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MINISTRY OF ECONOMY, PLANNING AND REGIONAL  
DEVELOPMENT

# METHODOLOGICAL GUIDE FOR THE ELABORATION OF LOCAL LAND USE AND SUSTAINABLE DEVELOPMENT PLANS ( LLUSDP)



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# IMPRESSUM

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**METHODOLOGICAL GUIDE FOR THE  
ELABORATION OF LOCAL LAND USE  
AND SUSTAINABLE DEVELOPMENT  
PLANS ( LLUSDP)**



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# LIST OF ACRONYMS AND ABBREVIATIONS

- ABC-PADER** : Accompanying changes in the Cotton Basin of the Rural Development Support Programme
- CDP** : Council Development Plan
- CEAP** : Council Environmental Action Plan
- CIP** : Council Investment Plan
- CMP** : Community Mapping Platform
- COMES** : Municipal Council Extended to Sectors
- CSO** : Civil Society Organization
- EFI** : European Forest Institute
- FESP** : Forestry and Environment Sector Programme
- FPIC** : Free, Prior and Informed Consent
- GiZ** : Deutsche Gesellschaft für Internationale Zusammenarbeit
- IPCC** : Intergovernmental Panel on Climate Change
- IPLCs** : Indigenous Peoples and Local Communities
- IRAD** : Institute of Agricultural Research for Development
- LFR** : Landscape and Forest Restoration
- LTPSDP** : Local Territorial Planning and Sustainable Development Plan
- LUP** : Land use plan
- LUP** : Land-use Planner
- LUSMP** : Land Use and Sustainable Management Plan
- MINADER** : Ministry of Agriculture and Rural Development
- MINAT** : Ministry of Territorial Administration
- MINDCAF** : Ministry of State Property, Surveys and Land Tenure
- MINDDEVEL** : Ministry of Decentralization and Local Development
- MINEPAT** : Ministry of Economy, Planning and Regional Development
- MINEPDED** : Ministry of Environment, Protection of Nature and Sustainable Development
- MINEPIA** : Ministry of Livestock, Fisheries and Animal Industries
- MINFI** : Ministry of Finance
- MINFOF** : Ministry of Forestry and Wildlife
- MINMIDT** : Ministry of Mines, Industry and Technological Development
- MINTP** : Ministry Public Works
- NGO** : Non-Governmental Organization
- NTPP** : National Territorial Planning Programme

**NTPSDP** : National Territorial Planning and Sustainable Development Plan

**NTZP** : National Territory Zoning Plan

**PAC/IC** : Council and Inter-Council Development Plan

**PAR** : Participatory Action Research

**PCSP/RIC** : Specific Council Risk Prevention and Disaster Response Plans

**PD** : Participatory Diagnosis

**PD** : Preliminary design

**PM** : Participatory mapping

**RDP** : Regional Development Plan

**REAP** : Regional Environmental Action Plan

**REDD+** : Reducing Emissions from Deforestation and Forest Degradation

**RLAs** : Regional and Local Authorities

**RTPP** : Regional Territorial Planning Programme

**RTPSDP** : Regional Territorial Planning and Sustainable Development Plan

**SDP** : Sector Development Plans

**SSI** : Semi-Structured Interview

**SUP** : Summary Urban Plan

**SWOT** : Strengths, Weaknesses, Opportunities, Threats

**TPMP** : Town Planning Master Plan

**TSS** : Technical Support Structure

**TVDC** : Terroir/Village Development Committee

**VTDP** : Village/Terroir Development Plan

**WUC** : Watershed Users' Committee

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# FOREWORD



**ALAMINE OUSMANE MEY**

Minister of Economy,  
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**L**aw No. 2011/008 of 6 May 2011 to lay down guidelines for territorial planning and sustainable development in Cameroon defines territorial planning and sustainable development as: “implementing physical planning activities to redress natural or development-related disparities through the judicious, balanced and as integrated as possible distribution of human resources, production activities, infrastructure and facilities countrywide”.

Territorial planning and sustainable development takes place at regional and local levels through the balanced development of the national territory. It combines social progress, economic efficiency, environmental protection, the establishment of the principle of subsidiarity within the framework of decentralization and the implementation of a contractual system of joint management of space by the State and regional and local authorities.

The law on territorial planning and sustainable development defines the various strategic planning and development tools at national, regional and local levels, respectively, the National Territorial Planning and Sustainable Development Plan (NTPSDP), the Regional Territorial Planning and Sustainable Development Plan (RTPSDP) and the Local Territorial Planning and Sustainable Development Plan (LTPSDP).

The guidelines from higher level planning tools, notably the National Territory Zoning Plan (NTZP), the NTPSDP, the RTPSDP, the Regional Development Plan (RDP), at local level, are implemented through the LTPSDP.

Indeed, local development today faces a number of challenges, including land conflicts, insufficient land for local communities and indigenous peoples, threats to ecosystems, biodiversity and natural resources.

This guide aims to provide a response to the above problems through the development of the LTPSDPs. The process leading to the preparation of this document followed a participatory approach involving all stakeholders: government services, the private sector, civil society, indigenous peoples, local populations, as well as all actors involved in local planning.

The guide comprises three parts:

The part I sets out the aim and objectives of the guide, its initiators and users, its structure, its duration, as well as the links between the LTPSDP and other territorial planning tools.

The part II presents the legal, political and institutional framework for drawing LTPSDPs.

The third and last part presents the seven phases of the LTPSDP drawing-up process, namely :

- organization and preparation of the LTPSDP process and official launch;
- council diagnosis;
- terroir/village diagnosis;
- restitution of the Terroir/Village Development Plans (TVDPs) at council level and drawing up and approval of the provisional LTPSDP;
- restitution of the provisional LTPSDP to local communities and mainstreaming of remarks at village level;
- finalization of LTPSDP, approval and dissemination to the public;
- implementation, monitoring and evaluation of LTPSDP.

I wish to avail myself of this opportunity to laud the contribution of the sectoral government services, technical and financial partners and all the other actors in drawing up this Guide.

**Le Ministre de l'Economie, de la Planification  
et de l'Aménagement du Territoire**



**Alamine Ousmane Mey**

# CONCEPTS AND TERMINOLOGY

## Territorial planning

Regional development is a public policy that aims to ensure that the various cross-sectoral and territorial, deconcentrated and decentralized interventions are carried out in accordance with an optimality that maximizes the well-being of the population, taking into account the various constraints and potentialities, whether natural, resources-related or spatial, linked to the various territorial configurations bequeathed by the history of the country's territorial formation, or socio-economic, linked to the different levels of development of the various territorial components (NTPSDP).

## Territorial planning and sustainable development

Territorial planning and sustainable development consists in implementing physical planning to redress natural or development-related disparities through the judicious, balanced and as integrated as possible distribution of human resources, production activities, infrastructure and facilities countrywide (Law No. 2011/008 of 6 May 2011 to lay down guidelines for territorial planning and sustainable development in Cameroon).

## Watershed

A catchment area or watershed is a piece of land bordered by ridge lines (or watersheds) and irrigated by the same hydrographic network (a river, with all its tributaries and all the streams that feed into that area). Within the same basin, all the water received follows a natural slope due to the relief and is concentrated towards a single outlet.

## Map

A map is a geometric, flat, simplified and conventional representation of all or part of the earth's surface in a suitable similarity referred to as scale.

## Cartography

Cartography is a technique, science and art whose

purpose is to represent the earth (or any other ecosystem) in geometric and graphic form through the design, preparation and production of maps.

## Participatory mapping

Participatory mapping emerges in the wake of participatory rural appraisal methodologies widely used by the development community in the 1980s. It emphasizes transparency and the involvement of all community members in a given activity, usually related to a development initiative or community decision-making process. Over the years, participatory mapping has become a method of incorporating spoken language into a map, with the aim of giving voice to those at the bottom of the social ladder in a tangible and visible medium, facilitating dialogue and negotiation.

## Municipal council extended to sectors (COMES)

COMES is the framework within which development actions are approved and the municipal executive is discharged for their implementation. It is composed of municipal councillors and officials of the deconcentrated services of the State.

## Contract plan

The contract plan is a document signed between the State and Regional and Local Authority which commits the two parties to achievement and financing within a specific timeframe of economic, social and cultural development objectives with regard to the powers devolved thereon by the State. It is an administrative and financial document based on contractual planning.

## Diagnosis

An exercise that allows for in-depth questioning of an environment in its social, economic and cultural aspects in order to understand past, present and/or future events. It is in fact a careful examination of each of the facts observed, which could have a positive or negative impact on one or more actions to be taken in the environment in question.

### Participatory diagnosis

Comprehensive analysis by all parties of all aspects (physical, social, economic and cultural), resulting in a database (of priority problems and needs) giving better visibility to the planning and implementation of development actions.

### Local Territorial Planning and Sustainable Development Plan (LTPSDP)

A local (council or inter-council) version of the Regional Territorial Planning and Sustainability Development Plan (RTPSDP), which itself is a version of the National Territorial Planning and Sustainability Development Plan (NTPSDP), which consists in implementing local physical planning (understood as council or inter-council) to redress natural or development-related disparities through the judicious, balanced and as integrated as possible distribution of human resources, production activities, infrastructure and facilities countrywide.

### Town Planning Master Plan (TPMP)

A document that sets out the fundamental guidelines for the development of an urban area, the general purpose of the land and the programming of facilities.

### Land use plan (LUP)

A document that sets out the land use and the rules governing such use for the medium term (10 to 15 years). It defines the perimeter of each land use zone and lays down, for each of them, the rules, restrictions and particular easements for land use.

### Land use planning (LUP)

Document to operationalize land use in an effort to promote more desirable social and environmental outcomes and more efficient use of resources.

### Council planning

Communal planning consists in formulating a shared vision of development as well as related actions (projects, programmes), including the

identification of the material, financial and human resources needed to achieve such vision in a given geographical and temporal space. It aims to ensure that development potential and constraints are better taken into account on the one hand, and that the populations are effectively involved in defining needs, making decisions and taking ownership of the investments intended for them.

### Summary urban Plan (SUP)

Simplified planning document that can be drawn up by the council until they have a Land Use Planning.

### National Territorial Planning and Sustainable Development Plan (NTPSDP)

A set of documents consisting of literal statements and graphic expressions presenting the guidelines, objectives and expected outcomes of a spatial, physical and environmental development vision based on policy options, available natural resources, social dynamics and environmental, artistic and cultural heritage. NTPSDP includes a prospective analysis document and cartographic documents that express the vision of planning and sustainable development of the national territory and is broken down into planning and development programmes.

### Regional Territorial Planning and Sustainable Development Plan (RTPSDP)

Regional physical and spatial planning paper setting out the fundamental guidelines for the construction of structuring and environmental facilities and the organization of territorial development based on the options adopted in the National Territorial Planning and Sustainable Development Plan.

### Zoning

The division of the territory into specific zones and the distribution of activities within the said zones to make the most of the areas concerned through an optimal land use plan according to the growth and wealth and job creation sectors, but without defining on what scale it should be prepared.



01

# INTRODUCTION



# INTRODUCTION

## I.1. General background to territorial planning in Cameroon

Cameroon's development vision for 2035 (MINEPAT, 2009) promotes a consistent territorial planning strategy as a means of integrated, mutually supportive and sustainable development, and provides for the establishment of a legal and regulatory framework for territorial planning (law, master plan and establishment of a territorial planning observatory).

The territorial planning and development policy is materialized in Cameroon by Law No. 2011/008 of 6 May 2011 to lay down guidelines for territorial planning and sustainable development in Cameroon. According to Section 3 of the Law, "territorial planning and sustainable development shall consist in implementing physical planning activities to redress natural or development-related disparities through the judicious, balanced and as integrated as possible distribution of human resources, production activities, infrastructure and facilities countrywide". The law provides for three levels of territorial planning and development namely: the National Territorial Planning and Sustainable Development Plan (NTPSDP) at national level, the Regional Territorial Planning and Sustainable Development Plan (RTPSDP), which is broken down into a Local Territorial Planning and Sustainable Development Plan (LTPSDP) at local level.

### I.1.1. Definition of the various scales of territorial planning and development

- **National Territorial Planning and Sustainable Development Plan (NTPSDP)**

The National Territorial Planning and Sustainable Development Plan (NTPSDP) is the strategic tool that defines the long-term orientations of territorial planning and sustainable development at national level (Section 12 of the 2011 Law). It establishes the principles governing the location of major transport infrastructures, major facilities and public services of national interest.

- **Regional Territorial Planning and Sustainable Development Plan (RTPSDP)**

The Regional Territorial Planning and Sustainable Development Plan (RTPSDP) defines the medium-term framework for the sustainable development of a region (Section 15 of the 2011 Law). These are the development guidelines to be implemented by the regions, either directly or through contracts with the State, other regions, councils, private or public companies, public establishments or any other public or private law legal person. RTPSDPs include cartographic documents that express the territorial planning and sustainable development vision of region, notably the location of investments, major equipment, common infrastructure, sites and zones to be protected or for urban development.

- **Local Territorial Planning Sustainable Development Plan (LTPSDP)**

Local territorial planning is sector- and space-oriented and needs to be operational as it is part of a framework established at national and regional levels. It is a process that integrates all local actors and is prescriptive in terms of development and land use guidelines, but also indicative in terms of implementation priorities.

The most decentralized level of territorial planning provided for by the 2011 Law is the Local Territorial Planning and Sustainable Development Plan, abbreviated to LTPSDP. LTPSDP proposes mechanisms for

planning and securing land for each use and user, and actions and investments needed for sustainable development and environmental protection. It clarifies the uses, users and management of the countryside in one or more councils. It also aims to resolve conflicts between current or foreseeable land uses. A key element in drawing up a LTPSDP is to distinguish the boundaries between urban and rural areas, and the planning instruments applicable to each territory.

LTPSDP is prepared by councils or groups of councils with the support of planning missions, consultancies and development partners.

The vision of LTPSDP spans over 25 years in order to prepare the council for long-term sustainable development. LTPSDPs are updated every five years in order to bring them into line with other higher-level planning tools (RTPSDP, etc.) and tools of the same level (CDP, LUP, etc.).

### **I.1.2. Aim and objectives of LTPSDP**

LTPSDP is a tool that aims to plan and secure land for each use and user, and to make the necessary investments for sustainable development and environmental protection. It clarifies the uses, users and management of the rural space in one or more regional and local authorities (RLAs).

The overall objective of LTPSDP is to organize the distribution of land at local level in order to respond in a consistent manner to the different productive, cultural and protective uses and functions expected of the territory in national policies.

Specifically, it should help to:

- confirm at local level the guidelines, objectives and expected outcomes of territorial planning policies, strategies and plans at higher administrative levels (national and regional plans);
- set strategic territorial planning thrusts to support sustainable rural development;
- identify land uses and users, as well as local sustainable development opportunities and plan them, in agreement with existing institutions, to meet local needs;
- identify current governance mechanisms, and proposals for the allocation of land for future use, noting areas of common interest and potential conflict;
- negotiate a consensus that reconciles the various current and future land tenure interests, and agree on the conditions of their governance as a first step towards securing land for all actors in the rural area;
- prioritize public investment, guide private investment at all scales (small, medium and large enterprises), trigger concrete and coordinated investments to achieve the expected rural development outcomes;
- strengthen existing local land-use planning and governance institutions (formalized, customary or ad hoc), or set up the necessary institutions to ensure good governance in accordance with legal and customary norms;
- ensure balance and social peace between the various groups of actors living in the council, including all vulnerable and marginalized social groups;
- enable the resolution (or prevention) of conflicts between current and future uses of space.

### **I.1.3. When can an LTPSDP be drawn up ?**

LTPSDPs are prepared only where the need arises and the initiative to prepare one may be taken for diverse reasons. The following cases may be considered:

- the government proposes a project that will have an impact on land use in one or more councils, for instance, a new road infrastructure, a hydroelectric dam, an agro-industrial project, a mining development project...
- the establishment of a land reserve, a new protected area, a forest concession, or any other type of reserve or concession provided for in laws that would require local communities to cede some access and use rights over certain areas of land and resources;
- where there is a land-use conflict, and the municipal council, regional council, government delegations or relevant sector ministries decide on the establishment of LTPSDP as an appropriate tool to resolve the conflict;
- a territorial planning process is carried out by local representative institutions in favour of sustainable development on the scale of a council or a group of councils, for example within the framework of a REDD+ programme or the development of a zero deforestation agricultural sector initiative;
- a council identifies opportunities for investment and economic growth that require a plan to structure the area and direct investment;
- etc.

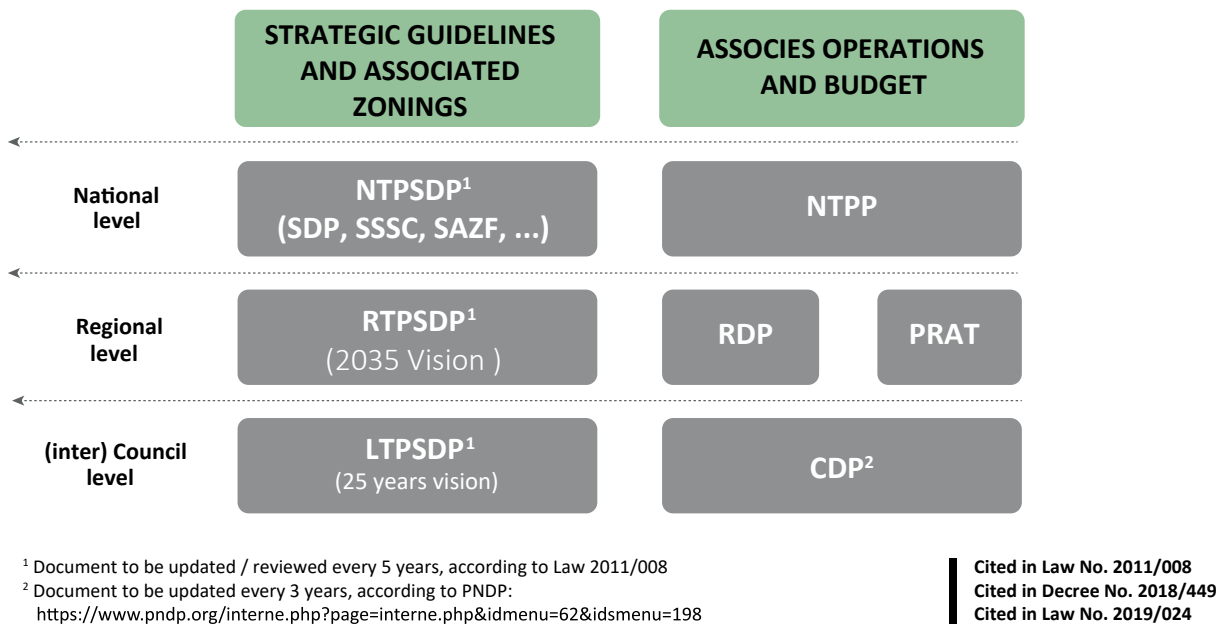
In any case, a local territorial planning process should be initiated by the council concerned, under the control of the supervisory authorities. The purpose of this process will be to determine the potential impact of the establishment of an LTPSDP on land use, and to reach a consensus on the main issue behind the LTPSDP and whether and how it can be implemented in a locally acceptable manner.

### **I.1.4. Who is authorized to draw up an LTPSDP ?**

LTPSDPs are prepared by the municipal planning services of one or more councils supported, where necessary, by planning and development missions and/or their development partners.

### **I.1.5. Links between the LTPSDP and other territorial planning tools**

There are 2 (two) types of links: a vertical link (between different levels) and a horizontal link (within the level considered).



**Figure 1: Diagram of links between LTPSDP and other planning tools**

### I.1.5.1. Vertical link

Given that each local authority is autonomous, there is indeed no hierarchical relationship between the LTPSDP and the higher levels of planning and development. However, it is necessary to respect some level of consistency between the various plans to avoid blatant inconsistencies that would be detrimental to the harmonious development of the different local authorities. Indeed:

- The RDP must take into account the sector-specific guidelines of the National Territorial Planning Plan (NTPP), if any, as well as the location of facilities, infrastructure and natural resources of national interest in the council;
- The LTPSDP must take account of the sector-specific guidelines of the RTPSDP and the location of facilities, infrastructure and natural resources of regional interest.

### I.1.5.2. Horizontal link

These are the interactions between planning instruments at the same level (tier). Drawing up the LTPSDP must take into account any other territorial planning and land use tool developed at council level, that may have an impact on land management or distribution, in particular:

- the Summary Urban Plan (SUP);
- the Council Development Plan (CDP);
- the Land Use Plan (LUP);
- the Council or Inter-Council Development Plan (PAC/IC);
- the Town Planning Master Plan (TPMP);
- etc.

The figure below shows the link between the watershed approach and the LTPSDP process. Indeed, during diagnosis and planning at the terroir/village level leading to a Village Terroir Development Plan (VTDP), the watershed approach carries out the diagnosis and planning of a group of terroirs/villages belonging to the same watershed, and culminates with the drawing-up of a Land Use Plan (LUP) for all the terroirs/villages. Annex 3 of this methodological guide for the drawing-up of the LTPSDP briefly describes the spatial planning process following the watershed approach.

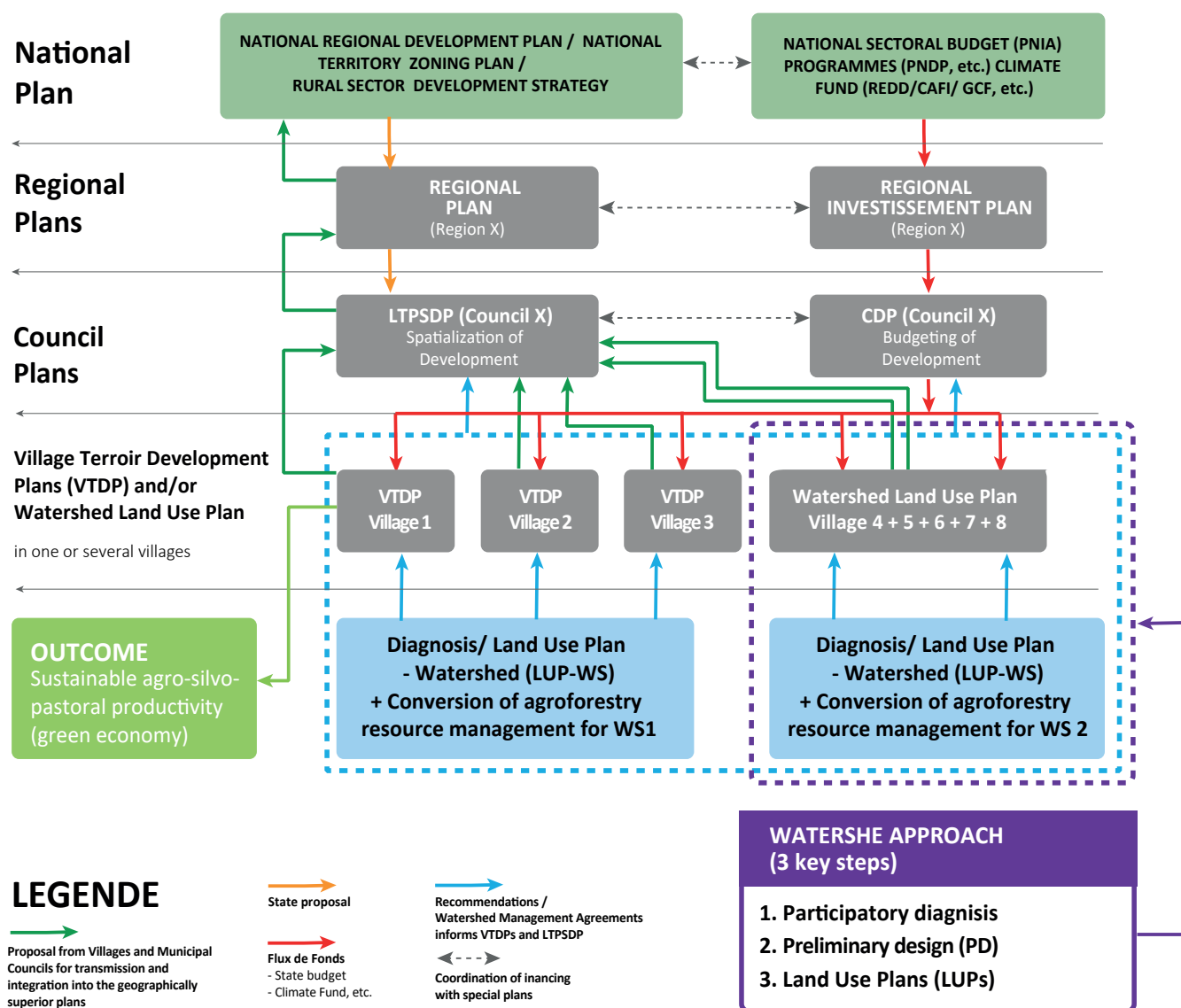


Figure 2: Example of links between LTPSDP, CDP and the Watershed Approach

### I.1.6. Duration of an LTPSDP

The vision of the LTPSDP spans over a maximum of 25 years to plan the sustainable development of the council in the long term. However, LTPSDPs must be reviewed every five years to keep them consistent with the directives of the national plan and regional plans, and to adapt them to the socio-economic and development contexts.

## I.2. LTPSDP drawing-up guide

This methodological guide describes the approach to be adopted in drawing up LTPSDPs. It is part of the ongoing institutional reforms and will therefore be continuously adapted to take account of the various developments. It is a working tool that already contains the basis for its ownership by users who will, in fact, contribute implicitly to its updating.

### I.2.1. Aims and objectives of the Guide

The main objective of this guide is to provide local development actors with a common reference framework for spatial planning at council level. Specifically, it aims to:

- shed light on how the national legal framework for territorial planning can be translated at the council level;
- define the relationship between the LTPSDP and the territorial planning processes and instruments of higher administrative levels;
- clarify the interactions between the LTPSDP and other local spatial planning and preparation processes at local level, in particular the CDP;
- identify the phases of the LTPSDP drawing-up process and the roles and responsibilities of all stakeholders;
- provide information for local land use planning;
- resolve existing or foreseeable conflicts over land use, as well as perceived differences over future use;
- clarify land status (community/customary uses) to facilitate the process of securing land tenure.

### I.2.2 Users of the Guide

The following are the main users of the guide:

- regional and local authorities (Regions and Councils);
- technical ministries and their deconcentrated entities;
- development partners;
- development missions and companies;
- design and development firms;
- development projects and programmes;
- civil society organizations (CSOs);
- non-governmental organizations (NGOs);
- the private sector;
- indigenous peoples and local communities (IPLCs);
- traditional chiefdoms;
- local elected officials;
- and any other local development player.

### I.2.3 Structure of the Guide

This guide comprises 2 (two) parts corresponding, on the one hand, to the legal and institutional framework for drawing up Territorial Planning and Sustainable Development Plans in Cameroon and, on the other hand, to the 7 (seven) phases of the LTPSDP drawing-up process, namely:

- organization and preparation of the LTPSDP process and official launch;
- council diagnosis;
- terroir/village and terroir/village groups diagnosis;
- restitution of terroir/village diagnosis at council level, drawing up and approval of provisional LTPSDP;
- restitution of provisional LTPSDP to communities and mainstreaming of observations at terroir/village level;
- finalization of LTPSDP, official approval and public dissemination;
- implementation and monitoring-evaluation.

The legal and institutional framework presented below provides a framework for drawing up LTPSDPs in all the councils in Cameroon. It includes existing laws, policies, programmes, strategies and plans, as well as institutional arrangements for the implementation of decentralized regional development in Cameroon.



**LEGAL, POLITICAL AND  
INSTITUTIONAL FRAMEWORK  
FOR THE ELABORATION OF LOCAL  
LAND USE AND SUSTAINABLE  
DEVELOPMENT PLANS**

# 02

## LEGAL, POLITICAL AND INSTITUTIONAL FRAMEWORK FOR THE ELABORATION OF LOCAL LAND USE AND SUSTAINABLE DEVELOPMENT PLANS

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### II.1 Legal and political framework

The drawing up of the LTPSDP has a legal basis and must therefore be carried out in accordance with a set of official instruments governing spatial planning, natural resource management, land affairs and domains, and decentralization in Cameroon. The most important legal instruments taken into account in drawing up LTPSDPs are analysed in the following subsections.

#### II.1.1 National strategy papers

They are:

- **Cameroon's development vision by 2035 (MINEPAT, 2009)**

This instrument identifies urban development and territorial planning as one of the five major challenges in Cameroon. It promotes a consistent territorial planning strategy as a means of integrated, inclusive and sustainable development. The Vision, which is to “make Cameroon an emerging country, democratic and united in its diversity by 2035”, provides for the establishment of a legal and regulatory framework for territorial planning (law, master plan and territorial planning observatory).

- **Rural Sector Development Strategy coupled with the National Agricultural Investment Plan (SDSR/PNIA)**

These instruments guide the reconciliation of the interests and actions of all ministries involved in the rural development sub-sector: agriculture, livestock, forestry and environment. Investment in the implementation of the strategy will be made through the National Agricultural Investment Plan.

- **National Development Strategy 2020-2030**

NDS30 is the new reference framework for development action in Cameroon for the next decade. It encapsulates the country's internal and international economic, social and environmental commitments. NDS30 is based on lessons learnt from implementation of the Growth and Employment Strategy Paper (GESP), from which it takes over until 2030, with a view to achieving the objectives of the 2035 vision.

#### II.1.2 Instruments on the drawing-up and implementation of the LTPSDP

- **Law No. 2011/008 of 6 May 2011 to lay down guidelines for territorial planning and sustainable development in Cameroon**

This law establishes the principle of territorial planning and sustainable development and applies to all activities relating to land allocation. It also designates the various strategic tools for territorial planning and sustainable development (Section 10), namely :

- the National Territorial Planning and Sustainable Development Plan (NTPSDP);
- the National Territory Zoning Plan (NTZP);
- the Regional Territorial Planning and Sustainable Development Plans (RTPSDP);
- the Sector-specific development plans;
- the Local Territorial Planning and Sustainable Development Plan (LTPSDP);
- the contract plans- documents signed between the State and the regional and local authority which commit both parties to the achievement and financing within a specific timeframe of economic, social and cultural development objectives with regard to the power devolved thereon by the State.

According to Section 12 of the Law to lay down guidelines for territorial planning, the NTPSDP defines the basic long-term orientations of environmental management and sustainable development of the national territory. It lays down the principles governing the location of major transport infrastructure, major equipment and public amenities of national interest.

In accordance with Section 15 of the above Law, RTPSDPs define the basic medium-term framework for sustainable development of a region. They comprise cartographic documents that express the territorial planning and sustainable development vision of the region, notably the location of investments, major equipment, common infrastructure, sites and zones to be protected or for urban development. RTPSDPs set out the development guidelines to be implemented by the regions, either directly or by way of a contract with the State, other regions, councils, private or public companies, public establishments or any other public or private law legal person.

Section 5(7) of the law defines the LTPSDP as “the Regional Territorial Planning and Sustainable Development Plan at the council or inter-council level”.

Section 6 recognizes several principles that guide the drawing up and implementation of LTPSDPs. These include :

- the principle of decentralization and sustainable development through skills transfer and appropriate allocation of resources to regional and local authorities (RLAs) for territorial planning, through the mainstreaming of the preservation of ecosystems and protection of landscapes and artistic and cultural expressions;
- the principle of participation of RLAs, State bodies, socio-economic stakeholders and ordinary citizens in territorial planning-related decision-making and in their implementation and evaluation thereof;
- the principle of mainstreaming of laws relating to decentralization, environmental protection, urban development and building.

Section 20 of the law specifies the role of councils in drawing up these tools, as follows :

- councils shall participate in drawing up and implementing the Regional Territorial Planning and Sustainable Development Plan. They shall, in conformity with the said Plan, prepare framework documents for planning operations, under the control of the supervisory authorities notably, council or inter-council local development plans, land use plans, urban development plans, joint development plans, renovation and reparcellation plans as well as other territorial planning operations;
- council framework territorial planning documents shall be updated every 5 (five) years;

- councils may also enter into plan implementation agreements with the State or Regions to achieve their development goals.

The plans, documents and operations referred to above shall, prior to their adoption by the municipal council, be endorsed by the regional administrative authority.

- Law No. 2019/24 of 24 December 2019 to institute the General Code of Regional and Local Authorities.

The Law sets out:

- the common provisions applicable to local authorities;
- the status of local elected officials;
- the rules governing the organization and functioning of local authorities;
- the financial regime of local and regional authorities.

It repealed all previous provisions repugnant thereto, notably:

- Law No. 2004/017 of 22 July 2004 on the orientation of decentralization;
- Law No. 2004/018 of 22 July 2004 to lay down rules applicable to councils;
- Law No. 2004/019 of 22 July 2004 to lay down rules applicable to regions; and
- Law No. 2009/011 of 10 July 2009 on the financial regime of regional and local authorities.

- **Law No. 2004/003 of 21 April 2004 to regulate town planning in Cameroon**

Section 25 et seq. of the Law to regulate town planning in Cameroon refer to the various town planning documents and their importance. The documents are: the town planning master plan; the land use plan; the sector plan; and the summary land use plan. The instrument also defines the said documents and specifies the terms and conditions for drawing up the documents. All the above plans tend to cover the entire national territory, putting them in conflict with other laws, notably the law on territorial planning.

- **Law No 94/01 of 20 January 1994 to lay down forestry, wildlife and fisheries regulations**

To date, the forestry law is the only one to have zoned the national forest territory. Cameroon's forest zoning plan or indicative land use map is an allocation of Cameroon's forest space to individual uses (production, protection, recreation, education, research, etc.).<sup>1</sup> However, Section 16(3) of the Forestry Law specifies that "forest resources shall be assigned in accordance with the master plan for regional development".

- **Law No. 96/12 of 5 August 1996 relating to environmental management**

This law lays down the general legal framework for environmental management in Cameroon. Its protection and the rational management of the resources it provides to human life are of general interest. These resources concern mostly the geosphere, the hydrosphere, the atmosphere, their material and immaterial content, as well as the social and cultural aspects they comprise. To this end, the Government shall formulate national strategies, plans or programmes for the conservation and sustainable use of environmental resources.

- **Law No. 98/005 of 14 April 1998 to lay down regulations governing water resources**

Pursuant to Section of this Law, water shall be a common national resource protected and managed by the State, which shall facilitate access to it by all citizens. However, the State may transfer all or part of its prerogatives to regions and councils. Furthermore, water management may be transferred or leased according to conditions laid down by a decree to implement this law.

- **Law No. 85 - 09 of 4 July 1985 to lay down the procedure governing expropriation for public purposes and the conditions for compensation**

This law sheds light on the procedure governing expropriation for public purposes, which is undertaken either directly, when it aims to carry out operations in the public interest, or indirectly at the request of local public authorities, public establishments, public service concessionaires or State companies.

- **Ordinance No. 74/1 of 6 July 1974 to establish rules governing land tenure in Cameroon**

The State shall be the guardian of all lands. It may, in this capacity, intervene to ensure rational use of land or in the imperative interest of defence or the economic policies of the nation.

- **Ordinance No. 74/2 of 6 July 1974 to establish rules governing State lands**

This Ordinance governs the public domain, the private domain of the State and other public law legal persons.

- **Decree No. 2018/4992/PM of 21 June 2018 setting the rules governing the process of maturation of public investment projects**

According to this decree, the maturity of a public investment project requires a number of prerequisites including:

- the declaration public utility;
- the certificate of site availability;
- the land acquisition deed;
- compensation reports;
- the environmental compliance certificate;
- cost estimates;
- project management plans;
- risk assessment reports;
- the preliminary design (PD);
- the final design (FD);
- pre-project plan, where necessary;
- other technical study reports.

## II.2 Institutional framework

### II.2.1 Institutional anchorage

The table below summarizes the roles and responsibilities of stakeholders in drawing up and monitoring the implementation of LTPSDPs.

**Table 1: Distribution of stakeholders' roles and responsibilities in drawing up and monitoring the implementation of LTPSDPs**

Roles	Who?	What?	Where?	When?	How ?
Supervision	- MINEPAT; - MINDDEVEL	Definition of the process to draw up the LTPSDP guide	Central/ Local	Permanent	Guide and other methodological tool
Advisory support	MINEPAT, MIND-DEVEL and other sector administrations, specialized bodies	Section 84(2) (RLA Code)	Local	Throughout the entire process	Training Capacity building  Etc.
Tool compliance with regulations	Representative of the State at the Council	Approval of LTPSDP	Local	After adoption by Municipal Council	(Reasoned) LTPSDP approval or rejection letter
Regular evaluation of the impact of implementation of LTPSDP	National Territorial Planning Council  (to be set up)	Section 27 of the 2011 Law	Central/ Local (agencies)	Permanent	In accordance with the provisions of Sec 27 of the 2011 Law

In addition to the above stakeholders, the LTPSDP process implies the involvement of other actors.

### II.2.2 Actors

Several ministries and public institutions are involved in drawing up and implementing rural territorial planning and development. These include:

#### II.2.2.1. Government services

- Ministry of Economy, Planning and Regional Development (MINEPAT);
- Ministry of Decentralization and Local Development (MINDDEVEL);
- Ministry of Finance (MINFI);
- Ministry of Territorial Administration (MINAT);
- Ministry of Forestry and Wildlife (MINFOF);
- Ministry of Environment, Protection of Nature and Sustainable Development (MINEPDED);
- Ministry of Livestock, Fisheries and Animal Industries (MINEPIA);

- Ministry of Agriculture and Rural Development (MINADER);
- Ministry of State Property, Surveys and Land Tenure (MINDCAF);
- Ministry of Mines, Industry and Technological Development (MINMIDT);
- Ministry of Public Works (MINTP);
- Ministry of Housing and Town Planning (MINHDU);
- Ministry of Water Resources and Energy (MINEE).

### II.2.2.2. Specialized institutions

- National Institute of Cartography (INC);
- Institute of Geological and Mining Resources (IRGM);
- National Institute of Statistics (NIS);
- Institute of Medical Research and Medicinal Plants Studies (IMPM);
- Institute of Agricultural Research for Development (IRAD);
- National Climate Change Observatory (ONCC).

### II.2.2.3. Study missions for territorial planning and development projects

- North Region Planning and Development Authority (MEADEN);
- North-West Development Authority (MIDENO);
- South-West Development Authority (SOWEDA);
- Monts Mandara Integrated Development Authority (MIDIMA);
- Ocean Development Studies Authority (MEAO);
- Etc.

### II.2.2.4. Advisory bodies

**These multi-stakeholder bodies are set up under specific programmes. For example:**

- National Decentralization Council (CND);
- Local Services Inter-Ministerial Committee (CISL);
- Farmer – Forest Platforms (FFPs);
- Operational Technical Units (OTUs).

### II.2.2.5. Regional and local authorities

The council is the lowest level in the RLA decentralization scale in Cameroon. It is represented by the municipal council which has the mandate to draw up the LTPSDP under the control of the supervisory authorities (Section 20(2) of the Law to lay down guidelines for territorial planning and sustainable development). Councils also play a role in :

- promoting and valorizing natural potential and developing local economies;
- organizing the local institutional framework;
- regional and local planning;
- environmental management;
- promoting partnership.

The authority of mayors is limited to land which is the direct property of their council (communal forests, urban framework, rural roads, grazing areas, etc.). In principle, the mayor has no power over the management of rural land, unless he is himself a traditional authority (head of the terroir/village/clan, Lamido, etc.). In such case, he may be responsible for managing the land in his community, where customary law remains the main mechanism for land management and assignment.

In drawing up the LTPSDP, the role of the municipal council (council) is to facilitate agreement between stakeholders at national, regional, council and community levels on the zoning of the council's space. Through the mayor, the municipal council helps to clarify the rights, responsibilities and relationships between actors for each use, while stakeholders should agree on the management of resources.

### **II.2.2.6. Traditional authorities (chiefdoms) and local populations**

In many communities, traditional authorities play an important role in assigning customary land, resolving land-related conflicts and managing natural resources, as well as rallying local people for consultations.

### **II.2.2.7. Indigenous Peoples and Local Communities (IPLCs)**

IPLCs are the most involved in the use of the countryside and are the most affected by the new land use guidelines in national and regional plans. They are therefore the key stakeholders who must be consulted and with whom prior consensus must be found on territorial planning and sustainable development in their areas of jurisdiction.

IPLCs play several roles, the most important of which are:

- contribution to and involvement in diagnosing future land use scenarios;
- expressing specific needs and sustainable development ambitions;
- identifying projects and participating in their execution;
- pooling local resources (in kind and in cash), through their partners such as local NGOs, development projects, etc., to finance the drawing-up and implementation of the LTPSDP;
- monitoring and evaluating development plans (drawing up and implementation).

### **II.2.2.8. Civil society, the private sector and technical and financial partners**

Civil society supports the implementation of State policy through support and contractualization actions. As such, most civil society organizations play the role of relay actors. They participate in drawing up development plans through the various groups and associations of beneficiary populations at regional and local level.

The private sector is an important player that acts through the various categories of economic operators to assist in drawing up and implementing the LTPSDP. The LTPSDP is a process that helps to guide and secure the investments of these economic operators.

External partners and international NGOs assist mainly by providing support in terms technical, organizational, material and financial capacity building.

A green-tinted photograph of a rural landscape. In the foreground, there is a river or stream. In the middle ground, a group of people is standing in a field of tall grass or reeds. In the background, there is a hillside covered in dense vegetation.

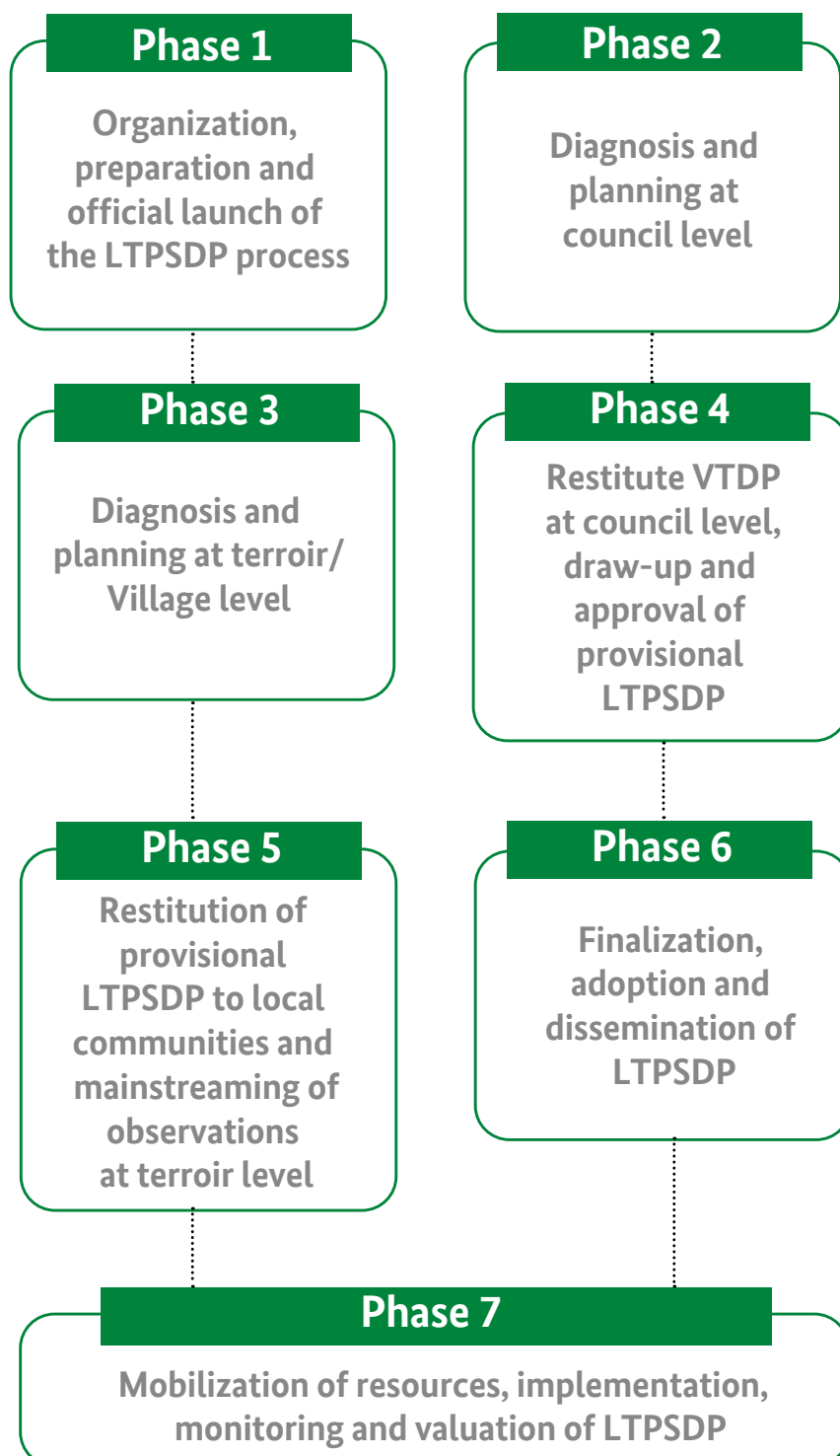
**03**

**PHASES IN DRAWING  
UP THE LTPSDP**

## 03

## PHASES IN DRAWING UP THE LTPSDP

The LTPSDP drawing-up process may be summarized in 7 (seven) phases.



### **III.1. Phase 1 : Organization, preparation and official launch of the LTPSDP process**

This phase sets out the framework and responsibilities of the various stakeholders in the implementation of this process. The approximate duration of this phase is 2 months. It includes the following 3 (three) main steps:

- Triggering the planning process at council level;
- Formation of coordination teams;
- Organization of a launch, awareness and information workshop.

#### **III.1.1. Triggering the planning process at council level**

The planning process is triggered at council level by an administrative act (decision to initiate). Those responsible for this phase include the following actors:

- one or more mayors, in consultation with their municipal council(s) and government services, initiate the territorial planning process at council or inter-council level by an administrative act that justifies the need to draw up the LTPSDP;
- the State through its branches;
- a planning mission in agreement with the council concerned;
- one or more ministries having a legitimate interest in the council(s) concerned;
- one or more private actors together with the council concerned.

#### **III.1.2. Formation of coordination teams**

Formation of the coordination teams, specifying their roles and responsibilities in drawing up the LTPSDP.

##### **III.1.2.1. Steering Committee**

The Steering Committee coordinates the LTPSDP process, but may in no way replace the deliberative body of the RLA. It is set up at the level of the council, by decision of the municipal council meeting in ordinary or extraordinary session. Such decision must specify the composition of the steering committee as well as its duties (see attached model decision to set up the Steering Committee).

##### **III.1.2.2. Multidisciplinary technical team**

The multidisciplinary technical team consists of representatives of all sectoral government services having an interest in land use and management in the council concerned. Its mission is to:

- explain to local actors the LTPSDP activity framework;
- inform stakeholders about the vision, policies and priorities defined in plans at higher levels (regional and national);
- collect information and basic documents, and make them available to the technical support structure;
- ensure that the LTPSDP is consistent with sectoral policies and territorial planning plans at national and regional level;

- ensure the technical quality of the LTPSDP;
- validate the outputs of the planning process;
- estimate the costs of various activities.

### III.1.2.3. Technical support structure

The municipal council recruits a technical support structure responsible for coordinating the entire process of drawing up the LTPSDP. This may be a consultancy firm, an NGO, an association or any other CSO with proven expertise in the field(s) identified as issues to be addressed under the LTPSDP and with a good command of planning processes at national, regional and local levels. Its main role is to draw up the LTPSDP under the supervision of the Steering Committee. As such, the entity will be assigned the tasks relating to the implementation of all the steps in drawing up the LTPSDP.

The Terms of Reference (ToR) prepared for the recruitment of the technical support structure will specify the responsibilities and tasks assigned to the latter. In addition, the ToR should state the profiles of the consultants to be made available to the municipal council by the technical support structure.

In addition to setting up the steering committee and recruiting the technical support structure, the municipal council will have to brainstorm on the means and resources needed to carry out the various phases of the LTPSDP (if it did not have them prior to its launch), including paying the members of the steering committee and the multidisciplinary team committed to the tasks of mobilizing and monitoring the drawing-up of the LTPSDP. In this respect, the selected technical support structure is advised to include in its financial bid a heading for “social mobilization and monitoring the drawing-up of the LTPSDP”. The budget for this heading should be managed by the chairperson of the steering committee, in this case the Mayor.

**NB: To ensure transparency and fairness in the recruitment of the service provider, the municipal council is strongly recommended to comply with the Public Contracts Code in force.**

### III.1.2.4. LTPSDP focal point

To ensure effective monitoring of activities to draw up the LTPSDP on the ground, the mayor will assign responsibility for this to a council executive staff through a memorandum. The council executive staff should liaise between the council executive and the operational concerns encountered during the process. He or she may be appointed from among the executive staffs on duty in the council, in particular the executive staff responsible for the communities where it has been set up.

### III.1.3. Organization of a launching, awareness-raising and information workshop

During this workshop, the vision, the national and regional priorities, as well as the various teams responsible for conducting the process will be presented.

This stage, which marks the effective start of the process to draw up the LTPSDP, includes :

### III.1.3.1. Organization of a communication campaign

Informing and sensitizing the authorities and the population aims to encourage their involvement in drawing up the LTPSDP. This campaign is carried out under the responsibility of the technical support structure and the council, and should make it possible to disseminate information on the planning process to the entire population. The programme to draw up the plan adopted by the multidisciplinary technical team should be forwarded to the administrative authorities for information.

The information campaign timeline should be forwarded within a reasonable timeframe (at least two weeks in advance) to the administrative and customary authorities as well as to the other actors in the planning area whose contribution is required. The communication campaign may focus on the following topics:

- explanation and rationale of the envisaged LTPSDP process (objectives and drawing-up approach), insisting on the need to involve all the actors during the various phases of the process;
- strategic importance of the LTPSDP drawing-up process for the future of the council: challenges of drawing up the plan, its content, the need for social mobilization around the process of drawing up the plan and especially its implementation;
- need to involve all stakeholders in the various phases of the process;
- schedule of upcoming activities (meetings, field trips, etc.).

During the information and awareness-raising meetings, the actors will be consulted to designate endogenous facilitators in order to start the process in the communities. Their opinions sample will be sought to obtain their suggestions and the apprehensions of the populations. The meeting will also help to get acquainted with the physical environment concerned by the LTPSDP and to take cognizance of the assets, potentials and constraints of the zone concerned and agree on a work schedule.

At the end of the information and awareness campaigns, the multidisciplinary technical team will mainstream the suggestions of the population and the realities on the ground in order to make the necessary adjustments, particularly in the areas concerned by the LTPSDP. The people concerned will then have to be informed of the changes made.

Depending on the availability of funds, various tools may be used for the communication campaign, including proximity communication tools and animation sessions such as workshops, public meetings, open days, etc. Communication should not be limited to the preparatory phase, but should be maintained throughout the process. The population should be regularly informed about the progress of each phase. The local media may also be involved.

### III.1.3.2. Holding a scoping meeting with the selected technical support structure

This is an important step in the preparatory phase, as it will allow the Steering Committee and the technical support structure to:

- have a common understanding of the terms of the mission entrusted to the technical support structure;
- examine the tools developed for the council diagnosis and the terroir/village diagnosis (data collection sheets, interview guides ...);
- review the outline of the presentation of the training module on local territorial planning (presentation to be made at the workshop to launch the LTPSDP process);
- agree on a final timetable for drawing up the LTPSDP.

### III.1.3.3. Organization of an awareness and information workshop on local planning as an official launching workshop of the LTPSDP process

The launching workshop will be held under the patronage of the sub-divisional officer of the council concerned (or the divisional officer, in case of an inter-council LTPSDP), chaired by the council mayor and led by the technical support structure.

The workshop will be attended by the entire municipal council, members of the multidisciplinary team and the steering committee, traditional authorities, indigenous people and local communities (IPLCs), CSOs, religious leaders, project managers and all other actors deemed important, should meet the following objectives:

- inform citizens and stakeholders about the issues involved in drawing up the LTPSDP and its content;
- identify the various actors and their roles;
- raise citizens' awareness of the need for social mobilization around the process of drawing up the LTPSDP and especially the implementation.

**NB: In addition to the launch workshop, the municipal council may decide to hold awareness-raising meetings in the various sectors and terroirs/villages of the council concerned by the LTPSDP.**

## III.2. Phase 2: Diagnosis and planning at council level

The council diagnosis phase enables the various LTPSDP implementation bodies (Steering Committee, multidisciplinary team and technical support structure) to gain an initial common understanding of land use and natural resources, as well as of any sensitive issues that will need to be addressed during the planning process at local level. It also aims to identify all the potentials and constraints of the council with regard to the management of its space, to enable the council make a prospective analysis of the management of council space. Lastly, the council diagnosis should help identify, analyse solutions, design actions to be undertaken and propose priority actions in terms of land management.

Council diagnosis is carried out by the technical support structure in conjunction with the multidisciplinary team, under the control of the Steering Committee.

The time required to carry out the diagnosis at council level is approximately 2 (two) months, for a council.

### III.2.1. Objectives of council diagnosis

The main specific objectives of the council diagnosis can be summarized as follows:

- to compile all existing information on the council that will inform or guide the drawing-up of the LTPSDP, under the supervision of the Steering Committee;
- to list out and analyse the council's land holdings (institution);
- to analyse national and regional plans and other relevant planning tools that guide territorial planning at council level;
- to make a detailed mapping of local actors whose activities have an impact on the council area;
- to determine the relationships between actors through a Venn diagram;
- to prepare and compile thematic maps and make them public through the Common Mapping Platform (CMP), if necessary;
- to prepare an institutional diagnosis reflecting the interplay of actors in relation to council area management;
- to identify known trends and issues of use and other existing territorial problems that will need to be addressed during the LTPSDP process.

### III.2.2 Objectives of council planning

The objective of council planning is to identify, with key stakeholders, possible scenarios for future land use in the council. Such scenarios will be analysed in more detail in Phase 3 (terroir/village diagnosis).

### III.2.3. Expected outcomes from council diagnosis

The main outcomes expected from the council diagnosis are as follows:

- thematic maps are produced from the available data;
- descriptive data are collected, compiled in the MINEPAT land-use database and published via the CMP;
- analyses of stakeholders, land governance institutions, power relations within the council, and the main current and potential conflicts (competing vision for the future of the territory) are made;
- a detailed mapping (directory/inventory) of the types of actors whose activities have an impact in the council area (location) is made;
- an inventory and exhaustive analysis of the council land holdings is made;
- a diagram of relationships between local and external actors is drawn;
- a council diagnosis report is drafted and validated.

### III.2.4. Expected outcomes from council planning

- an initial consultation meeting is held with stakeholder representatives;
- land use scenarios are presented in a meeting with stakeholders;
- a prospective-planning report is drafted.

### III.2.5. Stages of council diagnosis

The council diagnosis phase includes 6 (six) main steps :

#### III.2.5.1 Production of base maps

Base maps are produced in two main stages: the first is the consultation of existing data before launching the second stage of data collection in the field.

Base maps contain vital information for understanding a territory and are the basic elements for any other map. It is most commonly geographical information referring to the various administrative boundaries, hydrography and relief. Each planning level requires its own set of base layer elements, for example through administrative maps that present the boundaries of the region, the council and the terroirs/villages, with varying reference scales :

- council: (1:10 000) to (1:25 000) and,
- terroir/village: (1:5 000) to (1:10 000).

#### III.2.5.2 Definition and description of diagnosis and planning tools to be used

##### i. Council diagnosis tools

- **Documentary review**

This involves collection of additional base data from resource persons and from the deconcentrated services established in the locality. Base data will be collected by means of a collection form, a model of which is appended hereto. For spatial referenced data, a GPS will be necessary.

Also, the council executive, through its competent services, will make a detailed inventory of its land holdings, specifying, if necessary, the status of the land, as well as its assignment.

- **Land use map (production of base maps)**

For the production of base maps, it is possible to use the topographic base maps of the council concerned, as well as GIS software.

- **Actor identification table**

This entails making an inventory and detailed mapping of the actors whose activities have an impact on the council. To this end, an inventory form specifying the name of the actor, his field of activity, as well as the surface area of his holding will be provided. At the end of the inventory, an overall map representing each holding will be drawn. However, for reasons of visibility and scale, only holdings of 1/2 hectare will be taken into account.

- **Venn diagram**

The Venn diagram (also referred to as logical diagram) is a figure that shows all possible logical relationships in a finite collection of different sets. In our context, the Venn diagram will be used to illustrate the different relationships between existing organizations in the council space.

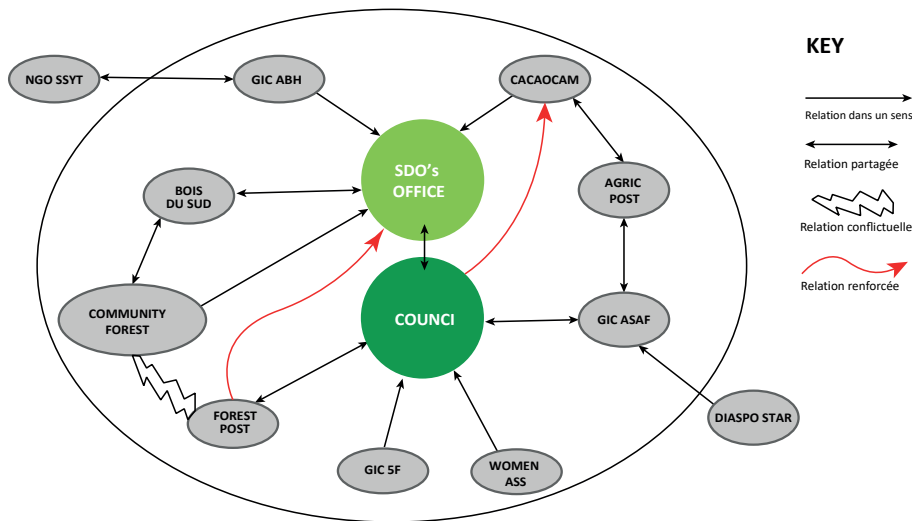


Figure 3 : Example of a Venn Diagram

- **Land-use Planer**

The Land-use Planner (LUP) is a planning tool for the participatory development of land use scenarios. It allows a graphic and analytical visualization of the social, economic and environmental impacts for each of the scenarios discussed, based on a prior definition of the scenarios among different stakeholder groups. The scenarios developed in this way will make it possible to plan the possible development trajectories of the territory according to various changes in land use. They can be very varied, i.e. continuity of current trends, planned gradual changes or even a complete break.

- **Problem tree**

The problem tree is a methodological tool that allows the different levels of causes, effects and impacts of the problem on the environment to be mapped around a central problem. It provides guidance on the relevant actions to be taken to resolve the problem.

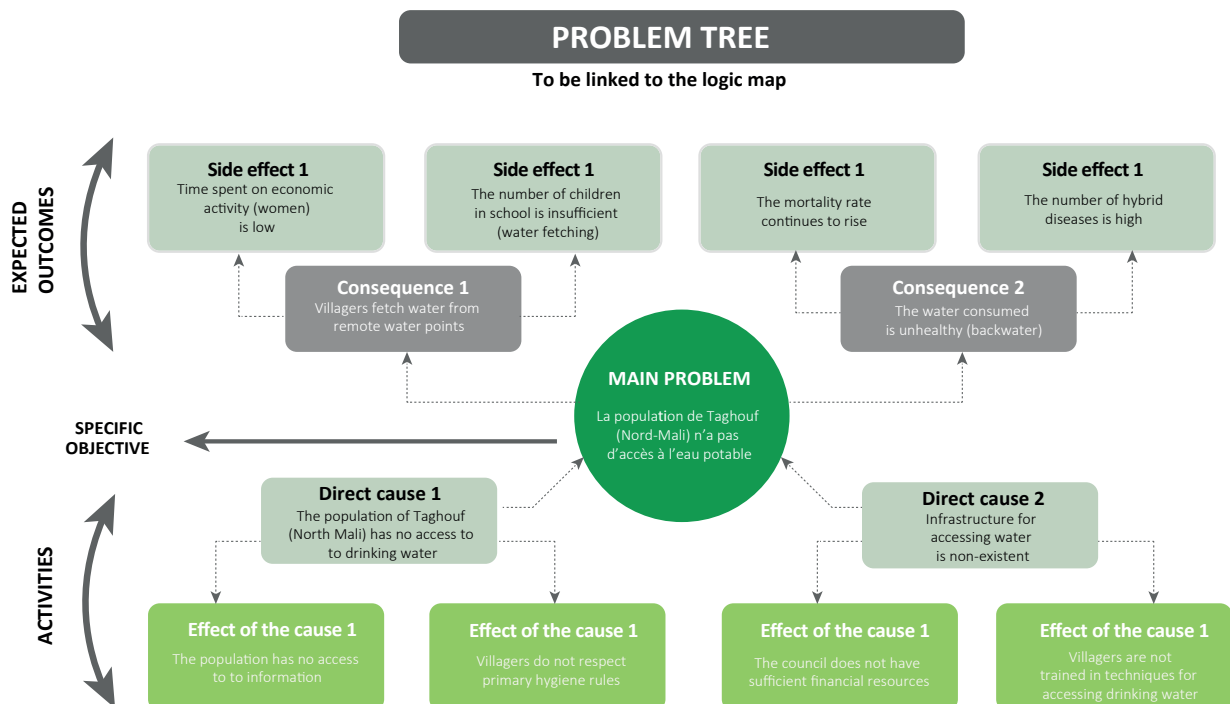


Figure 4 : Problem tree

## ii. Planning tools to be used

Council planning tools include participatory maps (inspired by the terroir/village and council diagnoses and the regional/national vision), the interview guide, etc.

### • Participatory mapping

Participatory mapping is the process of identifying and positioning the spaces and resources of a village/terroir by its communities in order to create a map. Such spaces may include, among others, the use of forest resources and the historical and cultural significance of the place.

Participatory mapping is a tool that can help to prevent, minimize and resolve conflicts that may arise from the creation of protected areas or any other infrastructure whose construction will have an impact on the space.



Source: Production of a participatory map in Mbé council, 2021

### • Interview guide

The interview guide is a document that brings together all the questions to be asked or the topics to be addressed during an interview. It is structured according to the type of interview to be conducted (direct, semi-direct or non-directive interview).

### III.2.5.2 Definition and description of diagnosis and planning tools to be used

Collection of additional base data aims to provide essential qualitative and quantitative information on the geographical area covered by the council. It is important for the diagnosis to be structured in such a way as to touch on all the concerns that are vital to the development and valorization of the commune. To achieve this, it may be necessary to agree to address a wide range of issues according to the needs expressed and the objective conditions of the environment.

The list provided below is indicative and may be expanded or reduced depending on the situation:

- the location of the council in its environment (region, access roads, etc.); it is necessary to attach a map here;
- the physical environment, mainly soil resources, water resources, plant resources available for life in the council;
- the human environment, i.e. settlement history, demographic characteristics (population census, school-age population by gender, migratory movements, ethnicities and religious practices, etc.);
- social organization, i.e. the political and administrative organization of the council and the social relations between the different groups in the council, the position and role of women, young people and the elderly, the identification of farmers' organizations and other organized groups, relations between the council and the outside world;
- occupation and management of space, i.e. a description of the spatial organization (agriculture, housing, shops, transport, etc.), the location of neighbourhoods, the land management method, the problems associated with space management;
- socio-economic infrastructures, i.e. a statement of the state, conditions and management difficulties of each type of infrastructure (health, education, water, market, economic, production, etc.);
- economic activities, i.e. types and levels of agricultural and livestock production, trading and transport activities, tourism, etc.;
- social sectors, i.e. the functioning of basic education systems, health, employment levels, etc.;
- municipal institution, i.e. its land holdings and its management method.

The data to be collected should also cover strategies, plans and other tools that may have an impact on land management in the council. At this stage, the multidisciplinary technical team, assisted by the technical support structure, analyses existing strategies and plans at higher territorial scales (national and regional plans, national zoning plan, RDP, etc.) that could have an impact on future land use in the council; compiles and reviews previous reports that may provide information on particular land uses, issues and conflicts relating to their management.

The multidisciplinary technical team and the steering committee, assisted by the technical support structure, also identify with key informants within the council and higher level government services (ministries, regional and divisional delegations, planning study missions (if any), technical institutions, programmes, and any other organization) the main current and/or potential land use problems. An information collection sheet will be prepared by the technical support structure for this purpose.

All the data thus collected will have to be compiled and summarized in a section of the document entitled “Reference situation” and will be processed and analysed, with a view to having relevant information for drawing up the LTPDSP.

#### **III.2.5.4 Trend analysis and drawing of thematic maps**

The analysis of higher level strategies and plans, previous reports and maps as well as consultations with the regional and divisional delegations and the council itself, will allow the technical support structure, assisted by the multidisciplinary technical team, to identify trends and known issues (future investments, current/potential conflicts of use, opportunities) and other existing territorial problems that will have to be dealt with under the LTPDSP.

This stage will also be an opportunity for the technical support structure to:

- prepare and compile the set of draft thematic maps (land use, legal land allocations, population location, watersheds and high-value conservation sites, etc.) using GIS;
- facilitate preparation by the different stakeholders of an institutional diagnosis of how land is assigned and managed by the various actors in the council area, and how conflicts are resolved;
- analyse the strengths and weaknesses of existing land governance institutions.

Thematic maps provide additional information to general maps in the form of analyses and assist in planning land allocation and use, watershed management, landscapes, village clusters and forest areas. They report on existing land use and priority economic areas for some crops or activities.

#### **III.2.5.5 Identification of possible future scenarios to be analysed**

The development of land-use scenarios entails making time projections (short and medium term) of land uses and comparing at least two possible scenarios to help communities and stakeholders choose the most realistic scenario.

The technical support structure facilitates identification by all stakeholders of possible and relevant scenarios for future land use in the council. It also identifies the areas and terroirs/villages affected by the selected scenarios.

When identifying scenarios, the technical support structure should, in particular :

- project trends in population dynamics;
- calculate the amount of land needed to meet policy targets (nature protection, increased agricultural production, forest cover management, etc.) and to meet future demand for primary resources (food crops, cash crops, timber, energy wood, etc.), based on reasonable assumptions about future productivity;
- present to the Steering Committee findings of analysis of the consistency between higher-level planning tools (NTPSDP, RTPSDP, RDP, etc.) and the various land use scenarios.

Possible tools for participatory scenario development include :

- Land-Use Planner;
- Land Change Modeller;

- Impact toolbox;
- Clues;
- Dynamica ego;
- etc.

The choice of land use scenarios to be explored during the stakeholder consultations is the responsibility of the Steering Committee, and should be based on the proposals/guidelines of the technical support structure.

### **III.2.5.6 Drafting and restitution of the provisional council diagnosis summary report**

The provisional summary report of the council diagnosis must be drafted by the technical support team. The report will then be presented by the latter to the municipal council and the multidisciplinary team, which will make the amendments to be mainstreamed by the technical support structure in drafting the final summary report of the council diagnosis.

## **III.3. Phase 3 : Diagnosis and planning at terroir/village level**

This phase of the process facilitates the preparation of a series of participatory activities with communities likely to be impacted by the LTPSDP. Such activities include detailed data collection, potential diagnosis and consultation/negotiation to agree on microplanning at terroir/village level. In some cases, it may be necessary to work with village groups.

The indicative duration of the diagnostic and planning phase at terroir/village level is about 4 (four) days per terroir/village concerned.

### **III.3.1. Village terroir diagnosis**

#### **III.3.1.1. Objectives of village terroirs diagnosis**

The main objective of village terroir diagnosis is to facilitate a series of participatory activities (detailed data collection, potential diagnosis and consultations aimed at agreeing on 'micro-planning' at terroir/village or terroir group level).

Specifically, this entails:

- carrying out an initial consultation with the populations at the level of the terroir/village, clusters of terroirs/villages and explain the aim, scope and process of the LTPSDP to the village representatives (FPIC);
- collecting field data and information in a participatory manner with the support of local stakeholders using appropriate tools (CP, SSI, Transect, etc.);
- presenting the territorial planning options provided for in higher level strategies, plans (national, regional), zoning and other planning documents;
- diagnosing, analysing and proposing relevant solutions;
- establishing an inclusive mechanism (Village Terroir Development Committee- VTDC) at the terroir/village level, where appropriate.

### III.3.1.2 Expected outputs and outcomes

The main outcomes expected at the end of the diagnosis and planning of village terroirs could be as follows, for the diagnosis:

- free, prior and informed consent of communities is obtained;
- a historical profile by terroir/village is available;
- participatory mapping for all villages is available;
- a diagnostic document of the challenges and opportunities of territorial planning and management institutions for each village is available.

### III.3.1.3 Stages of village terroir diagnosis

Diagnosis at village terroir level includes the following main stages :

- preparation of the process;
- participatory diagnosis proper.

#### III.3.1.3.1. Preparation of the process at village/village/terroir group level

This stage includes information, awareness-raising, identification of priority issues, setting up a participatory territorial planning mechanism, if necessary, selection of interviewers, facilitators, local cartographers and collection of detailed data. During this stage, the representatives of the municipal council (member of the steering committee) and the multidisciplinary technical team, accompanied by the technical support structure, should explain to the representatives of the terroirs/villages :

- the LTPSDP process, its aim, scope and impact on the lives of the populations;
- the role of stakeholder representatives in the LTPSDP process;
- community rights to land, participation and free, prior and informed consent (FPIC).

A representative of the technical support team will present the territorial planning options contained in strategies, plans and other planning documents that may influence the future use of the terroir/village land. The following will also be done :

- selection of interviewers, facilitators and local cartographers by terroir/village in compliance with the gender approach;
- establishment of a Village Terroir Development Committee (VTDC) comprising the various social groups. The committee may be built on existing local entities and will serve as interface between the community and external actors.

#### III.3.1.3.2 Terroir/village participatory diagnosis

This is carried out by village and/or clan management committees supported by the technical support structure. The latter are expected to:

- describe and document current land uses and potential land uses (participatory mapping);
- describe and analyse land management institutions and systems (land tenure, customary and jurisdictional);

- identify current or potential land use conflicts to be resolved within the terroirs/villages or between various terroirs/villages as well as opportunities for sustainable land management;
- carry out a preliminary assessment of the needs, expectations and priorities of the communities with regard to territorial planning;
- project trends in population growth, consumption and future demands in primary resources and their impact on land use at terroir level;
- identify, analyse and discuss with stakeholders the consequences of future land use for the scenarios selected during the preparation stage;
- propose, together with the stakeholders, solutions and conditions for the management of conflicts between current and future land uses.

The technical support structure drafts the territorial planning diagnostic report with the involvement of the populations and organizes, at the level of each terroir/village (or clan, or group of terroirs/villages), a restitution session for its adoption by the local actors.

Following this operation, the technical support structure will present the diagnostic report adopted by local actors to the multidisciplinary technical team for final validation. During this session, particular emphasis will be laid on the strengths, constraints and specificities of the different target villages/terroirs (clans, groups of villages).

#### **III.3.1.4 Participatory diagnosis tools**

The Accelerated Participatory Research Method (APRM) is the most appropriate methodological approach to carry out participatory diagnosis at the terroir/village and even council level when drawing up the LTPSDP. APRM makes it possible, through the various interactions between facilitators and local populations, to gather rich and reliable information on a rural situation. It offers a wide range of tools/techniques to use in order to better cross-check information during the diagnosis. For participatory diagnosis, the following APRM tools can be used :

##### **III.3.1.4.1.FPIC**

Free, prior and informed consent (FPIC) is a collective right of indigenous peoples and local communities (IPLCs) to give or withhold their consent before the commencement of any activity that may affect their rights, lands, resources, livelihoods and food security. This right is exercised through representatives of their own choosing and in a manner consistent with their own customs, values and norms.

FPIC aims to promote, protect and preserve the full enjoyment and exercise of many underlying human rights, including the right to property, culture and self-determination.<sup>2</sup>

FPIC is a practical tool that requires buy-in from the people and facilitates dialogue and understanding between them and the project leader.

## Remark

**Consultation with local populations and indigenous peoples under the LTPSDP process entails negotiating for the operationalization of the territorial planning and development guidelines defined in the NTPSDP and RTPSDP. It is not a question of asking the populations what they wish to do or not to do with their territory, but proposing and negotiating with them the developments planned for their area.**

### III.3.1.4.2. Historical profile

Historical profile is a summary and chronological table that presents the major events that took place in a terroir/village as well as their effects and impacts on the organization of the space.

**Table 2 : Historical profile**

N°	Date	Event	Effects

### III.3.1.4.3. Semi-Structured Interview (SSI)

SSI is an open-ended process that allows for the views, understanding and personal experience of the interviewees. It can be conducted on the basis of a summary table that describes, for a given terroir/village and by sector, the problems faced by the populations, their impacts, the solutions envisaged as well as possible land use conflicts.

**Table 3 : Example SSI**

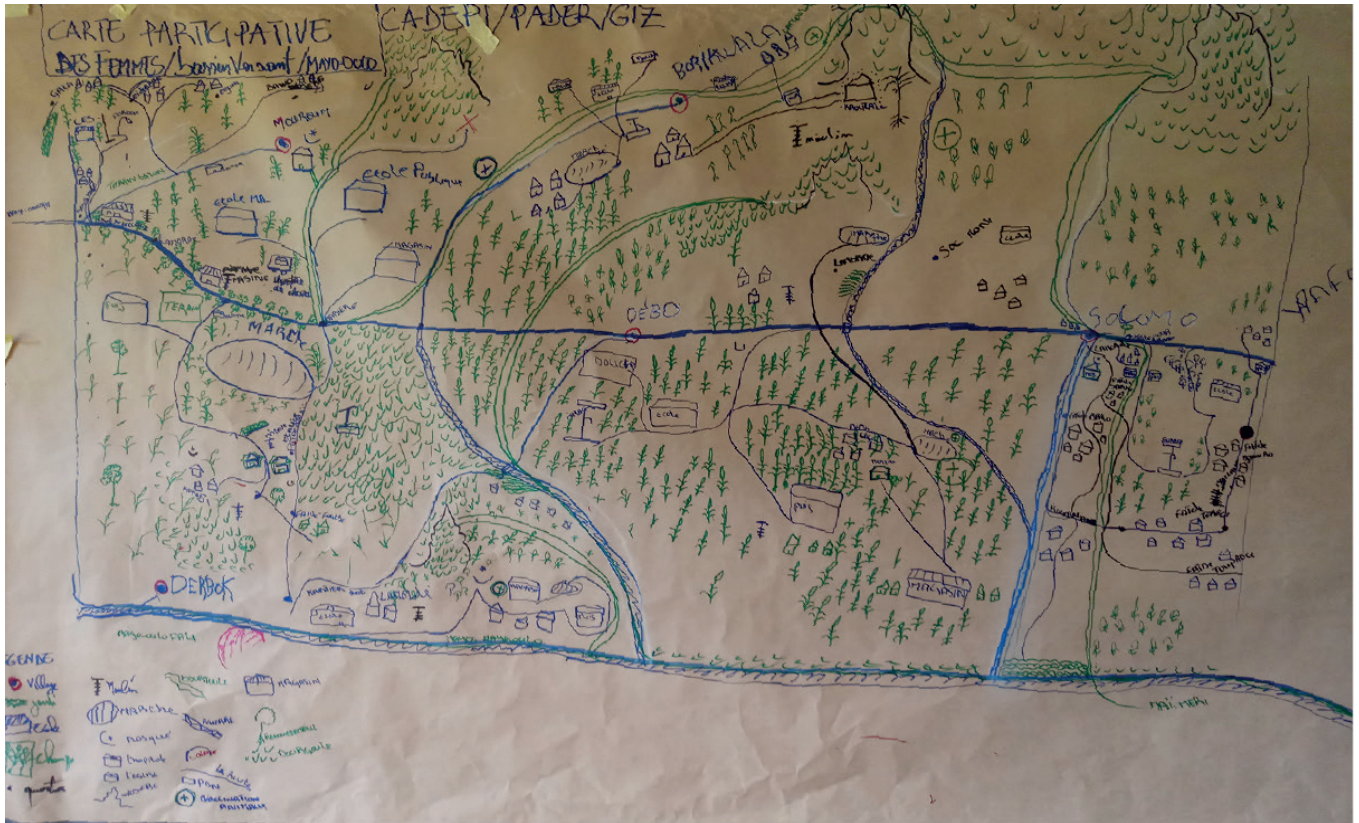
No.	Sector	Problems	Impact	Proposed solution	Conflicts			Remarks
					No	Yes	Type if Yes	

### III.3.1.4.4. Problem tree

The problem tree to be developed at the terroir/village level follows the same principle as the one described at the council level.

### III.3.1.4.5. Participatory map

The participatory map to be developed at the terroir/village level follows the same principle as described at the council level.



**Example of participatory map produced by a group of women in Mayo-Oulo**  
**Source: CADEPI/PADER/GIZ**

### III.3.1.4.6. Transect

For geographers, the term “transect” refers to “a device for observing the terrain or representing a space along a linear line in the vertical dimension, intended to highlight superimposition, spatial succession or relationships between phenomena”. From the base map of the terroir/village and following the indications of the participants, a more or less straight line is chosen to cross the territory. The path should cross as many micro-ecological zones, vegetation types and land-use patterns as possible. It is generally advisable to start from the highest point of the territory.

Depending on the size of the area to be covered and the nature of the terrain, a transect can be carried out on foot, on the back of an animal, in a cart or in a motorized vehicle. However, the route should be taken slowly to facilitate observation.

Between two and four groups are formed, including women, men, young people and older people. There are two possibilities:

- the groups walk through the planned route(s) with members of the technical support team; each group indicates what they think is most important about the area they are walking through (e.g. soils, land use, crops, vegetation, water resources, infrastructure, housing, etc.);
- each group is given a specific topic to study during a group walk.

At the end of the route, the groups share the data collected on the ground to make a summary representation (profile) of the Transect.

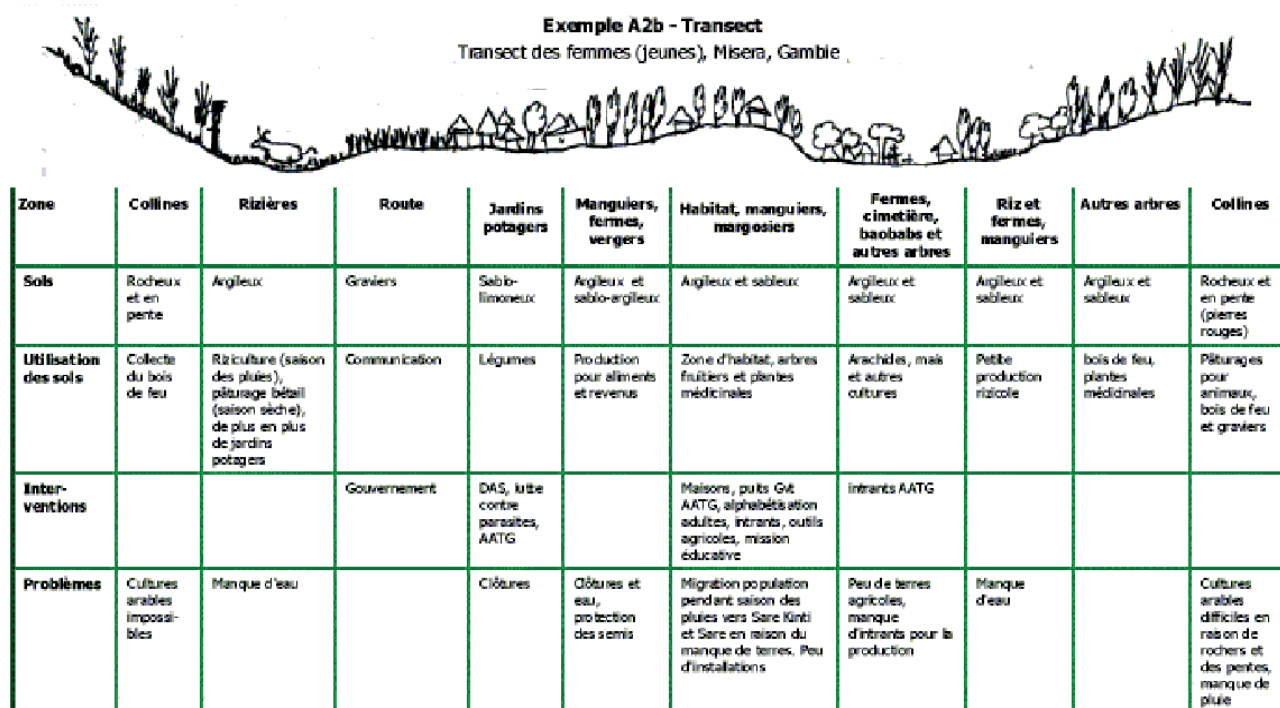


Figure 5 : Example of a representation of the Transect profile

### III.3.1.4.7. Mobility map

It is a graphical representation of the routes taken by the populations of the terroir/village (X) in the various places that they visit frequently and also takes into account the movements of the populations of other terroirs/villages (Y, Z, etc.) towards the terroir/village (X) concerned. It also notes the fundamental reasons for the mobility.

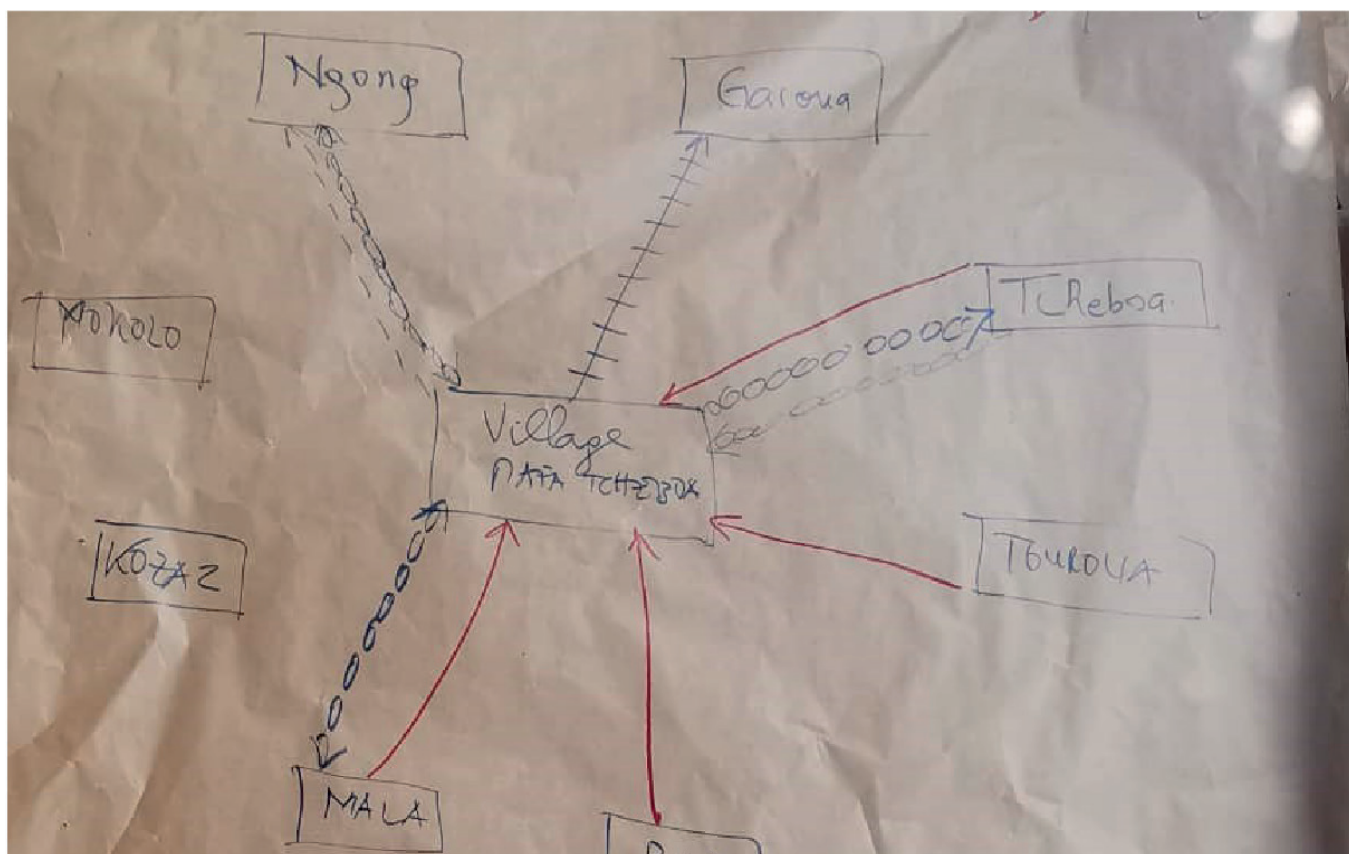


Figure 6 : Mobility map of the Mafa Tchéboa terroir/village, Ngong Council

#### III.3.1.4.7. Climate change data capture approach

At local level, climate change can be perceived through surveys based on an appropriate questionnaire to assess social vulnerability to natural hazards and especially to climate hazards. Such surveys are associated with a number of tools and methods for assessing vulnerability to climate change, including the following:

- **Approach based on risk concepts according to the fifth IPCC report (AR5)**

According to the AR5, climate change impacts are triggered by hazardous events, captured by the concept of risk. It allows the probability of potential consequences to be determined in the risk assessment process, which integrates two research areas, namely climate change adaptation and disaster risk reduction.

- **Impact chain approach according to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change (AR4)**

The impact chain approach identifies four components of vulnerability to climate change, namely exposure, sensitivity, potential impact and adaptive capacity.

- **Community-based Risk Screening Tool - Adaptation and Livelihoods (CRiSTAL)**

This is a tool for analysing the effects of development projects/programmes on adaptive capacity to climate change, developed by IUCN.

In addition to these multiple tools, various organizations have developed methodological guides for analysing and assessing the impacts of climate change, guides for assessing vulnerability, etc.

### III.3.2 Planning at terroir/village level

#### III.3.2.1. Objectives of planning at terroir/village level

The main objective of planning at terroir/village level is to seek a harmonious and optimal balance between the various development options for the terroirs. Specifically, this involves:

- drawing up the provisional Village Territorial Development Plan indicating the areas pre-identified for the implementation of the selected solutions;
- consolidating provisional village territorial development plans.

#### III.3.2.2 Expected outputs and outcomes

For planning :

- a VTDP for each terroir/village is developed;
- a consolidated VTDP for all the terroirs/villages is developed (if necessary a LUP at the watershed level);
- a Restoration Action Plan (LFR tools found in the massifs) is drawn up in case of need;
- an inclusive territorial planning mechanism at the terroir/village level suitable for implementation of the VTDP is in place (the terroir/village development committee);
- ways of resolving land use conflicts are identified;
- Etc.

#### III.3.2.3 Stages of terroir/village planning

Terroir/village planning identifies the priority objectives of a terroir/village based on its assets, dynamics and constraints. It takes into account the needs of the population and is in line with regional and national territorial planning guidelines.

Terroir/village planning involves the following main stages:

- analysis and formulation of relevant solutions;
- resolution of land use conflicts;
- establishment of the terroir/village development committee (TVDC) and strengthening of land management institutions to implement the VTDP.

#### Stage 1 : Analysis and formulation of relevant solutions

Planning is carried out by the TVDC, backed by the technical support structure. It consists in using the data collected by the local surveyors/mappers to :

- **Analyse institutions and rules:**
  - which are the conflicts to be resolved and how?
  - how can land be secured?
  - how can planning be reinforced?
  - which opportunities should be capitalized?

- **Plan and make a proposal for internal zoning of terroir/village land by identifying :**
  - areas where there are conflicts to be resolved with neighbouring government services/external entities/communities;
  - key actions and investments for the next five years;
  - technical and financial support needs;
  - budget proposals for the implementation of the plan;
  - sources of funding for the plan.
- **Harmonize plan proposals between terroirs (prepared in consultation within and between terroirs/villages);**
- **Document proposals for village land zoning, improved land management systems and institutions, and conflict management proposals in a draft VLAUP for negotiation with relevant authorities during Phase 4.**

## BOX 1

### MAINSTREAMING THE NATIONAL LAND ZONING PLAN (NLZP) AND RTPSDP IN THE VILLAGE TERROIR MICRO-ZONINGS

The micro-zoning to be carried out at the village terroir level depends on the National Land Zoning Plan (NLZP), the RTPSDP, the current land use, land tenure, agro-ecological situation and socio-economic situation as assessed through data collection, or the terroir/village/council profiling. Indeed, the land-use map, the agro-ecological transect, and the soil and water conservation assessment are important elements to take into account for land-use planning.

The map can show a long-term plan/framework (reserved units and areas) and short-term plans and activities (actual sites). The process identifies all types of land use and specifies pragmatic, culturally appropriate rules for these types of land use. This is shown in a zoning map and developed in a future zoning map that will serve as a target for the next 15-25 years.

The map is accompanied by a list/table that defines all future land uses with objectives, rights, rules, responsibilities for enforcement of rules and consequences of non-compliance with the plan.

The procedure for drawing up the terroir/village zoning plan involves :

1. Circumscribing the areas and units while identifying the activities carried out, from the existing land use map. This will be done using models and systems of production and soil and water conservation, with the help of a Geographic Information System or manually as follows :
  - state the main land use for the land cover units: wood production, collection of non-timber forest products, fishing, agroforestry, main crops, livestock, mining, etc.
  - propose land uses for the next 5-year planning period: agriculture, production forest, protection forest, special use forest, livestock, etc.;
2. Indicate degraded areas and/or units requiring restoration actions;
3. Indicate the measures planned in risk areas (floods, gullies, landslides, major pollution, high winds, etc.);
4. Compile a table of each (1) land cover/land use area and each (2) special activity, indicating the existing and proposed land use, and the existing and proposed land allocation.

The diagram below summarizes the approach to land-use identification and analysis in VTDPs.

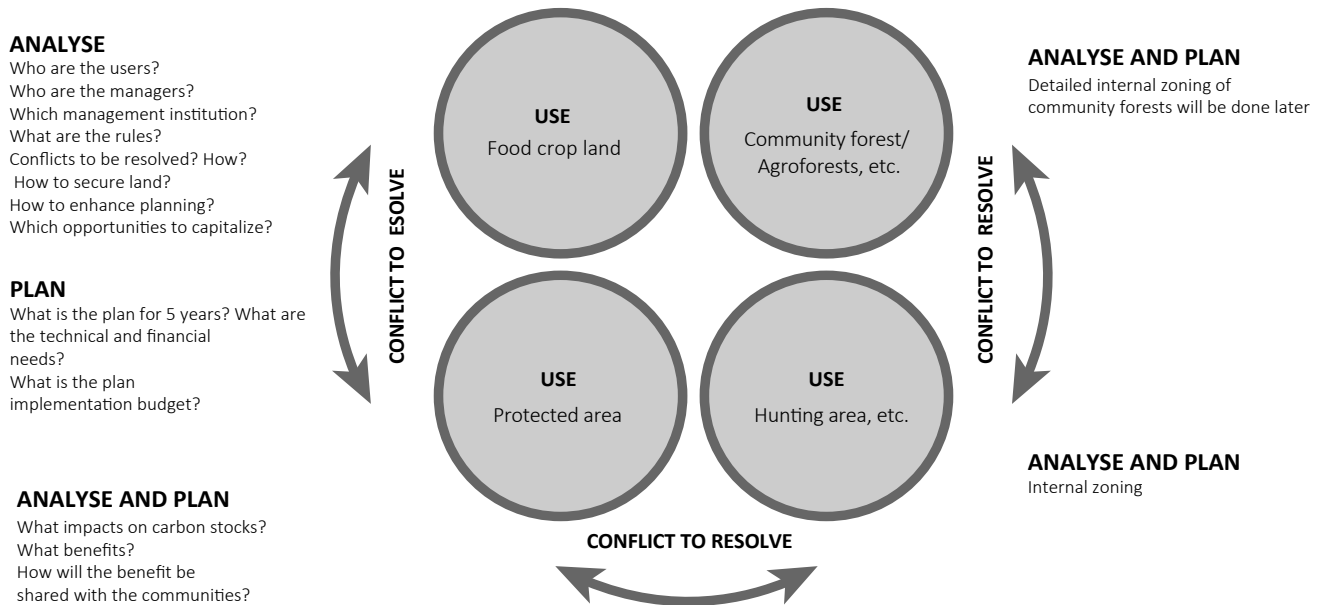


Figure 7 : Approach to identifying uses (including livestock), analysing land use and management, and planning interventions by use within the framework of the VTDP

## Stage 2 : Resolving conflicts of use

Conflict management is a non-violent process that involves dialogue and negotiation. It includes identifying the root causes of conflict and acting to prevent them from recurring in the future, resolving disagreements before they escalate into hostilities, and helping stakeholders to explore multiple options for agreement and then choose one that is acceptable to all.

When dealing with natural resource conflicts, we need to ask the following questions:

- What are the conflicts of use in relation to the occupation/use of space and the sustainable management of natural resources?
- How can they be resolved in order to preserve and valorize natural resources while ensuring conditions for development?

The establishment of an effective conflict management mechanism requires that mechanisms or a service for participatory conflict management and resolution in the terroir/village be included in the design and implementation of this project from the outset. Such mechanisms should help to ensure that open or unresolved conflicts are resolved constructively. In conflict resolution mechanisms, it is essential to avoid the misidentification and inadequate consultation of stakeholders. Stakeholders are those who have “an economic, cultural or political interest in, or influence over, a particular resource. They may need the resource for their livelihoods, for conservation activities, for tourism or for cultural reasons, for example, the use of sacred sites” (UNDP, 2009).

**Table 4 : Summary of conflicts identified during the SSIs**

Sector	Type of conflict	Proposed solution		Place / area	Parties in conflict	Remark
		Endogenous	Non-endogenous			

### **Stage 3 : Establishment of TVDCs and strengthening of land management institutions for implementation of the VTDP**

Where there is no association, it should be created and its officials elected. Where it exists, the capacities of bureau members should be strengthened. In any case, the roles and responsibilities of each person must be specified in regulatory instruments. A procedures manual could also be produced.

The TVDC supports the technical structure in developing the VTDP and continues its activities and readjustment during the implementation phase. Its establishment is based on a requirement of voluntariness, competence and representativeness in terms of gender and sociological component.

The technical support structure is responsible for strengthening land management institutions in implementing the VTDP. To this end, the technical support structure must:

- identify the roles of existing and new institutions in the management of specific uses and the entire terroir/village area;
- assist the terroir/village in establishing an inclusive institutional framework for land-use planning;
- build the capacity of this mechanism in implementing the village land use plan;
- implement a monitoring plan that specifies the roles and responsibilities of the various actors.

### **III.3.2.4 Terroir/village planning criteria**

#### **III.3.2.4.1. Planning criteria design**

Planning criteria such as determining the best use of zones, prioritization in the selection of zones to be covered for the production of agricultural goods, poverty reduction and environmental protection can be used in different planning phases. The phases consider biophysical, socio-cultural and economic aspects to propose land use objectives and priorities. Watershed or landscape planning principles can also use the same criteria.

Using matrices, the spatial analysis obtained can then be translated into a zone map or plans. For example, the cross-referencing of topography (slope) data with the different forestry uses can be used to obtain a sustainable land use plan on the theme of agroforestry. Examples of priority planning criteria might be: slope classification with regard to erosion risks, nature protection status with regard to biodiversity conservation, land tenure with regard to community rights and government priorities, etc.

## BOX 2

### RELEVANT PLANNING ELEMENTS

#### PREREQUISITES

- Objectives and targets of the topics to be planned according to the priorities set during discussions at terroir/village level and at higher administrative levels in the definition of priorities of use;
- Maps and other documents needed/available to analyse possible future scenarios;
- Mainstreaming of the asperities of the main actors.

#### EXPECTED OUTCOMES

Establishment of various types of criteria used in the planning process:

- land use status and characteristics, using land use map analysis;
- land tenure status;
- list of future development needs and priorities by the various users of the terroir(s)/village(s), in relation to infrastructure, productive land, community-managed land, etc.;
- nature protection areas (e.g. through High Conservation Value – HCV- indicators);

- carbon stock protection areas (High Carbon Stock – HCS);
- slopes;
- hydrology and water resource management;
- agricultural areas to develop.

#### RESPONSIBILITY

Actors involved in the planning of the various sectoral themes and decision-makers.

#### APPROACH

- Agree on a meeting of the selected stakeholders;
- Select and prioritize the criteria to be used for territorial planning and sustainable development;
- Validate the selection of criteria by another meeting/workshop;
- Consolidate the findings and prepare a final proposal;
- Present to seek the approval of all stakeholders.

#### III.3.2.4.1. Planning criteria design

Slope and land cover are two very important planning criteria that guide nature conservation, environmental protection and sustainable production in mountain areas. The current situation (land cover/land use) and the slope lead to different options for agroforestry development. The matrix below presents sustainable land use options for the three main land use types.

**Table 5 : Characterization of slopes according to use options**

<b>SLOPE</b>	<b>SHALLOW TO FLAT</b> <8% (<5°)	<b>MODERATE</b> 8-18% (5-10°)	<b>MODERATE - STEEP</b> 18-30% (10-16°)	<b>STEEP 30-50%</b> (16-26°)	<b>VERY STEEP</b> > 50% (> 26°)
Current use	Future use options				
<b>MAJOR CROPS</b>	ALL CROPS	MAJOR CROPS with SWC	SALT 1 - 4 APF 40-30-30	SALT (1 -) 4 APF 20-30-50	FOREST
<b>GRASS/ SHRUB LAND</b>	GRAZING LAND	MAJOR CROPS with SWC / SALT / PASTURE LAND	SALT 2-4 / PASTURE LAND APF 30-40-30	SALT 3 APF 20-20-60	FOREST
<b>FOREST</b>	FOREST	FOREST	FOREST	FOREST	FOREST
<b>KEY</b> <ul style="list-style-type: none"> <li>• <b>SALT</b> = Sloping Agricultural Land Technology</li> <li>• <b>SALT 1</b> = standard, 2 = with cattle, 3 = with forest trees, 4 = with fruit trees</li> <li>• <b>SWC</b> = Soil and Water Conservation</li> <li>• <b>APF</b> = % of space used for annual crops, perennial crops and forest trees</li> </ul>					

Source: Bonnemayer, J., 2005, KTLIP, Vietnam (excerpts from CEC, 1997, Philippines: Project preparation report, vol. 3 Ann.10)

Other planning criteria for territorial planning and environmental protection of damaged land<sup>3</sup> may include the following situations :

- a forest land (High Conservation Values [HCV] and/or High Carbon Stock [HCS]- with a carbon stock of more than X tonnes per hectare) should remain classified as forest;
- land sloping more than 25° should remain or become forested;
- grass and shrub land can become forest, grazing land or agroforests;
- annual crops should be grown in association with agroforestry species in areas with slopes between 10-25°;
- Field crops (annual) on slopes below 10° must be cultivated by applying soil and water conservation rules (Water and Soil Conservation/Soil Defence and Restoration-WSC/SDR);
- land use should not increase the risk of flood damage;
- a land use plan must be completed for any change of land use;
- any project planned in a protected area must first undergo a full environmental and social assessment;
- etc.

### III.3.2.5. Planning and analysis tools

#### III.3.2.5.1. Planning criteria design

There several analysis tools include :

- **Strengths, Weaknesses, Opportunities, Threats (SWOT) matrix**

**Table 6 : SWOT**

Sectors	Strengths	Weaknesses	Opportunities	Threats

- Problem tree;
- Simple analysis matrix;
- Pairwise comparison matrix;
- Etc.

#### III.3.2.5.2 Planning tools

There several planning tool include:

- solutions envisaged by sector;
- feasibility analysis;
- endogenous solutions planning;
- summary of selected projects and prioritization.

**Table 7 : Solutions envisaged by sector**

Sector	Problem	Causes	Effects	Envisaged solutions

**Table 8 : Feasibility analysis**

Sector	Problem	Causes	Envisaged solutions (project ideas)	Feasibility	
				No	Yes

**Table 9 : Endogenous solutions planning**

Sectors	Actions	Person Responsible	Feasibility												Resources	Cost		
			J	F	M	A	M	J	J	A	S	O	N	D			H	M

**Table 10 : Summary of selected projects and periodization.**

Sector	Project	Level of priority	Cost (CFA F)	Place(s) of execution

### III.3.3. Drawing up the VTDP

After the phases of terroir/village diagnosis, analysis, formulation of relevant solutions and planning of activities, a VTDP report will be drafted. It will be structured according to the following indicative plan :

## BOX 3

### OUTLINE FOR DRAWING UP A VTDP

#### 1. TERROIR/VILLAGE INFORMATION SHEET

- 1.1. Name of terroir/village
- 1.2. Location of terroir/village
- 1.3. Population size
- 1.4. Major ethnic groups
- 1.5. Main languages spoken
- 1.6. Traditional organization
- 1.2. Main religions
- 1.7. Main socio-economic activities
- 1.8. Main community management units

#### 2. DIAGNOSIS AND PLANNING METHODOLOGY

Establishment of various types of criteria used in the planning process:

- 2.1. Preparation of the process at terroir level
- 2.2. Participatory diagnosis proper

#### 3. DIAGNOSIS AND PLANNING OUTCOMES

- 3.1. Constitution of the terroir TVDC
- 3.2. Priority problems identified
- 3.3. Major constraints and potentials of the area
- 3.4. Selected relevant actions
- 3.5. Current land use
- 3.6. Assignment of land in the terroir activities

#### 4. ANNEXES

Map of land assignment in the terroir

### **III.4. Phase 4 : Restitution of VTDP at council level, drawing up and approval of provisional LTPSDP**

After the terroir diagnosis, the proposals collected at terroir/village level should be included in a consolidated report before being presented to the municipal council. The points of convergence and potential conflicts to be resolved should also be identified. Areas of current or potential conflicts of use are identified and possible solutions proposed, in collaboration with the relevant technical administrations.

The indicative duration of this phase is one month.

#### **III.4.1. Objectives and expected outcomes**

##### **III.4.1.1 Objectives**

The main objectives of this phase are:

- to present the consolidated VTDPs to the Steering Committee and the multidisciplinary technical team for their opinion (presentation by community representatives);
- to verify the consistency of the provisional VTDPs with regional and national planning (national plan, national zoning plan, regional plan and sectoral plans);
- to draft a first outline of the LTPSDP that incorporates the findings of the above verification.

##### **III.4.1.2 Expected outcomes**

The main outcomes expected at the end of the VTDP restitution phase are:

- consolidated VTDPs validated;
- compliance of VTDPs with regional plans;
- a provisional LTPSDP adopted at council level with community/clan representatives, subject to community comments and feedback;
- the opinion of the supervisory authorities on the temporary LTPSDP adopted at council level.

#### **III.4.2. Restitution of VTDPs at council level**

The technical support structure (TSS) prepares a summary of all the VTDPs and presents same to the Steering Committee. The municipal councillors, who are all Steering Committee members, will each ensure compliance of the VTDP adopted by their terroir/village or group of terroirs/villages, which they represent in the Municipal Council. This would require it to attend the deliberations of the TVDC(s) beforehand.

Restitution consists in :

- comparing council/national/regional plans/proposals with terroir/village plans/proposals and identifying remaining areas of agreement and disagreement;
- analysing the implications of the different land-use scenarios chosen by the various stakeholder groups (including provisional targets, land-use strategies, etc.);
- prioritizing the resolution to land-use problems arising from the different plans;

- agreeing on a land use scenario that recognizes land rights and restrictions;
- adopting the proposed land-use maps, proposed management areas and management options by zone and sector (see Box 5);
- agreeing on the objectives by management area and sector, the guidelines and management regulations for each area and sector;
- triggering local land governance mechanisms, conflict resolution rules and mechanisms at council level (combining customary and modern institutions and mechanisms);

At the end of the restitution, the Steering Committee informs the TVDCs of any changes to their VTDPs through the technical support structure and the municipal councillors in their areas.

## BOX 4

### PREPARATION OF FUTURE LAND USE MAPS (TERROIR/VILLAGE/COUNCIL)

#### PREREQUISITES

Following the terroir/village diagnosis, the outcomes of the developed scenario help to project the planned areas which will then be plotted on a proposed future land use map (e.g. in the Land-Use Planner; etc.). The following information should be available :

- physical information [climate, topography, soils (properties), hydrology, plant cover (vegetation), land use] - developed according to the Protocols for the Production of Thematic Maps;
- community infrastructure (infrastructure, water supply, markets, communication networks, services)- data collected during base mapping and participatory mapping;
- political information [policy and legislation, administrative structure and boundaries, institutions and governance processes] - from Phase 2 of the LTPSDP process.

#### EXPECTED OUTCOMES

- physical information [climate, topography, soils (properties), hydrology, plant cover (vegetation), land use] - developed according to the Protocols for the Production of Thematic Maps;

#### APPROACH

1. Circumscribe the areas and units while identifying the activities carried out from the existing land use map. This will be done using production and soil and water conservation models and systems, with the help of a Geographic Information System or manually as follows:
  - mark out the main types/areas of land cover: forests, grasses/shrubs, crops, residential areas, etc.;
  - indicate the main land use for the land cover units: wood production, collection of non-timber forest products, fishing, agroforestry, main crops, etc.;
  - mark out land classification (agriculture, production forest, protection forest, special use forest, etc.) for five-year planning.
2. Circumscribe the areas and units while identifying the activities carried out from the existing land use map. This will be done using production and soil and water conservation models and systems, with the help of a Geographic Information System or manually as follows:

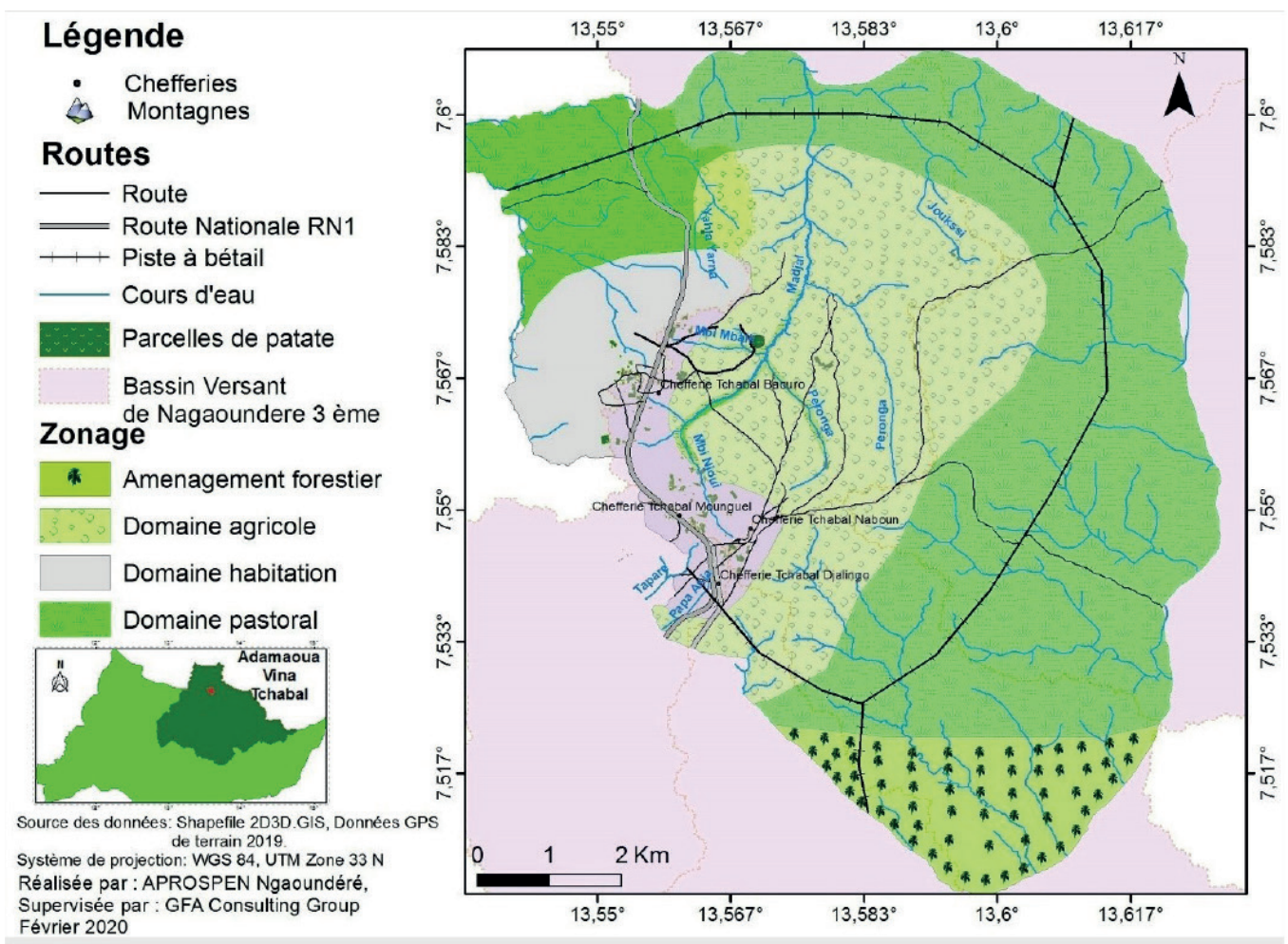
**Table 11 : Indicative land use areas to mitigate soil degradation and erosion problems**

No.	Land use area / or activity	Existing use	Proposed use	Existing assignment	Proposed assignment

**NB :**

- Indicate the measures planned in flood-prone areas, gullies, landslides;
- Draw a table for each land cover/land use area and each special activity, indicating the existing and proposed land use, and the existing and proposed land allocation.

Source: PADER Programme, February 2020



**Figure 8 : Example of future land use map in the Madjal watershed, Ngaoundere 3 subdivision**

### III.4.2.1 Drawing up and approval of provisional LTPSDP

#### III.4.2.1.1 Drawing up the provisional LTPSDP

After the phases of communal and terroir/village diagnosis, analysis, formulation of relevant solutions and planning of activities, an LTPSDP report will be drafted. It will be structured according to the following indicative plan :

## BOX 5

### OUTLINE FOR DRAWING UP THE LTPSDP

#### 1. DESCRIPTION OF THE PHYSICAL ENVIRONMENT

- 1.1. Location of the council
- 1.2. Relief and soils
- 1.3. Climate
- 1.4. Vegetation
- 1.5. Wildlife
- 1.6. Hydrography

#### 2. PRESENTATION OF THE PHYSICAL ENVIRONMENT AND ITS DYNAMICS

- 2.1. Demography, traditional organization and migrations
- 2.2. Religions
- 2.3. Housing and living environment
- 2.4. Terroir/village organizations

#### 3. SOCIO-ECONOMIC ACTIVITIES AND RESOURCES

- 3.1. Fishing
- 3.2. Agriculture
- 3.3. Stockbreeding
- 3.4. Forestry
- 3.5. Other economic activities
- 3.6. Inventories of material resources/council heritage

#### 4. INSTITUTIONS/PROJECTS/PARTNERS

#### 5. CONSISTENCY OF THE LTPSDP WITH OTHER HIGHER LEVEL PLANNING TOOLS

- 5.1. National Territory Zoning Plan
- 5.2. National Territorial Planning and Sustainable Development Plan (NTPSDP)
  - Region's vision
- 5.3. Regional Territorial Planning and Sustainable Development Plan (RTPSDP)
  - Five-year Action Plan
- 5.4. Sector plans
- 5.5. Town Planning Master Plan (TPMP)
- 5.6. Industrialization Master Plan (IMP)
- 5.7. Regional Development Plan (RDP)

## **6. PHASE 1 : ORGANIZATION, PREPARATION AND OFFICIAL LAUNCH OF THE LTPSDP PROCESS**

- 6.1. Triggering the planning process at council level by an administrative document
- 6.2. Formation of coordination teams, their roles and responsibilities in drawing up the LTPSDP
- 6.3. Organization of the launching, awareness-raising and information workshop on the drawing-up of the LTPSDP

## **7. PHASE 2: DIAGNOSIS AND PLANNING AT COUNCIL LEVEL**

- 7.1. Production base maps
- 7.2. Definition and description of diagnosis and planning tools to be used
- 7.3. Collection of supplementary basic data from resource persons and in deconcentrated services established in the locality
- 7.4. Analysis of trends and preparation of thematic maps
- 7.5. Identification of possible future scenarios to be analysed
- 7.6. Drafting and restitution of the provisional council diagnosis summary rapport

## **8. PHASE 3: DIAGNOSIS AND PLANNING AT VILLAGE TERROIR LEVEL**

- 8.1. Preparation of the process at terroir level
- 8.2. Participatory diagnosis proper

## **9. PHASE 4: RESTITUTION OF VTDPs AT COUNCIL LEVEL, DRAWING UP AND APPROVAL OF PROVISIONAL LTPSDP**

- 9.1. Restitution of VTDPs at council level
- 9.2. Drawing up and approval of provisional LTPSDP
  - Drawing up of provisional LTPSDP
  - Approval of provisional LTPSDP

## **10. PHASE 5: RESTITUTION OF PROVISIONAL LTPSDP TO LOCAL COMMUNITIES AND MAINSTREAMING OF OBSERVATIONS AT TERROIR LEVEL**

- 10.1. Presentation of thematic maps and a summary of the provisional LTPSDP to the representatives of terroirs/villages
- 10.2. Presentation of the main findings by identified future use/area of use, and decisions taken or actions proposed to resolve conflicts of interest in land management
- 10.3. Consolidation and documentation of additional comments from community representatives on the provisional LTPSDP in the form of minutes

## **11. PHASE 6: FINALIZATION, ADOPTION AND DISSEMINATION OF LTPSDP**

- 11.1. Restitution of terroir/village findings to the Steering Committee
- 11.2. Finalization of the provisional LTPSDP
- 11.3. Adoption of the LTPSDP
- 11.4. Inclusion of the LTPSDP findings to higher level plans
- 11.5. Mobilization of resources needed for the operationalization of the LTPSDP

## **12. PHASE 7: IMPLEMENTATION, MONITORING AND EVALUATION OF THE LTPSDP**

- 12.1. Implementation of the LTPSDP
- 12.2. Monitoring of the LTPSDP

### III.4.2.1.2 Approval of provisional LTPSDP

The provisional LTPSDP is submitted to the Steering Committee for approval. The approval ensures that a consensus has been reached on the main guidelines, the planned projects/activities and that the needs and aspirations of the various stakeholders are taken into account in the planning process. Furthermore, this approval must comply with the following basic principles:

- be the emanation of the council through its legal and legitimate bodies;
- be a publicly adopted basic spatialization document for local development;
- established to be a legal document enforceable against third parties.

In case of rejection of the provisional LTPSDP, the technical support structure will be invited to redraft same taking into account all the observations made.

## III.5. Phase 5 : Restitution of provisional LTPSDP to local communities and mainstreaming of observations at terroir level

After validation of the provisional LTPSDP by the Steering Committee, the experts of the technical support entity present the provisional LTPSDP to the local communities to collect and mainstream their observations.

Upon completion of consultation with the local communities, the minutes of the various provisional restitution meetings and the final document (LTPSDP) are submitted to the local authorities for validation.

The indicative duration of this phase is two months.

### III.5.1. Objectives expected outcomes

#### III.5.1.1 Objectives

The main objectives of this phase are:

- to mainstream the relevant observations of the communities for the finalization of the LTPSDP;
- to adopt the LTPSDP at a municipal council meeting;
- to popularize the LTPSDP for use by the relevant stakeholders;
- to serve as catalyst for mainstreaming of findings of the LTPSDP in the preparation and updating of territorial planning instruments at higher levels;
- to agree on an approach to mobilizing funding for the implementation of the LTPSDP.

#### III.5.1.2 Expected outcomes

The following outcomes are expected at the end of this phase:

- LTPSDP adopted;
- LTPSDP popularized;
- Funding mechanisms defined.

## III.6. Phase 6 : Finalization, adoption and dissemination of LTPSDP

The purpose of this phase is to identify and correct any residual problems or shortcomings that could hinder the effective implementation of the LTPSDP. The duration of this phase is two months.

### III.6.1. Finalization of the LTPSDP

The technical support structure gathers the minutes of the feedback meetings and mainstreams all the observations collected from the stakeholders into the final LTPSDP. This consolidated and final version of the LTPSDP is then forwarded to the municipal council by the technical support team for review before adoption.

### III.6.2. Adoption of the LTPSDP

The final version of the LTPSDP will be discussed at the municipal council and approved by the supervisory administrative authority in accordance with Section 76(2) of the General Code of Regional and Local Authorities which states that: “Council and regional development plans as well as territorial development plans shall be drawn up, as much as possible in keeping with national development plans. Consequently, the related resolutions shall be submitted to the representative of the State for approval”.

## III.7. Phase 7 : Resources mobilization, implementation, monitoring and evaluation of the LTPSDP

In the previous phases of the LTPSDP process, a plan was drawn up containing project activities to be carried out, and adequate resources to be mobilized. During implementation, the actions contained in the plan are translated into achievements. The LTPSDP monitoring and evaluation process helps to gauge progress of the actions undertaken.

After the mobilization of funds, implementation consists in carrying out a project or plan on the ground. Since the LTPSDP is a tool to organize the management, use, occupation and assignment of land, its implementation is subject to monitoring and evaluation to ensure compliance with the rules governing its applicability.

The indicative duration of this phase is 5 (five) years renewable.

### III.7.1. Objectives expected outcomes

#### III.7.1.1 Objectives

The main objective of this phase is to translate the actions contained in the LTPSDP into concrete achievements. Specifically, it involves:

- ensuring compliance with zoning and use management rules;
- monitoring the implementation of the LTPSDP;
- implementing the requirements of the LTPSDP;
- drawing up the terms of reference for the recruitment of service providers for the implementation of LTPSDP projects;
- updating the LTPSDP every five years.

### III.7.1.2 Expected outcomes

The following are the expected outcomes at the end of this phase:

- resources for the implementation of the LTPSDP are mobilized;
- the spaces proposed by the zoning are materialized and secured, and the management rules are respected;
- the implementation of the LTPSDP prescriptions is monitored;
- contractors for the implementation of LTPSDP projects are recruited;
- the LTPSDP is updated every five years.

### III.7.2. Mobilization of resources needed for operationalization of the LTPSDP

Resource mobilization begins with an inventory of the resources and continues with the development of a strategy, which takes into account communication on the LTPSDP. The competent technical services make an inventory and classify existing resources under the authority of the head of the council executive (mayor). Three types of resources are needed:

- human resources (blending quality and quantity);
- financial resources based on opportunities and possibilities offered by regulatory instruments;
- material resources from the council itself, the State and third parties.

### III.7.3. Implementation of the LTPSDP

Implementation of the LTPSDP requires a number of material and financial resources. The implementation of the LTPSDP can be financed through (i) the council's own resources, within the framework of a contract plan for the harmonious execution of a territorial planning action programme (as provided for in Section 5 of the Law to lay down guidelines for territorial planning) or, (ii) within the framework of international cooperation agreements, as provided for in Section 398 of Law No. 2019/024 of 24 December 2019 to institute the General Code of Regional and Local Authorities. The LTPSDP can be implemented either on a self-managed basis or through a call for tenders in accordance with the public procurement code.

#### III.7.3.1 Actions prior to implementation of the LTPSDP

Any implementation process must be based on the mobilization of all actors to guarantee its success. Such actors are: politicians (local elected officials), technicians (specialists and others), institutions (representatives of the State, technical and financial partners), private economic operators and the population.

The municipal council may take the necessary steps to mobilize subsidies and appropriations from donors and/or development partners to finance the LTPSDP. The local community may be called upon to contribute human, material and/or financial resources. The terms and conditions of participation will be notified in the agreement signed with the municipal council.

#### III.7.3.2 Activities and responsibilities

The municipal council is the project owner for LTPSDP execution. It is responsible for seeking, securing and managing funds for its implementation and is mainly responsible for :

- identifying programmes/partners likely to finance the implementation of activities planned in the LTPSDP;
- establishing conventions and agreements to finance LTPSDP actions;
- monitoring the disbursement of funds allocated to the implementation of activities included in the LTPSDP;
- establishing an LTPSDP monitoring and evaluation system.

The municipal council, with the support of the relevant government services and programmes, also ensures capacity building of all territorial planning bodies in the new institutional set-up. They support the institutions that manage the spatial units in carrying out their activities in relation to the LTPSDP and ensure capacity building of the local institutions that manage the spatial units throughout the implementation of the LTPSDP.

The TVDCs, users and beneficiaries of the various uses approved in the LTPSDP, as well as the relevant government services, set up mechanisms to secure the status of the land for each of the uses. They ensure: (i) land tenure security through appropriate means (collective or individual title deeds in accordance with the regulations in force) to comply with the uses set out in the LTPSDP and; (ii) register the plots (collective use areas) in a land information system at the council.

The Technical Support Structure is responsible for drafting the various terms of reference.

### **III.7.4. Monitoring and evaluation**

Monitoring is the continuous or periodic review and observation carried out at each stage of the LTPSDP implementation process to ensure that the activities schedule, the achievement of expected deliverables and other necessary actions comply with the agreed plan.

Evaluation is defined as an ongoing process that aims to determine the level of achievement, relevance, effectiveness and impact of activities in relation to their objectives.

#### **III.7.4.1 Basic principles and mechanisms for LTPSDP monitoring and evaluation**

The LTPSDP monitoring and evaluation process should be based on the following basic principles :

- clear definition of responsibilities of the various stakeholders;
- establishment of an appropriate activities/projects monitoring structure;
- compliance with the LTPSDP implementation schedule;
- identification of indicators (OVIs) by the various actors for monitoring and evaluation;
- establishment of a participatory process allowing for learning and self-evaluation exercises.

Suggested mechanisms for LTPSDP monitoring and evaluation include :

- mobilization and empowerment of those involved in LTPSDP monitoring and evaluation;
- holding of periodic meetings to measure the progress of implementation according to the agreed schedule;
- drafting of monitoring documents recording the progress of efforts made by the actors involved;
- assessment of the state of mobilization of resources (human, material and financial);
- assessing the progress of projects and activities.

### III.7.4.2 Activities and responsibilities

TVDCs must continuously monitor the implementation of LTPSDP activities in their area, including the monitoring of uses and control of compliance with the LTPSDP requirements by all users.

Municipal council services and TVDCs shall:

- verify the implementation of LTPSDP actions over time and observe possible changes in land use to ensure its sustainability;
- monitor the security of land use/tenure;
- regularly assess the progress towards the medium- and long-term objectives of the LTPSDP;
- identify good practices to draw lessons for improving the LTPSDP and its implementation, land use policy and legislation through a learning culture;
- evaluate implementation of the communication plan.





**ANNEXES**

## 01

## ANNEX 1 : Initial questionnaire before starting to draw up an LTPSDP

QUESTIONS	ANSWERS
What is the starting point for the emergence of the LTPSDP project?	
What is the initial finding?	
What is the LTPSDP project about? What are the known or anticipated objectives?	
Has the purpose of the LTPSDP project already been addressed by the participants potentially involved?	
Is the purpose of the LTPSDP project a concern of the participants?	
Is there a past or future context likely to influence the course of the process?	
What is the target council, or group of councils?	
What are the main terroirs/villages concerned?	
Who are the stakeholders at council level?	
At terroir/village level?	
Who are the main originators of the objective to set up the LTPSDP?	
What is the degree of involvement of the actors?	
<b>Regarding information</b> (stakeholders who will simply be informed of decisions on the progress of the LTPSDP project)	
<b>Regarding consultation</b> (actors whose opinions will be sought before or after proposals have been made, at a public meeting or otherwise)	
<b>Regarding discussion</b> (actors who will participate in the collective construction of proposals for LTPSDP-related activities)	
<b>Decision-making</b> (actors included in decision-making)	
<b>Implementation</b> (actors who will be involved in the implementation of LTPSDP activities)	
Who will make the various decisions: <ul style="list-style-type: none"> <li>• <b>at the level of the council?</b></li> <li>• <b>at the level of terroirs/villages?</b></li> </ul>	
Is there an already established procedure within the group for decision-making on land use/planning?	
What are the sources of data?	
What are the needs, and what resources can be mobilized? (internal, from partners, contributions from Ministries)	
What is the ideal timeframe to follow?	
What are the available resources (budget, human resources)?	

## 02

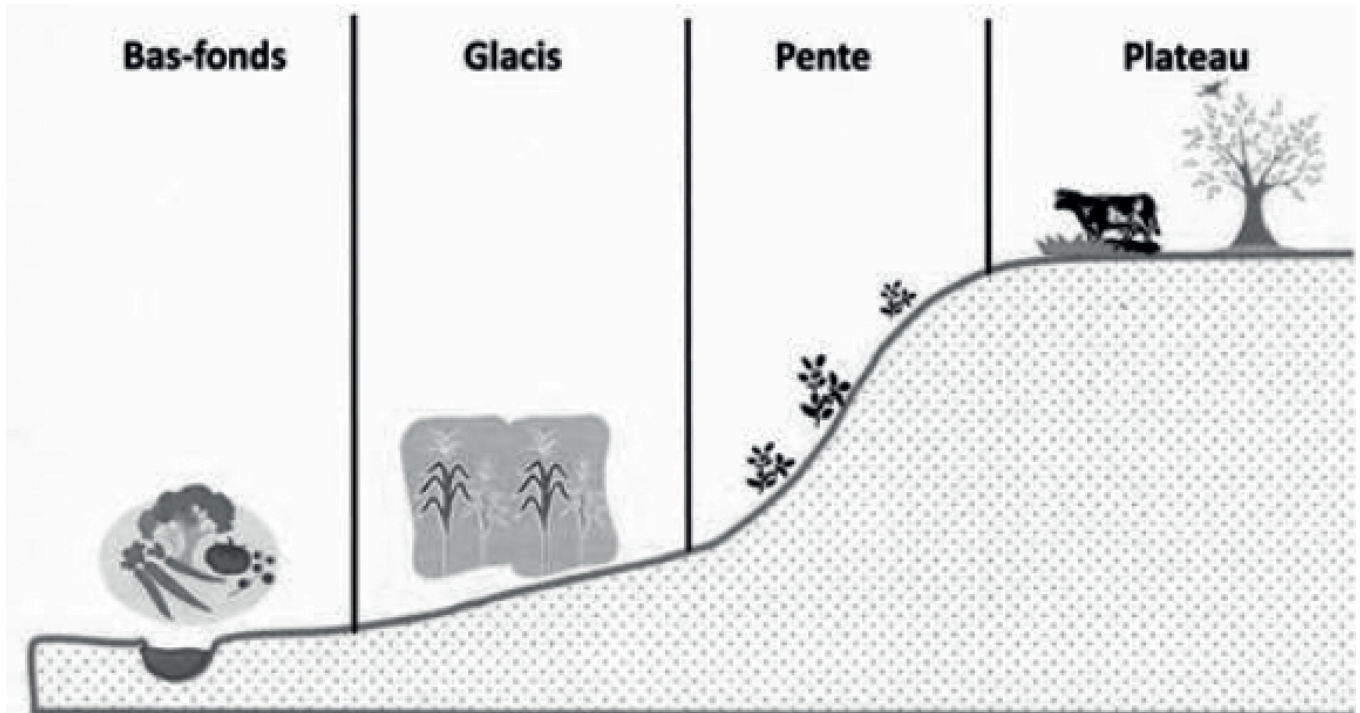
## ANNEX 2: Model for compilation of information on plans at council and village level

PLAN FORMAT	TERROIR/VILLAGE PLAN		COUNCIL PLAN		ATTACHMENTS
	5 years	Annual	5 years	Annual	
<b>GENERAL INFORMATION</b>					
Name: Terroir / Village / Community /Interest Group / Representative	X	X	X	X	List
Summary - Objectives, problems, solutions					Criteria
Locality/Surface area (ha)					Base map
Basic information (profile with maps and statistics)	(X)		X		Thematic maps
Natural resources: climate, slope,soil, water, vegetation and wildlife					Maps / tables
Socio-economics: demography, land use					Maps / tables
Institutional status (community and government ability)					Figures
Analysis (process, problems,options)	(X)	X			
Natural resources: agro-ecological assessment of land units					
Socio-economics: problems and options of the production sectors					
Institutional status: problems and options for capacity building					
<b>PLANS</b>					
Vision and strategy: forest, highlands, lowland (cultivated / not cultivated)	X		X		Maps / tables
Priority activities and sub-projects: detailed plan format4	(X)	X	(X)	X	Maps / tables


Organizational arrangements	(X)	X	(X)	X	
Monitoring and evaluation method					
Stakeholder involvement method					
Responsibilities, support needs, timetables and costs					
<b>ANNEXES</b>					
List of representatives, households and individuals	X	X	X	X	
Land tenure certificates	X	X	X	X	
Maps/tables: base map, existing / proposed land use	X	X	X	X	
Product profiles (with economic and environmental aspects)		X		X	

## 03

## ANNEX 3 : Brief description of the watershed approach to planning, development and sustainable land use



The watershed approach is a spatial planning process that takes into account the watershed area as a planning unit, given the integrated and functional nature of this space. A watershed is the area drained by a watercourse and its tributaries. All the rainfall and water flowing in this area converge towards the same outlet, referred to as an outfall. The watershed approach is a relevant preparation for SWC/RSD interventions, which are essential to support the conservative management of the fertility of land assigned to the development of agro-sylvo-pastoral activities. The watershed approach is in line with Law No. 2011/008 of 6 May 2011 to lay down guidelines for territorial planning and sustainable development in Cameroon, while highlighting the importance of water dynamics in production basins, as well as the cross-border nature of natural resources. Indeed, watercourses, forest massifs, agricultural land, pastoral areas and other production basins very often extend beyond a single terroir/village, thus imposing the need for co-management between the different users within the same watershed. Furthermore, the watershed approach addresses the need to integrate climate change issues into any planning and sustainable development process. Thus, during the planning process following the watershed approach, a workshop is organized to analyse vulnerability and adaptive capacity (VAC) to climate change. The VAC workshop allows for analysis of the impact of climate hazards on key natural resources, and therefore mitigation or restoration measures to be planned for the most affected areas. At the outset of the watershed planning process, the council area is delineated into watersheds according to the following main criteria:

	<ul style="list-style-type: none"><li>• existence of watercourses with high socio-economic and environmental stakes;</li><li>• recurrence of land-related conflicts in the localities of the watershed;</li><li>• recurrence of conflicts between users of the watershed (farmers, breeders, etc.);</li><li>• rate of land degradation in agricultural production basins;</li><li>• rate of forest massif degradation in the localities of the watershed;</li><li>• rate of climate change-induced migration;</li><li>• total surface area of the different terroirs included in the watershed;</li><li>• total population of the various terroirs included in the watershed;</li><li>• socio-anthropological homogeneity of the populations settled in the watershed;</li><li>• scale of development initiatives underway in the watershed localities.</li></ul>
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## 04

## ANNEX 4: Main cartographic deliverables produced in the watershed approach

No.	MAIN STEPS IN THE 'WATERSHED' SPATIAL PLANNING	INDICATIVE DURATION (DAYS)	MAPS TO BE PRODUCED	REMARKS
1	Participatory Diagnosis (PD) for planning and sustainable development of the watershed of .....	7	Participatory map of the watershed	Digitization of the consolidated map after production of three maps (Men, Women, Youth) by the watershed communities gathered for the Introductory General Assembly
			Map of the watershed's natural resources	Including the routes of the various transects carried out during Participatory Diagnosis
			Map of vulnerability to climate hazards in the watershed	Areas most affected by climatic hazards and which were analysed during the VAC workshop
2	Preliminary designs for planning and sustainable development of the watershed of .....	14	Agricultural map of the watershed	Main existing production basins in the watershed + parcels of key sectors
			Pastoral map of the watershed	Main existing production basins in the watershed + parcels of key sectors
			Forest stratification map	Indicate the status of the main forest massifs
			Map of the watershed's socio-community infrastructure	Distinguish between functional and non-functional infrastructure

3	Land Use Plan (LUP) for management and sustainable development of the watershed of .....	7	Watershed's land use map	Spaces identified and made available for the implementation of CES/DRS mechanisms, development of agro-sylvo-pastoral activities and construction of pre-identified facilities.
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## 05

## ANNEX 5: Table of correspondence between LUP (watershed approach) and VTDP

No.	LTPSDP SUMMARY GUIDE		WATERSHE APPROACH
	Step	Content	
1	<b>Organization, preparation and official launch of the LTPSDP</b>	<ul style="list-style-type: none"> <li>• Triggering the development of the planning initiative at council level by an administrative document, which justifies the need to draw up the LTPSDP (decision to start the planning process)</li> <li>• Formation of the LTPSDP coordination and development teams (establishment of the steering committee, multidisciplinary team and recruitment of a technical support structure) and the definition of their roles and responsibilities and those of their members.</li> <li>• Organization of a workshop to raise awareness and provide information on drawing up the LTPSDP through the publication of an administrative document. This workshop, which serves as the official launch of the process will also be an opportunity to present the vision and national and regional priorities to local actors.</li> </ul>	<ul style="list-style-type: none"> <li>• Definition of the watershed selection criteria</li> <li>• Delineation and selection of the watershed</li> <li>• Designation of an NRM focal point at the council</li> <li>• Launch of process</li> </ul>
2	<b>Council diagnosis</b>	<ul style="list-style-type: none"> <li>• Production of base maps</li> <li>• Collection of additional baseline data from resource persons and deconcentrated services established in the locality;</li> <li>• Trend analysis and preparation of thematic maps;</li> <li>• Identification of possible future scenarios to be analysed;</li> <li>• Definition and description of tools to be used;</li> <li>• Drawing up and restitution of the council diagnosis provisional summary report</li> </ul>	<ul style="list-style-type: none"> <li>• Idem (LTPSDP Summary Guide)</li> </ul>

No.	LTPSDP SUMMARY GUIDE		WATERSHED APPROCHE
	Step	Content	
3	<b>Terroir/village diagnosis</b>	<ul style="list-style-type: none"> <li>• Present consolidated VTDPs to the municipal council (presentation by community representatives)</li> <li>• Verify the alignment of the provisional VTDPs with regional and national planning (national plan, national zoning plan, regional plan and sectoral plans).</li> <li>• Draft a first outline of the LTPSDP that incorporates the findings of the above verification</li> <li>• Obtain the approval of the relevant government services on the provisional LTPSDP.</li> </ul>	<ul style="list-style-type: none"> <li>• Participatory Diagnosis (PD)</li> <li>• Preliminary designs</li> <li>• Land Use Plan (LUP)</li> <li>• Constitution and formalization of a Watershed User Committee (WUC)</li> <li>• Co-signing of a LUP Implementation Agreement</li> <li>• Verifying the alignment of LUPs with regional and national level planning</li> <li>• Consolidation of LUPs with (possible) VTDPs</li> <li>• Draft a first outline of the LTPSDP that incorporates the findings of the above verification</li> <li>• Obtain the approval of the relevant government services on the provisional LTPSDP.</li> </ul>
4	<b>Restitution of Terroir/village Diagnosis and the VTDP at council level and drawing-up of provisional LTPSDP</b>	<ul style="list-style-type: none"> <li>• Present consolidated VTDPs to the municipal council (presentation by community representatives)</li> <li>• Verify the alignment of the provisional VTDPs with regional and national planning (national plan, national zoning plan, regional plan and sectoral plans)</li> <li>• Draft a first outline of the LTPSDP that integrates the findings of the above verification</li> <li>• Obtain the approval of the relevant government services on the provisional LTPSDP</li> </ul>	<ul style="list-style-type: none"> <li>• Gradual restitution of the PD, APS and LUP reports at council level and drawing-up of the provisional LTPSDP</li> </ul>

No.	LTPSDP SUMMARY GUIDE		WATERSHED APPROCHE
	Step	Content	
5	<b>Restitution of provisional LTPSDP to local communities and mainstreaming observations at terroir/village level</b>	<ul style="list-style-type: none"> <li>• Present thematic maps and a summary of provisional LTPSDP to representatives of the terroirs/villages in the council, clan headquarters, or any other appropriate place;</li> <li>• Present the main findings by identified future use/area of use, and the decisions taken or actions proposed to resolve conflicts of interest in land management;</li> <li>• Gather and document additional comments from community representatives on the provisional LTPSDP in the form of minutes (signed by the community representatives).</li> </ul>	<ul style="list-style-type: none"> <li>• Idem (LTPSDP Summary Guide)</li> </ul>
6	<b>Finalization of LTPSDPs, adoption and dissemination</b>	<ul style="list-style-type: none"> <li>• Integrate relevant community feedback into the finalization of the LTPSDP;</li> <li>• Sample the opinion of the competent authorities (regional/national);</li> <li>• Adopt the LTPSDP at a municipal council meeting;</li> <li>• Disseminate the LTPSDP for use by the relevant stakeholders;</li> <li>• Catalyze the mainstreaming of LTPSDP findings in drawing up and updating territorial planning instruments at higher levels;</li> <li>• Agree on a fund mobilization approach for implementation of the LTPSDP.</li> </ul>	<ul style="list-style-type: none"> <li>• Idem (LTPSDP Summary Guide)</li> </ul>
7	<b>Implementation, monitoring and evaluation of the LTPSDP</b>	<ul style="list-style-type: none"> <li>• Identification of programmes/partners likely to fund;</li> <li>• Implementation of the activities planned in the LTPSDP;</li> <li>• Establishment of conventions and agreements to finance LTPSDP actions;</li> <li>• Monitoring the disbursement of funds allocated to the implementation of activities stipulated in the LTPSDP;</li> <li>• Monitoring the implementation of activities approved in the LTPSDP and;</li> <li>• Establishment of an LTPSDP monitoring and evaluation system.</li> </ul>	<ul style="list-style-type: none"> <li>• Demarcation of community spaces +</li> <li>• Idem (LTPSDP Summary Guide)</li> </ul>

06

**ANNEX 6: Sample Summary Priority Issues Analysis Table**

.....

PRIORITY ISSUES	CAUSES	CONSEQUENCES	SOLUTIONS

07

**ANNEX 7: Sample Summary Priority Actions Table**

.....

ACTIVITY SECTORS	PRIORITY ISSUES	OBJECTIVES	EXPECTED OUTCOMES	ACTIONS

08

**ANNEX 8: Sample LTPSDP Actions Monitoring Table**

.....

ACTIONS UNDERTAKEN IN THE YEAR	ACTORS	% ACHIEVEMENT	AMOUNTS COMMITTED	COMMENTS

## ANNEX 9: Sample Decision to Set Up the Steering Committee

RÉPUBLIQUE DU CAMEROUN PAIX – TRAVAIL – PATRIE *****		REPUBLIC OF CAMEROON PEACE – WORK – FATHERLAND *****
RÉGION DU SUD *****		SOUTH REGION *****
DÉPARTEMENT DE DJA ET LOBO *****		DJA ET LOBO DIVISION *****
COMMUNE DE MINTOM *****		MINTOM COUNCIL *****
SECRETARIAT GENERAL *****		SECRETARIAT GENERAL *****
CELLULE FORESTERIE COMMUNALE		COMMUNAL FOREST UNIT

**MUNICIPAL DECISION No..../DM/CMTM/SG/2021 TO LAY DOWN THE ESTABLISHMENT, ORGANIZATION AND FUNCTIONING OF THE STEERING COMMITTEE AS PART OF IMPLEMENTATION OF THE IDH/EFI/RAINBOW ENVIRONMENT CONSULT PARTNERSHIP TO DRAW UP THE LOCAL TERRITORIAL PLANNING AND SUSTAINABLE DEVELOPMENT PLAN (LTPSDP) OF THE MINTOM COUNCIL, 2021 FINANCIAL YEAR**

**THE MAYOR OF THE MINTOM COUNCIL,  
Officer of the Cameroon Order of Merit,**

Mindful of the Constitution;  
Mindful of Law No. 2019/024 of 24 December 2019 to institute the General Code of Regional and Local Authorities;  
Mindful of Decree No. 77/91 of 25 March 1977 to determine the supervisory power of councils, council unions and council establishments, as amended and supplemented by Decree No. 90/1464 of 9 November 1990;  
Mindful of Decree No. 95/082 of 24 April 1995 to set up the Mintom Council;  
Mindful of Decree No. 2019/536 of 7 October 2019 to appoint divisional officers;  
Mindful of Order No. 000312/A/MINDDEVEL of 9 March 2020 to establish the election of the Mayor and Assistant Mayors after the municipal elections of 9 February 2020 in the Mintom Council, Dja et Lobo Division, South Region;  
Mindful of Letter of Intent No... /L/ IDH /C. MTMSG/;  
Considering service needs;

**HEREBY DECIDES AS FOLLOWS :**

**Article 1 :** A steering committee is hereby set up in the Mintom Council as part of implementation of the IDH/W WF/EFI-RAINBOW partnership to draw up the Local Territorial Planning and Sustainable Development Plan (LTPSDP) of the Mintom Council.

**Article 2 :** The duties of the Steering Committee shall be as follows :

- Contribute to the development of the letter of intent in which members undertake to work together to define stakeholders' intentions;
- Contribute to planning and local territorial development by drawing up an LTPSDP;
- Ensure that stakeholders contribute fully to drawing up and implementing the GCLP and drawing up the LTPSDP;
- Ensure consistency between local, regional and national policies;
- Ensure effective communication and synergy between stakeholders at national, regional and local levels;

- Contribute to the development of project proposals that will contribute to the sustainable development of the council;
- Play an active role in the implementation of some projects;
- Ensure that the objectives, project ideas and the LTPSDP mainstream the needs of all members of the community with emphasis on women, youth and vulnerable persons in the community. They shall decide how the orientations in the plans will be communicated to the communities;
- Ensure consistency between the LTPSDP and national and regional schemes and plans;
- Establish frank dialogue between partners likely create added value for the municipality by discussing directly with them;
- Make the municipality attractive to investors by providing transparency in decision-making.

Article 3 : The Steering Committee shall meet in ordinary session quarterly and in extraordinary session when convened by the Mayor.

Article 4 : The steering committee shall be composed of :

- A Chairperson
- Two Vice-Chairpersons
- Three representatives of the Municipal Council
- Two representatives of two cantons
- One representative of the regional council
- The Secretary-General of Mintom Council
- One representative of the elite
- One representative of the development committee (development framework)
- One representative of women's network
- The Chairperson of CNJC
- One representative of community-based organizations (NGOMITRI)
- One representative of economic operators
- One representative of the association of persons with disabilities
- One representative of the BAKA community
- Two representatives of producer organizations (cooperatives)
- One representative of community forests
- One representative of logging companies
- One representative of mining companies
- One representative of Anglophone, Muslim, Bamoun, Eton, Bamiléké ... communities
- One representative of traditional rulers
- Civil society representatives
- Two representatives of religious denominations.

Article 5 : The duties of Steering Committee member shall be honorary. However, members shall be entitled to reimbursement of expenses relating to the functioning of the committee.

Article 6 : This decision shall be registered and communicated as and where necessary.

Mintom, .../.../2021

COPIES :

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- DDMINEPAT, MINADER, MINEPDED
- DDMINTP, MINIMIDT
- DDMINDVEL, MINFOF, MINEPIA
- FILE/ARCHIVES

(Signature and stamp)

MAIRE

## 10

## ANNEX 10: Sample Decision to Launch the LTPSDP Process

REPUBLIQUE DU CAMEROUN  
*Paix - Travail-Patrie*

REGION DU CENTRE  
DEPARTEMENT DU MBAM ET KJM  
COMMUNE DE MBANGASSINA  
SECRETARIAT GENERAL



REPUBLIC OF CAMEROON  
*Peace-Work-Fatherland*

CENTRE REGION  
MBAM ET KIM DIVISION  
MBANGASSINA COUNCIL  
SECRETARIAT GENERAL

MUNICIPAL DECISION No. ... /DM/C.MBNA/60/2021 of .....

TO AUTHORIZE THE OFFICIAL LAUNCH OF THE PROCESS TO DRAW UP THE LOCAL TERRITORIAL PLANNING AND SUSTAINABLE DEVELOPMENT PLAN (LTPSDP) OF THE MBANGASSINA COUNCIL, 2021 FINANCIAL YEAR

THE MAYOR OF THE MBANGASSINA COUNCIL,

Mindful of the Constitution;

Mindful of Law No. 2019/024 of 24 December 2019 to institute the General Code of Regional and Local Authorities;

Mindful of Decree No. 77/91 of 25 March 1977 to determine the supervisory power of councils, council unions and council establishments, as amended and supplemented by Decree No. 90/1464 of 9 November 1990;

Mindful of Decree No. 93/321 of 25 November 1993 to set up the Mbanga Council;

Mindful of Decree No. 2019/536 of 7 October 2019 to appoint Divisional Officers;

Mindful of Order No. 000263/A/MINDDEVEL of 5 Mars 2020 to establish the election of the Mayor and Assistant Mayors after the municipal elections of 9 February 2020 in the Mbanga Council, Mbam et Kim Division, Centre Region;

Mindful of Letter of Intent No. 001/L/ IDH /C. MBNA/SG/2020 of 22 December 2020;

Considering service needs;

**HEREBY DECIDES AS FOLLOWS:**

**Article 1:** The Mayor of the Mbanga Council hereby authorizes the official launch of activities relating to drawing up the Local Territorial Planning and Sustainable Development Plan (LTPSDP) of Mbanga Commune, by EFI-RAINBOW ENVIRONMENT CONSULT, on Friday .../.../2021 from ... (time) in the Conference Room of the Mbanga Rural Training Centre (CFRJ).

**Article 2:** This decision shall be registered and communicated as and where necessary.

Mbanga, .../.../2021

**COPIES:**

- DIVISIONAL OFFICER
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- DDMINEPAT, MINADER, MINEPDED
- DDMINTP, MINIMIDT
- DDMINDDVEL, MINFOF, MINEPIA

*(Signature & stamp)*

**MAYOR**

## 11

## **ANNEX 11: Benefits and Risks Identification Tool (BERT) for REDD+ Projects**

### **THE BERT TOOL IS DESIGNED TO HELP COUNTRIES ACHIEVE THE FOLLOWING :**

- identify the benefits and risks associated with REDD+ measures under the Cancun Safeguards;
- determine how the country's existing policies, laws and regulations (PLR) already promote the benefits or manage the identified risks;
- identify gaps in the RPL framework that may need attention in order to address and comply with the Cancun Safeguards as part of REDD+ implementation;
- use information on the benefits and risks of specific REDD+ actions/options to make informed decisions on which measures to include in the REDD+ strategy;
- document the items for the summary information on how countries mainstream and comply with safeguards, through their existing PLRs.

### **FORMAT OF THE TOOL**

#### **Module 1 : Documentation of actions**

**Objective:** To document the anticipated REDD+ actions in the country (or if not yet clear, the REDD+ actions that might be feasible) and how they correspond to the 5 REDD+ activities cited by the UN Framework Convention on Climate Change (UNFCCC).

**Outcome:** Table of REDD+ actions.

#### **Module 2 : Identification of risks and benefits**

**Objective :** To identify the potential benefits and risks of the REDD+ actions documented in Module 1.

**Outcome :** Table of potential benefits and risks relating to each Cancun Safeguard, with a qualitative assessment of the impact and likelihood of the identified benefits and risks.

#### **Module 3 : Identification of relevant policies, laws and regulations**

**Objective :** To identify existing PLRs to address benefits and risks, identify shortcomings in their coverage and any potential conflicts between other PLRs and safeguards.

**Outcome :** Table of existing PLRs addressing Cancun Safeguards, with a qualitative assessment of how they cover the identified benefits and risks and a list of shortcomings in the PLRs.

BeRT was designed for Microsoft Excel 2013 for Windows and there may be compatibility issues with earlier versions of Excel. If you encounter any problems with the tool, please contact [BeRT@un-redd.org](mailto:BeRT@un-redd.org).

## 12

## **ANNEX 12: Tools for projecting development projects, including REDD+ (Greenhouse Gas Abatement Cost Model-GACMO)**

The Greenhouse Gas Abatement Cost Model (GACMO) is used to perform an analysis of greenhouse gas (GHG) mitigation options for a country or region for use in National Communications, Nationally Determined Contributions (NDCs) or low carbon development plans. It is available at the Greenhouse Gas Abatement Cost Model (GACMO) - United Nations Environment Programme and the Technical University of Denmark (UNEP DTU) Partnership.

### **GENERAL DESCRIPTION OF THE FUNCTIONING OF THE MODEL**

The outcome of the GACMO model is a table that provides an overview of the cost and impact of different mitigation initiatives, edited in the form of a table and a reduction revenue curve. The input of a GHG balance sheet for the country/region under study is necessary for the model to work.

If your country has not made a Business As Usual (BAU) scenario for the desired future year, you can use the first part of the GACMO model which calculates the BAU scenario.

If your country has not calculated the mitigation scenario, you can use the second part of the GACMO model. In this case you skip the first part and insert the total BAU GHG emissions at the bottom of the desired “main” sheet.

If you have not made a calculation for all the desired mitigation options, you can use the template to complete your calculations.

### **USING THE MODEL**

All cells in the worksheets where entries are required are coloured yellow. Most of the cells contain default values, which can be changed as required.

The steps required to use the template are described below.

1. In the “Initial balance” sheet, your country’s GHG balance should be inserted as the first step in using the GACMO model.
2. The next step is to insert the expected growth rate in the “Growth” sheet.
3. In order to calculate all GHG mitigation options, the assumptions used in all options must be entered in the “Assumptions” sheet.
4. All GHG mitigation options are located according to the types and subtypes used in the CDN pipeline ([www.cdmpipeline.org](http://www.cdmpipeline.org))
5. All tables for calculating GHG reduction options in the different technology worksheets are constructed in the same way.
6. All results of the GHG reduction option calculations are summarized in the tables “Principal20, Principal25, Principal30 and Principal50”.
7. A Marginal Abatement Revenue (MAR) curve is calculated based on the cost of reducing GHG emissions per abatement option US\$/tCO<sub>2</sub> (y-axis), and the impact of reducing GHG emissions in kt/year (x-axis).
8. An MRV sheet has been added.

### **LFR APPROACH : WHAT IS LFR?**

- Landscape and Forest Restoration (LFR) is a long-term process of regaining ecological functionality and improving human well-being in deforested or degraded landscapes and forests;
- A holistic approach to increasing the number of trees/shrubs in a landscape (about 10-20,000 hectares);
- Ecological and economic objectives: poverty alleviation/increasing people’s income and well-being, maintaining and restoring natural resources and biodiversity, rural development;
- Mosaic restoration is the priority for the Far-North of the country.

## 13

## **ANNEX 13: How to plan and scale up a Landscape and Forest Restoration (LFR) project**



### **MAIN STEPS OF THE “RPF APPROACH”**

#### **Step 1: Diagnosis phase**

- Selection and prior delineation of degraded landscapes (based on regional/national objectives, environmental, social and political challenges etc.);
- Acquisition and use of basic cartographic data on the landscape, processing of satellite images;
- ‘Do No Harm’ study, including stakeholder mapping, potential conflicts analysis, solution mechanisms, historical profile of terroirs/villages and establishment of terroir/village governance committees, etc., to be able to discuss ‘compromises’ or ‘trade-offs’ between the various conflicting/divergent visions of land use;
- Analysis of the degradation and identification of priority restoration measures. This includes :
  - focus group with men, women and young people on the main activities carried out (agriculture, livestock, hunting, fishing, formal and informal sectors, etc.) in the village/terroir;
  - participatory mapping by terroir/village by groups of men and women, during which they express their vision of land occupation and use on a map;
  - Transect walk (field trip accompanied by trackers along defined routes) during which the items mentioned during participatory mapping are observed and collected with using a GPS receiver; this is followed by feedback in Focus Group to fine-tune the map which may then be reflected into a GIS map;
  - survey of households on their perception of the problems, causes and solutions to the degradation of their land;
  - a role-playing game at the terroir/village during which the communities simulate on a stage the conditions of daily use of the land, the problems and envisaged solutions (several issues including the land aspects are addressed with this tool).

### **OUTCOMES**

- Mapping of land use and the state of land and forest degradation;
- Validation of outputs of the diagnosis phase by local communities and decision-makers;
- Preliminary mapping of village land restoration options (land and landscape boundaries, geolocation of restoration types, etc.).

#### **Step 2: Drawing up restoration action plans by the management committee**

- Establishment of a local management committee for the landscape to be restored. This step includes:
  - reforming the rules that hinder LFR;
  - suitable local capacity building strategy;
  - networking and clarification of local actors’ roles and responsibilities;

- clarification of the committee's role in monitoring and evaluating LFR activities;
  - interface with the local entities in place and council authorities;
  - community mobilization;
  - awareness-raising and communication of successes and challenges.
- Proposed LFR action plan: draft restoration plan including prioritized interventions, roles and responsibilities of stakeholders, if possible, including agreements between owners and users of plots/terroirs in the medium term, capacity building and funding needs.

### **OUTCOMES**

- Restoration map by terroir and across the landscape (to be fine-tuned iteratively during the implementation phase);
- Validation of the LFR action plan by communities and public decision-makers;
- Status of the management committee with clarified roles.

### **Step 3 : Implementation of LFR, monitoring and evaluation**

- On the basis of the restoration map per terroir and the LFR action plan, the persons in charge chosen during the establishment of the LFR management committee act as focal points per terroir and report on progress;
- Groups of farmers/breeders etc. are organized to implement the activities of the LFR action plan in their area, led by terroir/village facilitators by theme. Support for these groups is organized with the backing of the elected officials of the management committee, who put the groups in contact with NGOs and deconcentrated services of the State;
- An easy-to-understand, participatory and affordable monitoring and evaluation system is designed. The data/monitoring sheets filled in at the terroir should be collected and consolidated at the level of the landscape by the management committee. Various mapping and interactive tools (set of tables) can be used;
- Progress, challenges/barriers to progress and solutions to barriers are discussed regularly at the terroir and landscape/(inter)council level.

## 14

**ANNEX 14: LFR Tool – LTPSDP Tool Compatibility**

LEVEL OF INTERVENTION	TOOL COMPATIBLE WITH LTPSDP TOOL
<b>Council Diagnosis</b>	<ul style="list-style-type: none"> <li>• Do No Harm (Stakeholder map, SWOT, conflict analysis, historical profile, status of local governance committees and conflict management mechanism);</li> <li>• Role-playing at Council level</li> </ul>
<b>Terroir/village Diagnosis</b>	<p>Perception study on degradation factors and LFR options, including</p> <ul style="list-style-type: none"> <li>• Participatory mapping</li> <li>• Transect walk</li> <li>• Action plan for the restoration of village lands (VTDP of LTPSDPs)</li> <li>• Where the landscape includes a forest, these steps can be combined with the SEA + multi-resource inventory</li> <li>• Role-playing at terroir/village level</li> <li>• Scaling up, Landscape LFR action plan</li> </ul>

## 15

**ANNEX 15: LAND-USE PLANNER**

The EU REDD Facility developed the Land-use Planner to support its partner countries implement responsible and participatory land-use planning through a multi-criteria analysis that better balances economic interests with social inclusion and environmental protection. The tool does not prescribe any land-use choices. Nevertheless, it makes the implications of land use choices more obvious by showing their impacts on the economy, the environment and social issues such as food security, income distribution and employment.

The Land-use Planner complements the spatial mapping tools. Spatial data describe the land uses that will be captured in the Land-use Planner. The detailed list of such data is available from the downloadable collection sheets on the Land-use Planner website. Social, economic and environmental data are required to improve the level of analysis. The sheets available target the following areas :

- Annual crops;
- Perennial crops;
- Forests;
- Livestock;
- Fallow;
- Other uses.

Beyond its analytical usefulness, Land-use Planner can be used as a “negotiation tool”: it makes it relatively easy to involve competing stakeholders in a planning process, by including different points of view in alternative land-use scenarios in a transparent, accessible and interactive manner.

The tool can be used for analysis at any level: watershed, project, council, national, supply chain, conservation area, etc.

For further details, see the Land-use Planner’s “Resources” section at :

**<http://www.landuseplanner.org/>**

## 16

**ANNEX 16: VTDP Aide-mémoire****1. PREPARATION****Prior consultations – Inform the communities and authorities on the following :**

- Objectives;
- Scope;
- LTPSDP methodological approach (process).

**The three levels of preparation**

- Pedagogic preparation :
  - Preparation of the programme to cover the terroirs/villages according to their geographical location or remoteness, starting with the terroirs/villages most difficult to access;
  - Mobilization of the multidisciplinary team;
  - Correspondences;
  - Retraining of planners and preparation of endogenous facilitators;
  - Preparation of collection tools and sheets.
- Administrative preparation :
  - Contact with village community leaders;
  - Correspondences.
- Preparation in the terroir/village
  - Visits to the villages/terroirs to introduce themselves to the Chief and identify sites to be used as meeting places for the Village Assemblies;
  - Negotiations on the logistical aspects that will prevail during the planners' stay in the terroir/village;
  - Collection/consultation of local/village archives;
  - Identification of one or two endogenous facilitators;
  - Transmission of the first baseline data collection tools to endogenous facilitators.

**2. DAY 1**

- Arrival at the Chef's palace;
- Introductory terroir/village assembly (presentation of local cartographers and endogenous facilitators by the Chief);
- FPIC:
  - Presentation of objectives and expected outcomes;
  - Information/identification of groups (men, women, youth, indigenous peoples, refugees, etc.);
- Setting up the TVDC :
  - This is done at the beginning of the planning process.
- Organization of work

- Methodology of the plenary terroir/village assemblies;
- Proposal and adoption of a work schedule
- Preparation of tools/materials
  - Kraft paper, conference paper, flipchart, zoop board, markers, post-it notes, pins, etc.
  - Basic data collection sheets :

**Population, tribes and lineages****Local languages****Historical highlights****Existing local associations****External organizations operating in the terroir/village****Historical Profile (tool)**

Allows the tracing of events in the history of the terroir/village that could have :

**Positively or negatively marked the socio-economic development of the terroir/village;****Explained the periodicity of some climate-related events or likely to explain climate changes in the terroir/village;**

- **SSI (tool)**
  - Group the people together;
  - Explain the purpose of the interview to them;
  - Administer the SSI interview on all the main sectors identified;
  - At the end of the SSI, share all the findings;
  - Reformulate the problems;
  - Restitution and consolidation of the findings of the SSI in plenary.
- Simple analysis table / Problem tree (if problem is complex)

**3. DAY 2****Participatory mapping (Tool):**

- How to go about it :
  - Mark where the sun rises and sets (cardinal directions);
  - Using charcoal or chalk, draw on the ground the main infrastructures of the terroir/village (roads/tracks, water points [rivers/lakes/sea/oceans, wells, boreholes], schools/colleges, hospitals, places of worship, markets, bus stations, cemeteries, stadiums, etc.);
  - Transcribe the map on the ground on Kraft paper;
  - After presentation and comparison of the maps of the various groups, draw a synthesis/consolidated map by representatives of each group;
  - Draw one or more transect axes on the synthesis map according to the most represented landscape units.
- Transect (tool)
  - Following the SSI interview, the transect is carried out to triangulate and compare some of the information acquired during the SSI;
  - The transect is carried out in mixed groups (men, women, youth, etc.).

**NB : COLLECTION OF GEO-REFERENCED DATA (TOOL)**

- GPS points are usually collected during the off-peak hours of the daily timer.

**4. DAY 3****Mobility map****Table of analysis of problems and solutions by sector**

- It includes the following columns: (i) Sectors, (ii) Problems, (iii) Causes, (iv) Effect, (v) Solutions envisaged (endogenous and exogenous)

**Table of terroir/village solutions**

Sectors	Causes	Effects	Solutions/Actions		Remarks
			Endogenous	Exogenous	

**Strategic planning table (Implementation of RTPSDP guidelines)**

Sectors	Activities	Actions	Indicators	Persons responsible	Period							
					Y1	Y2	Y3					

**Table of conflict analysis and solutions by sector**

Sectors	Type	Causes	Effects	Solutions/Actions		Remarks
				Endogenous	Exogenous	

- Summary table of projects selected after prioritization and projects from the RTPSDP and the CDP:
  - Populations are assembled by sub-group (Youth, Women, Men);
  - The basis for identifying potential projects in each sub-group is the set of needs identified in the SSI in each sector.
- Prioritization of projects with the mathematical union and/or the pairwise comparison matrix:
  - Always start with a consensus within the subgroups. If after the consensus there is no agreement on the prioritization of projects, use the pairwise comparison method.
- Identification and demarcation of available and potential sites for the implementation of selected actions
- Clarification of the land tenure status and access to land for each potential site identified
- Choice of sites for the implementation of the selected relevant projects (also taking into account higher planning tools and others)
- Production and restitution of a land use map
- Adoption of a VTDP implementation agreement.

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## ANNEX 17: Estimated cost of consultations for council/terroir/village diagnosis

TYPE OF DIAGNOSIS	DURATION	EXPERTS	COST/ DAY IN CFAF	TOTAL	REMARKS
Council Diagnosis	10 days	Head of Mission	150000	1500000	
		Agro-Forestry Expert	100000	1000000	
		Cartographer	100000	1000000	
		Socio-Environmentalist	100000	1000000	
		Town Planner	100000	1000000	
		Statistician-Economist	100000	1000000	
<b>Total</b>			<b>650 000</b>	<b>6 500 000</b>	
Terroir/ village Diagnosis	4 days	Head of Mission	150000	600000	
		Agro-Forestry Expert	100000	400000	
		Cartographer	100000	400000	
		Socio-Environmentalist	100000	400000	
		Town Planner	100000	400000	
		Statistician-Economist	100000	400000	
		Local Cartographers	25000	100000	Two Local Cartographers
		Local Facilitators	25000	100000	Two Local Facilitators
<b>Total</b>			<b>700 000</b>	<b>2 800 000</b>	
				<b>9 300 000</b>	

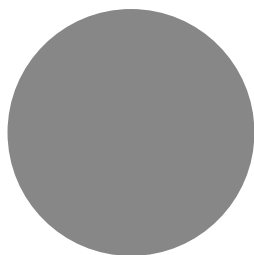
Total cost of council and terroir/village diagnosis (CTDCV)

CTDCV= Council diagnosis + (Terroir/village diagnosis \* Number of terroirs/villages)

### ESTIMATED COST OF WORKSHOPS

WORKSHOPS	COST IN CFAF	REMARKS
A workshop to launch the drawing-up of the LTPSDP	2 500 000	100 participants
Two workshops for the restitution of the VTDP and the Council Diagnosis	5 000 000	100 participants per workshop
A LTPSDP validation workshop	2 500 000	100 participants
<b>Total</b>	<b>10 000 000</b>	<b>400 participants</b>

Total cost of LTPSDP = CTDCV+ Cost of workshops



# BIBLIOGRAPHY



## NATIONAL STRATEGY PAPERS

- Cameroon Development Vision 2035;
- National Strategy for Rural Sector Development;
- Growth and Employment Strategy Paper (GDSP);
- National Development Strategy 2020-2030 (NDS30);
- Rural Sector Development Strategy (RSDS);
- National Agricultural Investment Plan (PNIA);
- National Territorial Planning and Sustainable Development Plan (NTPSDP);
- Regional Territorial Planning and Sustainable Development Plan (RTPSDP);
- Sectoral plans;
- National Territorial Zoning Plan (NTZP).

## LEGAL INSTRUMENTS

- Law No. 2011/008 of 6 May 2011 to lay down guidelines for territorial planning and sustainable development in Cameroon;
- Law No. 2019/024 of 24 December 2019 to institute the General Code of Regional and Local Authorities;
- Law No. 2004/003 of 21 April 2004 to regulate town planning in Cameroon;
- Law No. 94/01 of 20 January 1994 to lay down forestry, wildlife and fisheries regulations;
- Law No. 96/12 of 5 August 1996 relating to environmental management;
- Law No. 98/005 of 14 April 1998 to lay down regulations governing water resources;
- Law No. 85-09 of 4 July 1985 to lay down conditions governing expropriation for public purposes and the conditions for compensation;
- Ordinance No. 74/1 of 6 July 1974 to establish rules governing land tenure and Ordinance No. 74/2 of the same date to establish rules governing State lands, as amended and supplemented by Decree No. 2005/481 of 16 December 2005;
- Decree No. 2018/4992/PM of 21 June 2018 to lay down rules governing projects maturation process of public investments.

## WEBSITES

- <http://www.landuseplanner.org/>

## OTHERS

- Methodological guide for drawing up regional development plans, MINDDEVEL, July 2021 Edition.

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