FPIC events needs to be continued, and communal and village level awareness raising should be considered to

be a long run task. The comprehensiveness of relevant policies that may cause potential impact to future UN-REDD activities should be taken into considerations.

5.5.2 During the village-meeting:

- CPC representative(s) should be attended;
- Communal and village officials should be closely associated with interlocutors to ensure to keep the meetings in right directions;
- Do not ask REDD questions first, but do ask target audiences' relatives and their lives instead in order to generate the friendliness with local people;
- More forest and climate change films need to be shown;
- Real pictures (with humans) should be used in the explanation of REDD;
- Presenters should be ethnic minority people in areas where ethnic minority villagers are predominant;
- The enthusiasm of and harmonic coordination among team members need to be maintained. Additionally mutual assistance among them is necessary to ensure the success of the meetings;
- To be frank with local people is needed to make the meeting's atmosphere more animated, and allow villagers to bravely voice their opinions, and do not have private talks.

5.5.3 After the village- meeting:

- Interactions and contacts with villagers at their houses should be maintained in order to keep on disseminating information on the program's objectives and activities;
- Though local people has realized that the implementation of REDD activities is delayed, they are willing to participate in it. REDD should have impact (through cooperation with) on other projects (on reforestation funded by that government, and forest land allocation for right beneficiaries);
- Attention should be paid for keeping in touch with village-heads and elders in order to further promote awareness among local people;
- Local communication nucleus need to be developed at local communities where local human resources are available;
- Communication materials/tools need to be handed over to villagers.

5.6 Role of communications materials

- Provide basic and formal information and important messages on climate change, UN-REDD, and FPIC activities;
- Facilitate their use at the FPIC meetings and widely dissemination of information;
- Guide interlocutors' activities.

Issues need to be improved:

- Communication materials with more pictures and less statements are needed;
- Leaflets should be illustrated with more (REDD) photos/pictures and less statements;
- Some terms inaccurately translated in the K'ho language leaflet should be fixed.

5.7 The importance of selection and training for interlocutor

5.7.1 Process of interlocutor recruitment

This process has been conducted within the principle of open, transparency, equality, and economical. Specifically, the process began with short listing and informing the potential candidates (organisations and individuals) two weeks beforehand, and followed by interviewing and selection. The process is as followings:

- Interviewing schedule has been sent to all the candidates that have passed the preliminary selection round;
- All the candidates were informed about UN-REDD, the contents of the posters...
- Criteria for recruitment have been finalised and used without change in the process of making decision;
- The selection result was sent to all the candidates, including the successful and the failed.

The candidates have been selected that meet program's requirements, and they could be able to participate in the implementation schedule. A candidate (Ms Cao Thi Lan) withdraw because she could not arrange for her time.

In the process of recruitment, sustainability and gender criteria have been paid attention. Eight interlocutors are of ethnic minority groups in Lam Ha and Di Linh districts, and 11 interlocutors are women among total of 24.

The Jury Panel are diverse (with representatives of Provincial Agriculture Department, sub Committee for Ethnic Minorities, Vice chairman of District PC) that add values to the interviewing process.

The interview process also helps in providing more information in the locality, social and economic life of the people in the villages, the forest protection status, people livelihood, awareness and behaviour of the community in forest management and protection.

5.7.2 Training of the interlocutors

- Evaluation by the interlocutors including experienced and senior lecturers from Da Lat University has confirmed that the short training course has provided the interlocutors with basic knowledge and skills for their work. The training also enhanced the teamwork ability of the interlocutors.
- There were two practice sessions conducted by two groups at the site. Lesson learned from the practice were generalised into "standard process". Each of the group then implemented their own practice in the class.
- The program consultant have participated in turn the consultation activities of the 6 groups for further improvement. In addition, after each of the session the groups met for consolidating lessons learned.

- To the end of the first round, it could be concluded that the groups have mastered the process, contents and they could be able to control the consultation activities at the villages.

5.8 The importance of logistics arrangement/ locality/ interlocutor

5.8.1 Logistics arrangement and coordination

- Program manager and consultant have coordinated closely with the district people committee, through which coordinated with the commune and village for planning and implementation of consultation activities.
- The activities have been coordinated through district partner. However, as the planning need be adjusted over the time, the coordination needs be improved also.
- In the context of limitation in working facilities and experience, the program has managed to provide necessary facilities and per-diem for interlocutors for their effective work. In the two days practice at the district, the program took care of all the logistics so that the interlocutors could focus on their job. In addition, the program encouraged the district, commune, and village to participate in the activities.

5.8.2 Role of the interlocutors

- The interlocutors play a crucial role in the success of the 1st consultation;
- The solidarity and learning spirits of the interlocutors are encouraging. They have discussed and feedbacked with each other for improvement. Some interlocutors have provided maps for easier travelling in the district, and some suggested slogan for the program;
- The interlocutors have initiative that each group should have a battery-speaker to overcome the black-out and no loud-speaker in the villages;
- The interlocutors have used personal camera for recording consultation activities;
- Many groups were volunteer to come to the farthest commune in the district to conduct consultation activities;
- The (interlocutor) groups have quickly mastered necessary skills; and they were proactive in exchanging lessons learned for improving presentation skills in the consultation sessions;
- There are 3 group leaders who have successfully carried out raising awareness workshop at the commune.

5.9 Monitoring, evaluation, feedback, and adjustment activities

- To ensure the relevance, effectiveness, efficiency, and sustainability of the UN-REDD, activities for monitoring, evaluation, and feedback were implemented in the whole process. The activities have been conducted from the recruitment, training, piloting consultation meeting in the villages;
- A set of indicators and forms were prepared for evaluation of main activities: recruitment, training, consultation;

- The 1st consultation plan has been adjusted continuously based on the feedback from management board, regional coordinator, district leaders. An example is the comments from Di Linh district leaders in organising district workshop: the workshop be organised in two places – 1 for the district level and 1 for the commune and village. There was also recommendation for the cash advance for the village for preparation of consultation activities;
- Monitoring and evaluation were also conducted within each group of interlocutors after each consultation day; and evaluation of the activities of all the groups after a consultation session.
 - Programme Consultant has in turn participated in consultation activities of 6 groups for further improvement of the process;
 - The groups are requested to prepared daily report on the results of consultation activities and suggestion for improvement.

6. Lessons Learnt

6.1 Arrangements and Coordination among Stakeholders

- Communication between districts and communes or villages needs to be better improved. In case that the plan needs to be adjusted, attention should be given to the acknowledgement of receipt of information communicated between them to ensure information be accurately processed;
- Delivery of training should be followed up to raise awareness among such target audiences as members of communal level Party, People’s Committee, Fatherland Front, Forestry-Agricultural Division, Association of Farmers, Women’s and Youth Union, local rangers, forestry and agricultural extension workers and village-heads before making field visits, and to improve village-heads’ capacity and improve coordination between village-heads and interlocutors; additional support should be given by other village stakeholders (like Youth Union) if village-head’s capacity and knowledge are limited
- Interlocutors must explore villages as soon as possible and contact with village-heads at least one day in advance;
- Information communicated to villages must be consistent and any of confusions must be avoided. A standardized set of materials should be developed for guiding interlocutors how to arrange and conduct village meetings during FPIC.

Details on general process and process for village meeting are proposed in annex 8.4 and 8.5.

6.1.1 District PC’s Preparation Activities

- At least one focal point should be assigned at district level during FPIC;
- District’s capacity should be strengthened to provide guidance for communes;
- Training should be further delivered to improve capacity/knowledge of a contingent of provincial and district level key government officials (district level

Party, PC, divisions of forest protection, natural resources and environment, economics, planning, provincial DARD and Ethnic Minorities Committee);

- District and UN-REDD should agree on format of Banners and district should require communes and villages to use these Banners for UN-REDD meeting.

6.1.2 Communal PC's Preparation Activities

- A focal point should be assigned in each commune as well as sending staff to work with interlocutors at villages for arranging and implementing FPIC.

6.1.3 Village's Preparation Activities

- The village-head is a position elected by villagers. Usually village-heads work hard while their knowledge is limited. Having attended the awareness raising workshop held at District PC and contacted interlocutors in advance, their understanding of the expected results and activities has been better improved and thus much facilitated implementation arrangement of FPIC, especially when they interpreted the meaning of CC, REDD and UN-REDD;
- Further training needs to be delivered to better improve the village-heads' understanding of FPIC principles (avoid imposing) and ways of introducing composition of participants, getting to the point when expressing, and of reading commitments more persuasively;
- During the training of village-heads, their grasp of FPIC principles must be ensured and during the village consultations, they are encouraged to better collaborate with the interlocutors in dealing with unexpected situations.

6.2 Interlocutor's Capacity Improvement

- A set of guidelines should be developed to advise interlocutors: (i) what items to be presented at village meetings, and (ii) which questions and answers suggested to be used in necessary situations as there is a fact that many questions raised about policies, mechanisms and imperatives of local forest protection management have embarrassed interlocutors;
- UN-REDD image and spirit of working in group should be improved for example Combination among ethnic and non-ethnic interlocutors;
- More tools and supplies need to be provided, including heads, shirts (on which such a message or a motto as "Let's take part in the REDD activities for better benefit" is printed), backpacks, plastic tubes of posters, plastic name cards of interlocutor, USB, film and data VCDs; pens, papers, leaflets, camera.
- Further training of interlocutors for improving their skills on:
 - Methods of collaborating with village-heads and 'key' individual villagers;
 - Interacting with local people during the meeting;

- Giving orientation of the meeting;
- Presenting with visual aids;
- Having control of the structure of discussion issues;
- Giving orientation of group- discussions in order to encourage the participation of all target audience groups;
- Giving explanation of issues and/or topics irrelevant to UN REDD activities;
- Evaluating results of the meeting;
- Talking stories of REDD.

6.3 Communication Materials

- Interpretation of CO2 and O2 needs to be improved;
- The materials should be compiled with more pictures and less statements;
- Pictures need to be more familiar to local villagers, and leaflets with messages inaccurately translated into K'Ho language need to be fixed;
- Posters need to be improved to fit local circumstances, traditional culture and customs. Increase in their quantity is needed to ensure that each village is provided with three posters (to be placed at village-head's house, cultural club and chapel), and poster should be enlarged by 1.5 times for easy reading from distance;
- Brochures should be developed for use by interlocutors when directly being in contact with local villagers. The brochures should carry messages of REDD, CC, four REDD activities, UN-REDD program and selected pictures of the first consultation);
- The amount of communication materials in K'Ho language may be reduced due to those ethnic minority people who know how to read or write their languages can understand Vietnamese although there remain many illiterates among them;
- More forest protection films (as one produced by the provincial Forest Protection Division) need to be shown;
- Such gifts as rain-coats with UN-REDD logo and "REDD- preserve forests for better benefit" motto should be awarded to those participants who have actively voiced their opinions.

7. Objective-based assessment

7.1 For local target groups

Based on objectives as mentioned above, it is shown that the 1st FPIC activity has met these objectives. However, it impacts to target groups with different levels. Cụ thể là:

	Objectives	District	Commune	Village/community
1	To raise awareness of climate change, deforestation and forest degradation; introduce UN-REDD program activities; and improve cooperative assistance in implementing FPIC within district, communal and village level UN-REDD program	XX	X	X
2	To create a premise to be used as basis for further REDD activities in general and UN-REDD ones in particular			XX
3	To conduct FPIC in 22 villages of 5 communes selected in order to consolidate experiences and lessons for the next two FPICs;	XX	X	XX

(legend- XX: relatively good; X: average).

7.2 For Programme Management Unit, consultants and Interlocutors:

- Have been prepared, experimentally implemented and got positive results on way to implementing consultation in line with the principle of FPIC;
- Build a team of interlocutors having the knowledge, skills and initially successful village consultations;
- Establish working relationships of trust, understanding, consistent and defined approaches with local authorities; and
- Drawing on the experience necessary, providing recommendations for process improvement, set the pre-requisite for the next operation of REDD.

8. Annexes

8.1 Activities for awareness raising at commune level and practice and consultation meeting at Villages

Location	Date made	Activity / responsible	Time of day
Lam Ha District			
<u>Phuc Tho Commune People's Committee</u>	Sat, 10 Apr	Awareness training for commune staff	Morning
Village Lam Bo (7)		Practice in Village Consultation	Evening
<u>Lien Ha Commune People's Committee</u>	Sun, 11 Apr	Awareness training for commune staff	Afternoon
Village Da Sa		Practice group consultations by Hoang Ngoc Kien Thuy Group	Afternoon, 3 p.m-5 p.m
Me Linh Commune (7 villages)	Mon, 12 Apr		
Village No.6	Morning	Each group One Village	Morning, 8:30-11a.m
Village No.1	Afternoon	Each group One Village	Afternoon 14 p.m – 16 p.m
Tan Thanh commune (6 villages)	Tue, 13 Apr		
Village No.6		Each group One Village	Morning, 8:30-11a.m
Di Linh district			
3 Communes: Gia Bac, Gung Re, Bao Thuan	Thu, 15 Apr	Workshop to raise awareness for commune's staff. Each commune done by two groups of TTV	Afternoon, 15 p.m - 16:30 p.m
Gia Bac Commune	Fri, 16 Apr		
Village No. 2		Each group One Village	Morning, 8:00-10:00 a.m
Gung Re Commune			
Village No. 3		Each group One Village	Morning, 8:00-

			10:00 a.m
Bao Thuan Commune			
Village No. 2		Each group One Village	Morning, 8:00-10:00 a.m

8.2 List of Interlocutors (24 people)

Group	Group Head	Members
<u>1</u>	Nguyen Thanh Nguyên, Tel: 0919425984, Email: vnnguyen7@yahoo.com (Silvicultural Research and Experiment Centre of LD)	1. Nguyen Thi Lien, Tel: 0977435402; 2. Nguyen Bich Lien (University of Dalat), Tel: 0957 369922; 3. K'Bim, K'Ho People
<u>2</u>	Lam Ngoc Tuan, Tel: 0906632388, (University of Dalat), Email: tuanln@dlu.edu.vn	1. Tran Nhat Tien, Tel: 0908029399 (National Park Bidoup); 2. Ka Nhòih, K'Ho People 3. Hồ Thị Thu Hòa,
<u>3</u>	Hoang Kien Ngoc Thuy, Tel: 0909335977, Email: hkienngthuy@gmail.com (University of Dalat)	1. Nguyen Thi Tuoi, Tel: 0919417613, (University of Dalat), 2. K'Dần, K'Ho People 3. Ka Nhộp, K'Ho People
<u>4</u>	Hoang Thi Sam, Tel: 0986868102, Email: hoangsam102@gmail.com, (University of Dalat)	1. Dao Vinh Loc, Tel: 090654272 2. Moul Kơn, K'Ho People, 01645672748 3. Vo Thuan, Tel: 0909678195, (University of Dalat)
<u>5</u>	Pham Ngoc Tuan, Tel: 0937402345 (University of Dalat), Email: tuanpn@dlu.edu.vn	1. Nong Thi Van Anh, Tay People, Tel: 0909204082 2. K'Huy, K'Ho People, 3. Vo Van Dung, Tel: 0918620628, (University of Dalat)
<u>6</u>	Tran Thi Minh Phuong, Tel: 0984136383, Email: phuongcp27@yahoo.com, (University of Dalat)	1. K'Duy, K'Ho People 2. Lam Sung, Tel: 0925872792 3. Nguyen Thi Thanh Tinh, Tel: 01685103912, (University of Dalat)

8.3 Summary of the number of people participating in village meetings

Location	Date	Q.ty of households in village	Number of participants	Q.ty of Female	% of Female	Q.ty of Ethnic People	Ratio of Ethnic people	% of households participating	Estimated rate of consent
Lam Ha district									
Pilot stage									
<u>Phuc Tho Commune</u>									
Village Lam Bo (7)	Sat, 10 Apr	95	86					90.5%	90%
<u>Lien Ha commune</u>									
Village Da Sa	Sun, 11 Apr	164	79					48.2%	90%
Official Stage									
Me Linh Commune (7 villages)	Mon, 12 Apr								
Village No. 2		230	41	22	53.7%	0	0%	17.8%	100%
Village No. 3		109	38	25	65.8%	0	0%	34.9%	100%
Village No. 9		118	54	24	44.4%	0	0%	45.8%	100%

Location	Date	Q.ty of households in village	Number of participants	Q.ty of Female	% of Female	Q.ty of Ethnic People	Ratio of Ethnic people	% of households participating	Estimated rate of consent
Village Hang Hót		101	75	38	50.7%	73	97%	74.3%	95%
Village Buon Chuoi		125	60	33	55.0%	55	92%	48.0%	90-95%
Village Cong Troi		134	37	4	10.8%	33	89%	27.6%	95%
Village No. 1		125	32	20	62.5%	0	0%	25.6%	100%
Tan Thanh commune (6 villages)	Tue, 13 Apr								
Village Phi To (3)		142	52	13	25.0%	52	100%	36.6%	100%
Village KonPang (5)		155	74	22	29.7%	55	74%	47.7%	90%
Village Tan Binh (6)		129	103	38	36.9%	75	73%	79.8%	100%
Village Dong Thanh (7)		155	54	26	48.1%	17	31%	34.8%	100%
Village Bang Son (8)		144	80	29	36.3%	79	99%	55.6%	100%
Village Tan Hop (10)		266	70(*)	23	32.9%	66	94%	26.3%	95%

District Total 1		2,192	935					42.7%	
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(*): Participants were over 120 but many do not want to register.

Location	Date	Q.ty of households in village	Number of participants	Q.ty of Female	% of Female	Q.ty of Ethnic People	Ratio of Ethnic people	% of households participating	Estimated rate of consent
Di Linh district									
Gia Bac Commune	Fri, 16 Apr								
Village Ka Sa		94	55	34	61.8%	54	98%	58.5%	95%
Village Da Hong		98	58	43	74.1%	58	100%	59.2%	100%
Gung Re Commune									
Village Hang Lang		203	77	60	78%	77	100%	37.9%	100%
Village Lang Cu		91	68	54	79.4%	56	82.4%	74.7%	100%
Village Hang Hai		124	47	14	29.8%	1	2.1%	37.9%	100%
Bao Thuan Commune									
Village Bao Tuan		125	75	66	88%	74	98%	60.0%	100%
Village Ta Ly		76	74	61	82.4%	74	100%	97.5%	100%

District Total 2		811	454					56.0%	
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Number of participants by age

	15_25	26_45	45+
Number of participants by age	107	431	359
Ratio	11.9%	48.0%	40.0%

8.4 Proposed standards process

No.	Steps and activities	Person in charge	Timing
1	Workshop to raise awareness at district level for officials	UN-REDD	Before the community consultation at least 2 weeks
2	Workshop to raise awareness at the commune-level for officials (including village heads)	The group leaders of Interlocutors	Before the community consultation at least 1 week
3	The communication activities at provincial, district, commune and village on the UN-REDD activities, upcoming community consultation	local radio and television	Before the community consultation at least 2 weeks
4	Preparation of community consultation	Village Heads, Interlocutors	Before the community consultation at least 1 week
5	Implementation of community consultation in villages	Interlocutors	

8.5 Proposed village meeting agenda for replication

No.	Steps and activities	Person in charge	Timing
I. <u>Preparation</u>			
Requirements:			
Interlocutors need to visit village about a week before the village meeting on occasion of workshop to raise awareness at the commune level to become familiar with village leaders, so that interlocutors can understand the socio- economic situation of village, to discuss with village leaders on preparation works, ways to mobilize and use resources that the program allocates and prioritized action should be the implementation of mobilizing communications.			
1	Send invitations	Village head	1-2 days before the meeting
2	Distribute leaflets	Village head	At same time with delivering invitations
3	Stcking posters in the Office of commune, the village meeting hall	Commune officials, Interlocutors	5-7 days before the meeting
4	Daily radio inform message (note: the currently, speaker systems of most villages can not be used), → Interlocutors go with village head for mobilizing communications	Commune officials, village head	one week before consultation meetings
5	Meeting place: may be the village meeting halls, chapel, school, ... tension banners, speakers, chairs ...	village head and interlocutors	1-2 days before consultation meetings meeting
6	Prepare handouts for the people, presents for villagers	Interlocutors	5-7 days before the meeting
II. <u>Implementatin step:</u>			
Note:			
<ul style="list-style-type: none"> ○ It can last from 90min. – 120min., day or night, depending on the specific conditions of the village. ○ Due to many locations are without electricity, portable speakers to prepare and meeting may be not held at night. Interlocutors should make use of time to meet people, discuss and write their names. 			
7	Music performance: if possible, it need to use the media disks on climate change, and the UN-REDD REDD that has been translated into Vietnamese, hang posters (2-3 sets for different positions appropriate for children seeing, interlocutors explain and create air	Interlocutors	1-2 hours before meeting session

8	Agenda Introduction	Village head	10 min
9	Speech by local authority representative	Commune Cadre	10 min
10	Presentation on climate change, REDD and upcoming activities in the project areas	1-2 Interlocutors	30-45 min
11	Speech of community representatives	Village elders, pastors (if any)	15 min
12	Discussion of villagers and exchanging comments with interlocutors, commune officials Note: need to limit the scope for discussion topic in REDD	Villagers and Interlocutors	30 min
13	Village leader to read <u>slowly, clearly</u> FPIC guidelines - request for comments everyone and raising hands and voting if they agree.	Interlocutors support village leaders	15 min
14	Say acknowledgements, taking souvenir photo and close the meeting, and give small gifts	Interlocutors	

8.6 Media kit

The documents have been compiled and edited several times based on inputs and comments from representatives of local agencies, the interlocutors.

There are the following documents were used:

- Leaflets entitled “*help you make decisions*” presented by the two languages Kinh and K’ho
- Poster: There are 04 posters in size A1
- CD kit on REDD, climate change.

Preparation, editing and finalization of this document, see Report of the consultant for training interlocutors and communications (CTC).

8.7 Photodoc

See Report of the CTC.

8.8 Detailed Description of 8 steps

Step 0 – Preparation

A summary of the legal basis for local community engagement/FPIC in Viet Nam is prepared; communications materials, including posters (see Figure 2), a brochure, videos, and other materials explaining climate change, the concept of REDD-plus and proposed activities of the UN-REDD Programme are prepared; advance consultation with provincial and district authorities on the proposed process are conducted.

Step 1- Consultation with local officials

The Viet Nam UN-REDD Programme will organize numerous awareness-raising events for provincial, district and commune leaders, for village heads, and for Women's and Youth Unions, to ensure that the principles guiding the Programme and district-level activities are understood. District and commune leaders and village heads will come only from pilot Districts. The posters, brochures and other materials will be distributed as part of the awareness raising event. The provincial, district and commune leaders will also review the proposals for steps 2 to 7. Local TV and radio stations will be mobilized to broadcast items on climate change and REDD-plus, in both Vietnamese and local languages.

Step 2 – Recruitment of interlocutors

The UN-REDD Programme will recruit sufficient interlocutors to guide the consultation process in each ethnic minority village in Lam Ha and Di Linh districts. The interlocutors will not be government officials, and each interlocutor will be fluent in at least one of the languages of the ethnic minorities in Lam Ha and Di Linh districts, such that all ethnic minority languages are represented.

Step 3 – Training of interlocutors

The UN-REDD Programme will organize a training event for interlocutors to ensure that they are fully familiar with the anticipated results and activities of the UN-REDD Programme and the principles guiding the consultations, and arrange for the information materials to be translated into ethnic minority languages, where those languages have a written form.

Step 4 – Local awareness raising

Each interlocutor will be assigned and responsible for about 10 villages of ethnic minorities in whose language they are fluent (villages with more than one ethnic minority may require more than one interlocutor). Interlocutors will contact village head to organize an awareness-raising event - at a location and time that are mutually acceptable to all village heads -, during which interlocutors will explain the meaning of REDD-plus and proposed activities of the UN-REDD Programme, using the translated materials. They will also agree to the form and timing of events to engage the villagers in each village (e.g. a single village meeting or multi-stage process).

The need for broad representation of all stakeholder groups (male/female, young/old, etc.) at the village meetings/events will be emphasized, and arrangements made for the meeting/event to be announced over several days through the village loud speaker systems.

Step 5 – Village meetings

Interlocutors will attend the village meeting(s) at the time(s) established in Step 4. At each meeting, they will explain the meaning of REDD-plus and the proposed activities of the UN-REDD Programme, using the translated brief document if the villagers are literate. The interlocutor(s) will answer questions and then retire to allow the villagers to discuss whether they are prepared to provide their consent, or return at an agreed later date for this purpose. At the initial meeting, an anonymous “Comments Box” will be provided, and collected at a later date.

Step 6 – Recording decisions

Having reached consensus, the villagers will convey their decision, either in writing using a template prepared by the UN-REDD Programme or, if preferred, orally. If a document is prepared, it will be signed by the village head and will indicate that the decision was reached by consensus. The names, sex, ages, ethnic group, and occupation of each participant in the village meeting will be recorded in an annex to the document.

Step 7 – Interlocutors report to the Viet Nam UN-REDD Programme

The record of consent or non-consent of each village will be provided to the UN-REDD Programme by each interlocutor, who will also prepare and submit a report summarizing the consultations, highlighting any concerns as to whether there was evidence of coercion or pressure having been brought to bear on the villagers.

Step 8 – Verification and evaluation

Independent verification of the FPIC process will be undertaken by RECOFTC, an international organization with specialization in the area of forest-community interactions. RECOFTC will be provided with all records on the process, and will be invited to interview interlocutors, local and central government officials, and local stakeholders to:

1. Assess whether the process has met the principles of FPIC
2. If not, generate recommendations for improvements that need to be made in order to secure FPIC; and
3. Assess the cost-effectiveness of the process and advise as to opportunities to reduce costs and/or time while retaining effectiveness of the process.

8.9 Actual implementation of the 1st FPIC

	<u>Proposed process for UN-REDD in Viet Nam</u>	<u>Actual activities and comments</u>
Step 1	The UN-REDD programme will organize one or more awareness-raising events for provincial, district and commune leaders to ensure that the principles guiding the UN-REDD programme and district-level activities are understood. A brief document explaining the meaning of REDD and activities of the UN-REDD programme will be prepared for distribution. Local leaders will also review the proposals for steps 2-7.	District level workshop organized for district officials, communal chairpersons and village-heads, 1-2 Apr. 2010 and communal level workshop organized for communal officials on 10, 11, 15 Apr. 2010 on: Raising awareness of climate change, UN-REDD, and expected FPIC activities. Materials including leaflets and posters prepared and distributed at the workshops. The district, communal and village officials made inputs to the substance and forms of materials
Step 2	The UN-REDD programme will recruit sufficient interlocutors to guide the consultation process in each ethnic minority village in Lam Ha and Di Linh districts. Each interlocutor will be fluent in at least one of the languages of the ethnic minorities in Lam Ha and Di Linh districts, such that all ethnic minority languages are represented. The recruitment process may be assigned to an NGO.	Interlocutors were recruited through interviews conducted by a board of interviewers including the communication and FPIC consultant, FPIC planning and implementation consultant, and representatives from District PC, Provincial Ethnic Committee and DARD. 24 interlocutors have been recruited, including 08 ethnic minority ones whose the Kinh and ethnic minority languages are fluent.
Step 3	The UN-REDD programme will organize a training event for the interlocutors to ensure that they are fully familiar with the anticipated results and activities of the UN-REDD programme and the principles guiding consultations necessary and the document used in Step 1 to be translated into ethnic minority languages for those ethnic minorities which are literate in their own language.	Training of interlocutors was delivered on 10 – 11 Apr. 2010 and tested at two villages of Lam Ha district at night on the same day. FPIC principles and processes were emphasized and skills were required to follow the principles. Improved communication materials were translated into the K’Ho language that is popular in the two districts.
Step 4	Interlocutors will be assigned to a number of villages where the ethnic minorities in whose language they are fluent reside. Interlocutors will contact the village head in order to organize an awareness-raising event at a location and at a time that is mutually acceptable to all village heads. They will also agree with each village head the form and timing of events to engage the villagers in their village (for example, whether a single village meeting is appropriate, or whether a multi-stage process is required).	Interlocutors were divided into six groups, each has some whose K’Ho is fluent. Interlocutors were in contact with district, communal and village officials in step 1, and they then conducted awareness events at communal level, including discussions in details with village officials about FPIC preparation and implementation.

<p>Step 5</p>	<p>The interlocutor(s) will attend the village meeting(s) at the time(s) established in Step 4. At each meeting, the interlocutor(s) will explain the meaning of REDD and the proposed activities of the UN-REDD programme, using the document prepared in Step 3 if the villagers are literate. The interlocutor(s) will answer questions and then retire to allow the villagers to discuss whether they are prepared to provide their consent.</p>	<p>Interlocutors conducted FPIC in 13 villages of 2 communes in Lam Ha, 12 – 13 Apr. 2010 and 7 villages of 3 communes in Di Linh, 16 Apr.2010. At the meetings, they presented climate change issues and expected activities of UN-REDD, encouraged villagers’ discussion and exchange of views in order to achieve common consent.</p>
<p>Step 6</p>	<p>Having reached consensus, the villagers will prepare a document, using a template prepared by the UN-REDD programme, indicating either their consent or non-consent. The document will be signed by the village head and will indicate that the decision was reached by consensus. The names, sex, ages, ethnic group, and occupation (if any) of each participant in the village meeting will be recorded in an annex to the document.</p>	<p>Having discussed, Interlocutors invited the village-heads to read clearly 4 principles FPIC for comments from villagers through vote.</p> <p>Interlocutors rapidly counted number of votes and included into a report after completing activities.</p>
<p>Step 7</p>	<p>The document recording consent or non-consent of each village will be provided to the UN-REDD programme by each interlocutor, who will also prepare and submit a report summarizing the consultations, highlighting any concerns as to whether there was evidence of coercion or pressure having been brought to bear on the villagers.</p>	<p>Materials for recording comments, photo files, statistics, proposals and inputs to improve the quality of the FPIC meetings were prepared by interlocutor groups after each FPIC event and forwarded to UN-REDD through the FPIC planning and implementation consultant.</p>

8.10 Presentation for Workshop of Awareness Raising at Commune level

(please find the separate file from filing of UN-REDD Programme)

8.11 Evaluation Sheet by Interlocutors for village meeting

Evaluation Sheet for Village meeting:

Date:

Evaluator:

	What are most interesting you like...	What you don't like and it should be changed nên thay đổi.....
Meeting Preparation		
Presentation Contents on CC- Forest- REDD		
Presentation Contents on UN-REDD activities in district		
Presentation way by Interlocutors		
Facilitation for discussion		
Facilitation for villagers to making decisions to join with REDD		
Others		