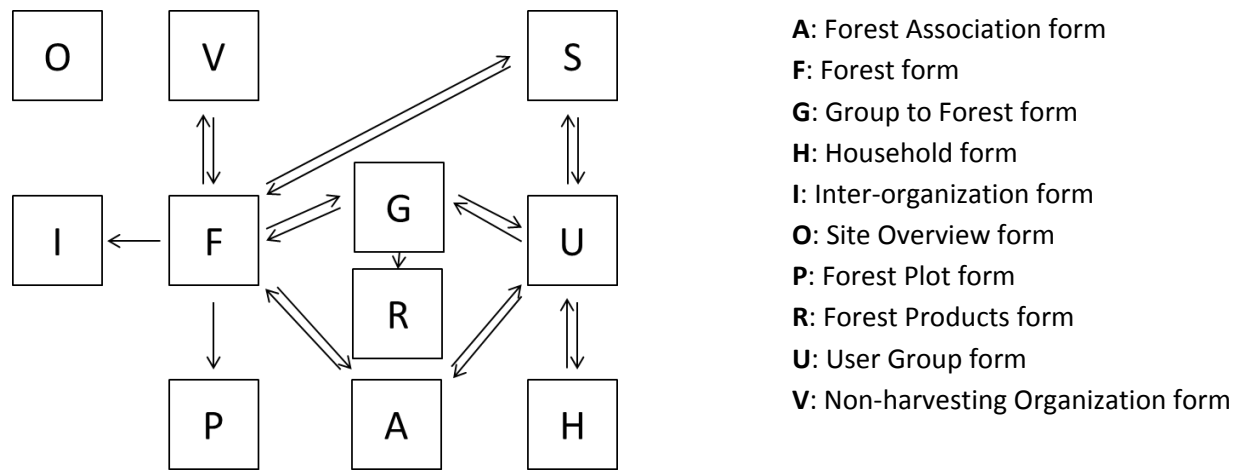## IFRI Research Methods

The IFRI research methods consist of eleven survey instruments, each of which should be completed for a given forest site. The instruments facilitate the collection of ecological data in forests, and socio-economic and institutional data in the communities that use those forests. The questions combine open-ended questions (giving greater freedom to write explanatory text responses) and closed questions (that have pre-selected response options). The IFRI manual (accessible from www.ifriresearch.net) provides a full explanation of the methods.

A: Forest Association form
F: Forest form
G: Group to Forest form
H: Household form
I: Inter-organization form
O: Site Overview form
P: Forest Plot form
R: Forest Products form
U: User Group form
V: Non-harvesting Organization form

Conceptual model for IFRI data collection

Citation

Everyone is welcome to use the IFRI research instruments. If you publish research that uses these methods, please cite their use as:

IFRI, 2013. International Forestry Resources and Institutions (IFRI) network: research methods. Available from: www.ifriresearch.net.

FOREST ASSOCIATION FORM

A primary forest association is one or more user groups with rules, policies, and/or guidelines about the forest, some of which users have prescribed for themselves.

A secondary forest association is defined as two or more forest associations that work together to accomplish joint activities and/or objectives with rules, policies, and/or guidelines, some of which have been prescribed by the secondary forest association.

A tertiary forest association (or parent organization) is defined as two or more secondary forest associations that work together to accomplish some joint activities and/or objectives with rules, policies, and/or guidelines, some of which have been -prescribed by the tertiary association.

The Forest Association Form has been designed to obtain information about any forest association related to one or more forests through the activities of one or more user groups.

Research ID: _____ Country ID: _____ Site ID: _____

Date of site visit (mm-dd-yr): _____

Date(s) data collected for this form (mm-dd-yr): _____

► **Name of forest association <ANAME>:** _____

Name(s) of user group(s) <ID>:

► **Is this forest association a <AFED>:**

    (1) _____ Primary Forest Association?

    (2) _____ Secondary Forest Association?

    (3) _____ Tertiary Forest Association?

► **Name(s) of component forest association(s) <AFEDGRPS>:** _____

► **Name of forest association leader <ALEADNAME>:** _____

Name(s) of forest(s) <ID>: _____

Name of person filling out this form: _____

Name(s) of person(s) with whom discussions held: _____

Location(s) of discussions (fields, home of respondent, place of business, etc.): _____

► **Has this forest association been coded before? <ACODED>:**

    (1) _____ No

    (2) _____ Yes

    (3) _____ Uncertain

    (4) _____ Yes, with a different name *(If this response is checked, write old and new names in B0.)*

A.   **HISTORY**

A1.   How did this forest association first come into being? *(long text)* <AEXISTENCE>
      Provide as much detail as possible.

III.A.6-7

►   This is a priority variable. Please make sure this question is answered.

►A2. **Who initiated the initial formation of the forest association?** <small><AInitWho_></small>

Multiple answers may be applicable.

(1) _____ User group

(2) _____ Nongovernment program (local)

(3) _____ Nongovernment program (international)

(4) _____ Local government program

(5) _____ Regional government program

(6) _____ National government program

(7) _____ International government program

(8) _____ Other *(describe)* <small><AInitOth></small>: _____

►A3. **What year was this forest association formed?** <small><AYear></small> _____

►A3a. **Did the forest association obtain official legal status at the time of formation?** <small><ALegForm></small>

Mark only one answer.

(1) _____ No

(2) _____ Yes

►A3b. **If no, has it obtained official legal status since the time of formation?** <small><ALegSince></small>

Mark only one answer.

(1) _____ No

(2) _____ Yes

►A3b1 **If it has obtained official legal status since the time of formation, what year did it receive it?** <small><ALegYear></small> _____

►A4. **How many years has this forest association had its present structure and process?** <small><AStruct></small> _____

►A5. **What have been the major changes in the character and rules of this forest association since its origin?** *(long text)*
<small><AChanges></small>

List them in the order that they happened and discuss the reasons given for the changes.

> ◄───────
> Notice that this question will be asked only during the first visit. Thorough information about the changes since the time of formation to the time of the first site visit should be recorded here.

III.A.6-8

A6.   Is the history of the forest association recorded? <AHISTORY>

Mark only one answer.

(1) _____ No

(2) _____ Yes

A6a.   If yes, how is the history recorded and where are such records available? *(text)* <AHISTDESC>

B0.   **MAJOR CHANGES SINCE LAST SITE VISIT**

►**B0.** **Have there been any major changes in the forest association since the last visit, and if so, what were they?** *(long text)*
<AHISTCHNG>

Do not complete if this is the first visit to this site to record information for the IFRI database.

◄———
Question B0 will only be completed during the follow-up visits to the site.

III.A.6-9

B.   ACTIVITIES CARRIED OUT BY THE ASSOCIATION

B1. The following table asks questions about the activities carried out by the association.

Which of the following **activities** has this association coordinated (C); for which has it passed rules (P) and/or modified rules (M); for which has it not (N) done any of the above. Circle all Cs, Ps, or Ms that apply. If the association has not done any of the above, circle N only.	During the past year:	During the five years prior to the past year:
Planted seeds, seedlings, etc.	►<ASEEDS1_> C P M N	►<ASEEDS5_> C P M N
Other maintenance	►<AMAINT1_> C P M N	►<AMAINT5_> C P M N
Harvested forest products	►<AHARVEST1_> C P M N	►<AHARVEST5_> C P M N
Distributed forest products to local users	►<ADIST1_> C P M N	►<ADIST5_> C P M N
Sold forest products	►<ASELL1_> C P M N	►<ASELL5_> C P M N
Distributed revenue from the sale of forest - products	►<AREVENUE1_> C P M N	►<AREVENUE5_> C P M N
Determined timing (season) of the harvest of forest products	►<ATIMING1_> C P M N	►<ATIMING5_> C P M N
Determined quantity of forest products - harvested	►<AQUANT1_> C P M N	►<AQUANT5_> C P M N
Determined type of technology used to harvest forest products	►<ATYPTECH1_> C P M N	►<ATYPTECH5_> C P M N
Determined who is authorized to harvest forest products	►<AWHOAUTH1_> C P M N	►<AWHOAUTH5_> C P M N
Determined use that can be made of forest products (including religious uses)	►<ATYPEUSE1_> C P M N	►<ATYPEUSE5_> C P M N
Sold rights to harvest forest products that users can trade with others (Transferable Rights)	►<ARIGHTS1_> C P M N	►<ARIGHTS5_> C P M N
Rented nontransferable rights to harvest forest products	►<ARENT1_> C P M N	►<ARENT5_> C P M N
Monitored forest condition	►<AMONCOND1_> C P M N	►<AMONCOND5_> C P M N
Monitored conformance to rules	►<AMONRULE1_> C P M N	►<AMONRULE5_> C P M N
Sanctioned rule breakers (e.g., fines, - punishment)	►<ASANCT1_> C P M N	►<ASANCT5_> C P M N
Arbitrated disputes among local users	►<ADISPUTE1_> C P M N	►<ADISPUTE5_> C P M N
Interacted with higher authorities	►<AINTER1_> C P M N	►<AINTER5_> C P M N

In other words: has the forest association undertaken or arranged for arbitration (C), passed rules related for arbitration (P), or modified such rules (M)? If none of these have been done, circle (N).

III.A.6-10

► This is a priority variable. Please make sure this question is answered.

B2.   How many members of the forest association know about the rules that guide the forest association? <AKNOWRULES>

The researcher should talk with a number of users of the forest association prior to answering this question. This answer should reflect the results of the researcher's general survey among users, not only the opinion of the leaders of the forest association.

Mark only one answer.

(1) _____ No one

(2) _____ A few people

(3) _____ Half the people

(4) _____ Almost everyone

(5) _____ Everyone

B3.   In the researcher's estimation, are the rules used by the user group:

B3a.   **Easy** for the harvesters to understand? <ARULEEASY>
       Mark only one answer.

(1) _____ No, very complex, difficult to understand

(2) _____ Relatively complex, but can be understood through learning and experience

(3) _____ Yes, easily understood

B3b.   **Clear** as to what behavior demonstrates following and breaking the rules? <ARULECLEAR>
       Mark only one answer.

(1) _____ No

(2) _____ Yes

> Questions in B3 should be answered only after in-depth discussions are held with members of the forest association. The answers here are based on the field team's perceptions in light of these discussions.

B3c.   **Flexible** in dealing with times of emergency or unusual problems facing particular members of the user group? <ARULEFLEX>
       Mark only one answer.

(1) _____ No

(2) _____ Yes

B3d.   Perceived by most members of this user group as **fair?** <ARULEFAIR>
       Mark only one answer.

(1) _____ No

(2) _____ Yes

►**B3e**.   **Perceived by most members of this user group as legitimate?** <ARULELEGIT>

Here "legitimate" is used to describe the rules as being recognized and accepted as rightful, to be respected as law. These rules can be customary (de facto) or established by law (de jure), but they have to be perceived as legitimate to be accepted by the members of the user group.
Mark only one answer.

(1) _____ No

(2) _____ Yes

III.A.6-11

C. GOVERNANCE AND STRUCTURE

Many forest associations have some form of an executive committee or a general representative body that is smaller (and usually meets more frequently) than the assembly of all individuals of the association. If there is an executive committee and this committee represents the members on a regular basis, please fill out the executive committee -questions. If there is a general representative body (not a formal committee) that represents members, fill out the -general representative body questions. If there are both types of representative bodies present for this association, choose the representative body that is most active in rulemaking and decision making. Skip to Part 2, C18, if there is neither a general representative body nor an executive committee.

PART 1. EXECUTIVE COMMITTEE OR GENERAL REPRESENTATIVE BODY

►C1. **For Part 1 of Section C, check whether (1) or (2) is being coded <AGovType>:**

Mark only one answer.

(1) _____ General representative body for this association

(2) _____ Executive committee for this association

C1a. How many members comprise this executive committee or general representative body?

	Female	Male
Number	►<AFEMALE>	►<AMALE>

C1b. Have women been members of the executive committee or general representative body of the association? <AFEMMEM>

Mark only one answer.

(1) _____ No

(2) _____ Yes, but only currently

(3) _____ Yes, previously in the past five years

(4) _____ Yes, currently and in the past five years

C1c. Has a woman ever been the leader of the executive committee or general representative body of the association? <AFEMLEAD>

Mark only one answer.

(1) _____ No

(2) _____ Yes, but only currently

(3) _____ Yes, previously in the past five years

(4) _____ Yes, currently and in the past five years

III.A.6-12

Questions C2 through C17a apply for cases of one-member committees as well as multiple-member committees.

►C2. **How are most of the members of the executive committee or general representative body of the association selected?**
<ASELECT>
Mark only one answer.

(1) _____ Elected by members in elections held regularly

(2) _____ Elected by members in elections held irregularly (including consensual mechanisms)

(3) _____ Inherited (e.g., from father to son, mother to daughter, etc.)

(4) _____ Appointed by a local village head or chief or village elders

(5) _____ Appointed by a local government

(6) _____ Appointed by a national or regional government

►C3. **How often does the executive committee or general representative body of the association meet?** <AMEET>
Mark only one answer.

(1) _____ Once a week

(2) _____ Twice a month

(3) _____ Once a month

(4) _____ Once every three months

(5) _____ Once every six months

(6) _____ Once a year

(7) _____ Every other year

(8) _____ Not regularly scheduled

C4. **How long a period, term, or mandate can the executive committee (E.C.) or general representative (G.R.) body of the association serve?**
If the executive committee or general representative body does not have a president, vice president, secretary, or -treasurer, please check the appropriate item on the last line.
Check only one answer per line.

Official	(1) Life	(2) Fixed period, elected	(3) Fixed period, not elected	(4) Variable, - subject to vote
►**President <APRES>**				
►**Vice President <AVICE>**				
►**Secretary <ASEC>**				
►**Treasurer <ATREAS>**				
►**Most members of the E.C. or G.R. Body <AMEMB>**				

►C4a. **If the president of the forest association (or equivalent title) serves the association for a fixed period of time (column 2 or 3 in C4), please record the number of years he or she serves per term.** <APRESTERM> _____ years

C4a1. If the next most important official serves the association for a period of time different from the president, please record the number of years he or she serves per term. <AVPTERM> _____ years
Answer this only if the vice president, secretary, or treasurer (or equivalent title) serves the association for a period of time different from the president AND if only for a fixed period of time (column 2 or 3).

III.A.6-13

► [ ] This is a priority variable. Please make sure this question is answered.

►C5. **How many different individuals have led the forest association since the inception of the association?**
<ADIFFLEAD> _____

C5a. Please list the names of individuals who have been president or have led the forest association and the name(s) of the next most important official(s) who has(have) served the association since its inception. *(long text)* <APRESNAMES>

Please add details here about the next most important official selection.

►C6. **Has a forest user held a position on the executive committee or general representative body of the association?**
<AUSERMEM>

Mark only one answer.

(1) _____ No, never

(2) _____ Yes, always

(3) _____ Yes, sometimes

►C7. **In the past decade, has there been any competition for any position on the executive committee or general - representative body?** <ACOMPETE>

Mark only one answer.

(1) _____ No

(2) _____ Yes, always

(3) _____ Yes, in some elections

►C8. **Is it possible for users to remove the members of the executive committee or general representative body?**
<AREMOVEUSE>

Mark only one answer.

(1) _____ No

(2) _____ Yes

III.A.6-14

► C9. **Can an external or higher level authority remove the members of the executive committee or general representative body?** <AREMOVEEXT>
Mark only one answer.

(1) _____ No

(2) _____ Yes, with complaints from other harvesters (villagers)

(3) _____ Yes, at the discretion of the external or higher level authority

(4) _____ Yes, but only with substantiated evidence about wrongdoing of the executive

► C10. **How are most members of the executive committee or general representative body paid?** <APAIDMEMB>
Mark only one answer.

(1) _____ Receive **no** pay or material compensation

or The primary source of their pay or material compensation is:

(2) _____ Funds from the general budget of the association

(3) _____ Allocated extra shares of forest products

(4) _____ Obligations to forest association are reduced

(5) _____ Receive voluntary contributions from other members

(6) _____ Funds from local or external government

(7) _____ Funds from a development agency

(8) _____ Some other means *(describe)* <APAIDMOTH>: _____

► C11. **Do the members of the executive committee or general representative body own assets or capital whose operation depends on obtaining forest products from the forest (e.g., furniture factory that needs wood, or shop that needs - fuelwood), and if so, how much?** <AOWNASSET>
Mark only one answer.

(1) _____ No

(2) _____ Yes, and the amount needed is below average of other users

(3) _____ Yes, and the amount needed is average compared to other users

(4) _____ Yes, and the amount needed is higher than the average taken by other users

(5) _____ Yes, and the amount is very high compared to other users

► C12. **Do most members of the executive committee or general representative body reside in or near the forest(s) that the association governs?** <ARESIDE>
Mark only one answer.

(1) _____ No, most of the members of the executive committee or general representative body live more than 5 kilometers from the forest

(2) _____ Yes, most of the members of the executive committee or general representative body live between 1 and 5 kilometers from the forest

(3) _____ Yes, most of the members of the executive committee or general representative body live in or within 1 kilometer from the forest

III.A.6-15

►C13. **On average, what is the education level of the members of the executive committee or general representative body?**
<AEDULEVEL>
Mark only one answer.

(1) _____ It is very low

(2) _____ It is low

(3) _____ It is average

(4) _____ It is high

(5) _____ It is very high

►C14. **If relevant to the region, do most members of the executive committee or general representative body belong to the same ethnic group as most of the villagers?** <AETHNIC>
Mark only one answer.

(1) _____ No

(2) _____ Yes

C14a. If no, state the ethnic category of most members of the executive committee or general representative body
<AETHNICCAT>: _____

C15. If relevant to the region, do most of the members of the executive committee or general representative body belong to the same religion as most of the villagers? <ARELIG>
Mark only one answer.

(1) _____ No

(2) _____ Yes

C15a. If no, state the religion of most of the members of executive committee or general representative body
<ARELIGTYPE>: _____

C16. If relevant to the region, do most of the members of the executive committee or general representative body belong to the same caste (if appropriate) as a majority of the villagers? <ACASTE>

Mark only one answer.

(1) _____ No

(2) _____ Yes

C16a. If no, name the caste of most of the members of the executive committee or general representative body
<ACASTETYPE>: _____

C17. Do any members of the executive committee or general representative body hold leading positions in other collective or governmental bodies? <ALEADER>
Mark only one answer.

(1) _____ No

(2) _____ Yes

C17a. If yes, state positions held by the members of the executive committee or general representative body in different -bodies.
(brief text) <ALEADERPOS>

III.A.6-16

► This is a priority variable. Please make sure this question is answered.

Rev. 12-11

PART 2. GENERAL MEMBERSHIP OF THE FOREST ASSOCIATION

►C18 **Are meetings held in which all members of the forest association are eligible to participate?** <small><AMEETALL></small>

Mark only one answer.

(1) _____ No

(2) _____ Yes

►C18a **How frequently are these meetings organized?** <small><AMEETFREQ></small>

Mark only one answer.

(1) _____ Once a week

(2) _____ Twice a month

(3) _____ Once a month

(4) _____ Once every three months

(5) _____ Once every six months

(6) _____ Once a year

(7) _____ Every other year

(8) _____ Irregular intervals

►C18b **Are these meetings very well attended?** <small><AMEMATTEND></small>

Mark only one answer.

(1) _____ Almost all members attend

(2) _____ About half the members attend

(3) _____ Few members attend

C18c. Describe the decisions made in general membership meetings of the forest association in comparison to the decisions made in meetings of the executive committee or general representative body. What types of decisions are made and how different are they? *(long text)* <small><ADECDESC></small>

C19. Can members of the association call a general meeting when they want to discuss a special problem such as the extreme lack of rainfall or the breaking of association rules by members of the executive committee or general -representative body? <small><ACALLMEET></small>

Mark only one answer.

(1) _____ No

(2) _____ Yes

III.A.6-17

C19a.   If yes, has a special meeting been called during the last five years? <ACALLMEET5>

Mark only one answer.

(1) _____ No

(2) _____ Yes

C20.   Has the executive committee or general representative body of the association changed the rules of the association as a result of suggestions made by members of the forest association? <ARULESUG>

Mark only one answer.

(1) _____ No

(2) _____ Yes

C20a.   If yes, describe an example of such a change in rules. *(text)* <ARULEDESC>

C21.   Has the executive committee or general representative body of the association changed the allocation of forest -products among users as a result of suggestions made by the members of the forest association? <AALLOCSUG>

Mark only one answer.

(1) _____ No

(2) _____ Yes

C21a.   If yes, describe an example of such a change and state how the change affected the distribution among members of the forest association. *(text)* <AALLOCDESC>

D.   RECORDS AND SUPERVISION

►**D1.**   **Are records of any kind maintained by the association?** <ARECMAINT>

Mark only one answer.

(1) _____ No

(2) _____ Yes

III.A.6-18

►☐   This is a priority variable. Please make sure this question is answered.

D1a. **If yes, please check all that apply on the following table.**

If a cell is **not** *checked on this matrix, this information will be interpreted as unknown. "N/A" should be written in the cell if the question is not applicable.*

Are the following kinds of records maintained by the -association or submitted to any higher authority?	(1) Records are maintained	(2) Records are submitted to parent organization	(3) Records are submitted to government	(4) Records are not maintained
►**Records about the identity of the office-bearers** <AIDENTITY_>				
►**Records of meetings and resolutions in meetings** <ARESOLUTE_>				
►**Records of income and expenditures incurred by the -association** <AFINANCE_>				
►**Records of contributions in kind (labor, grain, etc.) or cash, made by users of the forest** <ACONTRIB_>				
►**Records monitoring the condition of the forest** <AMONITOR_>				
►**Records about the amount of products harvested from the -forest** <AAMOUNT_>				
►**Records about distribution of forest products among the users** <ADISTRIB_>				
►**Records about whether those who do not follow rules are -punished** <APUNISH_>				
►**Records about conflicts of the association with individuals or other associations** <ACONFLICT_>				
►**Records about how conflicts are resolved** <ARESOLVED_>				
►**Records about the different ways that individuals break rules** <ABREAK_>				
►**Records about the types of punishments that are imposed** <APUNTYPE_>				
►**Other kinds of records** <ARECOTH> <AOTHREC_>:				

III.A.6-19

▶ D1b. **If records are maintained, are they available for examination by others?** <AExamine>

Mark only one answer.

(1)   No, they are available only to officials of the association

(2)   Yes, they are available to the general public

(3)   Yes, but only to members of the forest association

(4)   Yes, but only to officials in the parent organization

(5)   Yes, but only to government officials

D2.   If the association maintains records of its accounts, are the records audited? <AAUDIT>

Here "audit" means a formal examination of financial records by a competent and neutral person or organization to determine honesty and correctness of record-keeping.

Mark only one answer.

(1)   No

(2)   Yes

▶ D3. **Are the activities of the association supervised by a higher organization?** <ASUPER>

Mark only one answer.

(1)   No

(2)   Yes, by the parent organization of the association

(3)   Yes, by officials appointed by the government

(4)   Yes, other *(describe)* <ASUPEROTH>: _____

E.   STAFF AND OFFICIALS

The following questions are about officials who make day-to-day decisions for the forest and who enforce rules created to -utilize and manage the forest(s). Examples of these types of officials could be guards, forest watchers, accountants, record--keepers, business managers, and secretaries.

E1.   How many individuals work for this organization?

Total number of people hired by the association		Total number of people who volunteer labor
Full time	Part time	
<AFULL>	<APART>	<AVOL>

E2.   Describe the type of activities undertaken by most of the full-time employees, e.g., planting, protecting, enforcing, maintaining records. *(text)* <AEMPFULL>

▶   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

E3.   Describe the type of activities undertaken by most of the part-time employees, e.g., planting, protecting, enforcing, maintaining records. *(text)* <AEMPPART>

▶ **E4.**   **How are guards paid?** <APAIDGARD_>

Multiple answers may be applicable.

(1) _____ Through collections from members' households

(2) _____ Through wages from the general fund of the association

(3) _____ Through fines collected from individuals

(4) _____ Through funds received from an external government

(5) _____ Through funds received from a development agency

(6) _____ Through special levies from members

(7) _____ Through extra shares in the forest products

(8) _____ Other *(describe)* <APAIDGOTH>: _____

▶ **E5.**   **How are guards selected to watch over the forest?** <ASELGUARD>

Mark only one answer.

(1) _____ By election

(2) _____ By appointment

(3) _____ By lots

E6.   How many forest guards are on duty at different times or seasons of the year? {A_GRDUTY}

Season option	Name of the season	Number of guards
(1) Season 1	▶<ASEAS1NAME>	<ASEAS1NUM>
(2) Season 2	▶<ASEAS2NAME>	<ASEAS2NUM>
(3) Season 3	▶<ASEAS3NAME>	<ASEAS3NUM>
(4) Season 4	▶<ASEAS4NAME>	<ASEAS4NUM>
(5) Other times	▶<ASEASOTHNAME>	<ASEASOTHNUM>

III.A.6-21

▶   This is a priority variable. Please make sure this question is answered.

F. RESOURCE MOBILIZATION AND ACCOUNT KEEPING

►F1. **What were the major financial sources for this forest association during the most recent year, e.g., product sales, - voluntary contributions, entry fees, fines, own taxes, external government or development agency transfers, etc. Mark each of the sources from which funds were received by this forest association. <ASRCE1_>**

Please note that response (8) "own taxes" refers to taxes raised by a general-purpose government. Regular levies by other kinds of associations should be referred to as (2) "membership fees."
Multiple answers may be applicable.

- **(1)** _____ Voluntary contribution of funds
- **(2)** _____ Membership fees
- **(3)** _____ Payments that substitute for labor input
- **(4)** _____ Fines
- **(5)** _____ National or regional government
- **(6)** _____ Development agency
- **(7)** _____ Sales of forest products from the forest
- **(8)** _____ Own taxes
- **(9)** _____ Special levies
- **(10)** _____ Aid from external NGOs
- **(11)** _____ Aid from indigenous NGOs
- **(12)** _____ Foreign government
- **(13)** _____ Other *(describe)* <ASRC1OTH>: _____

►F1a. **Enter the number (1-13) listed in F1 that was the single most important source of financial support for the forest - association. <ASRC1MOST>** _____

F1b. What is the total financial budget of this forest association for the most recent year data is available?
<ABUDGET> _____

F1c. What percentage of the total financial budget is the single most important source of financial support for this forest association? <ASRC1PRCNT> _____ %

F1d. What is the "most recent year" for which this data is available? <ASRC1YEAR> _____
Specify full year, e.g., 2006; if the budgetary year is not the equivalent of the calendar year, use the last year of the budgetary year.

F1e. In total, how many person-days of labor were contributed to the activities of the association in the above year?
<ALABOR1> _____ *One 8-hour day of labor x one person = one person-day.*

►F2. **On average, over the past five years, what is the single most important financial source for the forest association?**
<ASRCE5>
Please note that response (8) "own taxes" refers to taxes raised by a general-purpose government. Regular levies by other kinds of associations should be referred to as (2) "membership fees."

Mark only one answer.

- (1) _____ Voluntary contribution of funds
- (2) _____ Membership fee
- (3) _____ Payments that substitute for labor input
- (4) _____ Fine   **III.A.6-22**

► This is a priority variable. Please make sure this question is answered.

(5) _____ National or regional government

(6) _____ Development agency

(7) _____ Sales of forest products from the forest

(8) _____ Own taxes

(9) _____ Special levies

(10) _____ Aid from external NGOs

(11) _____ Aid from indigenous NGOs

(12) _____ Foreign government

(13) _____ Other *(describe)* <ASRC5OTH>: _____

►F2a. **Over the past five years, what is the average amount of the single most important financial source for the forest association?** <ASRC5AMT> _____ *(local currency)*

F2b. In total, how many person-days of labor were contributed to the activities of the association in the past five years? <ALABOR5> *One 8-hour day of labor x one person = one person-day.*

►F3. **If the association did not receive any funds from external agencies and had to rely on contributions from members or its user group, or other funds raised locally, could it support all its expenditures?** <ASUPPORT> *Mark only one answer.*

(1) _____ No, it could not meet its expenses if no funds were received from external sources

(2) _____ Yes, it could support expenditures with a combination of sales of products and contributions from members

(3) _____ Yes, it could support itself by sales from forest products

(4) _____ Yes, it could support its expenditures by contributions from members alone

►F4. **What is the largest item on which the association spends its income?** <ASPENDMOST> *Mark only one answer.*

(1) _____ Salaries of officials

(2) _____ Salaries of hired personnel

(3) _____ Court cases

(4) _____ Account keeping

(5) _____ Fees paid to specialized staff or contractors

(6) _____ Expenses of the community (e.g., school building)

(7) _____ Monitoring the forest resource

(8) _____ Guarding the forest resource

(9) _____ Maintaining the forest resource

(10) _____ Improving the forest resource

(11) _____ Travel and entertainment of the officials of the forest association

(12) _____ Other *(describe)* <ASPENDOTH>: _____

F5. Is any of the income of the association supposed to be used only for specific purposes? <ASPECPURP> *Mark only one answer.*

(1) _____ No

(2) _____ Yes **III.A.6-23**

► This is a priority variable. Please make sure this question is answered.

F6.   Does any other organization determine how the forest association spends or earns income? <AExtSpend>
Mark only one answer

(1) _____ No

(2) _____ Yes

G.   <u>RULE MAKING IN THE ASSOCIATION</u>

► **G1.** **Does the association have a written statement of its mission and objectives? <AWritten>**
Mark only one answer

(1) _____ No

(2) _____ Yes

G1a.   If yes, what was the process of formation of the statement of mission for the association? If possible, please attach a copy of the by-laws to this form. *(text)* <AWritDesc>

► **G1b.** **If G1 is yes, who created or wrote most of this statement? <AWritWho>**
Mark only one answer.

(1) _____ Local users

(2) _____ Local users with the help of some external authorities

(3) _____ Government officials (local, regional, or national)

(4) _____ A nongovernment organization (local)

(5) _____ A nongovernment organization (international)

(6) _____ The parent organization of the local association

(7) _____ Other *(describe)* <AWritOth>: _____

► **G1c.** **Are the rules of this forest association based on an original set of rules provided by a government agency?**
<AOrigRule>
Mark only one answer.

(1) _____ No

(2) _____ Yes, the rules are identical to many other forest associations

(3) _____ Yes, but there is considerable variation from forest association to forest association

III.A.6-24

►G1d. **If G1 is yes, do users or officials of the association have the power to change the statement of mission for their - association? <AWʀɪᴛUsᴇʀ>**

Mark only one answer.

(1) _____ Neither users nor association officials have the power to change it.

(2) _____ Only association officials have the power to change it.

(3) _____ Only users have the power to change it.

(4) _____ Users and officials <u>together</u> have the power to change it.

(5) _____ Users or forest association officials <u>with</u> government officials have the power to change it.

►G1e. **If G1 is yes and users can change the statement of mission, which rule must be used? <AWʀɪᴛRuʟᴇ>**
Mark only one answer.

(1) _____ Simple majority

(2) _____ Extraordinary majority

(3) _____ Unanimity

(4) _____ Decision made by association executive or council

►G1f. **If G1 is yes, has the statement of mission and objectives for the association ever changed? <AWʀɪᴛCʜɴɢ>**
Mark only one answer

(1) _____ No

(2) _____ Yes

G2. Is the association a corporate body in the sense of being able to sue or be sued? <ASuᴇ>

This question tries to determine the legal standing of the association; whether it is legally liable or responsible to a court of law; whether someone can take the association to court in a lawsuit.
Mark only one answer

(1) _____ No

(2) _____ Yes

H.   <u>INTERNAL RELATIONS</u>

H1. Do internal conflicts exist within the association? <AIɴɪᴛCoɴFʟ>
Mark only one answer

(1) _____ No

(2) _____ Yes

H1a. Are any mechanisms available for resolving internal conflicts? <ACoɴFMᴇᴄʜ>
Mark only one answer

(1) _____ No

(2) _____ Yes

III.A.6-25

H1b.   How do internal conflicts in the association get resolved? *(long text)* <ACONFLRES>

For example, conflicts may be resolved by face-to-face discussion at association meetings, special meetings with association officials, arbitration, decisions taken by a majority, through consensus, by council members and executive voting, by decisions of courts, by decisions of higher government officials, by decisions of superior officials who do not belong to the particular association but are officers in a higher organization, etc.

H2.   Have there ever been any problems in selecting officials for the association? <ASELPROB>

Mark only one answer.

(1) _____ No, never

(2) _____ Yes, frequently

(3) _____ Yes, sometimes

►H3.   **How are the rules created by the association enforced? Are they enforced by: <AENFRULES_>**

Multiple answers may be applicable.

(1) _____ Members of the user group(s)

(2) _____ External officials appointed by the government

(3) _____ Officials **appointed** by the forest association

(4) _____ Officials of the forest association

(5) _____ Other ways *(describe)* <AENFOTH> _____

►H4.   **How does this organization perceive itself in terms of relating to other forest-governing structures? <ARELATE>**

Mark only one answer.

(1) _____ Not cooperating

(2) _____ Cooperating, but independent of other organizations' rules and regulations

(3) _____ Cooperating jointly in determining rules/regulations

III.A.6-26

H4a.   Please describe: *(long text)* <ARELATDESC>

I.   **PERFORMANCE**

I1.   Have any individuals of the forest association been systematically disadvantaged because of the rules of the
association? <AWORSEOFF>
Mark only one answer.

(1) _____ No

(2) _____ Yes

I1a.   If yes, please describe how and when. *(long text)* <AWORSEDESC>

▶   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

I2. Have the relatively worse off individuals of the forest association been cut out of their benefits from this forest or - substantially harmed? <ACUTOUT>
Mark only one answer.

(1) _____ No

(2) _____ Yes

I2a. If yes, please describe. *(long text)* <ACUTDESC>

I3. Has the disparity between the relatively worse-off and the relatively better-off individuals changed? <ADISTANCE>
Mark only one answer.

(1) _____ No

(2) _____ Yes

I3a. If yes, please describe how and when. *(long text)* <ADISTDESC>

III.A.6-28

GEN. <u>**GENERIC QUESTIONS FOR USE BY RESEARCHERS**</u>

Please write your question(s) and the answer(s) where indicated below. **Enter the methodology and all questions together into the database under** <AWKSPMEMO>. <u>Enter each answer into the database under the data name specified for each answer below</u>. See Section II of the Field Manual for more detailed instructions.

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below. *(long text)* <AWKSPMEMO>

Question 1 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <AGENSNUM1> _____

Question 2 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <AGENSNUM2> _____

Question 3 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <AGENSNUM3> _____

Question 4 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <AGENSNUM4> _____

Text question 1:

       Answer to question specified by researcher *(text)* <AGENTEXT1>

Text question 2:

       Answer to question specified by researcher *(text)* <AGENTEXT2>

III.A.6-29

Text question 3:

        Answer to question specified by researcher *(text)* <AGENTEXT3>

Question 1 (answer requires a decimal number):

        Answer to question specified by researcher *(decimal)* <AGENLNUM1> _____

Question 2 (answer requires a decimal number):

        Answer to question specified by researcher *(decimal)* <AGENLNUM2> _____

Question 3 (answer requires a decimal number):

        Answer to question specified by researcher *(decimal)* <AGENLNUM3> _____

Question 4 (answer requires a decimal number):

        Answer to question specified by researcher *(decimal)* <AGENLNUM4> _____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <AGENMEMO>

III.A.6-30

IFRI FORM F

FOREST FORM

A forest is defined as a total surface area of at least 0.5 hectares containing woody vegetation exploited by at least three separate households and governed overall by the same legal structure. This form has been designed to collect information about the vegetation in the forest area that the local community uses, maintains, processes or sells.

The forest may be owned and managed by the community, by the local, state, or national government, or by a private individual or corporation. More than one distinct group may have the right to gather products from the forest: users from more than one settlement, different groups within the same settlement, and settled and nomadic groups are some possible combinations. In such cases, the researcher will fill out more than one User Group Form for the same forest. It is also possible that the same group will have rights over more than one forested area. Thus the same group may collect products (fodder, fuelwood, timber, green manure, and so forth) from two or more community, government, or private forests. In such cases the researcher will fill out more than one Forest Form. On each Forest Form, questions about (1) the history of the forest, (2) the major physical characteristics of the forest including questions about its boundaries and size, (3) the product-species that are used from the forest, and (4) rules related to entering and monitoring the forest need to be completed.

Research ID: _____ Country ID: _____ Site ID: _____

Date of site visit (mm-dd-yr): _____ _____

Date(s) data collected for this form (mm-dd-yr): _____

►**Name of forest <FNAME>:** _____

►**Name of district and subdistrict(s) (if applicable) <FLOCATION>:** _____

Name of person filling out this form: _____

Name(s) of person(s) with whom discussions were held: _____

Location(s) of discussions (fields, home of respondent, place of business, etc.): _____

►**Has this forest been coded before? <FCODED>**

    (1) _____ No

    (2) _____ Yes

    (3) _____ Uncertain

    (4) _____ Yes, with a different name *(If this response is checked, write old and new names in B0.)*

►**How many Forest Plot Forms were completed? <FPLOTNUM>** _____

Please give approximate age even if a rough estimate of natural, mature forest. In natural, mature forests, the age should be that of the oldest living trees ←

A.   HISTORY

A1.   Approximately how old is this forest? <FHOWOLD> _____(in years)

This will usually be a rough estimate. What is important is whether this is a recently established or planted forest or a natural forest that has existed for a long time. These data should be treated as categorical (e.g., young, climax, ancient).

►**A2.   Was this forest originally planted? <FPLANTED>**

Please mark "Yes" if there have been any human efforts to plant new trees among existing old ones.

Mark only one answer.

    (1) _____ No *(Skip question A2a and proceed to question A3.)*

    (2) _____ Yes

►**A2a.   If yes, who planted this forest? <FINITWHO>**

    (1) _____ Government agency or officials

    (2) _____ A nongovernment agency <FINITNGO>: _____

    (3) _____ Local residents or farmers by using their own labor and capital

    (4) _____ Local residents or farmers by hiring workers

    (5) _____ Local communal or forest association

    (6) _____ Other *(describe)*: <FINITOTH>: _____

III.A.2-7

►A3. **Describe the history of this forest.** *(long text)* **<FINITWHY>**

If the forest is *a primary forest, please indicate successional stage (e.g, climax forest), and an indication of the extent to which* its *trees have been harvested If the forest was planted please describe why* it *was first created and by what means this was achieved*

III.A.2-8

A4.   Was there donor assistance if this forest system was planted? <FINITDON>

Mark only one answer.

(1)   _____ No

(2)   _____ Yes

►**A4a.** **If yes, who was the donor? <FINITDWHO>** _

►**A5.** **Has there been any reforestation/improvement project related to this forest? <FIMPROV>**

Mark only one answer.

(1)   _____ No

(2)   _____ Yes

►**A5a.** **If yes, describe briefly who initiated it, when, and what was done.** *(long text)* <FIMPROVWWW>

> *Please include information on thinning and selective harvesting. If selective harvesting is currently practiced, what size classes are being cut and how many trees of which species are being removed on a per year basis? (An estimate is adequate.)*

►☐ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

Please complete the last part of this history section after undertaking the forest plot measurements and after a discussion with several older forest users who are familiar with the earlier condition of the forest.

A6.   Please list any plant species that were harvested from this forest approximately **5** years ago that are no longer available, and list the reasons for their disappearance. {F_SPECIE} <F_NUMYEARS>=5

Name of Species		Reason for disappearance <F_REASON>
Botanical name <F_BIONAME>	Local name <F_LOCNAME>	

Please check the spelling of each local and botanical name with the spelling in the Master List of Plant Species in C2. They should match.

A7.   Please list any plant species that were harvested from this forest approximately **10** years ago that are no longer available, and list the reasons for their disappearance. {F_SPECIE} <F_NUMYEARS>=10

Name of Species		Reason for disappearance <F_REASON>
Botanical name <F_BIONAME>	Local name <F_LOCNAME>	

Please check the spelling of each local and botanical name with the spelling in the Master List of Plant Species in C2. They should match.

III.A.2-10

▶ ⬜ This is a priority variable. Please make sure this question is answered.

A8.   Please list any plant species that were harvested from this forest approximately **15** years ago that are no longer available, and list the reasons for their disappearance. {F_SPECIE} <F_NUMYEARS>=15

Name of Species		Reason for disappearance <F_REASON>
Botanical name <F_BIONAME>	Local name <F_LOCNAME>	

Please check the spelling of each local and botanical name with the spelling in the Master List of Plant Species in C2. They should match.

B0.   <u>MAJOR CHANGES SINCE LAST SITE VISIT</u>

►B0.   **Have there been any major changes in the forest system since the last visit, and if so, what are they?** *(long text)*
<FHISTCHNG>

Do not complete if this is the first visit to this site to record information for the IFRI database.

> Please do not answer until second visit to the site. On the second or subsequent visits note changes in the area, and only if major changes occurred.
>
> ←

III.A.2-11

B.   **FOREST SYSTEM GENERAL INFORMATION**

B1.   Forest Feature Map

Draw a map of the forest using scaled maps as references. If the site overview map drawn in the Site Overview Form provides a large enough picture of the forest boundaries, simply <u>trace or copy</u> that map and use it here. If the Site Overview Map does not provide enough detail to be able to identify this particular forest's boundaries and trails, forest plot locations, etc., then do <u>not</u> trace the Site Overview Map, rather, draw a map of the <u>individual</u> forest here, and label all important features (e.g., streams, trails, forest management units or plots, temples and sacred areas, and important locations for overlooking the forest). If a plantation(s) is depicted on the map, please indicate on the map the year in which it was planted, and the types of species planted. This is not the map drawn by the community. Please file the Community Map of the forest with the Forest Feature Map.

This map will be used later to identify harvesting boundaries when completing the Forest-User Group Relationship Form. Please make sure the information here matches instructions above.

III.A.2-12

▶   This is a priority variable. Please make sure this question is answered.

Bla.   Forest Plots Map

Trace the Forest Feature Map drawn in *question Bl to develop forest plot locations.*

Fallow the instructions given in *the Field Manual in Section liLA.3., Farm P Guidelines, on how to obtain a random sample of plots.* This *includes the construction of a grid, the development of Plot Identification Numbers, and the selection of plots to* visit *The randomly chosen plots should be marked on this map. Thus, this Farest Plots Map will* **be used in conjunction with the Forest Plot Forms**

III.A.2-13

▶**B1b.** **On this page, please describe the sampling logic and method used to determine the number of plots drawn for this forest, any stratification used, and any other information that others will need in doing analysis based on this sample of plots.** *(long text)* <FSAMPLE>

▶**B2.** **What is the size of the forest?** <FSIZE>

Please write the area in terms of hectares, or some local unit of area if area in hectares is not known. If you use a local unit, find out how many local units of area are equal to a hectare.

_____ hectares   If area is not known in hectares, supply the number *and* the (local) unit of measurement here ____

▶**B3.** **Has this forest been divided into forest management units?** <FUNIT>

The answers to B3–B3g here should correlate to answers for A5–A5b on the Forest Plot Form.

Mark only one answer.

(1) _____ No — If no, skip to question B4.

(2) _____ Yes

▶**B3a.** **If yes, how many?** <FUNITNUM>____

III.A.2-14

▶ This is a priority variable. Please make sure this question is answered.

B3b. Please draw the boundaries of these units (and label them within the boundaries) on the Forest Feature Map developed in question B1, and write the year in which each forest management unit was planted.

Refer to the Forest Feature Map in question B1.

B3c. Are these units approximately equal in size? <FUNITEQUAL>

Mark only one answer.

(1) _____ No

(2) _____ Yes

B3d. Are the boundaries of these units related to ecological regions (such as catchment areas)? <FUNITBOUND>

Mark only one answer.

(1) _____ No

(2) _____ Yes

B3e. Are any of these units permanently distinguished from others for special uses? <FUNITDIFF>

Mark only one answer.

(1) _____ No

(2) _____ Yes

▶ B3e1. **If yes, please describe.** *(long text)* <FUNITDDESC>

III.A.2-15

B3f.   Is there a system of regeneration and harvesting that rotates through these units? <FUNITCYCLE>

Mark only one answer.

(1)   _____ No

(2)   _____ Yes

▶**B3f1.** **If yes, please describe.** *(long text)* <FUNITCDESC>

B3g.   List the names and numbers of these units as used by the users of the forest or assigned by the field team.

(text) <FUNITINFO>

> If users of the forest or forest owner do not have names for these units, please assign names.
> ◀────

III.A.2-16

▶B4. **What is the topography of the land on which this forest is located?** <FTOPOGRAPH>

Mark only one answer.
(1) _____ Primarily flat
(2) _____ Mostly flat with some rolling terrain
(3) _____ Primarily rolling terrain
(4) _____ Mostly rolling terrain with some steep portions
(5) _____ Primarily steep

B4a If (5) is marked above, what is the steepness of the slope in degrees (if known)? <FSTEEP> _____

▶B5. **Who is the legal (de jure) owner of the land on which this forest is located?** <FOWNLAND>

Mark only one answer.
(1) _____ National government
(2) _____ Regional (or state) government
(3) _____ Local government
(4) _____ Settlement(s) or village(s)
(5) _____ Section or quarter of a settlement or village
(6) _____ Private individual(s) or family
(7) _____ Private corporation(s)
(8) _____ A cooperative
(9) _____ Religious order or temple
(10) _____ No one (completely open access)
(11) _____ Other types of owners or multiple types of ownership *(describe)*: <FOWNOTH>

▶B5a. **Who is responsible (de facto) for the operational management of this forest?** <FOWNOP>

Mark only one answer.

(1) _____ Government agency
(2) _____ Local group of users
(3) _____ Private owner
(4) _____ Nongovernment organization (NGO)
(5) _____ Joint management between local group and a government
(6) _____ Joint management between local group and private owner(s)
(7) _____ Joint management between local group and an NGO
(8) _____ Other *(describe)*: <FOWNOPOTH>

B5b. For the person(s), organization(s), or group(s) responsible for the operational management of this forest, please rank up to three primary purposes of operational management. <FOWNPURP>

Multiple answers may be applicable.

(1) _____ Strict protection
(2) _____ Biodiversity protection
(3) _____ Watershed
(4) _____ Timber production
(5) _____ Carbon sequestration
(6) _____ Agroforestry

III.A.2-17

▶ ▢ This is a priority variable. Please make sure this question is answered.

(7) _____ Nontimber forest products

(8) _____ Nonconsumptive benefits (e.g., recreation)

(9) _____ Other *(describe)*: <FOWNPURPOTH>

_____

B5c. What is the official legal designation of this forest? *(brief text)* <FDESIGNATE>

For example, government reserve forest, community forest, government park, etc.

►B6. **Does the legal owner of this forest also hold the rights to harvest all of the forest products from this forest?**
<FOWNRIGHTS>
Mark only one answer.
(1) _____ No (Please designate who owns rights to the harvest of particular forest products on the Forest-User
Group Relationship Form, question A2.)
(2) _____ Yes

►B7. **Can the owner of the forest land sell all or part of the forest land to other individuals or groups?** **<FOWNSELL>**
Mark only one answer.
(1) _____ No
(2) _____ Yes, parts of the forest land
(3) _____ Yes, all of the forest land

►B8. **What is the vegetation type of the forest that is being investigated?** **<FVEGTYPE>** _____ .

From the partial list of vegetation classifications contained in Appendix 1—Form F Guidelines (Section III.A.2) of the
Field Manual, write the number and letter combination that corresponds to the type most characteristic of this forest.

►B8a. **If no appropriate vegetation type is listed in Appendix 1—Form F Guidelines (Section III.A.2) of the Field Manual, or**
if there is more detailed information available than listed in Appendix 1—Form F, please write out the general forest
type or further information here. *(brief text)* **<FVEGDESC>**

►B9. **Has the density of trees on the forest land changed in the past five years?** **<FTREEDENS>**

Mark only one answer.
(1) _____ No, it has remained the same
(2) _____ Yes, it has increased
(3) _____ Yes, it has decreased

III.A.2-18

►**B9a.** **If yes, list the 3 most important reasons cited by users as the reasons for change in the density of trees.** <FTREEDENSY>

(1) _____

(2) _____

(3) _____

►**B10.** **Has the density of shrubs and bushes on the forest land changed in the past five years?** <FBUSHDENS>

Mark only one answer.
(1) _____ No, it has remained the same
(2) _____ Yes, it has increased
(3) _____ Yes, it has decreased

►**B10a.** **If yes, list the 3 most important reasons cited by users as the reasons for change in the density of the shrubs/bushes.**
<FBUSHDENSY>

(1) _____
(2) _____
(3) _____

►**B11** **Has the density of the ground cover on the forest land changed over the past five years?** <FCOVDENS>

Mark only one answer
(1) _____ No, it has remained the same
(2) _____ Yes, it has increased
(3) _____ Yes, it has decreased

►**B11a.** **If yes, list the 3 most important reasons cited by users as the reasons for change in ground cover.** <FCOVDENSY>

(1) _____
(2) _____
(3) _____

►**B12.** **Was most of the vegetation in the forest planted, or is it a result of natural growth?** <FVEGORIGIN>

Mark only one answer.

(1)_____ Most of the woody vegetation was planted, and the forest is a result of initial plantations and/or tree nurseries made by the forest department and/or local users

(2)_____ People have planted woody vegetation, but their efforts have been aided by natural regeneration and seeding

(3) _____ People plant woody vegetation sometimes, but most vegetation occurs as a result of natural growth

(4) _____ People seldom plant woody vegetation, and the forest is a result of natural growth

III.A.2-19

►B13. During the last five years, has there been any change in the area over which vegetation exists/existed? <FVEGCHANGE>

As opposed to earlier questions which asked about the density of vegetation, this question simply asks if the area of forest changed. Changes may have come about because of encroachments, excessive use, changes in legislation about land-use patterns, and so forth.

Mark only one answer.
(1) _____ No, the forest area has remained the same
(2) _____ Yes, the area of the forest has increased
(3) _____ Yes, the area of the forest has decreased

B14. If the forest area has increased, what are the reasons for the increase in the area? <FINCREASE_>

Multiple answers may be applicable.
(1) _____ Because of local, regional, or national legislation to bring more area under woody vegetation
(2) _____ Because of informal woody vegetation planting locally
(3) _____ Because of local efforts to protect a larger area
(4) _____ Other reasons (describe) <FINCOTH>: _____

►B15. **If the forest area has decreased, it is primarily because of:** <FDECREASE>

Mark only one answer.
(1) _____ Overuse of forest products
(2) _____ Clearing for agriculture
(3) _____ Encroachments on forest land
(4) _____ Other reasons (describe) <FDECOTH>: _____

B16. Are there points within the forest where the main flow of forest products can be controlled? (Examples of such points may be a place from which most of the forest area can be seen/surveyed; a path which users must take to extract products from the forest; a stream that users must cross to reach the forest and so forth.) If there are such points, describe them. *(long text)* <FFLOWCTRL>

III.A.2-20

B17.   If multiple harvesting processes are used within the forest (e.g., wood cutting, livestock grazing, nut, fruit and honey gathering), do any of the techniques for harvesting one product interfere with the availability of another product, or make harvesting another product more difficult? Explain in detail. (One example of interference may be that if there are tree species from which both fruits and fodder can be used, then lopping the trees for fodder may reduce the amount of fruits available from the trees; similarly, multipurpose tree species, if chopped for firewood, cannot provide fodder or fruits). *(long text)* <FINTERFERE>

C.   <u>PRODUCTS/SPECIES THAT ARE USED FROM THE FOREST</u>

C1.   What forest products/species are being harvested from this forest? <FPRODUCTS_>

Please note that products "harvested" could include such nonconsumptive goods as an area for sacred worship.

Multiple answers may be applicable.

(1)   _____   Trees
(2)   _____   Bushes
(3)   _____   Grasses
(4)   _____   Leaves on ground
(5)   _____   Climbing leaves
(6)   _____   Soils
(7)   _____   Stones
(8)   _____   Minerals
(9)   _____   Water
(10)   _____   Animals
(11)   _____   Areas for sacred worship
(12)   _____   Recreation
(13)   _____   Other *(describe)* <FPRODOTH>:_____

III.A.2-21

C2.   What are all of the plant species in the forest that have been noted? C2 will be the master list of plant species found in the forest. Plant species include trees, grasses, shrubs, leaves, fruits, nuts, flowers, and so forth. On the following table, name the species (local and botanical names, if possible). What is the reason why the species is important? What are the most important uses of the species? (If the "use" column(s) is/are not used, this will indicate that the species is not "harvested"). If the researcher can find no present use, record abundance only.

Master List of Plant Species {F_ORGAN} <F_TYPE> = "P" (PLANT)

What is the family name of this plant species?	Name of Species Botanical <F_BIONAME>	Local <F_LOCNAME>	Reason why it is important <F_IMPORT>	Is it abundant? Mark "**1**" for **No**, "**2**" for **Yes** <F_ABUNDANT>	Use <F_USES>	Use <F_USES>	Use <F_USES>

III.A.2-22

continued on following page

▶ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

C2. **Master List of Plant Species, continued**

What is the family name of this plant species?	Name of Species		Reason why it is important <F_IMPORT>	Is it abundant? Mark "**1**" for **No**, "**2**" for **Yes** <F_ABUNDANT>	Use <F_USES>	Use <F_USES>	Use <F_USES>
	Botanical <F_BIONAME>	Local <F_LOCNAME>					

▶ This is a priority variable. Please make sure this question is answered.

Rev. 12-11

What is the family name of this plant species?	Name of Species		Reason why it is important <F_IMPORT>	Is it abundant? Mark "**1**" for **No**, "**2**" for **Yes** <F_ABUNDANT>	Use <F_USES>	Use <F_USES>	Use <F_USES>
	Botanical <F_BIONAME>	Local <F_LOCNAME>					

C3.   What other resources are found in the forest? C3 is the master list of animals found in the forest. Animals include elephants, monkeys, birds, fish, and so forth.

On the following table, name the species (local and scientific names, if possible). Why is the species important? What are the most important uses of the spe- cies? (If no "use" column is used, this will indicate that the species is not "harvested.") If the researcher can find no present use, record abundance only.

Master List of Animal Species {F_ORGAN} <F_TYPE> = "A" (ANIMAL)

Name of Species		Reason why it is important <F_IMPORT>	Is it abundant? Mark "**1**" **for No**, "**2**" **for Yes** <F_ABUNDANT>	Use <F_USES>	Use <F_USES>	Use <F_USES>
Scientific <F_BIONAME>	Local <F_LOCNAME>					

C3. ***Master List of Animal Species, continued***

Name of Species		Reason why it is important	Is it abundant? Mark "**1**" for **No**, "**2**" for **Yes**	Use	Use	Use
Scientific <F_BIONAME>	Local <F_LOCNAME>	<F_IMPORT>	<F_ABUNDANT	<F_USES>	<F_USES>	<F_USES>

III.A.2-26

C4. What other resources are found in the forest? Possible entries include living and nonliving resources such as minerals, stones, water, or mushrooms. On the fol- lowing table, write the name of the product (local and botanical names, if possible and where relevant), why it is important, and the most important uses of the product. (If the "use" column(s) is/are not used, this will indicate that the product is not "harvested"). If the researcher can find no present use, record abundance only.

Master List of Other Important Resources {F_INORG}

Name of the product <F_PRODNAME>	Reason why it is important <F_IMPORT>	Is it abundant? Mark "**1**" **for No**, "**2**" **for Yes** <F_ABUNDANT>	Use <F_USES>	Use <F_USES>	\Use <F_USES>

III.A.2-27

D. RULES RELATED TO ENTRY

These rules are <u>not</u> product specific.

Note that these rules are *forest specific* not product specific ←

►D1. **Which of the following attributes must local residents have in order to enter this forest for recreational, religious, or other nonconsumptive uses: <FRESATTRI_>**

Note: this question pertains to nonconsumptive uses.

Multiple answers may be applicable.
(1) _____ Anyone (literally anyone) can use this forest for nonconsumptive uses
(2) _____ Anyone who is a citizen of this country
(3) _____ Anyone who is a citizen of this state or district
(4) _____ Anyone who lives in a nearby village
(5) _____ Anyone who has joined particular organizations
(6) _____ Anyone who is a member of a particular ethnic group or caste
(7) _____ Anyone who is a member of a particular extended family
(8) _____ Anyone who has shares in a particular enterprise
(9) _____ Other (describe) <FRESOTH>: _

►D2. **If more than one group uses this forest, are rules for using this forest well defined between different groups? That is, are there rules that specify the actions that different groups follow? <FRULEDEFIN>**

Keep in mind that the rules may not be written down, but may still have strong force because individuals in the different groups recognize the rules.

Mark only one answer.
(1) _____ No
(2) _____ Yes

►D2a. **If yes, do the different groups generally follow the prescribed rules? <FRULEFOLL>**

Mark only one answer.
(1) _____ No
(2) _____ Yes

D3. If mobile groups use this forest, indicate the length of time for which they gather products from the forest or use the forest for nonconsumptive purposes (in months) <FMOBILETIM>: _____

►D4. **Describe here any further information the researcher has about the structure of rights of various individuals or groups to the general use of the forest. Code information about harvesting rules on the relevant *Forest Product Form* (Form R).** *(long text)* **<FUSERIGHTS>**

III.A.2-28

E. RULES RELATED TO MAINTAINING AND MONITORING THE FOREST

E1.   Do rules restrict any of the following kinds of changes that may occur in the forest? If so, please describe.

Change	Mark "1" for No, "2" for Yes	If yes, please describe <FRESTRICT>:
Maintenance/improvement	►<FMAINT>	(Which organization(s) define this rule or rules?)
Infrastructure changes (roads, bridges, ditches, etc.)	►<FINFRA>	
Types of seedlings or seeds that may be planted	►<FSEEDS>	
Amount of wild game that could be trapped or killed in order to control degradation of the forest	►<FWILDGAME>	
When fires may be started	►<FFIREWHEN>	
Where fires may be started	►<FFIREWHERE>	
Methods of weeding in relationship to the product	\ ►<FWEEDING>	
Other *(describe here)* <FRULEDESC>:	►<FRULEOTH>	

III.A.2-29

E2.   What types of penalties are imposed on users if they break a maintenance or monitoring rule related to this forest the first time? How about the second time? How about if they break a maintenance or monitoring rule many times?

For each column, check the relevant rows that apply. Observation is required on the part of the field team in regard to this question.

Multiple answers may be applicable. *Blank spaces will mean not applicable.*

Penalties	First time ▶<FPENTYPE1_>	Second time ▶<FPENTYPE2_>	Many times ▶<FPENTYPEN_>
(1) Verbal chastisement			
(2) A cash fine less than the equivalent of one day's work			
(3) A cash fine equal to one day's work			
(4) A cash fine greater than one day's work but no more than one week's work			
(5) A cash fine greater than one week's work equal to penalty committed			
(6) Temporary restriction on harvesting rights from this forest			
(7) Required labor input			
(8) Public apologies			
(9) Permanent suspension of harvesting rights from this forest			
(10) Discretionary decision by local user group			
(11) Discretionary decision by a government office			
(12) Other *(describe here)*: <FTYPEOTH>			

III.A.2-30

▶ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

E3.   Who decides what kind of penalty is appropriate when a maintenance or monitoring rule about this forest is observed to be broken the first time? How about the second time? How about when a maintenance or monitoring rule is observed to be broken many times?

Multiple answers may be applicable. *Blank spaces will mean not applicable.*

Who	First time ►<FPENWHO1_>	Second time ►<FPENWHO2_>	Many times ►<FPENWHON_>
(1) A guard patrolling for a local forest association			
(2) A guard patrolling for a government forestry department			
(3) A vote of members of a user group at a meeting			
(4) A vote of members of a user group and other authorized users of this forest at a meeting			
(5) An official of a user group			
(6) A government official in an administrative setting			
(7 A judge in a formal court setting			
(8) An official from another association			
(9) Other *(describe here):* <FWHOOTH>			

III.A.2-31

E4.   Are harvesters of forest products from different user groups readily observed by each other while harvesting?
<FOBSERVED>

    Mark only one answer.
    (1) _____ No
    (2) _____ Yes

►E5. **If a cash fine is imposed, who collects the fine? <FFINEIMP>**

    Mark only one answer.
    (1) _____ The guard who apprehends a rule breaker
    (2) _____ An official of the user group
    (3) _____ An official for the forest association
    (4) _____ An official for a forestry department
    (5) _____ A local government official
    (6) _____ A national government official outside forestry department
    (7) _____ An official from another association *(name the association)* <FOFFICIAL>:
    (8) _____ A fine is not imposed

►E6. **How is this cash fine used? <FFINEUSED_>**

    Multiple answers may be applicable.
    (1) _____ A general source of revenue to local user group or association (Association)
    (2) _____ A general source of revenue for local government
    (3) _____ A general source of revenue for forestry department
    (4) _____ A general source of revenue for national government (the fine is deposited in some form of a general
            fund and does not come back to the forestry department)
    (5) _____ Other *(describe)* <FFINEOTH>: __

►E7. **If penalties are imposed, what is the level of compliance by the users? <FCOMPLY>**

    Mark only one answer.
    (1) _____ No one complies with the penalties imposed on them
    (2) _____ Few users comply with the penalties imposed on them
    (3) _____ About half the users comply with penalties imposed on them
    (4) _____ Most users comply with penalties imposed on them
    (5) _____ Almost all users fully comply with penalties imposed on them
    (6) _____ No penalties are imposed

►E8. **What types of records are kept concerning penalties imposed and compliance with them? <FRECORDS>**

    Mark only one answer.
    (1) _____ No records or only scanty records kept
    (2) _____ Forest guards keep a notebook
    (3) _____ User group keeps a notebook
    (4) _____ Local forestry association keeps record books
    (5) _____ Government officials keep record books
    (6) _____ Other

III.A.2-32

► This is a priority variable. Please make sure this question is answered.

▶ **E8a.** **If records are kept, are these records easily accessible to the general public? <FRECACCESS>**

Mark only one answer.
(1) _____ No
(2) _____ Yes

F. FORESTER'S APPRAISAL OF THE OVERALL CONDITION OF THE FOREST

This section should be completed by the person on the field team with professional training in forestry after all of the forest plot data has been compiled and substantial time has been spent in the forest.

In your best judgment, given the topography and ecological zone in which this forest is located, how would you judge the following attributes of this forest?

▶ **F1.** **The density of vegetation in this forest is: <FVEGDENSE>**

Mark only one answer.
(1) _____ Very sparse
(2) _____ Somewhat sparse
(3) _____ About normal for this ecological zone
(4) _____ Somewhat abundant
(5) _____ Very abundant

▶ **F2.** **The species diversity in this forest is: <FSPECIEDIV>**

Mark only one answer.
(1) _____ Very sparse
(2) _____ Somewhat sparse
(3) _____ About normal for this ecological zone
(4) _____ Somewhat abundant
(5) _____ Very abundant

▶ **F3.** **The commercial value of the forest is: <FVALUECOM>**

Mark only one answer.
(1) _____ Substantially above normal
(2) _____ Above normal
(3) _____ Normal
(4) _____ Below normal
(5) _____ Substantially below normal

▶ **F4.** **The subsistence value of the forest is: <FVALUESUB>**

Mark only one answer.
(1) _____ Substantially above normal
(2) _____ Above normal
(3) _____ Normal
(4) _____ Below normal
(5) _____ Substantially boelw normal

\

III.A.2-33

▶ This is a priority variable. Please make sure this question is answered.

►F5. **The type of conversation measures adopted in relation to this forest are:** <FConserve>

Mark only one answer.

(1) _____ Too restrictive, more could be harvested from the forest without endangering its sustainability over time

(2) _____ About the right level of conservation

(3) _____ Too lax, if harvesting continues at this rate, the sustainability of the forest is endangered.

(4) _____ Nonexistent

F6. Please comment on your estimate of the most serious problems the forest users and those responsible for this forest will face during the next five years. *(long text)* <FPROBLEMS>

F7. Please comment on your estimate of the greatest opportunities the forest users and those responsible for managing this forest will face during the next five years. *(long text)* <FOPPORTUN>

III.A.2-34

► This is a priority variable. Please make sure this question is answered.   Rev. 12-11

GEN. GENERIC QUESTIONS FOR USE BY RESEARCHERS

*Please write your question(s) and the answer(s) where indicated below. **Enter the methodology and all questions together into the database under <FWKSPMEMO>.** Enter each answer into the database under the data name specified for each answer below. See Section II of the Field Manual for more detailed instructions.*

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below. *(long text)* <FWKSPMEMO>

Question 1 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <FGENSNUM1>_____

Question 2 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <FGENSNUM2>_____

Question 3 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <FGENSNUM3>_____

Question 4 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <FGENSNUM4>_____

Text question 1:

Answer to question specified by researcher *(text)* <FGENTEXT1>

Text question 2:

Answer to question specified by researcher *(text)* <FGENTEXT2>

III.A.2-35

▶ This is a priority variable. Please make sure this question is answered.

Text question 3:

      Answer to question specified by researcher *(text)* <FGENTEXT3>

Question 1 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <FGENLNUM1>_____

Question 2 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <FGENLNUM2>_____

Question 3 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <FGENLNUM3>_____

Question 4 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <FGENLNUM4>_____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <FGENMEMO>

III.A.2-36

▶ This is a priority variable. Please make sure this question is answered.

IFRI FORM G

FOREST–USER GROUP RELATIONSHIP FORM

*A **forest–user group relationship** is the description of the harvesting, use, and maintenance activities that a user group - considers to be most important in each forest, and the user group's interactions with other user groups with respect to a forest. One form must be completed for each user group in each forested area identified as a separate forest by IFRI definition. If the user group in question does not recognize different legal jurisdictions that IFRI uses to distinguish forests, this should be explained in detail in the text variables of the Forest Form (A3) and the User Group Form (A1).*

Research ID: _____ Country ID: _____ Site ID: _____

Date of site visit (mm-dd-yr): _____

Date(s) data collected for this form (mm-dd-yr): _____

►**Name of forest used <FK_FOREST>:** _____

►**Name of user group <FK_UserGrp>:** _____

Name of person filling out this form: _____

Name of person(s) with whom discussions held: _____

Location of discussions (fields, home of respondent, place of business, etc.): _____

A.   USER GROUP RELATION TO FOREST

►**A1.   On average, how far do the individuals in the user group live from this forest? <GDISTANCE>**
Mark only one answer.

   (1) _____ Individuals live in or within 1 kilometer from this forest

   (2) _____ Individuals live between 1 and 5 kilometers from this forest

   (3) _____ Individuals live between 5 and 10 kilometers from this forest

   (4) _____ Individuals live more than 10 kilometers from this forest

►**A2.   What are the forest products or benefits that the user group harvests or obtains from the forest?**
Please mark only one check per column.

◄— Please remember to try to also elicit information here about products (benefits) that users may not consider products, such as using space in the forest for a sacred area.

Check if this -product:	► Trees <GTrees>	► Bushes <GBushes>	► Grasses <GGrasses>	**Leaves** ► On ground <GLGround>	► Climbing <GLClimb>	► Soils, stones, minerals <GSSM>	► Water <GWater>	► Fungi <GFungi>	► Wildlife <GWildlife>	► Other <GOther>
(1) *is* harvested or obtained, and user group has *right* to harvest										
(2) is *not* harvested or obtained, and user group has a *right* to harvest or obtain this product										
(3) is *not* harvested or obtained, and user group does *not* have a *right* to -harvest or obtain this product										
(4) is harvested or obtained, and the user group does *not* have the *right* to harvest or obtain this product										

III.A.7-5

► This is a priority variable. Please make sure this question is answered.

A3.   Trace or copy the "Forest Feature Map" developed in the *Forest Form* (question B1) on tracing paper if possible so it can be overlaid. **Identify the areas in this forest where the forest products identified in A2 are -harvested.**

On the map that you traced, you should identify (as accurately as possible) established harvesting boundaries, whether formally or informally established. If there are any landmarks used as boundary markers, identify these -landmarks. Identify any features of this forest that may be of special importance to the user group (e.g., heavily used trails). For additional mapping information, refer to the IFRI mapping instructions in section IV, C4.

▶ ☐   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

A4.   For this group, what other benefits does this forest provide? *(long text)* <GBENEFITS>

► **A5.** **Have individuals in this group tried to limit usage of this forest by harvesting forest products from other communal or government forests?** <GREGULATE>

Mark only one answer

(1) _____ No

(2) _____ Yes

► **A5a**. **If yes, what kinds of other forests have been used more intensively so as to limit usage of this forest listed on the front of this form?** <GOTHFOREST_>

Multiple answers may be applicable.

(1) _____ Other communal forests to which this group **does not** have legal rights

(2) _____ Government forests

(3) _____ Private forests

(4) _____ Other communal forests to which this groups **has** legal rights

► **A5b.** **If yes, for which products?** *(text)* <GOTHPRODS>

III.A.7-7

►A6. **Are there other user groups who harvest from this forest?** <GOᴛʜUG>

Mark only one answer

(1) _____ No

(2) _____ Yes

►A6a. **If yes, do these groups have use rights to harvest from this forest?** <GOᴛʜRɪɢʜᴛs>

Mark only one answer

(1) _____ No

(2) _____ Yes

(3) _____ Some do have use rights and others do not

A6a1. If (2) or (3) for the above question A6a is marked, please provide the name(s) of the group(s) and fill out a *User Group Form* for each of these groups:

►A6a2. **If (1) or (3) for the above question A6a is marked, please describe the extent of illegal harvest of products by others who do not have legal rights.** *(long text)* <GOᴛʜUGDᴇsᴄ>

III.A.7-8

A7.   Describe how individuals in the user group interact with other groups using this forest. *(long text)* <GINTERACT>

A8.   What percentage of the user group's needs does this forest supply?

An estimate for this question will need to be made based on conversations with a number of different individuals.

Multiple answers may be applicable.

User Group's Need	Percent
►**Need for fodder** <GFODDER>	
►**Need for fuelwood** <GFUELWOOD>	
►**Need for housing timber** <GTIMBER>	
►**Need for biomass, green manure as farming inputs** <GBIOMASS>	
►**Need for food** <GFOOD>	
►**Other** <GNEEDOTH>	
►**Describe "other"** <GDESCOTH>	

►**A9.   How do most individuals in the user group rank the condition of this forest?** <GCONDITION>

Mark only one answer.

(1) _____ Very sparse

(2) _____ Somewhat sparse

(3) _____ About normal for this ecological zone

(4) _____ Somewhat abundant

(5) _____ Very abundant

III.A.7-9

►   ▢   This is a priority variable. Please make sure this question is answered.

►A10. **How do most individuals in the user group feel about the type of conservation measures adopted in relation to this - forest? <GCONSERVE>**

Mark only one answer.

(1) _____ Too restrictive, more could be harvested from this forest without endangering its sustainability

   over time

(2) _____ About the right level of conservation

(3) _____ Too lax, if harvesting continues at this rate, the sustainability of this forest is endangered.

►A11. **Please comment on the user group's estimate of the most serious problems that they and those responsible for - managing this forest are facing during the next five years.** *(long text)* **<GPROBLEMS>**

A12. Please comment on the user group's estimate of the greatest opportunities that they and those responsible for -managing this forest are looking forward to during the next five years. *(long text)* <GOPPORTS>

III.A.7-10

► _____ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

B0.   **MAJOR CHANGES SINCE LAST SITE VISIT**

►B0.   **Have there been any major changes in the relationship between the forest and the user group since the last visit, and if so, what were they?** *(long text)* <GHISTCHNG>

Do not complete if this is the first visit to this site to record information for the IFRI database.

C.   **SUBSISTENCE AND COMMERCIAL USES OF THE FOREST**

►C1.   **How many individuals in this user group depend significantly on this forest for their own subsistence?** <GINDSUBSIS>

►C2.   **How many individuals in this user group depend significantly on this forest for their family income arising from commercial activities?** <GINDCOMM>

Commercial activities could be basket-weaving, carpentry, tea-stalls or restaurants, charcoal making, animal

husbandry for sale of milk, wool and/or meat, collection of NTFPs for sale like pine resin, brazil nuts, tendu leaves, etc.

►C3.   **How many households (as locally defined) in this user group depend significantly on this forest for their own subsistence?** <GHHSUBSIS>

III.A.7-11

►C4. **How many <u>households</u> (as locally defined) in this user group depend significantly on this forest for their family income arising from commercial activities? <GHHCOMM>** _____

Commercial activities could be basket-weaving, carpentry, tea-stalls or restaurants, charcoal making, and so forth.

►C4a. **Describe these commercial activities as related to both individuals and households (as locally defined). *(long text)*** <GCOMMDESC>

Specify activities by gender and general age group—youth, adult, elder.

D. **LIVESTOCK AND GRAZING IN THE FOREST**

►D1. **How many individuals in the user group graze their animals in this forest? <GINDANGRAZ>** _____

D2. Do the users think it is more advantageous to feed the animals inside this forest? <GANFEEDIN>
Mark only one answer.

(1) _____ No

(2) _____ Yes

D2a. Why? *(text)* <GANFEEDINY>

III.A.7-12

E. USER GROUP IMPROVEMENT ACTIVITIES IN THE FOREST

E1. Have individuals in this user group undertaken any of the following management or regeneration activities, and if so, how frequently?

> Note that each column in this type of question must have one and only one check mark. A blank column will be interpreted as missing-in-case.

Mark only one answer per column.

Activity ⟍ Frequency	►Planted seedlings? <GPLANTSEED>	►Planted trees? <GPLANTTREE>	►Planted bushes? <GPLANTBUSH>	►Built fences or other -barriers to protect parts of the forest? <GFENCE>	►Cleared undergrowth (burning or pulling)? <GCLEAR>
(1) Done once a year					
(2) Done every several years					
(3) Done about every five years					
(4) Done about every ten years					
(5) Rarely done					
(6) Never done					

E2. During the past year, have individuals in this user group undertaken any of the following activities?

Activity	Mark "1" for No, "2" for Yes	If yes, describe: <GACTDESC>
Attempted to remove encroachments (e.g., vines, twigs, branches, etc.) from the forest?	<GRMENCROA>	
Created a nursery to distribute seedlings?	<GNURSERY>	
Removed leaf or needle litter from the floor of the forest?	<GRMLEAF>	
Sought help from external authorities to improve vegetation growth?	<GGETHELP>	
Reduced harvesting levels for medicinal plants?	<GREDHARVST>	

III.A.7-13

► This is a priority variable. Please make sure this question is answered.

E3.   During the past year, have individuals in this user group invested in any of the following new technologies that improve the productivity of this forest?

Activity	Mark "1" for No, "2" for Yes	If yes, describe: <GNEWDESC>
Adopting improved bee-keeping techniques?	<GBEE>	
Planting seedlings that alter species mix?	<GALTERMIX>	
Other technology for improving the productivity of the forest?	<GIMPVTECH>	
Are there any other methods that the user group is following to protect, maintain, or improve the resources of the forest?	<GOTHMETH>	

F.   OWNERSHIP AND RULE MAKING IN THE FOREST

►**F1.**   **Does this user group include the owner(s) of the forest (if privately owned)? <GOWNFOREST>**
Mark only one answer.

(1) _____ No

(2) _____ Yes

►**F2.**   **Are any individuals in this user group responsible for making rules about the forest? <GMAKERULE>**
Mark only one answer.

(1) _____ No

(2) _____ Yes

►**F3.**   **Are there any individuals in this user group who do not participate in rule making for the forest? <GNORULE>**
Mark only one answer.

(1) _____ No

(2) _____ Yes

►**F3a.**   **If yes, how would you describe these individuals who do not make rules? Are these individuals primarily from one religious group, one ethnic group, one gender?** *(text)* **<GNORULDESC>**

III.A.7-14

►   [ ]   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

G.   GENERAL QUESTIONS

G1.   What are the cultural views of the individuals in this user group about this forest? Most individuals see this forest as:
<GFORVIEW>

Mark only one answer.

(1)   _____   Sacred

(2)   _____   Economic resource

(3)   _____   Both

(4)   _____   Other *(describe)* <GVIEWOTH>: _____

G1a.   In what ways do these views affect the use of this forest? *(long text)* <GVIEWDESC>

III.A.7-15

GEN.   **GENERIC QUESTIONS FOR USE BY RESEARCHERS**

Please write your question(s) and the answer(s) where indicated below. **Enter the methodology and all questions together into the database under** <GWKSPMEMO>. Enter each answer into the database under the data name specified for each answer below. See Section II of the Field Manual for more detailed instructions.

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below. *(long text)* <GWKSPMEMO>

Question 1 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <GGENSNUM1>   _____

Question 2 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <GGENSNUM2>   _____

Question 3 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <GGENSNUM3>   _____

Question 4 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <GGENSNUM4>   _____

Text question 1:

       Answer to question specified by researcher *(text)* <GGENTEXT1>

Text question 2:

       Answer to question specified by researcher *(text)* <GGENTEXT2>

III.A.7-16

▶ ☐   This is a priority variable. Please make sure this question is answered.

Text question 3:

        Answer to question specified by researcher *(text)* <GGENTEXT3>

Question 1 (answer requires a decimal number):

        Answer to question specified by researcher *(decimal)* <GGENLNUM1> _____

Question 2 (answer requires a decimal number):

        Answer to question specified by researcher *(decimal)* <GGENLNUM2> _____

Question 3 (answer requires a decimal number):

        Answer to question specified by researcher *(decimal)* <GGENLNUM3> _____

Question 4 (answer requires a decimal number):

        Answer to question specified by researcher *(decimal)* <GGENLNUM4> _____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <GGENMEMO>

III.A.7-17

IFRI Form H

HOUSEHOLD FORM

Country ID: <CID>	Site ID: <SID>	Household ID: <HHID>
District Name: <HDNAME> Village Name: <FK_SETTLE>		GPS reference for household (Lat/Long in **decimal degrees**): *Latitude:* <HHLAT> *° S Longitude:* <HHLONG> *° E*
Village Code: <HVCODE>		Household wealth category (circle one): <HHWLTHCAT> Poor Average Wealthy
Local currency: <HLUNIT>		List all IFRI User Groups to which this household belongs:
Enumerator's Name: <HENNAME>		1. _____ <ID>
		2. _____
Date of interview (dd-mm-yyyy): <HINTERVDT>		3. _____

INFORMED CONSENT

Hello. My name is __[*interviewer name*]_____. I am working with the ___[*research institution*]_____. We are conducting a survey about how different policies for forest management affect household livelihoods, the ways in which forest governance is practiced within villages, and the overall conditions of forests. The aim of this research is to understand how to improve participatory forest management in __[*country*]_____. I understand that your village has been involved in community- or co- forest management (CFM), and so we would like to understand how CFM has been working here. Approximately __[*number*]_____ people in different villages in __[*country*] _____ will take part in this study, including approximately __[*number*]_____ people from this village.

As part of our interview, we will ask you about how you use forests near your village, the benefits that these forests provide to your household, and what you think can improve the way these forests are managed. Answering these questions will take approximately 1-1.5 hours. We plan to conduct this interview in a single visit, and we will not follow-up to visit you again once this interview is finished. If you decide to take part in this study, we will ask you about 30 questions from our survey form. If I ask you any questions you don't want to answer, just let me know and I will go on to the next question, or you can stop the interview at any time. All of the answers you give will be confidential and will not be shared with anyone other than members of our survey team. Once we have finished the survey, you will also have the opportunity to ask me any questions that you might have regarding this interview.

In case you need more information about the survey, you may contact the person listed on this card I am providing to your household. Do you have any questions? May I begin the interview now?

SIGNATURE OF INTERVIEWER: _____   DATE: _____

 (Continue with survey if respondent agrees to be interviewed)

Quality control related to survey completion and data entry			
Task	**Date**	**By whom?**	**Comments?**
Survey checked for missing information			
Data entry completed			

A. Household Migration, Land, and Livestock Holdings

A1. a. For how many years has this village been your place of residence? <HRESYEARS> _____ years

    b. What was the primary reason for moving here? <HRESY> _____

A2. a. Have any members of the household have ever migrated to another location? <HMIGRATE> _____0. No _____1. Yes

    b. If yes, what year did they migrate: <HMIGYEAR> _____

    c. If yes, what was the primary reason for their migration? <HMIGWHY> _____

A3. What is the area of land are owned by the household this year?

Land Use	Area in local units (Local unit <HLOCUNIT> _____)	Area in hectares
Agricultural Land	(_____ % irrigated) <HAREAIRRIG>	(_____ % irrigated) <HAREAIRRIGH>
(1) Cropland farmed for subsistence or cash crops	<HCROPAREA>	<HCROPAREAH>
(2) Agroforestry	<HAGROAREA>	<HAGROAREAH>
(3) Pastures and other non-agricultural uses	<HPASTAREA>	<HPASTAREAH>
Forest Land		
(4) Plantations (planted trees)	<HPLANTAREA>	<HPLANTAREAH>
(5) Natural forest (non-planted)	<HFORAREA>	<HFORAREAH>
(6) Total area of land owned by the household:	<HTOTALAREA>	<HTOTALAREAH>

A4. a. Does the household use land for farming that it does not own? <HNOTOWN> _____0. No _____1. Yes

    b. If "Yes", is this land: ___1. Rented ___2. Sharecropped ____3. Private land provided free _____4. Open access land

    c. If "Yes", what is the total area of land that the household farms this year but does not own?

                                                                  <HNOTOWNLO>_____local units

                                                                  <HNOTOWNAR>_____hectares

A5. We would like to ask about your household's livestock holdings:

How many animals does your household own?	Estimated total number of animals	Mainly stall fed or grazed? (1 = stall fed; 2 = grazed)
(1) Large & medium sized animals *(cattle, sheep, goats, pigs, donkeys, etc.)*	<HLGANIMNO>	<HLGANIMFED>
(2) Small animals *(chickens, ducks, rabbits, etc.)*	<HSMANIMNO>	

B. Household Income

B1. What are the sources of cash income for the household, and estimated total household income over the past 12 months?
{H_INC}

Which of the following are sources of cash income for your household (please mark all that apply in the next column)	↓↓↓ <H_INCSRCE>	Mark the **single** most important source of cash income here: <HINCMOSTIMP>	Please estimate the annual household income from all household members over the past 12 months (excluding this survey month)	
			Amount over month prior to this survey month (*local currency*) <H_INCMO>	Amount over past 12 months (*local currency*) <H_INCYR>
(1) Sale of food crops				
(2) Sale of livestock				
(3) Sale of livestock products				
(4) Sale of cash crops				
(5) Business income				
(6) Wages or salaries in cash				
(7) Other casual cash earnings				
(8) Cash remittances				
(9) Fishing				
(10) Selling local brew				
(11) Sale of forest products (e.g. charcoal, firewood, timber, honey, medicinal plants, wild foods)				
(12) Rent received				
(13) Other (Specify: <H_INCOTH>)				
(14) Estimated Total Annual Household Income			<HINCTOT1>	<HINCTOT2>

B2. If your household meets some of your livelihoods needs from products that you harvest from forests (charcoal, fuelwood, timber, honey, fruits) what is the monetary value of those products that your household **sells**:

<HSELLVALUE>_____ *local currency* (over the past 12 months excluding this survey month)

C. Shocks to Household Welfare

C1. During the past 12 months, was your household severely affected by any of the following events?

1.	2.	3.	4.	5.	6.	7.
				Enumerators: Only ask these questions for the 2 most severe shocks ↓↓↓	↓↓↓	↓↓↓
Shock ID	**Shock**	**Y/N**	**Rank the two most significant shocks:** 1 = Most severe 2 = 2nd most severe <HSHOCK1> <HSHOCK2>	**Did the shock cause a reduction in household income and/or assets?** 1 = Income loss 2 = Asset loss 3 = Both 4 = Neither <HSHOCK1INC> <HSHOCK2INC>	**How dispersed was this shock in terms of who it affected?** 1 = Only this household 2 = Some households in the community 3 = Most households in the community 4 = All households in the community <HSHOCK1WHO> <HSHOCK2WHO>	**How did your household cope with this shock?** <HSHOCK1HOW> <HSHOCK2HOW> 1 = Harvest more forest products 2 = Harvest more wild foods not found in the forest 3 = Harvest more agricultural products 4 = Spend cash savings 5 = Sell assets (Land, livestock, etc.) 6 = Do extra casual labor 7 = Assistance from friends or relatives 8 = Assistance from NGO, community organization, religious organization, etc 9 = Get loan from money lender, credit ,associations, etc 10 = Reduce household spending 11 = Did nothing in particular 12 = Other (specify) <HSHK1HOWY> <HSHK2HOWY>
101	Loss of crops due to drought	<HDROUGHT>				
102	Loss of crops due to floods	<HFLOOD>				
103	Crop disease or crop pest	<HCRPPEST>				
104	Livestock died or were stolen	<HSTOCKDIED>				
105	Loss of salaried employment or non-payment of salary	<HJOBLOSS>				
106	Large fall in sale prices for crops	<HPRICEFALL>				
107	Large rise in price of food	<HPRICERISE>				
108	Large rise in agricultural input prices	<HINPUTRISE>				
109	Severe water shortage	<HWATERLOW>				
110	Loss of land	<HLANDLOSS>				
111	Chronic /severe illness or accident of a household member	<HILLNESS>				
112	Death of a household member or other close family	<HDEATH>				
113	Dwelling damaged or destroyed	<HHOUSEDEST>				
114	Other <HSHOCKY> (*describe*):	<HSHOCKOTH>				

D. Household Interactions with Forests and Forest Management Activities: Section I

D1. Are you familiar with different forests in your area that are under different types of management, such as by local or national government, by JFM, or by the community?   _____ 0. No _____ 1. Yes <HFORMANG>

{H_INT} <H_INTFTYPE><H_INTFTOTH><H_INTFNAME>

Government forest (name(s)):
Co-managed forest (JFM) (name(s)):
Community forest (name(s)):
Private forest (name(s)):
Other forest (specify type _____ & name(s)):

D2. How would you rate the importance of forests in your area with respect to benefits they directly provide your household?

Forest Governance Type	Current importance for subsistence <H_INTSUBS>	Current importance for cash income <H_INTINCOME>	Reasons cited <H_INTRSN2>
	0 = Not important; 1 = Somewhat important; 2 = Very important; 99 = Does not apply		
Government forest			
Co-managed forest (JFM)			
Community forest			
Private forest			
Other forest (specify):_____			

D3. In your opinion, which groups are most active in forest management, and which groups receive the most forest benefits?

Codes:
1 = Villagers elected or appointed to forest committees   *5 = District Forest Department (DFO / DNRO)*
2 = Most or all villagers, more or less equally   *6 = Local or national NGO*
3 = Village Government   *7 = Other (please describe)*
4 = Local Forest Department employees   *88 = Don't know*

Forest management type	Groups that are most active in making decisions about forest use & management: (1st & 2nd most important) <H_INTDEC1><H_INTDEC2>		Groups that receive the largest share of benefits from these forests: (1st & 2nd most important) <H_INTLGSH1> <H_INTLGSH2>		Reasons cited <H_INTRSN3>
Government forest	*1*	*2*	*1.*	*2.*	
Co-managed forest (JFM)	*1.*	*2.*	*1.*	*2.*	
Community forest	*1.*	*2*	*1.*	*2.*	
Private forest	*1.*	*2.*	*1.*	*2.*	
Other forest (specify):_____	*1.*	*2.*	*1.*	*2.*	

D4. Please tell us your views about forest rules and penalties for breaking rules, for forests under different management types.

Forest management type	Clarity of rules a. Rules about forest harvesting and management: *0 = Unclear, not well known* *1 = Clear and generally known by your household* <H_INTCLEAR>	Fairness of rules b. Rules for forest use and management are: *0 = Not fair (**explain why**)* *1 = More or less fair* *2 = Completely fair.* *88 = Don't know* <H_INTFAIR><H_INTFAIRY>	Penalties for breaking forest rules c. Penalties for those who break forest rules, regardless of their status in the village, are applied: *0 = Unfairly (**explain how**);* *1 = More or less fairly* *2 = Completely fairly.* *88 = Don't know* <H_INTRULEPEN> <H_INTRULEPENY>
Government forest			
Co-managed forest (JFM)			
Community forest			
Private forest			
Other forest (specify):_____			

D5. Please tell us about your household's participation over the past year in forest activities for the forest(s) near your village.

Activity: *0 = Never;* *1 = Rarely;* *2 = Sometimes;* *3 = Often;*	Harvested any forest products for subsistence or sale? <H_INTHARVEST>	Participated in creating rules over forest use, harvesting, or management? <H_INTCREATE>	Helped to monitor or enforce forest rules? <H_INTMONITOR>	Helped to resolve conflicts about the forest? <H_INTRESOLVE>
Government forest				
Co-managed forest (JFM)				
Community forest				
Private forest				
Other forest (specify):_____				

E. Household Reliance on Forest Products {H_REL}

E1. We would like to ask you about your household's use of forest products for subsistence households needs, and for cash income, **over the past month.**

1. Forest product <H_RELPRDSUB>	2. Household use is **mainly** for subsistence or for cash income? <H_RELSCASH> 1 = Subsistence 2 = Cash income 3 = My household purchases this product rather than harvests it 4 = My household does not harvest or use this forest product	3. Forest management type from which this product is **primarily** collected: <H_RELPRDFM> 1 = Government 2 = Co-managed (JFM) 3 = Community 4 = Private 5 = Other forest (specify) <H_RELOTYPE>	4. Do you also obtain this product from a source other than forests? **(Y/N)** <H_RELOTH> **Specify where**: _____ <H_RELSPE> If yes, **how much (%)** of your total household need for this product is obtained from **forests**? <H_RELPERC> 1 = 0-24% 2 = 25-49% 3 = 50-74% 4 = 75-100%	5. Quantity collected from forest management type selected in Column 3 **over the past month** <H_RELQY>	6. Unit (head loads, kilos, etc.) <H_RELU>	7. Price per unit in local market (*local currency*) <H_RELPR>	8. % of total harvest that was sold for cash income (at the village or other market)? <H_RELSD>	9. The amount harvested in past month was typical for how many months out of the year, for your household? <H_RELMONTH> (A. Fill in # of months B. Write the corresponding code for E1.9 below) <H_RELCODE> A. B.	10. Change in harvest amount since the current forest management system was introduced in this village -1 = Decrease 0 = No change 1 = Increase <H_RELCHNG> **Year** that this system was introduced _____ <H_RELYR>	11. Reason cited for E1.10 response <H_RELCHGY>
1. Fuelwood										
2. Charcoal										
3. Leaf or grass fodder for livestock										
4. Timber										
5. Non-timber forest products <H_RELDESCB> Describe: _____										
6. Other important products <H_RELDESCB> Describe:_____										

Codes for E1.9:
1 = My household's typical harvest of this product is more or less similar from month to month over the past year;
*2 = My household typically harvests **much less** than this amount each month.*
*3 = My household typically harvests **much more** than this amount each month.*
4 = Other explanation (describe) : <H_RELMOYY>_____

D. Household Interactions with Forests and Forest Management Activities: Section II

D6. Please tell us your views on village and Forest Management Committee leadership in the context of forest management.

	Codes *1 = very dissatisfied* *2 = dissatisfied* *3 = satisfied* *4 = very satisfied* *5 = don't know*
A. How satisfied are you with the current Village Government leadership in general? *Explain:* <HGOVTSATEX>	<HGOVTSATISF>
B. How satisfied are you with the current Forest Management Committee leadership? *Explain:* <HVECSATIEX>	<HVECSATISF>
C. Did you or any other household members participate in electing the current Forest Management Committee?	**N / Y** <HVECELECT>
D. How satisfied are you with the way Forest Management Committee members are elected? *Explain:* <HVNRCSATEX>	<HVNRCSATISF>
E. How satisfied are you with the community- or co- forest management rules in your village? *Explain:* <HJFMSATIEX>	<HJFMSATISF>
F. How satisfied are you with the enforcement of community- or co- forest management rules in your village? *Explain:* <HENFSATIEX>	<HENFSATISF>
G. Do you think that your household has good information about how forest management revenues and expenditures are handled by the Forest Management Committee in your village? *Explain:* <HINFOSATEX>	**N / Y** <HINFOSATISF>
H. Do you think that your household has sufficient knowledge about forest management to participate in developing forest management rules to guide community- or co- forest management? *Explain:* <HKNOWSATEX>	**N / Y** <HKNOWSATISF>

D7. Please tell us about your participation in different meetings in your village, over the past year.

		How often did you or a member of your household attend these meetings when they were held? *0 = Never* *1 = Rarely* *2 = Sometimes* *3 = Often* *4 = Nearly always when such meetings were held*	Main reason for missing meetings? *1 = Not interested* *2 = Feel they are not useful* *3 = Not informed of the meeting* *4 = Too busy traveling / working* *5 = No meetings were held* *6 = Other reason (specify)*
A	Village meetings	<HATTENDVILL>	<HMISSVILLY> <HMISSVILLYY>
B	Forest Management Committee meetings	<HATTENDVEC>	<HMISSVECY> <HMISSVECYY>

D8. What suggestions would you make for improving the governance and management of forests by groups in your village?
<HSUGGEST>_____

_____

D9. a. In your view, is the overall condition of forests in your area: _____ improving, ____ declining, _____not changing?
<HCONDITION>

   b. If forests in your area have improved over recent years, has your household experienced any positive or negative impacts from these improvements? (such as less soil erosion or increased crop raiding from forest animals)
Positive impacts: <HPOSIMPACT>_____

_____

Negative impacts: <HNEGIMPACT> _____

_____

D10. We would like to ask about your household's participation in groups that are focused on forest management.

(1)	Are you or any member of your household involved in a group that undertakes forest management activities? *If 'no', go to 13. (0 = No; 1 = Yes)* <HINVOLVE> *If yes, in which forest(s) does this group undertake forest management activities?* <HINVNAME>	
(2)	Is this group formally organized or an informal group? *(1=Formal; 2=Informal)* <HFORMAL>	
(3)	What is the name of the group(s) your household is involved with? <HINVGRPNAME>	
(4)	Does someone in your household regularly attend meetings of the group? *(0=No; 1=Yes)* <HREGATTEND>	
(5)	**If 'No'**, what is main reason for not attending meetings? <HREGATTDY> *1 = Not interested 4 = Too busy traveling / working* *2 = Feel they are not useful 5 = No meetings were held* *3 = Not informed of the meeting 6 = Other reason (specify)* <HREGATTDYY>	
(6)	**If 'Yes'**: in your household, who normally attends group meetings and participates in other group activities? <HREGATTDWHO> *Codes: 1=only the wife; 2=both, but mainly the wife; 3=both participate about equally; 4=both, but mainly the husband; 5=only the husband; 6=other arrangements, specify* <HREGATDWHOY>	
(7)	How many person days (= full working days) did households member spend on group activities (meetings, forest monitoring or enforcement, joint work, etc.) over the past 12 months? <HPERSONDAYS>	<HWOMANDAYS> *Woman-days* ──────── <HMANDAYS> *Man-days*

(8) What were your reasons for joining the group? *Please rank the 2 most important reasons.*	**Reason**	**Rank 1-2**
	1. *Increased access to forest products for my household*	<HJOINGRPY1> <HJOINGRPY2>
	2. *Help improve current forest management*	
	3. *Access to other benefits, e.g., government support, donor programs*	
	4. *My duty to protect the forest for future generations*	
	5. *Being respected and regarded as a responsible person in village*	
	6. *Social aspect (meeting people, working together, fear of exclusion)*	
	7. *Coerced or pressured by Government / chiefs / neighbors*	
	8. *Other, specify:* <HJOINOTH1><HJOINOTH2>	

(9) If you don't participate in any group activities focused on forestry, why don't you? *Please rank the 2 most important reasons.*	**Reason**	**Rank 1-2**
	1. *No formal or informal groups exist in the village*	<HNOJOINY1> <HNOJOINY2>
	2. *I'm new in the village*	
	3. *Members of those groups generally belong to other group(s) than I do (based on ethnicity, wealth, political party, religion - please note which one)*	
	4. *Cannot afford to contribute the time*	
	5. *Cannot afford to contribute the required cash payment*	
	6. *Group membership will restrict my use of the forest, and I want to use the forest as I need it*	
	7. *I don't believe working in groups is very effective in managing the forest*	
	8. *Other, specify:* <HNOOTHER1><HNOOTHER2>	

SECTION F. Household Construction and Food Security

F1. Please describe the construction of the home in which this household lives (*enumerator's observations*):

(1) What type of material are the external walls?   <HWALLS>
_____ 1. Mud / wattle / stones   _____ 2. Wood (boards)   _____3. Iron/metal sheets   _____ 4. Baked burnt bricks
_____ 5. Concrete / cement   _____ 6. Grass / fiber / straw   _____ 7. Other (Describe: <HWALLSOTH> _____)

(2) What type of material is the roof? <HROOF>
_____ 1. Thatch / grass   _____ 2. Wood (boards)   _____ 3. Iron / metal sheets   _____ 4. Tiles
_____ 5. Other (Describe: <HROOFOTH> _____)

F2. How often in the last year did your household have problems of satisfying the food needs of the household?

_____ months <HPROMON>

SECTION G. Identification Particulars
G1. (1) Name of household head: <HHEADNAME>_____ (2) M / F <HHEADGEND>
G2. (1) Name of respondent: <HRESPNAME> _____ (2) M / F <HRESPGEND>
G3. Ethnicity of household: <HHHETHNIC> _____
G4. Number of household members: <HMEMBNO> _____
G5. Age and education of household members (including respondent): {H_MEM}

Household member <H_MEMB>	Relation to respondent <H_MEMREL>	Gender <H_MEMGEN>	Age <H_MEMAGE>	Years of education completed <H_MEMED>	Primary Occupation <H_MEMOCC>
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					

SECTION H. Household Assets   Please indicate how many of these assets are owned by the household:

Item	# owned	Item	# owned	Item	# owned
Radio	<HRADIO>	Electric / gas stove	<HSTOVE>	House	<HHOUSE>
Telephone (landline)	<HPHONE>	Record/cassette player	<HRECRD>	Fan / A/C	<HFAN>
Telephone (mobile)	<HCELL>	Motor vehicle	<HCAR>	Dish antenna	<HDISH>
Mosquito net	<HMSQNET>	Motorbike	<HMBIKE>	Hoe	<HHOE>
Sewing Machine	<HSEWING>	Bicycle	<HBIKE>	Plough	<HPLOW>
Television	<HTELEVIS>	Animal-drawn cart	<HCART>	Milking machine	<HMILK>
Video / DVD	<HDVD>	Wheel barrow	<HBARR>	Fertilizer distributor	<HFERT>
Refrigerator	<HFRIDGE>	Lantern	<HLNTRN>	Hand milling machine	<HHDMLL>
Boat / canoe	<HBOAT>	Iron (charcoal or electric)	<HIRON>	Coffee pulping machine	<HCOFFEE>
Outboard engine	<HENG>	Threshing machine	<HTHRSH>	Generator	<HGENERAT>
Solar Panel	<HSOLARP>	Power Tiller	<HPOWTIL>	Other:	<HASTOTH> <HASTOTHD> <HASTOTH2><HASTOTHD2>

END OF INTERVIEW
1. Please make sure to thank the respondent for his or her cooperation during the interview; 2. Please be sure to ask the respondent whether he or she has any questions for you regarding the interview; 3. Please take time to check that there are no questions left blank on the form which should have been answered (unless respondent has chosen not to answer); 4. Please remember to use the GPS to record the household location (**in decimal degrees**).

IFRI FORM I

ORGANIZATIONAL INVENTORY AND INTERORGANIZATIONAL ARRANGEMENTS FORM

PART 1: Organizational Inventory

*An organizational inventory describes an organization, **harvesting** or **nonhavesting**, that plays a role in governing a particular forest through planting/other maintenance, protecting, harvesting, processing/producing, selling, using, or enforcing. Complete one **Part 1** for **each** organization.*

Research ID: _____ Country ID: _____ Site ID: _____
Date of site visit (mm-dd-yr): _____
Date(s) data collected for this form (mm-dd-yr): _____
►**Name of forest used** <FK_FOREST>: _____
Name of person filling out this form: _____ _____
Name of person(s) with whom discussions held _____
Location of discussions (fields, home of respondent, place of business, etc.): _____

Please give the name of this organization and select the type of organization from the list below. This organization does not have to be specifically related to forests but must engage in activities related to this forest (e.g.planting/other maitenance, protecting, harvesting, processing/producing, selling, enforcing).

►**Name of organization** <INAME >:_____

►**Type of organization (select from the list below)** <IORGTYPE> :_____

ORGANIZATIONAL INVENTORY LISTS

Government Organization

A = An aid agency of a foreign government (e.g., NORAD) B = A nonforestry agency of a national government
C = A nonforestry agency of a state government
E = A nonforestry agency of a district government
F = A nonforestry agency of a local government

Forest-Specific Government Organization

G = A forestry agency of a national government
H = A forestry agency of a state government
I = A forestry agency of a district government
J = A forestry agency of a local government
K = A unit of local government with a limited focus primarily on forests (e.g., van panchayat, in India)

Community-Based Entity or Organization

L = A local, communal entity with multiple activities including forestry
M = A local, forest-specific, informal entity
N = A local, forest-specific, formal, not-for-profit private voluntary organization
O = A local firm, company, or corporation organized for profit

Private Organization External to this Forest
(organization's "home" is not near the forest)

P = A for-profit regional or national firm, company, or corporation
Q = A for-profit multinational firm, company, or corporation
R = A not-for-profit, private, voluntary regional or national organization
S = A not-for-profit, private, voluntary, multinational organization
T = A cooperative operating in many locations
U = A labor or employee union
V = Other type of organization *(describe below)*

III.A.10-5

► This is a priority variable. Please make sure this question is answered.

A.   **TYPE OF ACTIVITY**

See definitions of terms below.

Place check mark(s) in the column(s) representing the activity or activities that is/are undertaken and in the rows indicating the levels at which this organization operates.

Level of activity	Planting/other maintenance	Protecting forest	Enforcing rules	Harvesting/ using	Processing/ producing	Selling
A1. Operational Activities	<IR1C1>	<IR1C2>	<IR1C3>	<IR1C4>	<IR1C5>	<IR1C6>
A2. Collective-ChoiceActivities	<IR2C1>	<IR2C2>	<IR2C3>	<IR2C4>	<IR2C5>	<IR2C6>
A3. Constitutional-Choice Activities	<IR3C1>	<IR3C2>	<IR3C3>	<IR3C4>	<IR3C5>	<IR3C6>

Definitions of terms:

operational activities: The day-to-day actions of forest users and others as to when, where, and how to withdraw products or otherwise use the forest, how to improve the condition of the forest, the monitoring of actions by others and imposition of sanctions and rewards, and/or the exchange of information about the forest. (Examples include harvesting of wood or thatch, planting trees, guarding the forest, assigning a fine, filling out a report.)

collective-choice activities: The policy-making activities of users, user group officials, and others, or an external authority about operational activities. (Examples include the activities of an elected council deciding when the forest will be open for harvesting for a particular product or which harvesting technique will be authorized.)

constitutional-choice activities: The decision-making activities about who will make rules. (Examples include the decisions at an annual meeting about the setting up of a council to meet more regularly and determining what actions such a council could take.)

← Read Section I.D. for a more thorough understanding of operational, collective choice, and constitutional-choice actions

harvesting/use activities: The day-to-day consumptive harvesting and nonconsumptive use from or in the forest by forest users. Consumptive harvesting is the harvesting of products in the forest for subsistence needs, for commercial purposes, and for transfer to others. Consumptive harvesting could be cutting forage for animals, timber collectors cutting timber for sale to a furniture manufacturer, or firewood gatherers cutting firewood for the settlement. Nonconsumptive use means using the forest for worship, birdwatching, or taking a walk.

III.A.10-6

GEN. **GENERIC QUESTIONS FOR USE BY RESEARCHERS**

Please write your question(s) and the answer(s) where indicated below. ***Enter the methodology and all questions together into the database under <IWKSPMEMO>.*** *Enter each answer into the database under the data name specified for each answer below. See Section II of the Field Manual for more detailed instructions.*

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below. *(long text)* <IWKSPMEMO>

Question 1 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <IGENSNUM1>_____

Question 2 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <IGENSNUM2>_____

Question 3 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <IGENSNUM3>_____

Question 4 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <IGENSNUM4>_____

Text question 1:

Answer to question specified by researcher *(text)* <IGENTEXT1>

Text question 2:

Answer to question specified by researcher *(text)* <IGENTEXT2>

III.A.10-7

▶ This is a priority variable. Please make sure this question is answered.

Text question 3:

      Answer to question specified by researcher *(text)* <IGENTEXT3>

Question 1 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <IGENLNUM1>_____

Question 2 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <IGENLNUM2>_____

Question 3 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <IGENLNUM3>_____

Question 4 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <IGENLNUM4>_____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <IGENMEMO>

III.A.10-8

▶   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

PART 2: Interorganizational Arrangements

This interorganizational arrangements part of the form codes information in the research site about the relationships between all organizations, **harvesting** or **nonharvesting,** that govern a particular forest. One Part 2 must be completed for each forest.

Research ID: _____ Country ID_____ Site ID_____
Date of site visit (mm-dd-yr): _____
Date(s) data collected for this form (mm-dd-yr): _____
►**Name of forest <FK_FOREST>:** _____
Name of person filling out this form: _____
Name of person(s) with whom discussion(s) held: _____
Location(s) of discussion(s) (fields, home of respondent, place of business, etc.): _____

►**Has this interorganizational arrangements structure been coded before? <ICODED>**

    (1)   _____   No
    (2)   _____   Yes
    (3)   _____   Uncertain
    (4)   _____   Yes, with a different name (If this response is checked, write old and new names in B0.)

B0.   **MAJOR CHANGES SINCE LAST SITE VISIT**

►**B0.**   **Have there been any *major* changes in the interorganizational relationships since the last visit, and if so, what are they?** *(long text)* **<IHISTCHNG>**

    Do not complete if this is the first visit to this site to record information for the IFRI database.

III.A.10-9

►   This is a priority variable. Please make sure this question is answered.

B.   INTERORGANIZATIONAL ARRANGEMENTS

►B1.   **Is there any coordination among organizations that govern this forest? <ICOORDORG>**

Mark only one answer.
(1)   _____   No
(2)   _____   Yes

►B1a.   **If yes, please describe.** *(long text)* **<ICOORDDESC>**

(Do they make policy together, loan funds, exchange information, etc.?)

►B2.   **How do organizations for this forest generally relate to each other?** *(long text)* **<IRELATEORG>**

Please describe how the organizations relate to each other and if there are any incipient (becoming apparent) conflicts among the organizations which govern this forest.

III.A.10-10

►B3. **Are there currently conflicts between organizational policies and what the users would like in terms of forest governance? <ICONFLICTS>**

Mark only one answer.
(1) ———— No
(2) ———— Yes

►B3a. **Please explain:** *(long text)* <ICONFLDESC>

C.   INTER–USER GROUP ARRANGEMENTS

Ask only if there are multiple user groups.

C1.   Do any of the user groups have advantages over all other groups for harvesting or using forest products? <IADVANUSER>

Mark only one answer.
(1) ———— No
(2) ———— Yes

C1a.   If yes, please describe. *(long text)* <IADVANDESC>

III.A.10-11

► ☐   This is a priority variable. Please make sure this question is answered.

C2.   Do harvesters/users from different user groups cooperate with each other? <ICOOPUSERS>

Mark only one answer.

(1)   _____   No

(2)   _____   Yes

C2a.   If yes, please describe, with respect to using the forest, farming, house building, sharing information, etc. *(text)*

<ICOOPDESC>

C3.   Do conflicts among user groups affect the overall use of the forest? *(long text)* <ICONFLUSE>

III.A.10-12

GEN. <u>**GENERIC QUESTIONS FOR USE BY RESEARCHERS**</u> **for Part 2, Interorganizational Arrangements**

Please write your question(s) and the answer(s) where indicated below. ***Enter the methodology and all questions together into the database under <IWKSPMEMO>.*** *Enter each answer into the database under the data name specified for each answer below. See Section II of the Field Manual for more detailed instructions.*

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below. *(long text)* <IWKSPMEMO>

Question 1 (answer requires a whole number):

    Answer to question specified by researcher *(integer)* <IGENSNUM1> _____

Question 2 (answer requires a whole number):

    Answer to question specified by researcher *(integer)* <IGENSNUM2> _____

Question 3 (answer requires a whole number):

    Answer to question specified by researcher *(integer)* <IGENSNUM3>_____

Question 4 (answer requires a whole number):

    Answer to question specified by researcher *(integer)* <IGENSNUM4>_____

Text question 1:

    Answer to question specified by researcher *(text)* <IGENTEXT1>

Text question 2:

    Answer to question specified by researcher *(text)* <IGENTEXT2>

III.A.10-13

▶   This is a priority variable. Please make sure this question is answered.

Text question 3:

      Answer to question specified by researcher *(text)* <IGENTEXT3>

Question 1 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <IGENLNUM1>_____

Question 2 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <IGENLNUM2> _____

Question 3 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <IGENLNUM3>_____

Question 4 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <IGENLNUM4>_____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <IGENMEMO>

III.A.10-14

IFRI FORM O

SITE OVERVIEW FORM

A site is the location where an IFRI study is being conducted. The location must include at least one .5 hectare forest (or larger), and be used by at least one user group comprised of three households. The three households can be located in more than one settlement. If there are multiple entities being studied, the description of the site will contain all of these entities. Do not *use the same name for different entities. For data management purposes, each entity must have a unique name. Form O has been designed to obtain information about the general characteristics of the site. It also includes other relevant data that can be researched prior to the IFRI site visit.*

►**Name of site <ONAME>**: _____

►**Research ID <RID>** :_____   ►**Country ID <CID>**: _____   ►**Site ID <SID>** :_____

►**Date of site visit (mm-dd-yr) <VISITDATE>**: _____

Name of person filling out this form: _____

► **Has this site been coded in previous years? <OCODED>**
   Mark only one answer

   (1) ——— No

   (2) ——— Yes

   (3) ——— Uncertain

   (4) ——— Yes, with a different name *(If this response is checked, write old and new names in question B0.)*

A.   TEAM AND SITE INFORMATION

►**A1.** **What is the beginning date of this site visit using month/day/and year?**
         <OSTRTVISIT> _____

►**A2.** **What is the ending date of this site visit using month/day/year? <OENDVISIT>**

►**A3.** **Was the team at this site throughout the above time period? <OTMONSITE>**
         Mark only one answer

   (1) _____ No

   (2) _____ Yes

A4.   What is the name of this IFRI research project: *(brief text)* <OPROJNAME>

A5.   Sampling frame information *(long text)* <OSAMPFRAME>

III.A.1-11

►☐   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

►A6. **What is(are) the name(s) of the team leader(s)?** <small>OTMLEADER</small>

_____

A7.   What is(are) the name(s) of the forest specialist(s)? <small>OFORSPEC</small>

_____

A8.   What are the names of other team members and what are their skills? *(long text)* <small>OTEAMINFO</small>

A9.   What is(are) the name(s) of the person(s) or source(s) consulted on botanical names? *(brief text)* <small>OBOTANSRC</small>

Please offer complete citations if sources are text.

A10.   Please list the names of the people with whom discussions were held: *(long text)* <small>ODISCNAME</small>

III.A.1-12

►A11. **Please describe the methods used in obtaining information, the locations of discussions, and efforts made to obtain information from diverse sources.** *(long text)* <OINFMETHOD>

►A12. **Please provide a general description of the site.** *(long text)* <OSITEDESC>

► This is a priority variable. Please make sure this question is answered.   Rev. 12-11

B0.   **MAJOR CHANGES SINCE LAST SITE VISIT**

▶**B0.**   **Have there been any major changes in the site since the last visit, and if so, what were they?** *(long text)* <OHISTCHNG>

Do not complete if this is the first visit to this site to record information for the IFRI database.

III.A.1-14

▶ ☐   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

B.   DATA COLLECTION AND ORGANIZATION

▶ **B1.** **Is coding based on: <OCODEBASIS>**

    (1)   Full set of IFRI research instruments in English

    (2)   Full translated forms (please write language and name of the translator on the line below):

            <OCODEOTH> _____

    (3)   Authorized, shortened form

▶ **B2.** **From what sources have data been collected? <ODATASRCE>**

    (1)   Field visits only

    (2)   From secondary sources only

    (3)   From both field and secondary sources

B2a.   If data have been collected from secondary sources, please list these sources: *(text)* <OSECSRCE>

B3.   Are Census data for settlements available? <OCENSAVAIL>
Mark only one answer

    (1)   No

    (2)   Yes

B3a.   If yes, have Census data for settlements been: <OCENSUSE>

    (1)   Utilized in coding these forms but not stored in paper or computer files

    (2)   Placed in paper files but not used in coding these forms

    (3)   Set up as a separate computer readable file and used in coding these forms

    (4)   Utilized in coding these forms and stored in paper files

B3b.   If (2), (3), or (4) is checked in B3a, describe where the files are located, what the file names are, and availability of the files. *(text)* <OCENSFILES>

▶ **B4.** **Has a household survey been conducted? If the answer is no, please skip question B5.<OHHSURVEY>**
Mark only one answer

    (1)   No

    (2)   Yes

III.A.1-15

▶   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

▶ **B5.** **How are household data stored?** *(text)* <OHHDATAHOW>

Are the data stored in paper form, on diskette, in a database, etc.? Who maintains the files? Where are the files located? Are they available?

B6. Describe the field methods used (e.g., group interviews, PRA, one-on-one household surveying), the locations of discussions, reception of the team at the site, weather conditions, and harvesting activities during the site visit.
(long text) <OFIELDINFO>

III.A.1-16

▶ This is a priority variable. Please make sure this question is answered.

►B7. **What are the names of the forest(s), settlement(s), user group(s), and forest association(s) (if applicable) for this site? Note the dates spent in the field collecting data on each of the research instruments.** *(long text)* <OALLNAMES>

B8. Has this site been chosen for site verification? <OVerify>
Mark only one answer

(1) _____ No

(2) _____ Yes

B8a. If yes, describe the results of the site verification visit. *(long text)* <OVERRESUL>

► This is a priority variable. Please make sure this question is answered.

C.   GEOGRAPHIC AND LOCAL INFORMATION

C1.   What are the general climatic features of the region in which the settlement is located?

Provide season, seasonal average temperatures, amount of precipitation, and any other information that may be appropriate. Use annual information only if *seasonal information is not available. Be sure to write "annual" under the season column if annual information is used. Temperature should be given in centigrade and precipitation should be given in millimeters. Write the source of information in C1 in the margin.*

Season (or Annual)	Average temperature (centigrade)	Average precipitation (mm)
<OSEASON1>	<OTEMP1>	<OPRECIP1>
<OSEASON2>	<OTEMP2>	<OPRECIP2>
<OSEASON3>	<OTEMP3>	<OPRECIP3>
<OSEASON4>	<OTEMP4>	<OPRECIP4>

> Try to identify by using an atlas or checking at a meteorological bureau prior to discussing with the settlement ◄

Measure C2, C2a, and C2b in a central location in the research site. Use decimal degrees or degrees-minutes-seconds for latitude and longitude. Please give elevation in meters above sea level. If elevation varies, provide the approximate average elevation.

►**C2.**   What is the latitude of this site? <OSiteLat> _____(decimal degrees)
_____º _____' _____" _____ (degrees-minutes-seconds; N or S)

►**C2a.**   What is the longitude of this site? <OSiteLong> _____(decimal degrees)
_____º _____' _____" _____ (degrees-minutes-seconds; E or W)

►**C2b.**   What is the elevation of this site? <OSiteElev> _____ (meters above sea level)

C3.   Convert data in C2, C2a, and C2b to WGS 84.
Datum name: (text) <ODatum> _____

X translation to WGS 84 *(meters)*: <ODX>_____   r(omega) rotation to WGS 84 *(radians)*: <OROMEGA> _____

Y translation to WGS 84 *(meters)*: <ODY>_____   r(phi) rotation to WGS 84 *(radians)*: <ORPHI> _____

Z translation to WGS 84 *(meters)*: <ODZ>_____   r(kappa) rotation to WGS 84 *(radians)*: <ORKAPPA> _____

Scale change to WGS 84: <ODS> _____

C4.   Conversion of local units to metric units:

	Length/Distance	Area	Volume/Weight
Name of local unit for:	<OLOCLENGTH>	<OLOCAREA>	<OLOCVOL>
Conversion formula to metric units	<OMETLENGTH>	<OMETAREA>	<OMETVOL>

III.A.1-18

C5.   What is (are) the local language(s) spoken by most people in this site? <OLocLang>_____

C5a.   If multiple local languages are spoken, list others used in this site. *(text)* <OLangList>

C6.   Which calendar system/format is being used locally? <OLocCalen> _____

C7.   If a local calendar system is being used, please give the conversion formula to the Gregorian calendar (month/day/year), if available. *(text)* <OCalConvrt>

C8.   Dates entered on forms are all using the: <OFormDate>
        All dates entered with these forms should use only one of the following calendars.

        (1)   _____   Local calendar

        (2)   _____   Gregorian calendar (month/day/year)

C9.   What is the name of local currency? <OLocCurren>   _____

C9a.   At the time of this data collection, what is the exchange rate of local currency to one U.S. dollar? <OExchRate>

_____

C10.   What is the current standard wage labor rate per day in this site?
        Specify number only in local currency (e.g., 25). Round this value to the nearest whole number.

        For women <OLaborFem>: _____   For men <OLaborMale>: _____

C10a.   What was the standard wage labor rate per day in this site five years ago?
        Specify number only in local currency (e.g., 25).

        For women <OLabFem5>: _____   For men <OLabMale5>: _____

C11.   Are maps available that depict the topography of the site or components of the site? <OTopoMap>
        Mark only one answer

        (1)   _____   No

        (2)   _____   Yes

C11a.   If yes, where? *(long text)* <OTopoDesc>
        Please furnish a complete citation for the map, including its name, number, scale, publisher, and publication date. Please indicate if map is readily available and, if not, where copies can be found.

III.A.1-19

C12.   Please draw a Site Overview Map.

On this map, supply any significant physical features of the area, such as rivers, lakes or ponds, trails, etc. Label all features. Draw the settlement boundaries and label within each boundary the settlement name. If there is more than one forest, draw each forest boundary and label within each boundary the forest name. Please depict information about the terrain and forest (if applicable) inside and outside the forest boundaries. For example are their agricultural fields next to, inside, and/or outside the forest boundaries, buffer zones, and/or settlements? (For additional mapping information, see IFRI mapping instructions in section IV, C4.) If this map provides a large enough picture of the forest boundaries (enough room to mark forest harvesting boundaries, forest plot locations, etc.), then trace an additional copy of this map. The extra copy can then be used as the outline for the Forest Feature Map in Form F, question B1. Community-drawn maps of each settlement area (or site) will be attached to this page to augment the information in the Site Overview Map drawn here.

III.A.1-20

▶ ☐   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

D. **POLICY AND LEGISLATION INFORMATION**

►D1. **Are there, or have there been, any recent major policy shifts that affect the utilization of forests by local users?** *(long text)* <OPOLSHIFT>

►D2. **Are any policies pending that may impact the Forest User Group/Forest Associations and/or other governance relationships?** <OPOLUGRP>

   (1)   _____   No

   (2)   _____   Yes, in a positive way

   (3)   _____   Yes, in a negative way

   (4)   _____   Yes, in both positive and negative ways

►D2a. **If yes, please describe.** *(long text)* <OPOLDESC>

III.A.1-21

GEN. **GENERIC QUESTIONS FOR USE BY RESEARCHERS**

Please write your question(s) and the answer(s) where indicated below. **Enter the methodology and all questions together into the database under** <OWKSPMEMO>. Enter each answer into the database under the data name specified for each answer below. See Section II of the Field Manual for more detailed instructions.

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below. *(long text)* <OWKSPMEMO>

Question 1 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <OGENSNUM1>   _____

Question 2 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <OGENSNUM2>   _____

Question 3 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <OGENSNUM3>   _____

Question 4 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <OGENSNUM4>   _____

Text question 1:

Answer to question specified by researcher *(text)* <OGENTEXT1>

Text question 2:

Answer to question specified by researcher *(text)* <OGENTEXT2>

III.A.1-22

Text question 3:

       Answer to question specified by researcher *(text)* <OGENTEXT3>

Question 1 (answer requires a decimal number):

       Answer to question specified by researcher *(decimal)* <OGENLNUM1> _____

Question 2 (answer requires a decimal number):

       Answer to question specified by researcher *(decimal)* <OGENLNUM2> _____

Question 3 (answer requires a decimal number):

       Answer to question specified by researcher *(decimal)* <OGENLNUM3> _____

Question 4 (answer requires a decimal number):

       Answer to question specified by researcher *(decimal)* <OGENLNUM4> _____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <OGENMEMO>

▶   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

FOREST PLOT FORM

Plots are demarcated areas useful for studying the ecology of a forest. IFRI researchers use them to identify the trees, saplings, and herbacious matter found in the forests they are examining. By carefully determining the number and distribution of plots, IFRI researchers can hypothesize how local populations use (or misuse) forest resources. Plots, in other words, are the key link between the social and institutional data collected on most forms and the biological data collected in the forest(s).

*A plot can be any geometric shape. The IFRI manual guidelines explain the methods used for circles and squares. Be sure to **record the area in square meters below** and describe the forest sampling methods used on Form F.*

Using the Forest Plots Map drawn in the Forest Form (B1a), the field researcher should record below the Plot Identification Number that corresponds to this Forest Plot.

Research ID: _____   Country ID: _____   Site ID: _____

Date of site visit (mm-dd-yr): _____

►**Name of forest <FK_Forest>**:_____

►**Plot identification number <PPin>**:_____

Date data collected for this form (mm-dd-yr) <PPlotDate>: _____

Record the area (in square meters) of each plot below.

_____   ►**Small Plot <PAREASMALL>**

_____   ►**Medium Plot <PAREAMEDIUM>**

_____   ►**Large Plot <PAREALARGE>**

Name of person filling out this form: _____

A.   **CONDITIONS OF THE PLOT**

A1.   Describe the soil within the forest plot. *(long text)* <PSOIL>
    Soils may be sampled in any location in the forest plot. Include a description of this sample by addressing each of the items listed below. Please refer to Tables 5, 6, and 7, and Figures 10 and 11 in Section III.A.3. of the Field Manual.

    Preparation of soil sample hole:

    Location of plot topographically:

    Surface description and depth of humus layer:

    Depth of A and B horizons:

    Color/soil drainage (A and B horizons):

    Texture (A and B horizons):

    Hardness of soil (A and B horizons):

►☐   This is a priority variable. Please make sure this question is answered.

A2.   Is there evidence of active soil erosion in the forest plot? <PEROSION>

Mark only one answer.

(1) _____ No

(2) _____ Yes, minor erosion; surface vegetation and humus layer are absent

(3) _____ Yes, major erosion; large gullies are present in barren soil.

A3.   Is there evidence of livestock use within the forest plot? <PLIVESTOCK>
Mark only one answer.

(1) _____ No

(2) _____ Yes

A4.   Is there evidence of extreme damage by insects/pests within the forest plot? <PINSECTS>
Mark only one answer.

(1) _____ No

(2) _____ Yes

► **A5**.   **Is this plot located within a section of the forest that is set aside for specific forest management practices?**
<PLOCATION>

The answers to A5–A5b here should correlate to answers for B3–B3g on the Forest Form.

Mark only one answer.

(1) _____ No

(2) _____ Yes

► **A5a.** **If yes, how many years has it been since this section of the forest was subject to a major harvesting effort?**

Please use whole numbers. **<PYEARS>** _____ years

► **A5b.** If yes, what is the name of this unit as listed on the *Forest Form*, B3g? <PMGMTNAME>

_____

*Information for the following three questions is required for each plot so eventually it may be recorded on a GIS map of the forest. Information about the species and sizes of trees may be related to the elevation of the plot, the direction toward which the plot faces (e.g., primarily south facing or primarily northeast facing), and the steepness of the plot. A **clinometer** is typically used for measuring slope (steepness) in degrees.*

► A6.   **Plot elevation in meters. <PELEVATION>:** _____

► A7.   **What is the steepness of the slope in degrees? <PSTEEP>** _____

►   This is a priority variable. Please make sure this question is answered.

► A8. **If the plot is on a slope, what direction does the plot face? <PORIENT>**

Mark only one answer.

(1) _____ North   (5) _____ South

(2) _____ Northeast   (6) _____ Southwest

(3) _____ East   (7) _____ West

(4) _____ Southeast   (8) _____ Northwest

► A9. **Provide any other observations that pertain to plot conditions, e.g., tree falls, evidence of charcoal burning, fire damage, storm damage, etc.** *(text)* <PCONDITION>

Take note of any observed species of interest in or around the plot and be specific about its relative abundance, location, and apparent condition.

A10. What is the percentage of crown cover in this plot? <PCROWN COV> _____%

A11.   Are epiphytes <PEPIPHYTES>

(1) _____ absent?

(2) _____ few?

(3) _____ abundant?

III.A.3-23

► This is a priority variable. Please make sure this question is answered.

B. GROUND COVER AND SEEDLING INFORMATION

B1.   What are the different ground cover plant species in the plot? To obtain the names of all of the species, the field researcher may ask the residents of the village the local name(s) of the species and cross-check the local name with the botanical name. {P_GCOVER}

Starting at the center of the plot, create a circle with a 1-meter radius. For each woody seedling species in this area, identify the species name and count the number of stems of that particular species in the 1-meter circle. Do this for each woody seedling species. Remember that woody seedlings are defined as young trees, shrubs, or woody climbers with stem diameters less than 2.5 cm or a height less than 1 m. If the researcher chooses to group nonseedling ground cover, grouping choices should be created in the Master Species List ({F_ORGAN}) as follows: "Grasses," "Herbs," "Total Grasses and Herbs," and "Bamboo." The researcher is encouraged to record the names of as many individual species as funds and time allow, and if possible, collect a sample of each unknown species. At a minimum, select the aggregate names as suggested here.

What is the family name of this plant species?	Name of Species		►Is the species a woody seedling or a herbaceous plant? Write "S" for seedling or "H" for herbaceous plant. <P_TYPE>	What percent of the 1-meter circle does this species (non-woody seedling) cover? <P_PERCENT>	If the species is a woody seedling, how many seedlings are there? <P_STEMCNT>
	Botanical	Local			

III.A.3-24

► This is a priority variable. Please make sure this question is answered.

C. SHRUB, SAPLING, PALM, AND WOODY/HERBACEOUS CLIMBER INFORMATION

C1.   Record the local and botanical names of each shrub, sapling, palm, and woody/herbaceous climber found in the circle of 3-meter radius. For shrubs and
climbers, record **maximum diameter** and height in metric units. For saplings, record **DBH** and height in metric units.
{P_INFO}

Starting at the center of the plot, create a circle with a 3-meter radius. For each sapling, shrub, palm, and woody/herbaceous climber species in this area, answer the questions below. Remember that a sapling is defined as a young tree with a DBH greater than 2.5 cm but less than 10 cm.

What is the family name of this plant species?	Name of Species		►Is this a shrub, sapling, palm, or climber? Write "B" for shrub, "P" for sapling, "L" for palm, "W" for woody climber. <P_TYPE>	►Maximum stem diameter of the shrub or climber, or DBH of the sapling (cm) <P_DBH>	►Estimated height of the shrub or sapling (not - climbers) (m) <P_HEIGHT>
	Botanical	Local			

III.A.3-25

► ☐   This is a priority variable. Please make sure this question is answered.

C1.   Shrub, Sapling, Palm, and Woody/Herbaceous Climber Information, continued

What is the family name of this plant species?	Name of Species		►Is this a shrub, sapling, palm, or climber? Write "B" for shrub, "P" for sapling, "L" for palm, "W" for woody climber. <P_TYPE>	►Maximum stem diameter of the shrub or climber, or DBH of the sapling (cm) <P_DBH>	►Estimated height of the shrub or sapling (not - climbers) (m) <P_HEIGHT>
	Botanical	Local			

III.A.3-26

► ▮   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

D.   TREE, PALM, AND WOODY CLIMBER INFORMATION

D1.   Record the local and botanical names of each tree, palm, and woody climber found in the circle of 10-meter radius. For each tree, record its DBH and height in metric units. {P_INFO}

Starting at the center of the plot, create a circle with a 10-meter radius. For each tree, palm, and woody climber species in this area, answer the questions below. Remember to record only those trees with a DBH greater than or equal to 10 cm. If possible, collect a sample of each unknown species.

What is the family name of this plant species?	Name of Species		►Is this a tree, palm, or woody climber? Write "T" for tree, "M" for palm, or "C" for woody climber. <P_TYPE>	►Maximum stem diameter of the climber, or DBH of the tree (cm) <P_DBH>	►Estimated height of the tree or palm (not - climbers) (m) <P_HEIGHT>
	Botanical	Local			

III.A.3-27

►☐   This is a priority variable. Please make sure this question is answered.

D1.   Tree, Palm, and Woody Climber Information, continued

What is the family name of this plant species?	Name of Species		►Is this a tree, palm, or woody climber? Write "T" for tree, "M" for palm, or "C" for woody climber. <P_TYPE>	►Maximum stem diameter of the climber, or DBH of the tree (cm) <P_DBH>	►Estimated height of the tree or palm (not - climbers) (m) <P_HEIGHT>
	Botanical	Local			

III.A.3-28

► ▢   This is a priority variable. Please make sure this question is answered.

E.   **GEOGRAPHIC AND POSITIONING INFORMATION**

If using GPS technology to collect data for this section, all GPS units must be set to the same Datum and Spheroid while collecting data across all plots. Be sure to specify in the *Site Overview Form* (Form O) which Datum is being used across all plots.

Use decimal degrees or degrees-minutes-seconds for latitude and longitude.

►E1.   **What is the latitude of this plot? <PLATITUDE>**

_____*(decimal degrees)*

or

_____° _____' _____" *(degrees-minutes-seconds)*

►E2.   **What is the longitude of this plot? <PLONGITUDE>**

_____*(decimal degrees)*

or

_____° _____' _____" *(degrees-minutes-seconds)*

►E3.   **What is the Dilution of Precision (DOP) for this position? <PDOP>** _____

Please enter a decimal number from 1 to 10.

►E4.   What is the Estimated Position Error (EPE) for this position? <PEPE>

_____

III.A.3-29

GEN.   **GENERIC QUESTIONS FOR USE BY RESEARCHERS**

Please write your question(s) and the answer(s) where indicated below. **Enter the methodology and all questions together into the database under** <PWKSPMEMO>. Enter each answer into the database under the data name specified for each answer below. See Section II of the Field Manual for more detailed instructions.

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below. *(long text)* <PWKSPMEMO>

Question 1 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <PGENSNUM1>   _____

Question 2 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <PGENSNUM2>   _____

Question 3 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <PGENSNUM3>   _____

Question 4 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <PGENSNUM4>   _____

Text question 1:

Answer to question specified by researcher *(text)* <PGENTEXT1>

Text question 2:

Answer to question specified by researcher *(text)* <PGENTEXT2>

III.A.3-30

Text question 3:

Answer to question specified by researcher *(text)* <PGENTEXT3>

Question 1 (answer requires a decimal number):

Answer to question specified by researcher *(decimal)* <PGENLNUM1>   _____

Question 2 (answer requires a decimal number):

Answer to question specified by researcher *(decimal)* <PGENLNUM2>   _____

Question 3 (answer requires a decimal number):

Answer to question specified by researcher *(decimal)* <PGENLNUM3>   _____

Question 4 (answer requires a decimal number):

Answer to question specified by researcher *(decimal)* <PGENLNUM4>   _____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <PGENMEMO>

III.A.3-31

▶ This is a priority variable. Please make sure this question is answered.

IFRI FORM R

FOREST PRODUCT FORM

An IFRI forest product is a resource unit that can be extracted from the forest or a "good" that can be used in the forest or maintained by forest users. IFRI makes a distinction between a consumptive product and a nonconsumptive good. One Form R will be completed for each forest product (including consumptive and nonconsumptive) that the user group obtains from or uses in the forest. At least one of the products should be a plant or plant-like form. Note that a separate Form R must be completed for the product for each forest in which a particular user group harvests or uses it. Even if the same rules apply to the use of a product or good by a given user group in multiple forests, quantities harvested, availability, or other factors may differ from forest to forest.

Research ID <RID>: _____ Country ID <CID>: _____ Site ID <SID>: _____

Date of site visit (mm-dd-yr) <VISITDATE>: _____

Date(s) data collected for this form (mm-dd-yr): _____

►**Name of this forest product <RNAME>:** _____

►**Name of this forest product species, if applicable <RSPECIES>:** _____

Name of part harvested or used, if applicable: _____

Name the forest and the user group that is responsible for the extraction or use of the product described on this form

►**<FK_GRPTOFOR>: Forest** _____ **User Group** _____

Name of person filling out this form: _____

Name(s) of person(s) with whom discussions held: _____

Location of discussions (fields, home of respondent, place of business, etc.): _____

►**Is this a consumptive (extracted) product? <RCONSUMPTIVE>**

    Mark only one answer.

    (1) _____ No

    (2) _____ Yes

A.   HISTORY

►**A1.** **What is the most important source of the rules related to the forest product described on this Form R? <RORIGIN>**
Mark only one answer. Mark N/A if there are no rules and skip to question B1 to complete the form.

    (1) _____ Rules have evolved over a long period of time. There is no clear source.

    (2) _____ Rules were created by the founding members of this user group and there are myths or stories about this origin

    (3) _____ Rules were created more recently by an informal user group

    (4) _____ Rules were created more recently by a formal user group (e.g., association)

    (5) _____ Rules were created more recently by national/regional/local government legislation

    (6) _____ Rules were created more recently by an organization not listed above

    (7) _____ Other (describe) <RORIGINOTH>:_____
    _____

►**A2**. **Are the rules that are used in practice (rules-in-use) similar to rules recognized as law for this product? <RINUSE>**

Rules recognized as law (legally upheld) for this product may be customary; national/regional/local government law; or both. Laws include legislation, court rulings, and administrative procedures.

Mark only one answer. Mark N/A if there are no laws related to the use of this forest product.

    (1) _____ No, rules-in-use are completely different from laws

    (2) _____ No, rules-in-use vary substantially from laws

    (3) _____ Yes, rules-in-use conform closely to laws

    (4) _____ Yes, rules-in-use conform broadly to laws

        ← **Observation of the user group's harvesting and use patterns will be necessary to accurately answer this question**

III.A.8-7

► This is a priority variable. Please make sure this question is answered.   Rev. 12-11

B0. **MAJOR CHANGES SINCE LAST SITE VISIT**

►**B0.** Have there been any *major* changes in the rules about this forest product since the last visit, and if so, what were they? *(long text)* <RHISTCHNG>

Do not complete if this is the first visit to this site to record information for the IFRI database.

B. **DESCRIPTION OF THE FOREST PRODUCT**

►**B1.** What is the nature of the group's current legal claim to the harvest or use of this forest product? <RLEGCLAIM>
Mark only one answer.

    (1) _____ De jure (by right, as established by law)

    (2) _____ De facto (as exists, not necessarily by legal establishment)

    (3) _____ De jure and de facto (they have a formal right and they are exercising it)

    (4) _____ Contrary to formal law

►**B1a**. Describe: *(long text)* <RLEGDESC>

Please include, as part of this description, a detailed explanation of the rights of tenure for the product per season.

III.A.8-8

▶B2. **How is this forest product used by individuals in this group?** <RUSED>

Mark only one answer.

(1) ___ Primarily used for consumption by individuals' families

(2) ___ Primarily used for animal consumption

(3) ___ Primarily used for animal bedding

(4) ___ Primarily used as biomass to enrich nutrients in the soil of farming plots

(5) ___ Primarily used for household construction

(6) ___ Primarily used to produce other products for household consumption

(7) ___ Primarily used to produce other products for sale

(8) ___ Primarily sold in a local or nearby market held in the settlement area

(9) ___ Primarily sold in an external market

(10) ___ No single primary use (*do not check this answer unless there really are several equally important use of this forest product*)

(11) ___ Primarily used for nonconsumptive purposes

B3. What percent of the product accessed by this group is used or sold?

The sum of the percentages in B3a–B3e should not exceed 100%.

▶B3a. ____% **Used for the subsistence of individuals or their animals <RSUBSISTENCE>**

▶B3b. ____% **Sold in a market held in the settlement area <RSOLDSETTLE>**

▶B3c. ____% **Sold in an external market <RSOLDMARKET>**

▶B3d. ____% **Used as input to farming systems (e.g., bedding or enhancement) <RFARMING>**

▶B3e. ____% **Used for nonconsumptive purposes <RNONCONSUM>**

B4. How long is this forest product available for harvest or accessible for use? <RAVAIL>

Mark only one answer.

(1) ___ Up to one week each year   (8) ___ All year round
(2) ___ Two weeks each year   (9) ___ Every other year
(3) ___ One month each year   (10) ___ Every 3rd year
(4) ___ Two months each year   (11) ___ Every 4th year
(5) ___ One-quarter of the year   (12) ___ Every 5th year
(6) ___ One-half of the year   (13) ___ Every 10th year or more
(7) ___ Three- quarters of the year

B5. When do the individuals in this user group **actually** harvest or use this forest product? <RWHENHARV>

Mark only one answer.

(1) ___ Up to one week each year   (8) ___ All year round
(2) ___ Two weeks each year   (9) ___ Every other year
(3) ___ One month each year   (10) ___ Every 3rd year
(4) ___ Two months each year   (11) ___ Every 4th year
(5) ___ One-quarter of the year   (12) ___ Every 5th year
(6) ___ One-half of the year   (13) ___ Every 10th year or more
(7) ___ Three- quarters of the year

III.A.8-9

▶ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

B6.   If available all year round, is the quantity of this forest product (that is available for harvest or use) relatively constant from season to season? <RCONSTSEAS>

Here, the responses for variation (little, moderately, dramatically) should be seen as presented in an increasing order of magnitude so that "moderately" in response 3 represents the approximate middle from "little" to -"dramatically."
Mark only one answer.

(1) _____   Quantity of forest product available does not vary from season to season

(2) _____   Quantity of forest product available varies a little from season to season

(3) _____   Quantity of forest product available varies moderately from season to season

(4) _____   Quantity of forest product available varies substantially from season to season

(5) _____   Quantity of forest product available varies dramatically from season to season

B6a.   If the quantity of this forest product varies dramatically from season to season (response 5 in question B6), then:
<RVARY>
Mark only one answer.   N/A

(1) _____   Maximum quantity available in one season is twice the minimum in other seasons

(2) _____   Maximum quantity available in one season is five times the minimum in other seasons

(3) _____   Maximum quantity available in one season is ten times the minimum in other seasons

B6b.   If the availability of this forest product varies *at least* a little from season to season (response 2, 3, 4, or 5 in question B6), which month during the year is it **most** available? <RMONTH>

If necessary, convert from local calendar to a month based on the conversion completed in question C7, Form O.

Mark only one answer.
(1) _____ January   (7) ____ July
(2) _____ February   (8) ____ August
(3) _____ March   (9) ____ September
(4) _____ April   (10) ____ October
(5) _____ May   (11) ____ November
(6) _____ June   (12) ____ December

B7.   If this forest product is **not** available year round, is the beginning of the season when this product is normally available for harvest or use -accurately predicted within <RPREDICT>:

This question tries to obtain information about the predictability of having a product to harvest or use; that is, how certain the user group can be about the availability of the product for harvest or use.
Mark only one answer.

(1) _____   A one-week period   (6) _____   A four-month period

(2) _____   A two-week period   (7) _____   A five-month period

(3) _____   A one-month period   (8) _____   A six-month period

(4) _____   A two-month period   (9) _____   Not predictable

(5) _____   A three-month period   (10) _____   More than a six-month period

III.A.8-10

B8. Is the quantity of the forest product that will be available for harvest or the available time for use of a nonconsumptive good relatively constant from year to year? <RCONSTYEAR>

Here, the responses for variation (little, moderately, dramatically) should be seen as presented in an increasing order of magnitude so that "moderately" in response 3 represents the approximate middle from "little" to "-dramatically."

Mark only one answer.
Quantity of forest product available/length of available time for use:

(1) _____ does not vary from year to year

(2) _____ varies a little from year to year

(3) _____ varies moderately from year to year

(4) _____ varies substantially from year to year

(5) _____ varies dramatically from year to year

B9. What is the unit used to measure the quantity of this forest product taken from the forest (e.g., bundle, headload, basket)? Please furnish the local name of the unit used.<RUNIT>

B9a. Can this unit be converted to a standard metric unit for weight, area, length, or volume? <RCONV>

For example, a typical basket of fodder leaves usually weighs x pounds which can be converted to y kilograms.

Mark only one answer.

(1) _____ No

(2) _____ Yes

B9b. If yes, how? *(brief text)* <RCONVHOW>

B10. What is the monetary value for a unit of this forest product, in local currency?

Please enter numeric value only (no units), e.g., 25.

In the settlement area <RVALSETTLE>: _____

In the nearest market <RVALMARKET>: _____

In a market to which one can walk in one day's time <RVALWALK>:_____

B11. What is the total amount of local units that individuals in this user group, as a whole, harvested?

Please enter numeric value only (no units), e.g., 25.

<center>Local Unit</center>

Last year (the 12 months preceding the day
  of data collection) <RAMTYEARA>:   _____

The year before last year <RAMTYEARB>:   _____

The year before that <RAMTYEARC>:   _____

<center>**III.A.8-11**</center>

▶ ☐ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

B12. What was the least quantity of these units harvested by any household (with individuals in this user group) last year? <RQTYLEAST> _____

B12a. How many households harvested this quantity of these units? <RHHLEAST> _____

B13. What was the greatest quantity of these units harvested by any household (with individuals in this user group) last year? <RQTYMOST> _____

B13a. How many households harvested this quantity of these units? <RHHMOST> _____

←
Use the definition of household established in question A5 on Form S.
←

►**B14.** **Is there a substitute for this forest product? <RFILTERSUBS>**

Mark only one answer.

   (1) _____ No *(Skip to section C)*

   (2) _____ Yes

►**B14a.** **What is(are) the closest substitute(s) for this forest product that the individuals in this user group could obtain?**
(text) <RSUBST> *Please list in declining order of availability.*

←
Substitutes can include alternate forest product(s) in the same forest or the same or alternate product(s) in another forest.

B14b. **Where is the most easily obtained substitute named in B14a readily available?**

Location	Mark "**1**" for **No**, or "**2**" for **Yes**
In the forest(s) this group is using	►<RFOREST>
In another community's forest(s)	►<ROTHCOMM>
In government forest(s)	►<RGOVFOR>
Through agroforestry production	►<RAGROFOR>
Through agricultural production	►<RAGRIPRO>
At local markets *(A local market is one held in the settlement where the user group resides while using this forest or in a nearby settlement that holds regular market days.)*	►<RLOCALMKT>
At external markets *(External markets are those located in villages, towns, or cities located away from the user group settlement.)*	►<REXTERMKT>

►**B15.** **How costly is the most easily available substitute? <RSUBSTCOST>**

Mark only one answer.

   (1) _____ It is easily affordable by almost all individuals in this group

   (2) _____ It is easily affordable by most individuals in this group

   (3) _____ It is easily affordable by about half the individuals in this group

   (4) _____ It is easily affordable by only a few individuals in this group

   (5) _____ It is easily affordable by almost no one in this group

III.A.8-12

C. HARVESTING AND ACCESSING TECHNOLOGY (TOOLS AND TECHNIQUES/METHODS)

C1. Describe the technology used by most individuals and the methods of use in this group to harvest this consumptive product or use this nonconsumptive product. *(text)* <RTECHDESC>

Technology refers to methods as well as tools. The individuals could use axes, saws, sickles, fire, plucking, breaking, sweeping, etc. to harvest this forest product. For nonconsumptive goods, individuals could use motorized vehicles to sweep away debris for access. Note that a technique need not involve implements, as in plucking or collecting products by hand, grazing livestock by herding them, or walking into the forest. Please describe any and all such methods and tools used for harvesting or using this product.

C2. The primary source of this technology is: <RTECHPRIME>
Mark only one answer.

(1) _____ Local indigenous knowledge

(2) _____ Indigenous technology developed by other user groups and adopted by this group

(3) _____ Research and extension services provided by government and/or other external organizations

(4) _____ Private vendors

C3. Where can individuals in this user group find the tools that are used in this technology? <RFINDTOOL_>
Multiple answers may be applicable.

(1) _____ Tools are made by users themselves

(2) _____ Tools are easily found in local markets in this region

(3) _____ Tools are easily found in a major city in this country

(4) _____ Tools are provided by NGOs

(5) _____ Tools are provided by government officials

(6) _____ Tools are provided by donor organization(s)

(7) _____ Other (*describe*) <RFINDOTH>: _____

C4. Do the tools used by most individuals in this group help in limiting the quantity of this forest product that can be -harvested? <RTOOLLIMIT>

Example: A small knife that cannot cut through more than a small plant, or a rope of uniform length used by all -individuals when tying fodder bundles.
Mark only one answer.

(1) _____ Quantity is not limited at all

(2) _____ Quantity is minimally limited

(3) _____ Quantity is moderately limited

(4) _____ Quantity is greatly limited

III.A.8-13

► ☐ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

C5.   Do different individuals in the group use different technologies for harvesting products from the forest? <RDIFFTECH>

   Mark only one answer.

   (1) _____   No

   (2) _____   Yes

C5a.   If yes, please describe the different technologies in use **and** the reason for their use of different technologies.
        (long text) <RDIFFDESC>

►C6.   **Have individuals in this user group changed their technology of harvesting within the last five years?** <RCHNGETECH>

   Mark only one answer.

   (1) _____   No

   (2) _____   Yes

►C6a. **If yes, state the approximate year of change and what the reason was for the change, and give a brief description of the change.** <RCHNGEDESC>

III.A.8-14

►C7. **Do users have price support contracts or guaranteed purchase agreements for the selling of resource units or - commodities produced by resource units?** <RCᴏɴsᴜᴘᴘ>

This question tries to obtain information about the certainty of selling forest resource units/products or commodities/items produced from these resource units/products to one or more buyers. That is, information about any secure arrangement between individuals in the user group or the user group as a whole and one or more buyers.

Mark only one answer.

(1) _____ No

(2) _____ Yes

►C7a. **If yes, describe the type of contract or agreement used, including the parties of the contract, the price levels, and whether the contract is currently operating:** *(text)* <RCᴏɴDᴇsᴄ>

D. **RULES FOR THIS FOREST PRODUCT**

►D1. **Do accessing, harvesting, processing, or selling rules exist that affect the harvesting level or use of this product?**
<RRᴜʟᴇExɪsᴛ>

Mark only one answer.

(1) _____ No — *Skip to section G*

(2) _____ Yes

►D2. **Are there restrictions on harvesting this forest product in regard to the quantity of forest products that can be harvested?** <RQᴜᴀɴᴛɪᴛʏ>

Mark only one answer.

(1) _____ No

(2) _____ Yes

III.A.8-15

► ☐ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

►D2a. **If there are restrictions as specified above, how is the total quantity to be harvested or used during a year determined?<RDETERMINE>**
Mark only one answer.

    (1) —— An estimate of the total availability each year (quantity will vary from one year to the next)

    (2) —— A fixed upper limit (quantity does not vary from year to year unless the rule is changed)

    (3) —— Historical use patterns (upper quantity remains constant from year to year)

    (4) —— Other (*describe*) <RDETEROTH>: _____

►D2b. **If there are restrictions as specified above, how is this total quantity distributed among individuals in the user group?**
<RDISTUSER>
Mark only one answer.

    (1) _____ Every household is assigned an equal quantity

    (2) _____ Each household is assigned a specified quantity based on ownership of animals (example: a household with 10 animals is assigned a quantity limit that is higher than a household with 1 animal)

    (3) _____ Each household is assigned a specified quantity based on ownership of land (example: a household with 10 hectares is assigned a quantity limit that is higher than a household with 1 hectare)

    (4) _____ Each household is assigned a specified quantity based on the number of individuals in the household

    (5) _____ Each household is assigned a specified quantity based on gender

    (6) _____ Each household is assigned a specific quantity based on prior customary usage

    (7) _____ Each household is assigned a specific quantity based on an auction of rights to a particular quantity

    (8) _____ Each household is assigned a specific quantity based on its contribution to maintenance or protection of the forest

    (9) _____ Specific quantities are assigned on some other basis

►D2c. **If there are restrictions as specified above, *rights* to a particular quantity of this forest product can be: <RRESTRICT_>**
Multiple answers may be applicable.

    (1) _____ Inherited by offspring

    (2) _____ Sold to another individual of the user group

    (3) _____ Sold to another resident of the settlement

    (4) _____ Sold to an outsider (without prior approval of user group–forest association or government official)

    (5) _____ Sold to an outsider (with prior approval of user group–forest association or government official)

►D3. **Have the restrictions on the total quantity to be harvested during a year changed over the past 10 years?<RRESQTY10>**
Mark only one answer

    (1) _____ No

    (2) _____ Yes

►D3a. **If yes, how have they changed? Please specify the basis for the restriction.<RQTYHOW10>**

III.A.8-16

►   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

D4.   Besides or in addition to restrictions on the quantity that can be harvested, please indicate any other restrictions on - harvesting or using this forest product.

Describe the restrictions that apply. Write a "0" if the restriction is not used. If such a restriction is used, indicate whether the restriction is gender specific, noting "1" for female, "2" for male, or "3" for both in the appropriate -column. If a restriction exists and answer columns two and three are blank, that information will be considered missing-in-case. Blanks in answer column four will be considered missing-in-case if "yes" is coded in answer column three.

Restrictions	Restricted? "0" = no "1" = female, "2" = male "3" = both	If a restriction applies, describe: <RRESDESC>	If a restriction applies, has it changed over the past ten years? "1" = no "2" = yes	If a restriction has changed over the past ten years, how has it changed? <RRESHOW10>
The location within the forest where this forest product can be -harvested or used	<RLOCATION>		<RLOC10>	
The use of various types of technology	<RTYPETECH>		<RTYPE10>	
The time period during which the forest product can be harvested or used	<RTIMING>		<RTIMING10>	
The characteristics of the product itself (e.g., not cutting trees or bushes until they are a particular size, not cutting grasses until seeds have matured and dropped, no camping when extremely dry)	<RCHARACTER>		<RCHAR10>	
The type of transport that can be used to remove or access this forest product (e.g., only human transport, only one horse, no motor vehicle)	<RTRANSPORT>		<RTRANS10>	
The rights of individuals to harvest or access alone (e.g., an individual always has to harvest or enter with others in a group)	<RINDIV>		<RINDIV10>	
The processing of the harvested product	<RPROCESS>		<RPROC10>	
The sale of the harvested product	<RSELLPROD>		<RSELLPRO10>	
The sale of harvesting or use rights to the product	<RSELLRIGHT>		<RSELLRIG10>	
Any other restriction not mentioned above (*please describe any important rules that have not have been mentioned in the*	<RRESOTHER>		<RRESOTH10>	

III.A.8-17

► This is a priority variable. Please make sure this question is answered.

D5. In your estimation, do individuals in the user group follow the rules for harvesting, processing, or selling this product from the forest or using the forest for this nonconsumptive purpose? <RObeyRules>

Mark only one answer.

(1) _____ Rarely or never

(2) _____ Sometimes

(3) _____ About half the time

(4) _____ Most of the time

(5) _____ Yes, almost always

E. INFRACTIONS

E1. If there are infractions, what are the infractions, when do infractions take place, and what are the reasons? {R_INFRCT}

Here "infraction" means a breaking of a rule/law.

Infraction *Please list the different kinds of infractions that have occurred with respect to harvesting or accessing this product within the last two years. Do not list the same kind of infraction more than once, whether or not it was formally recorded.* <R_KIND>	Time (e.g., day, dawn, dusk, night) <R_TIME>	Season (e.g., summer, winter, rainy, dry) <R_SEASON>	Major reasons why this type of infraction is likely to occur: <R_REASONS>

III.A.8-18

F.   <u>**INFRACTIONS**</u>

In the next questions, the term "fine" includes either a cash fine or a requirement to provide a certain amount of a commodity, such as rice. If a commodity fine is involved, ascertain the value of the amount of the commodity required in relation to the wage for a day's work.

►F1.   **What types of penalties are likely to be imposed on users if they break a harvesting rule related to this product for the first time? <RPEN1_>**
Multiple answers may be applicable.

      (1)   ____   A fine less than the equivalent of one day's work
      (2)   ____   A fine equal to one day's work
      (3)   ____   A fine greater than one day's work but no more than one week's work
      (4)   ____   A fine greater than one week's work
      (5)   ____   Temporary restriction on harvesting rights for this product
      (6)   ____   Temporary restriction on any harvesting from this forest(s)
      (7)   ____   Required labor input
      (8)   ____   Public apologies
      (9)   ____   Permanent suspension of harvesting rights for this product
      (10)   ____   Permanent suspension of any harvesting from forest(s)
      (11)   ____   Other (describe) <RPEN1OTH>:

►F2.   **What types of penalties are likely to be imposed on users if they break a harvesting rule related to this product a - second time? <RPEN2_>**
Multiple answers may be applicable.

      (1)   ____   A fine less than the equivalent of one day's work
      (2)   ____   A fine equal to one day's work
      (3)   ____   A fine greater than one day's work but no more than one week's work
      (4)   ____   A fine greater than one week's work
      (5)   ____   Temporary restriction on harvesting rights for this product
      (6)   ____   Temporary restriction on any harvesting from this forest(s)
      (7)   ____   Required labor input
      (8)   ____   Public apologies
      (9)   ____   Permanent suspension of harvesting rights for this product
      (10)   ____   Permanent suspension of any harvesting from forest(s)
      (11)   ____   Other (describe) <RPEN2OTH>:

►F3.   **What types of penalties are likely to be imposed on users if they break a harvesting rule related to this product many times? <RPEN3_>**
Multiple answers may be applicable.

      (1)   ____   A fine less than the equivalent of one day's work
      (2)   ____   A fine equal to one day's work
      (3)   ____   A fine greater than one day's work but no more than one week's work
      (4)   ____   A fine greater than one week's work
      (5)   ____   Temporary restriction on harvesting rights for this product
      (6)   ____   Temporary restriction on any harvesting from this forest(s)
      (7)   ____   Required labor input
      (8)   ____   Public apologies
      (9)   ____   Permanent suspension of harvesting rights for this product
      (10)   ____   Permanent suspension of any harvesting from forest(s)
      (11)   ____   Other (describe) <RPEN3OTH>:

III.A.8-19

►   This is a priority variable. Please make sure this question is answered.

►F4. **Who initially decides what kind of penalty is appropriate when a harvesting rule about this product is observed to be broken?** <RDECIDE>
Mark only one answer.

    (1)   _____   A guard patrolling for a local forest association

    (2)   _____   A guard patrolling for a government forestry department

    (3)   _____   A vote of individuals in this user group at a meeting

    (4)   _____   A vote of an executive committee of the user group

    (5)   _____   A vote of individuals in this user group and other authorized users of this forest(s) at a meeting

    (6)   _____   An official of the user group

    (7)   _____   A local government official in an administrative setting

    (8)   _____   A regional government official in an administrative setting

    (9)   _____   A national government official in an administrative setting

    (10)   _____   Government officials in consultation with individuals in user group

►F5. **Is a fine imposed?** <RFILTERFINE>
Mark only one answer.

    (1)   _____   No *(Skip to question F6)*

    (2)   _____   Yes

►F5a. **If yes, who collects the fine?** <RCOLLECT>
Here, collecting a fine does not imply or include keeping the amount collected.
Mark only one answer.

    (1)   _____   The guard who apprehends a rule breaker

    (2)   _____   An official of the user group or forest association

    (3)   _____   An official for a forestry department

    (4)   _____   A local government official

    (5)   _____   A national government official outside forestry department

►F5b. **How is this fine used?** <RFINEUSED>
Mark only one answer.

    (1)   _____   A general source of revenue to local association

    (2)   _____   A general source of revenue for local government

    (3)   _____   A general source of revenue for forestry department

    (4)   _____   A general source of revenue for national government (deposited in some form of general fund and does not come back to the forestry department)

►F6. **To what extent are these penalties complied with if imposed?** <RCOMPLY>
Mark only one answer.

    (1)   _____   No one complies with the penalties imposed on them

    (2)   _____   Few users comply with the penalties imposed on them

    (3)   _____   About half the users comply with penalties imposed on them

    (4)   _____   Most users comply with penalties imposed on them

    (5)   _____   Penalties are fully complied with when imposed

III.A.8-20

►   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

►F7. **What types of records are kept concerning penalties imposed and complied with?** <RRᴇᴄTʏᴘᴇ>

Mark only one answer.

(1) _____ No records or only scanty records kept

(2) _____ Forest guards keep a notebook

(3) _____ User group keeps a notebook

(4) _____ Local forestry association keeps record books

(5) _____ Local government officials keep record books

(6) _____ Regional government officials keep record books

(7) _____ National government officials keep record books

(8) _____ Other (*describe*) <RRᴇᴄOᴛʜ>: _____

►F7a. **Are these records accessible to all individuals in the user group?** <RAᴄᴄᴇss>

Mark only one answer.

(1) _____ No

(2) _____ Yes

►F8. **If the users do not pay fines, what alternatives are open to the authority that imposes the fines?** <RALᴛᴇʀɴ_>

Multiple answers may be applicable.

(1) _____ Private reprimand and request to fully comply with penalty

(2) _____ Public reprimand and request to fully comply with penalty

(3) _____ Shunning within user group

(4) _____ Shunning within the settlement

(5) _____ Confinement within settlement boundaries

(6) _____ Confinement in local jail

(7) _____ Taking user to court

(8) _____ Other (*describe*) <RALᴛᴇʀɴOᴛʜ>:

►F8a. **If response 7 is checked above, describe court case and action taken:** *(long text)* <RCᴏᴜʀᴛs>

III.A.8-21

► This is a priority variable. Please make sure this question is answered.

F9.   If users may lose their harvesting rights to this product, how can these rights be restored? *(text)* <RRESTORE>

►F10. **During the past two years, have external government officials been called upon to enforce penalties against- - individuals in this user group?** <REXTENF>

Mark only one answer.

(1) _____ No

(2) _____ Yes

►F10a **If yes, describe the incident(s):** *(text)* <REXTDESC>

►F11. **During the past two years, have government officials been called upon to enforce penalties against someone else, - outside this user group?** <ROUTENF>

Mark only one answer.

(1) _____ No

(2) _____ Yes

►F11a **If yes, describe the incident(s):** *(text)* <ROUTDESC>

III.A.8-22

►**F12.** **During the past two years, have government officials accepted commodities or currency to avoid imposing a fine for an infraction?** <RBRIBES>

Mark only one answer.

(1) _____ No

(2) _____ Yes

►**F12a** **If yes, describe such incidents:** *(text)* <RBRIBEDESC>

G. PRODUCT USES

►**G1.** **Please rank this product in the order of its importance in relation to its use by the user group.** <RPRODRANK>_____

G2. What is the consumptive product harvested or nonconsumptive good used? <RPRODTYPE>

Terms in parentheses are categories for input to the database.

Mark only one answer.

Plant/plant-like forms

(TREES) _____ Trees

(BUSHES) _____ Bushes

(GRASSES) _____ Grasses

(LGROUND) _____ Leaves on ground

(LCLIMB) _____ Climbing leaves

Inorganic and/or mineral-like materials

(SSM) _____ Soils, stones, minerals

(WATER) _____ Water

(FUNGI) _____ Fungi

Animals

(WILDLIFE) _____ Wildlife

Nonconsumptive/miscellaneous

(OTHER) _____ Other *(describe):*

III.A.8-23

► ___ This is a priority variable. Please make sure this question is answered.

G3.   What is the section of the consumptive product harvested or nonconsumptive good used? <RPRODSECT>

   Complete only if Trees, Bushes, or Grasses is checked in G2.
   Mark only one answer.

   Plant/plant-like forms

   (A) _____ All or most of tree, bush, or grass

   (B) _____ Bark

   (F) _____ Flowers

   (H) _____ Higher sections (e.g., branches, limbs)

   (L) _____ Leaves

   (N) _____ Nuts and fruits

   (R) _____ Roots

   (T) _____ Trunk or main section

   (O) _____ Other *(describe)*:

G4.   Why is it important? <RPRODWHY> (text)

G5.   Who owns the rights to harvest or access this consumptive product or nonconsumptive good? <RPRODOWN> *(text)*

G6.   If privately owned, what is the gender of the owner(s)? <RPRODSEX>
   Mark only one answer.

   (1) _____ Female

   (2) _____ Male

   (3) _____ Both

*Questions G7–G19 apply to **consumptive** products only.*

►**G7.** **If this product is used as fuelwood, most households use it: <RFUELWOODUSE>**
   Mark only one answer.

   (1) _____ Primarily for subsistence

   (2) _____ Primarily for commercial use

   (3) _____ Equally for subsistence use and commercial use

►**G8.** **If this product is used as charcoal, most households use it: <RCHARCOALUSE>**
   Mark only one answer.

   (1) _____ Primarily for subsistence

   (2) _____ Primarily for commercial use

   (3) _____ Equally for subsistence use and commercial use

III.A.8-24

▶ G9. **If this product is used for housing, most households use it: <RHOUSINGUSE>**
Mark only one answer.

    (1) _____ Primarily for subsistence

    (2) _____ Primarily for commercial use

    (3) _____ Equally for subsistence use and commercial use

G10.   If this product is used for **fencing**, most households use it: <RFENCINGUSE>
Mark only one answer.

    (1) _____ Primarily for subsistence

    (2) _____ Primarily for commercial use

    (3) _____ Equally for subsistence use and commercial use

G11.   If this product is used for **furniture**, most households use it: <RFURNITUREUSE>
Mark only one answer.

    (1) _____ Primarily for subsistence

    (2) _____ Primarily for commercial use

    (3) _____ Equally for subsistence use and commercial use

G12.   If this product is used as **tools, toys and household implements**, most households use it: <RTOOLSTOYSUSE>
Mark only one answer.

    (1) _____ Primarily for subsistence

    (2) _____ Primarily for commercial use

    (3) _____ Equally for subsistence use and commercial use

G13.   If this product is used as **manure**, most households use it: <RMANUREUSE>
Mark only one answer.

    (1) _____ Primarily for subsistence

    (2) _____ Primarily for commercial use

    (3) _____ Equally for subsistence use and commercial use

▶ G14. **If this product is used as food, most households use it: <RFOODUSE>**
Mark only one answer.

    (1) _____ Primarily for subsistence

    (2) _____ Primarily for commercial use

    (3) _____ Equally for subsistence use and commercial use

▶ G15. **If this product is used as fodder, most households use it: <RFODDERUSE>**
Mark only one answer.

    (1) _____ Primarily for subsistence

    (2) _____ Primarily for commercial use

    (3) _____ Equally for subsistence use and commercial use

III.A.8-25

▶ ☐   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

G16.   If this product is used for **clothing**, most households use it: <RCLOTHINGUSE>

Mark only one answer.

(1) _____ Primarily for subsistence

(2) _____ Primarily for commercial use

(3) _____ Equally for subsistence use and commercial use

G17.   If this product is used as **medicine**, most households use it: <RMEDICINEUSE>

Mark only one answer.

(1) _____ Primarily for subsistence

(2) _____ Primarily for commercial use

(3) _____ Equally for subsistence use and commercial use

G18.   If this product is used for **handicrafts**, most households use it: <RHANDICRAFTUSE>

Mark only one answer.

(1) _____ Primarily for subsistence

(2) _____ Primarily for commercial use

(3) _____ Equally for subsistence use and commercial use

►**G19.** **If this product has other uses, most households use it: <ROTHERUSE>**

Mark only one answer.

(1) _____ Primarily for subsistence

(2) _____ Primarily for commercial use

(3) _____ Equally for subsistence use and commercial use

III.A.8-26

► ☐ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

GEN.   GENERIC QUESTIONS FOR USE BY RESEARCHERS

Please write your question(s) and the answer(s) where indicated below. **Enter the methodology and all questions together into the database under** <RWKSPMEMO>. <u>Enter each answer into the database under the data name specified for each answer below.</u> See Section II of the Field Manual for more detailed instructions.

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below. *(long text)* <RWKSPMEMO>

Question 1 (answer requires a whole number):

      Answer to question specified by researcher *(integer)* <RGENSNUM1>   _____

Question 2 (answer requires a whole number):

      Answer to question specified by researcher *(integer)* <RGENSNUM2>   _____

Question 3 (answer requires a whole number):

      Answer to question specified by researcher *(integer)* <RGENSNUM3>   _____

Question 4 (answer requires a whole number):

      Answer to question specified by researcher *(integer)* <RGENSNUM4>   _____

Text question 1:

      Answer to question specified by researcher *(text)* <RGENTEXT1>

Text question 2:

      Answer to question specified by researcher *(text)* <RGENTEXT2>

III.A.8-27

Text question 3:

     Answer to question specified by researcher *(text)* <RGENTEXT3>

Question 1 (answer requires a decimal number):

     Answer to question specified by researcher *(decimal)* <RGENLNUM1> _____

Question 2 (answer requires a decimal number):

     Answer to question specified by researcher *(decimal)* <RGENLNUM2> _____

Question 3 (answer requires a decimal number):

     Answer to question specified by researcher *(decimal)* <RGENLNUM3> _____

Question 4 (answer requires a decimal number):

     Answer to question specified by researcher *(decimal)* <RGENLNUM4> _____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <RGENMEMO>

III.A.8-28

IFRI FORM S

SETTLEMENT FORM

A settlement is a collection of households located in or around one or more forests, especially because households in the settlement harvest or obtain products and/or benefits from the forest(s). This form has been designed to capture historical, demographic, socioeconomic, and geographical information about a particular settlement. There may be a number of settlements utilizing a particular forest or forests, and therefore, one of these forms will be completed for each settlement studied.

Many of the questions ask for specific numbers (e.g., number of individuals in settlement, average number of times individuals go to market). Try to get as accurate a response as possible. If the group of individuals being questioned disagree on the number, continue discussion until a sense of convergence toward a reliable estimate is gained.

►**Research ID <RID>:**_____ ►**Country ID <CID>:**_____ ►**Site ID <SID>:**_____

Date of site visit (mm-dd-yr): _____

Date(s) data collected for this form (mm-dd-yr): _____

►**Name of settlement <SNAME>:** _____

Name(s) of forest(s) used: _____

►**Name of district and subdistrict(s) (if applicable) <SDNAME>:** _____

Name of person filling out this form: _____

Name of person(s) with whom discussions held: _____

Location of discussions (fields, home of respondent, place of business, etc.): _____

►**Has this settlement been coded before? <SCODED>**

(1) _____ No

(2) _____ Yes

(3) _____ Uncertain

(4) _____ Yes, with a different name (If this response is checked, write old and new names in B0.)

> The closest approximation should be noted here
>
> ◄──────

A. **HISTORY**

A1.   What year did this settlement come into being? <SYEAR>   _____

Enter the full year (for example, 1871). If unknown, provide as close an approximation as possible.

A1a.   How did this settlement come into existence? *(long text)* <SEXISTENCE>

If factual information is available, report here; if not available, skip this question and go to A2.
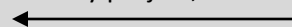
► This is a priority variable. Please make sure this question is answered.   Rev. 12-11

A2.   Are there any myths or stories that are prevalent about how this settlement came into existence? What are they? *(text)*
<SMYTH>

A3.   What have been the **major changes** that the settlement has seen in the course of its existence (major changes with regard to population, economic activity, etc., as the result of war, droughts, disease, market price changes, development projects, changes of jurisdiction, etc.)? *(long text)* <SCHANGE>

> Try to explore all of the possibilities here: change in standard of living, effects of war, effects of an agroforestry project, disease, etc

III.A.4-8

A3a.   What do the local residents see as causes of these changes? *(long text)* <SCAUSES>

A4.   Are any published or written records available about the history of the settlement? <SRECORD>

Mark only one answer.

(1) _____ No

(2) _____ Yes

III.A.4-9

A4a.   If yes, where are they available? Please try to provide the location and/or the citation, and be as specific as possible. *(long text)* <SWHERE>

A5.   The term "household" is used to mean various groupings in different cultures. Please give the local definition of how the concept of a household is used in this settlement. Give an example of the set of adults and children likely to be considered one household. How many generations might be grouped within this concept? How many adult siblings and/or wives might be considered one household? Has this concept changed, or the average number of individuals likely to be considered one household changed, during the past 20 years? *(long text)* <SHOUSEHOLD>

III.A.4-10

A6.   Estimated number of households (as defined in A5) 20 years ago <SHOUSE20>: _____

A7.   Estimated number of households (as defined in A5) 15 years ago <SHOUSE15>: _____

A8.   Estimated number of households (as defined in A5) 10 years ago <SHOUSE10>: _____

A9.   Estimated number of households (as defined in A5) 5 years ago <SHOUSE5>: _____

B0.   MAJOR CHANGES SINCE LAST SITE VISIT

►**B0.**   **Have there been any major changes in the settlement since the last visit, and if so, what were they?** *(long text)*
<SHISTCHNG>

Do not complete if this is the first visit to this site to record information for the IFRI database.

III.A.4-11

B.   DEMOGRAPHIC

B1.   What is the current population of this settlement in terms of households (as defined in A5), nuclear families, and individuals?

Please refer to A5 for the definition of household. Nuclear family refers to a unit consisting of parents and their children only.

►**Households <SHousePop>:**   _____

Nuclear Families <SFamPop>:   _____

►**Individuals <SIndPop>:**   _____

> Note the difference between the nuclear family definition and the household definition in A5, if they are not synonymous.
> ◄————————

►**B2.   How far is the most frequently used market by most residents in this settlement? <SMarket>**

Market refers to a location where the residents of the settlement can buy articles of daily necessity as well as sell some of their products such as fodder, fuelwood, or agricultural crops. If there are a number of markets in the vicinity, pick the one that is the most used or the closest.

_____   kilometers   If distance is not known in kilometers, supply the number and the (local) unit of measurement here: _____

B3.   Where is this market (in a village, town, etc.)? *(long text)* <SMktWhere>

Try to be as specific as possible. For example, if this market is in a village, specify the village name and also specify that it is a village. Additionally, specify the direction this market is from the settlement.

III.A.4-12

B3a. **On average,** how frequently do most residents of the settlement go to a market? <SMKTFREQ>
Mark only one answer.

(1) _____ Almost every day

(2) _____ Two to four times a week

(3) _____ Once a week

(4) _____ Once every two weeks

(5) _____ Once a month

(6) _____ Once a season

(7) _____ Once a year

B3b. How do most residents of the settlement travel to the market? <SMKTTRAVEL_>
Multiple answers may be applicable.

(1) _____ Walk

(2) _____ Bicycle

(3) _____ Motorcycle

(4) _____ Bus

(5) _____ Animal-drawn carts

(6) _____ Car/Truck

(7) _____ Boat

(8) _____ Other (*describe*)<SMKTTRAOTH>: _____

B3c. On average, how long does it take a resident to **walk** to the market?
Even if residents do not walk to the market, obtain as close an estimate as possible for the time it would take to walk to the market. Please provide the time estimate in minutes for both the driest and the wettest season.

Minutes in the driest season <SMKTTRADRY>: _____

Minutes in the wettest season <SMKTTRAWET>: _____

> ← If the answer here is given in hours, please translate into minutes.
> example: 1 hr 30 min. = 90 minutes

►B4. **How far is an administrative center from the settlement?** <SADMIN>
An administrative center refers to a location where some government officials reside or where there is a government office that interacts to at least some extent with the settlement residents. If there are a number of administrative centers in the vicinity, pick the closest one.
_____ kilometers   If distance is not known in kilometers, supply the number and the (local) unit of measurement here:_____

►B4a. **How frequently do most residents of the settlement travel to the administrative center?** <SADMFREQ>
Base the response on the primary traveler's average for all households.
Mark only one answer.

(1) _____ Almost every day

(2) _____ Two to four times a week

(3) _____ Once a week

(4) _____ Once a fortnight (two weeks)

(5) _____ Once a month

(6) _____ Once a season

(7) _____ Once a year

III.A.4-13

► This is a priority variable. Please make sure this question is answered.

B4b.　How do most residents of the settlement go to the administrative center? <SADMTRAVEL_>
　　　Multiple answers may be applicable.

　　(1)　_____　Walk

　　(2)　_____　Bicycle

　　(3)　_____　Motorcycle

　　(4)　_____　Bus

　　(5)　_____　Animal-drawn carts

　　(6)　_____　Car/truck

　　(7)　_____　Boat

　　(8)　_____　Other (*describe*) <SADMTRAOTH>: _____

B4c.　How long does it take most of the residents to reach the administrative center by **walking** from the settlement?
　　　Even if residents do not walk to the administrative center, obtain as close an estimate as possible for the time it would take to walk to the administrative center. Please provide the time estimate in minutes for both the driest and the wettest season. If more than one day is required to walk to this center, convert days including time spent resting and sleeping to minutes. For example, a trip that takes one-half day to complete prior to a visit to an administrative center would be written as 240 minutes.

　　Minutes in the driest season <SADMTRADRY>: _____

　　Minutes in the wettest season <SADMTRAWET>: _____

> If the answer here is given in hours, please ⟵ translate into minutes.
> example: 1 hr 30 min. = 90 minutes

►B4d. **In general, how frequently do most residents interact with government officials? <SINTERACT>**

　　This question should be answered from the point of view of all settlement residents, not just a primary few who may interact more frequently.

　　Mark only one answer.

　　(1)　_____　Very often; government officials live in the settlement

　　(2)　_____　Quite often; government officials visit the settlement almost every day, or residents visit the administrative center almost every day

　　(3)　_____　Often; either government officials visit the settlement or residents visit the administrative center

　　(4)　_____　Sometimes; neither government officials visit the settlement often, nor do residents travel to -　administrative centers

　　(5)　_____　Seldom; possibly once a month

　　(6)　_____　Rarely; maybe once in two or more months

　　(7)　_____　Very rare; once or twice a year

C.　SETTLEMENT SOCIAL-ECONOMIC STATUS

►C1. **How do most residents of the settlement derive most of their basic income? <SINCOME>**
　　Mark only one answer.

　　(1)　_____　Subsistence farming

　　(2)　_____　Herding

　　(3)　_____　Operating or owning commercial farms or commercial enterprises

　　(4)　_____　Harvesting products from the forest

　　(5)　_____　Wage labor or employed staff

　　(6)　_____　Other (*describe*) <SINCOTH>: _____

III.A.4-14

►　This is a priority variable. Please make sure this question is answered.　　　　　　Rev. 12-11

C1a.   If (1) or (2) is checked for question C1, for how many months of a year do most residents of the settlement consume their own food crops? <SCONSUME> _____ months

C1b.   Describe the economic activities of most residents of this settlement and their dependence on the forest for inputs into their major activities. *(long text)* <SECONACT>

Indicate where most members of the settlement conduct economic activities in relationship to the forest. For example, if they are farmers, do they farm in the forest, next to the boundaries of the forest, in a valley below the forest, or along the forest. Note the types of crops that are grown by many of the residents in the settlement, and the common cropping patterns (monocropping, intercropping).

> Check this information
> with Form G, section
> ← III.A.7

C2.   List the three most predominant ethnic groups/castes of this settlement.

Provide the group name and a percentage of that group in the settlement if possible.

Ethnic group/caste	Percentage of settlement
<SETHNIC1>	<SPERCENT1>
<SETHNIC2>	<SPERCENT2>
<SETHNIC3>	<SPERCENT3>

III.A.4-15

► This is a priority variable. Please make sure this question is answered.

D. **GEOGRAPHY**

D1.　Describe the dominant soil within the settlement. *(long text)* <SSOILS>

The key here is to determine the dominant landscape element that the settlement occupies and to describe the soil. If the settlement occupies numerous parts of the landscape (e.g. flood plain, footslopes of mountains, and/or steep backslopes), the **dominant** *one should be chosen. Please refer to Tables 5, 6, and 7 and Figures 10 and 11 in Section III.A.3. of the IFRI Field Manual.*

　Preparation of soil sample hole:

　Location of plot topographically:

　Surface description and depth of humus:

　Depth of A and B horizons:

　Color/soil drainage (A and B horizons):

　Texture (A and B horizons):

　Hardness of the soil (A and B horizons):

D2.　If there is a specific name for the vegetation around the settlement, state the name. <SVEGTYPE> _____

From the partial list of vegetation classifications contained in Appendix 1—Form F, Section III.A.2 of the IFRI Field Manual, write the letter and number combination that corresponds to the type most characteristic of this settlement.

D2a.　If there is no appropriate vegetation type listed in Appendix 1—Form F, Section III.A.2, of the IFRI Field Manual, or if there is more detailed information available than listed on Appendix 1—Form F, please write out the general vegetation type or further information here. *(brief text)* <SVEGDESC>

III.A.4-16

▶　This is a priority variable. Please make sure this question is answered.

D3.   Are there large variations in the slope and vegetation around the settlement? <SVARY>

The term "variations" here means clearly visible characteristics that may distinguish one area from another area around the settlement. Example: There could be a steep upward slope with conifers on the north side of the settlement and a downward slope with no vegetation on the east and south sides of the settlement.

Mark only one answer.

(1) _____ No

(2) _____ Yes

D4.   Describe the topography of the area around the settlement: *(text)* <STOPOGRAPH>

D5.   What is the average elevation of the settlement? <SELEVATION>

Specify the distance from sea level.

        meters   If elevation is not known in meters, supply the number *and* the (local) unit of
                          measurement here:

D6.   Is the settlement nucleated or dispersed? <SDISTRIBUT>

Here "nucleated" means that the households in the settlement are more or less concentrated in and around a central location. "Dispersed" means that the households are scattered or spread out so that there may not be a central location.

Mark only one answer.

(1) _____ Nucleated

(2) _____ Dispersed

(3) _____ Other (describe the type) <SDISTOTH>: _____

III.A.4-17

▶ ☐ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

D7.   On average, how many residents of the settlement reside in or very close to the forest(s) (within 5 km)? What is the average distance residents of the settlement live from the forest? How long on average does it take the residents of the settlement to reach the forest by **walking**? {SETTOFOR}

For each forest the settlement relies on, please enter the appropriate number of residents in column 2. In column 3, provide the average distance in kilometers from the approximate center of this settlement. If information in kilometers is not available, write the number and (local) unit of measurement in column 4. Please write the time estimate in minutes for both the driest and the wettest seasons in column 5.

Name of forest <FK_FOREST>	Number of residents close to forest <LRESIDENTS>	Distance from forest (kilometers) <LDISTANCE>	Number and (local) unit of measurement (if not in kilometers)	Minutes to walk to forest	
				Driest season <LTRAVELDRY>	Wettest season <LTRAVELWET>

D8.   Select other settlement-owned resources apart from the forest resource that are located in or close to the settlement and used regularly by settlement residents. <SRESOURCE_>

Multiple answers may be applicable.

(1)   Irrigation resource (specify the type, such as tubewell irrigation, well irrigation, or canal irrigation) <SRESIRRIG>:_____

(2) _____ Pastures

(3) _____ Drinking water streams

(4) _____ Fishery resource (may be a lake)

(5) _____ Other (*describe*) <SRESOTH>: _____

D9.   Do any kind of local organizations exist that regulate the use of the other resources by settlement residents? <SORGREG>

Other resources may include a commonly owned/controlled drinking water source, pastures, irrigation water, and so forth. **Mark only one answer.**

(1) _____ No

(2) _____ Yes

III.A.4-18

D9a.   If yes, specify any organizations (recognized as a formal or informal organization) that have interest in the other resources. *(long text)* <SORGDESC>

GEN.   GENERIC QUESTIONS FOR USE BY RESEARCHERS

Please write your question(s) and the answer(s) where indicated below. **Enter the methodology and all questions together into the database under** <SWKSPMEMO>. Enter each answer into the database under the data name specified for each answer below. See Section II of the Field Manual for more detailed instructions.

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below *(long text)* <SWKSPMEMO>

Question 1 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <SGENSNUM1>   _____

Question 2 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <SGENSNUM2>   _____

Question 3 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <SGENSNUM3>   _____

Question 4 (answer requires a whole number):

       Answer to question specified by researcher *(integer)* <SGENSNUM4>   _____

III.A.4-19

▶   This is a priority variable. Please make sure this question is answered.

Text question 1:

      Answer to question specified by researcher *(text)* <SGENTEXT1>

Text question 2:

      Answer to question specified by researcher *(text)* <SGENTEXT2>

Text question 3:

      Answer to question specified by researcher *(text)* <SGENTEXT3>

Question 1 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <SGENLNUM1> _____

Question 2 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <SGENLNUM2> _____

Question 3 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <SGENLNUM3> _____

Question 4 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <SGENLNUM4> _____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <SGENMEMO>

III.A.4-20

▶ This is a priority variable. Please make sure this question is answered.

IFRI FORM U

USER GROUP FORM

*A user group is a group of people who harvest from, use, and/or maintain a forest and who share the same rights and duties to products from a forest(s); they may or may not be formally organized. A **forest user** is defined as anyone who makes consumptive or nonconsumptive use of the forest(s). This form has been designed to capture information about any user group that makes consumptive (e.g., harvesting trees) and/or nonconsumptive use (e.g., walking in the forest) of a particular forest or forests.One User Group Form should be filled out for each user group sharing the same rights to the same forest(s).*

Give the formal name of the user group if it has one. If the user group does not have a formal name, the field researcher <u>needs to assign a name</u> to each user group. The name should not contain the name of the settlement nor be associated with a particular product harvested from the forest(s).

Research ID: _____   Country ID: _____   Site ID: _____

Date of site visit (mm-dd-yr): _____

Date(s) data collected for this form (mm-dd-yr): _____

▶ **Name of user group** <UNAME>: _____

Name(s) of settlement(s) where most individuals in this user group live <ID>: _____

_____

Name(s) of forest(s) used <ID>: _____

Name of person filling out this form: _____

Name(s) of person(s) with whom discussions held: _____

Location of discussions (fields, home of respondent, place of business, etc.): _____

_____

◀──── At least three people should be interviewed on all Form U questions.

▶ **Has this user group been coded before?** <UCODED>

(1) _____ No

(2) _____ Yes

(3) _____ Uncertain

(4) _____ Yes, with a different name *(If this response is checked, write old and new names in B0.)*

Mark only one answer.

A.   HISTORY

Fill out this section if this is the first field visit. If the structure of the group has changed over time, a new User Group Form should be filled out on subsequent visits. However, if the structure has not changed, but sections of the history need to be updated, add additional information below on subsequent visits.

▶ **A1.**   **Briefly describe this user group.** *(long text)* <UDESCRIBE>

Remember that the word "group" does not necessarily mean formal organization. It means those individuals sharing the same customary or legal rights to products for the forest(s). ◀────

Note: Begin with a general description and add more details. Some details may include where the group lives, cultivation of similar crops, or following similar occupations. Specify what makes this group distinct from other user groups if there is more than one group that uses the forest. Please include whether the group lives at this location permanently or is a transhumant (pastoral or herder) group.

III.A.5-9

►A2. **When was this user group first formed?** <UYEAR> _____ **(year)** ← Give an approximate date if known. If unknown, mark MIC or -1

►A3. **What was the most important reason for forming this group?** <UREASON1>
Mark only one answer. ← Be sure to mark only one answer when this instruction is

(1) _____ Provide primary individual products for member use on subsistence level

(2) _____ Provide primary products for members' livestock

(3) _____ Provide income for members on subsistence level (through sale of forest products)

(4) _____ Provide social interaction for members while carrying out an individual task

(5) _____ Provide income for the group on commercial, national level through production

(6) _____ Provide income for the group on commercial, regional level through production

(7) _____ Provide income for the group on commercial, local level through production

(8) _____ Religious purposes

(9) _____ Government program

(10) _____ International project

(11) _____ Location

(12) _____ The group was never self-consciously formed, users simply have similar rights

(13) _____ Recreation

(14) _____ Other *(describe)* <UREAS1OTH>: _____

►A3a. **What was second most important reason for forming this group?** <UREASON2>
Mark only one answer.

(1) _____ Provide primary individual products for member use on subsistence level

(2) _____ Provide primary products for members' livestock

(3) _____ Provide income for members on subsistence level (through sale of forest products)

(4) _____ Provide social interaction for members while carrying out an individual task

(5) _____ Provide income for the group on commercial, national level through production

(6) _____ Provide income for the group on commercial, regional level through production

(7) _____ Provide income for the group on commercial, local level through production

(8) _____ Religious purposes

(9) _____ Government program

(10) _____ International project

(11) _____ Location

(12) _____ The group was never self-consciously formed, users simply have similar rights

(13) _____ Recreation

(14) _____ Other *(describe)* <UREAS2OTH>: _____

►A4. **Is the group's present structure the same as it was in the beginning?** <USTRUCTURE>
Mark only one answer.

(1) _____ No

(2) _____ Yes

III.A.5-10

► This is a priority variable. Please make sure this question is answered.

►A5. **How has the user group changed over time?** *(long text)* <UHOWCHANGE>

In the space provided, please describe the kinds of changes experienced by the user group. For example, the size of the group could have increased because of new families in the settlement or because two user groups were united to form one group. Another example could be a change in composition of the user group—from being dominated by one caste, gender, or ethnic group to less or no dominance from any of these groups. In addition, if this group has recently achieved formal status, describe some of the important reasons for this change in status.

B0.   **MAJOR CHANGES SINCE LAST SITE VISIT**

►B0. **Have there been any major changes in the user group since the last visit, and if so, what were they?** *(long text)*
<UHISTCHNG>

Do not complete if this is the first visit to this site to record information for the IFRI database.

► This is a priority variable. Please make sure this question is answered.

B. CHARACTERISTICS OF THE USER GROUP

▶B1. **What is the nature of the user group?** <UNATURE>

If any of the answers 2 through 6 are checked, be sure to complete a Forest Association Form (Form A).

Mark only one answer.

(1) _____ The user group is identifiable without formal organization (no *Forest Association Form* filled out)

(2) _____ The user group is organized as a cooperative

(3) _____ The user group is organized as a nonprofit organization

(4) _____ The user group is organized as a for-profit organization

(5) _____ The user group is organized as a family or clan

(6) _____ Other
<UNATUREOTH>: _____

▶B2. **What is the number of individuals in the user group?** <UINDNUM> _____

Make sure B2a plus B2c equals B2.

B2a. How many individuals in the user group, including adults and children, are female? <UINDFEMALE> _____

B2b. How many children in the user group are female? <UCHILDFEM> _____

B2c. How many individuals in the user group, including adults and children, are male? <UINDMALE> _____

B2d. How many children in the user group are male? <UCHILDMALE> _____

▶B3. **What is the number of households (as locally defined) in this group?** <UHHNUM> _____

B3a. How many women-headed households (as locally defined) are in this group? <UHHFEMALE> _____

III.A.5-12

▶ This is a priority variable. Please make sure this question is answered.

B4. When, and how, do individuals in the user group interact?
If a row is unmarked it will be counted as missing-in-case.

When / How	On tasks within the forest(s): *Check only one answer per line in this section.*				On tasks outside the forest(s): *Check only one answer per line in this section.*			
	(1) Year round	(2) Seasonally	(3) Occasionally	(4) Never	(1) Year round	(2) Seasonally	(3) Occasionally	(4) Never
(1) Cooperative harvesting	►<UHARVIN>				►<UHARVOUT>			
(2) Cooperative processing	►<UPROCIN>				►<UPROCOUT>			
(3) Cooperative marketing/sales	►<UMKTIN>				►<UMKTOUT>			
(4) Financial contracts	►<UCONTRIN>				►<UCONTROUT>			
(5) Monitoring/sanctioning	►<USANCTIN>				►<USANCTOUT>			
(6) Maintenance	►<UMAINTIN>				►<UMAINTOUT>			

C.   USER GROUP RELATION TO A SETTLEMENT AND A FOREST (IN GENERAL)

►C1. Approximately how many households (as locally defined) in this user group have members who work outside the settlement? <UHHOUT>

◄—— See definition of household in Form S Guidelines, and on question A5 of Form S.

C2.   How many **individuals** in the user group work outside the settlement? <UINDOUT> _____
*For this question, include all **individuals** in the user group who work outside
the settlement—whether in cities, in local towns, or in other settlements.*

Note that C2, C2a, C3, C4, and C5 specifically refer to individuals ◄——

C2a.   How many of these **individuals** are women? <UINDOUTFEM>   _____

►C3. How many of the individuals in the user group (men and women) are employed in full-time jobs?
<UINDOUTFUL> _____

C4.   How many of the **individuals** in the user group who work outside the settlement AND who are
employed full time live locally? <UINDOUTLOC>_____

Locally refers to people who return to their homes every day.

III.A.5-13

► This is a priority variable. Please make sure this question is answered.

►C5. **Do members of the user group receive any type of assistance from family or friends who do not live locally?**
<URECASST>

Mark only one answer.

(1) _____ No *(Skip questions C5a through C5e1 and proceed to section D.)*

(2) _____ Yes

If yes, answer questions C5a–C5e1, based on this lead-in: Do non-local family and friends:

►C5a. **Send remittances to members of the user group? <UINDREMIT>**

Mark only one answer.

(1) _____ No

(2) _____ Yes

C5b. Help members of the user group find jobs? <UINDJOBS>
Mark only one answer.

(1) _____ No

(2) _____ Yes

C5c. Help members of the user group procure agricultural inputs (seeds, technology, fertilizers, other)? <UINDAGR>

Mark only one answer.

(1) _____ No

(2) _____ Yes

C5d. Help members of the user group when they visit the settlement? <UINDHELP>

The help could be in the form of cash.

Mark only one answer.

(1) _____ No

(2) _____ Yes

C5e. Help through other means? <UINDOTH>

(1) _____ No

(2) _____ Yes
Mark only one answer.

C5e1. If yes, describe. *(text)* <UINDDESC>

III.A.5-14

D.   LIVESTOCK

D1.   Approximately how many types of animals are owned by the **individuals** in the entire user group? {U_ANIMAL}

►Type of Animal <U_ANTYPE>	►How many? <U_ANNUM>	►Rank top 3 in importance (1 is most important) <U_ANRANK>	How many graze in the forest(s)? <U_ANGRAZE>	How many are enclosed in an area but are fed fodder that is cut inside the forest(s)? <U_ANFODDER>
(1) Cattle				
(2) Water buffalos				
(3) Sheep				
(4) Goats				
(5) Camels				
(6) Donkeys and mules				
(7) Horses				
(8) Poultry				
(9) Rabbits				
(10) Pigs				
(11) Other *(describe)*: <UANOTH>				

↑   Note that when asked "how many," this should be the total sum for the user group   ↑

D2.   Why is the top-ranked animal in the question above seen as most important? For example, the water buffalo could be seen as most important because it provides milk, is used for plowing, and provides dung for fertilizer and fuel.
(text) <UANTOPWHY>

►D3.   **How many individuals in the user group own livestock? <UINDANOWN>** _____

For questions D4–D4e, note that "forest(s)" refers to forest(s) in general, not specific forest(s) used by the user group.

►D4.   **Do other grazing areas exist in this site outside the forest(s) in this site? <UGRAZEOUT>**
Mark only one answer.

(1)   _____   No

(2)   _____   Yes

III.A.5-15

►   This is a priority variable. Please make sure this question is answered.

D4a.   If communally owned agricultural plots in the site are used for grazing, they are: <UAGPLOTCOM>
       Mark only one answer.

   (1) _____ Available all year

   (2) _____ Available part of the year

   (3) _____ Available infrequently

▶ **D4b**. **If privately owned agricultural plots in the site are used for grazing, they are: <UAGPLOTPRIV>**
       Mark only one answer.

   (1) _____ Available all year

   (2) _____ Available part of the year

   (3) _____ Available infrequently

D4c.   If common pasture lands in the site are used for grazing, they are: <UPASTURECOM>
       Mark only one answer.

   (1) _____ Available all year

   (2) _____ Available part of the year

   (3) _____ Available infrequently

D4d.   If private pasture lands in the site are used for grazing, they are: <UPASTUREPRIV>
       Mark only one answer.

   (1) _____ Available all year

   (2) _____ Available part of the year

   (3) _____ Available infrequently

D4e.   If the public areas in the site are used for grazing, they are: <UFORAGE>
       Mark only one answer.

   (1) _____ Available all year

   (2) _____ Available part of the year

   (3) _____ Available infrequently

E.   USER GROUP FOREST IMPROVEMENT ACTIVITIES
E1.   During the past year, have individuals in this user group adopted any of the following individual technologies that reduce their need for forest products?

Technology	Mark "1" for No, "2" for Yes	If yes, describe: <UTECHDESC>
More efficient wood-burning stoves?	▶<USTOVES>	
Pressure cookers?	▶<UCOOKERS>	
Other individual technology that reduces the need for forest products?	▶<UNEWTECH>	

III.A.5-16

▶ ____   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

For questions E2–E2a, note that "forest(s)" refers to forest(s) in general, not specific forest(s) used by the user group.

►E2. **Has any individual in this group acted as a leader (entrepreneur)—investing time, energy, and perhaps money—in trying to work out coordinated strategies within the group concerning maintenance, investment in upgrading the forest(s), or harvesting forest products? <ULEADER>**

Mark only one answer.

(1) _____ No

(2) _____ Yes

►E2a. **If yes, what types of activities are undertaken by this individual?** *(long text)* **<ULEADERACT>**

F. USER GROUP SOCIAL-ECONOMIC STATUS

F1. Name the ethnic groups in the user group and the number of individuals within each ethnic group.
{U_SES} <U_GRPTYPE>="ETHNIC"

Multiple answers may be applicable.

Ethnic group name <U_GRPNAME>	Number of individuals <U_GRPNUM>
_____	_____
_____	_____
_____	_____
_____	_____

F2. Name the religious groups in the user group and the number of individuals within each religious group.
{U_SES} <U_GRPTYPE>="RELIGION"

Multiple answers may be applicable.

Religion name <U_GRPNAME>	Number of individuals <U_GRPNUM>
_____	_____
_____	_____
_____	_____

←

If exact numbers are unknown in F1, F2, and/or F3, give approximate numbers.

←

III.A.5-17

F3.   Name the castes (or other social hierarchy that is specific to the country) in the user group and the
        number of individuals in each caste. {U_SES} <U_GRPTYPE>="CASTE"

        Multiple answers may be applicable.

        Name <U_GRPNAME>   Number of individuals
                                                      <U_GRPNUM>

        _____   _____

        _____   _____

        _____   _____

        _____   _____

►F4.   **How do individuals in the user group define wealth?** *(text)* <UDEFWEALTH>

                                                                              ◄───
                                                                              These
                                                                              definitions
                                                                              (F4 and F5)
                                                                              should be
                                                                              obtained by
                                                                              asking
                                                                              individuals in
►F5.   **How do individuals in the user group define poverty?** *(text)* <UDEFPOV>   the user
                                                                              group

                                                                              ◄───

►F6.   **Given the local definition of wealth, is there a great difference in wealth among households (as locally defined) in the
        user group?** <UWEALTHDIF>

        Mark only one answer.

        (1)   _____   No

        (2)   _____   Yes

►F6a.   **If yes, describe:** *(long text)* <UWLTHDESC>

III.A.5-18

►F6b. **If yes, how many households (as locally defined) in the user group are usually regarded as being wealthy?**
<UHHWEALTHY>

►F6c. **If yes, how many households (as locally defined) are usually regarded as being poor?**
<UHHPOOR>

►F7. **How many individuals in the user group are literate?** <UINDLIT>

Here "literacy" is defined as possessing at least basic reading and writing skills. Information on this question could probably be best obtained from the local teacher or postal delivery person.

►F8. **How many individuals have passed primary school?** <UPRIMEDU>

►F9. **How many individuals have passed high school?** <USECEDU>

F10. How many individuals are college educated? <UCOLLEDU>

►F11. **Describe the occupational structure of the individuals who are part of this user group. For example, what proportion farm on their own land, are tenants, or are landlords; what proportion gain their livelihood through small-scale - commercial operations; what proportion gain most of their livelihood from cutting wood or making charcoal?** *(long text)* <UOCCDESC>

F12. List the most common combinations of occupations: *(brief text)* <UOCCCOMB>

III.A.5-19

►F13. **How many households (as locally defined) in the user group own agricultural land?** <UHHOWNLAND>

►F13a. **Please provide the local definition of "to own" and comment on gender of ownership.** <UDEFGENDER>

►F14. **How many households (as locally defined) in the user group own agricultural land, but the land is not sufficient to meet their subsistence food needs?** <UHHINSUFF> _____

►F15. **For how many months of a year do most households (as locally defined) in the user group consume their own food crops?** <UHHEATCROP>   **months**

►F16. **How many households (as locally defined) in the user group have surplus food?** <UHHSURPLUS>

►F16a. **Of these households (as locally defined), the surplus food is primarily:** <UHHSURPRIM>
Mark only one answer.

    (1) _____ Grains

    (2) _____ Root crops

    (3) _____ Animals

F16b.   How many **households** (as locally defined) sell food grain? <UHHSELLGRN>

F17.   What is the most frequent kind of house lived in by the user group? <UHOUSE1>
Mark only one answer.

    (1) _____ Stone/concrete/brick house with a roof of concrete/tile/good wood or stone shingles

    (2) _____ Stone/concrete/brick house with a roof of corrugated or sheet metal, warped shingles

    (3) _____ Stone/concrete/brick house with a roof of thatch/straw/other vegetation

    (4) _____ Stone/concrete/brick house with roll roofing/polyethylene sheet or salvaged material

    (5) _____ Stone/concrete/brick house with a roof with a large hole

    (6) _____ Mudbrick house with a roof of concrete/tile/good wood or stone shingles

    (7) _____ Mudbrick house with a roof of corrugated or sheet metal, warped shingles

    (8) _____ Mudbrick house with a roof of thatch/straw/other vegetation

    (9) _____ Mudbrick house with roll roofing/polyethylene sheet or salvaged material

    (10) _____ Mudbrick house with a roof with a large hole

    (11) _____ Grass/stick/wattle house with a roof of concrete/tile/good wood or stone shingles

    (12) _____ Grass/stick/wattle house with a roof of corrugated or sheet metal, warped shingles

    (13) _____ Grass/stick/wattle house with a roof of thatch/straw/other vegetation

    (14) _____ Grass/stick/wattle house with roll roofing/polyethylene sheet or salvaged material

    (15) _____ Grass/stick/wattle house with a roof with a large hole

    (16) _____ Other *(describe)*

III.A.5-20

► This is a priority variable. Please make sure this question is answered.   Rev. 12-11

F17a.   What is the second most frequent kind of house lived in by the user group? <UHOUSE2>
   Mark only one answer.

   (1) _____ Stone/concrete/brick house with a roof of concrete/tile/good wood or stone shingles

   (2) _____ Stone/concrete/brick house with a roof of corrugated or sheet metal, warped shingles

   (3) _____ Stone/concrete/brick house with a roof of thatch/straw/other vegetation

   (4) _____ Stone/concrete/brick house with roll roofing/polyethylene sheet or salvaged material

   (5) _____ Stone/concrete/brick house with a roof with a large hole

   (6) _____ Mudbrick house with a roof of concrete/tile/good wood or stone shingles

   (7) _____ Mudbrick house with a roof of corrugated or sheet metal, warped shingles

   (8) _____ Mudbrick house with a roof of thatch/straw/other vegetation

   (9) _____ Mudbrick house with roll roofing/polyethylene sheet or salvaged material

   (10) _____ Mudbrick house with a roof with a large hole

   (11) _____ Grass/stick/wattle house with a roof of concrete/tile/good wood or stone shingles

   (12) _____ Grass/stick/wattle house with a roof of corrugated or sheet metal, warped shingles

   (13) _____ Grass/stick/wattle house with a roof of thatch/straw/other vegetation

   (14) _____ Grass/stick/wattle house with roll roofing/polyethylene sheet or salvaged material

   (15) _____ Grass/stick/wattle house with a roof with a large hole

   (16) _____ Other *(describe)* _____

F17b.   What is the third most frequent kind of house lived in by the user group? <UHOUSE3>
   Mark only one answer.

   (1) _____ Stone/concrete/brick house with a roof of concrete/tile/good wood or stone shingles

   (2) _____ Stone/concrete/brick house with a roof of corrugated or sheet metal, warped shingles

   (3) _____ Stone/concrete/brick house with a roof of thatch/straw/other vegetation

   (4) _____ Stone/concrete/brick house with roll roofing/polyethylene sheet or salvaged material

   (5) _____ Stone/concrete/brick house with a roof with a large hole

   (6) _____ Mudbrick house with a roof of concrete/tile/good wood or stone shingles

   (7) _____ Mudbrick house with a roof of corrugated or sheet metal, warped shingles

   (8) _____ Mudbrick house with a roof of thatch/straw/other vegetation

   (9) _____ Mudbrick house with roll roofing/polyethylene sheet or salvaged material

   (10) _____ Mudbrick house with a roof with a large hole

   (11) _____ Grass/stick/wattle house with a roof of concrete/tile/good wood or stone shingles

   (12) _____ Grass/stick/wattle house with a roof of corrugated or sheet metal, warped shingles

   (13) _____ Grass/stick/wattle house with a roof of thatch/straw/other vegetation

   (14) _____ Grass/stick/wattle house with roll roofing/polyethylene sheet or salvaged material

   (15) _____ Grass/stick/wattle house with a roof with a large hole

   (16) _____ Other *(describe)* _____

F17c.   Describe other type of house. *(text)* <UHOUSEOTH> _____

III.A.5-21

▶   This is a priority variable. Please make sure this question is answered.

►F18. **What type of fuel do most individuals in the user group utilize for cooking? <UFUELCOOK>**

Mark only one answer.

(1) _____ Electricity or gas

(2) _____ Oil

(3) _____ Wood

(4) _____ Charcoal

(5) _____ Small sticks or scrap wood

(6) _____ Weeds, leaves, dung

►F19. During the last two years, have individuals in this group faced any issues that have engendered conflict within the user group? <UCONFLICT>
Mark only one answer

(1) _____ No

(2) _____ Yes

.

►F19a. If yes, please describe the nature of this conflict: *(long text)* <UCONFDESC>

►F19b. During the past year, would you say that the level of conflict within the group has: <UCONFLEVL>

Mark only one answer.

(1) _____ Increased

(2) _____ Remained the same

(3) _____ Decreased

►F19c. During the past year, would you say that the level of conflict has been: <UEFFECT>

Mark only one answer.

(1) _____ Disruptive of normal activities

(2) _____ Disruptive upon occasions

(3) _____ Channeled in ways that are not disruptive of normal activities

III.A.5-22

GEN. <u>**GENERIC QUESTIONS FOR USE BY RESEARCHERS**</u>

Please write your question(s) and the answer(s) where indicated below. **Enter the methodology and all questions together into the database under** <UWKSPMEMO>. <u>Enter each answer into the database under the data name specified for each answer below</u>. See Section II of the Field Manual for more detailed instructions.

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below. *(long text)* <UWKSPMEMO>

Question 1 (answer requires a whole number):

        Answer to question specified by researcher *(integer)* <UGENSNUM1> _____

Question 2 (answer requires a whole number):

        Answer to question specified by researcher *(integer)* <UGENSNUM2> _____

Question 3 (answer requires a whole number):

        Answer to question specified by researcher *(integer)* <UGENSNUM3> _____

Question 4 (answer requires a whole number):

        Answer to question specified by researcher *(integer)* <UGENSNUM4> _____

Text question 1:

        Answer to question specified by researcher *(text)* <UGENTEXT1>

Text question 2:

        Answer to question specified by researcher *(text)* <UGENTEXT2>

▶   This is a priority variable. Please make sure this question is answered.   Rev. 12-11

Text question 3:

      Answer to question specified by researcher *(text)* <UGENTEXT3>

Question 1 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <UGENLNUM1> _____

Question 2 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <UGENLNUM2> _____

Question 3 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <UGENLNUM3> _____

Question 4 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <UGENLNUM4> _____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <UGENMEMO>

III.A.5-24

IFRI FORM V

FOREST GOVERNANCE FORM

A forest governance organization is an organization that does NOT use the forest, but designs or influences the design of rules, policies, and/or guidelines about forest entry, harvesting, and maintenance. A forest governance organization also may be responsible for implementing policies or monitoring forest use. It could be a district or regional office of a national government ministry, a multinational organization, a private voluntary organization, or a nongovernmental organization.

One *Forest Governance Form* should be completed per organization.

Research ID <RID>: _____ Country ID <CID>: _____ Site ID <SID>: _____

Date of site visit (mm-dd-yr) <VISITDATE>: _____

Date(s) data collected for this form (mm-dd-yr): _____

►**Name of this organization <VNAME>:** _____

►**Name(s) of forest(s) <ID>:** _____

Name of person filling out this form:_____ _____

Name(s) of person(s) with whom discussions held:_____

_____

Location(s) of discussions (fields, home of respondent, place of business, etc.):_____

_____

> Be sure to write the name(s) of the forest(s) this organization governs. The names of the forest(s) written here must also be written in A4

►**Has a *Forest Governance Form* been completed *before* for this organization? <VCODED>**

(1) _____ No

(2) _____ Yes

(3) _____ Uncertain

(4) _____ Yes, with a different name *(If this response is checked, write old and new names in B0.)*

A.   **HISTORY**

►**A1.** **Briefly describe this organization.** *(long text)* <VORGDESC>

III.A.9-7

► ____ This is a priority variable. Please make sure this question is answered.   Rev. 12-11

►A2. **How many years has this organization had its present structure? <VYEARS>** _____**years**

Note to field researcher: Changes may have come about if the central government altered legislation, if an influential leader of the organization left, or if there were major natural disasters.

►A3. **What is the relationship of the territorial jurisdiction of the organization to that of the smallest general-purpose government or administrative unit? <VTERJURI>**

Territorial jurisdiction means the area in which the organization has the right to implement policy

Mark only one answer.

(1)_____ The smallest general-purpose government or administrative unit is totally within (smaller than or the same as) the territorial jurisdiction of the organization

(2)_____ The smallest general-purpose government or administrative unit is partially outside (larger than or partly inside and partly outside) the territorial jurisdiction of the organization

A4. Please answer the following forest-specific questions for this organization <u>only</u> in relationship to the forests used by user groups in the settlement(s) included in this site. {GovToFor}

In the first column below, write the name(s) of the forest(s) with which this organization is involved. The name(s) in this list should correspond to the name(s) of the forest(s) on the Forest Form(s)*, with one forest on each* Forest Form*. In the second column, indicate how many years this organization has been involved in governing this forest. If unknown, please enter the organization representative's best estimate. In the third column, indicate where the organization's office is located in relationship to the forest by marking one of the distances given. In the last column, write the name(s) of the organization(s) as posted on relevant forms with which this organization -perceives that it interacts.*

►Name of the forest <FK_FOREST>	►How many years has this organization been involved in the governing of this forest? <TYEARS>	►Where is the organizational office located in relationship to the forest? <TWHERE >	►With which organization(s) does this organization <u>perceive</u> that it interacts with regard to this forest? <TINTERACT>
		(1) ____ < 1 km (2) ____ within 10 km (3) ____ within 50 km (4) ____ within 100 km (5) ____ > 100 km	
		(1) ___ < 1 km (2) ___ within 10 km (3) ___ within 50 km (4) ___ within 100 km (5) ___ > 100 km	
		(1) ____ < 1 km (2) ____ within 10 km (3) ____ within 50 km (4) ____ within 100 km (5) ____ > 100 km	
		(1) ____ < 1 km (2) ____ within 10 km (3) ____ within 50 km (4) ____ within 100 km (5) ____ > 100 km	

The information in this column should be obtained by asking open-ended questions about the different organizations with which this organization interacts, and asking about other organizations' relationships with this organization. Note that this is the perception of the people interviewed at the organization, not the perception of the researcher.

III.A.9-8

► This is a priority variable. Please make sure this question is answered.

B0.   <u>**MAJOR CHANGES SINCE LAST SITE VISIT**</u>

B0.   Have there been any ***major*** changes in the governance of the forest(s) since the last visit, and if so, what are they? *(long text)*
<VHISTCHNG>

Do not complete if this is the first visit to this site to record information for the IFRI database.

III.A.9-9

B. **GOVERNANCE AND STRUCTURE**

B1. The following table concerns activities carried out by <u>this organization</u> in relation to the forest.

Which of the following activities has this association coordinated (C); for which has it passed rules (P) and/or modified rules (M); for which has it not (N) done any of the above? Circle all Cs, Ps, or Ms that apply. If the association has not done any of the above, circle N only.	During the past year:	During the five years prior to the past year:
Plant seeds, seedlings, etc.	<VSEEDS1_> C P M N	<VSEEDS5_> C P M N
Other maintenance	<VMAINT1_> C P M N	<VMAINT5_> C P M N
Distribute forest products to local users	<VDIST1_> C P M N	<VDIST5_> C P M N
Sell forest products	<VSELL1_> C P M N	<VSELL5_> C P M N
Distribute revenue from sale of forest - products	<VREVENUE1_> C P M N	<VREVENUE5_> C P M N
Determine timing (season) of the harvest of forest products	<VTIMING1_> C P M N	<VTIMING5_> C P M N
Determine quantity of forest products - harvested	<VQUANT1_> C P M N	<VQUANT5_> C P M N
Determine type of technology used to harvest forest products	<VTYPTECH1_> C P M N	<VTYPTECH5_> C P M N
Determine who is authorized to harvest forest products	<VWHOAUTH1_> C P M N	<VWHOAUTH5_> C P M N
Determine type of use that can be made of forest products (including religious uses)	<VTYPEUSE1_> C P M N	<VTYPEUSE5_> C P M N
Sell rights to harvest forest products that users can trade with others	<VRIGHTS1_> C P M N	<VRIGHTS5_> C P M N
Rent nontransferable rights to harvest forest -products	<VRENT1_> C P M N	<VRENT5_> C P M N
Monitor forest condition	<VMONCOND1_> C P M N	<VMONCOND5_> C P M N
Monitor conformance to rules	<VMONRULE1_> C P M N	<VMONRULE5_> C P M N
Sanction rule breakers (e.g., fines, - punishment)	<VSANCT1_> C P M N	<VSANCT5_> C P M N
Arbitrate disputes among local users	<VDISPUTE1_> C P M N	<VDISPUTE5_> C P M N
Interact with higher authorities	<VINTER1_> C P M N	<VINTER5_> C P M N

III.A.9-10

► | This is a priority variable. Please make sure this question is answered.

B2.   If there are conflicts between the rules created by this organization and those of any forest association(s), please describe these conflicts. *(long text)* <VRULECONFL>

B2a.   Are any mechanisms available for resolving these conflicts? If yes, please describe them. *(long text)* <VCONFLMECH>

III.A.9-11

B3.   How are internal conflicts in the organization resolved? *(long text)* <VCONFLRES>

B4.   Indicate how members of a user group express their needs and concerns about the forest(s) to officials of this -organization.
<VEXPRESS_>

Multiple answers may be applicable.

(1) _____   Formal petitions

(2) _____   Formal hearings

(3) _____   Demonstrations

(4) _____   General meetings

(5) _____   Illegal exchanges with officials

(6) _____   Other (*describe*) <VEXPRESOTH>: _____

B5.   How does this organization carry out most of the functions assigned to it? <VFUNCTION>

Mark only one answer.

(1) _____   The officials directly carry out tasks

(2) _____   The officials appoint/hire individuals to assist them

(3) _____   The officials create committees that carry out tasks or assist them

(4) _____   Other (*describe*) <VFUNCTOTH>: _____

III.A.9-12

►**B6.** **Are the forest decision-making positions (the position of the officials) filled by forest users?** <VPosUser>
Mark only one answer.

(1) _____ No

(2) _____ Yes, through direct or indirect elections by users

(3) _____ Yes, appointed by the organization with active advice from users

(4) _____ Yes, appointed by the organization without active advice from users

(5) _____ Yes, through inheritance

►**(6)** _____ Other (*describe*) <VPosOth>: _____

►**B7.** **Can an external or higher-level authority remove the decision maker(s) in this organization?** <VRemoveExt>
Mark only one answer.

(1) _____ No

(2) _____ Yes, at the discretion of the external or higher-level authority

(3) _____ Yes, with substantiated evidence of wrongdoing

(4) _____ Yes, with complaints from other users

►**B8.** **Can forest users remove the decision makers?** <VRemoveUse>
Mark only one answer.

(1) _____ No

(2) _____ Yes, in elections that are held regularly

(3) _____ Yes, in elections that are held irregularly

(4) _____ Yes, through referenda or in arenas where criticisms are voiced

►**B9.** **Are the activities of this organization supervised by a higher authority?** <VSupervise>
Mark only one answer.

(1) _____ No

(2) _____ Yes, by the parent organization (national or regional)

(3) _____ Yes, by the parent organization (international)

(4) _____ Yes, by higher-level government officials

(5) _____ Yes, other (*describe*) <VSuperOth>: _____

►**B10.** **Does this organization provide information to forest users on a regular basis? (e.g., silvicultural techniques, relationships among tree and grass species)?** <VInfoProv>
Mark only one answer.

(1) _____ No

(2) _____ Yes

►**B10a.** **If yes, what type of information?** *(text)* <VInfoType>

III.A.9-13

►_____ This is a priority variable. Please make sure this question is answered.

C. OFFICIALS AND FUNCTIONARIES

C1. In the last 5 years, how many leaders (officials) has this organization had?

	Female	Male
Number	<VFEMALE>	<VMALE>

C2. How many individuals work for this organization?

Total number of people hired by the organization		Total number of people who volunteer labor
Full-time	Part-time	
<VFULL>	<VPART>	<VVOL>

C3. Describe the types of activities undertaken by most of the full-time employees, e.g., planting, protecting, enforcing, maintaining records. *(text)* <VEMPFULL>

C4. Describe the types of activities undertaken by most of the part-time employees, e.g., planting, protecting, enforcing, maintaining records. *(text)* <VEMPPART>

►C5. Do the decision makers of this organization own assets or capital that utilize products from the forest(s), e.g., - furniture factory that needs wood, and if so, how much? <VOWNCAP>

Mark only one answer.

(1) _____ No

(2) _____ Yes, the amount utilized is below average in this location

(3) _____ Yes, the amount utilized is average in this location

(4) _____ Yes, the amount utilized is above average in this location

(5) _____ Yes, the amount utilized is very high in this location

III.A.9-14

D.   RESOURCE MOBILIZATION AND ACCOUNT KEEPING

►D1.   **What were the major financial sources for this organization during the most recent year, e.g., product sales, voluntary contributions, entry fees, fines, own taxes, external government or development agency transfers, etc. Mark each source from which funds were received by this organization. <VSOURCE_>**

Response 8, "own taxes," refers to taxes raised by a general- or special-purpose government. Regular levies by other kinds of organizations should be answered as 2, "membership fees."

Multiple answers may be applicable.

(1) _____ Voluntary contribution of funds

(2) _____ Membership fees

(3) _____ Payments that substitute for labor input

(4) _____ Fines

(5) _____ National or regional government

(6) _____ Development agency

(7) _____ Sales of forest products from the forest

(8) _____ Own taxes

(9) _____ Special levies

(10) _____ Aid from external NGO

(11) _____ Aid from indigenous NGOs

(12) _____ Foreign government (which one?) <VSOURCEGOV>:_____

(13) _____ Other (*describe*) <VSOURCEOTH>: _____

►D1a. **Enter the number (1–13) listed in D1 that was the *single most important* source of financial support for this - organization. <VSRCEMOST>** _____

►D1b. **What is the total financial budget of this organization for the most recent year that data is avail** | Please remember to convert to U.S. dollars
       <VBUDGET> _____

►D1c. **What percentage of the total financial budget is the single most important source of financial support for this - organization? <VSRCEPRCNT>** _____ %

D1d.   What is the "most recent year" for which this data is available? <VSRCEYEAR> _____

Specify full year, e.g., 2006; if the budgetary year is not the equivalent of the calendar year, use the last year of the budgetary year.

►D1e. **If the organization did not receive any aid from external agencies, could it support its expenditures? <VSUPPORT>**
       Mark only one answer.

(1) _____ No

(2) _____ Yes

D2.   Does the organization maintain records of its accounts? <VRECMAINT>
      Mark only one answer.

(1) _____ No

(2) _____ Yes

III.A.9-15

► [ ] This is a priority variable. Please make sure this question is answered.   Rev. 12-11

D3.   If yes, are the accounts audited or supervised in any manner? <VAUDIT>

Mark only one answer.

(1) _____ No

(2) _____ Yes

E.   **COLLECTIVE-CHOICE AND CONSTITUTIONAL-CHOICE PROCESSES**

E1.   Does the organization have a charter of mission and objectives? <VCHARTER>

Mark only one answer.

(1) _____ No

(2) _____ Yes

E2.   If yes, what was the process of formation of the statement of mission for this organization? *(long text)* <VCHARTDESC>

E3.   Is the organization a corporate body in the sense of being able to sue or be sued?

Mark only one answer.

(1) _____ No

(2) _____ Yes

► **E4.   How are the rules that are created by the organization enforced? Are they enforced by: <VENFRULE>**

Mark only one answer.

(1) _____ Members of the organization itself?

(2) _____ Members of a user group who are not members of the organization?

(3) _____ External officials appointed by a government?

(4) _____ Officials selected by a user group?

(5) _____ Other ways? *(describe)* <VENFOTH>:

III.A.9-16

GEN.   GENERIC QUESTIONS FOR USE BY RESEARCHERS

Please write your question(s) and the answer(s) where indicated below. **Enter the methodology and all questions together into the database under** <VWKSPMEMO>. <u>Enter each answer into the database under the data name specified for each answer below.</u> See section II of the Field Manual for more detailed instructions.

Please describe why you are asking the generic questions below and/or what methodology you used to collect the data provided below. *(long text)* <VWKSPMEMO>

Question 1 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <VGENSNUM1>   _____

Question 2 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <VGENSNUM2>   _____

Question 3 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <VGENSNUM3>   _____

Question 4 (answer requires a whole number):

Answer to question specified by researcher *(integer)* <VGENSNUM4>   _____

Text question 1:

Answer to question specified by researcher *(text)* <VGENTEXT1>

Text question 2:

Answer to question specified by researcher *(text)* <VGENTEXT2>

III.A.9-17

Text question 3:

      Answer to question specified by researcher *(text)* <VGENTEXT3>

Question 1 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <VGENLNUM1> _____

Question 2 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <VGENLNUM2> _____

Question 3 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <VGENLNUM3> _____

Question 4 (answer requires a decimal number):

      Answer to question specified by researcher *(decimal)* <VGENLNUM4> _____

Answer(s) to question(s) specified by researcher that require(s) more than 250 characters *(long text)* <VGENMEMO>

III.A.9-18

▶ This is a priority variable. Please make sure this question is answered.