

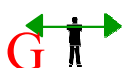
Ethiopia

Land Investment for Transformation (LIFT)

SLLC MANUAL Version 3.1

September 2018

In association with



Original

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Land Investment for Transformation (LIFT) Ethiopia

SLLC Manual Version 3.1

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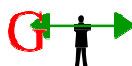


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Version Control:

This is Version 3.1 of the SLLC Manual, 27th September 2018

Edits to this version include:

- Changes to Module 1 – Version control update and reference to Annex 3.
- Inclusion of SIGN 16 on registration of parcels belonging to polygamous households in Annex 1
- Module 9 (Demarcation) updated with additional instructions on communal land.
- Module 10 (Adjudication) updated additional instructions on communal land and polygamous households.
- Module 13 (Public Display) updated with additional instructions on communal land, polygamous households and participation of spouses
- Module 17 (Certificate Distribution) updated with additional instructions on communal land
- New Module 19 added on Post SLLC Activities.
- Formatting edits throughout to improve readability, particularly Module 13.
- New Annex 3 added with updated procedures for Social Development Officer and Field Teams on the participation of women and vulnerable groups.

Update Protocol:

Only the updated modules of Version 3.1 of the SLLC Manual will be distributed. Regional coordinators will distribute to all active woredas, and regional offices electronically via internet or USB. Each Woreda Office and RC should the relevant modules in the hardcopy ring-binder. The new modules will be added to the digital folder.

Previous Versions:

- Version 3.0 – September 2017
- Version 2.3 – January 2017
- Version 2.2 – August 2016
- Version 2.1 – May 2016
- Version 2.0 – November 2015
- Version 1.0 – November 2014

Glossary of Terms

Adindan	The coordinate reference system used at the national level in Ethiopia. The full name is <i>UTM Adindan 37N</i> .
Adjudication	Decision of legal rights connected to land. The formal adjudication takes place at the <i>Woreda</i> or regional level, and as a part of the process the holdership is confirmed in the field.
Aerial Photography	Pictures of the ground terrain taken from aeroplanes.
ArcGIS	A <i>Geographic Information System</i> software produced by ESRI. A very advanced and widespread but also expensive software.
Attribute Table	Information (e.g. holder name, area) in the form of a table that is connected and related to a certain geographical shape (e.g. a parcel).
Cadastre	A land information register containing, e.g. parcel information, both as attribute data and geographical shapes.
CCCC	Community Care Coalition Committee
Datum	The physical definition of a coordinate system on the ground (defined, e.g. by reference points).
Demarcation	Marking of the boundaries of (e.g.) a parcel. This is done on field maps during the trials.
DT	Digitisation Technician
Field Registration Forms	A form used in the field to register attribute information (e.g. holder names, servitudes, etc.) connected to a parcel.
FHH	Female-headed Household
Field Maps	Printed out orthophotos displaying an area where demarcation (e.g. of parcels) will be performed.
Geo-referenced	Orientation of an orthophoto in mapping software so that correct coordinates are displayed when pointing at a certain object in the image.
GIS	<i>Geographic Information System</i> , mostly related to software and strategies for editing, analysing and presenting geographical information.

GPS	<i>Global Positioning System</i> , measurement of the current position on the ground using radio signals from satellites.
Kebele	Smallest formally defined administrative unit in Ethiopia.
KLAUC	Kebele Land Administration and Use Committee
LIFT	<i>Land Investment for Transformation</i> , UKAID funded programme.
Orthophoto	An image where all details have correct angles and a uniform scale.
Ortho-rectification	Production of orthophotos by mathematically correcting the scale and angular errors.
O&C	Objections and corrections. One of the functions of the public display period.
Parcel	A piece of land (e.g. farmland) belonging to a defined holder or holders (e.g. individual, jointly owned, communal or governmental).
Parcel Map	A map showing the geographical shape of a parcel together with its immediate surroundings. The map may also contain attribute information (e.g. holder name, area) about the parcel.
Quantum GIS (QGIS)	A <i>Geographic Information System</i> software that is free and open source. In this category it is one of the most widely used pieces of software.
Raster	Geographical data in the form of rows and columns. The most common form of raster is <i>images</i> which consist of a lot of small squares (pixels). Each pixel shows an individual colour and brightness, which together with all other pixels create the image.
Satellite Imagery	Pictures of the ground terrain taken from satellites.
Sketched Field Maps	Field maps where the borders of (e.g.) parcels are demarcated with a pen.
ST	Scanner Technician.
Systematic Registration	Registration of land that aims to systematically cover all parcels in a defined area.

UTM	<i>Universal Transversal Mercator</i> , the map projection used in Ethiopia.
Vector	Geographical data in the form of <i>points</i> , <i>lines</i> and <i>polygons</i> .
VG	Vulnerable group. May include women, elderly people, people with disabilities or special needs, minority groups, children, and orphans.
Woreda	Third-level administrative division of Ethiopia. Comprises a number of <i>Kebeles</i> .

1 INTRODUCTION

1.1 General

The Government of Ethiopia is committed to undertaking the systematic 2nd level certification of all rural land. Over the past two decades, huge attention has been paid to land administration and many goals have already been achieved. Of the different methods of land surveying tested in Ethiopia, the use of an orthophoto-based technique has been found to be the most suitable method for the cost-effective large-scale certification of rural land.

The use of an orthophoto-based technique for demarcating land parcel boundaries was successfully applied in Rwanda under the DFID-funded Land Tenure Regularisation Support Programme, and is currently being piloted in Tanzania and Nigeria. Ethiopian land administration, surveying experts and decision makers visited Rwanda on three occasions to learn about the process and assess its applicability in Ethiopia. To test the suitability of the method in Ethiopia, it has been successfully piloted in five regions (Amhara, Tigray, SNNP, Oromiya and Benishangul-Gumuz) under the Finnish Ministry of Finance-funded REILA project and the World Bank-funded SLMP.

This manual is based on the practical experiences of the use of the method in Rwanda, of the pilot trials within Ethiopia, and of scaled-up SLLC activities currently undertaken by the Ministry of Agriculture and the SLM project in the country. In addition, a validation workshop was held in July 2014, allowing decision makers and stakeholders from all levels of the Ethiopian land administration to review the trials and discuss suggested improvements to the process in order to facilitate the scaling-up of activities. This methodology is supported by Federal level regulations on Adjudication and Survey procedures currently awaiting approval by the Council of Ministers.

SLLC is the primary activity of the UKAID-funded ***Land Investment For Transformation (LIFT) programme***. It is intended that SLLC activities take place in 140 *Woredas*, with the demarcation of approximately 14 million parcels. In the event that the number of parcels in the 140 *Woredas* is lower, the number of *Woredas* will be increased to achieve the demarcation of 14 million parcels, with 12.6 million certificates distributed for collection.

1.2 Objectives

The objective of this manual is to describe the process of:

- a) The implementation of SLLC by using ortho-rectified aerial photography or high-resolution satellite imagery as a map base, including detailed procedures for SLLC.
- b) Communications and public awareness for SLLC.

Annex 3 of the manual gives guidance to Social Development Officers, and all LIFT staff on practical approaches to ensure the best possible engagement with women and vulnerable groups in the SLLC process.

1.3 Functionality

In addition to describing the process of SLLC, sections of this manual will also form the basis of training materials for field and back-office staff. The sections Parcel Digitisation and Field Map Preparation perform as standalone training reference materials, and may be subject to updates as field procedures are refined or newer versions of software become available.

1.4 Involvement

The following organisations and their staff will be involved in Second-level Land Certification (henceforth SLLC):

- a) Federal Land Administration and Use Directorate of the Ministry of Agriculture (LAUD);
- b) Ethiopian Mapping Agency (EMA);
- c) Bureaux of Environmental Protection, Land Administration & Use in the Regions, and at the regional, zonal and *Woreda* level (BoEPLAUs);
- d) *Woreda* and *Kebele* Administrations;
- e) *Kebele* Land Administration Committees (KLACs);
- f) Village Elders;
- g) Rural Land-holders;
- h) Projects working on Land Administration (inducing REILA, LAND, SLMP).

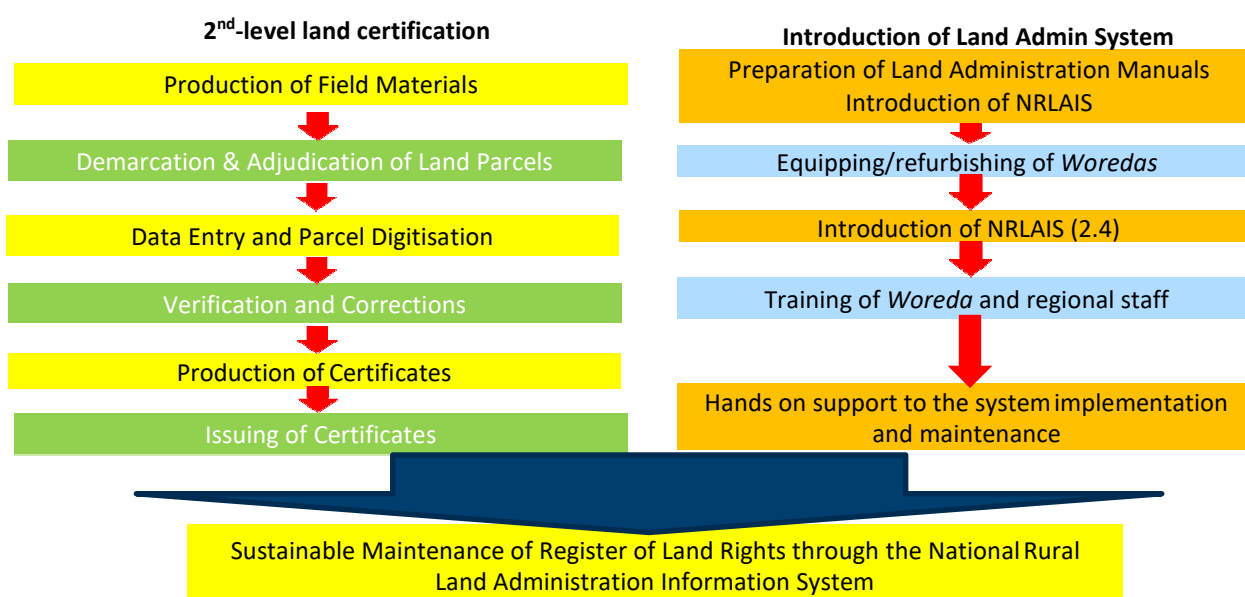
2 The SLLC PROCESS

2.1 Basic Introduction to SLLC

The Second-level Land Certification (SLLC) process uses orthophoto¹ imagery to produce high-resolution maps on which land holders, assisted by trained field teams, identify their parcel boundaries in the field in the presence of their neighbours, *Kebele* Land Administration Committee members and Village Elders. The resultant “*crowd-sourced*” boundaries and occupancy data are computerised at the *Woredas* by the LIFT technical support teams. After verification, these data are further processed and approved for inclusion on a register of land rights. Hardcopy certificates demonstrating the parcel boundaries, occupancy and land rights are printed and made available to land holders.

The SLLC process and the implementation of the Rural Land Administration System will take place at the same time so that the one-off SLLC and the processes for the sustainable maintenance of the register of land rights are put in place simultaneously as outlined below.

Figure 1: SLLC and RLAS processes



2.1.1 The Key Design Considerations for SLLC:

The SLLC methodology presented here represents an evolution of ideas and practical experience from trial and implementation work in Ethiopia and elsewhere. The following considerations have been built into the process design:

- The need to ensure quality of outputs at the lowest practical cost.
- Linkage of SLLC to the land administration system to ensure sustainability.
- Using a parcel-based approach building on the work carried out to date and in piloted processes.

¹ An orthophoto is an aerial photograph which has been geometrically corrected ('orthorectified') to adjust for differences related to topographic relief, lens distortion and camera tilt. Like a map, an orthophoto has a consistent scale and can be used to measure true distance.

- The recognition that it is a replicable process that can be financed and implemented by GoE to ensure sustainability.
- Involvement of RLAUD in implementation to facilitate ownership and skills transfer.
- The mainstreaming of social and environmental considerations into processes.

2.2 Process Overview

SLLC will take place in 140 *Woredas*. All rural *Kebeles* in the *Woreda* will complete the certification process, unless political, social or other issues make it impractical, in which case work will be suspended in those areas to allow for consultation with DFID and RLAUD. SLLC is anticipated to take 37 weeks to complete in each *Woreda*, and will initially take place in 8 *Woredas* spread across the four regions, and will increase to 16 *Woredas* at a time over the first 2.5 years, scaling up to 28 *Woredas* at a time for the final three years.

2.2.1 Preparatory Phase

In the preparatory phase activities that form the basis of the certification are conducted. These include:

- a) Internal Awareness Creation: Prior to any other activity, shared understanding of the objectives and procedures of land certification and the importance of paying attention to gender equality and social inclusion within implementing organisations at all administrative levels has to be created. To create awareness, internal meetings, training and workshops are to be organised, and communications between the different actors have to be continuous. The Regional Office has the mandate to lead and coordinate this work. This means that the implementing institutions (projects, RLAUD) are informed about the activities and common time planning, and distribution of responsibilities should be performed.
- b) Recruitment and training of contractual staff and KLAUC members. Care should be taken when recruiting staff to ensure that male and female recruits are given equal opportunities and encouragement.
- c) Procurement of all the necessary equipment and materials.
- d) Preparation of communication media/materials aimed at different social groups (women, elderly, people with disabilities, orphaned children, ethnic or religious minorities, etc.).
- e) Organise *Woreda*-level workshop to disseminate SLLC procedure and develop action plans for *Kebele*- and village-level public awareness and communications.
- f) Awareness creation for different target groups using tailor-made communications media/material.

2.2.2 Field Work

The field work can be divided into five separate parts:

- a) Public awareness on procedure, rights and understanding of SLLC, and ensuring information reaches marginalised/ vulnerable groups.
- b) Surveying and mapping of land parcel boundaries.
- c) Adjudication – the assessment of legal holders, legal rights and encumbrances for each parcel.
- d) Public display and verification.
- e) Certificate Issuance.

2.2.3 Back-office Work

The purpose of the back-office work is to:

- a) Prepare field maps and index maps;

- b) Scan and geo-reference field maps;
- c) Digitise parcel boundaries;
- d) Data entry and checking of textual data;
- e) Construct and populate the attribute table;
- f) Quality control of all information;
- g) Print out information for public display;
- h) Correct information following public display;
- i) Produce a map for each parcel;
- j) Produce land certificates.

2.2.4 Calculation of Average Time to Complete SLLC in a Woreda

Note: this is an average across all regions.

Assumption: 25 Kebele in Woreda
 parcels in a
 4,000 Kebele
 100,000 parcels in Woreda
 Work in 3 Kebeles at a time

Preparation: One month before there will be general awareness raising at the Woreda level, recruitment and training of field teams, Woredas, etc., printing of field maps.

Table 1: Average time to complete a Woreda:

Activity	Week							
	Kebele 1 to 3	Kebele 4 to 6	Kebele 7 to 9	Kebele 10 to 12	Kebele 13 to 15	Kebele 16 to 18	Kebele 19 to 21	Kebele 22 to 25 ²
Training of KLAC								
Scheduling of individual field maps								
Kebele awareness raising	1 & 2	4 & 5	7 & 8	10 & 11	13 & 14	16 & 17	19 & 20	22 & 23
Informing farmers								
Entering registers ³								
Demarcation ⁴	3 to 5	6 to 8	9 to 11	12 to 14	15 to 17	18 to 20	21 to 23	24 to 26
GIS ⁵								
Data entry ⁶	4 to 6	7 to 9	10 to 12	13 to 15	16 to 18	19 to 21	22 to 24	25 to 27
Corrections	7 to 8							

2 In the case of the assumption of 25 Kebeles being met, 4 Kebeles will be done in the last set, not 3.

3 12 Technicians / 7 days / 150 entries per person per day.

4 12 teams / 15 days / 65 parcels per team per day.

5 5 technicians / 9 days / 280 parcels per person per day

6 12 technicians / 7 days / 150 entries per person per day.

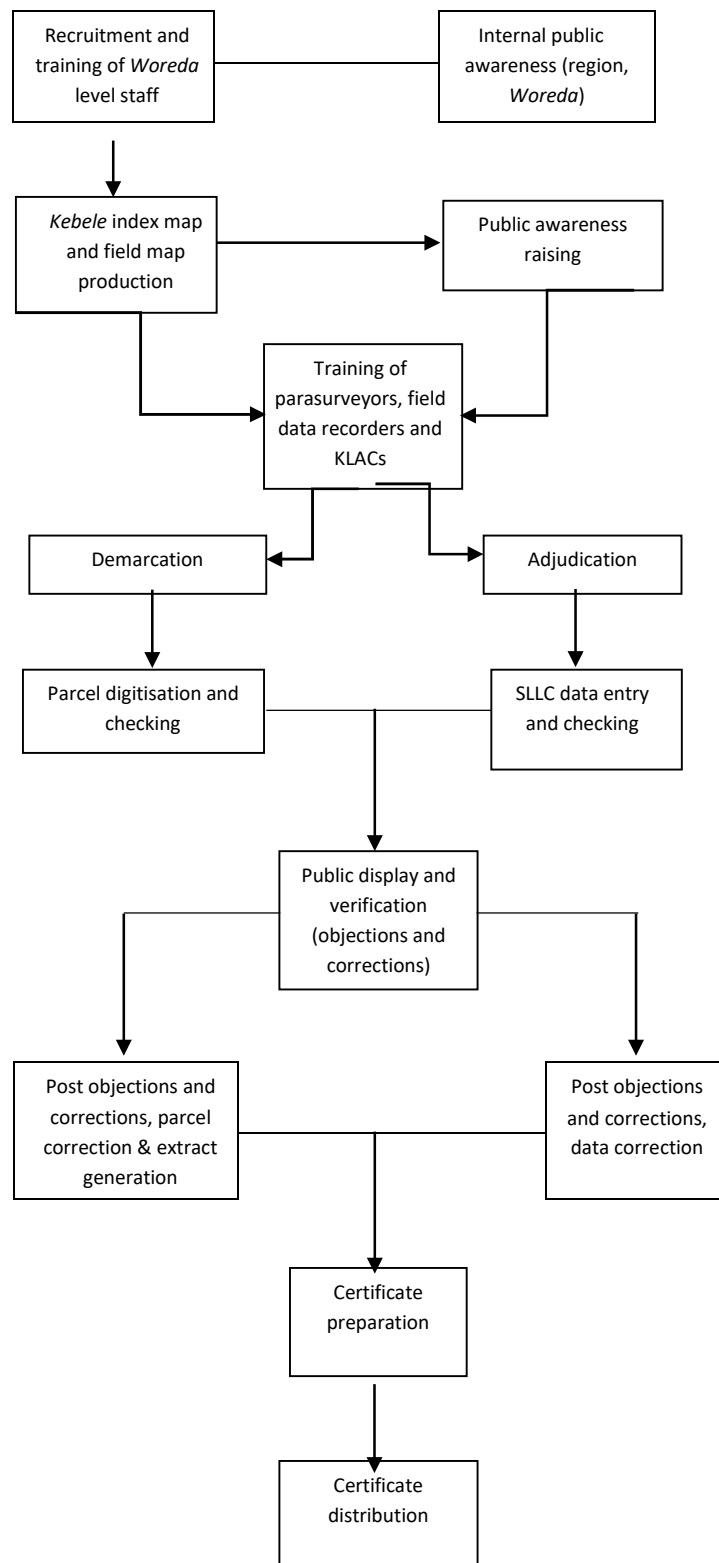
Field checking		10 to	13 to	16 to	19 to	22 to	25 to	28 to
Printing of lists and maps		11	14	17	20	23	26	29
Public display	9 to 12	12 to	15 to	18 to	21 to	24 to	27 to	30 to
		15	18	21	24	27	30	33
Corrections	13	16	19	22	25	28	31	34
Approval	14	17	20	23	26	29	32	35
Printing of certificates	15	18	21	24	27	30	33	36
Issuing of certificates	16	19	22	25	28	31	34	37

Each additional set of 3 *Kebeles* will add another three weeks to the elapsed time; therefore, the 7 sets of *Kebeles* from 4 to 24 will add a further 21 weeks to the elapsed time for the first set of 3 *Woredas* (1 to 3) of 16 weeks, to make a total time for the *Woreda* of 37 weeks.

These timeframes will be monitored and assessed through the SLLC reporting process to see if the assumptions are correct. Efficiency savings may be identified, which will allow for the process to be implemented in a timelier manner. These assumptions are also based upon staff performance figures which will also be monitored, assessed and improved as SLLC is implemented and lessons are learned.

2.3 Workflow Diagram

This diagram shows the flow of all of the main SLLC activities.



2.4 Roles and Responsibilities of Main Government Actors

Roles and responsibilities of the main actors expected to be involved are presented in the table below. Active participation from each institution is essential for the smooth and efficient implementation of work. Please note that the list below is only indicative; additional tasks and responsibilities may be added to the list depending on the conditions on ground.

INSITUTION	ROLES AND RESPONSIBILITIES
LAUD	<ul style="list-style-type: none"> • General oversight of work • Liaisons with EMA, INSA • Coordination of projects • Harmonising of procedures
EMA	<ul style="list-style-type: none"> • Improvement of geodetic networks • Monitoring the implementation of rural cadastre as per standard
INSA	<ul style="list-style-type: none"> • Assisting with preparation of tenders for aerial photography & orthophoto contracts • Quality assurance and oversight of aerial photography & orthophoto contracts
Region & zone land administration offices	<ul style="list-style-type: none"> • Oversight of dispute resolution • Supervision of overall progress of work • Preparation of monthly reports • Identification of problems & their resolution • Liaisons with <i>Woreda</i> administration • Identification of environmental and social issues, and their potential impacts
<i>Woreda</i> Administration	<ul style="list-style-type: none"> • Resolution of major conflicts & disputes beyond the capacity of land administration offices • Supporting <i>Woreda</i> land administration offices with resources • Mobilisation of the Women, Children and Youth Affairs Office to actively engage their target groups in the SLCC process • Mobilisation of the Labour and Social Affairs Office to engage their target groups in the SLCC process
<i>Woreda</i> land administration office	<ul style="list-style-type: none"> • Operational management • Liaisons with <i>Kebele</i> community • Registry book access and information provision • Assistance in dispute resolution • Verification of data collected and digitised • Weekly production reports • Information dissemination about ongoing land certification activities • Detailed information dissemination on the benefits of land certification to different target groups (specified in Chapter Error! Reference source not found.) • Organisation and facilitation of training for LACs • Coordination and integration of PAC activities with and into other stakeholders in the <i>Woreda</i> to reach every land holder and other households • Establishment of ensured women's representation in the <i>Kebele</i> LAC and sub- <i>Kebele</i> LAC • Provision of refresher training to LAC to include women's land rights, ensuring gender equality and social inclusiveness of the SLCC process

<i>Woreda</i> Labour and Social Affairs Office	<ul style="list-style-type: none"> • Coordination of training for para-social workers on SLLC to support target groups • Monitoring of effectiveness of training and support provided by para-social workers • Monitoring of the participation of vulnerable groups directly or through their caretakers during field surveying and adjudication • Facilitation of dispute resolution during field surveying and adjudication
<i>Woreda</i> Women Children and Youth Office	<ul style="list-style-type: none"> • Identification of avenues and facilitators to make target groups well aware of the SLLC process • Coordination of facilitators' training on SLLC, along with other <i>Kebele</i>-level actors • Monitoring of participation of target groups during field surveying and adjudication • Facilitation of dispute resolution and problems faced by targets during field surveying and adjudication • Monitoring of effectiveness of training and support of facilitators
<i>Kebele</i> Administration	<ul style="list-style-type: none"> • Dissemination of information about ongoing activities among the community • Organisation of community meetings • Support to land administration committees • Support to LACs in dispute resolution • Mobilisation of women development groups to encourage their members to actively participate in the SLLC process, including information dissemination among their networks and the obtaining of feedback on the process • Mobilisation of the Community Care Coalition Committee and the representation of village elders from respective villages, including information dissemination among their networks and the obtaining of feedback on the process
<i>Kebele</i> LAC	<ul style="list-style-type: none"> • Provision of community oversight of the cadastral process • Accompanying of field teams (one member per team) • Verification of field data entry in the field form • Facilitation in dispute resolution • Dissemination of information about ongoing land certification activities and the benefits of land certification to the community • Reporting of issues to the <i>Kebele</i> Administration • Establishment of women's active representation and involvement in LAC activities, including the SLLC process • Inclusion of vulnerable groups in the registration process
Village elders/ leaders	<ul style="list-style-type: none"> • Promotion of the rights of women and marginalised groups • Support to a fair dispute-resolution process • Representation of VGs during boundary surveying and the adjudication of VG properties • Provision of independent verification of boundaries between neighbourhood parcels • Facilitation of dispute resolution between villagers' boundaries or ownership

(<i>Kebele</i> Land Administration Experts)	(Where <i>Kebele</i> Land Administration Experts are present, their responsibilities should be considered alongside the <i>Kebele</i> land administration committee (see above).)
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2.5 Human Resources – SLLC Requirements under LIFT

Staff requirements and their relationship to GoE institutions are summarised in the following figure and detailed thereafter:

Figure 2: SLLC Organisation

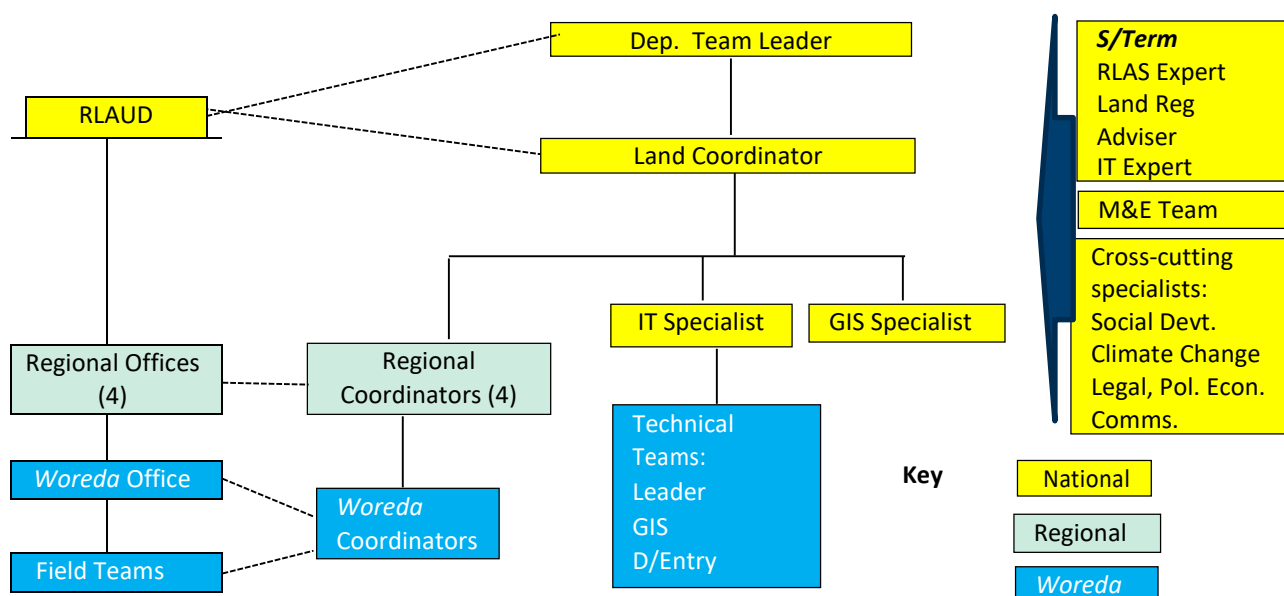


Table 2: SLLC Staffing

Task	Staff	Source	Funding
FEDERAL LEVEL			
RLAUD leadership	1 staff member		GoE
Support coordination	SLLC and LA Coordinator	LIFT	ITSP
Technical support	Land Registration Adviser ICT Expert ICT/GIS Specialists Communications Land Law M&E Team	LIFT, short term LIFT, short term LIFT, full time LIFT, full time LIFT, short term LIFT, full time	ITSP
PER REGION (4 Regions)			
RB leadership	1 Sen. Staff	Existing capacity	Regional budgets supplemented by support to expenses through DFID financial aid
Field map printing	2 Technicians	Existing capacity	
Quality control <i>Woreda</i> contact	RB Professionals Zonal staff	Existing capacity	
Support coordination	Regional Coordinator	LIFT	ITSP
TECHNICAL SUPPORT TEAMS (initially 8, scaling to 28)			
Certification coordination	<i>Woreda</i> Coordinator	LIFT	ITSP
GIS/ICT control	TTL	LIFT	ITSP
Data entry	12 Operators	LIFT	ITSP
Digitisation/corrections, etc.	5 GIS Technicians	LIFT	ITSP
Scanning field maps	1 Operator	LIFT	ITSP
Transport	4 Drivers	LIFT	ITSP
FIELD TEAMS (per <i>Woreda</i>)			
Coordination awareness raising and supervision	<i>Woreda</i> staff	<i>Woreda</i>	<i>Woreda</i> budgets supplemented by support to expenses through DFID financial aid
Demarcation Teams	12 Field Team Leaders 24 Parasurveyors 24 Recorders 12 LAC members	<i>Woreda</i> /LIFT	
Correction Teams	1 Field Team Leader 2 Parasurveyors 2 Recorders 1 LAC member	<i>Woreda</i> /LIFT	
Stamping and packing	Casuals	<i>Woreda</i> /LIFT	
Public display (3 <i>Kebele</i> at one time)	3 <i>Woreda</i> staff 3 Field Team Leaders 3 LAC Member	<i>Woreda</i> <i>Woreda</i> /LIFT	<i>Woreda</i> budgets supplemented by support to expenses through DFID financial aid
Issuance	1 <i>Woreda</i> staff 1 Field Team Leader	<i>Woreda</i> <i>Woreda</i> /LIFT	

3 Public Awareness and Communications

Various levels of awareness-raising activities, ranging from the federal down to the grassroots (community) level, are an important venture to implement the SLLC procedural process, as it will create increased demand for second-level rural land registration and titling.

If land holders, including women and other vulnerable groups (VGs), are aware of the benefits and procedural process of SLLC, they will be able to dispel any misconceptions associated with it. Furthermore, the more they are aware of the process, the more likely they are to take supportive and compliant measures. Public awareness activities will be conducted to reach the grassroots in particular. These can include focus group meetings and other targeted media campaigns. Information dissemination activities can be conducted at key stages of the SLLC process, explaining the process, purpose, and what is expected of KLAC and community members.

Below are some short descriptions of key implementing actors at various levels of engagement:

3.1 EMA

The significant role that EMA has in rural cadastre has to be clarified and internalised by EMA. Active participation of EMA in any project or government activity is essential in ensuring EMA's contribution to the activities related to rural cadastre.

3.2 Higher-level Regional Officials

The political and practical commitment and contribution of higher officials within a region is indispensable for the successful implementation of cadastral work. In the LIFT context, higher levels of institutions and implementing partners include, among others, LAUD, EMA, INSA, MoFED, and Regional/Zonal Land Administration and Use Agencies.

Officials must be aware of the reasons for land certification and of the progress of the work. This can be achieved by organising information dissemination workshops or events, and by distributing written information materials. Experience sharing between regions and with similar projects abroad should also be facilitated.

It is important to identify which bureaux or offices will have a role to play in ensuring a successful certification process, to allocate time to discuss issues which may affect SLLC implementation, and to promote gender equality and social inclusion in rural land registration. If possible, engage offices and how they can mobilise their branches at the *Woreda* level.

3.3 *Woreda* Administration

Political commitment from the *Woredas* is essential for the successful implementation of cadastral work. *Woreda* officials have to be aware of the reasons for land certification and of the progress of the work. This can be achieved by organising information dissemination workshops or events, and by distributing written information materials. Experience sharing between *Woredas* should also be facilitated. It is important to identify which offices will have a role to play in ensuring a successful certification process, to allocate time to discuss issues which may affect SLLC implementation, and to promote gender equality and social inclusion in rural land registration. It will engage the different offices (mainly the Women, Children &

Youth Office and the Labour & Social Affair Office) to mobilise their respective target groups for effective participation in SLLC.

3.4 Woreda Office Experts

Practical commitment from relevant *Woreda* office experts is indispensable for the successful implementation of cadastral work. *Woreda* office experts have to be aware of the reasons for land certification and of the progress of the work, as they act as key information agents who share information about land issues with the community. Increased awareness will be achieved by organising training sessions and information dissemination workshops or events, and by distributing written information materials. GESI sensitisation and experience sharing between *Woredas* should also be facilitated.

3.5 Kebele Administration

The *Kebele* Administration is the grassroots institution working as a link between the community and the *Woreda*. The *Kebele* Administration has to be carefully enabled to be able to disseminate information and to mobilise the community by organising training, information dissemination workshops or events, and by distributing written information materials. Additionally, another area for capacity building is a ‘refresher’ on regional land administration policy and regulation, including the provisions on vulnerable groups. Sharing experience between *Kebeles* should also be facilitated.

3.6 KLAUCs

The *Kebele* Land Administration and Use Committees must be in operation prior to field work. If not, the KLAUC must be elected before the start of the field work; active participation of the KLAUC in the field is irreplaceable. One of the benefits of the endorsed method of land surveying is that it is a participatory approach, with KLAUCs operating as the representatives of the community. KLAUCs must be trained and have capacity built up in regional land proclamation and directives, the land rights of vulnerable groups, dispute resolution, and indeed their own roles and responsibilities. They should also be trained in practical procedures. The KLAUCs work on the side of the *Kebele* Administration in informing the community about the certification process and land issues. At least one member of the KLAUC will work as a member of the field team. Experience sharing between different KLAUCs should also be facilitated. Women must be represented in the KLAUC and be able to participate in capacity-building events, meetings and other KLAUC activities.

3.7 Village Elders

There are always different groups in the community with different needs and interests that require additional efforts. While KLAUCs represent the community, they may be overstretched to deal with the challenges of different groups. The Community Care Coalition Committee (CCCC, which operates under a different name in the different regions) is organised in each *Kebele* to prevent and deal with social issues. One of CCCCs’ key activities is protecting the land rights of vulnerable groups (VGs). CCCCs need to obtain well-recognised village elders to represent VGs in respective villages. Village elders will work on behalf of the CCCC alongside KLAUCs. They will be trained on dispute resolution and the land rights of VGs.

3.8 The Community

The community has an essential role to play in the land certification process. Its commitment and active participation is necessary and, to ensure this occurs, the community has to be

sufficiently informed and empowered. This is to be achieved by organising public meetings and target group discussions, and by distributing written materials. Targeted public meetings and information provision have to be a continuous activity. After the relevant regional-, *Woreda*- and *Kebele*-level institutions and KLAUCs have been trained and informed, information will then disseminated within the community. Through a participatory method of approach, Field Team Leaders will give communities a more detailed explanation and elaboration about the planned survey work and the importance of registration and adjudication work in establishing credible and legally binding tenure security.

Other means of information dissemination, such as radio, posters, leaflets and other traditional methods that will closely follow local guidelines and customs, will be used to ensure that messages reach the largest possible target audience. The overview map image, as well as topographical maps, will also be used to explain the process to stakeholders.

Communities are not homogeneous. There are differentiations with regard to gender relations, ethnicity and socio-economic status that can affect participation in the registration process as well as equal rights to land. Baseline data collection will help to identify social differentiations present in a community, and to enable the team to plan and implement a targeted information campaign. Similarly, public awareness activities are directed not only at facilitating community participation in the registration process, but also at influencing traditional leaders, elders, dispute resolution groups (*Shimgelina*), etc., who are influential in ensuring a gender-equal and socially inclusive registration process.

Kebele Administrations and KLAUCs will also inform communities about the steps in the registration process and how households are involved, and can provide feedback.

3.9 Vulnerable Groups

The definition of a vulnerable group is *Woreda/Kebele* specific, and addressing these groups has to be based on an analysis and understanding of the situation. The most common VGs are women in households headed by men, female heads of household, elderly people, individuals with a disability and/or health issues, orphans, and minorities. The active participation of VGs in the work of KLAUCs and in community meetings is highly encouraged. Target group meetings that address their specific needs and concerns have to be organised.

3.10 Public Awareness Approaches and Core Group Engagement in the SLLC Process

Institution	Purpose	Means	Message
LAUD	<ul style="list-style-type: none"> General oversight of work Liaisons with EMA, INSA Coordination of projects Harmonisation of procedures 	<ul style="list-style-type: none"> Launch event Consultative meetings Programmatic leaflets Dissemination of reports and findings of M&E Media broadcasts (electronic and print) Press releases Website 	<ul style="list-style-type: none"> The commencement of the LIFT programme Overview of LIFT programmatic components Achieved results and challenges encountered, and ways forward in implementing the SLLC process Progress of SLLC process and findings
EMA	<ul style="list-style-type: none"> Improvement of geodetic networks Monitoring of the implementation of rural cadastral as per standard 	<ul style="list-style-type: none"> Launch event Consultative meetings Programmatic leaflets Dissemination of reports and findings of M&E Media broadcasts (electronic and print) Press releases Website 	<ul style="list-style-type: none"> The commencement of the LIFT programme Overview of LIFT programmatic components Achieved results and challenges encountered, and ways forward in implementing the SLLC process Progress of SLLC process and findings
INSA	<ul style="list-style-type: none"> Assistance in preparation of tenders for aerial photography & orthophoto contracts Quality assurance and oversight of aerial photography & orthophoto contracts 	<ul style="list-style-type: none"> Launching Event Consultative Meetings Programmatic Leaflet Dissemination of reports and findings of M &E: Media broadcast (electronic and print) Press release Website 	<ul style="list-style-type: none"> The commencement of the LIFT programme Overview of LIFT programmatic components Achieved results and challenges encountered, and ways forward in implementing the SLLC process

			<ul style="list-style-type: none"> Progress of the SLLC process and findings
Region & zone land administration offices	<ul style="list-style-type: none"> Oversight of dispute resolution Supervision of overall progress of the work Preparation of monthly reports Identification of problems and their resolution Liaisons with <i>Woreda</i> administrations Identification of environmental and social issues, and their potential impacts 	<ul style="list-style-type: none"> Familiarisation workshops Regional media Dissemination of reports 	<ul style="list-style-type: none"> The ultimate objectives of the LIFT Programme Major aspects of regional land laws The benefits and procedural process of SLLC Implementation status of the SLLC process Obligations of land holders in compliance with the SLLC process
<i>Woreda</i> Administration	<ul style="list-style-type: none"> Resolution of major conflicts and disputes beyond the capacity of the land administration office Support to <i>Woreda</i> land administration offices with resources Mobilisation of the Women, Children and Youth Affairs Office to actively engage its target groups in the SLCC process Mobilisation of the Labour and Social Affairs Office to engage its target groups in the SLCC process 	<ul style="list-style-type: none"> Awareness raising/refresher training Distribution of supportive awareness-raising materials 	<ul style="list-style-type: none"> Roles and obligations of <i>Woreda</i>-level implementers in support of the SLLC process Outreach communications approaches to SLLC Regional land laws, the benefits and procedural process of the SLLC
<i>Woreda</i> land administration office	<ul style="list-style-type: none"> Operational management Liaisons with <i>Kebele</i> community Registry book access and information provision 	<ul style="list-style-type: none"> Awareness raising/refresher training Distribution of supportive awareness-raising materials 	<ul style="list-style-type: none"> Roles and obligations of <i>Woreda</i>-level implementers in support of the SLLC process Outreach communications approaches to SLLC

	<ul style="list-style-type: none"> • Assistance in dispute resolution • Verification of data collected and digitised • Weekly production reports • Information dissemination about ongoing land certification activities • Detailed information dissemination on the benefits of land certification to different target groups (specified in Chapter 3) • Organisation and facilitation of training for LACs • Coordination and integration of PAC activities with other stakeholders in the <i>Woreda</i> to reach every land holder and other households • Promotion of women's representation in the <i>Kebele</i> LAC and sub-<i>Kebele</i> LAC • Provide refresher training to LACs to include women's land rights, ensuring gender equality and social inclusiveness of the SLLC process 		<ul style="list-style-type: none"> • Regional land laws, the benefits and procedural process of the SLLC
<i>Woreda</i> Labour and Social Affairs Office	<ul style="list-style-type: none"> • Coordination of training of para-social workers on SLLC to support target groups • Monitoring of effectiveness of training and support 	<ul style="list-style-type: none"> • Awareness raising/refresher training • Distribution of supportive awareness-raising materials 	<ul style="list-style-type: none"> • Roles and obligations of <i>Woreda</i>-level implementers in support of the SLLC process • Outreach communications

	<p>provided by para-social workers</p> <ul style="list-style-type: none"> • Monitoring of participation of vulnerable groups directly or through their caretakers during field surveying and adjudication • Facilitation of dispute resolution during field surveying and adjudication 		<p>approaches to SLLC</p> <ul style="list-style-type: none"> • Regional land laws, the benefits and procedural process of the SLLC
<p><i>Woreda</i> Women Children and Youth Office</p>	<ul style="list-style-type: none"> • Identification of avenues and facilitators to make target groups well aware of SLLC process • Coordination of facilitators' training on SLLC along with other <i>Kebele</i>-level actors • Monitoring of participation of target groups during field surveying and adjudication • Facilitation of dispute resolution and problems faced by target groups during field surveying and adjudication • Monitoring of effectiveness of training and support for facilitators 	<ul style="list-style-type: none"> • Awareness raising/refresher training • Distribution of supportive awareness-raising materials 	<ul style="list-style-type: none"> • Roles and obligations of <i>Woreda</i>-level implementers in support of the SLLC process • Outreach communications approaches to SLLC • Regional land laws, the benefits and procedural process of the SLLC
<p><i>Kebele</i> Administration</p>	<ul style="list-style-type: none"> • Dissemination of information about ongoing activities to the community • Organisation of community meetings • Support for land administration committees 	<ul style="list-style-type: none"> • Coaching and training • Awareness-raising materials 	<ul style="list-style-type: none"> • Entrusted duties and responsibilities of <i>Kebele</i> Administrations and KLAUCs in support of the SLLC process • Major aspects of regional land laws

	<ul style="list-style-type: none"> • Support for LACs in dispute resolution • Mobilisation of women development groups to encourage members to actively participate in the SLLC process, including information dissemination to their networks and obtaining feedback on the process • Mobilisation of Community Care Coalition Committees and representation of village elders from respective villages, including information dissemination to their networks and obtaining feedback on the process 		<ul style="list-style-type: none"> • Obligations of land holders in compliance with the SLLC process • The benefits of SLLC and registration • The procedural process of SLLC • Women's and VGs' rights to land ownership, use, inheritance and transferability • Land valuation and compensation – procedural processes • Dispute processes
<i>Kebele</i> LAC	<ul style="list-style-type: none"> • Provision of community oversight of the cadastral process • Accompanying of field teams (one member per team) • Verification of field data entry in the field form • Facilitation of dispute resolution • Dissemination of information about ongoing land certification activities and the benefits of land certification to the community • Reporting of issues to the <i>Kebele</i> Administration • Women members' active involvement 	<ul style="list-style-type: none"> • Coaching and training • Awareness-raising materials 	<ul style="list-style-type: none"> • Entrusted duties and responsibilities of <i>Kebele</i> Administrations and KLAUCs in support of the SLLC process • Major aspects of regional land laws • Obligations of land holders in compliance with the SLLC process • The benefits of SLLC and registration • The procedural process of SLLC • Women's and VGs' rights to land ownership, use, inheritance and transferability

	in activities of the LAC, including the SLLC process <ul style="list-style-type: none"> • Inclusion of VGs in the registration process 		<ul style="list-style-type: none"> • Land valuation and compensation – procedural processes • Dispute processes
Land holders		<ul style="list-style-type: none"> • <i>Kebele</i>-level public meetings • Sub-<i>Kebele</i>-level community conversation sessions • 1-to-20/1-to-5 development team structure at the sub-<i>Kebele</i> level • Involvement of school mini-media/clubs • Integration of SLLC messages with outreach activities of development workers 	<ul style="list-style-type: none"> • Rural land user rights and obligations • The benefits of SLLC and registration • Obligations of land holders in compliance with each phase of the SLLC process • The procedural process of SLLC • Women's and VGs' rights to land ownership, use, inheritance and transferability • Land valuation and compensation – procedural processes • Dispute processes

3.11 Preparation of Communications Materials Tailor-made for Different Social Groups

Land holders belong to different social groups, which have a variety of different problems and interest in accessing information. Some groups are often marginalised they are failed or even ignored by conventional communications and information approaches. Therefore, there is the need to devise tailor-made media channels/platforms and to develop appropriate communication materials to reach them, thereby minimising marginalisation. The table below shows the various socials groups, marginalization factor and communication options

	Social Group	Marginalisation Factor	Media Options	Input required
1	Women in male-headed households	Mobility restriction due to cultural barriers and workload	Use of 1-to-20/30 and 1-to-5 development group structure	Regular meetings and discussions. Posters, leaflets and discussion guides
2	Women household heads	Time constraints due to engagement in other IGAs, or	Same as above	Same as above

		might not live in the <i>Kebele</i> as they rent out their land and move to the nearby towns in most cases		
3	Poor households	Voiceless due to destitution	Same as above	Same as above
4	Elderly	Physical mobility problem	Same as above	Same as above
5	Persons with disability and health issues	Physical mobility problem	Same as above	Same as above
7	Minorities	Voiceless due to suppression	Same as above	Same as above
8	Orphans	Under age and unable to attend different meetings	School and out-of-school club activities	Posters, leaflets mini-media equipment

3.12 Organisation of *Woreda*-level Workshops and Action Plan for *Kebele*-level Campaign

Woreda-level workshops involving all stakeholders will be organised with the objective to:

- Launch the SLLC manual and clarify procedures;
- Discuss communications materials developed for SLLC PAC activity;
- Develop PAC action plans to reach out to all land holders and organise teams for *Kebele*-level engagement .

Given the limited time available before the actual field surveying starts and the physical location of the different social groups, an information campaign must be carried out from the *Woreda* to the *Kebele*, sub-*Kebele* and individual household level. For this reason, an organised campaign action plan will be developed by *Woreda*-level workshop participants in order to communicate with every member of the community and ensure that the field work will be carried out with maximum effectiveness.

4 SLLC – PREPARATORY PHASE

4.1 Organisation of Activities

Before commencing work in each *Woreda*, the Regional Coordinator, working with regional officials, will conduct an assessment of the facilities, and physical and human resource capacity at the *Woreda* Land Offices. A template for this assessment is included in Annex 1.

In addition to the capacity assessment, the Regional Coordinator will perform a rapid assessment of the social, environmental and investment issues in the *Woreda* to identify any potential barriers to the smooth implementation of SLLC. A template for this assessment is also included in Annex 1.

These assessments will enable Regional Coordinators to address the following aspects of SLLC preparatory work:

- a) **Timetable.** A detailed timetable has to be developed for each *Kebele* in order to coordinate, supervise and evaluate activities. The timetable is based on the workflow diagram, starting from the preparatory phase and ending on distributing the maps and certificates to land holders. The timetable will be shared with all stakeholders and posted in the SLLC Operations centre, as well as at the *Woreda* and *Kebele* level.
- b) **Supervision.** Supervision of the work is a continuous activity which includes checking whether the work is proceeding according to the agreed timetable and to the required quality. Supervision of the work performed by LIFT contract staff and *Woreda* experts will be undertaken by zonal-, regional- and federal-level senior experts.
- c) **Office Space.** The operational centre of SLLC activities should be as close to the location of the field work and to land holders as possible if conditions (security, availability of electricity) allow. Operational centres can be located in *Woreda* or *Kebele* offices, farmer training centres, or rented accommodation. Space for document archives, equipment storage and meetings should also be available. Offices must be situated in a safe construction of reasonable standard (cemented flooring, waterproof roof and walls, inaccessible to rodents).
- d) **Furniture.** Furniture is required, including tables, chairs and lockable storage cupboards.
- e) **Checklist of information dissemination/public awareness activities.** This must identify different types of activity and the relevant target audiences. Special consideration should be made to reach women and marginalised groups, as well as households residing far from the *Kebele* centre and which may not have easy access to information.
- f) **Risks of operating in the *Woreda* and mitigation.** Due to other activities or the characteristics of a *Woreda*, there could be a large number of political or operational risks. These assessments will allow for the *Woredas* to be appropriately assessed for risk; this will include identifying means of mitigation and making an informed decision as to whether SLLC should be implemented in the *Woreda* or not.

4.2 Equipment Resources Required

4.2.1 Regional Level

The programme will provide equipment to the region to print field maps and hold the servers that will provide security for the *Woreda*-level databases, and house the regional module of

the NRLAIS. This will include wide-format printers, server systems, and any appropriate software.

4.2.2 Technical Support Team Equipment

Each of the initial 8 (rising to 28) technical support teams will be provided with the equipment outlined in the table below to carry out data entry, digitalisation and printing of certificates in the *Woredas*. When SLLC is complete in a *Woreda*, the team will move on to the next, taking the equipment with them.

Table 3: SLLC Technical Team Equipment (per *Woreda*)

20 personal computers	1 scanner for field maps	1 generator ⁷
2 laptop computers	1 high-capacity black and white printer	1 inverter battery back-up system
1 server computer	1 A4 printer	Furniture as appropriate

Computers will exclusively use Open Source Software for all activities.

4.2.3 Vehicles for SLLC

When fully mobilised, 120 vehicles⁸ will be required for SLLC:

- 4 long wheel base, single-cab hard-top Land Cruisers (or equivalent) vehicles with approximately 15 people carrying capacity per *Woreda* for each of the 28 field teams (total 112);
- 2 double-cab pick-ups (with canopy) per region for the Regional Coordinators and team (total 8).

In addition, equipment will be provided to *Woredas* to maintain the NRLAIS (see 2.3.5).

Each *Woreda* team will require four vehicles in order to:

- Take the 12 field teams (60 people) working at any one time in a *Woreda* to the field for demarcation;
- Carry checking teams for corrections;
- Provide transport for supervision by the *Woreda* convenor and *Woreda* officials;
- Service other activities such as data entry, digitisation, public display, certificate issuance, awareness raising, etc.;
- Transport field materials and equipment as required.

Each regional team will have two vehicles in order to:

- Provide transport for supervision of *Woreda* teams by the regional convenor and regional officials;
- Transport field maps and other materials from the region to the *Woreda* teams;
- Service the field trips of the M4P facilitator;
- Allow spot checks and other field work by the internal audit staff;
- Transport central staff and short-term consultants when working in the field.

⁷ Consideration will be given to the practicality of alternative, more environmentally friendly sources of back-up electrical supply, such as solar power, depending on the location.

⁸ An additional 4 vehicles will be deployed at the centre for administrative, supervisory and short term consultant use.

The 8 vehicles for regional use will be procured immediately on the commencement of the programme; however, the 112 Woreda technical team vehicles will be procured in line with the increase in number of teams from 8 to 16, and finally 28.

4.2.4 Other requirements

Additional equipment to be deployed at the *Woreda* level will depend on the conditions of the accommodation available in the *Woreda* and will include, but not be limited to, quantities of the following:

Table 4: Furniture and Office Equipment Requirements

Type of Equipment	Specific
Furniture	Desks
	Chairs
	Lockable cupboards
	Shelves
Office equipment	Desk lamps
	Paper trays
	Litter bin
	Internet stick
	Dust covers for all equipment
	Electric extension cables
Consumables	A4 paper
	Printer ink and print heads
Field equipment	50-metre tapes
	Map boards with clips
	Scale rulers
	Pens & pencils
	Erasers
	Rubber boots
	Umbrellas

4.2.5 Imagery Requirements

Initially, available orthophoto imagery will be used for field map production; however, the LIFT programme will procure up to 200,000 square kilometres of additional aerial photography.⁹ The LIFT team will continue to examine the changing and improving technology in this field to ensure that the latest innovations in satellite and aerial imaging are deployed if deemed cost effective and fit for purpose.

The orthophoto imagery used will be of 40cm resolution. INSA & EMA will be the agencies responsible for ensuring the quality of orthophoto data captured in Ethiopia.

4.2.6 Different Communication and Media-friendly Materials for Different Social Groups

These are discussed in more detail in Section 4 on communications and public awareness.

⁹ Estimating a cost of £25 per square kilometre.

4.2.7 Recruitment of Contractual Staff

There will be 12 Field Teams (FTs) in each *Woreda*. Each FT will consist of 1 Field Team Leader (FTL), 2 Parasurveyors, 2 Field Data Recorders (FDRs) and 1 KLAUC member. The following field- and office-level workers will be recruited in the preparatory phase of the work: FTLs, Parasurveyors and FDRs. Care should be taken when recruiting to ensure that male and female recruits are given equal opportunity and encouragement. Their responsibilities and duties are listed in the table below. Additional tasks may be included depending on the conditions at the field level.

FIELD AND OFFICE WORKERS	RESPONSIBILITIES AND DUTIES
Field Team Leader (FTL)	<ul style="list-style-type: none">• Coordination with the <i>Kebele</i> Administration and KLAUC• Community consultation at the preparation stage; support for public awareness activities• Organisation of work schedules• Oversight of form completion/data collection• Oversight of correct data entry to forms• Reports to <i>Woreda</i> staff on progress and performance, and types of disputes encountered; recognition of equal land rights of women and men and VGs in dispute-resolution processes• Facilitation of information exchange between teams• Overall responsibility for field equipment
Parasurveyor	<ul style="list-style-type: none">• Facilitation of parcel boundary identification• Plotting of boundaries on photo maps in presence of land holders• Tape measurements where necessary• Submission of maps to office daily• Daily reporting on work progress• Exchange information with other teams• Marking of parcel numbers on the map sheet and provision of information to FDRs about the parcel number• Facilitate participation of parcel holders and neighbours• Ensure representation of VGs witnessed by recognised village elders
Field Data Recorder (FDR)	<ul style="list-style-type: none">• Completion of adjudication form based on information provided by land holders and surveyors• Submission of form to office daily• Daily reporting on work progress

Data Encoder	<ul style="list-style-type: none"> • Compilation and extraction of selected attribute data from the 1st-level registration document; • Printing of field forms (FRFs) and dispute forms (DFs) in sufficient quantity • Collection and checking of the filled-out FRFs and DFs from the <i>Woreda</i> coordinators • Scanning and saving of the filled-out FRFs, DFs and '1st Registration Data' in the 'MassReg' module • Enter selected attribute data sets from filled-out FRFs into the 'MassReg' module • Preparation of the list of attribute data sets to be used for public display In coordination with the GIS Technician • Updating and changing of records in the filled-out FRFs and "MassReg" module based on the results of the public display period
GIS Technician / Digitising Technicians	<ul style="list-style-type: none"> • Scanning and saving of field maps • Checking of the quality of all field demarcated and completed field maps • Undertaking of the georefencing of the scanned field maps with due checking of accuracy of the georefencing • Preparation of 'Kebele Orthophoto Index Map' at a scale ranging from 2,000 to 5,000 to be used for 'Public Display' • Correction of digitalised parcels based on the results of the 'Public Display'
Senior GIS Technician	<ul style="list-style-type: none"> • Managing, supervision, monitoring and reporting of day-to-day operations of GIS-related activities • Oversight of georefencing, digitalisation and data-entry activities undertaken by GIS technicians • Operation and maintenance of GIS hardware and software facilities in the <i>Woreda</i>; • Integrity of systems and confidentiality of the stored database • Compilation of weekly status reports on digitalisation and data-entry progress

4.3 Training of Contractual Staff, *Woreda* Experts & KLAUCs

This operations manual will be used as the basis for training as it describes in detail SLLC processes in Ethiopia and provides manual-style technical guidance on many aspects of the process. Training will be both theoretical and practical, and supported by various teaching aids. Training will be conducted for different target groups by experts from the directorate, regional experts and project staff, as indicated in the table below.

TRAINERS	TRAINEES	SUBJECTS	WHERE
Government & LIFT	Federal staff from LAUD	<ul style="list-style-type: none"> • Overall understanding of objectives of rural cadastre • Social factors and implication in rural cadastre. Promotion of gender equality and social inclusiveness in land registration process • Preparation and implementation of work plan • Methodologies and procedures 	LIFT Office Addis Ababa
LIFT	Regional Staff	<ul style="list-style-type: none"> • Overall understanding of objectives of rural cadastre • Social factors and implication in rural cadastre. Promotion of gender equality and social inclusiveness in land registration process • Preparation and implementation of work plan • Methodologies and procedures 	Region
LIFT and Regional Staff	<i>Woreda</i> staff	<ul style="list-style-type: none"> • Overall understanding of objectives of rural cadastre • Social factors and implication in rural cadastre. Promotion of gender equality and social inclusiveness in land registration process • Preparation and implementation of work plan • Methodologies and procedures 	Respective region or <i>Woreda</i>

TRAINERS	TRAINEES	SUBJECTS	WHERE
LIFT	Contractual staff	<ul style="list-style-type: none"> • Overall understanding of land administration • Methodology of surveying using imagery • Forms to be used • Use of software • Work procedures • Social factors and implications in rural cadastre • Inclusive SLLC at all times 	Region and <i>Woreda</i>
LIFT, Regional and <i>Woreda</i> Land Administration Staff	<i>Kebele</i> LAC Members	<ul style="list-style-type: none"> • Overall objectives and methodology • Social factors and implication in rural cadastre. Promotion of gender equality and social inclusiveness in land registration process • Their role in the process • Women's representation in the KLAUC 	<i>Woreda</i>

4.4 Operational Management of the Field Teams (FTs)

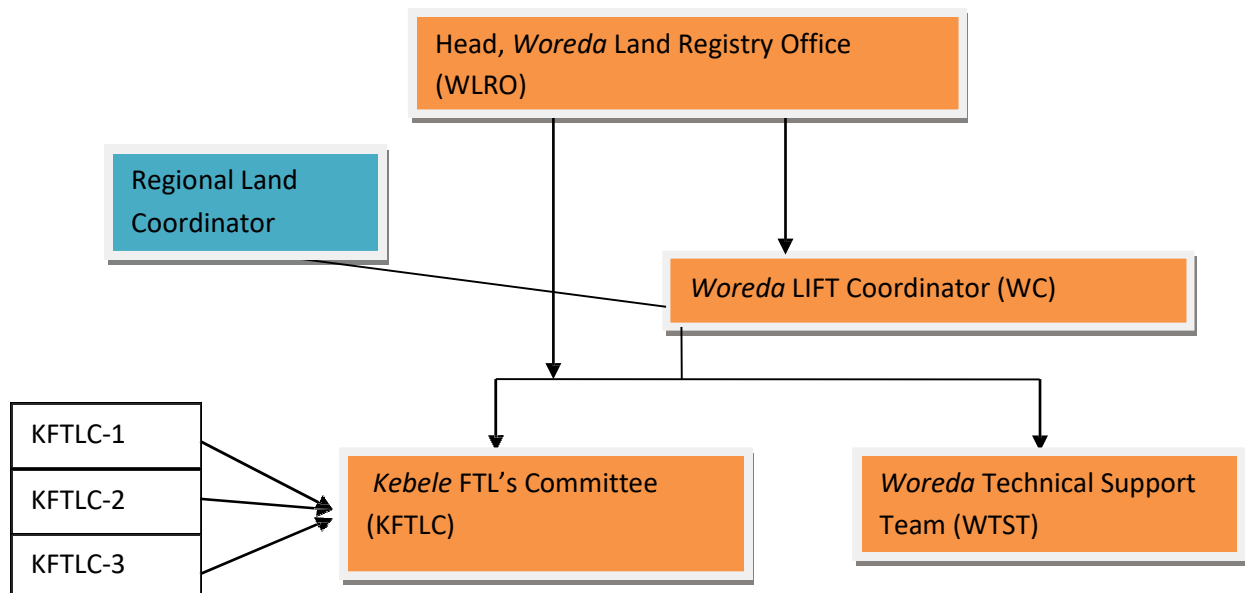
In undertaking the field adjudication and demarcation, each FT, coordinated and led by the Field Team Leader (FTL), will work in three *Kebeles* at the same time in a given *Woreda*. As shown in the table above, the FTLs undertake a range of activities in five broad areas: a) logistics arrangement; b) monitoring and supervision of field activities; c) provision of training to the KLAUC and public awareness; d) participation in delivery and issuance of certificates; e) information and experience sharing with other FTs. To expedite the proper functioning of the FTL arrangement and coordination with the *Woreda* Technical Support Team (WTST) and *Woreda* Registry Office (WRO), simple 'operational management' is proposed. The *Kebele* will be the unit that FTLs will manage, reporting to the *Woreda* Coordinator. This arrangement would allow for the effective performance of the following functions of the FTLs per *Kebele*:

- efficient information and experience exchange between the 12 FTs;
- effective implementation of the field adjudication and demarcation plan;
- organisation of coordinated public awareness raising to *Kebele* communities and the provision of training to KLAUC members;
- flexible planning and implementation of transport services and the selection of suitable 'base stations' for the FT.

Other expected key responsibilities of the FTL include the supervision and monitoring of field adjudication and demarcation; compilation of the 'Weekly Progress Reports' could be performed effectively when done at FT level rather than at *Kebele* level. Therefore, field adjudication and demarcation will be implemented and managed using a simple

organisational setup shown in Figure 3 below. Each *Kebele* FTL Committee will be coordinated by one chairperson elected from the 4 FTs.

Figure 3: Operational Management of Field Teams



5 SLLC Reporting Overview

SLLC is a community-driven process which involves a large number of human and capital resources across four regional states. It is also a process which is attempting to certify the rights of rural farmers for one of their most important assets – land.

It is essential, therefore, that SLLC reporting processes are precise and informative enough to ensure that process control is achieved to the sufficient level that desired results are reached. It is also important to ensure that the process is providing the highest level of services to rural farmers, particularly in confirming that they understand the process, their rights, and the means for raising complaints or disputes. If this understanding is not attained then community participation may be lacking and the results will not be achieved.

Section 18 sets out all of the reporting considerations, processes and templates for SLLC. It is fully aligned with the SLLC Manual to ensure that all SLLC activities are appropriately reported against, and will be updated to include any changes which may occur in the SLLC Manual.

In this Manual, the Woreda-level reporting template is provided with a brief description of the report for each section of the SLLC process description. Further details for each report, and reporting at the regional and national level, can be found in Section 18

6 Kebele Index Map and Field Map Production

6.1 Objective

To produce index maps and field maps for a *Kebele*.

6.2 Outcome

Five copies of *Kebele* index maps and one copy each of corresponding field maps for the *Kebele* have been printed and delivered to the appointed Field Team Leader (FTL) in preparation for demarcation and adjudication.

6.3 Process Linkage

Preceding Process Event	None – preparatory activities
Proceeding Process Event	Public awareness raising

6.4 Glossary of Terms

Term	Definition
Orthophoto	An aerial photograph which has been geometrically corrected so that the scale is uniform.
Polygon	On a map, a closed shape defined by a connected sequence of x and y coordinates. The first and last coordinate pair are identical (closing the polygon), and all other pairs are unique.
<i>Kebele</i> Index Map	An orthophoto image of the <i>Kebele</i> covered by a layer of slightly overlapping, unfilled, consecutively numbered polygons. Each polygon denotes the location of the correspondingly numbered Field Map.
Field Map	An orthophoto image of a unique area in the <i>Kebele</i> . Field maps are used for demarcation activities.

6.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	Regional Field Map Production Technicians are notified of the timetable for working in each <i>Woreda</i> .	Regional Coordinator
1	Preparation of <i>Kebele</i> index map <ul style="list-style-type: none">The best available feature dataset of the <i>Kebele</i> boundary, provided by the Regional Bureau, is overlaid onto an orthophoto image of the extent of the <i>Kebele</i>. It is displayed as an unfilled polygon with a red frame.The standard SLLC geographic coordinate and projection systems are used (see glossary of terms).A draft <i>Kebele</i> index map is printed off on a wide-format printer or plotter and delivered to the <i>Woreda</i>	Regional Field Map Production Technicians (RFMPTs) <i>Woreda</i> Coordinator (WC)

Task Number	Description	Person(s) Responsible
	Coordinator for distribution to FTLs.	
2 (3)	FTL walks the <i>Kebele</i> boundary with a member of KLAUC to establish if the <i>Kebele</i> boundary is correct or not. If it is incorrect, the FTL will draw the new boundary on the orthophoto image with the approval of the KLAUC.	Field Team Leader (FTL) & Kebele Land Administration & Use Committee (KLAUC), WC
4	FTL returns the orthophoto with the <i>Kebele</i> boundary to the WC, who returns it to the RFMPT. The RFMPT applies any corrections to the <i>Kebele</i> boundary feature data set.	RFMPT
5	<ul style="list-style-type: none"> The field map index is applied: a series of consecutively numbered polygons, each corresponding to the extent of an individual field map are layered over the orthophoto and <i>Kebele</i> boundary. The polygons are used as the frame for each subsequent field map and are sized according to the desired scale of the field maps. The polygons are unfilled with yellow boundaries and are clearly numbered in yellow. The polygons are arranged to cover the entire <i>Kebele</i> area, and overlap by approximately 5% on all sides to allow for easier transition between field maps during field demarcation. The scales of the field maps vary according to the level of detail required by the type of terrain and land cover. This is based on the judgement of the RFMPT, but generally follows the model: <ul style="list-style-type: none"> 1:1000 for peri-urban areas or areas with dense or difficult-to-see parcels; 1: 2000 to 1:2500 (but no smaller) for rural areas. In exceptional cases, two or more scales can be used for <i>Kebeles</i> where there are variations in terrain and land cover. Each field map has a <i>grid</i> expressed in the native XY co-ordinate system. Where data exist, areas considered to be protected areas will also be applied to the map. These features are marked by a polygon with an orange boundary filled with orange oblique line hatching. Using QGIS 2.4 software with Atlas Prints Extension and a standard field map template, the RFMPT then generates a map series of field maps from the <i>Kebele</i> index map. This allows batch printing of field maps. Field map print jobs are sent to a print server and distributed across 3 wide-format printers. One copy of each field map and five copies of the index map are printed. The map template for field maps can be found below in Figure 5. 	RFMPT

Task Number	Description	Person(s) Responsible
6	The RFMPT checks to ensure that all field maps identified in the <i>Kebele</i> index map have been printed and are in order.	RFMPT
7	The WC arranges for the collection of the <i>Kebele</i> index maps and field maps from the RFMPT. The WC or their representative signs a register to confirm they have collected the field maps and index maps and give the number range of the series collected. WC distributes field maps to relevant FTLs.	WC
OUTPUT	FTL is in possession of the five <i>Kebele</i> index maps (one per team and one spare), and a copy of each required field map.	FTL

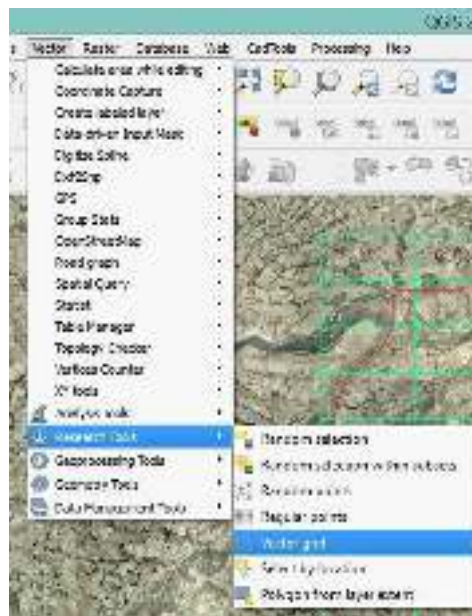
6.6 Kebele Index Map and Field Map Production – Software Procedures

In an atlas composition you can select one of your map layers to use as a coverage layer, and QGIS will automatically generate multiple pages from the composition with each page highlighting a different feature from this coverage layer.

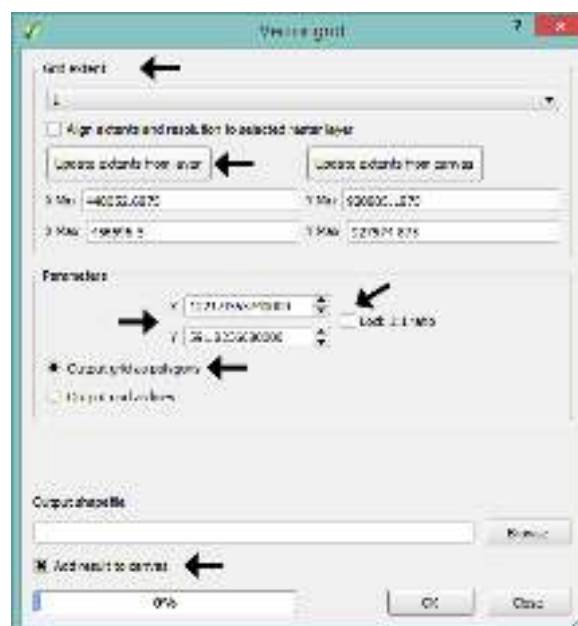
1. Creating Coverage Layer

In order to automate field map production a vector data layer must be added as coverage. To produce this vector layer follow the steps outlined below.

2. Navigate to Vector→ Research tools→ Vector grid



3. On the vector grid settings window, make sure to select the following options:



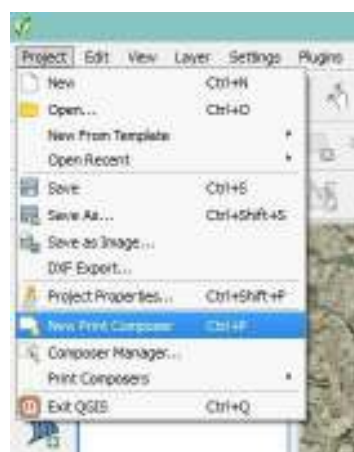
- Select the *Kebele* boundary as the grid extent
- Click on 'Update extents from layer'
- On the 'Parameters', uncheck the 'Lock 1:1 ratio' box
- At A2 paper size and 1:2000 scale, X= 1221.94 and Y=591.82
- Check 'Output grid as polygons'
- Browse and save shapefile
- Check 'Add result to canvas' and click 'OK'
- Once the processing is complete click 'Close'

If you open the attribute table for the generated grid, you will notice a column titled 'Id'. This will be the field used to generate the atlas.

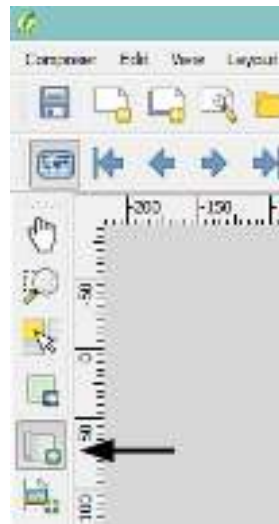
ID	XMIN	XMAX	YMIN	YMAX
0	448057.5875000	448274.5228750	906983.0513339	9072574.8750000
1	448274.5228750	448496.5282479	906983.0513339	9072574.8750000
2	448496.5282479	448718.4935279	906983.0513339	9072574.8750000
3	448718.4935279	448941.4089949	906983.0513339	9072574.8750000
4	448941.4089949	449167.3843899	906983.0513339	9072574.8750000
5	449167.3843899	449394.2997409	906983.0513339	9072574.8750000
6	449394.2997409	449626.2351179	906983.0513339	9072574.8750000
7	449626.2351179	449857.2275639	906983.0513339	9072574.8750000
8	449857.2275639	450088.2275639	906983.0513339	9072574.8750000

4. Atlas Composition

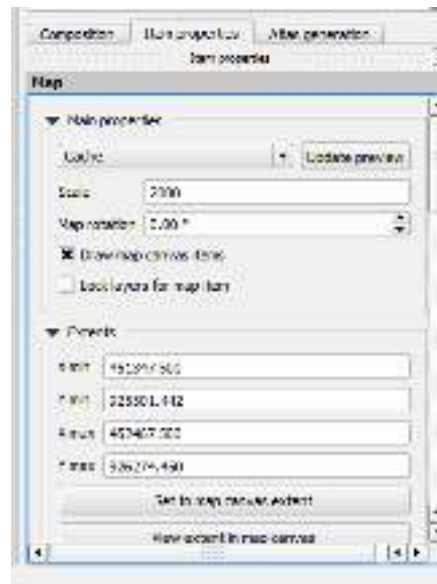
- Navigate to Project→ New Print Composer

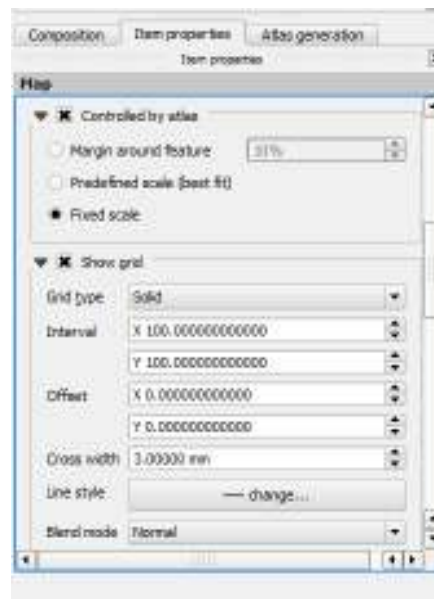


- Click 'Add new map'. Drag and fill the map canvas.

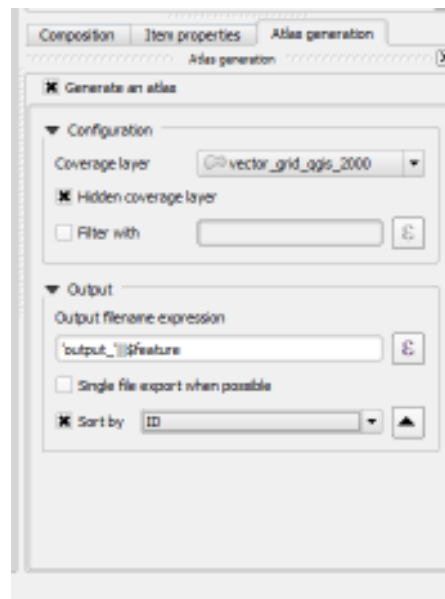


- On the 'Composition' tab, set the Presets to A2.
- On the 'Item properties' tab, set the following options:





- On the “Atlas generation” tab select the following options:



- Navigate to Atlas→ Export Atlas as PDF...



6.7 Risk Mitigation

Risks	Mitigation	Task Ref.
Equipment or electrical fault	<ul style="list-style-type: none"> Surge protection on all equipment. Stand-by printers and plotters to cover the workload of any that require repair. 	1&5
Missing mield map	Checks are carried out before the WC takes the field maps. The WC also signs a register which confirms that he/she is satisfied that all field maps are present.	6&7

6.8 Reporting and Monitoring

[*KIM 1: Weekly Woreda Index Map and Field Report*](#)

Objective of the Report	To identify how many index maps and field maps have been printed off in the <i>Woreda</i> by <i>Kebele</i>
Timeframe	This report must be completed and submitted by the end of every Friday
Sources	Entered manually by the Senior GIS Technician
Verification	<i>Woreda</i> Coordinator will carry out a spot check of the number printed
Submitted to	Regional Coordinator
Feeds information into	<i>Woreda</i> Weekly Report <i>Woreda</i> Field Map Summary Report

Description of Report Template

Woreda	Kebele	Index Map	Field Map	Index Map Printed	Field Map Printed	Total Printed

WIM 1 Woreda Field Map Summary Report

Objective of the Report	To summarise the final results of field map and index map production in that <i>Woreda</i>
Timeframe	This report must be completed and submitted by the end of Week 23
Sources	Entered manually by the Senior GIS Technician
Verification	<i>Woreda</i> Coordinator can carry out a spot check of the number printed

Submitted to Regional Coordinator

Feeds Information into Field Map Sign Out Register

Regional Field Map Summary Report

Kebele Timeframe Reporting

Description of Report Template

Region	Woreda	Kebele	Number of Households	Number of People	Number of Cattle	Number of Goats	Number of Sheep

RIM 1 Regional Field Map Summary Report

Objective of the Report To summarise the final results of field map and index map production in that region

Timeframe This report must be updated and submitted by the end of Week 23 for each *Woreda*

Sources Entered automatically from WIMs

Verification Regional Coordinator carries out checks against *Woreda* plans

Submitted to Land Coordinator, M&E Manager

Feeds Information into Logframe

Monthly Reports

Quarterly Reports

Description of Report Template

Region	Woreda	Kebele	Number of Households	Number of People	Number of Cattle	Number of Goats	Number of Sheep

Figure 4: Example of *Kebele* Index Map



Figure 5: Example of Field Map Sheet Map



8 Training of Parasurveyors, Field Data Recorders, and *Kebele* Land Administration and Use Committee

8.1 Objective

To ensure the *Kebele* Land Administration and Use Committees (KLAUC), Field Data Recorders and Parasurveyors are able to carry out their respective duties as set out in this Manual.

8.2 Outcome

The KLAUC and Parasurveyors are suitably trained to carry out their duties for adjudication and demarcation.

8.3 Process Linkages

Preceding Process Event	Public awareness raising
Proceeding Process Event	Demarcation and adjudication

8.4 Glossary of Terms

Term	Definition
Parasurveyor	A person who, after training, possesses map reading skills and can trace a physical boundary on a field map. Parasurveyors are generally recruited from the local community. A Parasurveyor may be male or female.
Field Data Recorder	A person who, after training, is responsible for recording information about land holders, disputes and corrections related to each parcel.
<i>Kebele</i> Land Administration and Use Committee (KLAUC)	The KLAUC provides oversight to demarcation and adjudication activities and ensures that land owners are present and fairly represented.

8.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	Public awareness raising activities complete – meeting report to Regional Co-ordinator.	Regional Coordinator
1	The KLAUC will announce that applications for Parasurveyors are required from the <i>Kebele</i> . Applications are received by the KLAUC. A greater number of Parasurveyor applicants than are required are selected and asked to attend the training.	KLAUC
2	A Parasurveyor from a <i>Kebele</i> which has completed demarcation carries out training. Training is practically driven, with the applicants being shown how to demarcate	Parasurveyor (Trainer)

Task Number	Description	Person(s) Responsible
	<p>parcel boundaries on the field map according to the general boundaries principle.</p> <p>The applicants need to demonstrate their capacity to read and interpret the orthophoto, identify and clearly mark land parcel boundaries and public rights of way, maintain a parcel numbering system, and write legibly.</p> <p>Applicants will be tested, with the best being employed. For any one <i>Kebele</i>, eight Parasurveyors are required. Two are also kept in reserve in case one of the eight is either unable or unsuitable to carry out the work.</p> <p>In the event that the number of applicants reaching the desired standard is lower than the number of Parasurveyors required, KLAUC is requested to find more applicants, and the training will be carried out again.</p> <p>Once the desired number of Parasurveyors has been recruited, the Parasurveyor (Trainer) then informs the FTL that the training session has been a success (the FTL also attends the training session).</p>	
3	<p>The KLAUC appoints 4 members per <i>Kebele</i> to oversee demarcation and adjudication activities.</p> <p>The KLAUC will announce the recruitment of FDRs. A greater number of FDR applicants than are required are selected and asked to attend the training.</p>	FTL, KLAUC, FDRs
4	<p>The FTL and the <i>Woreda</i> Coordinator (if available) run a practical training session with the FDRs and KLAUC.</p> <p>The FDRs and KLAUC are introduced to the lands register, the disputes register, and all other paperwork. They also have a brief introduction to demarcation activities.</p> <p>The aim of this training is to ensure that KLAUC and FDRs are able to:</p> <ul style="list-style-type: none"> • Record interests in land in the land register; • Register any counter-claims or objections to the land claim and any unresolved disputes, and record the nature of the objection/dispute; • Know when to refer a dispute to the court or other actor; • Interview claimants, including spouses or family members where appropriate, on access to and ownership of the land; 	FTL, WC, KLAUC and FDRs

Task Number	Description	Person(s) Responsible
	<ul style="list-style-type: none"> • Simply describe land rights, with a particular focus on the rights of women and children; • Examine written evidence of official documents, where they exist, related to the land in question, and/or verify through witnesses or neighbours the validity of the claim; • Use the required reporting methods; • Advise on any question of local land tenure practice according to which guidance has been sought; • Ensure transparency and fairness at all stages of the process; • Safeguard the interests of absent persons, orphans, youth, and persons with a disability, whether such persons are represented by a guardian or not; • Refer to the proper authorities any issues that may affect the credibility of the SLLC process. <p>Eight FDRs are selected for each <i>Kebele</i>, with a further 2 kept in reserve.</p>	
5	Once the KLAUC, FDRs, and Parasurveyors have been trained to the standards set out in this Manual, the <i>Woreda</i> Coordinator informs the Regional Coordinator that demarcation and adjudication activities can commence.	FTL. WC
OUTPUT	FTL is in possession of a list of names of approved Parasurveyors, FDRs and KLAUC members.	FTL

8.6 Risk Mitigation

Risks	Mitigation	Task Ref.
Parasurveyors pass the test but in practice do not meet the standards required.	Parasurveyors will be under supervision from FTL to ensure demarcation activities are carried out properly. A reserve of two Parasurveyors is kept to replace any Parasurveyors who are unable to meet the standards required.	2
Adjudication Committee are not fully aware of all the tasks in hand.	FTL will observe during the adjudication process to ensure that the Adjudication Committee is fulfilling all duties to the standards set out in this Manual. WC can	4

	<p>support were required.</p> <p>Once fieldwork is under way, it may be possible to bring experienced FDR and KLAUC members from neighbouring <i>Kebeles</i> where SLLC is complete in order to support start-up activities.</p>	
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8.7 Reporting and Monitoring

Woreda Coordinator will report via email to the Regional Coordinator that training has taken place to a satisfactory standard and that demarcation and adjudication can commence the next day.

9 Demarcation

9.1 Objective

To identify the boundaries of all parcels in the *Kebele* to the satisfaction of all claimants, neighbours and the KLAUC.

9.2 Outcome

Annotated Field Maps showing all boundaries and parcel numbers in the *Kebele* in black ink.

9.3 Process Linkages

Preceding Process Event	Training of Parasurveyors, FDRs and KLAUC
Proceeding Process Event	Adjudication

9.4 Glossary of Terms

Term	Definition
Demarcation	The process of 'demarcation' under SLLC requires the holder to be present on his/her land and to walk around the entire plot indicating the boundaries to the Parasurveyor(s) who will mark these clearly onto an image or a map in the presence of the holder (both husband and wife) and, where possible, the neighbours and a representative of the KLAUC.
General Boundaries Principle	These are approximate positions that follow natural features and which can be revised.
Fixed Boundaries Principle	These are precise positions of boundaries that are tied to a national geodetic network and are described numerically.
Unique Parcel Identification (UPI) Number	Each individual land parcel will have a UPI number. The UPI will be unique nationwide and act as the link between the parcel and all records related to it to form the land register. It is the common identifier in the land register and demarcation field maps facilitating the link between the two complimentary data sets.
Parcel Identification Number (PIN)	This is a unique number given to a parcel on a <i>Kebele</i> field map during demarcation; this number is unique in every <i>Kebele</i> .

9.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	FTL is in possession of a list of names of approved Parasurveyors and KLAUC members.	FTL

Task Number	Description	Person(s) Responsible
1	<p>The FTL meets with the KLAUC to plan when demarcation will take place and in which parts of the <i>Kebele</i>.</p> <p>If, due to unforeseen circumstances, field work is delayed, the FTL will inform the KLAUC and KA to ensure a revised timetable is conveyed to land holders.</p>	FTL, KLAUC
2	<p>The FTL is responsible for coordinating with the WC to ensure that field teams are dropped off at their prearranged locations and collected at the end of the day. Vehicles will be shared (approximately 3 teams to one vehicle).</p> <p>The Parasurveyors discuss their plans for the day and check if any of them are working on field maps which overlap with any that have already been demarcated. If this is the case, they mark on the new sheet where the overlap ends to reduce the chance of duplication.</p> <p>Each work day, the FTL gives each Parasurveyor a range of PINs so that no Parasurveyor uses the same PIN in the <i>Kebele</i>. The FTL provides the Parasurveyor with demarcation receipts to be used to write the PIN for each claimant.</p> <p>The FTL also provides field equipment as requested. This can include: camping equipment, umbrellas, boots, and drawing boards for holding the field maps and index maps.</p> <p>The <i>Kebele</i> index map is used to identify the field map in the area of which the Parasurveyor is currently situated. The Parasurveyor uses a physical feature to locate their position on the field map.</p> <p>Recording General Boundaries</p> <p>The Parasurveyor begins by asking the KLAUC member, assembled land holders and neighbours who owns the plot of land on which they are standing. A land holder verifies that the plot is his/her land. The neighbours are then asked to verify that this is the land holder's land. IF the parcels is communal land, at least one KLAUC member will represent the kebele in demarcation.</p> <p>Assuming all agree, the Parasurveyor, land holder(s), KLAUC member (if present) and neighbours walk around the parcel, and the Parasurveyor draws the boundary on</p>	Parasurveyor, FTL, WC, KLAUC

Task Number	Description	Person(s) Responsible
	<p>the corresponding location on the field map. Physical features can be used to help, but no formal measurement is necessary unless boundaries are unclear or concealed by vegetation. No markers will be placed on the owners land.</p> <p>The claimant and neighbours must verify that the boundary is drawn correctly. The parcel is then given a UPI number. The land holders then proceed to the FDR to record their claim (proceeding process).</p> <p>If neighbours or claimants are not present then the KLAUC member should indicate the parcel boundary to the best of their knowledge. This can then be confirmed during the objections and corrections period.</p> <p><i>In the event of obscured imagery</i></p> <p>In the event of imagery being unclear due to cloud cover, shadowing or cover created by foliage which prevent physical boundaries from being identified, fixed boundaries may be established by a qualified land surveyor.</p> <p>In some circumstances where the physical boundary cannot be clearly identified on an aerial image, the Parasurveyor may use measuring tape to measure the length of the boundary. They will then use a scale ruler on the image to measure the boundary according to the scale of the image. Verification (as above) is then required.</p> <p>In the event of a gulley, road or easement.The basic principle to be followed is:</p> <ul style="list-style-type: none"> i. In the case where the parcel is split by a feature (such as a road) which is NOT the property of the farmer, then both sides of the feature should be registered as separate parcels with separate Parcel IDs. ii. In the case where the parcel is split by a feature which is on the farmer's land (like a footpath, or a gulley) then the parcel should be registered as one single part polygon. The encumbrance on the land is acknowledged. iii. In Tigray regional state, there may be an exception. In some circumstances older gullies (existing 	

Task Number	Description	Person(s) Responsible
	<p>prior to land allocation) may have been earmarked as communal land for rehabilitation and later redistribution. In this case, the gulley should be demarcated and recorded in the name of the Kebele. The gulley and the parcels on either side will be given separate unique Parcel IDs.</p> <p>The rationale for this process is described in SIGN 7.1.</p> <p><i>In the event of a dispute</i></p> <p>Land holders must try to resolve all disputes before the process begins, no matter if these are about ownership or boundaries. If it is not possible to resolve disputes, those land parcels will be recorded as disputed during the field process and the 2nd-level certificate issuance might be delayed. Disputes that cannot be solved during field work will be passed to the KLAUC for later resolution, then supervised and followed up by <i>Woreda</i> experts to avoid forgotten cases.</p> <p>Both agreed and disputed boundaries will be recorded on the relevant field map. Disputed boundaries will be annotated on the field map and noted on the field form. If a border is in dispute, a question mark is written on it on the field map to be able to quickly detect the location dispute.</p> <p>If there is a claims dispute, the boundary is still marked on the image and a UPI is given. The claimants who are disputing then register the dispute with the FDR as per the proceeding adjudication process.</p> <p>The FTL will carry out spot checks on the work being carried out by the field teams. This is to ensure that they are following the process correctly.</p> <p>At the end of each day, Parasurveyors record the number of parcels they have demarcated and the total number disputed. The total will then be submitted to the FTL at the end of the week. The FTL combines all Parasurveyor reports to produce a weekly demarcation report. This report is then submitted to the Regional Coordinator via the WC.</p> <p>All field maps, paperwork and equipment are stored in a secure location at the end of each day. The FTL is responsible for ensuring this.</p>	

Task Number	Description	Person(s) Responsible
3	Once the entire <i>Kebele</i> is finished, the Parasurveyors converge to check that there are no duplications of parcels on the field maps. They will also check that there is no duplication of UPIs.	Parasurveyors
4	Once confirmed, the boundaries and UPIs are traced over in black ink pen. The final field maps are then handed over to the FTL who will give them to the WC. The FTL will complete a Fieldwork Handover Form and present to the TTL and WC. An example of this can be found in SIGN 9.	FTL, WC, TTL
OUTPUT	Complete Annotated Field Maps.	Parasurveyors, WC

9.6 Risk Mitigation

Risks	Mitigation	Task Ref.
Boundaries are not properly demarcated.	FTL spot checks the work of Parasurveyors. Boundaries are drawn in pencil and checked before being traced over with pen.	2
Duplication of <i>Kebeles</i> across field maps.	Field maps are checked for duplications at the end of demarcation.	3

It is critical that field teams ensure the genuine participation of women and vulnerable groups in this process. Annex 2 – Gender and Social Inclusion Guidelines gives more detail on how this may be achieved. In summary, field teams must:

- Make clear during PAC activities that both husband and wife must be present
- Insist on the presence of wives during demarcation & adjudication
- Request the the wife registers her name first
- Register married women under their pre-marital name
- Do not rely solely on FLLC as proof of evidence (some women where not registered under FLLC)
- Be aware of issues around polygamous households
- Be aware of women's conflicting roles – demarcation should be prioritized over hospitality
- Ensure the representation of orphans and vulnerable persons is witnessed by recognized village elders

9.7 Reporting and Monitoring

DEM 1: Weekly Demarcation and Adjudication Field Report

Objective of the Report To identify how many parcels were demarcated and how many were adjudicated in the *Woreda*, by *Kebele*

Timeframe	This report must be completed and submitted by the end of every Friday
Sources	Entered manually by the <i>Woreda</i> Coordinator with data collected from field teams
Verification	<i>Woreda</i> Coordinator will carry out spot checks
Submitted to	Regional Coordinator
Feeds Information into	<i>Woreda</i> Weekly Report

Description of Report Template

	Region	Woreda	Kebele	Number of Parcels Demarcated	Targeted number of parcels for Demarcation	Difference Between Target and actual for the week	Number of Parcels in Dispute	Number of Parcels without Full Information	Start date of Demarcation in that Kebele	W/C	Remarks
Description	Name of Region	Name of Woreda	Name of Kebele	Number of PI's in the Kebele for that week ONLY	Number of parcels planned for Demarcation-set by Programme Management	Difference between the target and actual per week	The number of parcels which have a dispute related to them for that week ONLY	The number of parcels which were recorded as not having all of the required information to allow for the certificate to be printed for that week ONLY	The date in the for when Demarcation commenced in that Kebele	Date at the start of the week	Any remarks from the Woreda Coordinator

DEM 2: Woreda Demarcation Summary Report

Objective of the Report To record the number of parcels which were demarcated, and how many have full information in that *Woreda*

Timeframe This report must be completed and submitted by Week 26

Sources Entered manually by the *Woreda* Coordinator with data collected from field teams

Verification *Woreda* Coordinator will carry out a spot check against the weekly reports

Submitted to The *Woreda* Coordinator will submit to the Regional Coordinator through the monthly report

Feeds Information into Demarcation Regional Summary
Kebele Timeframe Report

Description of Report Template

	Region	Woreda	Kebele	Number of Parcels Demarcated	Targeted number of parcels for Demarcation	Difference Between Target and actual for the month	Number of Parcels in Dispute	Number of Parcels without Full Information	Start date of Demarcation in that Kebele	Month/ Year	Remarks
Description	Name of Region	Name of Woreda	Name of Kebele	Number of PI's in the Kebele for that month ONLY	Number of parcels planned for Demarcation-set by Programme Management	Difference between the target and actual per month	The number of parcels which have a dispute related to them for that month ONLY	The number of parcels which were recorded as not having all of the required information to allow for the certificate to be printed for that month ONLY	The date for when Demarcation commenced in that Kebele	Month and Year	Any remarks from the Woreda Coordinator

DEM 3 Regional Demarcation and Adjudication Summary Report

Objective of the Report To summarise the final results of demarcation and adjudication in that region

Timeframe This report must be updated and submitted by the end of Week 26 for each *Woreda*

Sources Entered manually from DEM 2 by the Regional Coordinator

Verification Regional Coordinator carries out checks against *Woreda* monthly and weekly reports

Submitted to Land Coordinator, M&E Manager.

Feeds Information into Logframe

Monthly Reports

Quarterly Reports

Description of Report Template

	Region	Woreda	Kebele	Number of Parcels Demarcated	Number of Parcels in Dispute	Number of Parcels without Full Information	Start date of Demarcation in that Kebele	End date of Demarcation in that Kebele	Number of Work Days
<i>Description</i>	<i>Name of Region</i>	<i>Name of Woreda</i>	<i>Name of Kebele</i>	<i>Number of PI's in the Kebele</i>	<i>The number of parcels which have a dispute related to them</i>	<i>The number of parcels which donot have all of the required information to allow for the certificate to be printed</i>	<i>The date for when the Demarcation commenced in that Kebele</i>	<i>The date for when the Demarcation ended in that Kebele</i>	<i>Number of Work Days spent on Demarcation</i>

Figure 6: Example of Pencil-drawn Parcel Boundaries on a Field Map



10 Adjudication

10.1 Objective

To record personal land holder details on a field form, issue a receipt, and to record any outstanding disputes.

10.2 Outcome

Complete set of Field Forms for each parcel in the *Kebele*.

Note: If an adjudication activity also takes place during objections and corrections and certificate distribution, the same objective, outcome and processes apply at those two stages.

10.3 Process Linkages

Preceding Process Event	Demarcation
Proceeding Process Event	Data entry

10.4 Glossary of Terms

Term	Definition
Adjudication	The process of recording claims to a parcel and any disputes to that claim which may occur. This occurs mainly after demarcation but also is carried out during objections and corrections and certificate distribution as required.
Dispute	An outstanding objection to a claim to a piece of land.
Full Information	Where all land holder data is filled out on a Field Form, meaning that the claim can be considered for approval.
Missing and No Information	Some or all information is missing from the Field Forms. In this instance, a claim cannot be considered for approval unless the missing information is provided.

10.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	The land holder has undertaken demarcation and has been referred to the FDR.	Parasurveyor
1A	The public is encouraged to observe all adjudication activities which may affect them. On completion of the demarcation, details of the owners/occupants are provided to the KLAUC by the claimant(s). The FDR carefully records the names and other details of the claimants on the field form (FRF) (see Figure 7 below). 'Standard definitions' shall be used when filling attribute	KLAUC, FDR, FTL

Task Number	Description	Person(s) Responsible
	<p>data described in the FRF. They therefore verify that all legally required claimants and persons of interest are recorded. Where there is more than one land holder, the FDR also establishes the shares that each claimant has in the parcel. All details, as far as possible, are recorded on the FRF.</p> <p>Any documents held, including 1st level certificates, court documents, or other documents, must be presented to the KLAUC member and the field team. The essential information in any presented document is entered into the FRF by the FDR. If photo identification (e.g. in the book of holding) is provided, this must be confirmed to be showing the holder(s). If no documentation exists, witnesses and neighbours are invited to attest to the holder's claim. If more than one certificate is presented for the same parcel, the certificate that was issued first is registered. The information in the second certificate is added in the FRF as additional information for further investigation.</p> <p>The FTL is responsible for ensuring that writing on FRFs is clear and legible.</p> <p>In the event that the landholder(s) for a parcel do not show up the parcel will be demarcated by the parasurveyor, a UPI number awarded, and an FRF opened with the names of the holders supplied by the LAC representative and the neighbours.</p> <p>If the landholder(s) appear during the period of demarcation of the relevant map sheet, then the FRF can be completed. If the landholder(s) do not come then the FRF will be sent to the Technical Support Team for Data Entry together with those with full information. These will be accepted in the IMassReg but a certificate will not be issued.</p> <p>Field Teams must not hold back the processing of the map sheet and FRF to maximize full information. This will hold back the whole process.</p> <p>The land holders who have not provided full information will have the opportunity to do so during Public Display and the lists displayed there will show those which have incomplete information.</p>	
1B	For the recording of parcels of communal land, at least one representative of the KLAUC must be present, alongside the neighbours and any other interested community members – these may include users of the communal land.	KLAUC, FDR, FTL

Task Number	Description	Person(s) Responsible
1B (continued)	The parcel is recorded in the name of the Kebele, and at least one member of the KLAUC will sign and retain the receipt. Land use is recorded as normal. The receipt should be kept at the Kebele office.	
2	Is the claim being disputed? If yes, 3A-5A. If no, 3B only.	KLAUC
3A	<p>If, during the demarcation and adjudication process, a counter (rival) claim is made on any portion of the land, the KLAUC and any available local witnesses attempt to resolve it for a period of no more than 20 minutes. Examination of evidential documents will be carried out where possible. If the committee, claimant(s) and rival claimant(s), and all witnesses agree within that timeframe, the agreed claimant details are entered onto FRF.</p> <p>Special attention must be given to ensure that the counter-claimant's position is heard, especially those who may be socially or physically less able to speak up publicly (e.g. where the counter-claimant is disabled or a child, the KLAUC will speak to them separately outside of hearing distance of the claimant). A CCCC member or village elder shall also be present.</p> <p>The role of the KLAUC is to provide advice aimed at allowing the disputing parties to reach a compromise or agreement. The KLAUC never use their own judgement to resolve the dispute.</p>	KLAUC, village elders, CCCC
4A	If the KLAUC considers and is unable to resolve a dispute from the rival claimants within the time period, the FDR enters the details of the disputant and reason for the dispute into a dispute form after a thorough examination of evidential documents and speaking with witnesses and/or neighbours.	KLAUC
5A	<p>Claimants will not receive a claims receipt, and information is not entered into the FRF.</p> <p>A dispute receipt (see Figure 10 below) is given to disputants after their dispute has been recorded on a dispute form. One objection receipt should be issued for each disputant on the parcel. This objections receipt is filled out by a member of the KLAUC.</p>	KLAUC

3B	<p>(Oromia only) Each land holder named as having user rights on the parcel should supply the FDR with a recent passport- sized full face photograph (public awareness raising will make this clear to land holders).</p> <p>The FDR will mark on the back of the photo a unique 'claimant number'. This claimant number is then recorded on the land holding claim receipt (see Figure 9 below)</p>	KLAUC, FDR
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Task Number	Description	Person(s) Responsible
	<p>alongside the parcel UPI. The photograph is kept by the field team for identification purposes during certificate distribution. The photograph numbers are recorded on the FRF. The full rationale for this procedure can be found in SIGN 1.</p> <p>Should a person be claiming more than one parcel of land, there is space on the land holding claim receipt for further parcels to be recorded. The claimant simply presents their existing receipt at the point of adjudication and the photo number is reused.</p>	

6	<p>The following scenarios may occur when registering a parcel belonging to a deceased person(s) with and without succession rights established by legal heirs:</p> <p>1. Both spouses deceased with succession rights established by legal heirs:</p> <p>This represents the simplest situation where both spouses are deceased with inheritance / succession rights established (i.e. court decisions) for legal heirs. In this situation, registration will be undertaken in the following manner depending on the situation/case:</p> <ul style="list-style-type: none"> • If the heirs are under the age of maturity (Orphans < 18Yrs), the parcel will be recorded during adjudication under the heir's name. The Certificate will be prepared in the heir's name, however, the land/parcel will remain under guardianship until the heir reaches the age of maturity; • If the heir (s) are 18 yrs. and above during the adjudication period, the parcel will be recorded and certificate issued under the name of the legal heirs. <p>2. One spouse deceased with succession rights established by legal heirs</p> <p>Procedure to be followed is similar to the above scenario. Heirs are registered in the same way. The surviving spouse may also have rights identified by the court decision which will be registered accordingly.</p>	FDR, KLAUC, supported by TTL
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	<p>3. One of the spouse deceased with NO succession rights established by the heirs</p> <p>This situation includes 3 scenarios:</p> <ul style="list-style-type: none"> A. The most straightforward scenario is where the parcel is held as private property by the surviving spouse. The deceased spouse did not jointly hold the parcel. In this case, the parcel is registered solely under the name of the surviving spouse, and no inheritance rights are considered. B. The parcel was held as private property by the deceased spouse. The surviving spouse did not jointly hold the parcel. In this case, the parcel is registered and certificate issued in the name of the surviving spouse, who will hold a limited right to use the parcel until heirs have been established by the court. They not be able to transfer the parcel. C. The parcel was held jointly by the deceased and surviving spouses. In this case, the parcel is registered and certificate issued in the name of the surviving spouse, who will hold a limited right to use the parcel until heirs have been established by the court. They will not be able to transfer the parcel. <p>In Scenarios B & C, the surviving spouse will not enjoy all the dimensions of land rights until succession rights are established by legal heirs.</p> <p><i>During adjudication, for both the above scenarios, the surviving spouse will be recorded, and their status given as either Male-Headed-Household, or Female-Headed-Household. The deceased spouse's name will also be recorded, and their status recorded as 'Deceased'</i></p> <p>The 'legal heirs' should not be recorded as their succession rights have not been legally established by the court. Once these rights have been established, the record shall be updated during public display (see 2.2 below). If the public display period has passed and a certificate issued, the succession may be registered through the RLAS..</p>	<p>FDR, KLAUC, supported by TTL</p>
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	<p>4. Both spouses are deceased without succession rights established by legal heirs</p> <p>In this situation, the potential heirs have no legal rights right to be registered under their names without declaration of the inheritance rights by court of law. The registration/land record will be made under the name of the deceased spouses but without issuance of certificate until the succession rights are established by the potential heirs. The certificate will be prepared and issued when there is clarity of the heirs and thereof the succession rights of the legal heirs are decided by the court of law.</p> <p><i>During Adjudication, the names of both deceased spouses will be recorded with the status 'Deceased' in the marital status box.</i></p> <p>Once the succession rights are established by the legal heirs, the record shall be updated during public display stage (See section 2.2 below) or through the Rural Land Administration System (RLAS).</p>	FDR, KLAUC, supported by TTL
7	<p>Polygamous Households</p> <p>The SDO will provide field teams with VG (Vulnerable Groups) lists, which includes households in polygamous marriage. In woredas where there is no SDO, FTLs (Field Team Leaders) will obtain the list of households living in the kebele and identify those households that can be characterised as polygamous.</p> <p>The following three scenarios may occur when registering a parcel(s) held by polygamous households:</p> <p>1. All wives and the husband register separately:</p> <ul style="list-style-type: none"> • Every co-wife and the husband get their individual equal share and register in their name (as private land). • This modality of registration is currently rarely implemented. But should be promoted as it provides better levels of security for all involved in a polygamous household and prevents the risk of future conflict between children and co-wives. 	SDO, FDR, KLAUC, supported by TTL

<p>7 (continued)</p>	<p>2. Husband registers with one of the wives:</p> <ul style="list-style-type: none"> • The husband chooses one of wife to register with him as joint holder while the rest of the wives register by themselves. The wives registering individually have their own equal share. • If the husband opts for another wife, he will register her on his share. This is done after dividing the share of the wife equally with whom the husband has joint holding. <p>3. Husband or any of the wives with inherited land:</p> <ul style="list-style-type: none"> • If the husband or any of the wives holds a parcel that is legally established as inherited, the parcel is registered under the heir's or successor's name unless the heir or successor has made a legal declaration to jointly share the parcel with his/ her spouse. <p>Although the SLLC favours equal shares for all the wives and husband, if the land is below the standard for division, it will be administered according to the regional laws applicable to the provision. In this case, the data recorder will register all the joint holders' together.</p>	
<p>8</p>	<p>The KLAUC makes it clear to the claimant that they have an opportunity to provide further information, dispute current information and check their information during the public display period and at certificate distribution.</p>	<p>KLAUC</p>

9	<p>The KLAUC remains available for at least two weeks after adjudication has finished to allow for any further land holders to provide their information.</p> <p>At the end of every week, the FTL produces a weekly report informing the WC how many parcels have full information, incomplete information, and/or no information. The report also documents how many disputes have been recorded.</p> <p>Full textual information required by all regions is:</p> <ul style="list-style-type: none"> • Tenure type /holding type • Landholders' full name – including the husband and wife where appropriate. • Landholders' Photograph and Photo ID number. • Parcel ID • Holding ID number or other evidence of rights. • Means & years of acquisition • Land use type (<i>this must be recorded</i>) • Encumbrances • Soil fertility 	KLAUC, FTL, WC
10	The FTL hands over the FRF and dispute forms to the WC, who confirms this to the Regional Coordinator.	FTL, WC
Task Number	Description	Person(s) Responsible
OUTPUT	Adjudicated field forms and dispute forms.	WC, Regional Coordinator

It is critical that field teams ensure the genuine participation of women and vulnerable groups in this process. Annex 2 – Gender and Social Inclusion Guidelines gives more detail on how this may be achieved. In summary, field teams must:

- Make clear during PAC activities that both husband and wife must be present
- Insist on the presence of wives during demarcation & adjudication
- Request the the wife registers her name first
- Register married women under their pre-marital name
- Do not rely solely on FLLC as proof of evidence (some women where not registered under FLLC)
- Be aware of issues around polygamous households
- Be aware of women's conflicting roles – adjudication should be prioritized over hospitality
- Ensure the representation of orphans and vulnerable persons is witnessed by recognized village elders

10.6 Risk Mitigation

Risks	Mitigation	Task Ref.
Writing in the registers is unclear, leading to mistakes being made in iMASSREG.	FTL checks and comments on the clarity and legibility of the writing. Claimants can check information during public display and O&C.	1
Loss of Field Forms.	Data recovery insurance. The FTL is responsible for the safety of the data.	1
Claimants miss the opportunity to provide data to the KLAUC.	Public awareness raising informs claimants that they have two more opportunities to provide this information.	1
A claimant who wishes to dispute a claim does not come forward.	KLAUC must give special attention to the disadvantaged and women. There are additional opportunities to raise a dispute during O&C.	A

10.7 Reporting and Monitoring

See demarcation reporting above.

10.8 Field Registration Forms

Figure 7: LIFT Field Registration Form

FIELD REGISTRATION FORM																											
Region :						Zone:				Woreda				Kebele				Parcel No:				Field Team No					
Map Sheet No						1 st Level Certificate No.								Other Evidence				Holding Type:				Holding ID:					
Means of acquisition :										Year of acquisition (yyyy):								Current Land Use Type:				Soil fertility:					
Type of Encumbrance:												Survey Date				Type of Dispute:											

DETAILS OF THE LANDHOLDER'S																																	
ID	FirstName																											DOB	Sex	Signature	Relationship/ Marital Status	PI	IsOrphan
	fathername																															<input type="checkbox"/>	<input type="checkbox"/>
	GrandFather																															<input type="checkbox"/>	<input type="checkbox"/>
ID	FirstName																											DOB	Sex	Signature	Relationship/ Marital Status	PI	IsOrphan
	fathername																															<input type="checkbox"/>	<input type="checkbox"/>
	GrandFather																															<input type="checkbox"/>	<input type="checkbox"/>
ID	FirstName																											DOB	Sex	Signature	Relationship/ Marital Status	PI	IsOrphan
	fathername																															<input type="checkbox"/>	<input type="checkbox"/>
	GrandFather																															<input type="checkbox"/>	<input type="checkbox"/>

GUARDIANS																															
First Name																												DOB	Sex	Signature	Relationship/Marital Status
Father Name																															
Grand Father																															

OTHER PEOPLE WITH INTEREST IN LAND PARCEL																										
FirstName																							DOB	Sex	Relationship/Marital Status	
fathername																										
GrandFather																										

FirstName																							DOB	Sex	Relationship/Marital Status	
fathername																										
GrandFather																										

FirstName																							DOB	Sex	Relationship/Marital Status	
Father Name																										
Grand Father																										

Other Type of Holding (The commons ,public organization & Federal/Regional Government)																							
Name														Type	Signature	Signature of the authorized person							

SIGNATURE SECTION				
Signatories	First Name	Father's Name	Grand Father's Name	Signature
Field Data Recorder				
KLAC Member				
Additional Informant farmer(If applicable)				

Figure 8: Definitions & Categories of Attribute Data Sets Defined in the Field Forms

Attribute Type	Definition	Code	
		Alphabetic	Numeric
1-‘Ownership evidence’	Court Decision	CD	01
	Tax Receipt	TR	02
2-Land Use	Rain-fed annual crops	RAAC	01
	Rain-fed Perennial crops	RPC	02
	Irrigated annual crops	IAC	03
	Irrigated perennial crops	IPC	04
	Grassland/Grazing Land	GL	06
	Shrub land/woodland	SL	07
	Natural forest	NF	08
	Artificial forest (e.g. Eucalyptus plantation, etc.)	AF	09
	Wetland	WL	10
	Bare land	BL	11
3-Soil Fertility (Traditional/Local Classification)	High	HF	1
	Medium	MF	2
	Low to Poor	LF	3
4-Ownership Type	Individual Holding	IH	1
	Commons	C	2

	Public Organisations	PO	3
	State/Government Ownership	SO	4
5-Acquisition Types	Redistribution	RE	1
	Inheritance	IN	2
	Gift	GI	3
	Divorce	DI	4
	Reallocation	RE	5
	Expropriation	EX	6
6-Encumbrances/Servitude	Right of Way	RW	1
	Rental arrangement/leases	RA	2
7-Dispute Type	Inheritance	IN	1
	Ownership right	OR	2
	Boundary	BO	3

Figure 9: Field Team Structure

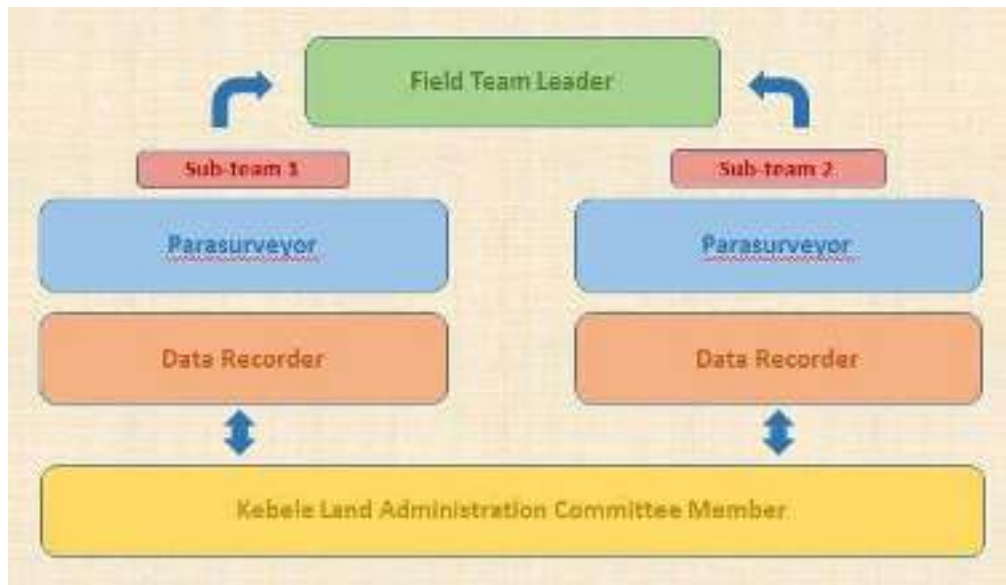


Figure 10: Land Holding Claim Receipt

Region:	Woreda:	Kebele:	
Claimants			
Name	Father 's Name	Grandfather' s Name	Photograph Number
Parcel Number	Date Demarcated	Disputed (Yes/No)	

Figure 11: Dispute Receipt

DISPUTE RECEIPT																						
Region		Zone		Woreda			Kebele			Parcel No:					Map Sheet No							
CURRENT LAND HOLDER’S DETAILS																						
First Name																						
Father name																						
Grandfather																						
First Name																						
Father Name																						
Grand Father																						
First Name																						
Father Name																						
Grand Father																						
CLAIMANTS																						
First Name																	Sex		Dispute Type		Dispute Status	
Father name																						
Grand Father																						
First Name																	Sex		Dispute Type		Dispute Status	
Father name																						
Grand Father																						

11 SLLC Data Entry and Checking

11.1 Objective

To manually check and digitally store land holder data required to complete a register and to record if a parcel is disputed.

11.2 Outcome

To have a list of claimant data ready for publication for the objections and corrections period.

11.3 Process Linkages

Preceding Process Event	Adjudication
Concurrent Process Event	Parcel digitalization
Proceeding Process Event	Public display – objections and corrections

11.4 Glossary of Terms

Term	Definition
I MASSREG	Mass Registration database – a database created for large-scale recording of SLLC claims data and high-volume certificate production.
TTL	The person who is in charge of data entry of textual information and the GIS digitalization process.
Operators	Data entry staff.

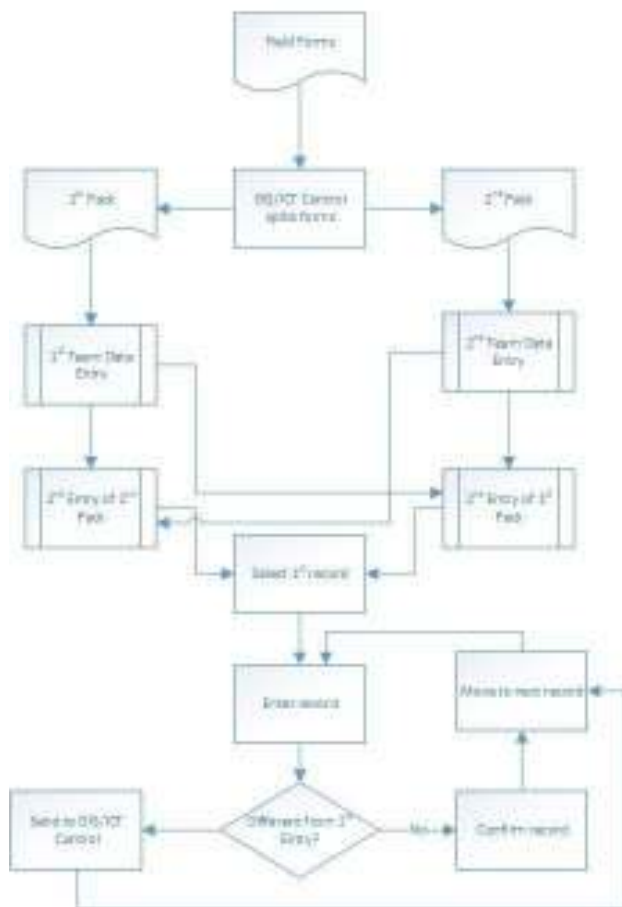
11.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	Adjudicated field forms, dispute forms, and field maps are deposited with the WC.	FTL, WC
1	Operators are split into two teams.	TTL
2	Submitted forms are split into two packs.	TTL
3	Each team is assigned a pack for first entry.	TTL
5	A team does the first entry by entering data on FRFs into the iMASSREG application. Disputes are entered separately, after all FRFs have been entered. Where a dispute has been raised for a parcel with a pre-existing FRF, the dispute forms must be kept together with their associated primary FRFs. A FRF with a dispute is manually matched with its dispute form by the Operator to make sure that no dispute is missed.	Operators

6	Teams switch packs in order to do the second entry. A team member who finishes his/her portion of the pack	TTL
Task Number	Description	Person(s) Responsible
	may take more from their colleagues who still have forms remaining.	
7	A team does second entry, flags any inconsistent records, and forwards data electronically to TTL for corrections.	Operators
8	Corrections are done by carefully checking the field forms and records committed to the database.	TTL
9	Reports on completed <i>Kebele</i> FRFs are generated and filed. For a kebele where all the FRFs are entered and data corrected, final checks are made on the overall data quality of the whole kebele before launching the public display event. The sum of the total demarcated parcels entered into iMASSREG and digitised parcels should be equal, with maximum variations not exceeding 2% (see also Section 12.5). Data on total committed parcels is printed from the “kebele report” module of iMASSREG and compared with the total demarcated and digitised parcels. For detailed procedures see SIGN 6.1.	TTL
OUTPUT	List of land holders public display and objections & corrections.	WC

11.6 Data Entry – Process Flow Model

DATA ENTRY AND CHECKING PROCESS



DATA CORRECTION PROCESS



11.7 Risk Mitigation

Risks	Mitigation	Task Ref.
Disputes are not flagged in iMASSREG.	Dispute forms are checked against the data entered in iMASSREG.	
iMASSREG data are incorrect.	iMASSREG data is checked against FRFs. Claimants will check data at O&C.	
Loss of data from iMASSREG.	Information backed up daily. Weekly backups are stored off site.	

11.8 Reporting and Monitoring

DEC: Data Entry Staff Performance

Objective of the Report To record the number of parcels entered in the week per data-entry staff member in the *Woreda*

Timeframe This report must be completed and submitted every Friday

Sources	MASSREG automatically records the data. The <i>Woreda</i> Coordinator enters some fields
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Verification	<i>Woreda</i> Coordinator will carry out a spot check against the system reports
---------------------	--

Weekly summaries are checked against monthly summaries to ensure figures are consistent

Submitted to The *Woreda* Coordinator will submit to the Regional Coordinator through the weekly report

Feeds Information into *Woreda* Weekly Report

Description of Report Template

[illegible]

SDE: Summary Data Entry Report

Objective of the Report	To provide the final number of parcels entered and their characteristics at the end of demarcation
--------------------------------	--

Timeframe	This report must be completed and submitted within one week of completion of data entry for a given <i>Kebele</i>
Sources	MASSREG automatically records the data. The <i>Woreda</i> Coordinator enters some fields
Verification	Information will be checked against monthly and weekly reports as well as checking against future data entry activities
Submitted to	M&E Manager. This will inform the logframe and other key analysis reports. It will also be submitted to the Regional Coordinator as a record of progress
Feeds Information to?	Logframe <i>Kebele</i> Timeframe Reporting Subsequent Monthly and Quarterly Reports

Description of Report Template

The second line of the report below will be filled out at the end of Week 27 at the very latest:

[illegible][illegible]

DEC: Data Entry Corrections

Objective of the Report	To record the number of parcels which required corrections as a result of manual checks by staff
Timeframe	This report must be completed and submitted within one week of completion of data corrections for a given <i>Kebele</i>
Sources	Manually entered by checkers. They will tally each correction made and then enter the total into the spreadsheet
Verification	The <i>Woreda</i> Coordinator will carry out a spot check Weekly summaries will be checked against monthly summaries to ensure the figures are correct
Submitted to	The <i>Woreda</i> Coordinator will submit to the Regional Coordinator through the weekly report.
Feeds Information into	<i>Woreda</i> Weekly Report

Description of Report Template

	#	Region	Woreda	Kebele	# of Parcels at SLLC	# of Corrections Made After SLLC Entering	# of Parcels at the end of Public Display (O&C)	# of Corrections Made After Public Display (O&C)	# of Parcels at the end of Certificate Distribution	# of Corrections Made During Certificate
Description	<i>Number of Kebele- DE</i>	<i>Name of Region- MassReg</i>	<i>Name of Woreda- MassReg</i>	<i>Name of Kebele- MassReg</i>	<i>Total Number of Parcels at the end of SLLC- MassReg</i>	<i>Total Number of Corrections after SLLC- DE</i>	<i>Total Number of Parcels at the end of Public Display (O&C)- MassReg</i>	<i>Total Number of Corrections after Public Display (O&C)- DE</i>	<i>Total Number of Parcels at the end of Certificate Distribution-</i>	<i>Total Number of Corrections during Certificate Distribution- DE</i>

12 Parcel Digitisation

12.1 Objective

To digitally store the boundaries and related UPI Numbers of all parcels.

12.2 Outcome

All parcel boundaries have been digitally recorded and stored.

12.3 Process Linkages

Preceding Process Event	Demarcation
Concurrent Process Event	Data entry and checking
Proceeding Process Event	Public display – objections and corrections

12.4 Glossary of Terms

Term	Definition
Digitisation	The process of converting the geographic features on an analogue map into digital format. The 'heads-up' method employed during the SLLC process involves on-screen tracing of scanned maps.
Geographic Coordinate System	A reference system that uses latitude and longitude to define the locations of points on the surface of a spheroid (representing the earth).
Projection System	A reference system used to locate x, y, and z positions of point, line, and area features in two or three dimensions.

12.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	Complete annotated Field Maps	WC
1	Scanner Technician (ST) checks against the register if all the field maps have been returned by the FTL. If not, they do not sign for receipt, and report the missing field maps to the WC. If all field maps are present, ST signs that all have been received.	ST, WC, FTL
2	The field maps are scanned, <i>Kebele</i> by <i>Kebele</i> , using a high-resolution sheet feed scanner and Smartworks EZ Touch software. Scanned field maps are backed up onto the server so that they may be accessed easily	ST

Task Number	Description	Person(s) Responsible
	and quickly by Digitisation Technicians (DTs).	
3	<p>Scanned field maps are then geo-referenced using the geo-referencing tools in QGIS software:</p> <ul style="list-style-type: none"> • At least four coordinate reference points are used for geo-referencing. These reference points are taken from grid intersections on the field maps at points closest to the corners of the map frame. Alternative grid intersections may be selected if these are obscured by parcel boundaries; • The standard SLLC geographic coordinate and projection systems are used. Details of these systems are contained; • Geo-referenced field maps are saved on the server for immediate use by DTs. 	DT
4	<p>Parcels demarcated on the field maps are digitised according to the parcel digitisation guidelines given in the software procedures below.</p> <p>Using heads-up digitisation, DTs create a digital record of each parcel. They are digitised as polygon features with a yellow boundary and no fill. The parcel number recorded on the field map is added to the attribute record associated with each parcel.</p> <p>The DTs are required to keep a daily count of all parcels which they have digitised in the course of that day.</p>	DT
5	<p>Once a <i>Kebele</i> has been digitised, the DT performs systematic checks for two types of error:</p> <ul style="list-style-type: none"> • Digitisation errors. These are fixed by the DT before the objections and corrections period; • Field demarcation errors. These are returned to the <i>Kebele</i> for correction on site during the objections and corrections period. 	DT
6	<p>The DT prepares a <i>Parcel Error Reporting Form</i> (see template below) listing all errors that require field correction.</p> <p>This report is sent to the WC and FTL responsible for running objections and corrections in that <i>Kebele</i>. This was originally described in SIGN 10.</p> <p>Additionally, for a kebele to be eligible for public display, the total number of parcels demarcated, entered into iMASSREG and digitised, should be nearly equal, with a maximum variation of 2%.</p>	DT, WC, FTL

Task Number	Description	Person(s) Responsible
	compared with the total demarcated and entered into iMASSREG.	
7	<p>The KPIM of a given kebele should be prepared at a suitable scale in order to clearly show the boundary lines of each parcel so that every landholder can identify and locate his/her parcel in reference to the neighbouring parcels and other marked geographic features. The suggested scale to prepare the KPIM is 1: 2500 and printed on A0 size paper. This may vary, however, depending on parcel sizes in a given kebele.</p> <p>Using QGIS, the KPIM should be prepared and printed as follows:</p> <ul style="list-style-type: none"> i. The orthophotos and digitised kebele parcels are loaded into QGIS. ii. The display style for the parcels should be set to “Outline: Simple line” with 0.46 thickness and red (RGB: 255, 0, 0) colour. iii. The parcels should be labelled with the “parcel id” attribute. The label text must have a white buffer of 0.5mm thickness and the placement must be set to “Free”. iv. To aid in subdividing the kebele coverage into print grids at 1:2500 scale, a vector grid polygon (index grid), with dimensions of 1722m by 1200m, is to be generated for the kebele parcel layer. The orientation of the map (landscape or portrait) will depend on the shape of the kebele. v. A Kebele Parcel Index Map is then printed for each grid square using A0 paper size and a map scale of 1:2500. The maps are numbered using the index grid id. <p>Each parcel shown in the KPIM should be labelled with the Unique Parcel ID and cross checked and validated with “Attribute Data Table” produced using iMassReg. These are the data sets to be displayed during public display period.</p> <p>Before the production of the KPIM, the TTL should plan the number of the KPIMs to be produced and designate one Digitisation Technician (DT) to process</p>	DT, TTL

Task Number	Description	Person(s) Responsible
	and produce the KPIM. The detailed procedure is discussed in SIGN 5.1.	
8	All spatial data are saved as a POSTGIS database directly into the iMASSREG system.	DT
OUTPUT	DT informs WC that the <i>Kebele</i> map is ready for O&C.	DT, WC

12.6 Parcel Digitisation – Software Procedures

Project Directory

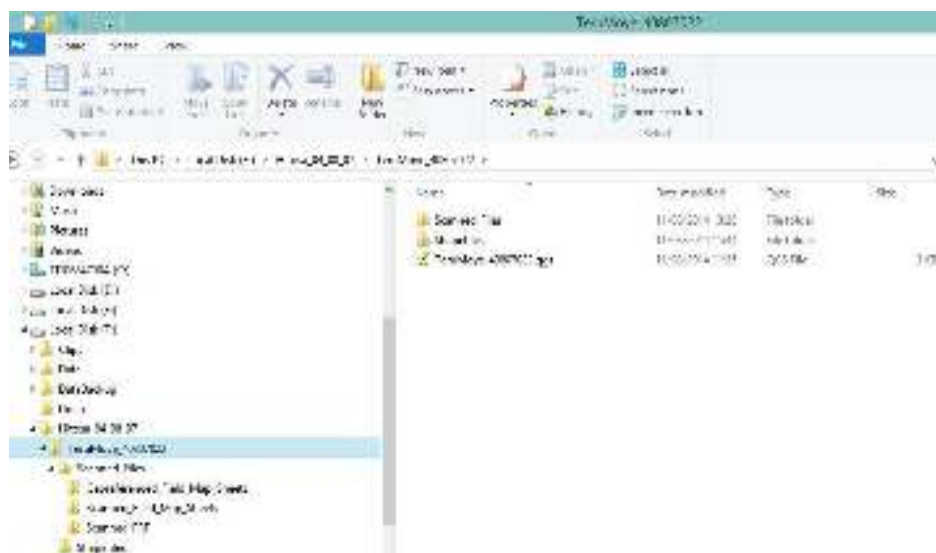
The project directory should be in the /Documents/ folder. The folder name should start with the Woreda name, followed by the regional code, zonal code and end with the Woreda code. For example, the folder name for Hitosa Woreda will be Hitosa_04_08_07. 04 corresponds to Oromia Regional State, 08 corresponds to Arsi zone, and 07 corresponds to Hitosa Woreda.

Project Sub-directories

Kebele sub-folders should have the Kebele name followed by the Kebele code (e.g. TeruMoye_40807022). QGIS project files should be stored within the Kebele sub-folder.

Scanned Files

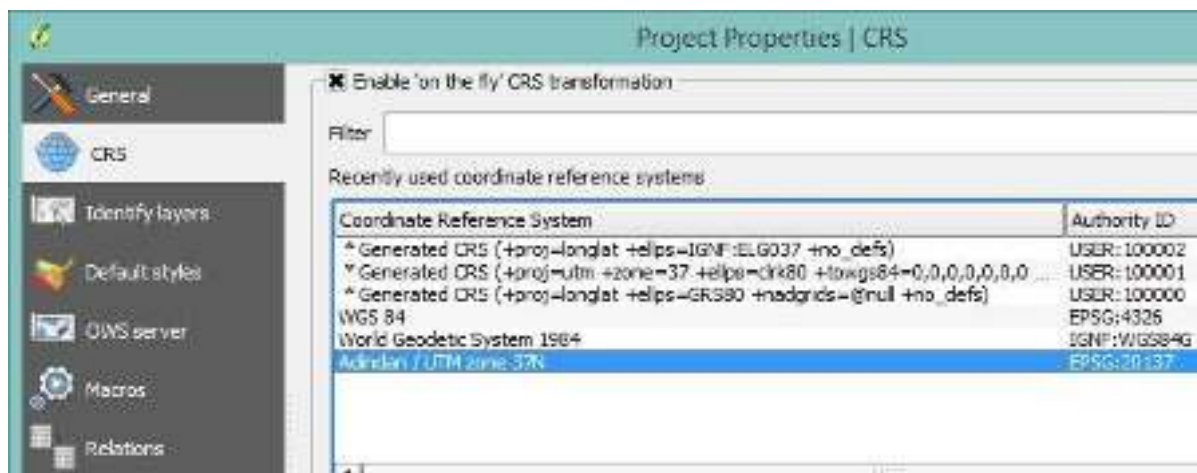
There are two types of scanned files. These are the scanned field maps and the scanned field forms. Each will have their own sub-directory and the geo-referenced field maps will be stored within a sub-directory in the scanned field map sub-directory.



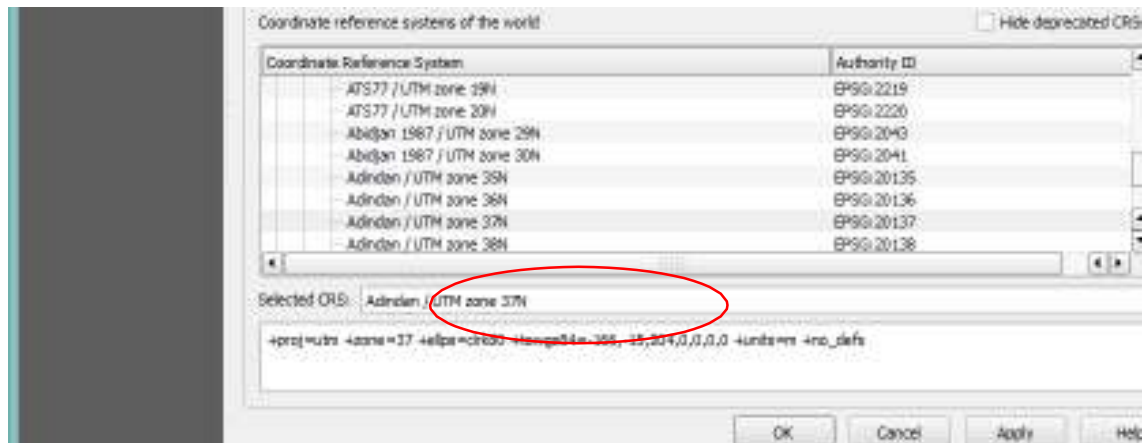
12.7 QGIS Project Creation



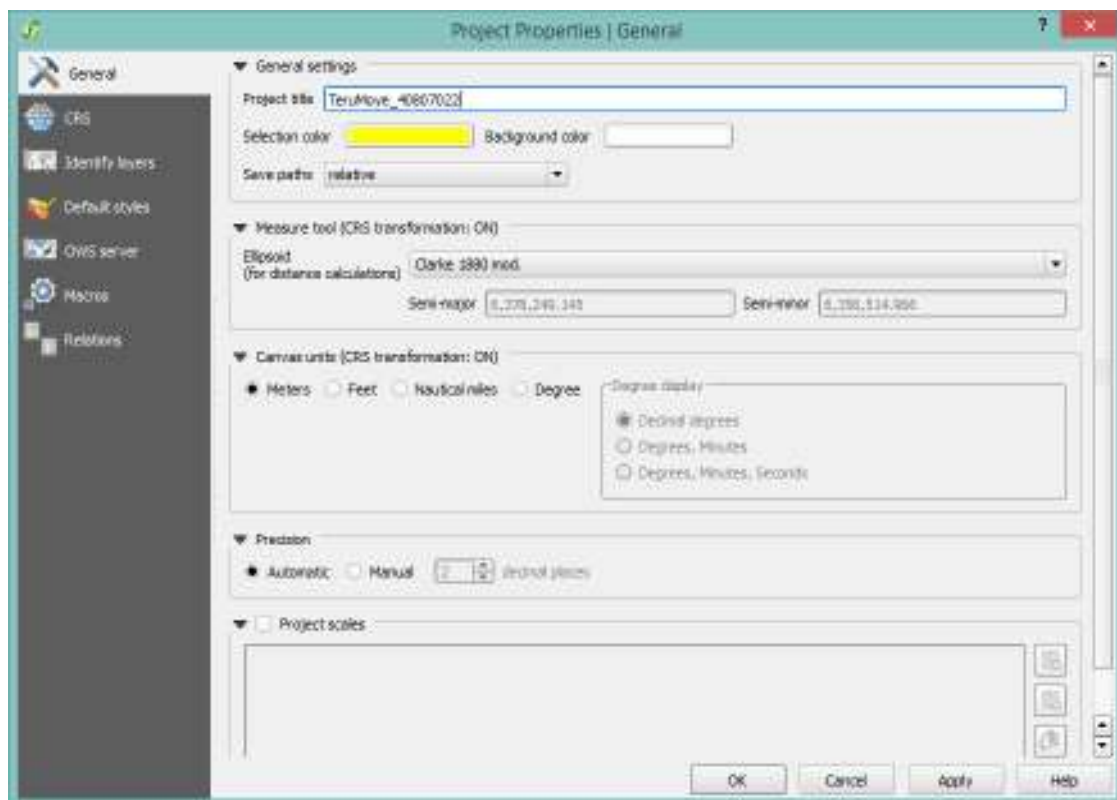
1. Start QGIS. Navigate to the “Project” menu and select “Project Properties”
2. Go to the “CRS” tab (CRS – Coordinate Reference System)
3. Check the “Enable on the fly CRS transformation” checkbox



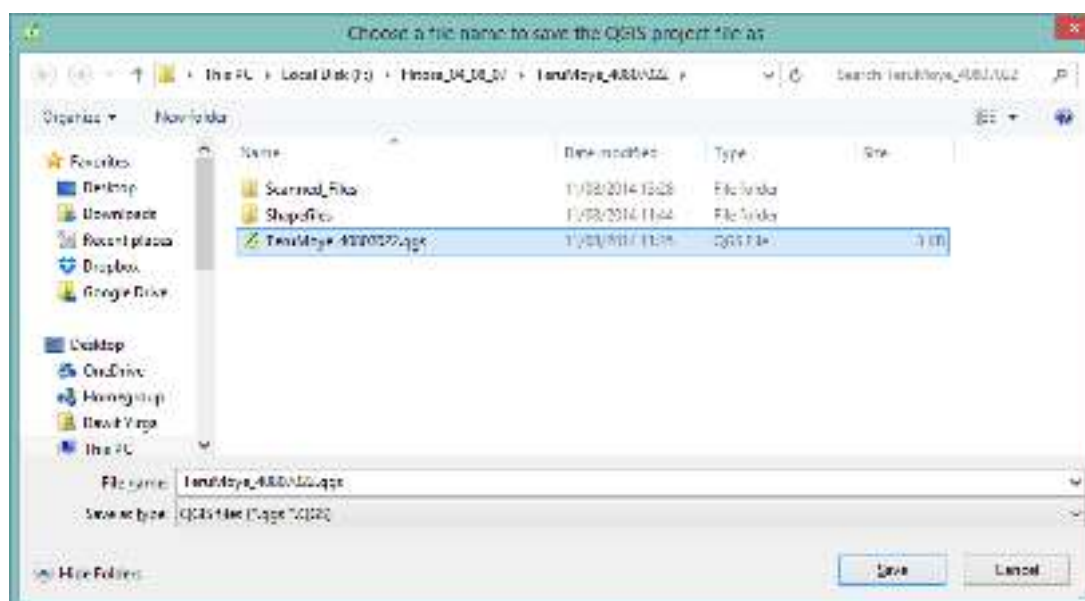
4. Select 'Adindan/UTM zone 37N' (EPSG:20137) on the bottom window



5. Go to the 'General' tab and enter the project title



6. Save the project, giving it the title as specified above.



12.8 Geo-referencing Scanned Field Maps

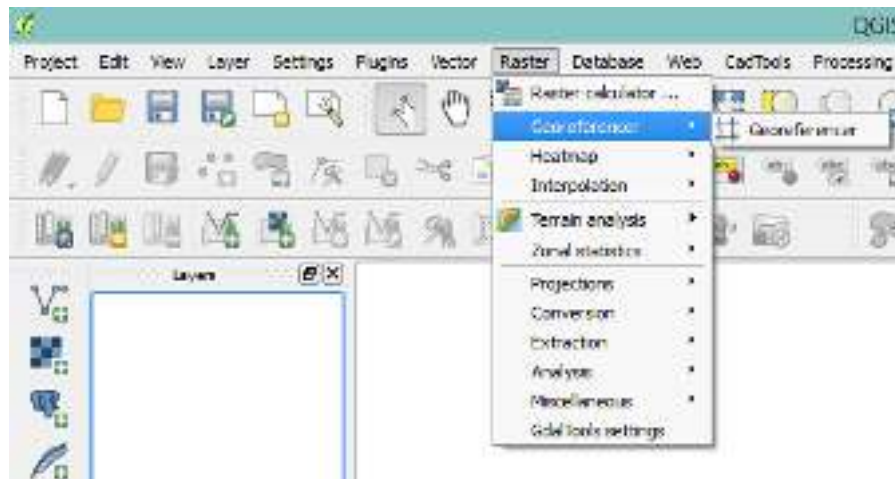
Geo-referencing defines the location of the scanned image in terms of a known coordinate system. This is performed on the scanned demarcated field maps.


Requirements

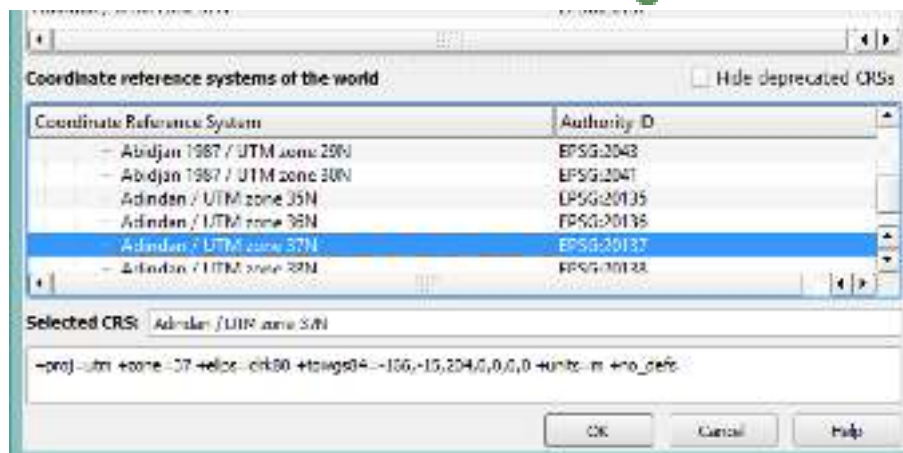
- A scanned field map in JPEG or TIFRF format;
- Coordinate lists for the crosses made on the demarcated field map and numbered 0-8.

Process

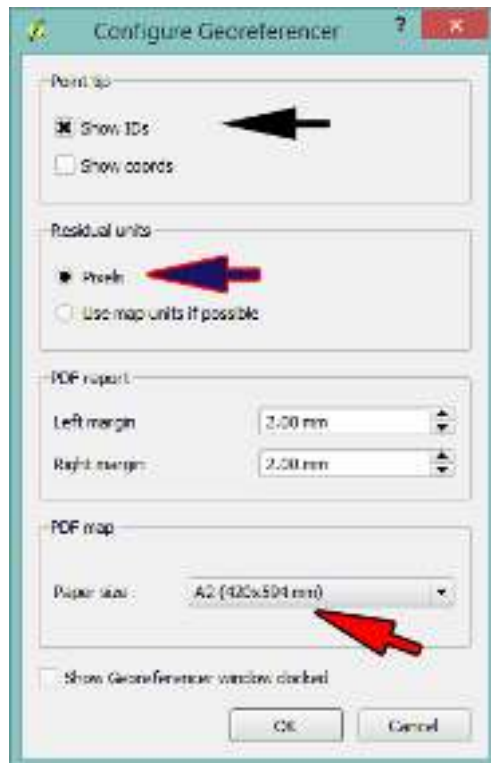
1. On QGIS navigate to the 'Raster → Georeferencer' sub-menu and select "Georeferencer".




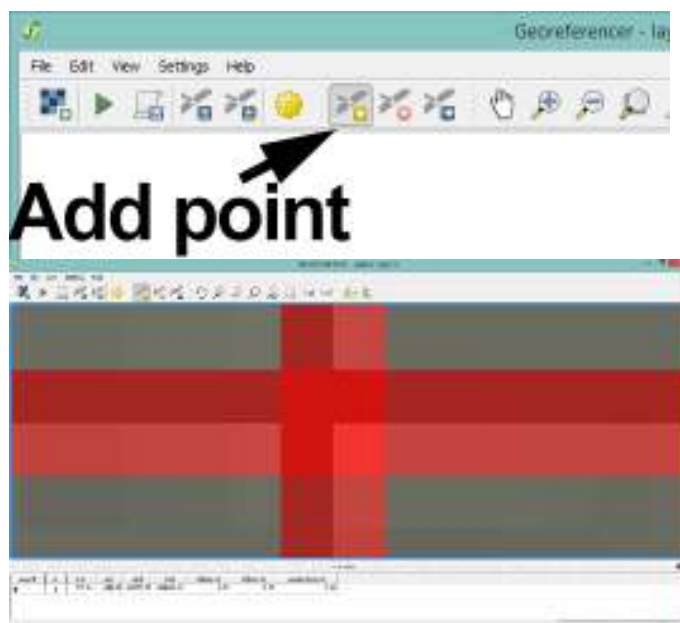
2. In the new geo-referencing window, click  and select the scanned field map
3. In the 'Coordinate Reference Systems Selector' window, select 'Adindan / UTM zone 37N'



4. Navigate to 'Settings' and select 'Configure Georeferencer'. Make sure to match the settings shown below and click 'OK'.



5. Use the  button to zoom several times to the grid cross with the circle numbered as zero. It is important to zoom in very close to the grid cross to be able to mark it exactly. Now select the button and click exactly in the middle of the grid cross

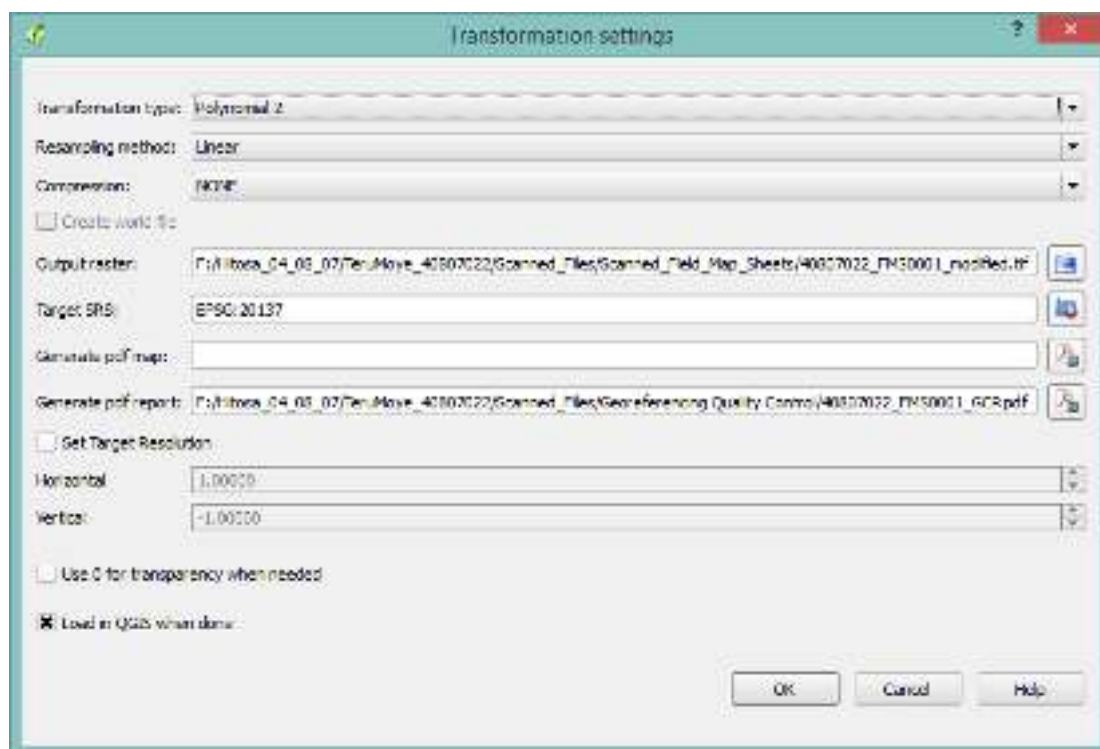


6. When the 'Enter map coordinates' window appears, enter the coordinates corresponding to that GCP point. These can be found on the coordinate lists for the crosses made on the demarcated field map sheet and numbered 0-8. Enter the coordinates for each GCP point until all nine points are finished




No	X	Y
0	583300	1399400
1	583800	1399400
2	584300	1399400
3	584300	1399000
4	584300	1398700
5	583800	1398700
6	583300	1398700
7	583300	1399000
8	583800	1399000

7. Navigate to 'Settings' and select 'Transformation settings'. Set the settings as shown in the image below:

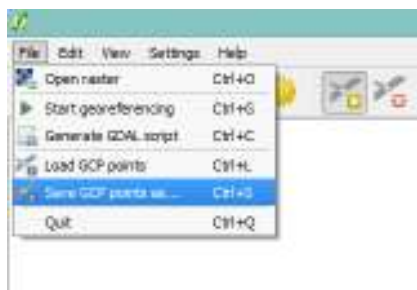


8. Once all 9 GCP points have been entered, the residual error for each pixel needs to be checked. The threshold for the residual error is 0.5 pixels. All values above 0.5 have to be redone.



on/off	id	srcX	srcY	dstX	dstY	dx[points]	dy[points]	residual[points]
<input checked="" type="checkbox"/>	0	372.94	-249.02	583300.00	1399400.00	0.01	-0.04	0.04
<input checked="" type="checkbox"/>	1	3324.99	-248.99	583800.00	1399400.00	0.00	-0.01	0.01
<input checked="" type="checkbox"/>	2	6277.00	-249.00	584300.00	1399400.00	0.02	-0.05	0.05
<input checked="" type="checkbox"/>	3	6277.00	-2611.00	584300.00	1399000.00	-0.02	0.07	0.08
<input checked="" type="checkbox"/>	4	6277.00	-4383.00	584300.00	1398700.00	-0.00	-0.03	0.03
<input checked="" type="checkbox"/>	5	3325.00	-4383.01	583800.00	1398700.00	0.02	-0.05	0.05
<input checked="" type="checkbox"/>	6	373.00	-4383.00	583300.00	1398700.00	0.03	-0.05	0.06
<input checked="" type="checkbox"/>	7	373.00	-2611.00	583300.00	1399000.00	-0.04	0.08	0.09
<input checked="" type="checkbox"/>	8	3325.00	-2611.00	583800.00	1399000.00	-0.03	0.08	0.08

- Save the GCP points – they may be needed for quality control at a later date. The file name should be the same as the geo-referenced scanned field map



- Finally click on 'Start Georeferencing'



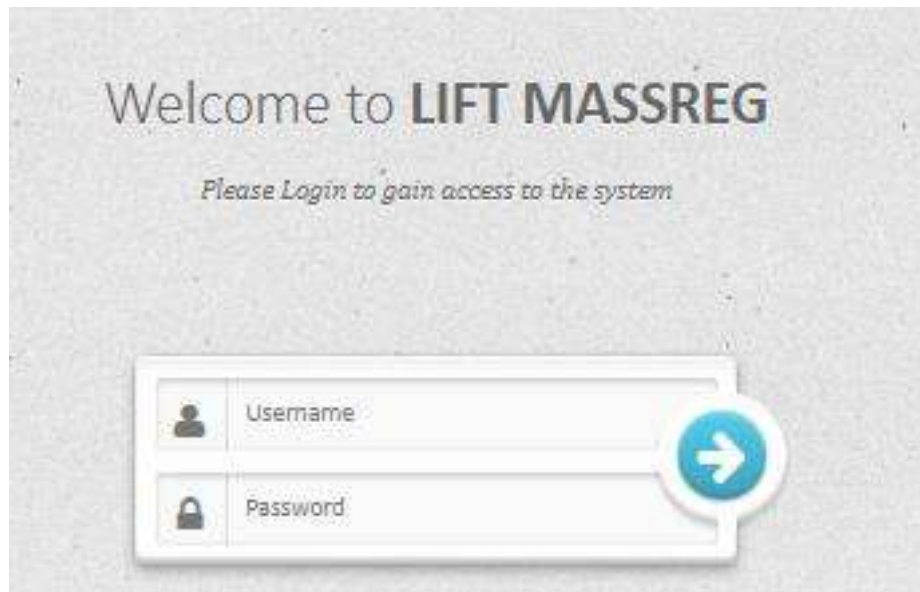
- Perform the above steps for all scanned field maps

12.9 Working with Vector Layers

Before digitization can begin, a shapefile has to be created on the spatial database on the server. The database to be used is PostgreSQL, which has a PostGIS extension to manage spatial data.

Creating a Shapefile

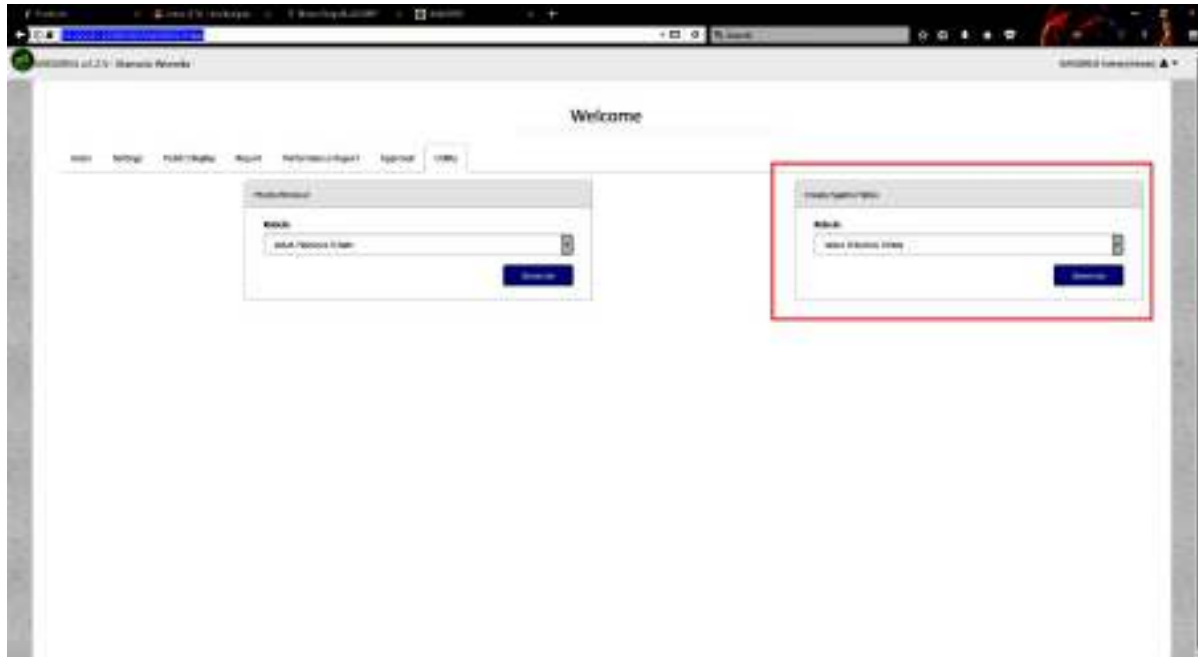
- Open your Google Chrome browser and bring up the iMASSREG interface.



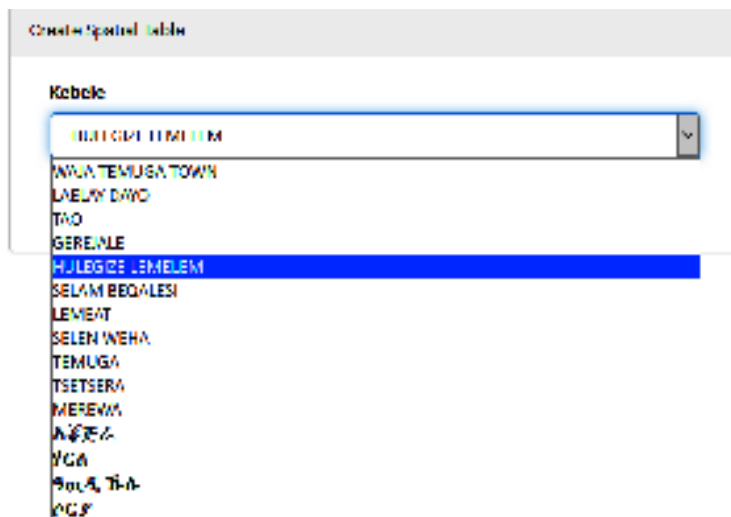
2. Login as an administrator and go to the "Utilities" tab.



3. On the right side of the page there is an option to create a spatial table for specific kebeles.



4. From the drop-down menu, select the kebele that you want to create a shape layer for.



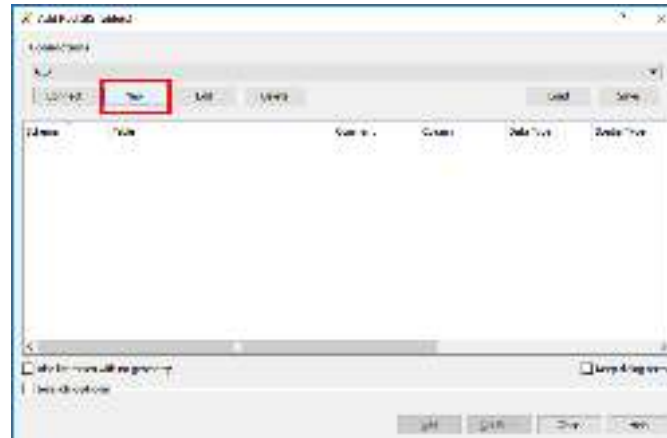
5. Click "Generate".

12.10 Loading PostGIS Layers

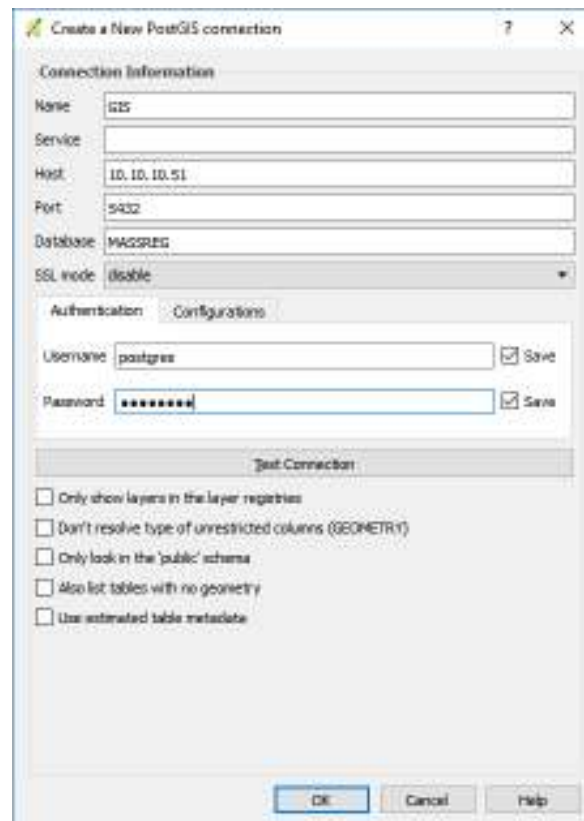
1. Click the 'Add PostGIS Layer' button. This will open up a window:



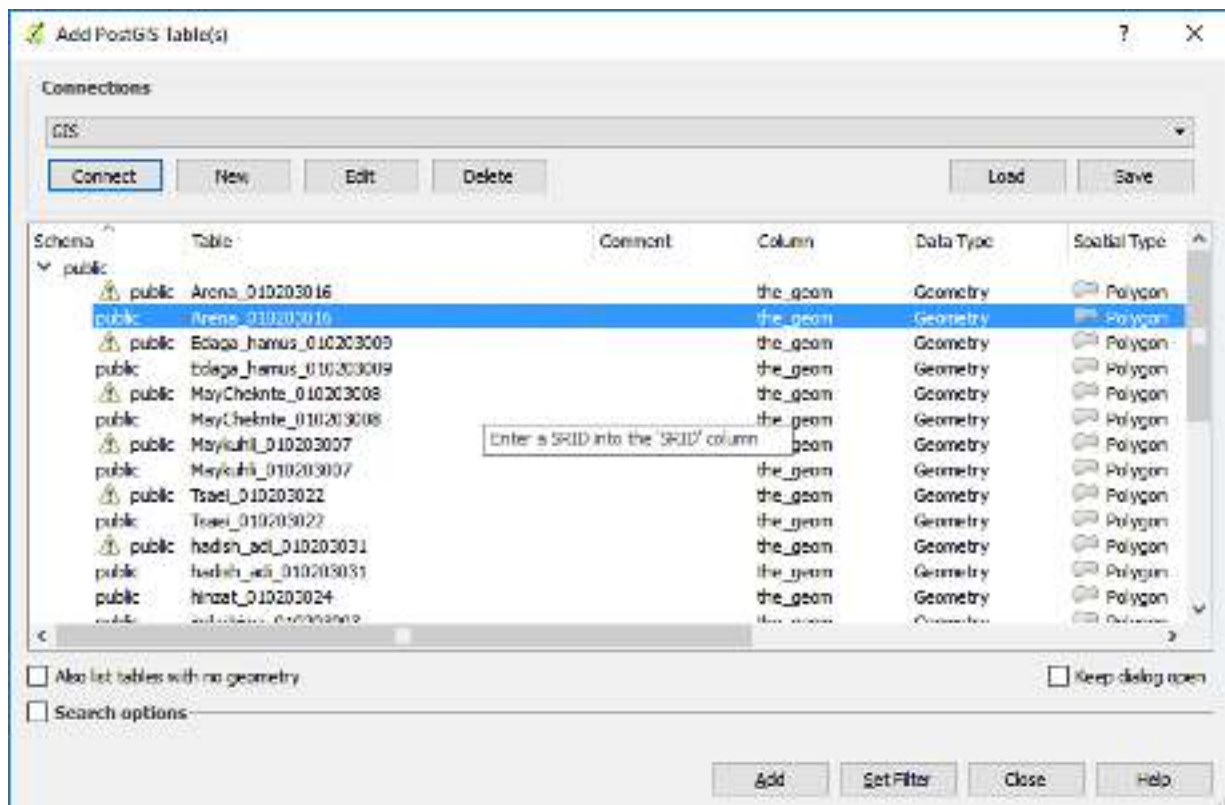
2. Under 'Add PostGIS Table(s)', select "New".




3. On the “Create a New PostGIS connection” window, fill in the following as shown below and click OK:



4. Under ‘Add PostGIS Table(s)’, select “Connect”, expand the public schema and select the kebele you want to load into QGIS. Click Add.



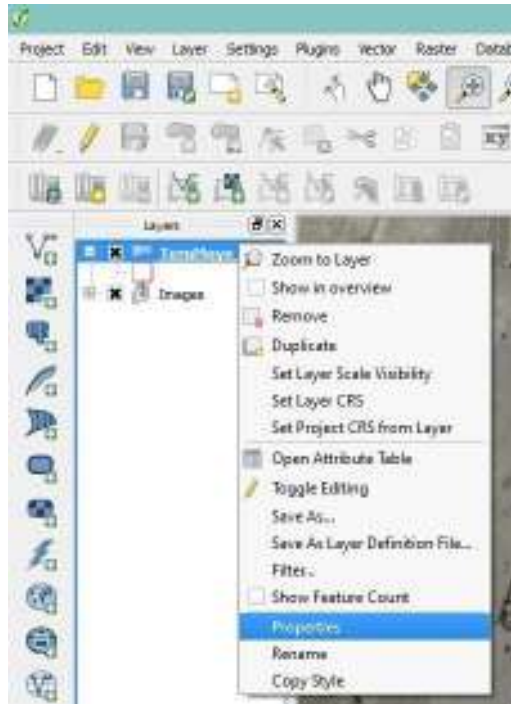
- Before digitising layers, geo-referenced field maps need to be loaded into QGIS. To load the images, click on the add raster , and navigate to the location where the files are stored. Select files and click 'Open'

12.11 Layer Symbology

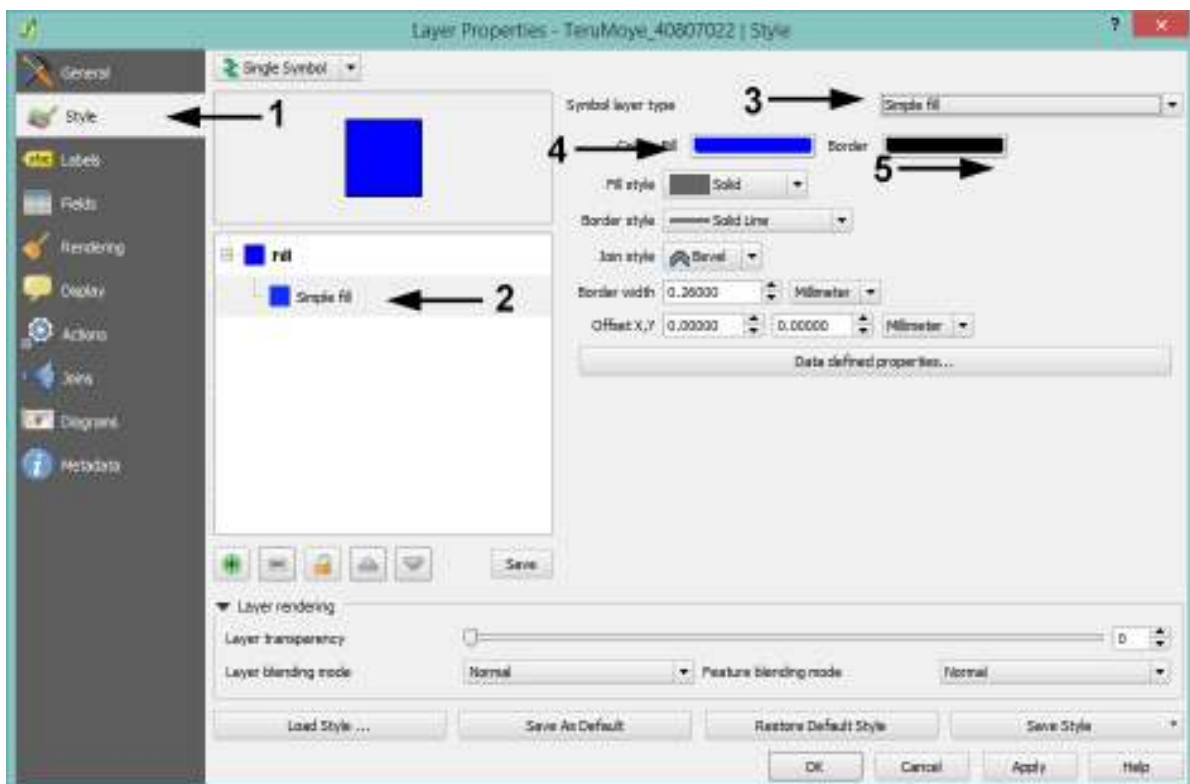
Vector layers are automatically displayed using symbols (for points, lines and polygons) and colours. Before digitisation begins, how data layers are symbolised must be selected. This involves choosing colours and styles that best represent features on the map and improve visibility. Therefore, values in the layer properties window need to be changed.

To view layer properties:

- In the table of contents, right click on the vector data layer & click to select 'Properties'.



2. The 'Properties' window will default to show properties for 'Style' (if it does not, look for the tab called 'Style')



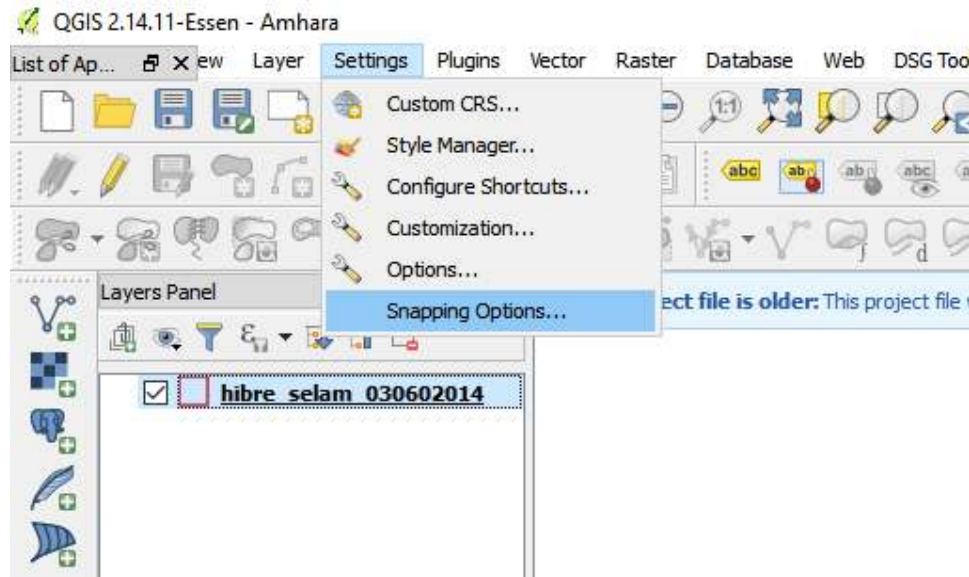
3. To change symbology for this layer change do the following:
 - Click on 'Simple fill' (2 on the above image)
 - Go to the dropdown menu (3 on the above diagram) and select 'Outline: Simple line'
 - On the colour fill, change the colour to red

12.12 Digitising

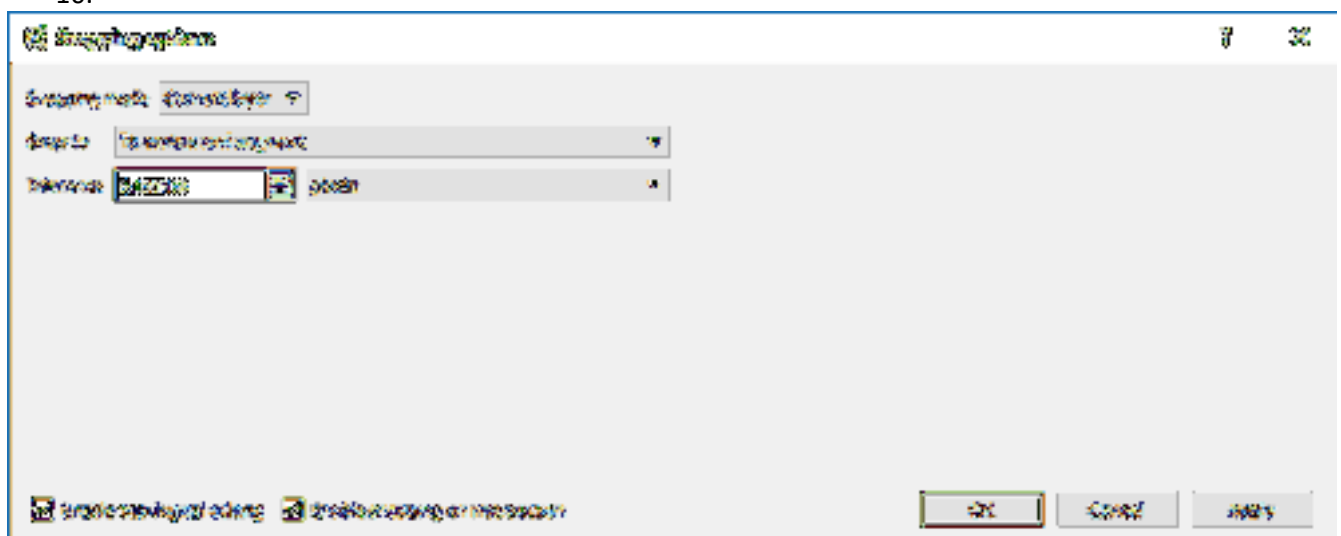
Snapping Options

The snapping options have to be set before digitization.

1. Navigate to 'Settings' and select 'Snapping Options'




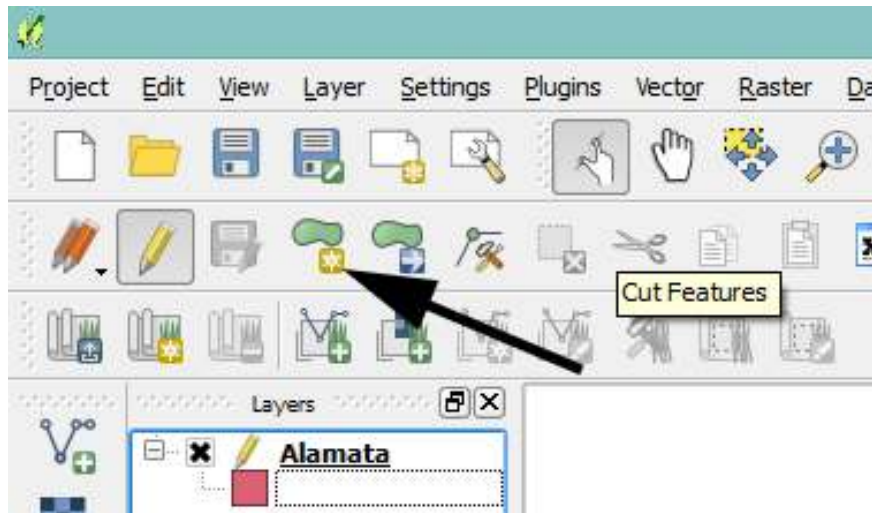
2. Turn on layer to snap to (parcel)
3. Mode should be 'to vertex and segment'
4. Tolerance should be set to '10.00000'
5. Units should be set to 'map units'
6. Enable the 'Avoid Int.' checkbox (the mouse-over reads 'Avoid intersections of new polygons' and the checkbox does not appear for lines or points, since it does not apply)
7. 'Enable topological editing' should be ticked
8. 'Enable snapping on intersection' should be ticked
9. Click on 'OK'
- 10.



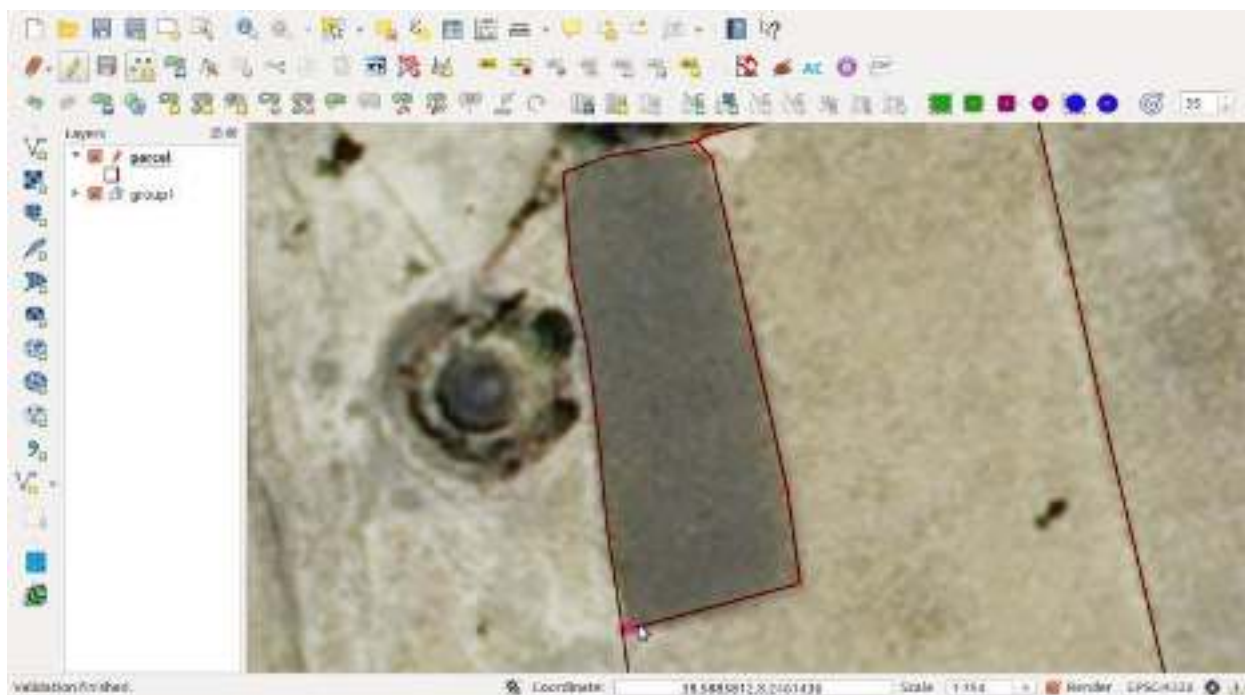
Starting Digitising

To digitise, follow the instructions below.

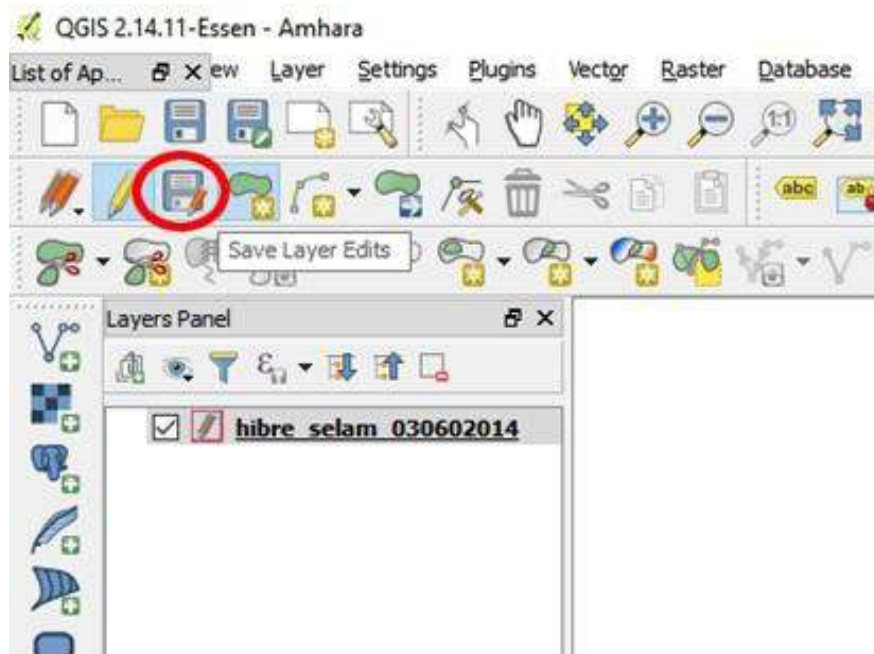
1. Click on the 'Toggle Editing'  button



2. Click on the 'Add Feature' button
3. Click with your mouse on the spots where the vertices should go. When digitising, make sure that the cursor snaps to the vertex each time before you click
4. The end result should look like this:

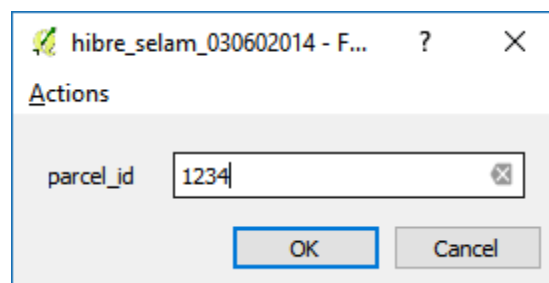


5. To save your edits click on the "Save Layer Edits" button. Make sure to save your layer edits regularly.



Attribute Data

The parcel ID is the only attribute in the spatial database layer. This field is added automatically when the spatial table is created. Every time you complete the digitising a parcel, a dialog box pops up asking you to insert the parcel ID attribute. Look up the parcel id on the georeferenced field map sheet, input it into the dialog box and click OK.



Make sure to save your edits regularly.

12.7 Risk Mitigation

Risks	Mitigation	Task Ref.
Scanner breaks down.	Backup scanner available.	2
Loss of data.	All data is backed up onto a server daily.	2, 3, 4

12.8 Reporting and Monitoring

Scanning and geo-referencing teams will record their output daily and report weekly to the Senior GIS Technician. The Senior GIS Technician performs spot checks on a daily basis to ensure staff report their output correctly.

The Senior GIS Technician compiles all weekly reports into a monthly report for the M&E Manager, GIS Specialist, and SLLC Coordinator

Example of Daily GIS Report

			Daily report table (October 2 ⁰ h to 2 ⁴ h 2014)						
User & Date	Kebele	Tasks	4	5	6	7	8	Total	Average / Day
User A	Kebele A	Digitisation		553	558	521	599	2231	557.75
		Geo-referencing	20 sheets					20	20
		Corrections							
User B	Kebele B	Digitisation	496	604	573	255		1432	
		Geo-referencing							
		Corrections				Started	Completed		

Monthly Digitization Report

	#	Region	Woreda	Kebele	Process	Total # of Digitised UPIs	Total Number of Parcels Demarcated	Date Digitisation Commenced	Date Digitisation Concluded	Total number of Working
Description	<i>Number of Kebele- DE</i>	<i>Name of Region- MassReg</i>	<i>Name of Woreda- MassReg</i>	<i>Name of Kebele- MassReg</i>	<i>SLLC</i>	<i>Total number of parcels digitised- QGIS</i>	<i>Total Number of Parcels Demarctaed- Field Reports</i>	<i>Date Digitisation Commenced- Woreda Coordinator</i>	<i>Date Digitisation Concluded- Woreda Coordinator</i>	<i>Total number of working days</i>
					<i>Public Display (O&C)</i>					

PARCEL ERROR REPORTING FORM

Woreda:	
Kebele:	

Summary Table:

	GIS Technician	Checked By TTL	Corrected at Public Display	Corrected by GIS Technician	Checked by TTL	Outstanding Errors	Total Digitised Parcels
Duplicated Parcels							
Missing parcels							
Boundary Not Clear							
Boundary Overlap							
Other Issues:							

Office Correction Notes:**Duplicated****Parcels:**

--

Missing Parcels:

Boundary Not Clear	
Boundary Overlap	
Other Issues: (No Parcel ID, parcel ID not clear etc)	

Signed by GIS Technician: Signed by TTL:

Field Correction Notes:

Corrected Parcels:

--

Remaining Errors

--

Signed by FTL:

Signed by Parasurveyor:

Signed by TTL:

Final Office Correction Notes:

Total Correct Parcels:

Remaining Errors

--

Signed by GIS Technician:

Signed by TTL:

12.9 Annex

Figure 12: Example of Digitized Parcels

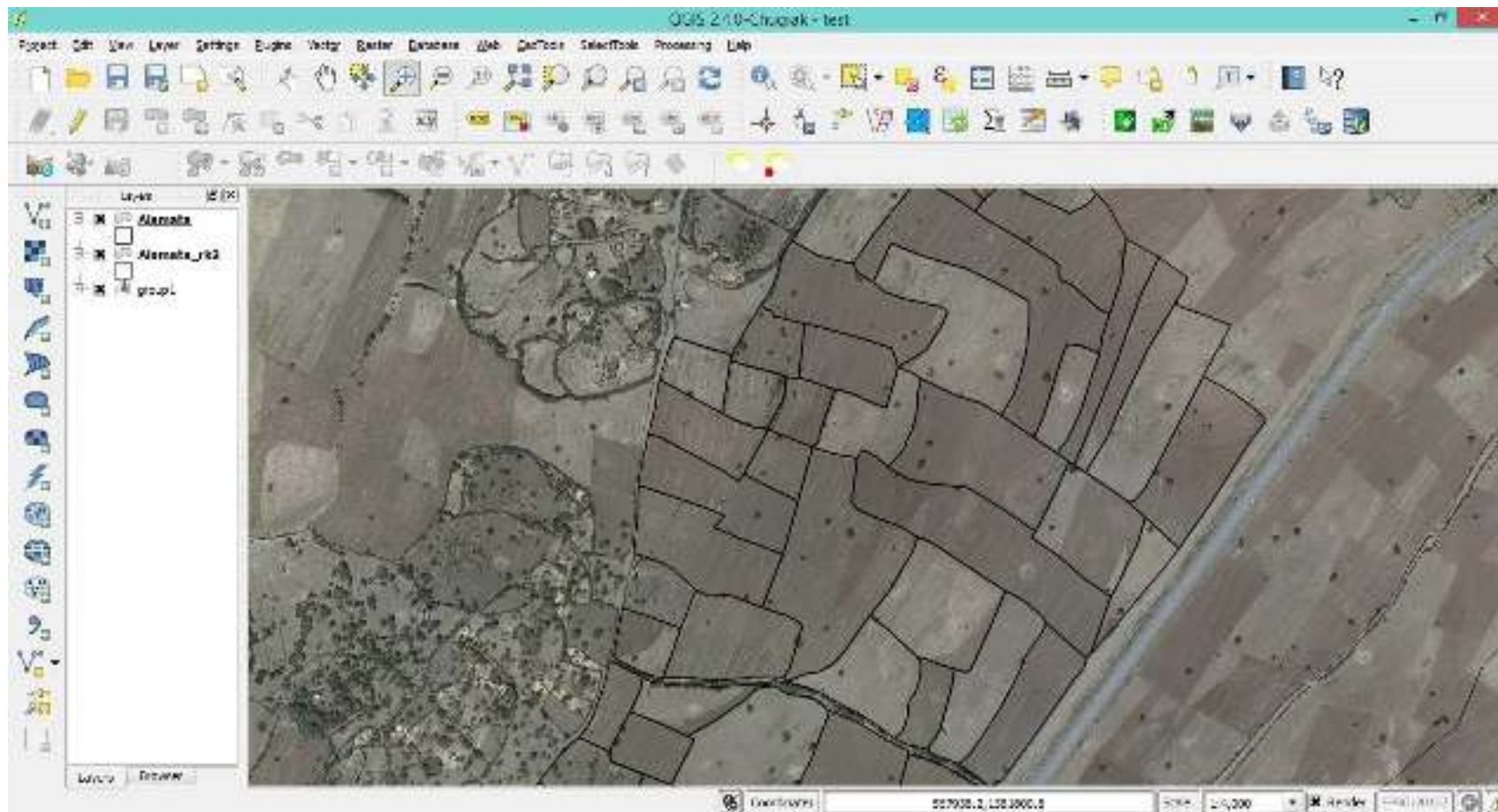
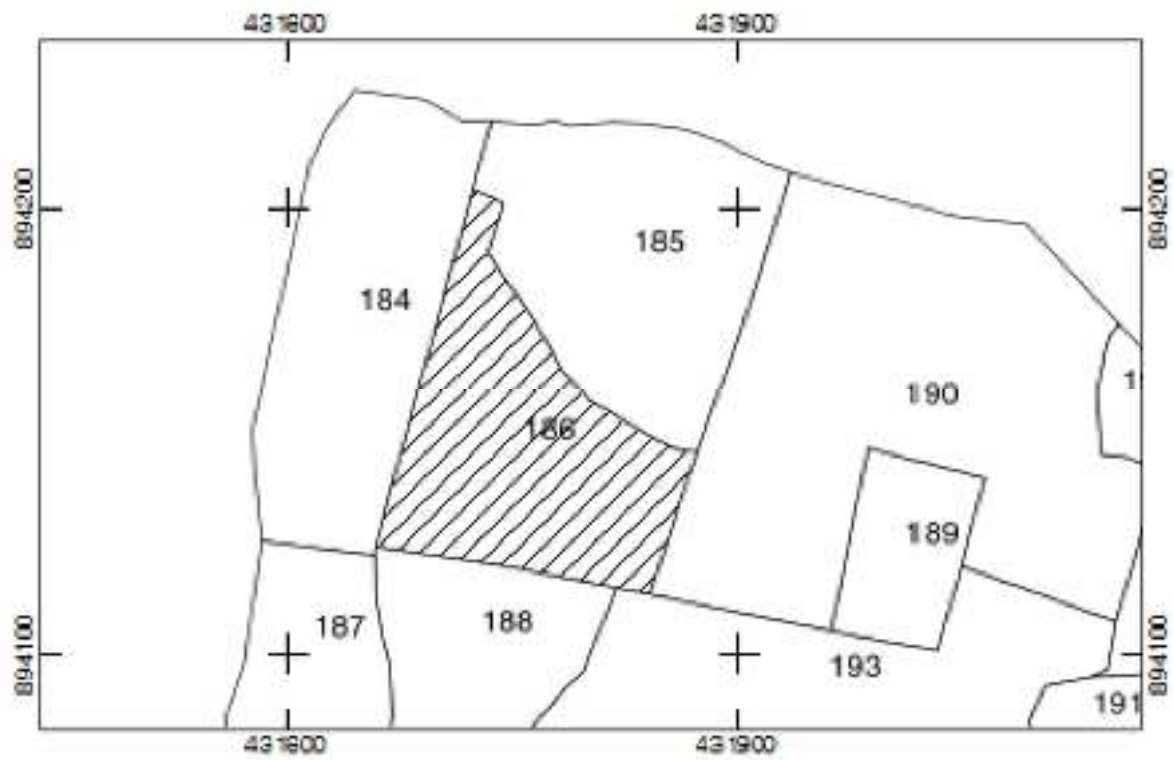


Figure 13: Example Of A Kebele Parcel Map



13 Public Display and Verification – (Objections and Corrections/ O & C)

13.1 Objective

To allow land holders to check and, if required, make corrections to spatial or textual data related to their land. This period also allows members of the public to raise any objections to existing claims which they may have.

13.2 Outcome

Corrections and new additions to data have been identified. This includes the resolution of disputes or registration of new disputes.

This module has been update to reflect SIGN 6.1, but readers may refer to SIGN 6.1 for further details and rationale

13.3 Process Linkages

Preceding Process Events	Data entry and checking Parcel digitisation
Proceeding Process Events	Data corrections after O&C Post-O&C parcel correction and extract

13.4 Glossary of Terms

Term	Definition
Objections	This is the process of airing and registering a dispute against the initial claim to land captured at initial adjudication.
Corrections	Process of correcting inconsistencies in the textual and/or spatial data.
Field Corrections	Process of going back to the field to verify and correct spatial errors or duplicate UPI numbers identified during O&C or the parcel digitisation process.

13.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	List of land holders and the <i>Kebele</i> Map are delivered to the relevant FTL. TTL hands over Parcel Error Correction Form to TTL.	WC, TTL, FTL

1	<p>The WC ensures that all materials needed for O&C are accounted for. This includes:</p> <ul style="list-style-type: none"> • Field registration forms • Dispute forms • Corrections forms • List of land holders • Completed field maps • <i>Kebele</i> map • Stationery • Parcel Error Reporting Form Completed by TTL <p>• Once the WC confirms all these items are ready, the FTL is informed.</p>	WC
2	<p>The FTL is responsible for training the KLAUC in managing the public display – objections and corrections (O&C) process along the standards set out in this manual.</p> <p>The O&C committee is made up of:</p> <ul style="list-style-type: none"> • 1 FTL; • 2 Parasurveyors; • 2 FDRs; • 1 KLAUC member (minimum). <p>The O&C Committee is reminded of its duties as set out in the adjudication process. The FTL assesses whether its members require further training and, where necessary, provides it.</p>	FTL

3	<p>Seven days before public display, the <i>Woreda</i> administration informs the KA on the date of public display. The KA and KLAUC are responsible for informing the public about the place, time and purpose of the public display using the information dissemination structures already established for adjudication and demarcation (sub-<i>Kebele</i> team, 1-to-20/30 DGs and 1-to-5 DGs).</p> <p>The day before the O&C event, a <i>Kebele</i> meeting is held by the FTL, where the public are informed of the O&C phase, its purpose, and for how long it will last. The public is encouraged to ask as many questions as possible and is invited to talk to the O&C committee at any time, should there be further questions. The KA will be responsible for calling the public meeting. In an attempt to ensure high turnout of land holders for the public meeting, megaphones and traditional 'hooters' may be used.</p> <p>Thus, the detailed purposes of the public meeting are:</p> <ul style="list-style-type: none"> • To pre-inform land holders that they should come to the place where the <i>Kebele</i> parcel index map (KPIM) is displayed, and to verify facts about their spatial or textual data. • To make land holders aware ahead of time that they should lodge their complaints in the 'form' provided if inappropriate spatial or textual data have been recorded and displayed. • Spouses need to come to the places of public display. • FHHs and land holders living outside the <i>Kebele</i> need to be communicated with and their presence during the public display ensured. • Land holders with physical or health problems should get representation approved by village elders. <p>During public display events KLAC/kAs will use their constituencies to reinforce messages that every land holder should turn up and verify facts about their landholding status.</p> <p>The display should be for a minimum of one month to give people sufficient time to attend. The map and attribute information is displayed in a public place and the public is invited to check the information for correctness. Confirmation and objections are recorded. The place of the display should be in an easily accessible location.</p> <p><i>Woreda</i> Land Administration staff will maintain oversight over this process.</p>	FTL, <i>Woreda</i> Administration, KLAUC, <i>Kebele</i> Administration
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	<ul style="list-style-type: none"> • Landholders should lodge their complaints in the ‘form’ provided if inappropriate spatial or textual data have been recorded and displayed. • Both spouses need to come to the places of public display. Parcels should not be considered checked unless both spouses are present. • FHHs and land holders living outside the <i>Kebele</i> need to be communicated with and their presence during the public display ensured. • Land holders with physical or health problems should get representation approved by village elders. • At least one member of the KLAUC will verify parcels recorded as communal land <p>During public display events KLAUC/kAs will use their constituencies to reinforce messages that every land holder should turn up and verify facts about their landholding status.</p> <p>The display should be for a minimum of one month to give people sufficient time to attend. The map and attribute information is displayed in a public place and the public is invited to check the information for correctness. Confirmation and objections are recorded. The place of the display should be in an easily accessible location. <i>Woreda</i> Land Administration staff will maintain oversight over this process.</p>	
4	<p>Public display commences at the <i>Kebele</i> office or another convenient sheltered location. The site should be identified with the help of the KLAUC and village elders. The location should consider people with mobility restrictions, and be easily accessible. The FTL will work with the KLAUC to:</p> <ul style="list-style-type: none"> • Identify an appropriate location/site in the <i>Kebele</i> with the help of KLAUC; • Prepare all necessary materials for the public display posting, including: <ul style="list-style-type: none"> ➤ Staples and stapler; ➤ Small nails; ➤ Small hammer; ➤ 2cm x 3cm wooden planks; ➤ Strong and transparent plastic; ➤ Sheltering plastic if necessary; ➤ Other items as needs arise; • Post the parcel index map and list of land holders as shown in Figure 14 below. Ensure that the parcel maps and land holder lists are placed at a height 	FTL, KLAUC, Parasurveyors, FDR

Task Number	Description	Person(s) Responsible
	<p>which is easily accessible and readable to all visitors.</p> <p>Public display – O&C staff should:</p> <ul style="list-style-type: none"> • give initial orientation to land holders to find and check displayed information; • record attendance; • support land holders to check textual information on the list; • support land holders to find their parcels on the index map; • record minor errors and mistakes to be corrected (e.g. spelling mistakes, errors by data recorders); • record claims and objections that need further verification (e.g. errors by surveyors, objections requiring a court decision); • collect signatures to confirm correct data. Spouses must sign in both families headed by men and women. The team should be supportive to VGs, and mindful of land holders who are cared for by guardians. Guardians or caretakers should identify their official designation. <p>Any corrections made to the land holder list or field maps are recorded on a corrections form. Spatial corrections are recorded on the field map in red ink to distinguish them from the original data. The use of 'white out'/tippex' is forbidden in all circumstances.</p> <p>Errors identified in the back office and recorded on the Parcel Error Reporting Form must be corrected and the form updated accordingly.</p> <p>Any newly arising disputes are recorded on a dispute form and as a correction on the correction form. The disputes box will be ticked on the corresponding FRF.</p> <p>Any resolved disputes are recorded on the correction form.</p> <p>If claimant details have changed (e.g. transaction of any sort) and evidence is provided, then this is recorded as a correction on the correction form.</p> <p>Any boundary changes are carried out by a Parasurveyor in the presence of the claimant and any other interested party (including neighbours and KLAUC). When a change</p>	

Task Number	Description	Person(s) Responsible
	<p>field map in red pen and writes a report for submission to GIS DTs.</p> <p>Each visitor to O&C signs a signature form to record that they have checked their claim.</p> <p>The O&C team provides a field report at the end of every week to the WC.</p>	
4.1	<p>Categorisation of Corrections: During the public display period, the Objection and Correction Committee (O&CC) will evaluate the cases and classify the filled FRFs requiring corrections either as Major or Minor types and record the correction in the Correction Form.</p>	O&CC, FTL
4.2	<p>Minor corrections</p> <p>The correct data shall be recorded in the filled FRFs by cancelling the incorrectly recorded entry with a red line and writing the correct data in the new FRF. Correcting fluid (White Out, Tippex) shall NOT be used under any circumstances. For parcels with incomplete information, the missing information will be entered by interviewing the landholder in the presence of the KLAC representatives. After the correction, the corrected newly filled FRFs should be labelled at the top as CORRECTED – MINOR CORRECTIONS in capital letters using a red pen.</p> <p>Every day, the corrected FRFs shall be put in a file box labelled as CORRECTED –MINOR CORRECTION and all FRFs in the box sub-divided by a separator showing Spelling and minor correction sand Incomplete information.</p>	O&CC, FTL
4.3	<p>Major Corrections</p> <p>As for minor corrections, all cases should be recorded in the Correction Form. The FTL shall assign the O&CC staff in a planned manner to ensure greatest efficiency for field re-adjudication and re-demarcation in accordance with the procedures described in Chapter 11 of the SLLC manual. Once the major corrections are completed, the original and newly corrected FRFs will be filed in a file box, labelled as CORRECTED–MAJOR CORRECTIONS and the FRFs separated by separators labelled as Original FRFs and Corrected FRFs.</p>	O&CC, FTL

Task Number	Description	Person(s) Responsible
4.4	<p>Recording parcels held by deceased persons: If any of the following take place after field demarcation/adjudication is completed or during Public Display, the record should be updated:</p> <ul style="list-style-type: none"> • For a parcel belonging to one or more deceased persons, an established heir achieves the age of majority (>18 years) they will be registered accordingly • Heirs are established by a court – the appropriate procedure described in Module 10 will be followed in order to update and correct the record • A landholder dies prior to public display - – the appropriate procedure described in Module 10 will be followed in order to update and correct the record <p>The records may be updated using the standard public display corrections forms.</p>	
4.5	<p>Polygamous Households</p> <p>There can be changes in polygamous household composition after field adjudication and demarcation. The old record should be corrected and classified as a MAJOR CORRECTION.</p>	
4.6	<p>Incomplete Corrections</p> <p>For partially completed corrections (both major and minor), the FRFs and corrections forms will be kept in the field until the correction information is complete. If a correction is not complete at the end of the Public Display period the forms will be clearly labelled INCOMPLETE CORRECTIONS – MINOR CORRECTION, or INCOMPLETE CORRECTIONS – MAJOR CORRECTION accordingly. These forms will be returned to the Woreda Coordinator at the end of the Public Display period.</p>	O&CC, FTL
5	<p>The FTL responsible for the O & C shall collect and submit all the corrected FRFs to the Woreda Coordinator (WC)</p> <p>At the end of the O&C period, the team hands over all records, forms and maps to the FTL who conveys them to the WC.</p>	FTL, WC
OUTPUT	Corrected field forms and field maps. Parcel Error Reporting Form.	FTL

It is critical that field teams ensure the genuine participation of women and vulnerable groups in this process. Annex 2 – Gender and Social Inclusion Guidelines gives more detail on how this may be

achieved. In summary, field teams must:

- Make clear during PAC activities that both husband and wife must be present
- Insist on the presence of wives public display
- Ensure female representatives present at public display
- Give priority to women with children, the elderly and vulnerable groups in the queue

13.5.1 - Correction categories

Correction of the textual data is classified into the following two categories:

Minor Correction: Refers to the data which are incomplete or with minor mistakes that occurred when filling in the Field Registration Form (FRF) during field adjudication and demarcation. These corrections do not call for a new FRF to be filled in. The following two types of corrections are defined under this category:

- Spelling mistakes and some incorrectly recorded data
- Misspelling of names (i.e. first, second or grandfather's name);
- Incorrectly recorded data such as sex, age, etc.
- Incomplete information
- Tenure type/type of holding;
- Photo ID;
- Holding ID number;
- Means and years of acquisition;
- Land use type; and
- Soil fertility
- Signature

Major Correction: these are corrections required when change of the current registered owner for a particular parcel or holding is required or when all the information entered in the FRF is incorrect. These types of corrections call for a new FRF to be completed in the field. Cases might be many but examples may include the following:

- When two or more parcels are incorrectly recorded as one parcel. This may occur if a parcel is recorded as a multi-part polygon, or if a Parcel ID is accidentally duplicated.
- When one parcel is registered as two or more parcels
- A complete transfer of holding for a parcel supported with proper documentation;
- If the landholder's information filled in the FRF is completely wrong or missing;

13.6 Risk Mitigation

Risks	Mitigation	Task Ref.
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Land holders do not check their data.	KLAUC member is employed to encourage claimants to come to the <i>Kebele</i> office. Public awareness-raising activities encourage land holders to attend. Site of public display is convenient for the public.	4
Writing in the registers is unclear, leading to mistakes being made in iMASSREG.	FTL checks and comments on the legibility of the writing.	4
Loss of forms or field maps.	Insured for loss of information. FTL responsible for the safety of the forms and field maps.	4
Land holders miss the opportunity to provide data.	Public awareness raising informs claimants that they have another opportunity to provide this information.	4
A claimant who wishes to dispute a claim does not feel able to come forward.	KLAUC must give special attention to the disadvantaged and women.	4
Some materials for O&C are missing.	Checklist is created.	1

13.7 Reporting and Monitoring

O&C 1: Weekly Public Display (O&C) Field Report

Objective of the Report To identify how many changes and disputes have been raised in the *Woreda*, by *Kebele*.

Timeframe This report must be completed and submitted by the end of every Friday

Sources Entered manually by the *Woreda* Coordinator

Verification *Woreda* Coordinator will carry out spot checks

Submitted to Regional Coordinator.

Feeds Information into *Woreda* Weekly Report

	Region	Woreda	Kebele	Number of New Parcels	Number of Parcels Corrected	Number of Parcels in Dispute	Number of Parcels which are no longer in Dispute	Number of parcels which now have full information	Start date of Public Display (O&C) in that Kebele	W/C	Remarks
--	--------	--------	--------	-----------------------	-----------------------------	------------------------------	--	---	---	-----	---------

Description	Name of Region	Name of Woreda	Name of Kebele	Number of new PI's	Number of PI's where corrections allowed	The number of parcels where disputes arose during Public Display (O&C)	The number of parcels where the dispute has now been resolved since demarcation	The number of parcels which now have full information which didn't during demarcation	The date for when Public Display (O&C) commenced in that Kebele	Date at the start of the week	Any remarks from the Woreda Coordinator
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O&C 2: Woreda Public Display (O&C) Summary Report

Objective of the Report To record the number of changes to parcel information and disputes in that *Woreda*

Timeframe This report must be completed and submitted by Week 33

Sources *Woreda* Coordinator manually fills out the form

Verification *Woreda* Coordinator will carry out spot checks

Submitted to The *Woreda* Coordinator will submit to the Regional Coordinator through the monthly report

Feeds Information into Public Display (O&C) Regional Summary
Kebele Timeframe Report

Description of Report Template

	Region	Woreda	Kebele	Number of New Parcels	Number of Corrections	Number of Parcels with full information through Public Display (O&C)	Number of Parcels in Dispute during Public Display (O&C)	Number of Parcels which are no longer in Dispute	Number of parcels which now have full information	Start date of Public Display (O&C) in that Kebele	End date of Public Display (O&C) in that Kebele	Remarks
Description	Name of the Region	Name of Woreda	Name of Kebele	Number of new PI's	Number of corrections identified	Number of parcels which now have full information which didn't before	Number of parcels which are now in dispute but were not before	The number of parcels where the dispute has now been resolved since demarcation	The number of parcels which now have full information which didn't during demarcation	The date for when the Verification commenced in that Kebele	The date for when the Verification concluded in that Kebele	Any remarks from the Woreda Coordinator

O&C 3 Regional Public Display (O&C) Summary Report

Objective of the Report To summarise the final results of public display (O&C) in that region

Timeframe This report must be updated and submitted by the end of Week 33 for each *Woreda*

Sources Entered manually from O&C 2 by the Regional Coordinator

Verification Regional Coordinator carries out checks against *Woreda* plans

Submitted to Land Coordinator, M&E Manager

Feeds Information into Logframe
Monthly Reports
Quarterly Reports

Description of Report Template

	Region	Woreda	Kebele	Number of New Parcels	Number of Corrections	Number of Parcels with full information through Public Display (O&C)	Number of Parcels in Dispute during Public Display (O&C)	Number of Parcels which are no longer in Dispute	Number of parcels which now have full information	Start date of Public Display (O&C) in that Kebele	End date of Public Display (O&C) in that Kebele	Remarks
--	--------	--------	--------	-----------------------	-----------------------	--	--	--	---	---	---	---------

<i>Description</i>	<i>Name of the Region</i>	<i>Name of Woreda</i>	<i>Name of Kebele</i>	<i>Number of new PI's</i>	<i>Number of corrections identified</i>	<i>Number of parcels which now have full information which didn't before</i>	<i>Number of parcels which are now in dispute but were not before</i>	<i>The number of parcels where the dispute has now been resolved since demarcation</i>	<i>The number of parcels which now have full information which didn't during demarcation</i>	<i>The date for when the Public Display (O&C) commenced in that Kebele</i>	<i>The date for when the Public Display (O&C) concluded in</i>	<i>Any remarks from the Woreda Coordinator</i>
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13.8 ANNEX

Figure 14: Example of Land Holder List

ለህዝብ እይታ የቀረበ የወሌንፎ ሁለተኛ ቀበሌ የ2ኛ ደረጃ የይዞታ ማረጋገጫ መረጃ

ተ.ቁ	ባለይዞታ አንድ	ሰ 1	ባለይዞታ ሁለት	ሰ 2	ሞዛዚት	የማሳ ስፋት	የአረንጓዴ ደብተር ቁጥር	ግጭት	የማሳ መለያ ቁጥር	የካርታ ቁጥር
1	አባይነሽ ወልደየስ አዲሴ	ሴት	የለም	የለም	የለም	0.458	1016304	የለም	309	18
2	አባይነሽ አብዱ ጆማል	ሴት	የለም	የለም	የለም	0.691	1016542	የለም	1094	12
3	አብዱ አንዳላ በሽር	ወንድ	አሊማምሲጋኖ	ሴት	የለም	0.111	1016353	የለም	2044	9
4	አብዱ አንደረስ አህመድ	ወንድ	ዘምዘም ተካ	ሴት	የለም	0.163	1010356	የለም	3266	22
5	አብዱ አንደረስ አህመድ	ወንድ	ዘምዘም ተካ	ሴት	የለም	0.158	1010356	የለም	3236	22
6	አበበ ባሩዳ ገብረየስ	ወንድ	መቅደስ ተሊላ አንደታ	ሴት	የለም	0.148	1010598	የለም	2008	5
7	አበበ ባሩዳ ገብረየስ	ወንድ	መቅደስ ተሊላ አንደታ	ሴት	የለም	1.209	1010598	የለም	2006	5
8	አበበ በላይነህ በላቸው	ወንድ	አባይነሽ ወዴ ሹራሞ	ሴት	የለም	0.224	1016574	የለም	1444	24
9	አበበ በላይነህ በላቸው	ወንድ	አባይነሽ በደበ	ሴት	የለም	0.338	1016574	የለም	438	18
10	አበበ በላይነህ በላቸው	ወንድ	አባይነሽ ባዴበ	ሴት	የለም	0.068	1016574	የለም	442	18
11	አበበ በላይነህ በላቸው	ወንድ	አባይነሽ ባዴበ	ሴት	የለም	0.132	1016574	የለም	444	18
12	አበበ ደሳለኝ	ወንድ	አረጋሽ አርጋው	ሴት	የለም	0.895	1010681	የለም	2075	9
13	አበበ ደሳለኝ	ወንድ	አረጋሽ አርጋው	ሴት	የለም	0.119	1010681	የለም	2095	9
14	አበበ ደሴሽን	ወንድ	አረጋሽ አርጋው	ሴት	የለም	0.4	1010681	የለም	3088	20
15	አበበ ቅናቹ	ወንድ	ዘንበች መለሰ ደረግ	ሴት	የለም	0.465	1016556	የለም	418	18
16	አበበ ቅናቹ ደሰራ	ወንድ	ዘንበች መለሰ ደረግ	ሴት	የለም	0.078	1016556	የለም	410	18
17	አበበ ቅናቹ ደሰራ	ወንድ	ዘንበች መለሰ ደረግ	ሴት	የለም	0.334	1016556	የለም	413	18
18	አበበ ለማ አልዬ	ወንድ	ታደላች ገለቱ ከፊቱ	ሴት	የለም	0.359	1010227	የለም	2502	26

Figure 15: Example of Land Holder Signature List

ለህዝብ እይታ የቀረበ የወሌንፎ ሁለተኛ ቀበሌ የ2ኛ ደረጃ የይዞታ ማረጋገጫ መረጃ

ተ.ቁ	ባለይዞታ አንድ	ሰ 1	ባለይዞታ ሁለት	ሰ 2	ሞዛዚት	የማሳ ስፋት	የአረንጓዴ ደብተር ቁጥር	ግጭት	የማሳ መለያ ቁጥር	የካርታ ቁጥር	ዕ ደጃ
1	አባይነሽ ወልደየስ አዲሴ	ሴት	የለም	የለም	የለም	0.458	1016304	የለም	309	18	
2	አባይነሽ አብዱ ጆማል	ሴት	የለም	የለም	የለም	0.691	1016542	የለም	1094	12	
3	አብዱ አንዳላበሽር	ወንድ	አሊማምሲጋኖ	ሴት	የለም	0.111	1016353	የለም	2044	9	
4	አብዱ አንደረስ አህመድ	ወንድ	ዘምዘም ተካ	ሴት	የለም	0.163	1010356	የለም	3266	22	
5	አብዱ አንደረስ አህመድ	ወንድ	ዘምዘም ተካ	ሴት	የለም	0.158	1010356	የለም	3236	22	
6	አበበ ባሩዳ ገብረየስ	ወንድ	መቅደስ ተሊላ አንደታ	ሴት	የለም	0.148	1010598	የለም	2008	5	
7	አበበ ባሩዳ ገብረየስ	ወንድ	መቅደስ ተሊላ አንደታ	ሴት	የለም	1.209	1010598	የለም	2006	5	
8	አበበ በላይነህ በላቸው	ወንድ	አባይነሽ ወዴ ሹራሞ	ሴት	የለም	0.224	1016574	የለም	1444	24	
9	አበበ በላይነህ በላቸው	ወንድ	አባይነሽ በደበ	ሴት	የለም	0.338	1016574	የለም	438	18	
10	አበበ በላይነህ በላቸው	ወንድ	አባይነሽ ባዴበ	ሴት	የለም	0.068	1016574	የለም	442	18	
11	አበበ በላይነህ በላቸው	ወንድ	አባይነሽ ባዴበ	ሴት	የለም	0.132	1016574	የለም	444	18	
12	አበበ ደሳለኝ	ወንድ	አረጋሽ አርጋው	ሴት	የለም	0.895	1010681	የለም	2075	9	
13	አበበ ደሳለኝ	ወንድ	አረጋሽ አርጋው	ሴት	የለም	0.119	1010681	የለም	2095	9	
14	አበበ ደሴ ሽንፊ	ወንድ	አረጋሽ አርጋው	ሴት	የለም	0.4	1010681	የለም	3088	20	
15	አበበ ቅናቹ	ወንድ	ዘንበች መለሰ ደረግ	ሴት	የለም	0.465	1016556	የለም	418	18	
16	አበበ ቅናቹ ደሰራ	ወንድ	ዘንበች መለሰ ደረግ	ሴት	የለም	0.078	1016556	የለም	410	18	
17	አበበ ቅናቹ ደሰራ	ወንድ	ዘንበች መለሰ ደረግ	ሴት	የለም	0.334	1016556	የለም	413	18	
18	አበበ ለማ አልዬ	ወንድ	ታደላች ገለቱ ከፊቱ	ሴት	የለም	0.359	1010227	የለም	2502	26	

Complaints/Claimants Form

To understand and record the nature of complaints, a wider sufficient space is allotted to write the nature of the complaints than to describe the different attribute of a particular parcel(s). The suggested "Complaints/Claimants Form" is shown in the table below.

Table 5: Complaints/Rebuttal/Claimants' Form

Region:		Zone:	Woreda:	Kebele:
Parcel Number	Name of the Land holder	Rebuttals on Adjudication Map in reference with the UPIN	Rebuttal on judicial data in reference with UPIN	Signature

[illegible][illegible]

Figure 18: Public Display Agreement Form

FORM-2-PUBLIC DISPLAY AGREEMENT FORM							
REGION:		ZONE:	WOREDA:		KEBELE:		
No.	Name	Father's Name	Grandfather's Name	Sex	UPI	Date	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							

Figure 19: Minor Errors Registration Form

[illegible]

Figure 18: Land Holder List on Display



14 Post-Public Display Data Correction

14.1 Objective

To update the iMASSREG database with new and corrected information obtained during the objections and corrections period.

14.2 Outcome

Full and correct claimant information for all adjudicated parcels.

14.3 Process Linkages

Preceding Process Event	Public display – objections & corrections
Concurrent Process Event	Post-O&C parcel correction and extract generation
Proceeding Process Event	Certificate preparation

14.4 Glossary of Terms

Term	Definition
iMASSREG	Mass Registration database – a database created for large-scale recording of SLLC claims data and high-volume certificate production.
Village Lists	An excel spreadsheet of all UPIs in one <i>Kebele</i> and corresponding villages.
Checking Lists	A printout of information in the iMASSREG Database that is checked against records from the claim and dispute forms.

14.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	All O&C recorded during public display period should be classified and recorded as “minor” and “major” corrections and the required corrections recorded in the “Correction Form”. WC and TTL to check and accept Parcel Error Reporting Form (See Section 12.8), Major and Minor Corrections Forms and Objection Forms (See Section 13.8)	FTL, WC, TTL

1	WC and TTL distribute the correction tasks to DEOs. All corrected and additional information in the corrections forms is entered into the iMASSREG database. Once a <i>Kebele</i> is completed, the dispute forms for that <i>Kebele</i> are checked to ensure all disputes are flagged in NRLAIS. Each corrections sheet is marked and dated by a Data-entry Operator (DEO) to indicate that the corrections have been applied in iMASSREG.	WC, DEO, TTL
2	The TTL generates a check list from the iMASSREG system listing parcel and land holder attributes per <i>Kebele</i> . These are printed and checked against field forms and corrections forms. If there is a difference, the sheet is annotated clearly with the correction. Corrections are then applied into the iMASSREG database. The DEO who made the correction then signs the checking lists.	WC, DEO
3	WC confirms with senior GIS technician unit that the POSTGIS database for the <i>Kebele</i> is updated (see proceeding process).	WC, TTL
4	The WC then informs the Regional Coordinator that the <i>Kebele</i> is ready for approval by the Head of the <i>Woreda</i> Land Administration.	WC, Regional Coordinator
OUTPUT	Complete and correct information for all adjudicated parcels is entered into iMASSREG.	

14.6 Risk Mitigation

Risks	Mitigation	Task Ref.
Approval of parcels with incorrect spatial information.	Spatial records are updated automatically through the POSTGIS database.	WC

14.7 Reporting and Monitoring

DEC: Data Entry Staff Performance

Objective of the Report To record the number of parcels entered in the week per data-entry staff member in the *Woreda*.

Timeframe This report must be completed and submitted every Friday

Sources MASSREG automatically records the data. *Woreda* Coordinator enters some fields

Verification

Woreda Coordinator will carry out a spot check of the number printed

Weekly Summaries are checked against monthly summaries to ensure the figures are correct

Submitted to

The *Woreda* Coordinator will submit to the Regional Coordinator through the weekly report.

Feeds Information into *Woreda* Weekly Report

Description of Report Template

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	12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15 Post Public Display Parcel Correction and Extract Generation

15.1 Objective

To ensure parcel boundaries are correct and that spatial data are ready to be processed into a land user right certificate.

15.2 Outcome

All corrected parcel boundaries are digitized, and parcel areas and cadastral extracts are available.

15.3 Process Linkages

Preceding Process Event	Objections and corrections
Concurrent Process Event	Post-O&C data correction
Proceeding Process Event	Certificate preparation

15.4 Glossary of Terms

Term	Definition
Cadastral Extract	An image showing the parcel, its nearest neighbours, and their respective UPI numbers.
Topology	The shared geometry of the parcel polygons. Unexplained gaps or overlaps between polygons should be avoided.

15.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	Annotated field maps showing corrections made during O&C.	WC
1	Objections and corrections report received from WC by Senior GIS Technician – allocated to DT.	WC, TTL, DT
2	DT applies corrections to the digital parcel map and checks topology between parcels and adjacent Kebeles. She/he prepares completes the Parcel Error Reporting Form (See Section 12.8 and SIGN 10) on the corrections made.	DT
3	If any additional corrections or clarifications resulting from O&C changes or topology issues are identified, the DT notifies the WC in a short 'Post-O&C Corrections Report'.	DT, WC

Task Number	Description	Person(s) Responsible
4	FTL collects post-O&C corrections report and corresponding field maps. FTL confirms receipt of the field maps by signing the field map register.	DT, WC, FTL
5	FTL supervises a team of two Parasurveyors to make field corrections. These are performed in the presence of the owner, neighbours, and a member of the KLAUC. Corrections are marked in red ink on the field maps and a report on all corrections is compiled.	FTL, Parasurveyor
6	Corrections report and field maps are returned to the TTL by the FTL. Field maps are checked against the field map register. If any field maps are missing they are not accepted and the TTL reports the issue to the WC.	FTL, TTL
7	DT applies corrections using paper field map for reference and prepares a corrections report. Any outstanding issues are referred back to the WC and steps 3 to 6 above are repeated.	DT, WC
8	DT performs a manual check to ensure that the correct coordinate and projection systems are being used. Data are 'cleaned' according to GIS training guides (to be provided at a training event).	DT
OUTPUT	DT informs the TTL and the WC that the <i>Kebele</i> is ready for approval and saves the final data to the POSTGIS database.	DT, WC, TTL
9	Once approved (see approval procedure), cadastral extracts for the certificate are automatically generated by the iMASSREG printing module.	Automatic on approval
10 (non-critical path)	ST scans the corrected field maps for digital archiving (geo-referencing is not required).	ST
Output (data)	Corrected parcel dataset and cadastre.	TTL

15.6 Risk Mitigation

Risks	Mitigation	Task Ref.
Field corrections take too long.	FTLs will be available at all times. Maximum time limit of one week for	4

	field corrections.	
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15.7 Reporting and Monitoring

PDC: Parcel Digitisation Corrections

Objective of the Report	To record the number of parcels which required corrections as a result of manual checks by staff
Timeframe	This report must be completed and submitted by the end of Week 29
Sources	Manually entered by field survey teams. They will tally each correction made and then enter the total into the spreadsheet
Verification	Woreda Coordinator can carry out a spot check of the number printed
Submitted to	The Woreda Coordinator will submit to the Regional Coordinator through their Weekly Report.
Feeds Information into	Woreda Weekly Report

Description of Report Template

	#	Region	Woreda	Kebele	# of Parcels at SLIC	# of Corrections Made After SLIC Entering	# of Parcels at the end of Public Display (O&C)	# of Corrections Made After Public Display (O&C)	# of Parcels at the end of Lease Distribution	# of Corrections Made During Lease Distribution
Description	Number of Kebele- DE	Name of Region- MassReg	Name of Woreda- MassReg	Name of Kebele- MassReg	Total Number of Parcels at the end of SLIC- QGIS	Total Number of Corrections after SLIC- GIS Coordinator	Total Number of Parcels at the end of Public Display (O&C)- QGIS	Total Number of Corrections after Public Display (O&C)- GIS	Total Number of Parcels at the end of Lease Distribution- QGIS	Total Number of Corrections during Lease Distribution- GIS Coordinator

16 Certificate Preparation

16.1 Objective

To prepare complete certificate documents, with correct information, for distribution.

16.2 Outcome

Printed certificate documents ready for distribution.

Readers should also refer to SIGNs 10 and 12 for further details of this process.

The Certificate: The specific contents of the 'Landholding Certificates' are defined by existing legislation, customs and traditions. The existing 1st- and modified 2nd-level landholding certificates and the draft national rural land registration regulation were used as a basis to draft the content of the 2nd-level landholding certificate. Accordingly, a parcel-based certificate which facilitates easier updating of the land register, and which is not loaded with too much information, was designed. The landholding certificate is a one-page document containing descriptions about the land holder, parcel location and dimension, signature, and the duties and responsibilities of the land holder

16.3 Process Linkages

Preceding Process Events	Post-O&C data correction Post-O&C parcel correction and extract generation
Proceeding Process Events	Certificate distribution

16.4 Glossary of Terms

Term	Definition
Issuance Lists	Issuance lists document the UPI, claimants' names, date of issuance, certificate number, signature, and issuing official for each village.
UPI Approval List	Lists of UPIs of all approved parcels in a <i>Kebele</i> .

16.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	WC is informed by TTL and DEOs that data are ready for approval.	WC
1a	Parcels are approved electronically in batches using the MASSREG automated approval system. Certificate preparation and printing procedures are described in SIGN 10.	Head of <i>Woreda</i> Land Administration
1b	Once approved (see approval procedure), cadastral extracts for the certificate are automatically generated by	Automated through

Task Number	Description	Person(s) Responsible
	iMASSREG module. Certificates containing both spatial and non-spatial data are then automatically generated.	MASSREG
2	<p>When preparing the certificate, the following guides shall be adopted:</p> <ul style="list-style-type: none"> • If the parcel is a joint property of the husband and wife, the certificate shall be made jointly in both the husband's and wife's name; • If the land holder is deceased and the heirs are still under age, the land register, as well as the certificate, shall be made in their name; however, the management of the land shall be under the appointed guardian(s); <p>For parcels of land that are still under dispute, only land records are made and no certificate shall be prepared and issued.</p>	WC, Head of <i>Woreda</i> Land Administration, automated through MASSREG
3	<p>Landholding certificates for the <i>Kebele</i> are then printed.</p> <p>Before printing certificates for all approved parcels in a kebele, the TTL will print 1 – 2% of the total to verify the correctness of the following:</p> <ul style="list-style-type: none"> • Name of the kebele • Name of the landholders • Areas of all parcels under a particular holding <p>Taking particular note of the following:</p> <ul style="list-style-type: none"> • Parcels without textual information • Area=0 in public display printout • Area=0 on certificate • No extract on certificate (blank) • Incorrect area on certificate <p>In the event that these errors are encountered, the TTL will check the following, making corrections where required:</p> <ul style="list-style-type: none"> • Parcel Id field: Make sure that the parcel ID field on the spatial database is named <i>parcel_id</i> in lower-case letters. If is not, rename the field in PostgreSQL Admin application. • Parcel ID field data type – The data type should be numeric (integer) with a width of 5. If not, create a new numeric field, copy the data to this new field and delete the old field. • Spelling errors on kebele name / Naming procedures – The proper procedure for naming a kebele is “<i>kebele_name_code</i>”, e.g. <i>adele_qobna_borobor_070105049</i>. Rename any kebele which has not been named thus. Don't forget the zero in front of the code. Make sure the spelling of the kebele name is the same as the textual database. 	WC, Head of <i>Woreda</i> Land Administration, TTL

Task Number	Description	Person(s) Responsible
	The TTL will confirm that the Woreda Land Office Head / LIFT Focal Point is satisfied with the print sample. This process is also described in SIGN 12.	
4	<p>UPIs of all certificates are compared to a printing ticklist and verified by the Land Registration Expert of the <i>Woreda</i> Land Administration to ensure that all certificates have been printed.</p> <p>The printed certificates are electronically signed by the <i>Woreda</i> Land Administration Head.</p> <ul style="list-style-type: none"> The landholding certificates are packed into boxes. The boxes are labelled with the <i>Woreda</i>, <i>Kebele</i>, and range of UPI Numbers contained within. 	Stamping Team, WC, and “Land Registration Expert” from the WLAO
5	Ticklist shows that all parcels which have been approved, have been printed, and are ready for handover to the FTL.	FTL
OUTPUT		

16.6 Risk Mitigation

Risks	Mitigation	Task Ref.
Approved <i>Kebeles</i> not printed.	The WC compares the ticklist (as used during certificate checking) with approved parcels to note unprinted certificates. These are then printed.	4

16.7 Reporting and Monitoring

CPW: Certificate Production Weekly Report

Objective of the Report	To record the number of certificates produced in the <i>Woreda</i> in that week
Timeframe	This report must be completed and submitted every Friday
Sources	MASSREG automatically records them. The <i>Woreda</i> Coordinator enters some fields
Verification	<p><i>Woreda</i> Coordinator can carry out a spot check of the number printed</p> <p>Weekly summaries are checked against monthly summaries to ensure the figures are correct</p>
Submit to?	The <i>Woreda</i> Coordinator will submit to the Regional Coordinator through the weekly report

Feeds Information to? Woreda Weekly Report

Description of Report Template

	Woreda	Sub-Woreda	Kebele	Kebele	Kebele	Sub-Woreda	Sub-Woreda	Sub-Woreda	Sub-Woreda	Sub-Woreda
Woreda	Sub-Woreda	Kebele	Kebele	Kebele	Kebele	Sub-Woreda	Sub-Woreda	Sub-Woreda	Sub-Woreda	Sub-Woreda

CPMR: Certificate Production Monthly Report

Objective of the Report To record the number of certificates produced and their characteristics in that month in the *Woreda*

Timeframe This report must be completed and submitted by the 5th of every month

Sources MASSREG automatically records it. The *Woreda* Coordinator enters some fields

Verification *Woreda* Coordinator can carry out a spot check of the number printed
Monthly summaries will be checked against the summary data entry reports to ensure they are in balance

Submitted to The *Woreda* Coordinator will submit to the Regional Coordinator through the monthly report

Feeds Information into *Woreda* Monthly Report

Description of Report Template

	Woreda	Sub-Woreda	Kebele	Kebele	Kebele	Sub-Woreda	Sub-Woreda	Sub-Woreda	Sub-Woreda	Sub-Woreda
Woreda	Sub-Woreda	Kebele	Kebele	Kebele	Kebele	Sub-Woreda	Sub-Woreda	Sub-Woreda	Sub-Woreda	Sub-Woreda

FDE: Final Certificate Production Report

Objective of the Report To provide the final number of parcels approved and produced, with their characteristics, at the point of uplift into NRLAIS (currently iWORLAIS)

Timeframe This report must be completed and submitted by the end of

MASSREG automatically records it. The *Woreda* Coordinator enters some fields

Information will be checked against monthly and weekly reports

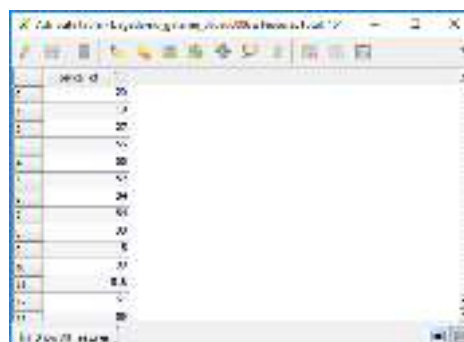
M&E Manager. This will inform the logframe and other key analysis reports. It will also be submitted to the Regional Coordinator as a record of progress

Logframe

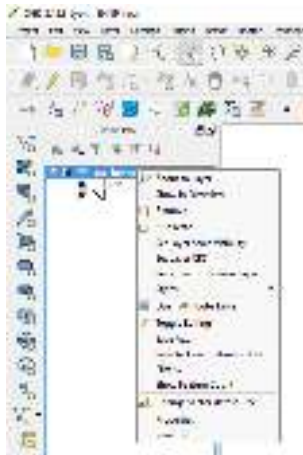
Subsequent Monthly and Quarterly Reports.

Sl. No.	Project Name	Project Description	Project Status	Project Manager	Project Sponsor	Project Steering Committee	Project Charter	Project Plan	Project Budget	Project Risk	Project Communication	Project Reporting	Project Review	Project Closure
1	Project A	Project A Description	Project A Status	Project A Manager	Project A Sponsor	Project A Steering Committee	Project A Charter	Project A Plan	Project A Budget	Project A Risk	Project A Communication	Project A Reporting	Project A Review	Project A Closure
2	Project B	Project B Description	Project B Status	Project B Manager	Project B Sponsor	Project B Steering Committee	Project B Charter	Project B Plan	Project B Budget	Project B Risk	Project B Communication	Project B Reporting	Project B Review	Project B Closure
3	Project C	Project C Description	Project C Status	Project C Manager	Project C Sponsor	Project C Steering Committee	Project C Charter	Project C Plan	Project C Budget	Project C Risk	Project C Communication	Project C Reporting	Project C Review	Project C Closure
4	Project D	Project D Description	Project D Status	Project D Manager	Project D Sponsor	Project D Steering Committee	Project D Charter	Project D Plan	Project D Budget	Project D Risk	Project D Communication	Project D Reporting	Project D Review	Project D Closure
5	Project E	Project E Description	Project E Status	Project E Manager	Project E Sponsor	Project E Steering Committee	Project E Charter	Project E Plan	Project E Budget	Project E Risk	Project E Communication	Project E Reporting	Project E Review	Project E Closure
6	Project F	Project F Description	Project F Status	Project F Manager	Project F Sponsor	Project F Steering Committee	Project F Charter	Project F Plan	Project F Budget	Project F Risk	Project F Communication	Project F Reporting	Project F Review	Project F Closure
7	Project G	Project G Description	Project G Status	Project G Manager	Project G Sponsor	Project G Steering Committee	Project G Charter	Project G Plan	Project G Budget	Project G Risk	Project G Communication	Project G Reporting	Project G Review	Project G Closure
8	Project H	Project H Description	Project H Status	Project H Manager	Project H Sponsor	Project H Steering Committee	Project H Charter	Project H Plan	Project H Budget	Project H Risk	Project H Communication	Project H Reporting	Project H Review	Project H Closure
9	Project I	Project I Description	Project I Status	Project I Manager	Project I Sponsor	Project I Steering Committee	Project I Charter	Project I Plan	Project I Budget	Project I Risk	Project I Communication	Project I Reporting	Project I Review	Project I Closure
10	Project J	Project J Description	Project J Status	Project J Manager	Project J Sponsor	Project J Steering Committee	Project J Charter	Project J Plan	Project J Budget	Project J Risk	Project J Communication	Project J Reporting	Project J Review	Project J Closure

1. Open the certificate template project in QGIS and load the shape from the spatial database. Open the attribute table. The field to be used for labeling and styling is “*parcel_id*”. Close the attribute table.



- 16-5

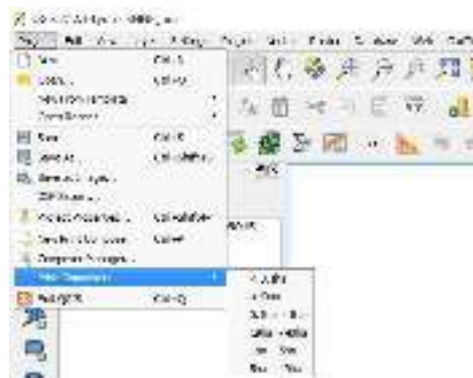


3. At the bottom left-hand side of the properties window, click on the “Style” button and select “Load Style”. Select your style file (.qml) and click “Open”. This style file will classify the shape and label it using “parcel_id”.



Extract Layout

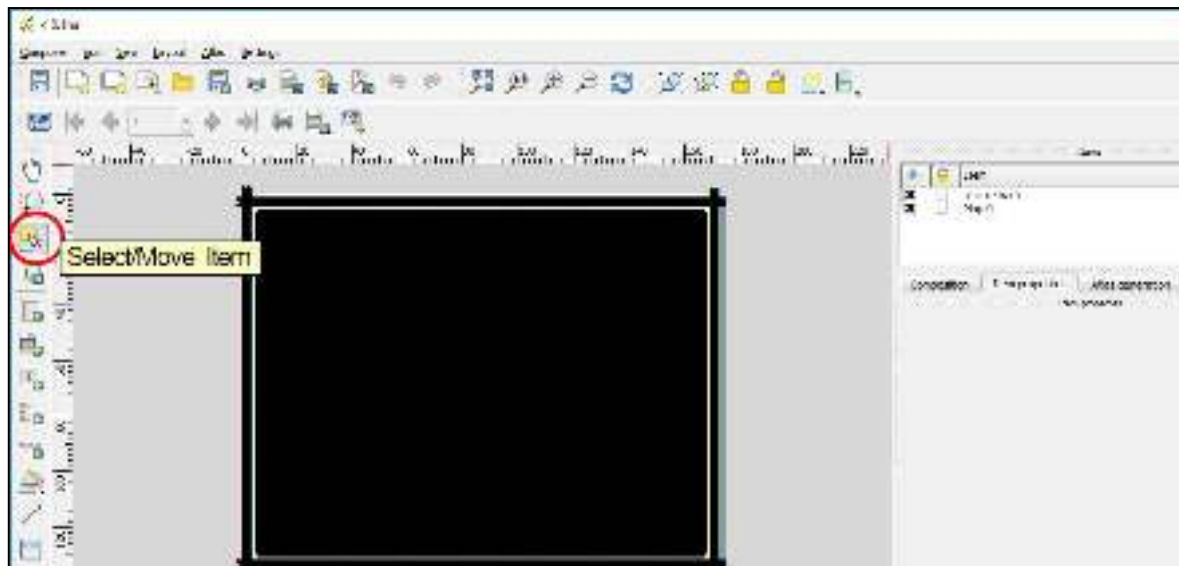
1. Navigate to *Project*→ *Print Composers*.



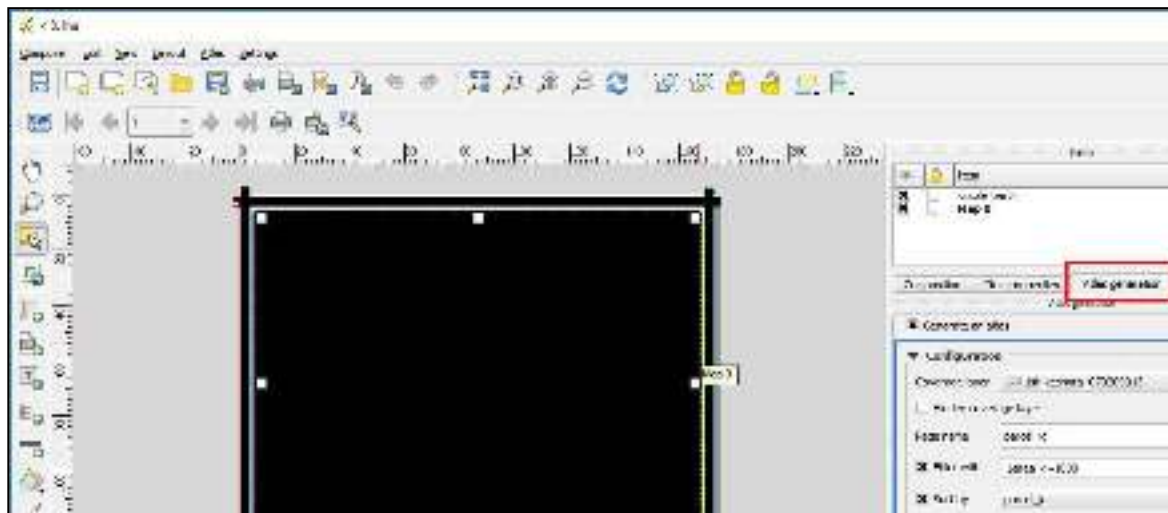
When the “Print Composers” sub-menu is expanded, six composer options will be offered, classified according to parcel area range.

< 0.1 ha
> 40 ha
0.1 ha - 1 ha
19 ha - 40 ha
1 ha - 5 ha
5 ha - 19 ha

2. Select the first category: < 0.1ha. The composer window pictured below will be displayed. Click on the “Select/Move Item” button as shown below. Click on the map canvas (the black filled square).



3. Navigate to the “Atlas Generation” tab.



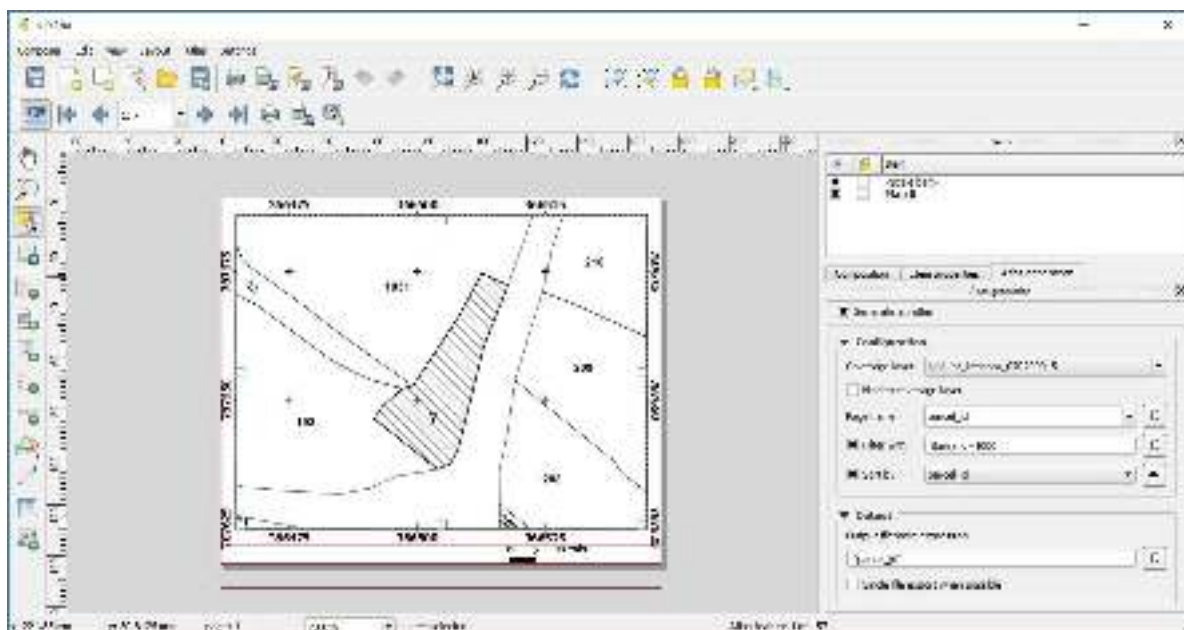
4. On the “Atlas Generation” tab, make sure that the kebele is selected as the “Coverage layer”.
The rest of the variables should be filled as shown below by default (if not, change them to fit).



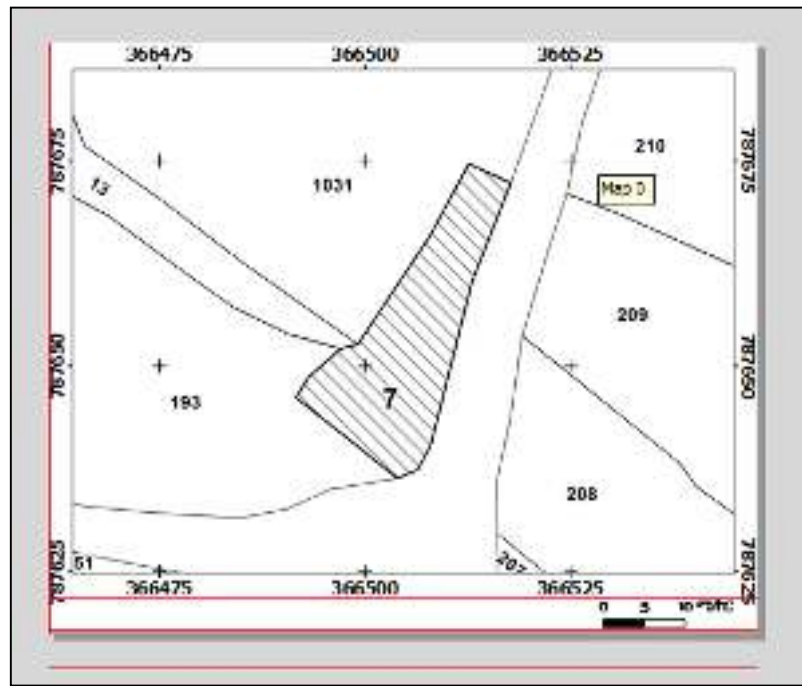
5. Next click on the “*Preview Atlas*” button found at the top left-hand corner of the composer window.



6. Your composer window should then look like this.

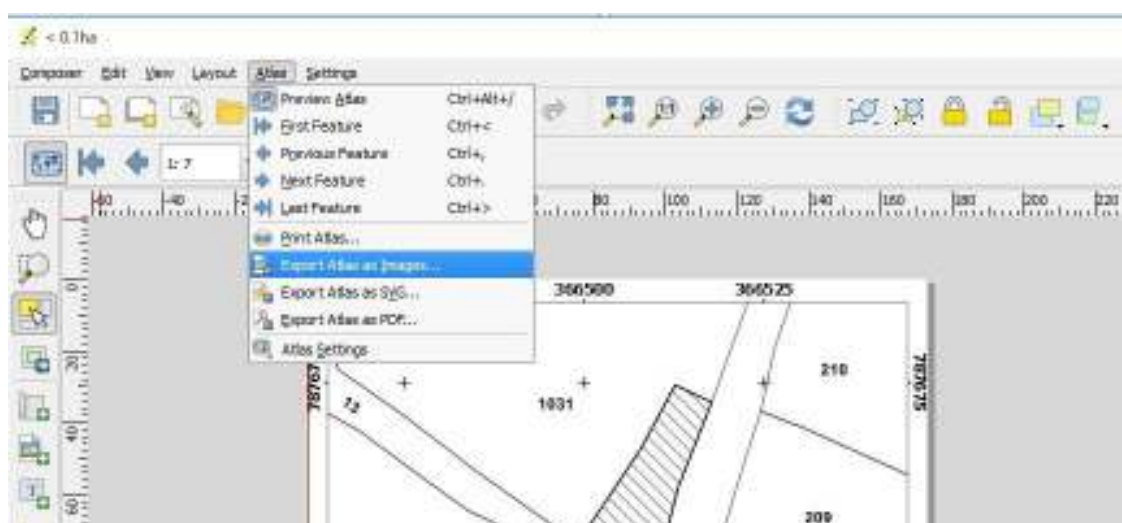


7. Notice that the scale bar is not at the right-side, where it should be, but closer to the center. Click on the “*Select/Move Item*” button and click on the scale bar. Now use the arrow keys on your keyboard to move the scale bar to the right so it aligns with the right border of the composer layout.

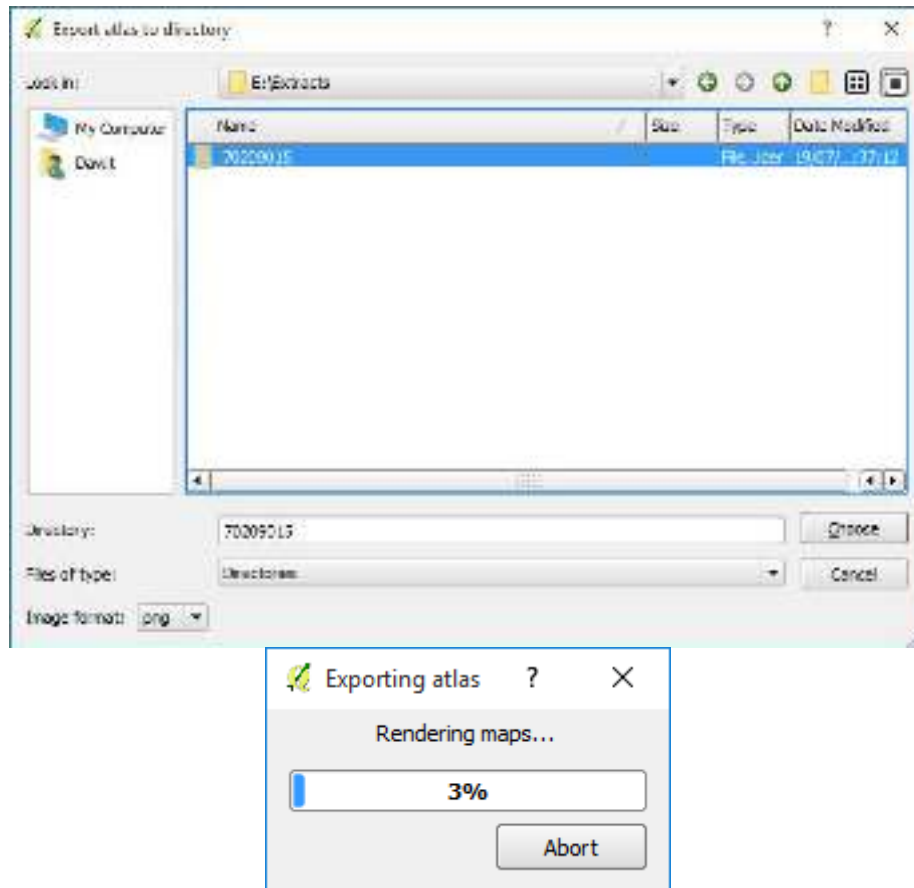


Exporting Parcel Extracts

1. On the top menu of the “*Print Composer*” window, click on the “*Atlas*” drop-down menu and select “*Export Atlas as Images*”.



2. In the “*Export Atlas to Directory*” dialog box, create a new folder and give the kebele code as the name. In the “*Files of type*” drop-down menu, select “.png” as the file type. Then click “*Choose*”.



3. Once the export has finished, go to the “*Print Composers*” sub-menu and repeat the process for each area range.

17 Certificate Distribution

17.1 Objective

To provide legally recognised land certificates to the land holder or his/her authorised representative.

17.2 Outcome

Certificates for approved parcels have been issued to the claimant, or are awaiting collection.

Readers should also refer to SIGN 11 for further details of this process

Following this process, the registration of transactions will continue through the Rural Land Administration System (RLAS) following the procedures set out in the RLAS Manual.

17.3 Process Linkages

Preceding Process Events	Certificate preparation
Proceeding Process Events	Maintenance through land administration

17.4 Glossary of Terms

Term	Definition
Certificate	An A4 document showing the attributes of the land holder and parcel, including an extract of the cadastre showing the parcel and neighbouring parcels.
Distribution Lists	Lists used during certificate distribution. The lists are prepared for each <i>Kebele</i> and they indicate UPI, claimants' names, date of issuance, photograph number, signature, and issuing official.

17.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	Printed certificate documents for Kebele.	WC

1	<p>A week before the certification event, the WC requests that the FTL start communication activities in the <i>Kebele</i>, informing land holders that certificate issuance will take place.</p> <p>The FTL approaches the KA and KLAUC and discusses the possibility of organising a Kebele-level public meeting in order to enhance the awareness of land holders on collecting 2nd-level rural land certificates. The KA and KLAUC may use posters, social and religious gatherings, as well as capitalise on already-established grassroots structures (sub-<i>Kebele</i> teams, 1-to-20/30 and 1-to-5 DGs) to sensitise and gather the public for the meeting.</p> <p>Similar to public display, LIFT may revert to using aggressive media campaigns including megaphone and</p>	FTL, KLAUC, KA
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Task Number	Description	Person(s) Responsible
	<p>traditional 'hooters' to ensure high turnout of land holders to collect their certifications. The public meeting is held by the FTL, KA and the KLAUC.</p> <p>The purpose of the public meeting will be:</p> <ul style="list-style-type: none"> • To Inform land holders that certification is the last output deliverable of the SLLC process, and nothing short of it will render an incomplete cycle; • To send a clear message that land holders should collect their land use certificate during the event; • To make the point clear that certification is evidence of land holdings that will be produced during land transaction and renewal of data in the aftermath of the land certification process; • Spouses need to come to the places of certification; • FHHs and land holders living outside the <i>Kebele</i> to be communicated with and their presence during certification ensured; • Land holders with physical or health problems should get representation approved by village elders. <p>The public will be informed of the certificate issuance process and further information can be provided if required. The public is encouraged to ask as many questions as possible and is invited to have discussions with the FTL, KA and KLAUC afterwards.</p>	
2	<p>The detailed process involved in landholding certificate distribution is described in SIGN 11. Certificate issuance commences and lasts for 1 week. The Certificate Issuance Committee is based at the <i>Kebele</i> office and is comprised of a FTL and a member of <i>Woreda</i> Land Administration staff. Certificates are piled in order of UPI.</p> <p>No new disputes can be raised during certificate issuance. These disputes will need to be raised through the land administration system.</p> <p>If collecting a certificate on behalf of a person in their care, guardians or care takers should identify their official designation. When the certificates are presented, the land holder or their representative will sign/thumbprint the certificate receipt form shown in Table 6 below.</p> <p>The FTL reports at the end of each week on how many certificates have been collected and how many parcels with new information have been made. They will keep a record of which certificates have been collected.</p>	FTL, KLAUC, <i>Woreda</i> Land Administration

Task Number	Description	Person(s) Responsible
2 (continued)	Certificates for communal land parcels must be collected by a member of the KLAUC holding the claim receipt. The certificate must be kept at the Kebele office.	
OUTPUT	<p>Report on collected certificates. Uncollected certificates are made available for collection at the <i>Woreda</i> Land Administration.</p> <p>Woredas and Kebeles will then begin the process of maintenance of the land register by processing land transactions in the rural land administration system, following the procedures set out in the RLAS Manual.</p>	FTL, <i>Woreda</i> Land Administration

17.6 Risk Mitigation

Risks	Mitigation	Task Ref.
Low certificate collection rates.	The FTL undertakes an extensive awareness campaign prior to the certificate issuance exercise.	FTL, KLAUC

17.7 Reporting and Monitoring

Certificate Issuance Weekly Report

Objective of the Report To record the number of certificates issued in the *Woreda* in that week

Timeframe This report must be completed and submitted every Friday

Sources Filled out by the *Woreda* Coordinator based upon tallies created at the issuance point

Verification *Woreda* Coordinator can carry out a spot check of the number printed

Weekly summaries are checked against monthly summaries to ensure the figures are correct

Submitted to The *Woreda* Coordinator will submit to the Regional Coordinator through the weekly report

Feeds Information into *Woreda* Weekly Report

Description of Report Template

	#	Region	Woreda	Kebele	# distributed	# Returned For Corrections	Date Distribution Commenced	W/C Date
--	---	--------	--------	--------	---------------	----------------------------	-----------------------------	----------

<i>Description</i>	<i>Number of Kebele-DE</i>	<i>Name of Region-MassReg</i>	<i>Name of Woreda-MassReg</i>	<i>Name of Kebele-MassReg</i>	<i>Number of Certificates distributed that week- Woreda Coordinator</i>	<i>Number of Certificates Returned for Corrections in that week- Woreda Coordinator</i>	<i>The Date that Distribution Commenced- Woreda Coordinator</i>	<i>Date that the Weekly Report covered</i>

Certificate Issuance Monthly Report

Objective of the Report To record the number of certificates issued and their characteristics in that month in the *Woreda*

Timeframe This report must be completed and submitted by the 5th of every month

Sources Filled out by the *Woreda* Coordinator based upon tallies created at the issuance point

Verification *Woreda* Coordinator can carry out a spot check of the number printed

Monthly summaries will be checked against the summary data entry reports to ensure that they are in balance

Submitted to The *Woreda* Coordinator will submit to the Regional Coordinator through the monthly report

Feeds Information into *Woreda* Monthly Report

Description of Report Template

	#	Region	Woreda	Kebele	# distributed	# Returned For Corrections	Date Distribution Commenced	Month/ Year
<i>Description</i>	<i>Number of Kebele-DE</i>	<i>Name of Region-MassReg</i>	<i>Name of Woreda-MassReg</i>	<i>Name of Kebele-MassReg</i>	<i>Number of Certificates distributed that Month- Woreda Coordinator</i>	<i>Number of Certificates Returned for Corrections in that month- Woreda Coordinator</i>	<i>The Date that Distributed Commenced- Woreda Coordinator</i>	<i>Month and Year</i>

CIF: Final Certificate Production Report

Objective of the Report To provide the final number of certificates issued at the end of issuance

Timeframe This report must be completed and submitted by the end of Week 37

Sources	Filled out by the <i>Woreda</i> Coordinator based upon tallies created at the issuance point
Verification	Information will be checked against monthly and weekly reports
Submitted to	M&E Manager. This will inform the logframe and other key analysis reports. It will also be submitted to the Regional Coordinator as a record of progress
Feeds Information into	Logframe <i>Kebele</i> Timeframe Reporting Subsequent Monthly and Quarterly Reports

Description of Report Template

	#	Region	Woreda	Kebele	# distributed	# Returned For Corrections	Date Distribution Commenced	Month/ Year
<i>Description</i>	<i>Number of Kebele-DE</i>	<i>Name of Region-MassReg</i>	<i>Name of Woreda-MassReg</i>	<i>Name of Kebele-MassReg</i>	<i>Number of Certificates distributed that Month- Woreda Coordinator</i>	<i>Number of Certificates Returned for Corrections in that month- Woreda Coordinator</i>	<i>The Date that Distributed Commenced- Woreda Coordinator</i>	<i>Month and Year</i>

17.8 Annex

Table 6: Certificate Receipt Form

Woreda name:		Kebele Name:	Date:
No	Land holder's Name	UPI Number	Signature
1			
2			
N			

Signed (KLAC MEMBER)

18 SLLC Reporting Process

18.1 Introduction

The reporting process covers the monitoring of the SLLC activities as part of the MIS Cycle. The higher-level indicators in the logframe and further insight into the results obtained from this reporting process are covered by the RBM&E activities. For example, SLLC monitoring will report on how many certificates issued have been to FHHs (based on assumptions and agreed definitions); the RBM&E will be able to answer questions such as 'Who in the household is experiencing benefits from these rights?' or 'Are women aware of their rights?', as well as testing the assumptions of the monitoring indicators based on large periodic surveys.

The objective of the SLLC reporting process, in line with the MIS cycle, is to:

1. Report on progress made against all SLLC Activities;
2. Assess delivery to investigate if it is possible to make cost or time savings;
3. Provide for analysis and lessons learned to improve the SLLC process.

The purpose of this report is to:

1. Set out the considerations for the SLLC reporting process;
2. Set out all reporting templates and processes for SLLC.

18.2 The SLLC Process

The SLLC Manual states that:

The 2nd-level Land Certification process uses orthophoto imagery to produce high resolution maps on which land holders, assisted by trained field teams, identify their parcel boundaries in the field in the presence of their neighbours and Kebele Land Administration Committee members. The resultant 'crowd-sourced' boundaries and occupancy data are computerised at the Woredas by the LIFT technical support teams. After public display (O&C), the data are further processed and approved for inclusion on a register of land rights. Hardcopy certificates demonstrating parcel boundaries, occupancy and land rights are printed and made available to land holders.

18.3 Key Considerations for the SLLC Reporting Process

There are some broad considerations which need to be taken into account when designing the SLLC reporting process. These are:

The objectives for each activity in the SLLC Manual are what is being tested by each report. This ensures that the reporting process is fully aligned with the SLLC Manual and its activities.

The methodology is repetitive. The SLLC process has a large number of activities and wide national scope. A maximum of 28 Woredas will be reporting at any one time. A repetitive methodology assists data collectors to fill out the data correctly but also helps Regional Coordinators to ensure that all reports are handed in on time.

The reporting process is considered as a whole and not just for one activity. For example, the demarcation report does not include gender data because MASSREG can

report on this information with better precision and in a matter of seconds. It makes more sense to take the information from MASSREG rather than from the demarcation reports.

Collaborative process in designing the reporting process and templates. A number of individuals are involved in the SLLC process, either through receiving weekly updates or analysing the data to review the technical process. Designing the process and templates needs to be collaborative to ensure that the indicators are appropriately defined and to ensure that user needs are met. As of the end of September 2014, LIFT programme team members had been consulted, as well as attendees at the Addis Ababa conference of 19th September 2014. Government officials and other interested stakeholders will be consulted once the MoU is signed.

18.4 Setting Timeframes

Unless otherwise stated, reports will be submitted with deadlines set in the *Woreda* timeframe as set out in the SLLC Manual. For example, demarcation needs to be completed by Week 26 of *Woreda* implementation and, as such, demarcation reports must also be submitted in that week as well. The reports' submission timeframe will be updated and changed as and when the timeframe is changed within the SLLC Manual.

Based upon international practice and experience in Ethiopia, monitoring and reporting systems from other mass certification and registration programmes, and the critique of those programmes, have been considered for lessons learned. Additionally, data collection techniques in Ethiopia, including the trial certification process led by RELIA and other similar initiatives, have also been considered.

Training and communicating the SLLC Reporting Process. Training in SLLC reporting processes, templates and methodology will take place in November 2014 at the same time as the overall training for the SLLC process. The main participants will be Regional Coordinators and officials from RLAUD. The Regional Coordinators will then be expected to train all *Woreda* Coordinators following a set training programme. Sporadic checks of data collection methods and the quality of data will be carried out by the M&E Team throughout the SLLC process in all *Woredas*.

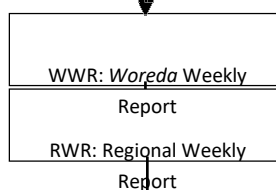
18.5 Woreda Data Collection

Given that, on the whole, SLLC activities operate at the *Woreda* and *Kebele* level, all SLLC data collection occurs at the *Woreda* and is then aggregated at the regional Level.

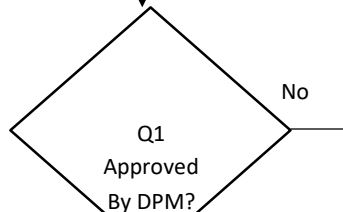
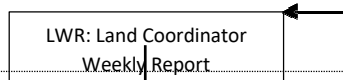
This is demonstrated in the flow diagram below:



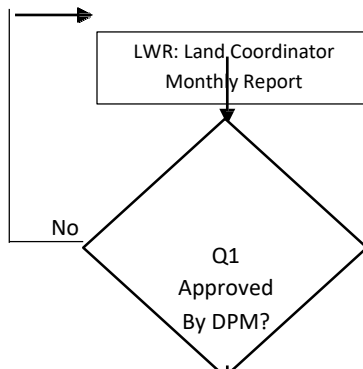
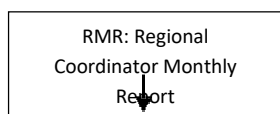
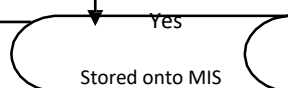
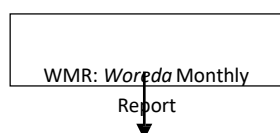
Various Timeframes



Submitted and automatically generated at the end of Friday

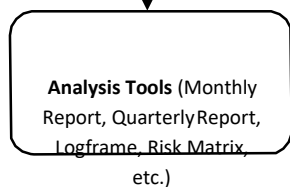


No



No

Yes



Submitted and automatically generated by 5th of the Month

Submitted within 10 working days

The process shows how the Deputy Programme Manager of LIFT approves the reports which will be used for further analysis through the monthly and quarterly reports, as well as the logframe and other programme management tools.

Public communications are not included in this aggregated process as they are not required to report on this on a weekly and monthly basis. This is explained further in the Public Awareness section.

This document first explains the reporting processes at the *Woreda* level and then explains how these feed into the aggregation of the data at the regional level on a weekly and monthly basis.

18.6 Breakdown of the SLLC Reporting Process

For this document, the reporting needs for SLLC have been grouped into the differing teams for SLLC:

- 1- Public Awareness Raising;
- 2- Field Activities (Demarcation, Adjudication, Public Display and Validation, Certificate Distribution);
- 3- Data-entry Activities;
- 4- Digitisation;
- 5- Lease Production.

These elements have been created as they have similar reports related to them and make it easier to describe them together. Reporting templates for each stage of the SLLC process have been detailed in the SLLC Manual, so if the reports want to be viewed in line with the SLLC process, the SLLC Manual should be studied instead.

18.6.1 Other SLLC reports

In addition to SLLC Activities, there are three other considerations which are required in the reports:

- 1- Staff Performance;
- 2- Testing the assumptions for the *Woreda* SLLC timeframe;
- 3- *Woreda* Capacity and Rapid Assessment.

These reports are set out in further detail throughout this document.

18.6.2 Analysis and Change Management

It is important for the SLLC reporting process to have its own analysis and change management process to ensure that any changes to the reporting process are documented and based on suitable analysis. This is set out further in this document.

Reports on procurement, logistics, finance and human resources are considered to be covered by FMIS and are not considered in this report.

18.7 Public Awareness Raising

Three key questions need to be answered for the monitoring of public awareness raising in each *Woreda*:

1. Which activities or tools were used and how many?
2. Did people use or participate in these tools/ activities?
3. How effective are these tools in getting the key SLLC message across?

To measure effectiveness, reporting needs to consider the objectives of public awareness-raising activities, which are set out in the SLLC Manual:

- The nature and objectives of SLLC;
- People's legal responsibilities and rights;
- The implications of registration of land;
- Various events under SLLC as they occur to ensure full participation;
- The mechanisms available for advice and complaint.

Although there is a major public awareness campaign at the *Kebele* level, at the start of SLLC public awareness activities and materials will occur throughout the SLLC process and thus need to be measured at different stages of the process. The public will be directly engaged with SLLC on four separate occasions:

1. *Kebele* awareness-raising event;
2. Demarcation and adjudication;
3. Public display (O&C);
4. Certificate distribution.

The three key questions will be tested at each of these four stages. This means the results will not only show when each tool or activity is being used in the process, but will also show how understanding changes, and which tools or activities, are most effective at different stages of the SLLC process. This will allow the PAC Coordinator to analyse the results and adjust the tools or activities to appropriately target the audience. The table below describes this:

SLLC Process Stage	<i>Kebele</i> Awareness Raising (KAR)	Demarcation	Public Display (O&C)	Certificate Distribution
PAC Reports	PAC 1 PAC 2	PAC 1 PAC 2	PAC 1 PAC 2	PAC 1 PAC 2
Completed in <i>Woreda</i> by	Week 23	Week 26	Week 33	Week 37

It should be noted that this follows a different structure to other SLLC reporting processes, which means it will not be summarised at the regional Level. Each *Woreda* will have a final PAC 1 and PAC 2 report which will be analysed by the PAC Coordinator and reported on through the monthly and quarterly reports.

Just like all SLLC monitoring data, the data collected through these two reports are not to be considered as completely robust; rather, it is designed to give an insight which will be tested and verified by the surveys of the RM&E component.

PAC Reporting Process and Templates

For each of the four stages where the public is engaged, the following reports need to be completed:

PAC 1: Register of PAC Tools and Activities Used in the *Woreda*

Objective of the Report	To identify what PAC tools and activities were used in that <i>Woreda</i> during the 4 stages of public interaction
Timeframe	This report must be completed and submitted by the end of Week 23 for Stage 1 (<i>Kebele</i> Awareness Raising), Week 26 for Stage 2 (Demarcation), Week 33 for Stage 3 (Public Display (O&C)) and Week 37 for Stage 4 (Certificate Distribution)
Sources	Entered manually by the <i>Woreda</i> Coordinator
Public Display (O&C)	Check figures against requests made to procurement for tools Spot check by visiting team members
Submitted to	Regional coordinator and PAC Coordinator
Feeds Information into	Quarterly Report and Annual Report
Description of Report Template	

PAC Reporting Process and Templates

				KAE	KAE	KAE	Demarcation	Demarcation	Public Display (O&C)	Public Display (O&C)	Certificate Distribution	Certificate Distribution	Kebele Total	Kebele Total
	Region	Woreda	Kebele	PAC Tool/ Activity	Quantity	Units	Quantity	Units	Quantity	Units	Quantity	Units	Quantity	Units
Description				Name of all PAC tools/ activity- PAC Coordinator	Quantity used- Woreda Coordinator	Units- Woreda Coordinator	Quantity used- Woreda Coordinator	Units- Woreda Coordinator	Quantity used- Woreda Coordinator	Units- Woreda Coordinator	Quantity used- Woreda Coordinator	Units- Woreda Coordinator	Quantity used- Woreda Coordinator	Units- Woreda Coordinator
Example				Radio Spot- Sub Committee Radio	20	Minutes	0	Minutes	45	Minutes	10	Minutes	75	Minutes
Example				Farmers Cooperative Meetings	1	Meeting	5	Meeting	0	Meetings	2	Meetings	8	Meetings

PAC 2: How effective are the tools/activities which have been used

Objective of the Report	To identify which tools/ activities were noticed or used by the public and how effective they were in delivering the objectives of PAC
Timeframe	This report must be completed and submitted by the end of Week 23 for Stage 1 (<i>Kebele</i> Awareness Raising), Week 26 for Stage 2 (Demarcation), Week 33 for Stage 3 (Public Display (O&C)) and Week 37 for Stage 4 (Certificate Distribution)
Sources	At least 5 interviews per <i>Kebele</i> in the <i>Woreda</i> carried out by the <i>Woreda</i> Coordinator
Public Display (O&C)	Spot check by visiting team members
Submitted to	Regional Coordinator and PAC Coordinator
Feeds Information into	Quarterly Report and Annual Report
Description of Report Template	

PAC Reporting Process and Templates

								KAE	KAE	KAE	KAE	KAE	SLLC	SLLC	SLLC	SLLC	SLLC
	Region	Woreda	Kebele	Person#	M/F	Land Holder?	PACTool/ Activity	Was the Tool/ Activity noticed?	Rating of how the tool/ activity assisted in increasing understanding of what SLLC is?	Rating of how the tool/ activity was useful in understanding their participation in SLLC participation	Rating of how useful the tool/ activity was in understanding their rights	Rating of how effective the tool/ activity was in raising awareness of the dispute and complaints procedure	Was the Tool/ Activity noticed?	Rating of how the tool/ activity assisted in increasing understanding of what SLLC is?	Rating of how the tool/ activity was useful in understanding their participation in SLLC	Rating of how useful the tool/ activity was in understanding their rights	Rating of how effective the tool/ activity was in raising awareness of the dispute and complaints procedure
Description				Reference Number for Interviewee	Male or Female?	Yes or No?	Name of all PAC tools/ activity- PAC Coordinator	Did the interviewee notice the tool/ activity?	Did they understand what SLLC is through this tool? (Rating: 1 Not at all, 5 Completely)	Did they understand what they had to do as part of SLLC because of this tool/ activity? (Rating: 1 Not at all, 5 Completely)	Did they understand their rights? (Rating: 1 Not at all, 5 Completely)	Do they understand how to raise a dispute or a complaint? (Rating: 1 Not at all, 5 Completely)	Did the interviewee notice the tool/ activity?	Did they understand what SLLC is through this tool? (Rating: 1 Not at all, 5 Completely)	Did they understand what they had to do as part of SLLC because of this tool/ activity? (Rating: 1 Not at all, 5 Completely)	Did they understand their rights? (Rating: 1 Not at all, 5 Completely)	Do they understand how to raise a dispute or a complaint? (Rating: 1 Not at all, 5 Completely)

Public Display (O&C)	Public Display (O&C)	Public Display (O&C)	Public Display (O&C)	Public Display (O&C)	Certificate Distribution	Certificate Distribution	Certificate Distribution	Certificate Distribution	Certificate Distribution
Was the Tool/ Activity noticed?	Rating of how the tool/ activity assisted in increasing understanding of what SLLC is?	Rating of how the tool/ activity was useful in understanding their participation in SLLC	Rating of how useful the tool/ activity was in understanding their rights	Rating of how effective the tool/ activity was in raising awareness of the dispute and complaints procedure	Was the Tool/ Activity noticed?	Rating of how the tool/ activity assisted in increasing understanding of what SLLC is?	Rating of how the tool/ activity was useful in understanding their participation in SLLC	Rating of how useful the tool/ activity was in understanding their rights	Rating of how effective the tool/ activity was in raising awareness of the dispute and complaints procedure
Did the interviewee notice the tool/ activity?	Did they understand what SLLC is through this tool? (Rating: 1 Not at all, 5 Completely)	Did they understand what they had to do as part of SLLC because of this tool/ activity? (Rating: 1 Not at all, 5 Completely)	Did they understand their rights? (Rating: 1 Not at all, 5 Completely)	Do they understand how to raise a dispute or a complaint? (Rating: 1 Not at all, 5 Completely)	Did the interviewee notice the tool/ activity?	Did they understand what SLLC is through this tool? (Rating: 1 Not at all, 5 Completely)	Did they understand what they had to do as part of SLLC because of this tool/ activity? (Rating: 1 Not at all, 5 Completely)	Did they understand their rights? (Rating: 1 Not at all, 5 Completely)	Do they understand how to raise a dispute or a complaint? (Rating: 1 Not at all, 5 Completely)

Demarcation and Public Display (O&C)

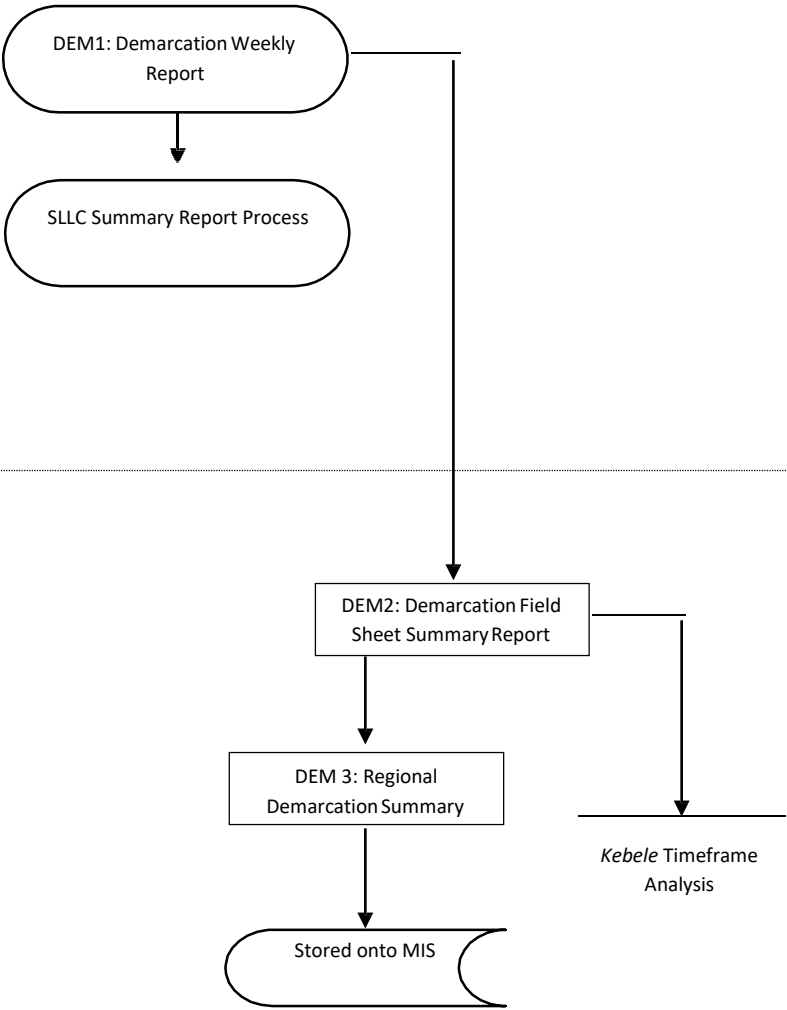
Demarcation is defined in the SLLC Manual as *“Marking of boundaries of, e.g. a parcel. This is done on field maps during the trials”*.

Adjudication is defined in the SLLC Manual as *“Decision of legal rights connected to land. The formal adjudication takes place at the Woreda- or regional level and as a part of the process the holdership is confirmed in the field”*.

Disputes are defined in the SLLC Manual as *“An outstanding objection to a claim to a piece of land”*.

Demarcation and public display (O&C) activities are field based and, as such, the reports are entered manually by the field teams rather than by a computerised reporting system. There is a higher chance of error in the figures which needs to be considered when these reports are quoted. They do, however, provide an early insight into the expected results in the *Woreda*, as well as provide a means to account for staff performance in the field.

The reports are deliberately limited in this phase for various reasons. It makes the process of checking data easier as there are fewer indicators. Additionally, MASSREG has the ability to measure these results in a lot more detail and with more precision.



Submitted and automatically generated at the end of Friday

Submitted by 26th Week in the Woreda

Demarcation and Adjudication

Objective of the Activity	To identify the boundaries of all parcels in the <i>Kebele</i> to the satisfaction of all claimants, neighbours and the KLAUC and to record personal land holder details on a field form, issue a receipt, and to record any outstanding disputes
Objective of the Report	To report on the number of parcels demarcated and the number of parcels adjudicated in the <i>Woreda</i>
Timeframe	This reporting process must be completed for the whole <i>Woreda</i> by Week 26
Sources	<i>Woreda</i> Coordinator tallies the number of UPIs used for each parcel and checks the registers to see which parcels have information related to them
Verification	<i>Woreda</i> Coordinator will carry out spot checks of reporting figures Weekly and monthly figures will be checked against the final <i>Woreda</i> report by the M&E Manager
Staff Involved	Parasurveyors, <i>Woreda</i> Coordinator, Regional Coordinator, Land Coordinator, Deputy Programme Manager, M&E team

DEM 1: Weekly Demarcation and Adjudication Field Report

Objective of the Report	To identify how many parcels were demarcated and how many were adjudicated in the <i>Woreda</i> , by <i>Kebele</i>
Timeframe	This report must be completed and submitted by the end of every Friday
Sources	Entered manually by the <i>Woreda</i> Coordinator with data collected from field teams
Verification	<i>Woreda</i> Coordinator can carry out a spot check
Submitted to	Regional Coordinator
Feeds Information into	<i>Woreda</i> Weekly Report
Description of Report Template	

Demarcation and Adjudication

	Region	Woreda	Kebele	Number of Parcels Demarcated	Targeted number of parcels for Demarcation	Difference Between Target and actual for the week	Number of Parcels in Dispute	Number of Parcels without Full Information	Start date of Demarcation in that Kebele	W/C	Remarks
<i>Description</i>	<i>Name of Region</i>	<i>Name of Woreda</i>	<i>Name of Kebele</i>	<i>Number of Pl's in the Kebele for that week ONLY</i>	<i>Number of parcels planned for Demarcation - set by Programme Management</i>	<i>Difference between the target and actual per week</i>	<i>The number of parcels which have a dispute related to them for that week ONLY</i>	<i>The number of parcels which were recorded as not having all of the required information to allow for the certificate to be printed for that week ONLY</i>	<i>The date in the for when Demarcation commenced in that Kebele</i>	<i>Date at the start of the week</i>	<i>Any remarks from the Woreda Coordinator</i>

Demarcation and Adjudication

DEM 2: Woreda Demarcation Summary Report

Objective of the Report To record the number of parcels which were demarcated, and how many have full information in that *Woreda*

Timeframe This report must be completed and submitted by Week 26

Sources Entered manually by the *Woreda* Coordinator with data collected from field teams

Verification *Woreda* Coordinator can carry out a spot check of the number printed

Submitted to The *Woreda* Coordinator will submit to the Regional Coordinator through the monthly report

Feeds Information into Demarcation Regional Summary

Kebele Timeframe Report

Description of Report Template

	Region	Woreda	Kebele	Number of Parcels Demarcated	Targeted number of parcels for Demarcation	Difference Between Target and actual for the month	Number of Parcels in Dispute	Number of Parcels without Full Information	Start date of Demarcation in that Kebele	Month/ Year	Remarks
Description	Name of Region	Name of Woreda	Name of Kebele	Number of Pl's in the Kebele for that month ONLY	Number of parcels planned for Demarcation- set by Programme Management	Difference between the target and actual per month	The number of parcels which have a dispute related to them for that month ONLY	The number of parcels which were recorded as not having all of the required information to allow for the certificate to be printed for that month ONLY	The date for when Demarcation commenced in that Kebele	Month and Year	Any remarks from the Woreda Coordinator

DEM 3 Regional Demarcation and Adjudication Summary Report

Objective of the Report To summarise the final results of demarcation and adjudication in that region

Timeframe This report must be updated and submitted by the end of Week 26 for each *Woreda*

Sources Entered manually from DEM 2 by Regional Coordinator.

Verification Regional Coordinator carries out checks against *Woreda* plans

Demarcation and Adjudication

Submitted to Land Coordinator, M&E Manager

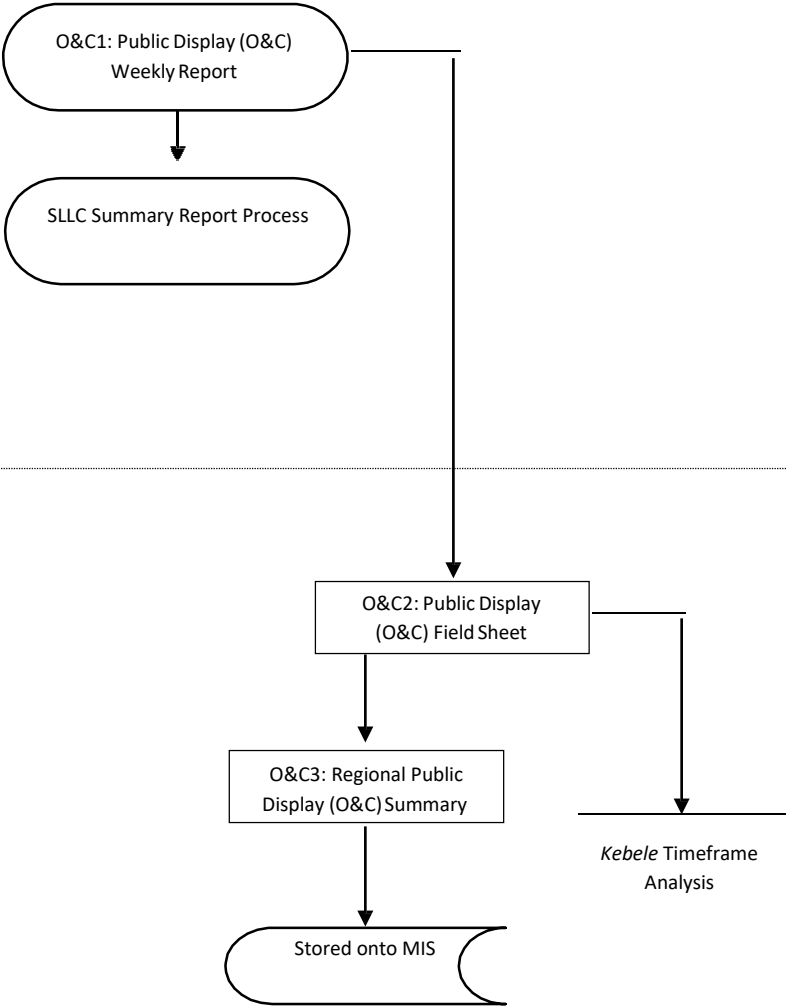
Feeds Information into Logframe

Monthly Reports

Quarterly Reports

Description of Report Template

	Region	Woreda	Kebele	Number of Parcels Demarcated	Number of Parcels in Dispute	Number of Parcels without Full Information	Start date of Demarcation in that Kebele	End date of Demarcation in that Kebele	Number of Work Days
Description	Name of Region	Name of Woreda	Name of Kebele	Number of Pl's in the Kebele	The number of parcels which have a dispute related to them	The number of parcels which do not have all of the required information to allow for the certificate to be printed	The date for when the Demarcation commenced in that Kebele	The date for when the Demarcation ended in that Kebele	Number of Work Days spent on Demarcation



Submitted and automatically generated at the end of Friday

Submitted by 33rd Week in the Woreda

Public Display (O&C)

Objective of the Activity	To allow land holders to check and, if required, make corrections to spatial or textual data related to their land. This period also allows members of the public to raise any objections to existing claims which they may have
Objective of the Report	To report on the number of corrections and disputes raised at Public display (O&C)
Timeframe	This reporting process must be completed for the whole <i>Woreda</i> by Week 33
Sources	<i>Woreda</i> Coordinator tallies the number of disputes and changes
Verification	Woreda Coordinator will carry out a spot check of reporting figures Weekly and monthly figures will be checked against the final <i>Woreda</i> report by the M&E Manager.
Staff Involved	Parasurveyors, <i>Woreda</i> Coordinator, Regional Coordinator, Land Coordinator, Deputy Programme Manager, M&E team

O&C 1: Weekly Public Display (O&C) Field Report

Objective of the Report	To identify how many changes and disputes have been raised in the <i>Woreda</i> , by <i>Kebele</i> in that week only
Timeframe	This report must be completed and submitted by the end of every Friday
Sources	Entered manually by the <i>Woreda</i> Coordinator
Verification	Woreda Coordinator can carry out a spot check
Submitted to	Regional coordinator.
Feeds Information into	<i>Woreda</i> Weekly Report
Description of Report Template	

Public Display (O&C)

	Region	Woreda	Kebele	Number of New Parcels	Number of Parcels Corrected	Number of Parcels in Dispute	Number of Parcels which are no longer in Dispute	Number of parcels which now have full information	Start date of Public Display (O&C) in that Kebele	W/C	Remarks
Description	Name of Region	Name of Woreda	Name of Kebele	Number of new Pl's	Number of Pl's where corrections allowed	The number of parcels where disputes arose during Public Display (O&C)	The number of parcels where the dispute has now been resolved since demarcation	The number of parcels which now have full information which didn't during demarcation	The date for when Public Display (O&C) commenced in that Kebele	Date at the start of the week	Any remarks from the Woreda Coordinator

O&C 2: Woreda Public Display (O&C) Summary Report

Objective of the Report To record the number of changes to parcels and new disputes in that *Woreda*

Timeframe This report must be completed and submitted by Week 33

Sources *Woreda* Coordinator manually fills out the form.

Verification *Woreda* Coordinator can carry out a spot check of the number printed

Submitted to The *Woreda* Coordinator will submit to the Regional Coordinator through their Monthly Report.

Feeds Information into Public Display (O&C) Regional Summary
Kebele Timeframe Report

Description of Report Template

	Region	Woreda	Kebele	Number of New Parcels	Number of Corrections	Number of Parcels with full information through Public Display (O&C)	Number of Parcels in Dispute during Public Display (O&C)	Number of Parcels which are no longer in Dispute	Number of parcels which now have full information	Start date of Public Display (O&C) in that Kebele	End date of Public Display (O&C) in that Kebele	Remarks
Description	Name of the Region	Name of Woreda	Name of Kebele	Number of new Pl's	Number of corrections identified	Number of parcels which now have full information which didn't before	Number of parcels which are now in dispute but were not before	The number of parcels where the dispute has now been resolved since demarcation	The number of parcels which now have full information which didn't during demarcation	The date for when the Verification commenced in that Kebele	The date for when the Verification concluded in that Kebele	Any remarks from the Woreda Coordinator

O&C 3 Regional Public Display (O&C) Summary Report

Objective of the Report To summarise the final results of public display (O&C) in that region

Timeframe This report must be updated and submitted by the end of Week 33 for each *Woreda*

Sources Entered Manually from O&C 2 by Regional Coordinator

Public Display (O&C)

Verification Regional Coordinator carries out checks against *Woreda* plans

Submitted to Land Coordinator, M&E Manager

Feeds Information into Logframe
Monthly Reports
Quarterly Reports

Description of Report Template

	Region	Woreda	Kebele	Number of New Parcels	Number of Corrections	Number of Parcels with full information through Public Display (O&C)	Number of Parcels in Dispute during Public Display (O&C)	Number of Parcels which are no longer in Dispute	Number of parcels which now have full information	Start date of Public Display (O&C) in that Kebele	End date of Public Display (O&C) in that	Remarks
Description	Name of the Region	Name of Woreda	Name of Kebele	Number of new Pl's	Number of corrections identified	Number of parcels which now have full information which didn't before	Number of parcels which are now in dispute but were not before	The number of parcels where the dispute has now been resolved since demarcation	The number of parcels which now have full information which didn't during demarcation	The date for when the Public Display (O&C) commenced in that Kebele	The date for when the Public Display (O&C) concluded in	Any remarks from the Woreda Coordinator

18.8 Map Production and Digitisation

This reporting process covers the work of the GIS team at each *Woreda* and covers two major activities: map production and digitisation.

Map Production is defined in the SLLC Manual as *“An orthophoto image of the Kebele covered by a layer of slightly overlapping, unfilled, consecutively numbered polygons. Each polygon denotes the location of the correspondingly numbered field map”*.

Digitisation is defined in the SLLC Manual as *“The process of converting the geographic features on an analogue map into digital format. The ‘heads-up’ method employed during the SLLC process involves on-screen tracing of scanned maps”*.

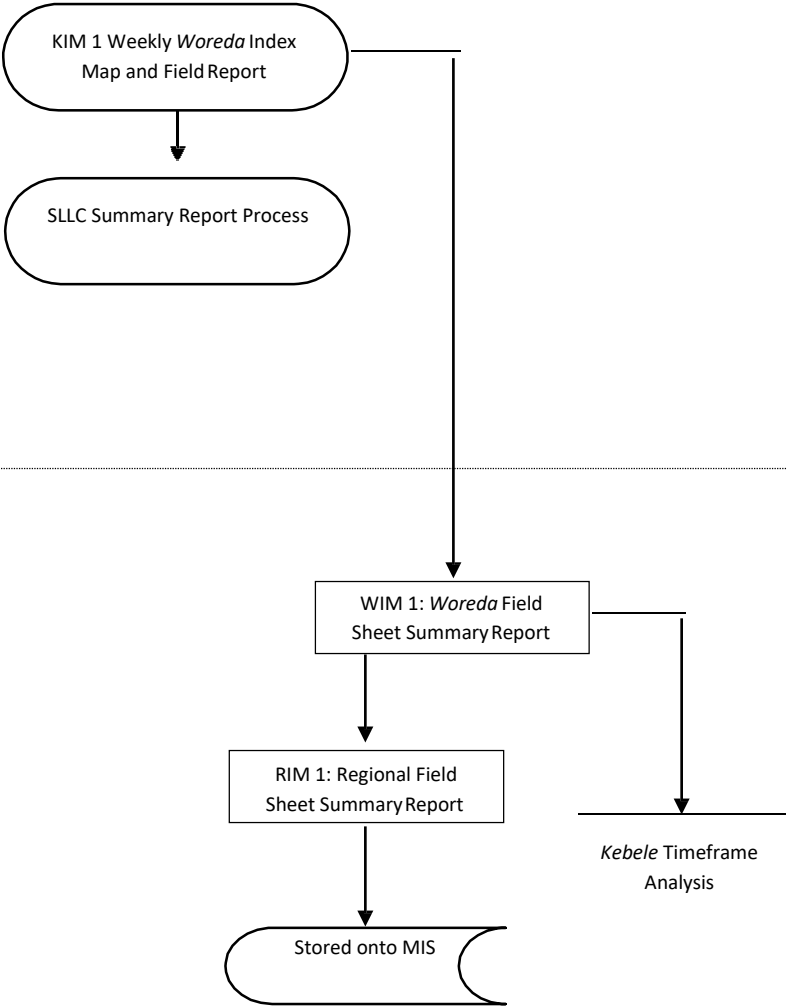
There are three moments when parcel digitisation occurs in the SLLC process:

1. After SLLC;
2. After public display (O&C) (which includes corrections);
3. During certificate distribution.

Given that the reporting processes are the same for each stage, the process below is set out once but should be followed each time.

One obvious admission from digitisation reporting is parcel area. Although the area of parcels is sourced from QGIS, this is reported in the data-entry reports so that the characteristics of parcels are summarised in one report.

Kebele Index Map and Field Map Production Reporting Process



Submitted and automatically generated at the end of Friday

Submitted by 23rd Week in the Woreda

Kebele Index Map and Field Map Production Reporting Process

Kebele Index Map and Field Map Production Overview

Objective of the Activity	To produce the index maps and field maps for a <i>Kebele</i>
Objective of the Report	To report on the number of index maps and field maps produced in the <i>Woreda</i>
Timeframe	This reporting process must be completed for the whole <i>Woreda</i> by Week 23
Sources	Tallies from Senior GIS Coordinator
Verification	<i>Woreda</i> Coordinator will carry out spot checks of reporting figures Weekly and monthly figures will be checked against the final <i>Woreda</i> report by the M&E Manager
Staff Involved	GIS Senior Staff, <i>Woreda</i> Coordinator, Regional Coordinator, Land Coordinator, Deputy Programme Manager, M&E team

KIM 1: Weekly *Woreda* Index Map and Field Report

Objective of the Report	To identify how many index maps and field maps have been printed off in the <i>Woreda</i> , by <i>Kebele</i>
Timeframe	This report must be completed and submitted by the end of every Friday
Sources	Entered manually by the TTL
Verification	<i>Woreda</i> Coordinator can carry out a spot check of the number printed
Submitted to	Regional Coordinator.
Feeds Information into	<i>Woreda</i> Weekly Report <i>Woreda</i> Field Map Summary Report
Description of Report Template	

Kebele Index Map and Field Map Production Reporting Process

	#	REGION	WOREDA	KEBELE	Number of Index Maps This Week	Number of Field Sheets This Week	W/C
Description	1	Regional State	Woreda	Kebele	Number of Index Maps Printed that week- Tally from GIS Staff	Number of Field Sheets Printed that week- Tally from GIS Staff	Date at the start of the week

WIM 1 Woreda Field Map Summary Report

Objective of the Report To summarise the final results of field map and index map production in that *Woreda*

Timeframe This report must be completed and submitted by the end of Week 23

Sources Entered manually by the TTL

Verification *Woreda* Coordinator can carry out a spot check of the number printed

Submit to? Regional Coordinator

Feeds Information to? Field Map Sign Out Register
Regional Field Sheet Summary Report
Kebele Timeframe Reporting

Description of Report Template

#	REGION	WOREDA	KEBELE	Number of Index Maps	Number of Field Sheets	Date Commenced	Date Completed	Number of Working Days
1	Regional State	Woreda Name	Kebele Name	Number of Index Maps Printed that week-Tally from GIS Staff	Number of Field Sheets Printed that week- Tally from GIS Staff	Date that Printing Commenced	Date That Printing Concluded	Number of working days spent

RIM 1 Regional Field Map Summary Report

Objective of the Report To summarise the final results of field sheet and index map production in that region

Timeframe This report must be updated and submitted by the end of Week 23 for each *Woreda*

Sources Entered automatically from WIMs

Kebele Index Map and Field Map Production Reporting Process

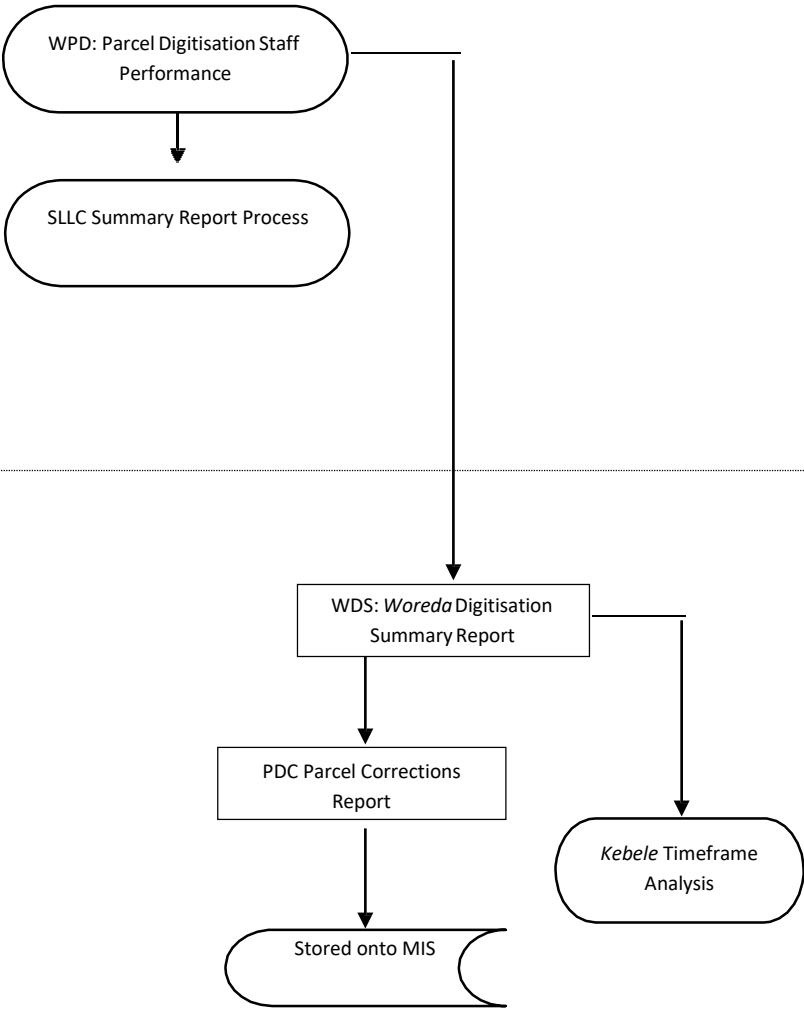
Verification Regional Coordinator carries out checks against *Woreda* plans

Submitted to Land Coordinator, M&E Manager.

Feeds Information into Logframe
Monthly Reports
Quarterly Reports

Description of Report Template

#	REGION	WOREDA	KEBELE	Number of Index Maps	Number of Field Sheets	Date Commenced	Date Completed	Number of Working Days
1	Regional State	Woreda Name A	Kebele Name	Number of Index Maps Printed that week- Tally from GIS Staff	Number of Field Sheets Printed that week- Tally from GIS Staff	Date that Printing Commenced	Date That Printing Concluded	Number of working days spent
	Regional State	Woreda Name B	Kebele Name	Number of Index Maps Printed that week- Tally from GIS Staff	Number of Field Sheets Printed that week- Tally from GIS Staff	Date that Printing Commenced	Date That Printing Concluded	Number of working days spent



Submitted and automatically generated at the end of Friday

Submitted by 29th Week in the Woreda

Parcel Digitisation

Parcel Digitisation

Objective of the Activity	To digitally store the boundaries and related UPI Numbers of all parcels
Objective of the Report	To report on the number of and corrections to the parcels recorded during demarcation in that <i>Woreda</i>
Timeframe	This reporting process must be completed for the whole <i>Woreda</i> by Week 29
Sources	QGIS
Verification	<p>Woreda Coordinator will carry out a spot checks of reporting figures</p> <p>Weekly and monthly figures will be checked against the final <i>Woreda</i> report by the M&E Manager</p>
Staff Involved?	GIS Staff, Woreda Coordinator, Regional Coordinator, Land Coordinator, GIS Expert, Deputy Programme Manager, M&E team

WPD: Weekly Parcel Digitisation Staff Performance

Objective of the Report	To record the number of parcels entered in the week per GIS staff member in the <i>Woreda</i>
Timeframe	This report must be completed and submitted by the end of every Friday
Sources	QGIS automatically records it. <i>Woreda</i> Coordinator enters some fields
Verification	<p><i>Woreda</i> Coordinator can carry out a spot check of the number printed</p> <p>Weekly summaries are checked against monthly summaries to ensure the figures are correct</p>
Submitted to	The <i>Woreda</i> Coordinator will submit to the Regional Coordinator through their weekly report
Feeds Information into	<i>Woreda</i> Weekly Report
Description of Report	

Parcel Digitisation

Template

		Daily report table (October 20th to 24th 2014)						
User & Date	Kebele	Tasks	4	5	6	7	8	Total
User A	Kebele A	Digitisation		553	558	521	599	2231
		Georeferencing	20 sheets					20
		Corrections						
User B	Kebele B	Digitisation	496	604	573	255		1432
		Georeferencing						
		Corrections				Started	Completed	

SPD: Summary Parcel Digitisation Report

Objective of the Report To provide the final number of parcels digitised at the end of demarcation

Timeframe This report must be completed and submitted by the end of Week 29 for after SLLC, 34 and after public display (O&C)

Sources QGIS automatically records it. *Woreda* Coordinator enters some fields

Verification Information will be checked against monthly and weekly reports as well as checking against future parcel digitisation activities

Submitted to M&E Manager. This will inform the logframe and other key analysis reports. It will also be submitted to the Regional Coordinator as a record of progress

Feeds Information into Logframe
Kebele Timeframe Reporting
Subsequent Monthly and Quarterly Reports.

Description of Report Template

The process column should be updated depending upon which part of the process the *Woreda* has concluded.

Parcel Digitisation

	#	Region	Woreda	Kebele	Process	Total # of Digitised UPIs	Total Number of Parcels Demarcated	Date Digitisation Commenced	Date Digitisation Concluded	Total number of Working
Description	Number of Kebele- DE	Name of Region- MassReg	Name of Woreda- MassReg	Name of Kebele- MassReg	SLLC	Total number of parcels digitised- QGIS	Total Number of Parcels Demarcated- Field Reports	Date Digitisation Commenced- Woreda Coordinator	Date Digitisation Concluded- Woreda Coordinator	Total number of working days
					Public Display (O&C)					

PDC: Parcel Digitisation Corrections

Objective of the Report To record the number of parcels which required corrections as a result of manual checks by staff

Timeframe This report must be completed and submitted by the end of Week 29

Sources Manually entered by field survey teams. They will tally each correction made and then enter the total into the spreadsheet

Verification Woreda Coordinator can carry out a spot check of the number printed

Submitted to The *Woreda* Coordinator will submit to the Regional Coordinator through the weekly report

Feeds Information into *Woreda* Weekly Report

Description of Report Template

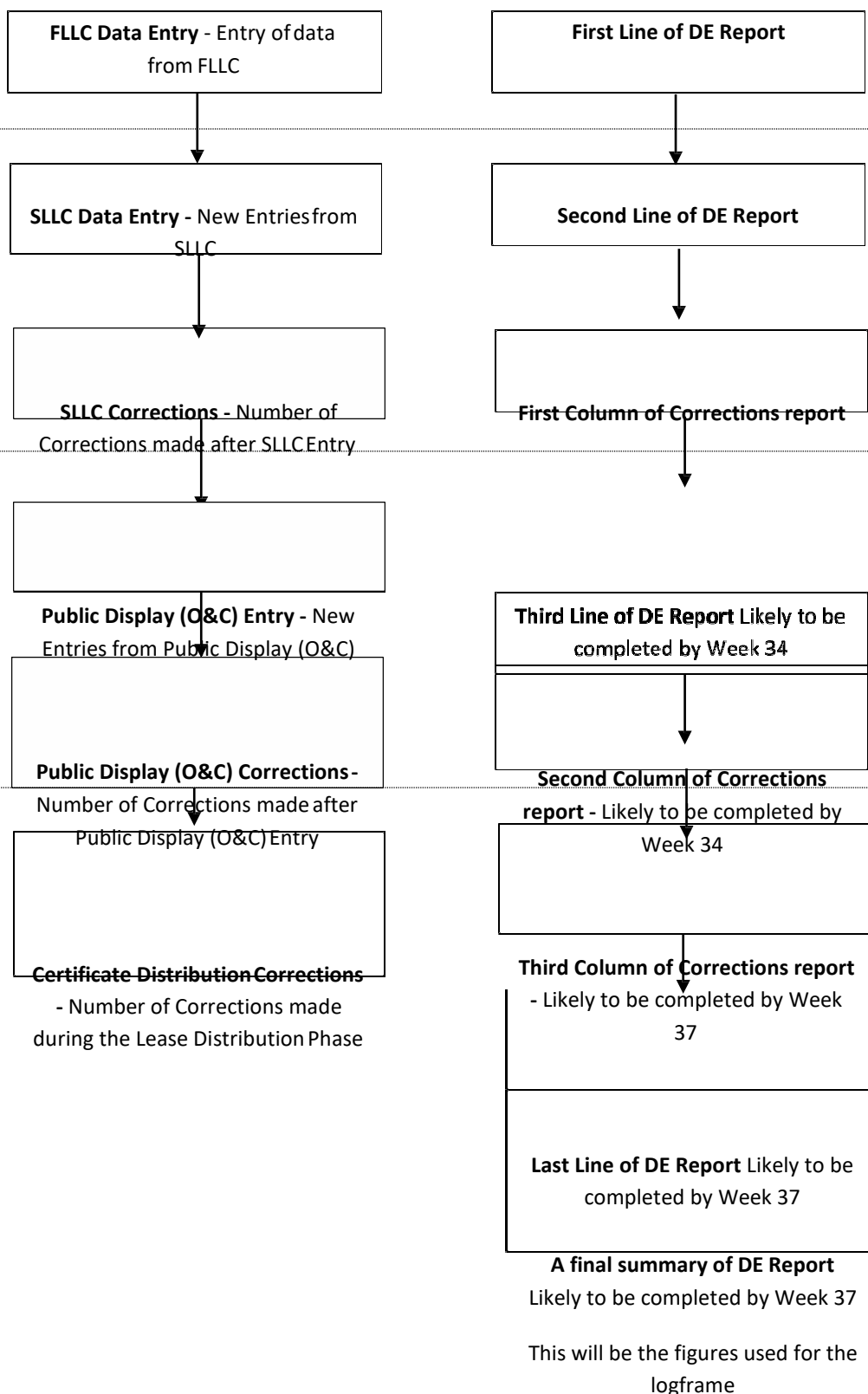
	#	Region	Woreda	Kebele	# of Parcels at SLLC	# of Corrections Made After SLLC Entering	# of Parcels at the end of Public Display (O&C)	# of Corrections Made After Public Display (O&C)	# of Parcels at the end of Lease Distribution	# of Corrections Made During Lease Distribution
Description	Number of Kebele- DE	Name of Region- MassReg	Name of Woreda- MassReg	Name of Kebele- MassReg	Total Number of Parcels at the end of SLLC- QGIS	Total Number of Corrections after SLLC- GIS Coordinator	Total Number of Parcels at the end of Public Display (O&C)- QGIS	Total Number of Corrections after Public Display (O&C)- GIS	Total Number of Parcels at the end of Lease Distribution- QGIS	Total Number of Corrections during Lease Distribution- GIS Coordinator

Data Entry

Data entry considers the entry and correction of textual data. There are six major data-entry activities:

- FLLC data entry;
- SLLC data entry;
- Corrections from manual checking;
- Public display (O&C) data entry;
- Corrections from the public display (O&C) process;
- Corrections from the lease distribution process.

Data-entry activities and required associated reporting are detailed below:



Submitted by Week 23 from Woreda Start Date

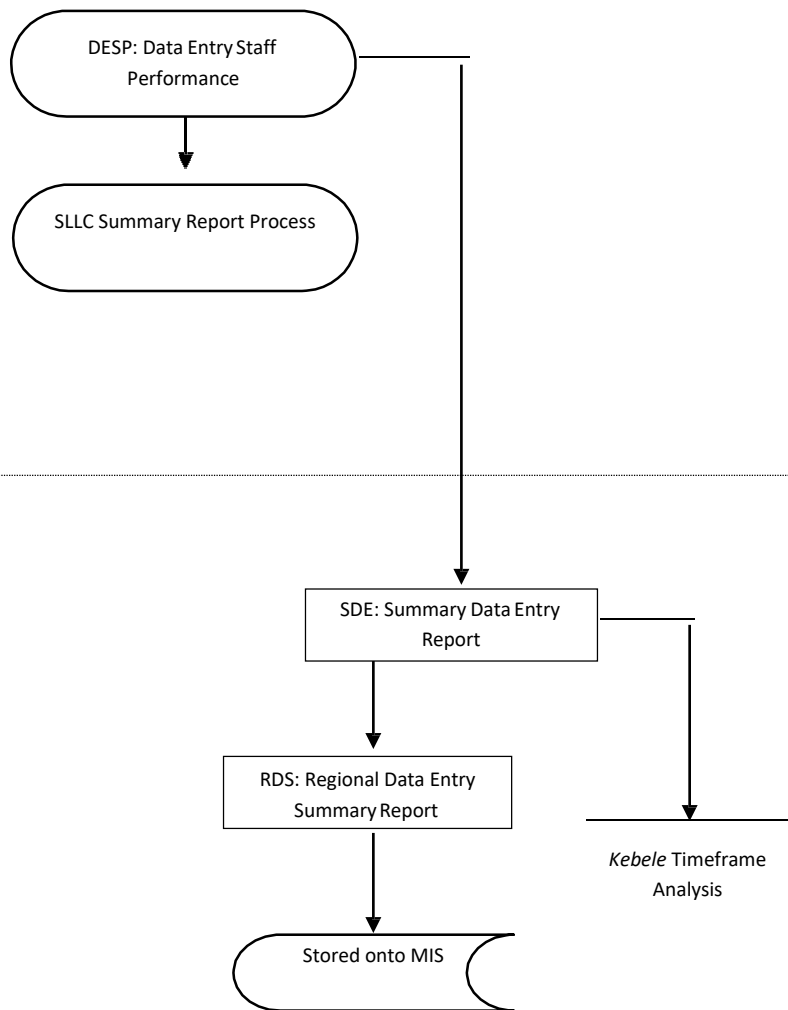
Submitted by Week 27 from Woreda Start Date

Submitted by Week 34 from Woreda Start Date

Submitted by Week 37 from Woreda Start Date

Reports are prepared for each *Woreda*; therefore, there will be 140 final versions of each report above. In each case, these reports will automatically provide aggregated data for the regions which will then be automatically aggregated for all four regions.

The reporting process for each stage is detailed below:



Submitted and automatically generated at the end of Friday

Submitted by 23rd / 27th / 34th / 37th Week in the Woreda

Data Entry Reporting Process

Data Entry Overview

Objective of the Activity	To manually check and digitally store land holder data required to complete a register and to record if a parcel is disputed
Objective of the Report	To report on the number of and characteristics of the parcels recorded during SLLC in that <i>Woreda</i>
Timeframe	This reporting process must be completed for the whole <i>Woreda</i> by Weeks 23, 27, 34 and 37
Sources	MASSREG reporting module
Public Display (O&C)	<i>Woreda</i> Coordinator will carry out spot checks of reporting figures Weekly and monthly figures will be checked against the final <i>Woreda</i> report by the M&E Manager
Staff Involved?	Data-entry Staff, <i>Woreda</i> Coordinator, Regional Coordinator, Land Coordinator, Deputy Programme Manager, M&E team

DESP: Data-entry Staff Performance

Objective of the Report	To record the number of parcels entered in the week per data-entry staff member in the <i>Woreda</i>
Timeframe	This report must be completed and submitted by the end of every Friday
Sources	MASSREG automatically records it. <i>Woreda</i> Coordinator enters some fields
Public Display (O&C)	<i>Woreda</i> Coordinator can carry out a spot check of the number printed Weekly Summaries are checked against monthly summaries to ensure the figures are correct
Submitted to	The <i>Woreda</i> Coordinator will submit to the Regional Coordinator through the weekly report
Feeds Information into	<i>Woreda</i> Weekly Report

Data Entry Reporting Process

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Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Missing Info	Disputes	Date Commenced	Date Concluded	# of Working days
Name	Relationship	Father's Name	Grandfathers Name	Sex	Organisation Name	Organisation Type	IDCard Number	IDCard Type	Size	Acquisition Date	Survey Date	Field Sheet Number	Map Sheet Number	Land Use	Soil Fertility	Ownership	Acquisition	...			
Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg	Is it missing?- MassReg, To be filled out once the Disputes Screen has been set out	Date DE Activity commenced in Woreda- DE	Date DE Activity concluded in Woreda- DE	Number of days worked on the Woreda- DE

DEC: Data-entry Corrections

Objective of the Report To record the number of parcels which required corrections as a result of manual checks by staff

Timeframe This report must be completed and submitted by the end of Weeks 23, 27, 34 and 37

Sources Manually entered by checkers. They will tally each correction made and then enter the total into the spreadsheet

Public Display (O&C) *Woreda* Coordinator can carry out a spot check of the number printed

Weekly Summaries are checked against monthly summaries to ensure the figures are correct

Submitted to The *Woreda* Coordinator will submit to the Regional Coordinator through the weekly report

Feeds Information into *Woreda* Weekly Report

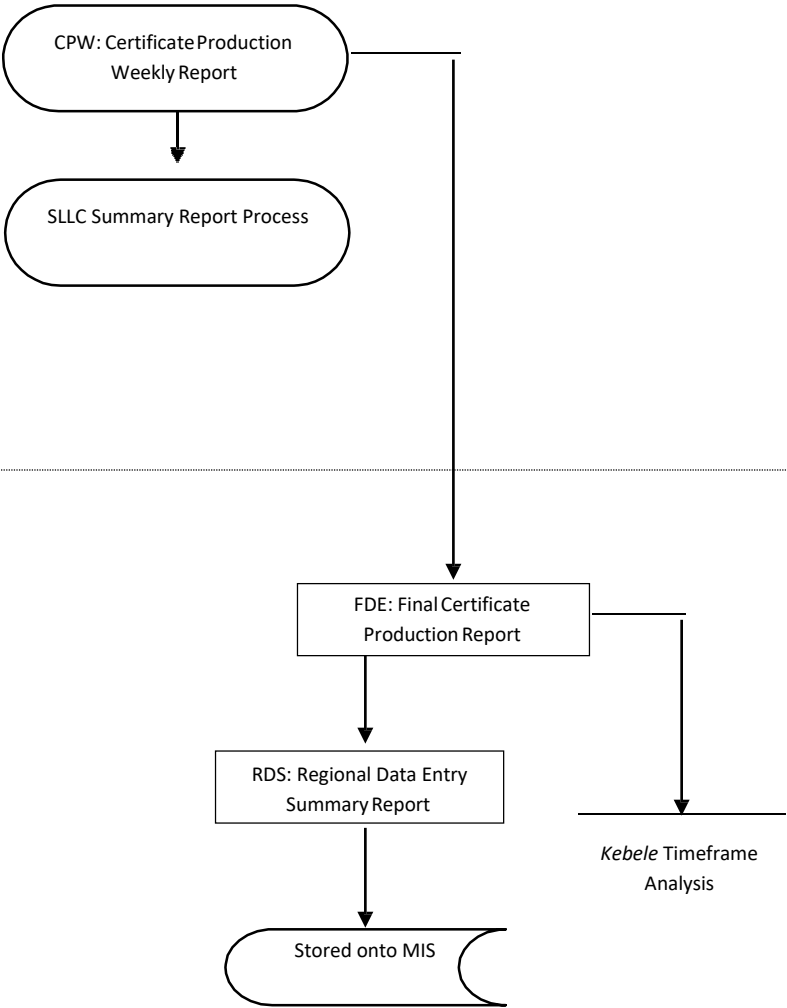
Description of Report Template

	#	Region	Woreda	Kebele	# of Parcels at SLLC	# of Corrections Made After SLLC Entering	# of Parcels at the end of Public Display (O&C)	# of Corrections Made After Public Display (O&C)	# of Parcels at the end of Certificate Distribution	# of Corrections Made During Certificate
Description	Number of Kebele- DE	Name of Region- MassReg	Name of Woreda- MassReg	Name of Kebele- MassReg	Total Number of Parcels at the end of SLLC- MassReg	Total Number of Corrections after SLLC- DE	Total Number of Parcels at the end of Public Display (O&C)- MassReg	Total Number of Corrections after Public Display (O&C)- DE	Total Number of Parcels at the end of Certificate Distribution-	Total Number of Corrections during Certificate Distribution- DE

Certificate Production and Distribution Reporting Process

The production and distribution of certificates form the final part of the process. The corrections made during this process are captured in the data-entry reporting process, as all corrections have to have been made by this point.

Certificate Production



Submitted and automatically generated at the end of Friday

Submitted by 36th Week in the Woreda

Certificate Production

Certificate Production Overview

Objective of the Activity	To prepare complete lease documents, with correct information, for distribution
Objective of the Report	To report the number of leases approved and produced, as well as their characteristics, for the entire <i>Woreda</i>
Timeframe	This reporting process must be completed for the whole <i>Woreda</i> by Week 36.
Sources	MASSREG reporting module
Verification	<p><i>Woreda</i> Coordinator will carry out spot checks of reporting figures</p> <p>Weekly and monthly figures will be checked against the final <i>Woreda</i> report by the M&E Manager</p>
Staff Involved	Data-entry Staff, <i>Woreda</i> Coordinator, Regional Coordinator, Land Coordinator, Deputy Programme Manager, M&E team

CPW: Certificate Production Weekly Report

Objective of the Report	To record the number of certificates produced in the <i>Woreda</i>
Timeframe	This report must be completed and submitted every Friday
Sources	MASSREG automatically records it. <i>Woreda</i> Coordinator enters some fields
Verification	<p><i>Woreda</i> Coordinator can carry out a spot check of the number printed</p> <p>Weekly Summaries are checked against monthly summaries to ensure the figures are correct</p>
Submitted to	The <i>Woreda</i> Coordinator will submit to the Regional Coordinator through the weekly report
Feeds Information into	<i>Woreda</i> Weekly Report
Description of Report Template	

Certificate Production

	#	Region	Woreda	Kebele	W/C	# Approved	Date of Approval	# Printed in the Week	Weekly Target	Difference between Target and Actual
Description	Number of Kebele-DE	Name of Region-MassReg	Name of Woreda-MassReg	Name of Kebele-MassReg	Date the week commenced	Number Approved	Date of Approval	How many Certificates were printed in that week only	Target per week as set by Programme Management	Difference between Actual and Targeted

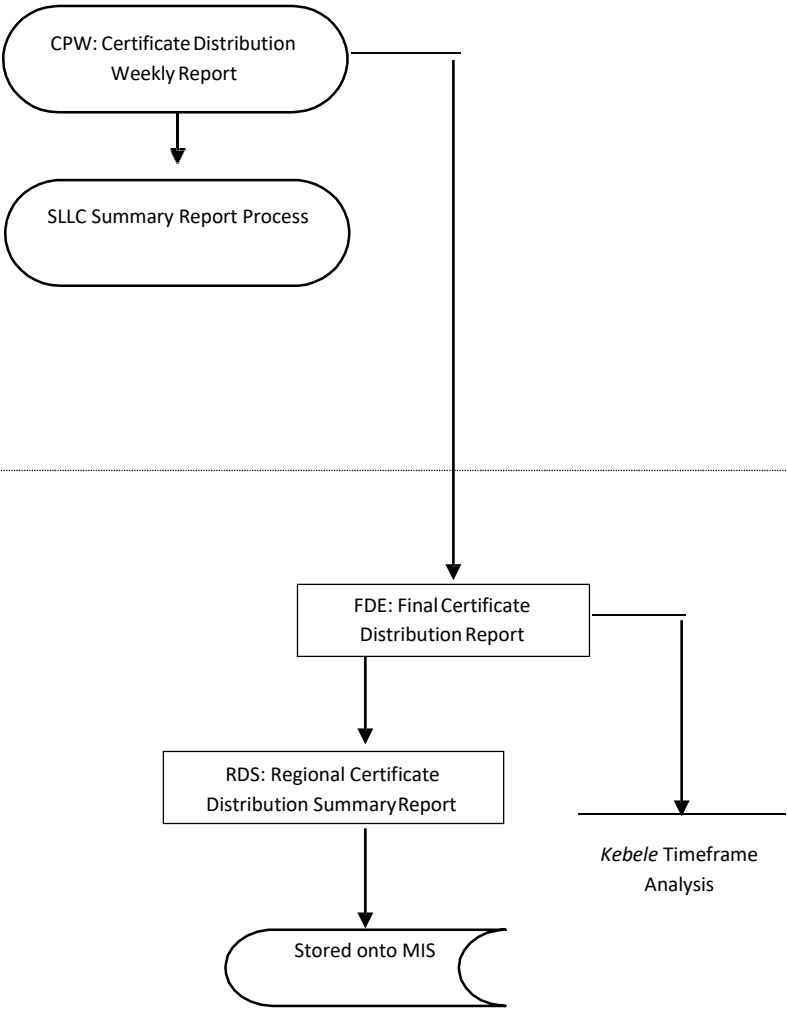
FDE: Final Certificate Production Report

Objective of the Report	To provide the final number of parcels approved and produced, with their characteristics
Timeframe	This report must be completed and submitted by the end of Week 36
Sources	MASSREG automatically records it. <i>Woreda</i> Coordinator enters some fields
Verification	Information will be checked against monthly and weekly reports
Submitted to	M&E Manager. This will inform the logframe and other key analysis reports. It will also be submitted to the Regional Coordinator as a record of progress
Feeds Information into	Logframe <i>Kebele</i> Timeframe Reporting Subsequent Monthly and Quarterly Reports

Description of Report Template

	#	Region	Woreda	Kebele	# Approved	#Printed	Total Area of Approved	Number of Single Females who are approved	Number of Single Male who are approved	Number of Co Ownership who are approved	Number of Non Natural Persons who are approved	Date of Approval	Date Production Commenced	Date Production Concluded
Description	Number of Kebele-DE	Name of Region-MassReg	Name of Woreda-MassReg	Name of Kebele-MassReg	Number Approved-MassReg	Number Printed-MassReg	Total Area of all Approved Certificates-MassReg	Total number of Single Females who have approved Certificates-MassReg	Total number of Single Males who have approved Certificates-MassReg	Total number of Co Owners who have approved Certificates-MassReg	Total number of Non Natural Persons who have approved Certificates-MassReg	Date of Approval	Date that Production of Certificates Commenced	Date that the Production of Certificates Ceased

Certificate Distribution



Submitted and automatically generated at the end of Friday

Submitted by 36th Week in the Woreda

Certificate Distribution

Certificate Distribution Overview

Objective of the Activity	To provide legally recognised land certificates to the land holder
Objective of the Report	To report the number of leases approved and produced, as well as their characteristics, for the entire <i>Woreda</i>
Timeframe	This reporting process must be completed for the whole <i>Woreda</i> by Week 37
Sources	MASSREG reporting module
Verification	<p>Woreda Coordinator will carry out spot checks of reporting figures</p> <p>Weekly and monthly figures will be checked against the final <i>Woreda</i> report by the M&E Manager.</p>
Staff Involved	Data-entry Staff, <i>Woreda</i> Coordinator, Regional Coordinator, Land Coordinator, Deputy Programme Manager, M&E team

CPW: Certificate Distribution Weekly Report

Objective of the Report	To record the number of certificates issued in the <i>Woreda</i> in that week.
Timeframe	This report must be completed and submitted every Friday
Sources	Filled out by <i>Woreda</i> Coordinator based on tallies created at the distribution point
Verification	<p><i>Woreda</i> Coordinator can carry out a spot check of the number printed</p> <p>Weekly Summaries are checked against monthly summaries to ensure the figures are correct</p>
Submitted to	The <i>Woreda</i> Coordinator will submit to the Regional Coordinator through the weekly report
Feeds Information into	<i>Woreda</i> Weekly Report
Description of Report Template	

Certificate Distribution

	#	Region	Woreda	Kebele	# distributed	# Returned For Corrections	Date Distribution Commenced	W/C Date
Description	<i>Number of Kebele-DE</i>	<i>Name of Region-MassReg</i>	<i>Name of Woreda-MassReg</i>	<i>Name of Kebele-MassReg</i>	<i>Number of Certificates distributed that week- Woreda Coordinator</i>	<i>Number of Certificates Returned for Corrections in that week- Woreda Coordinator</i>	<i>The Date that Distribution Commenced- Woreda Coordinator</i>	<i>Date that the Weekly Report covered</i>

CIMR: Certificate Production Monthly Report

Objective of the Report	To record the number of certificates issued and their characteristics in that month in the <i>Woreda</i>
Timeframe	This report must be completed and submitted by the 5 th of every month
Sources	Filled out by I Coordinator based upon tallies created at the distribution point
Verification	<p><i>Woreda</i> Coordinator can carry out a spot check of the number printed</p> <p>Monthly summaries will be checked against the summary data-entry reports to ensure they are in balance</p>
Submitted to	The <i>Woreda</i> Coordinator will submit to the Regional Coordinator through the monthly report
Feeds Information into	<i>Woreda</i> Monthly Report

Description of Report Template

	#	Region	Woreda	Kebele	# distributed	# Returned For Corrections	Date Distribution Commenced	Month/ Year
Description	<i>Number of Kebele-DE</i>	<i>Name of Region-MassReg</i>	<i>Name of Woreda-MassReg</i>	<i>Name of Kebele-MassReg</i>	<i>Number of Certificates distributed that Month- Woreda Coordinator</i>	<i>Number of Certificates Returned for Corrections in that month- Woreda Coordinator</i>	<i>The Date that Distributed Commenced- Woreda Coordinator</i>	<i>Month and Year</i>

Certificate Distribution

CIF: Final Certificate Production Report

Objective of the Report To provide the final number of certificates issued at the end of distribution

Timeframe This report must be completed and submitted by the end of Week 37

Sources Filled out by *Woreda* Coordinator based upon tallies created at the distribution point

Public Display (O&C) Information will be checked against monthly and weekly reports

Submitted to M&E Manager. This will inform the logframe and other key analysis reports. It will also be submitted to the Regional Coordinator as a record of progress

Feeds Information into Logframe

Kebele Timeframe Reporting

Subsequent Monthly and Quarterly Reports

Description of Report Template

	#	Region	Woreda	Kebele	# distributed	# Returned For Corrections	Date Distribution Commenced	Month/ Year
Description	<i>Number of Kebele-DE</i>	<i>Name of Region-MassReg</i>	<i>Name of Woreda-MassReg</i>	<i>Name of Kebele-MassReg</i>	<i>Number of Certificates distributed that Month- Woreda Coordinator</i>	<i>Number of Certificates Returned for Corrections in that month- Woreda Coordinator</i>	<i>The Date that Distributed Commenced- Woreda Coordinator</i>	<i>Month and Year</i>

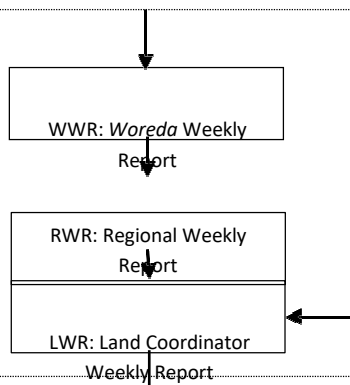
18.9 Regional- and National-level SLLC Reporting

All data comes from the *Woreda* level, but it needs to be aggregated at the regional and national¹¹ level. The MIS will automatically aggregate these reports and deliver the reports to the appropriate individuals set out below:

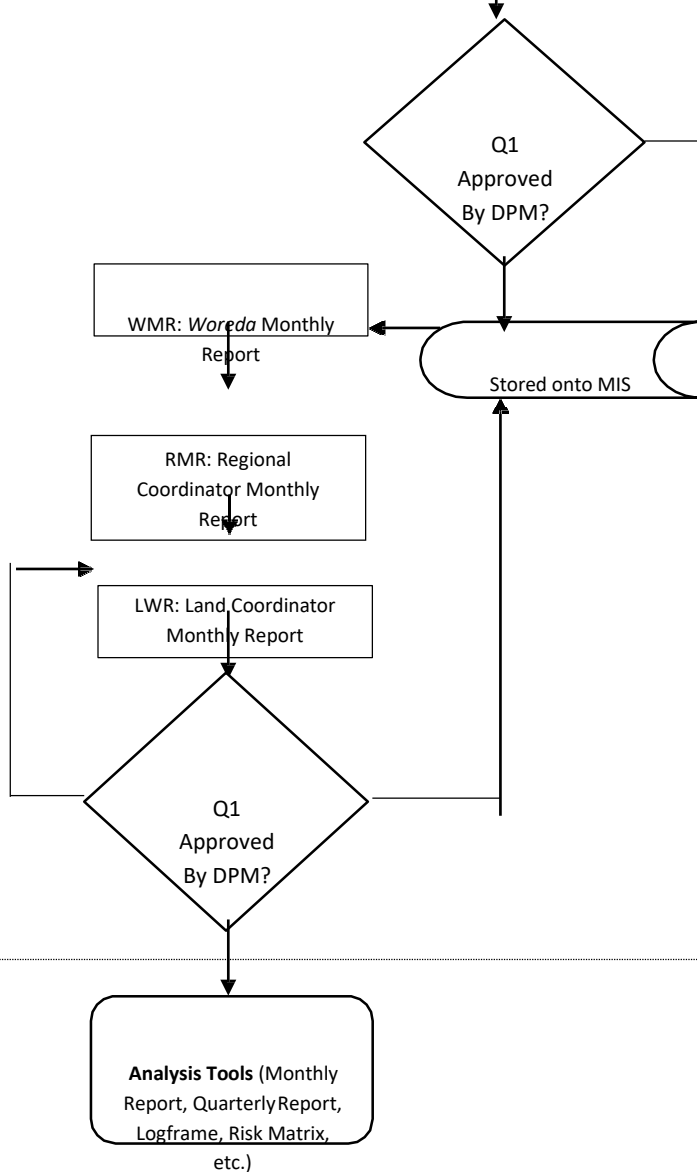
¹¹ It is not technically the national level as LIFT is operating in 4 regional states only. National here means the accumulation of those 4 states.



Various Timeframes



Submitted and automatically generated at the end of Friday



Submitted and automatically generated by 5th of the Month

Submitted within 10 working days

Regional Weekly Reporting

Regional Weekly Reporting Overview

Objective of the Activity To aggregate the key performance data for the week for the whole region

Objective of the Report To report weekly progress on:

- Kebele Index Map Printing;
- Demarcation;
- Digitisation;
- Data Entry;
- Public Display (O&C);
- Certificate Production;
- Certificate Distribution.

Timeframe This report must be completed by the end of business on every Friday

Sources MIS will automatically aggregate the reporting

Verification Woreda Coordinator will carry out spot checks of reporting figures

Staff Involved Woreda Coordinator, Regional coordinator

Sheet 1: Kebele Index Map

	#	REGION	WOREDA	Number of Index Maps This Week	Number of Field Sheets This Week	W/C
Description	1	Regional State	Woreda	Number of Index Maps Printed that week- Tally from GIS Staff	Number of Field Sheets Printed that week- Tally from GIS Staff	Date at the start of the week

Sheet 2: Demarcation

Woreda	Number of Parcels Demarcated	Targeted number of parcels for Demarcation	Difference Between Target and actual for the week	Number of Parcels in Dispute	Number of Parcels without Full Information	Start date of Demarcation in that Kebele	W/C	Remarks
Name of Woreda	Number of PI's in the Kebele for that week ONLY	Number of parcels planned for Demarcation- set by Programme Management	Difference between the target and actual per week	The number of parcels which have a dispute related to them for that week ONLY	The number of parcels which were recorded as not having all of the required information to allow for the certificate to be printed for that week ONLY	The date in the for when Demarcation commenced in that Kebele	Date at the start of the week	Any remarks from the Woreda Coordinator

Sheet 3: Digitisation Weekly Report

#	Woreda	Process	Week Total Digitised	Target	Difference between Target and Actual	Remarks
1	QGIS	SLLC/ PD/ CD				
2						
3						
4						
5						

Sheet 4: Data-entry Weekly Sheet

#	Woreda	Process	Week Total DE	Target	Difference between Target and Actual	Remarks
1		FLLC/ SLLC/ PD/ CD				
2						
3						
4						
5						

Sheet 5: Public Display Weekly Sheet

	Region	Woreda	Number of New Parcels	Number of Parcels Corrected	Number of Parcels in Dispute	Number of Parcels which are no longer in Dispute	Number of parcels which now have full information	Start date of Public Display (O&C) in that Kebele	W/C	Remarks
Description	Name of Region	Name of Woreda	Number of new PIs	Number of PIs where corrections allowed	The number of parcels where disputes arose during Public Display (O&C)	The number of parcels where the dispute has now been resolved since demarcation	The number of parcels which now have full information which didn't during demarcation	The date in the for when Public Display (O&C) commenced in that Kebele	Date at the start of the week	Any remarks from the Woreda Coordinator

Sheet 6: Certificate Production Weekly Sheet

	Region	Woreda	W/C	# Approved	Date of Approval	# Printed in the Week	Weekly Target	Difference between Target and Actual
Description	Name of Region- MassReg	Name of Woreda- MassReg	Date the week commenced	Number Approved	Date of Approval	How many Certificates were printed in that week only	Target per week as set by Programme Management	Difference between Actual and Targeted

Sheet 7: Certificate Distribution Report

	#	Region	Woreda	# Distributed	# Returned For Corrections	Date Distribution Commenced	W/C Date
Description	Number of Kebele- DE	Name of Region- MassReg	Name of Woreda- MassReg	Number of Certificates Distributed that week- Woreda Coordinator	Number of Certificates Returned for Corrections in that week- Woreda Coordinator	The Date that Distribution Commenced- Woreda Coordinator	Date that the Weekly Report covered

Land Coordinator Weekly Reporting Overview

Objective of the Activity To aggregate the key performance data for the week for all four regions

Objective of the Report To report weekly progress on:

- Kebele Index Map Printing;
- Demarcation;
- Digitisation;
- Data Entry;
- Public Display (O&C);
- Certificate Production;
- Certificate Distribution.

Timeframe This report must be completed by the end of business on every Friday

Sources MIS will automatically aggregate the reporting

Verification Deputy Team Leader needs to approve the report.

Staff Involved? Woreda Coordinator, Regional Coordinator

Sheet 1: Kebele Index Map

	#	REGION	WOREDA	Number of Index Maps This Week	Number of Field Sheets This Week	W/C
Description	1	Regional State	Woreda	Number of Index Maps Printed that week- Tally from GIS Staff	Number of Field Sheets Printed that week- Tally from GIS Staff	Date at the start of the week

Sheet 2: Demarcation

Woreda	Number of Parcels Demarcated	Targeted number of parcels for Demarcation	Difference Between Target and actual for the week	Number of Parcels in Dispute	Number of Parcels without Full Information	Start date of Demarcation in that Kebele	W/C	Remarks
Name of Woreda	Number of PI's in the Kebele for that week ONLY	Number of parcels planned for Demarcation- set by Programme Management	Difference between the target and actual per week	The number of parcels which have a dispute related to them for that week ONLY	The number of parcels which were recorded as not having all of the required information to allow for the certificate to be printed for that week ONLY	The date in the for when Demarcation commenced in that Kebele	Date at the start of the week	Any remarks from the Woreda Coordinator

Sheet 3: Digitisation Weekly Report

#	Woreda	Process	Week Total Digitised	Target	Difference between Target and Actual	Remarks
1	QGIS	SLLC/ PD/ CD				
2						
3						
4						
5						

Sheet 4: Data-entry Weekly Sheet

#	Woreda	Process	Week Total DE	Target	Difference between Target and Actual	Remarks
1		FLLC/ SLLC/ PD/ CD				
2						
3						
4						
5						

Sheet 5: Public Display Weekly Sheet

	Region	Woreda	Number of NewParcels	NumberofParcelsCorrected	Number of Parcels in Dispute	Number ofParcels which are no longer inDispute	Number ofparcels which now have full information	Start date of Public Display (O&C) in that Kebele	W/C	Remarks
Description	Name of Region	Name of Woreda	Number of new P/s	Number of P/s where corrections allowed	The number of parcels where disputes arose during Public Display (O&C)	The number of parcels where the dispute has now been resolved since demarcation	The number of parcels which now have full information which didn't during demarcation	The date in the for when Public Display (O&C) commenced in that Kebele	Date at the start of the week	Any remarks from the Woreda Coordinator

Sheet 6: Certificate Production Weekly Sheet

	Region	Woreda	W/C	# Approved	Date of Approval	# Printed in the Week	Weekly Target	Difference between Target and Actual
Description	Name of Region- MassReg	Name of Woreda- MassReg	Date the week commenced	Number Approved	Date of Approval	How many Certificates were printed in that week only	Target per week as set by Programme Management	Difference between Actual and Targeted

Sheet 7: Certificate Distribution Report

	#	Region	Woreda	# Distributed	# Returned For Corrections	Date Distribution Commenced	W/C Date
Description	Number of Kebele- DE	Name of Region- MassReg	Name of Woreda- MassReg	Number of Certificates Distributed that week- Woreda Coordinator	Number of Certificates Returned for Corrections in that week- Woreda Coordinator	The Date that Distribution Commenced- Woreda Coordinator	Date that the Weekly Report covered

Regional Monthly Reporting Overview

Objective of the Activity To aggregate the key performance data for the week for the whole region

Objective of the Report To report weekly progress on:

- Kebele Index Map Printing;
- Demarcation;
- Digitisation;
- Data Entry;
- Public Display (O&C);
- Certificate Production;
- Certificate Distribution.

Timeframe This report must be completed by the end of business on every 5th of the month

Sources MIS will automatically aggregate the reporting

Verification

Regional Coordinators will check the monthly figures against the weekly figures

Staff Involved

Woreda Coordinator, Regional Coordinator

Sheet 1: Kebele Index Map

	#	REGION	WOREDA	Number of Index Maps This Week	Number of Field Sheets This Week	Month/Year
Description	1	Regional State	Woreda	Number of Index Maps Printed that week- Tally from GIS Staff	Number of Field Sheets Printed that week- Tally from GIS Staff	Month and Year

Sheet 2: Demarcation

	Region	Woreda	Number of Parcels Demarcated	Targeted number of parcels for Demarcation	Difference Between Target and actual for the Month	Number of Parcels in Dispute	Number of Parcels without Full Information	Start date of Demarcation in that Kebele	Month and Year	Remarks
Description	Name of Region	Name of Woreda	Number of PI's in the Kebele for that Month ONLY	Number of parcels planned for Demarcation- set by Programme Management	Difference between the target and actual per Month	The number of parcels which have a dispute related to them for that Month ONLY	The number of parcels which were recorded as not having all of the required information to allow for the certificate to be printed for that Month ONLY	The date in the Georgian Calendar for when Demarcation commenced in that Kebele	Month and Year	Any remarks from the Woreda Coordinator

Sheet 3: Digitisation Monthly Report

#	Woreda	Process	Monthly Total Digitised	Target	Difference between Target and Actual	Remarks
1	QGIS	SLLC/VER/CI				
2						
3						
4						
5						

Sheet 4: Data-entry Monthly Sheet

#	Woreda	Process	Monthly Total DE	Target	Difference between Target and Actual	Remarks
1		FLLC/SLLC/PD/CD				
2						
3						
4						
5						

Sheet 5: Public Display Monthly Sheet

	Region	Woreda	Number of New Parcels	Number of Parcels Corrected	Number of Parcels in Dispute	Number of Parcels which are no longer in Dispute	Number of parcels which now have full information	Start date of Public Display in that Kebele	Month and Year	Remarks
Description	Name of Region	Name of Woreda	Number of new PI's	Number of PI's where corrections allowed	The number of parcels where disputes arose during Public Display	The number of parcels where the dispute has now been resolved since demarcation	The number of parcels which now have full information which didn't during demarcation	The date in the for when Public Display commenced in that Kebele	Month and Year	Any remarks from the Woreda Coordinator

Sheet 6: Certificate Production Monthly Sheet

	Region	Woreda	W/C	# Approved	Date of Approval	# Printed in the Month	Month and Year	Difference between Target and Actual
Description	Name of Region-MassReg	Name of Woreda-MassReg	Date the Month commenced	Number Approved	Date of Approval	How many Certificates were printed in that Month only	Month and Year	Difference between Actual and Targeted

Sheet 7: Certificate Distribution Report

	#	Region	Woreda	# Distributed	# Returned For Corrections	Date Distribution Commenced	Month and Year
Description	Number of Kebele-DE	Name of Region-MassReg	Name of Woreda-MassReg	Number of Certificates Distributed that Month- Woreda Coordinator	Number of Certificates Returned for Corrections in that Month- Woreda Coordinator	The Date that Distribution Commenced- Woreda Coordinator	Month and Year

18.10 Rapid Field Assessment of *Woredas*

The overall purpose of the Rapid Field Assessment is to generate baseline information to be used as a framework to define multiple interventions in two key components of LIFT:

- Land Certification and Administration (i.e. SLLC and RLAS);
- To identify and assess issues and interventions related to the environment and commercial investment which are embedded in the cross-cutting component.

The assessment focused on 4 broad thematic areas:

- Organisational capacity assessment;
- Practices and experiences in land use rights transactions;
- Experiences and practices in SLLC;
- Environment, investment and settlement/re-settlement.

The objective of the exercise was, therefore, to increase our understanding of the environment in which the LIFT programme will operate, and possible constraints to the achievement of results, specifically in order to:

- Tailor SLLC and RLAS interventions to meet current situations and capacities.

Identify potential risks in individual *Woredas* arising from either previous or current large-scale commercial land investments.

Data gathering is based on a series of discussions and consultations undertaken with experts and officials in the Amhara, Oromia, SNNP and Tigray regional offices and the WLRO's LIFT *Woreda* offices, using checklists to ensure the standardisation and comprehensiveness of outputs. Other stakeholders will be consulted, especially those in the Land Administration and Use Directorate (LAUD) of the Ministry of Agriculture (MoA), other programmes in the sector, and other relevant stakeholders.

The formats below will be completed for each *Woreda* and stored on MIS. Reports will be sent to DFID and, if any issues arise from the reports, will be discussed between the LIFT team and DFID.

Woreda Capacity Assessment Form							
Name of <i>Woreda</i>:							
Name of contact person at <i>Woreda</i>:							
Staff qualifications	Category	Number	Education	IT Skills	Years' Experience	Permanent	Contracted
Staff perception	Category	Positive	Fair	Critical	Notes		

Office Space	Rooms 1 - 4	Room 1	Room 2	Room 3	Room 4	Notes
	Size					
	Use					
	Condition					
	Other					
Furniture		Number	Type	Condition	Number of users	Notes
	Tables					
	Chairs					
	Other					
IT Infrastructure	Work stations					
	Laptop					
	A0/A1 Printer					
	A4 Printer					
	A3 Printer					
	Air conditioner					
	LAN					
	Scanner					
	Internet availability					
	Software					
	Network connection					
	Other					
Survey Equipment	Measuring Tape					
	GPS and software					
	Other					
Transport	4x4					
	Saloon					
	Motorcycles					
	Bicycles					
	Hire transport					
	Other					
Power Supply		Yes/No	Hours/Day	Condition	Comments	Notes
	National grid					
	Solar energy					
	Energy-powered battery					
	Generator					
	Other					
ption of		Good	Fair	Poor	None	Notes
	Signage/sign post					

	Ease of access for public					
	Ease of vehicle access					
	Ease of supply chain					
	Proximity to public transport					
	Signage inside office					
	Public waiting areas					
	Other					

Checklist 1: Assessment of the Maintenance of the Land Register (RLAS)

Region:	Woreda:			Date:	
Issue to investigate	Results of the investigation			Remarks	
<p>What is the status of the legislation/regulations on land in the region?</p> <p>Are there specific rules for this region (e.g. on land rentals or exchange or re-distribution)</p>	<p>Proclamation date/update:</p> <p>Regulation date/update:</p> <p>Availability at <i>Woreda</i> office:</p> <p>Any issue that needs attention:</p>				
Mutation types and frequency	Type of mutation	Yes/No	Frequency		
	Rent (lease/share cropping)				
	Bequeath (inheritance)				
	Gift (donation)				
	Expropriation				
	Exchange				
	Re-distribution				
	Corrections * Textual * Spatial Other				
Process steps per mutation	Type	What	How	Time	
	Rent				Or lease or share cropping? Or inheritance?
	Bequeath				
	Gift				Or donation?
	Expropriation				

	Exchange				
Process steps per mutation	Type	What	How	Time	
	Re-distribution				
	Corrections Textual				
	Corrections Spatial Other				
Manuals and forms	Are there specific manuals (defining mutation procedures step by step):				
	Are there specific (application) forms per mutation:				
Status of the land register	Format of the land register (book/database)				
	Organisation of the land register (entry fields, space to register mutations, link to historical data)				

Checklist 2: Environmental/Commercial Investment Screening

Environmental Issues	Frequency of natural disasters	Kebele	Frequency	Issues	Risks		
	Flood						
	Mud or rock slide						
	Weather related (hailstones)						
	Bush/forest fires						
	Drought						
	Other						
	Environmental Protection Measures	Kebele	Type	Issues	Risks		
	River bank protection						
	Lake shore protection						
	Soil erosion/landslide protection						
	Other						
	Conservation Areas	Kebele	Type	Issues	Risks		
	Gazetted forests						
	Wetland areas (protected)						
	National Parks (or boundaries of parks)						
	Other protected areas						
Investment Issues	Approximate proportion land cultivated by smallholders	Woreda	%				
	What kind of investments?	Kebele	Type	Size?	Outgrowers	Issues	Risks
	Is any resettlement underway?	Kebele	Reason	Scale (HH)	Current status	Issues	Risks
	(This can include for irrigation infrastructure)						
	Any people previously resettled for investment?	Kebele	Reason	Scale (HH)	Issues	Risks	
	(This can include for irrigation infrastructure)						

18.11 Monitoring Staff Performance Against Targets

At any one time, up to 90 people directly contracted by LIFT will be operating in each *Woreda*, meaning a maximum of 2,500 LIFT contracted staff could be working across the 4 regional states at any one time. This does not account for government employees, casual staff or staff at the regional state level which will greatly increase the total number.

While staff appraisals and contracting is covered by the FMIS, staff performance for SLLC needs to be controlled through the setting and monitoring of targets.

Targets are set through analysing the work rate of completed *Woredas* to establish what is a suitable target for staff. For each new *Woreda*, the targets are communicated to staff through the *Woreda* and regional work plans. The targets will change, as the understanding of what is possible will increase through learning from completed *Woredas*; therefore, targets will be reset for each *Woreda*.

Monitoring data against these targets will be included in the reporting templates above. This will be automatically entered into the *Woreda* performance reporting template, which will be updated weekly and submitted to programme management as part of the delivery report. The format of the report is laid out below:

Process Number	Process Title	Region	Woreda	Week Number	Units	Quantity at the end of Last Week	Quantity at the end of This Week	Total Target for end of This Week	Difference Between Target and Actual	Total for the Week	Weekly Target	Difference between Total and Actual	Remarks
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													

These *Woreda* reports will also be submitted to the Land Coordinator, Regional Coordinators and *Woreda* Coordinators so that they can monitor the performance and discuss what is going wrong and if change is required.

Testing the Kebele Timeframe Assumptions

The SLLC Manual states that a *Kebele* should, on average, take 16 weeks to complete the entire SLLC Process. In order to ensure that the SLLC process is precise in planning for SLLC activities in future *Woredas*, it is important to understand that the average timeframe set is as accurate as possible.

Each of the reports sets out the time that it took to complete each activity in the SLLC process. Therefore, at the end of Week 37, the MIS will automate a timeframe report which will inform programme management on the time spent to complete each *Kebele* in the *Woreda*. The format of the report is set out below:

19. Post SLLC Activities

19.1 Objective

To complete any residual SLLC activities after the close of LIFT support in a Woreda.

19.2 Outcome

Printed certificate documents distributed.

This procedure addresses the roles and responsibilities of the Woreda Land Office who may need to complete certain SLLC activities after LIFT support to SLLC in the Woreda has ended. These activities include:

- Distribution of any remaining certificates, or new certificates arising from data cleaning
- Data cleaning, including outstanding corrections and occasions where full information has been provided late.
- Approval of cleaned parcel data
- Printing of unprinted approved parcels, or newly approved parcels

An iMASSREG module has been added to iWORLAIS to facilitate this work.

19.3 Process Linkages

Preceding Process Events	Certificate Distribution
Proceeding Process Events	Ongoing implementation of RLAS

19.4 Glossary of Terms

Term	Definition
Certificate	An A4 document showing the attributes of the land holder and parcel, including an extract of the cadastre showing the parcel and neighbouring parcels.
Distribution Lists	Lists used during certificate distribution. The lists are prepared for each <i>Kebele</i> and they indicate UPI, claimants' names, date of issuance, photograph number, signature, and issuing official.

19.5 Process Description

Task Number	Description	Person(s) Responsible
INPUT	iWORLAIS featuring the iMASSREG module is operationalized in the Woreda	RC, RLAS RC, WLAO
1a	Certificate Distribution (Applies to any undistributed certificates, whether corrections have been applied or not) Certificates Distributed after the end of SLLC Activities will be monitored using the Distribution Lists as described in Module 17 and SIGN 11.	Head of <i>Woreda</i> Land Administration,

1b	<p>Distribution must be reported on a monthly basis (by the 5th of the month) to the LIFT RC using the Certificate Issuance reporting template described in Module 17 on Certificate Distribution (included below).</p> <p>The LIFT RC will compile and submit to LIFT HQ with the weekly SLLC progress report.</p>	Head of <i>Woreda</i> Land Administration, RC
----	--	---

Task Number	Description	Person(s) Responsible
2	<p>Data Cleaning, Correction and Completion.</p> <p>iMASSREG functionality may now be accessed through the iWORLAIS software. This allows for the correction of data, including parcel ID, incorrect names, holding ID (in the case of Amhara region), and the completion of incomplete data. This follows the normal procedures described in Modules 10, 11 and 14</p>	<p>a)WLAO, Head of Woreda Land Administration</p> <p>b) Trained Woreda Land Administration experts</p>
3a	<p>Approval</p> <p>The approval process for the corrected and completed parcels follows the procedure set out in Module 16 and SIGN 10.</p>	WLAO, Woreda Land Administration Expert
3b	<p>Approval must be reported on a monthly basis (by the 5th of the month) to the LIFT RC using the Certificate Production reporting template described in Module 16 on Certificate Production.</p> <p>The LIFT RC will compile and submit to LIFT HQ with the weekly SLLC progress report coinciding with the submission of the above report. .</p> <p>Approved Parcels will be automatically moved to iWORLAIS.</p>	Woreda Land Administration Expert, RC
4a	<p>Printing</p> <p>Printing follows the procedures outlined in Module 16 and SIGNs 10 & 12.</p> <p>The Head of the Woreda Land Office must authorize printing after approval.</p> <p>Each time data for a new parcel is approved and processed for printing, it is essential to cross-check and verify whether the total approved parcels are equal to the total printed parcels by generating the “Print Check List” in the iMassReg system. The number of newly approved parcels should be equal to the total printed parcels.</p>	WLAO, Woreda Land Administration Expert, RC

4b	<p>Printing must be reported on a monthly basis (by the 5th of the month) to the LIFT RC using the Certificate Production reporting template described in Module 16 on Certificate Production.</p> <p>The LIFT RC will compile and submit to LIFT HQ with the weekly SLLC progress report.</p>	Head of <i>Woreda</i> Land Administration, RC
OUTPUT	Distributed Certificates	

19.6 Risk Mitigation

Risks	Mitigation	Task Ref.
Approved <i>Kebeles</i> not printed.	The Head of Woreda Land Administration compares the “Print Checklist” with approved parcels to note unprinted certificates. These are then printed.	4
Insufficient Human Resources are available	These activities should be scheduled immediately once Woredas are equipped for RLAS and staff are trained in iWORLAIS	All

19.7 Reporting and Monitoring

Certificate Issuance Monthly Report

Objective of the Report	To record the number of certificates issued and their characteristics in that month in the <i>Woreda</i>
Timeframe	This report must be completed and submitted by the 5 th of every month
Sources	Filled out by the <i>Head of Woreda Land Administration</i> based upon tallies created at the issuance point
Verification	<p><i>Head of Woreda Land Administration</i> can carry out a spot check of the number printed</p> <p>Monthly summaries will be checked against the summary data entry reports to ensure that they are in balance</p>
Submitted to	<i>Head of Woreda Land Administration</i> will submit to the Regional Coordinator through the monthly
Feeds Information into	Regional Monthly Report

Description of Report Template

	#	Region	Woreda	Kebele	# distributed	# Returned For Corrections	Date Distribution Commenced	Month/ Year
<i>Description</i>	<i>Number of Kebele-DE</i>	<i>Name of Region-MassReg</i>	<i>Name of Woreda-MassReg</i>	<i>Name of Kebele-MassReg</i>	<i>Number of Certificates distributed that Month- Woreda Coordinator</i>	<i>Number of Certificates Returned for Corrections in that month- Woreda Coordinator</i>	<i>The Date that Distributed Commenced- Woreda Coordinator</i>	<i>Month and Year</i>

CPMR: Certificate Production Monthly Report

Objective of the Report To record the number of certificates produced and their characteristics in that month in the *Woreda*

Timeframe This report must be completed and submitted by the 5th of every month

Sources MASSREG automatically records it.

Verification *Head of Woreda Land Administration* can carry out a spot check of the number printed

Monthly summaries will be checked against the summary data entry reports to ensure they are in balance

Submitted to The *Head of Woreda Land Administration* will submit to the Regional Coordinator through the

Feeds Information into Regional Weekly Report

Description of Report Template

	#	Region	Woreda	Kebele	# Approved	# Printed in the Month	Total Area of Approved	Number of Single Females who are approved	Number of Single Male who are approved	Number of Co-Ownership who are approved	Number of Non-Natural Persons who are approved	Date of Approval	Month/ Year
<i>Description</i>	<i>Number of Kebele-DE</i>	<i>Name of Region-MassReg</i>	<i>Name of Woreda-MassReg</i>	<i>Name of Kebele-MassReg</i>	<i>Number Approved-MassReg</i>	<i>Number Printed that Month-MassReg</i>	<i>Total Area of all Approved Certificates-MassReg</i>	<i>Total number of Single Females who have approved Certificates-MassReg</i>	<i>Total number of Single Males who have approved Certificates-MassReg</i>	<i>Total number of Co-Owners who have approved Certificates-MassReg</i>	<i>Total number of Non-Natural Persons who have approved Certificates-MassReg</i>	<i>Date of Approval</i>	<i>Month and Year of this Report</i>

	#	Region	Woreda	Kebele	# Approved	# Printed	Total Area of Approved	Number of Single Females who are approved	Number of Single Male who are approved	Number of Co-Ownership who are approved	Number of Non-Natural Persons who are approved	Date of Approval	Date Production Commenced	Date Production Concluded
<i>Description</i>	<i>Number of Kebele-DE</i>	<i>Name of Region-MassReg</i>	<i>Name of Woreda-MassReg</i>	<i>Name of Kebele-MassReg</i>	<i>Number Approved-MassReg</i>	<i>Number Printed-MassReg</i>	<i>Total Area of all Approved Certificates-MassReg</i>	<i>Total number of Single Females who have approved Certificates-MassReg</i>	<i>Total number of Single Males who have approved Certificates-MassReg</i>	<i>Total number of Co-Owners who have approved Certificates-MassReg</i>	<i>Total number of Non-Natural Persons who have approved Certificates-MassReg</i>	<i>Date of Approval</i>	<i>Date that Production of Certificates Commenced</i>	<i>Date that the Production of Certificates Ended</i>

SLLC Manual Version 3.1 – ANNEX 1: SIGNS 1 to 16

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 1

DETAILED PROCESS DESCRIPTION FOR LAND HOLDING CLAIM RECEIPT AND PHOTOGRAPH COLLECTION

1 INTRODUCTION

Section 11.5 of the SLLC Manual sets out the process for the use of a land holding claim receipt LHCR, with a template in Annex 10 of the manual. This has not however been implemented hitherto by the field teams. The following sets out a detailed explanation of the purpose of these systems in the manual and more detailed steps to implement it in the field.

2 IMPORTANCE OF THE PHOTOGRAPH AND THE LHCR

The photograph of the landholder(s) is important to provide evidence on the Landholding Certificate of the identity of the landholder(s) as being the right holders of the certificate. This is necessary as there is no national identity card the number of which would identify the holders.

The photograph will be scanned into the computer and be attached to a particular person so that when the certificate is printed the photograph(s) of the land holders will be printed on the certificate.

The LHCR fulfils three main purposes:

- It provides evidence to the land holder of the parcels that have been demarcated in his/her name and their UPI numbers
- It makes it easier for the land holder to identify his/her parcels during public display
- It provides evidence of the photo ID (see below).

3 PROCESS

When the land holder goes to demarcate a parcel he/she will be asked by the Field Data Recorder (FDR) for the LHCR.

If this is the first parcel that he land holder has demarcated then he/she will be issued with a LHCR by the FDR. This will record the name of the holders and his or her spouse, and will award them with a photo ID for each of them, whether or not a photo is handed over. The photo ID shall be unique for every landholder within a kebele, designated with a four digit numeric code for the landholder preceded by two digit and three digit numeric codes designating the particular kebele and woreda, respectively. The FDR will also record the parcel number being demarcated.

Table 1. Landholding Claim Receipt

Region: Oromia	Woreda: Dodota	Kebele: Kara	
Claimants			
Name	Father's Name	Grandfather'sName	PhotoNo
Dawit	Gizachew	Allebachew	001/01/1234
Edengenet	Zegeye	Tilahun	001/01/1235
ParcelNumber	Date Demarcated	Disputed (Yes/No)	
10011	11/5/15	No	

The photo ID number will be recorded in the Field Registration Form (FRF) for the parcel under demarcation to the left of the name. The LHCR is retained by the Land Holder.

If this is NOT the first parcel that the land holder has demarcated then he/she will hand the LHCR over to the FDR who will:

- Record a new parcel number in the LHCR
- Record the photo ID number on the LHCR in the FRF against the claimant's name.
- Return the LHCR to the land holder.

Table 2. Landholding Claim Receipt

<i>Region: Oromia</i>		<i>Woreda: Dodota</i>	<i>Kebele: Kara</i>
Claimants			
Name	Father's Name	Grandfather's Name	Photograph Number
Dawit	Gizachew	Allebachew	001/01/1234
Edengenet	Zegeye	Tilahun	001/01/1235
ParcelNumber	Date Demarcated	Disputed (Yes/No)	
10011	11/5/15	No	
10256	12/5/15	No	

The Field Sub-Teams are issued with a set of 1000 Photo ID numbers each time they start on a new kebele. The Field Team Leader (FTL) will record the numbers issued to each sub team and issue additional if necessary.

In the event that the land holder wishes to register a parcel with a different partner to her/his other holdings (and has the necessary documents to justify this) then he/she will hand over the existing LHCR and request the different holding arrangement. The FDR will issue a new receipt using the same name and photo ID as the existing one and then record the new partner and award a new ID.

Table 3. Landholding Claim Receipt

<i>Region: Oromia</i>		<i>Woreda: Dodota</i>	<i>Kebele: Kara</i>
Claimants			
Name	Father's Name	Grandfather's Name	Photograph Number
Dawit	Gizachew	Allebachew	001/01/1234
Sintayehu	Kelelachew	Gebreselassie	001/01/1286
ParcelNumber	Date Demarcated	Disputed (Yes/No)	
10380	13/5/15	No	

When the land holder hands over a photograph(s) then the FDR will ensure that the picture is a good up to date likeness of the land holder(s) and will write the photo ID number on the back of the picture. The picture will then be put in the plastic bag provided and sent to the Technical Support Team (TST) with the FRF.

The TST will scan the photograph and save the digital version using the Woreda-Kebele-Photograph ID Number as the file reference (001--01-1235, for example). This will be uploaded into the iMassreg database.

If either of the holders of a parcel does not have a photograph linked to their photo ID then this will be regarded as incomplete information and recorded as such for the purposes of public display when land holders will be expected to bring their photographs.

Alternatively consideration could be given to having a camera at each public display to pick up any others without photographs and the digital photograph can be saved on the camera using the ID number as a file reference as above.

4 APPLICATION OF THE PROCESS

The process will be applied in full in Oromia, SNNPR, and Tigray¹. Photographs will not be collected in Amhara because it continues to use the current first level holding book, where photographs are already attached. The use of the LHCR will however be used in Amhara and the holding book number can be used instead of the photo ID.

5 TRANSITIONAL ARRANGEMENTS

Where woredas have not been carrying out the above processes the following need to be carried out.

- Photographs received should be allocated to parcel holders on the system through scrutiny of the FRFs or print outs of the existing parcels on the database to award photo ID numbers, which will be entered on the system. Advice should be sought by RCs from the TTLs as to how to manage this best.
- If possible this should be carried out before public display. If not possible farmers should be encouraged to bring their photographs to public display and identify the parcels to which they, or previously submitted photographs, relate.

Depending on the region, certificates can be printed (outside Amhara) with or without photographs being on the system. However, in Oromia regional state, the certificate shall be printed with photographs.

6 SCANNING AND ENTRY OF PHOTOGRAPHS INTO THE IMASSREG

The IT teams will circulate through the Land Co-ordinator instructions for how the TTLs will scan the photographs into the system.

7 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

8 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

¹ Oromia has definitely committed to having photographs on the certificates – Tigray and SNNPR are still working on the modalities. We should therefore work on the assumption that they will have. If not to be done the mandatory field can be opened at certificate printing time to adapt. Maintenance of photographs on the system will also give future security in the land administration system.

<p>SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 2</p> <p>CHECKLIST FOR VISITS TO WOREDAS</p>
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1 INTRODUCTION

Programme woredas are subject to numerous visits from various supervisory levels including the regional co-ordinators and regional staff, head office, LAUD and zonal officers. In order to maximise the value of those visits it is necessary to ensure that certain minimum issues are covered during the visit to ensure that minimum performance requirements are being met.

Naturally during a visit other issues may take priority but the checklist should be used to provide continuing supervision.

The checklists also will help the woreda co-ordinators and land office to know what the supervisory visits will be looking for and to ensure that the requirements are being met.

2 USE OF THE CHECKLIST

The checklist is an informal document to guide supervisors and is by no means all inclusive. It is however recommended that during each visit the checklist is completed and kept electronically on the supervisor's computer to inform discussions with woreda staff, prepare recommendations for improvement and compare performance from one visit to the next.

If a visit report is prepared, then it should be attached to that report.

3 CLARIFICATIONS

Any request for clarification or suggested improvements to the checklist must be addressed to the Land Co-ordinator.

4 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

Woreda Visit Checklist

Woreda Name:

Date Visited:

	Checklist:	Findings/Action
	Office management and security	
1	Is the office clean and tidy?	
2	Is the office signposted and LIFT posters clearly visible here and around the offices	
3	Are files and documents kept off the floor?	
4	Are desks arranged so that STTL can see all screens from his/her desk?	
5	Is the office properly secured?	
	Electricity supply	
6	How frequent are powercuts?	
7	Is the generator available and well maintained? Is fuel available?	
	IT Equipment:	
8	Is IT equipment dusty? Are dust covers being used?	
9	Is IT and peripheral equipment, including UPS, desks, and chairs, in full working order?	
10	Is field equipment correctly and securely stored?	
	Field vehicle management	
11	Inspect all vehicles - apparently in good condition, tyre wear OK, no excessive exhaust fumes?	
12	Inspect log book to ensure correctly completed up to date, review for excessive mileages, inappropriate trips	
13	All vehicle equipment on board, fire extinguisher, first aid, tool kit etc.	
	Staff and record management t	

	Checklist:	Findings/Action
14	Is attendance recorded every day and absenteeism recorded and checked in the field?	
15	Are monitoring reports well maintained, filed and signed on a daily and weekly basis? Check the following reports: <ul style="list-style-type: none"> • Daily and weekly digitisation Report • Daily and weekly Data Entry Report • Daily and Weekly Demarcation Report, including parcels without full information • PAC Report 	
16	Spot check the previous weeks reports with the original records to ensure it is correct. Report any issues to Owen and Getie.	
17	Check that the digital reports are saved on a computer and backed up appropriately.	
	GIS:	
18	Are field map sheets being reinforced with paper tape?	
19	Is there any backlog in scanning and/or georeferencing?	
20	Is the correct naming and filing convention used for GIS data?	
21	Are PCs being shared by more than one person?	
22	Are staff preparing reports of errors and corrections for public display?	
23	Are GIS staff using hardcopy field map sheets when digitising?	
	Data Entry	
24	Is shift working required? If so, what hours are being worked for each shift?	
25	How are data entry teams organised into teams? Who is responsible for supervision and checking?	
26	What is the current backlog of FRFs?	
27	Are all FRFs being entered into the database?	

	Checklist:	Findings/Action
28	How many do not have full information?	
29	What is the rate of disagreement between first and second entry? What are the most common errors?	
30	Who is performing well / badly in the team? Why?	
31	Are PCs being shared by more than one person?	
32	If targets are not being met: why?	
	Field Teams:	
33	What time to Field Teams leave the office in the morning, and what time do they arrive at the field?	
34	Are field teams split into two sub-teams?	
35	Field Maps – are these being correctly used? Are they strengthened with tape? Folded inappropriately?	
36	FRFs – are these being filled correctly? Pay special attention to the allocation of Photo ID numbers, ‘completeness of the required information and readability of the hand writing	
37	Are all land holders attending?	
38	Are wives attending?	
39	Are land holders bringing photographs?	
40	Are the neighbours present?	
41	Do parasurveyors walk each and every boundary with the land holder and neighbours?	
42	Do parasurveyors show land holders the completed parcel on the field map?	
43	Are <u>“Landholding Claim Receipt”</u> receipts issued to land holders?	

	Checklist:	Findings/Action
44	Are all team members present in the field?	
45	Do parasurveyors use pencil in the field?	
46	Do parasurveyors 'ink in' the field sheets every day? Are they using black ink?	
47	Are parcel numbers correctly oriented (where possible) when drawn on the field map?	
48	Check that each parcel has a unique Parcel ID. There should be no 'multipart' parcels.	
	PIA	
49	Are flip charts and information materials available at woreda office?	
50	Are posters and information materials available at kebele?	
50	Are land holders adequately informed a week in advance of the SLLC workplan?	
51	Are land holders adequately informed the day before the demarcation day SLLC ?	
52	Are land holders adequately informed on the morning of of the demarcation day SLLC ?	
	Closing	
53	Have all the above findings been discussed with the woreda administrator and head of the land office, and any issues from their side identified	

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 3

INCOMPLETE INFORMATION

1 INTRODUCTION

Section 11.5 of the SLLC Manual sets out the process for the demarcation of a parcel and the recording of the textual data with regard to the parcel. The latter is recorded by the Field Data Recorders on the Field Registration Form (FRF) for entry into the IMASSREG system. In order for a certificate to be issued the system must have Full Information for the parcel.

There has been some confusion over how we should deal with parcels for which full information is not available during demarcation and this SIGN clarifies the situation.

2 FULL INFORMATION

Full information represents the information required for the issuing of a certificate to the landholder, and the entry in the register. The information required is generally dictated by the relevant regional proclamation.

Full textual information required by all regions is:

- Tenure type /holding type
- Landholders' full name – including the husband and wife where appropriate.
- Landholders' Photograph and Photo ID number.
- Parcel ID
- Holding ID number or other evidence of rights.
- Means & years of acquisition
- Land use type
- Encumbrances
- Soil fertility

In the case of Amhara the photograph is not required as it is pasted in the 1st Level Certificate.²

3 COLLECTION OF FULL INFORMATION

Parcel information is collected by the field teams during the demarcation exercise. This is the primary point at which we should attempt to ensure that as many farmers as possible, with their spouses or other co-rights owners and the neighbouring parcels landholders attend as possible, with all the required information.

This should be accomplished through intensive sensitisation and awareness that will ensure that land holders know in advance of when they need to be at their parcel and what information is required. They must be made aware that both land holders, where applicable, should come and they must bring with them:

- Their first level certificate (green book) which contains nearly all of the information required.

²Oromia has definitely committed to having photographs on the certificates – Tigray and SNNPR are still working on the modalities. We should therefore work on the assumption that they will have. If not to be done the mandatory field can be opened at certificate printing time to adapt. Maintenance of photographs on the system will also give future security in the land administration system.

- Any other documentation (court decision, licence etc.) which substantiates their claim.
- The Land Holding Claim Receipt (LHCR) if they have had a previous parcel demarcated under SLLC.
- Recent, clear photographs of each of the landholders.

In the event that the landholder(s) for a parcel do not show up the parcel will be demarcated by the parasurveyor, a UPI number awarded, and an FRF opened with the names of the holders supplied by the LAC representative and the neighbours.

If the landholder(s) appear during the period of demarcation of the relevant map sheet, then the FRF can be completed. If the landholder(s) do not come then the FRF will be sent to the Technical Support Team for Data Entry together with those with full information. These will be accepted in the IMassReg but a certificate will not be issued.

Field Teams must not hold back the processing of the map sheet and FRF to maximize full information. This will hold back the whole process.

The land holders who have not provided full information will have the opportunity to do so during Public Display and the lists displayed there will show those which have incomplete information.

NOTE:

The Awareness Raising should emphasise the need for farmers to provide full information during demarcation and not wait for Public Display. If they do so they will miss the opportunity to correct any errors and will have to wait until the certificate is printed. This will delay their receipt of the certificate significantly and may mean that any disputed neighbouring boundaries may have already been certified to their detriment.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected. Photographs will not be collected in Amhara because it continues to use the current first level holding book.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 4.1

CORRECTION CATEGORISATION AND PROCEDURES

DURING PUBLIC DISPLAY PERIOD

1 INTRODUCTION

Section 14.4 of the SLLC manual set out the process for verification and corrections of textual and spatial data sets during the Public Display period. Definitions of major and minor correction types and procedures for correction during public display are however made in broad terms, which leave room for wider misinterpretation during implementation. This guide elaborates this sub-process.

2 PROCESS

The textual and spatial data sets displayed should be checked and verified by all landholders in a given kebele. Objections to textual or spatial data should be corrected, all the corrections being classified as either Minor or Major corrections.

3 TEXTUAL DATA

The required textual data table for public display will be printed from iMassReg based on photo ID of the landholder's. The last column is labelled as missing information, which indicates that all the required textual data has not been collected during the field adjudication and demarcation period. In those cases holders will provide the missing information to allow inclusion.

3.1 CORRECTION CATEGORIES

Correction of the textual data is classified into the following two categories:

- i. **Minor Correction:** Refers to the data which are incomplete or with minor mistakes that occurred when filling in the Field Registration Form (FRF) during field adjudication and demarcation. These corrections do not call for a new FRF to be filled in. The following two types of corrections are defined under this category:
 - a. Spelling mistakes and some incorrectly recorded data
 - Misspelling of names (i.e. first, second or grandfather's name);
 - Incorrectly recorded data such as sex, age, etc.
 - b. Incomplete information
 - Tenure type/type of holding;
 - Photo ID;
 - Holding ID number;
 - Means and years of acquisition;
 - Land use type; and
 - Soil fertility
 - Signature

- ii. **Major Correction:** these are corrections required when change of the current registered owner for a particular parcel or holding is required or when all the information entered in the FRF is incorrect. These types of corrections call for a new FRF to be completed in the field. Cases might be many but examples may include the following:
- When two or more parcels are incorrectly recorded as one parcel. This may occur if a parcel is recorded as a multi-part polygon, or if a Parcel ID is accidentally duplicated.
 - When one parcel is registered as two or more parcels
 - A complete transfer of holding for a parcel supported with proper documentation;
 - If the landholder's information filled in the FRF is completely wrong or missing;

3.2 PROCESS

During the public display period, the **Objection and Correction Committee (O&CC)** (See also **SIGN No-6**) will evaluate the cases and classify the filled FRFs requiring corrections either as Major or Minor types and record the correction in the Correction Form.

3.2.1 Minor corrections,

The correct data shall be recorded in the filled FRFs by cancelling the incorrectly recorded entry with a red line and writing the correct data in the new FRF. Correcting fluid (White Out, Tippex) shall NOT be used under any circumstances. For parcels with incomplete information, the missing information will be entered by interviewing the landholder in the presence of the KLAC representatives. After the correction, the corrected newly filled FRFs should be labelled at the top as CORRECTED – MINOR CORRECTIONS in capital letters using a red pen.

Every day, the corrected FRFs shall be put in a file box labelled as CORRECTED –MINOR CORRECTION and all FRFs in the box sub-divided by a separator showing *Spelling and minor corrections* and *Incomplete information*.

3.2.2 Major Corrections

As for minor corrections, all cases should be recorded in the **Correction Form**. The FTL shall assign the O&CC staff in a planned manner to ensure greatest efficiency for field re-adjudication and re-demarcation in accordance with the procedures described in Chapter 11 of the SLLC manual. Once the major corrections are completed, the original and newly corrected FRFs will be filed in a file box, labelled as CORRECTED–MAJOR CORRECTIONS and the FRFs separated by separators labelled as *Original FRFs* and *Corrected FRFs*.

3.2.3 Incomplete Corrections

For partially completed corrections (both major and minor), the FRFs and corrections forms will be kept in the field until the correction information is complete. If a correction is not complete at the end of the Public Display period the forms will be clearly labelled INCOMPLETE CORRECTIONS – MINOR CORRECTION, or INCOMPLETE CORRECTIONS – MAJOR CORRECTION accordingly. These forms will be returned to the Woreda Coordinator at the end of the Public Display period.

3.2.4 Transfer of corrections to Woreda Office

Every day, the Field Team Leader (FTL) of the O&CC shall collect and submit all the corrected FRFs to the Woreda Coordinator (WC).

3.2.5 Entry of Corrections in iMassReg

The WC will submit all the FRFs to the Technical Team Leader (TTL). The TTL will then judiciously distribute all the corrected data sets to the Data Entry Operators (DEOs) and Digitisation Technicians (DTs).

On the front page of iMassReg the TTL will be prompted with a list of parcels in a kebele that were put on Public Display, at which point the TTL will enter against each the above correction classification based on the FRFs. That is those parcels with minor correction are labelled as minor correction in iMassReg and those with major correction are labelled as major correction. Parcels with no correction are marked as having no errors and to be directly sent to the confirmed stage. For parcels with minor or major errors, The Data Entry Operators assigned by the TTL will then input all the corrections into iMassReg system to update the database.

Minor corrections are entered using single entry only and those with major corrections are entered based on the double keying process, as described in the *iMassReg Guide*. Once these processes are successfully complete the respective parcels are moved to the confirmed status at which point they are ready for approval.

4 SPATIAL DATA SETS

4.1-CORRECTION CATEGORIES

The following two types of corrections apply to spatial data objections and corrections:

- i. **Minor Corrections:** These are corrections which could be easily identified in the Field Map Sheets (FMS) and agreed by the landholder, KLAC representatives and the adjoining parcel landholders. Cases might include:
 - Photo distinguishable marked features such as a tree, house, river or others which is wrongly demarcated by the Field Teams (FTs);
- ii. **Major Corrections:** This refers to situation where complete field re-demarcation is required due to errors by para surveyors or Field Data Recorders. Cases include:
 - When two parcels are wrongly recorded as one parcel;
 - When one parcel is recorded as two parcels with different IDs;

4.2-PROCESS

Minor and Major correction types should be corrected on the Field Map Sheet using initially with pencil and later with red ink to distinguish it from the original data. The use of white out/Tippex is forbidden in all circumstances. Both corrections should be recorded in the **Correction Form**.

For Minor corrections, the corrections should be done at the public display site if agreement is reached between the Owner, the neighbours and the KLAC representatives.

Major Corrections should be done in accordance to procedures defined in Chapter 10 of the SLLC manual.

After field level correction, all the corrected Field Map Sheets will be delivered by the FTL of the O&CC to the WC, who will pass them to the TTL for correction in the database.

Corrections to the spatial data will be made quickly, by referring directly to the FMS. Once corrections are complete, the FMS should be scanned and archived using the naming convention:

- Under the “*Scanned Field Map Sheets*” directory of the kebele project directory, a folder named “*Corrected Field Map Sheets*” is created
- The scanned sheets should then be named according to their sheet number and saved in the afore-mentioned directory

. Note that in order to save time the corrected FMSs will not be georeferenced as they will not be used for onscreen digitising.

5 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

6 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

7 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO.5.1

KEBELE PARCEL INDEX MAP PREPARATION

1 INTRODUCTION

Section 14.5 of the SLLC Manual sets out the process for public display of a kebele and the subsequent correction, if required, of spatial and textual data by landholders related to their land. This public display period also allows members of the public to raise any objections to existing claims. This guide elaborates the procedures and steps on how to section the full kebele coverage orthophoto maps into different “Kebele Parcel Index Maps (KPIM)” at the appropriate scale.

2 REQUIRED MATERIALS

Required materials needed for KPIM preparation for Public Display (O&C):

- Spatial data sets
- Field map printers
- Paper rolls
- Ink cartridges

3 PROCESS

The KPIM of a given kebele should be prepared at a suitable scale in order to clearly show the boundary lines of each parcel so that every landholder can identify and locate his/her parcel in reference to the neighbouring parcels and other marked geographic features. The suggested scale to prepare the KPIM is **1: 2500 and printed on A0 size paper**. This may vary, however, depending on parcel sizes in a given kebele.

Using QGIS, the KPIM should be prepared and printed as follows:

- iii. The orthophotos and digitised kebele parcels are loaded into QGIS.
- iv. The display style for the parcels should be set to “Outline: Simple line” with 0.46 thickness and red (RGB: 255, 0, 0) colour.
- v. The parcels should be labelled with the “parcel id” attribute. The label text must have a white buffer of 0.5mm thickness and the placement must be set to “Free”.
- vi. To aid in subdividing the kebele coverage into print grids at 1:2500 scale, a vector grid polygon (index grid), with dimensions of 1722m by 1200m, is to be generated for the kebele parcel layer. The orientation of the map (landscape or portrait) will depend on the shape of the kebele.
- vii. A Kebele Parcel Index Map is then printed for each grid square using A0 paper size and a map scale of 1:2500. The maps are numbered using the index grid id.

Each parcel shown in the KPIM should be labelled with the Unique Parcel ID and cross checked and validated with “Attribute Data Table” produced using iMassReg. These are the data sets to be displayed during public display period.

Before the production of the KPIM, the TTL should plan the number of the KPIMs to be produced and designate one Digitisation Technician (DT) to process and produce the KPIM.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Coordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO.6.1

MANAGING THE PUBLIC DISPLAY PROCESS

1 INTRODUCTION

Chapter 14 of the SLLC manual deals with the general processes related to the public display stage specifying the logistics, data types to be announced, public awareness, and broad flow lines for dealing with corrections and institutional arrangements. While chapter 13 of the SLLC manual, among others, describe data quality checking procedures for digitised parcels when digitisation is complete for the whole kebele.

This SIGN deepens the provisions contained in chapters 14 and 13 of the manual by elaborating the series of tasks, data quality check, additional monitoring reporting and responsible entities for undertaking the key tasks during preparatory and public display stages in one package. It also elaborates the constituency and functions of the Objections and Corrections Committee's (O&CC).

2 PROCESS

The key series of interrelated tasks and functions which will be undertaken during public display period include:

a) Preparatory works

- Checking the overall textual and spatial data sets of a given kebele where the textual and spatial data sets are completed and ready for public display;
- Compiling and printing the textual and spatial data sets to be announced to the kebele community;
- Selection of appropriate venue to announce the information and post the announcement;
- Public awareness to the KLAC, kebele leaderships and landholder's about the objectives, procedures, date, time and place of the public display;
- Printing all the required formats and templates;
- Provision of all the required stationary and other materials; and
- Establishment of the O&CC with clear statements on division of labour that ensures its effectiveness during public display period.

b) Tasks during public display period

- Provision of a continuous awareness raising to landholders on the materials posted so that all information is well understood;
- Systematic and routine recording of the agreement and objections and corrections with the displayed textual and spatial data including the recording of **Incomplete information**;
- Undertaking re-adjudication and/or re-demarcation for objections with major corrections, which may entail the correction of both the textual and spatial data;
- Facilitating in settling disputes and resolve the same in a limited time frame;

- Preparation of daily and weekly reporting of attendances , the various objections and corrections and monitoring formats using the standard templates

2.1 PREPARATORY TASKS

The Woreda Coordinator (WC) and the O&CC in collaboration with the Woreda Land Administration Office (WLAO), will undertake the following preparatory tasks prior to the commencement of the public display period:

a) Checking the overall data quality of the textual and spatial data sets at kebele level

A given kebele will be ready and eligible for public display stage when all textual and spatial data sets are entered into the database and qualify the data quality standard for both the textual and spatial data sets. Checking the data quality of both the textual and spatial data is a prerequisite before the printing of the textual and spatial data to be announced for public display. The data at the kebele level will be therefore subjected to the following quality checks:

i) **Checking the digitised parcels:** As described in Section 13.5 of the SLLC manual, once parcel digitisation is completed for the whole kebele, the following errors will be checked and verified:

- **Digitisation errors:** any topological errors should be checked and corrected. The *Technical Team Leader (TTL)* should assign the *Digitisation Technician (DT)* to check and correct for any topological errors and report all the corrections made to the TTL.
- **Field Demarcation errors:** The DT should prepare and submit the lists of errors caused during field demarcation such as “*unclosed polygons*” “*unclear boundary lines*” and others to the TTL. Corrections to these types of errors will be undertaken during public display period.

ii) **Checking the overall quality of the textual and spatial data sets:** The overall data quality of the completed kebele should be checked and verified. The **Technical Team Leader (TTL)** will generate a kebele report from iMASSREG and Attribute Table from POSTGIS database. Examples on part of kebele report from iMASSREG and Attribute Table from POSTGIS database based on data from Dejen kebele of Emba Alaje woreda is attached in Tables 1 and 2.

Based on the above data sets, the following interpretation has to be made to make sure that the following conditions are met for the completed kebeles which are ready for public display:

- Ideally the number of parcels committed into iMASSREG, number of parcels digitized and demarcated should be equal;
- **Eligibility for public display:** The total number of demarcated parcels as “near true value” and reference/standard, the variations of the total parcels entered into iMASSREG and digitized parcels against the ‘near true value’ should be less than 2 %. On the other side, if the variation exceeds 2 %, the kebele will not be eligible for public display stage. For kebeles ineligible for public display stage due to the above, the TTL will examine and compile the key error sources and report the same to the WC.
- The number of non-committed parcels is zero.

Example of a summary and comparison table based on Dejen kebele of Emba Alaje woreda is shown in Table-3.

Based on the results of kebele level data quality check, the list of kebeles eligible and/or not eligible for public display will be prepared by the TTL and submitted to the WC for approval. The lists of eligible kebeles will be submitted to the WC, where he/she approves and submits the report for the RC for final approval. The RC will then report the summary lists of approved kebeles for public display stage.

b) Designation of Photo ID: Landholder's photo are collected for both identification purpose (i.e. during certificate distribution) and as "required" data content of the landholding certificates, however, the latter to be determined by the regional legal framework. The procedure on how collect and record landholders photo ID are elaborated in **SIGN NO.1**.

The photo ID is also used to sort and extract the required textual data sets for public display. Therefore for kebeles eligible for public display, the TTL and WC should ensure that appropriate and unique photo ID is given to all landholders' in accordance to the guide described in **SIGN No.1**.

c) Awareness raising to the kebele community: Sequential public awareness should be undertaken targeted to KLAC, kebele leaderships and landholders. At least one day before the public display, the O&CC in close collaboration with the Woreda Land Administration (WLAO) and Kebele Administration (KA) leadership will inform the kebele community on the purpose, process, duration, venue, day and time of the public display.

d) Display materials: The required information to be announced during public display includes:

- The Attribute Table data from iMassReg,
- Kebele Parcel Index Map and

Sufficient copies of the above will be prepared at least three days before the announcement time by the WC and the TTL in collaboration with the O&CC and WLAO staffs.

e) Selection of appropriate venue; The O&CC in close collaboration with the WLAO , KLAC and KA management, should identify and select the appropriate venue to post the announcement within a given kebele, which may be the KA compound, Farmer's Training Centres (FTCs) or others. For convenience, the venue shall be accessible to the rural households residing in a given kebele.

f) Materials required: Appropriate boards or places to post the materials to be announced will be selected and prepared well before the display time. Depending on local conditions, the information to be announced will be posted on a wall or a movable simple board made out of wood. In some kebeles, the kebele or the Farmer's Training Center (FTC) meeting halls could be also used to post the information to be announced. In a situation where a board is required to be made, it should be sufficient size to put all the textual and spatial information. That is to accommodate the entire attribute and the Kebele Parcel Index Map Sheets.

The **Attribute Data Tables** and **Kebele Parcel Index Maps** posted on the board should be covered with a thin plastic sheet to avoid any wear and tear and at a height that is easily accessible and readable by all landholders. On completion of the public display exercise these boards will be taken to the next set of kebeles.

Additional stationary materials required include:

- Writing pads;

- Pencils;
- Red and black pens;
- Other materials such as hammer, plastic sheets, etc

g) Establishment of the Objections and Correction Committee's (O&CC's): The functions and constituency of the O&CC are elaborated in Section 3 of this **SIGN**.

2.2 TASKS DURING PUBLIC DISPLAY PERIOD

a) Awareness on the announced information: At the beginning of every day, members of the O&CC shall brief the new arrivals on the purpose and contents of the posted information. The explanation shall proceed from explaining the content of Attribute Data Table to the Kebele Parcel Index Map. From the data shown in the Attribute Data Table, the landholder should be able to understand, the owner's name, number of parcels and the parcel IDs of all his/her parcels and their corresponding area. Similarly, the landholder should be able to identify the relative locations of his/her parcels in the Kebele Parcel Index Map. At the end of the briefing, the landholders should be able to check and verify if the displayed information are accurate or not.

b) Attendance: Each day attendance will be recorded in the **"Attendance Form"** (See **Form-1**). Proper care should be given to record all households with due care to women, orphans and other disadvantaged groups.

c) Signing on Agreement Form: Household without any objections to the announced textual and spatial information should indicate their agreement by signing on the **"Agreement Form"** (See **Form-2**).

d) Recording Objections/Corrections: Landholder's with objections to the displayed information should lodge their objection to the O&CC, where each case shall be assessed and classified as **"Minor"** and **"major"** corrections. All objections should be recorded in the **"Claimants Forms"** (Form-3) and corrections made should be noted in **"Correction Forms"** (See **Form-4**). The subsequent corrections should be made based on the procedures defined in **SIGN NO. 4**.

e) Handling Disputes: Newly arising disputes which can be mediated and resolved during the display time or remain unresolved should be handled by O & CC members. For disputes which are not resolved immediately, the O&CC members should not endeavour to resolve the case for more than **0.50 hrs**. If still not resolved the O&CC members should inform the disputants of the subsequent forum where to handle the dispute cases and record the same in the **DISPUTE FORM** (See **Form-5**).

f) Monitoring Reporting: The monitoring information captures data on parcels with an "Agreement", "Claimants", "Correction" and "Dispute" Forms on weekly basis based on Form-2 (i.e. Agreement Form), "Claimants Form" (i.e. Form-3), "Correction Form" (i.e. Form-4) and "Dispute Receipt" Form (i.e. Form-5).

Process: The report sets out how many parcels have been considered for public display in that week only. At the end of the week, the Field Team Leaders should count up the number of parcels under each of the four categories and put the whole number in the weekly monitoring report. This report is then converted into excel and sent to LIFT Head Office through weekly process:

"The weekly report covers Friday- Thursday. ALL DAY THURSDAY

Thursday Evening/ Friday Morning: The FTL of the O&CC submits the document to the Woreda Coordinator (WC)

Friday- Monday: The WC checks the report and approves. Files the documentation and sends excel to RC

Monday: The RC checks data and submits to LIFT Head Office

Important things to note when filling the monitoring report include:

- ✓ *The units are in terms of parcels and not people. For example, if 6 people are disputing over 1 parcel, the report should state 1 for “number of parcels in disputes” and not 6.*
- ✓ *Each report should only state the progress in that specific week.*

The report needs to be filled out on a weekly basis following the same time frame as all other weekly reports.

Monitoring Template: The monitoring template to be used during public display stage is attached in Table-4.

3 SET UP OF THE OBJECTION AND CORRECTION COMMITTEE (O&CC)

The O&CC for each completed kebele should be established by the WC in close collaboration with the WLAO. The O&CC is mandated to handle all the processes during the public display period. Members of the committee per kebele include:

- 1 Field Team Leader (FTL);
- 2 Parasurveyors;
- 2 Field Data Recorders (FDRs);
- 1 representative from the WLAO; and
- 1 KLAC member (to a minimum)

Members of the O&CC should be constituted from the 4 Field Teams (FTs) designated to work in a given kebeles in such a way that the planned demarcation targets should not be obstructed and lowered. One possible scenario will be to select *one Field Team Leader (FTL)*, one *parasurveyor* and one *Field Data Recorder (FDR)* from each of the 4 FTs assigned in a given kebele. In turn, these vacant positions within the FTs to be filled by promoting staff from the existing FT members and the new recruits. The promotion of existing staff should be based on records of work performance and professional ethics records. The new recruits should be given intensive short on-the-job training prior to their assignment in the FTs. The potential candidates for filling the vacant positions should be selected from the lists that passed the written examination prepared for para surveyors and Field Data Recorders in a given woreda.

Note that the required number of the O&OC staff will be determined by the volume of objections cases encountered in a particular kebele and therefore the number may vary. It may also reduce as the period continues with the reducing numbers of landholders attending and objections cases to be dealt with.

The FTL who leads the O&CC is responsible for coordinating, leading and checking the process during the public display period. The FTL compiles daily progress reports and provides a weekly summary to the WC:

- Attendance (i.e. number of households attended each day)
- Number of parcels covered

- Corrections classified by categories; and
- New disputes recorded

For the purpose of efficient service throughout the public display period, the FTL should allocate the O & CC members specific tasks and functions depending on the volume of objections or other local conditions and context.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

TABLES AND DIFFERENT FORMS

Table-1- A Section from Kebele report from IMASSREG- Dejen Kebele in Emba Alaje Woreda

Kebele Code	Land Holder Type	Unique Records	Total Parcels Demarcated	Average Number of Parcels	Total number of non committed parcels	Total number of committed parcels	Total area(Ha)	Average area(Ha)		
	Married Couple	153	---	1.5359477124	---	235	34.64063	0.2816311382		
	Single Female	350	---	1.4428571429	---	505	38.35338	0.1660319481		
	Single Male	270	---	1.4259259259	---	385	38.35338	0.1665815426		
	Orphans	1	---	1	---	1	0.09058	0.09058		
	Non Natural	7	---	1	---	7	6.04906	1.512265		
	Other	38	---	0.5	---	19	2.57792	2.57792		
	Dispute	0	---	---	---	0	0	0		
	No data	--	---	---	---	---	386.6568507382	0.2195666387		
10404003	All	--	2363	---	97	1203	509.7981923726	0.2154683822		

Table-2- Snapshot of Attribute Table from POSTGIS Database- Dejen Kebele in Emba Alaje woreda

Attribute table - dejen_010404003 Features total: 2366, filtered: 2366, selected: 0

	id	parcel_id
0	NULL	9186
1	NULL	9674
2	NULL	9676
3	NULL	9609
4	NULL	9607
5	NULL	9610
6	NULL	9611
7	NULL	9606
8	NULL	9608

Show All Features

Table-3- A sample table for comparison of the total parcels entered into iMASSREG and digitised parcels against the total demarcated parcels

[illegible]

Table-4- Monitoring reporting table during public display stage

Woreda Name	Kebele Name	Kebele Code	Week Number	Total number of parcels which have been considered during Public Display	Number of parcels in Agreement	Number of parcels with New Claims	Number of parcels requiring correction
			PD occurs for 4 weeks, which week is this report for? (1- 4)	Total number of parcels from the next four columns for that week only	Total number of parcels which have been agreed on for that week only	Total number of parcels with new claims for that week only	Total number of parcels requiring correction for that week only

FORM-1-PUBLIC DISPLAY ATTENDANCE FORM

[illegible]

FORM-2-PUBLIC DISPLAY AGREEMENT FORM

REGION:		ZONE:	WOREDA:			KEBELE:	
No.	Name	Father's Name	Grandfather's Name	Sex	UPI	Date	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							

FORM-3-PUBLIC DISPLAY CLAIMANTS FORM

N:	ZONE:	WOREDA:	KEBELE:
-----------	--------------	----------------	----------------

[illegible]

FORM-4-PUBLIC DISPLAY CORRECTIONS FORM

REGION:**ZONE:**

WOREDA:

KEBELE:

No.

Name

Father's Name

**Grandfather's
Name**

UPI

Corrections Required

Remarks

FORM-5- PUBLIC DISPLAY DISPUTE RECEIPT

Region:	Woreda:	Kebele:	Current Landholder's Name:		Parcel No:	Map Sheet No:	
Date	Claimants			Dispute Type	Dispute Status	Forum where the dispute is handled	Remarks
	Name	Father 's Name	Grandfather's Name				

የጭቅጭቅ ቅጽ						የካርታ ወረቀት ቁጥር
ክልል	ወረዳ			ቀበሌ	የወቅቱ ባለይዞታ ስም	
ቀን	የይገባኛል ባይ ስም		የማሳ ቁጥር	የጭቅጭቅ አይነት	የጭቅጭቅ ሁኔታ/ የሚታይበት መድረክ	

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 7

Treatment of Parcels with Roads or Encumbrances

1 INTRODUCTION

Chapter 10 of the SLLC manual deals with the general processes for the adjudication of parcels.

There still remains some uncertainty as to what is the correct process is for the demarcation of parcels where a road or other feature passes through a holding.

2 PROCESS

The basic principle to be followed is:

- viii. In the case where the parcel is split by a feature (such as a road) which is NOT the property of the farmer, then both sides of the feature should be registered as separate parcels with separate Parcel IDs.
- ix. In the case where the parcel is split by a feature which is on the farmer's land (like a footpath, or a gully) then the parcel should be registered as one single part polygon. The encumbrance on the land is acknowledged.

The key process to be followed in all such cases is as follows:

- Ask the land holder if he/she has rights over the area of the feature that crosses the parcel, i.e. does it fall into his or her land holding or not;
 - If it is a road then the landholder will normally say no, the road belongs to the kebele. In such a case the two parts of the holding will have separate Parcel IDs.
 - In other cases such as gullies, water courses, or paths the farmer will normally say yes, it is part of my holding. In such cases then the parcel will have one Parcel ID and the gully, path etc., will be included in the parcel area.
 - If neighbours or others have a right to use the path, gully, watercourse etc., then an encumbrance will be recorded in the Field Recording Form.
- In the event that the LAC representative disagrees with the farmer as to whether the feature constitutes part of his/her holding then it will be demarcated and recorded as claimed by the farmer and a dispute form raised.

3 RATIONALE FOR THE PROCESS

It is in theory possible to use multi-part polygons. However, reasons not to use them include:

- Our concern is that farmers should maximise what they register, and don't start fragmenting parcels because of a small footpath or gully.
- **Consistency**
If we use multipart polygons with the same parcel ID because a parcel is split bisected by a road or river (the property of another entity, whether we register it or not), then why don't we do the same if the parcel is bisected by another parcel? For example if Simon has a parcel sandwiched by two parcels owned by Menberu, why not give both of Menberu's parcels the same parcel ID?
- **Error checking**
We need to automate error checking, including checks for multi-part polygons. If we allow

legitimate multi-part polygons then these will show up in the error checks. This means that the operator performing the checks will be compelled to check the record (wasting time) and is prevented from automatic batch correction as we will no longer be able to assume that any multipart polygon is an error. In areas with roads and rivers we'll encounter this issue a lot.

- ***LTR Management: Performance monitoring and payment of field teams.***
How are these polygons reported? If two parcels are demarcated but only one parcel ID is given then we should count this as only one parcel, and payment will be made on this basis. Not sure our teams would like that.

There are more reasons, but the bottom line is this: the issue isn't that you can't use multi-part polygons in a cadastre. The issue is that it is **better** not to use multi-part polygons.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 8

Completion of Fieldwork Handover Form

1 INTRODUCTION

Chapters 9 and 10 of the SLLC manual deal with the general processes for the adjudication of parcels. Chapters 11 to 15 describe the process of digitising this data, preparing it for Public Display, and making corrections after public display.

The quality and accuracy of spatial and textual data is critical to the success of SLLC. It has become clear during the initial public display events in the first sets of kebeles that quality control and monitoring of data during the exchange of data between the field teams and back office technical team requires strengthening. The **Fieldwork Handover form** and sub-process will help to mitigate against future errors and problems going unchecked.

2 PROCESS

The **Field work Handover Form** should be completed by the FTL whenever he or she submits completed field materials back to the head office (minimum weekly basis), and endorsed by the TTL and WC. The WC will copy sufficient copies of the **Fieldwork Handover Forms** and distribute to each Field Teams designated in the woreda.

An example of the form is appended below with this SIGN as an Excel table. The following describes how each field on the form will be completed. In all cases, the numbers recorded should describe the numbers submitted in that batch of field data – not a cumulative amount for the Kebele.

- **Number of Parcels Demarcated** – this is the total number of parcels demarcated in that batch of field data. This number should be the same as the number of number of FRFs + the number of Dispute Forms. Any difference should be explained by the FTL.
- **Number of Map Sheets Completed** – total number of field map sheets submitted. These should be completed.
- **Map Sheet Numbers** – this is a list of the Map Sheet Numbers Submitted. This should be verified by the TTL by checking against the submitted map sheets.
- **Number of FRFs Submitted** – this is a count of the number of FRFs submitted. This should match the number of FRFs submitted.
- **Number of Disputes Submitted** – total number of disputes recorded. This should match the number of dispute forms submitted.
- **Parcel ID Series Used** – These are the Parcel ID issued to **and used** by para surveyors. For example: 1- 500, 600 – 764 etc. It is important field back office staff to be able to check which Parcel IDs **have not been used**.
- **Parcels with problems** – briefly describe any parcels with unresolvable problems. For example where a Kebele or Woreda boundary is not agreed or resolved.
- **Is the Kebele now complete?** Answer **Yes** or **No** depending on the status of the Kebele.

The completed form will be signed by the FTL.

The TTL and WC will check that the form is complete and that the number of FRFs and Field Map Sheets submitted matches what is recorded on the form. Once they are satisfied they will sign the form.

Failure to complete the form should be reported to the Regional Coordinator.

3 APPLICATION OF THE PROCESS

The process will be applied in all regions in all LIFT woredas.

4 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

5 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

6 EXAMPLE OF FIELDWORK HANDOVER FORM (SEE OVER PAGE)

Date (d/m/y) : From to		
Woreda:		
Kebele:		
Name of Field Team Leader:		
Number of Parcels Demarcated		
Number of Field Map Sheets Completed		
Map Sheet Numbers:		
Number of FRFs Submitted		
Number of Disputes Submitted		
Parcel ID Series Used:		
Parcels with problems (describe problem briefly)		
Is the Kebele now complete?		
Signature of FTL		
Signature of TTL		
Signature of WC		

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 9

Spatial Error Checking Before and After Public Display

1 INTRODUCTION

Chapters 11 to 15 describe the process of digitising parcel data, preparing it for Public Display, and making corrections after public display.

The quality and accuracy of spatial and textual data is critical to the success of SLLC. It has become clear during the initial public display events undertaken in the initial three kebeles that quality control and monitoring of data has not been rigorous, that errors introduced in the back office are not being corrected, and that the public display period is not being used as an opportunity to make systematic corrections to known errors. This SIGN describes the process for correcting spatial data errors introduced in the back office, and communicating any outstanding errors to the field so that are corrected during the public display period.

2 PROCESS

2.1 DAILY CORRECTIONS:

The Digitisation Technicians (DTs) will check their work on a daily basis. This should take only a few minutes, and will allow them to quickly identify any errors they have accidentally introduced during digitisation.

The error checking procedures are described in Annex X of the SLLC revised Manual. TTLs have received training on these procedures and should pass on their knowledge to their teams and thereof responsible to monitor its proper implementation.

The DT should open a digital version of the **Parcel Error Reporting Form** to record errors they identify each day.

Key errors to identify during daily checks:

- Duplicate Parcel IDs
- Missing Parcel IDs in series
- Topology Issues
- Boundary not clear or overlapping – note that a boundary should still be digitised, but should be noted in the **Parcel Error Reporting Form** for later field correction.
- Other unusual errors – such as missing parcel IDs, unclear parcel IDs or unusual parcel IDs.

Any errors which can be corrected in the office should be corrected and saved. Errors which require field checking should be recorded in the relevant space on the **Parcel Error Reporting Template** (further details in 2.2 below)

2.2 KEBELE COMPLETION CORRECTIONS:

Once the digitisation of the Kebele is complete, the DTs will perform one final check of the parcels before finalising the **Parcel Error Reporting Form**. If more than one DT has been

involved in the digitisation of a Kebele, they must consolidate their shapefiles and **Parcel Error Reporting Forms**, then perform a check of the consolidated data.

For each box on the form, complete as follows:

- **Duplicated Parcels** – list the Duplicated Parcel IDs followed by the Field Map(s) number(s). For example if parcel ID 123 is duplicated on map sheets 15 and 30, then list as follows: 123 (Maps 15 & 30)
- **Missing Parcels** - list the missing parcel IDs
- **Boundary Not clear** - list the Parcel ID or IDs and the Field Map Number. Example: 123 & 124 (Map 14)
- **Boundary Overlap** - list the Parcel IDs and the Field Map Number. Example: 123 & 124 (Map 14)
- **Other Issues** - useful descriptive information is required. For missing Parcel IDs, give the map sheet and the Parcel ID of an adjacent parcel. For Example: Map 15, west of parcel 123.

The Summary Table Column under “Digitisation Technician” should be completed indicating the number of problems found in each category. The DT (or Technicians) should then print and sign the **Parcel Error Report Form** and submit to the TTL.

2.3 TTL CHECK AND HANDOVER TO PUBLIC DISPLAY FTL

The TTL should perform a check of the completed Kebele parcels to validate the data provided by the DT, before signing the **Parcel Error Report Form** and completing the Summary Table by ticking the relevant boxes.

The TTL should then inform the WC and hand over the Parcel Error Reporting Form to the FTL responsible for Public Display in that Kebele. The FTL may wish to discuss the issues directly with the DT if an opportunity is available.

2.4 CORRECTIONS IN THE FIELD:

The FTL who is responsible for public display should oversee the completion of checking and corrections during public display period. These should be done by deploying para surveyors systematically to address the issues. The KLAC may be able to assist in finding individual land holders to verify their data. Land holders will attend public display, so there may also be opportunistic circumstances to make corrections.

All corrections or additions to Parcel IDs and boundaries must be made in **red ink**.

The FTL will complete the relevant boxes on the **Parcel Error Reporting Form** as follows:

- **Corrected Parcels** - a list of Parcel IDs. Any supporting information should be included in parentheses - () following a parcel ID. IDs will be separated by commas.
- **Remaining Errors** – a list of those parcel IDs with errors which could not be resolved. These should be exceptional circumstances only, and supported by written information.

The FTL and Parasurveyor responsible for Public Display will both sign the form and submit the corrected data to the TTL. If circumstances allow, this may be done while public display is ongoing. In this case this section of the Parcel Error Reporting Form should be printed for

each submission of data. The original Parcel Error Reporting Form should be maintained for the final post-public display submission only, and should include a comprehensive list of all errors corrected in the field.

The FTL will complete the “Corrected at Public Display” column of the summary table, giving the total number of each correction.

The TTL will sign the form to indicate receipt.

2.5 FINAL BACK OFFICE CORRECTIONS

The TTL will pass the **Parcel Error Reporting Form** to the DT who will correct the errors as a matter of priority.

There may be a small number of outstanding errors remaining. This should not hold back the preparation of certificates. These outstanding errors should be recorded on the form.

If a large number of errors remain (>1% of total parcels in the Kebele), this should be reported to the RC immediately. The RC will discuss the issues with LIFT senior management as a priority matter.

The Parcel Error Reporting Form is completed as follows:

- **Total Correct Parcels** – the total number of parcels without an outstanding error.
- **Remaining Errors** – list the remaining errors, including parcel IDs and a brief description of the type of error.

The DT should complete the “Corrected by GIS Technician” column in the summary table giving the number of parcels corrected in each case. They will sign the form.

The TTL will check and confirm the account of the DT, ticking the “Checked by TTL” column and signing. The TTL will also complete the summary columns showing the total number of outstanding errors and the total number of parcels digitised in the kebele.

Failure to complete the form should be reported to the Regional Coordinator. When visiting Woreda offices and Public Display Teams the Regional Coordinators will ask to check the **Parcel Error Reporting Forms**.

3 APPLICATION OF THE PROCESS

The process will be applied in all regions in all LIFT woredas.

4 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

5 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

6 EXAMPLE OF PARCEL ERROR REPORTING FORM (SEE OVER PAGE)

Parcel Error Reporting Form is also supplied as a digital Excel table.

PARCEL ERROR REPORTING FORM

Woreda:	
Kebele:	
Total parcels demarcated in the kebele	

Summary Table:

	Digitisation Technician (DT)	Checked By TTL	Corrected at Public Display	Corrected by Digitisation Technician	Checked by TTL	Outstanding Errors	Total Digitised Parcels
Duplicated Parcels							
Missing parcels							
Boundary Not Clear							
Boundary Overlap							
Other Issues:							

Office Correction Notes:

Duplicated
Parcels:

--

Missing Parcels:

Boundary Not Clear	
Boundary Overlap	

Other Issues: (No Parcel ID, parcel ID not clear etc)

Signed by Digitisation Technician:

Signed by TTL:

Field Correction Notes:

Corrected Parcels:

Remaining Errors

Signed by FTL:

Signed by Para surveyor:

Signed by TTL:

Final Office Correction Notes:

Total Correct Parcels:

Remaining Errors

Signed by Digitisation Technician:

Signed by TTL:

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO.10

Preparation and printing of landholding certificate

1 INTRODUCTION

The preparation and electronic mass printing of landholding certificates encompasses a series of processes for the approval of the clean textual and spatial data sets (i.e. Cadastral Extracts as the term used in the SLLC manual) and approval and authorisation of the printed certificates.

This SIGN elaborates the processes involved to prepare the landholding certificates in Amhara, Oromia, SNNP and Tigray which are based on the existing federal and regional rural land administration and use laws (RLAULs) and regulations. Additionally, it elaborates the certification process in general and the approval processes in particular which are described in Chapters 17 and 18 of the SLLC manual.

2 CONTENT OF THE LAND REGISTER AND LANDHOLDING CERTIFICATE

Based on the federal and regional RLAULs and regulations, the general contents of the Land Register and Landholding Certificates of Amhara, Oromia, SNNP and Tigray are shown in Annex 1. The general data contents of the Land Register and Landholding Certificates of the four regions are more or less similar, the exception being Tigray where legal provisions on the contents of both the Land Register and Landholding Certificate are absent.

The requirements are also summarised as follows:

2.1 COMPOSITION OF THE LANDHOLDING CERTIFICATE

The regional RLAULs and regulations of Oromia, SNNP and Tigray lack legal details of the legal entities who are responsible to prepare and authorise the certificate. The exception is Amhara where the details are present on the approval process. Art. 21 of the Amhara Rural Land Administration and Use Regulation stipulates the following:

“..... The landholding certificate shall contain, among others, the name and signature of individuals who prepare and authorise the certificate...”

The nature and composition of the Landholding Certificates vary from one region to another. In Amhara and SNNP, the certificate consists of a Book and Parcel Map as separate print outs. The certificates of Oromia and Tigray consist of one sheet containing both textual and spatial data sets. The composition and authorisation of the certificates are shown in the table below:

Table-1- Composition of landholding certificate

Region name	Composition of the certificate	Authorisation of the certificate
Amhara	<ul style="list-style-type: none">• Green Book plus the Parcel Map• LIFT to print only the Parcel Map	<ul style="list-style-type: none">• Name and signature of the expert who approve the certificate;• Name and signature of the official who authorises the certificate:• Stamp of woreda

Region name	Composition of the certificate	Authorisation of the certificate
Oromia	<ul style="list-style-type: none"> A one A4 size landholding certificate containing both textual and spatial data sets; 	<ul style="list-style-type: none"> Name and signature of the individuals who approves and authorises the certificate; Stamp required
SNNP	<ul style="list-style-type: none"> An individual parcel holding book plus Parcel Map 	<ul style="list-style-type: none"> Name and signature of the individuals who approves and authorises the certificate; Stamp required
Tigray	<ul style="list-style-type: none"> A one A4 size landholding certificate containing both textual and spatial data sets; 	<ul style="list-style-type: none"> Names and signatures of individuals who approve and authorise the certificate Legal stamp of the Woreda EPLAUA

As observed from the above all four regions require signatures of individuals who approve and authorise the certificates.

3 OVERVIEW OF THE PROCESS

The following flowchart provides an overview of the process of approval and authorisation of certificates for printing. The process leads on from the procedures described in SIGN 9 on the checking for errors before and after public display.

Action Description	Para ref	On screen	Manual
x. Checklist printed of all parcels in the kebele	4.1		
xi. Checklist reviewed by TTL, WC and WLO expert			
xii. Any additional corrections or complete information, resolved disputes made.			
xiii. Final checklist reviewed and signed by TTL, WC, WLO expert			
xiv. WLO expert logs into system as approver and checks screen list to the final checklist	4.2		
xv. Signed final checklist filed by the WC			
xvi. WLO expert approves the screen list.			
vii. Head of WLO logs in as authoriser	4.3		
viii. Reviews and authorises the screen list for printing			
xi. Certificates printed			

These steps are described below.

4 PROCESS DESCRIPTIONS

The below are the procedures required to be carried out in order to approve and authorise the parcels for certificate issuance.

4.1 VERIFICATION OF THE LAND REGISTER DATABASE

As defined in the Rural Land Administration System Manual (RLAS Manual, 2015), the Land Register is defined as:

“...Parcel-based digital database organised by region, woreda and kebele level. Each parcel registered as an electronic record, showing the Unique Parcel Identification Number (UPIN), the particulars of the related land rights holders, the rights of the holder(s) on the parcel and limitations thereof (encumbrances) and several attributes related to the parcel (i.e. area, land use, etc.).”

4.1.1 Printing of the Checklist

The completeness of the legally required data in the electronic Land Register database will be verified and checked for its completeness and readiness of certification. For each kebele where the data corrections are completed after the public display event, a Checklist will be prepared to check and verify the data completeness of the Land Register. This list (Annex 2) contains the following information:

- Phot ID or Land holding number (Amhara)
- Name of land holder
- Parcel Number (UPIN)
- Area of the parcel
- Whether complete, incomplete or in dispute

4.1.2 Review of the checklist

The checklist will be reviewed by the TTL, WC and an expert of the Woreda Land Office working together. It is not the intention that they will audit in detail the list but may follow up a small (+/- 10) random sample of entries to supporting documents (FRFs). They may also check on items where the parcel area is very large, holding numbers or other data seems incorrect.

Unless a very significant number of errors are found this process should not take more than half a day.

If some changes are required for corrections, release of disputes or completing the information these will be marked on the checklist and initialled by the WLO expert and the WC. The TTL will initial after ensuring that the corrections are made.

The checklist will then be signed by the TTL, the WC and the WLO expert as a final agreed list of parcels for certification.

4.2 APPROVAL FOR CERTIFICATION

Following the agreement of the checklist the WLO expert will log on as the approver. He/she will select the relevant woreda and a list of parcels in Photo ID or holding number (Amhara)

order will appear giving the same information as on the checklist but excluding any parcels which are incomplete or under dispute.

He /she will check this to the signed checklist to ensure that all corrections are made and that no disputed or incomplete parcels are included screen. Otherwise the check can again be made on a sample basis (+/- 10) to ensure that complete parcels are included. If we see that the sample are correct then we can be reasonably clear that the system is delivering the correct items, and so item by item checking is not necessary.

The approver will then enter her/his approval on the screen.

The signed checklist will be filed away by the WC as evidence of the checking process followed.

4.3 AUTHORISATION FOR CERTIFICATION

The approver will then inform the Head of the WLO that he/she has approved the kebele and request her/him to authorise it for certification. Authorisation cannot take place until the parcels have been approved in the system.

On logging into the system the authoriser, having selected the appropriate kebele, will see the same list of complete and undisputed parcels as seen by the approver. He/she will then authorise these parcels in the system after a screen review and obtaining any explanations requested.

4.4 ESTABLISHMENT OF USER RIGHTS FOR APPROVAL AND AUTHORISATION.

Before the commencement of the approval and authorisation process the WLO will need to notify the TTL in writing of those people who will have the rights to approve and authorise.

4.4.1 Approval

The approver will normally be a woreda land expert and the head of the WLO will appoint up to four of these who will be given approval rights in the system. In appointing them the WLO will provide a specimen signature, name and job title for each, who will be signed separate passwords.

4.4.2 Authorisation

The authoriser will normally be the head of the WLO, who will provide the TTL with a specimen signature, his name and title. He/she will also provide the name of a delegate who will be given a separate access right to log in in the absence of the WLO head. The signature, name and title that will appear on the certificate will however be that of the WLO head.

5 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

6 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

7 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

ANNEX 1 - CONTENT OF THE LAND REGISTER AND LANDHOLDING CERTIFICATES

Region	Content of the Land Register	Content of Landholding Certificate	Remarks
1 Federal Level LAUD of the MoA	<ul style="list-style-type: none"> Landholder's Name Landholder's Name of the adjoining/neighbouring parcels Land use; soil fertility; and Rights and obligation of the landholder 	<ul style="list-style-type: none"> Landholder's name Land size; land use; soil fertility; and Rights and obligation of the landholder 	Art. 6 (1), 6 (3), 6 (4) and 6 (6) of the Proclamation No. 456 /2005
2 Amhara	<ul style="list-style-type: none"> Full name of the landholder; Names of the neighbouring landholder's Means of acquisitions; Soil fertility; land use Rental agreement; and Rights and obligation of the landholder 	<ul style="list-style-type: none"> Full name of the landholder; Landholder's address & photographs; Holding No. Parcel area; Land use; soil fertility; Rights and obligation of the landholder; Certificate issuance data; Name and signature of individuals who prepared and authorised the certificate 	<p>a) Proclamation No 133/20006 Art. 24 (1) and 24 (2)</p> <p>b) Regulation No 51/2207 Art. No 21</p> <p>c) Implementation manual on rural land registration and record updating</p>
3-Oromia	<ul style="list-style-type: none"> Full name of the landholder Parcel area Parcel code; Type and year of acquisition; Soil fertility; land use; Rental agreement; and Rights and obligation of the landholder 	<ul style="list-style-type: none"> Full name of the landholder; Parcel boundary and area; Unique parcel code 	<p>a) Proclamation No 130/2007;Art. 15 (1) and 15 (3)</p> <p>b) Regulation Art. 13 (1), 14 (1) and 14 (12)</p>
SNNP	<ul style="list-style-type: none"> Full name of the landholder 	<ul style="list-style-type: none"> Full name of the 	a) Proclamation No

Region	Content of the Land Register	Content of Landholding Certificate	Remarks
	<ul style="list-style-type: none"> Family size (exceptional to the SNNP region); Landholder's of the neighbouring parcels; Soil fertility; land use Rental agreement; Rights and obligations of the landholder 	<ul style="list-style-type: none"> landholder Parcel boarders/ boundary lines; Parcel size; Soil fertility; land use Rights and obligation of the landholder 	<p>110/2007 Art 6 (1) and 6 (10)</p> <p>b) Unlike Amhara and Oromia regions, the regulation of SNNP has NO provisions on the content of the Land Registry and landholding Certificate</p>
Tigray	<ul style="list-style-type: none"> No legal provisions on the content of land Registry 	<ul style="list-style-type: none"> No legal provision on the content of Landholding Certificate 	<p>Both proclamation No 97/2007 and regulation No xxx/ 2007/8 have NO provisions on the content of both the Land Registry and landholding certificate</p>

ANNEX 2 - CHECKLIST AFTER CORRECTION

Region Woreda.....

Kebele

Date Printed:

Landholder's Photo ID/ Holding ID	Landholder's Name	UPIN	Area	Complete	Incomplete	Dispute

Name and signature of the TTL

Name and signature of the WC

Name and signature of the WLO

Date:

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 11

Distribution of Landholding Certificates

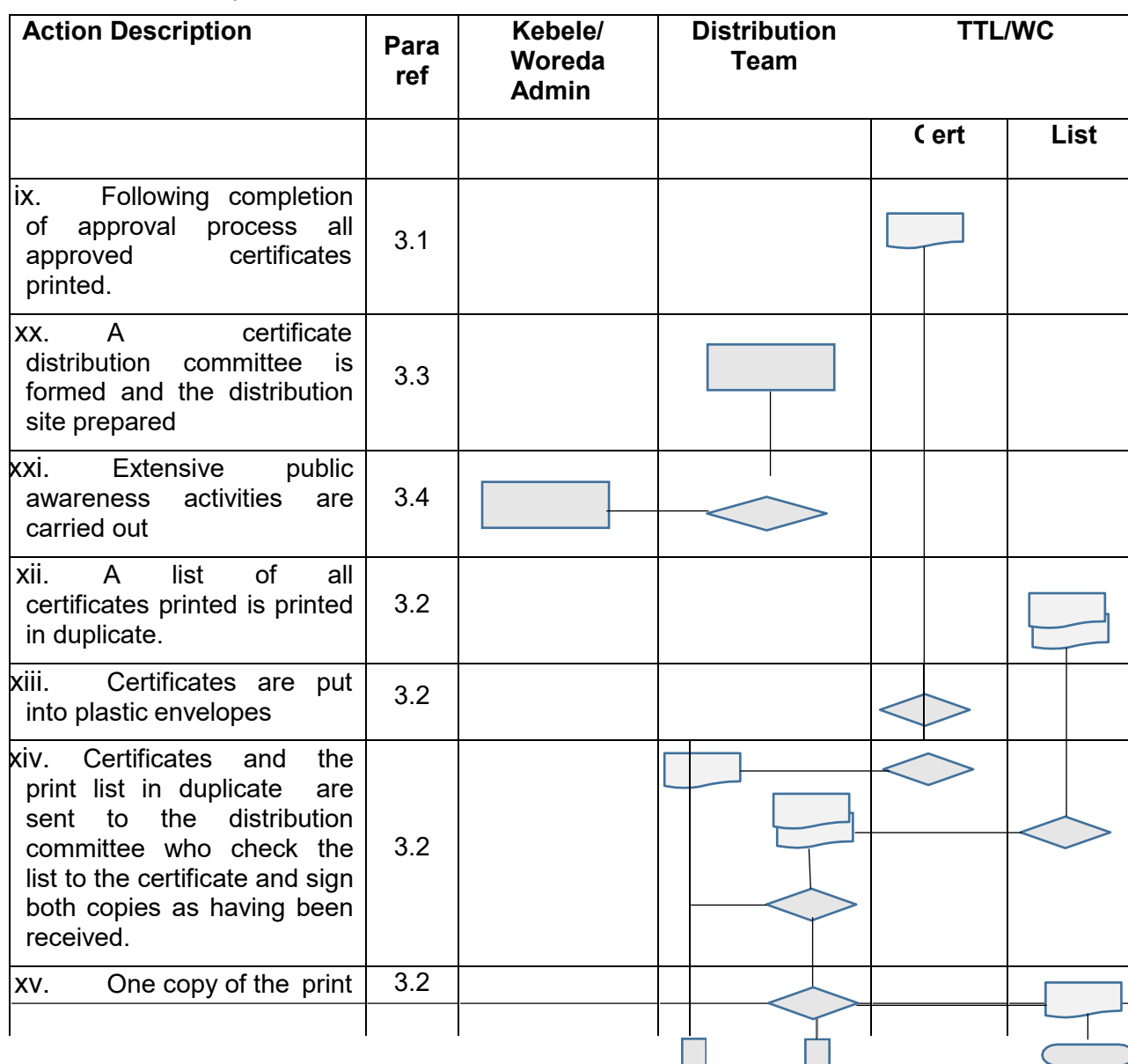
1 INTRODUCTION


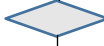









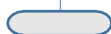
The process of distributing landholding certificates is the final stage of the SLLC process, culminating in the distribution of landholding certificates to rightful landholders for parcels which are not disputed. As there is no detailed legal procedures addressing the distribution of landholding certificates, this SIGN elaborates the procedures for the preparation and handing over of landholding certificates to farmers based on the SLLC Manual (Certificate Distribution). This SIGN draws on experience from Ethiopian and international best practices.

2 PROCESS

The process for the distribution of certificates follows from the approval of the certificates described in SIGN 10.

The process may be summarised as follows:



Action Description	Para ref	Kebele/ Woreda Admin	Distribution Team	TTL/WC	
				Cert	List
list is returned to the TTL and filed away.					
Brought forward					
xvi. Distribution commences Recipients sign against the printed list for certificates received.	3.5				
vii. Errors are recorded against the print list and a correction form prepared	3.6				
viii. Correction forms sent together with incorrect certificates to WLO for correction	3.6	 			
xix. Following correction by WLO through TTL certificate sent back to Distribution Team	3.6				
xx. Summary report prepared at end of the week. Submitted through WC to WLO and RC	3.7				
xxi. Remaining certificates and print list are passed to the Kebele administration who check and sign the print list as having received all items marked as sent to them.	3.8	  			
xii. Kebele Admin continue to issue certificate until complete, preparing summary reports	3.8				
END					

3 PROCEDURES

The following describes the procedures within the above process.

3.1 CERTIFICATE PRINTING

Before printing the TTL will run a final test by producing an excel spread sheet which will separately list

- All the UPI numbers on the textual database for the kebele but not on the spatial database.
- All the UPI numbers on the spatial database but not on the textual database.
- All duplicated UPI numbers on the spatial database.
- The total number of parcels on each database.

There should be zero differences or duplications if the corrections process following SIGN 10 has been carried out properly but this is a last check. If there are any differences these must be corrected before the printing goes ahead.

NB – there must be ZERO differences between parcels entered and parcels digitised before going ahead

The TTL will print all the certificates for the kebele that have been approved by the head of the WLO. While printing, the TTL will check for quality of printing, alignment of type and possible smudging of the paper. The TTL will do this by first sending a small batch of 10 certificates to the printer and inspecting the quality of the printed output.

The certificates will be printed in UPI number (adapted in Amhara).

The TTL will deploy casual staff to put the certificates into plastic file envelopes ensuring that they continue to be in holding number order.

Please note that the print process will start with the textual database parcel ID (or UPI Number) and look for the equivalent ID in the spatial database. If it is missing or duplicated then the certificate will not be printed.

At the end of the print process the system will print a report of the number of parcels printed and the IDs of any parcels not printed, together with the reason. The latter should be zero if the above check has been carried out, but this is a final security. If it is not zero, any not printed should be resolved and printed if needed before printing the Print List.

3.2 PRINT LIST

Following the printing of the certificate, the TTL will print (in duplicate) a list of all the parcels in the kebele by UPI number (Amhara adapted). He/she will check that all the certificates printed are on the list and vice versa.

He/she will sign the list and hand it and the certificates to the WLO expert in the Certificate Distribution Committee (CDC) who will check that all the certificates present are on the list and vice versa. The WLO expert will sign both copies of the list and return one copy to the TTL for filing.

The certificates will be packed into boxes, labelled with the woreda and kebele names and the UPI numbers contained within. If feasible, boxes should also be labelled in order to facilitate the process of delivering the certificate to the landholders during certificate distribution period.

The print list is a key control document for the process. The certificate is a valuable document and its movements should be controlled and recorded at every step. An example of the print list is attached at Annex 1.

3.3 FORMATION OF THE CERTIFICATE DISTRIBUTION COMMITTEE (CDC)

In each kebele, the Woreda Land Administration Office (WLAO) will, after completion of public display, establish a CDC, which will consist of the following 4 to 5 members:

- A Field Team Leader as the chairperson of the Objection and Correction Committee (O&CCs). The field team leader will co-ordinate the formation of the CDC and the establishment of the distribution premises. He/she will thereafter be responsible for quality control of the process, ensuring that the laid down procedures are being followed.
- A woreda land administration expert who will be there full time and responsible for the overall management of the process.
- A representative of the kebele administration (kebele land expert in Amhara).
- A representative from the KLAC-2 members. One should be female. If the KLAC has no women members, other appropriate women should be deployed.

The CDC will be responsible for the following key duties and responsibilities:

- Organize public awareness for landholders to collect landholding certificates during the certificate distribution period;
- Ensure that unissued certificates are securely stored
- Ensure that certificates are properly issued and recorded.
- Ensure that any corrections arising are properly recorded and speedily addressed;
- Prepare the weekly summary report
- Properly hand over and record any unissued certificates

3.4 AWARENESS RAISING

It is critically important that the vast majority of farmers pick up their certificates during the one week distribution period and therefore an extensive and deep awareness raising exercise must take place.

The CDC in close collaboration with the KA leadership and KLAC will organize awareness raising to all landholders in the week before the certificate distribution event (e.g. Kebele level meeting, posters, etc.). The awareness raising should, as far as possible, reach landholders who currently not living in the kebele. The awareness message should contain the following key messages:

- Place, day and time of certificate collection event;
- Documentary evidence that the landholder must bring to collect his/her certificates;
- Vulnerable groups (VGs) to send their legal representatives or trustees to collect their certificates;
- Need for both husband and wife to be present where the certificate is in both names.
- The certificate as guarantee of ownership and as key legal document to be presented during transfer of land rights.
- The importance of registering transactions and how the register is maintained.

3.5 DISTRIBUTION OF CERTIFICATES

While the public awareness raising is underway, the CDC shall locate and fix a convenient working place within the kebele in order to accommodate the distribution event. Possible venues may include the FTC or the Kebele Meeting Hall. There will be dry space to store the certificates securely and safely

Although the certificate distribution event will be organized at the kebele level, it may be convenient to call residents of each Sub-kebele rather than calling all at once. This arrangement will enable a more efficient service to the landholder. However, provision should also be made to allow farmers to come on days other than that allocated to their area. Where Certification is by sub kebele and efforts should be made to ensure at least the woman member of the KLAC (if not both) is from the relevant sub kebele to better identify landholders and to witness wives.

The following rules and procedures apply:

- Every landholder or their trustees shall present their Identification Cards (IDs) or oral witnesses of the KA management, KLAC members or elder's committee as a proof of identity;
- All holders named on the certificate must be present.
- The landholding certificate holders or their trustees shall sign on the print list as evidence that the certificate has been handed over;
- The collective certificate distribution event lasts only for one week, however, this should be flexible in respect of local customs. Where there are highly celebrated and/or attended market days or holidays, these days should be accounted for. Similarly, during busy agricultural periods it may be more efficient to conduct distribution events during the evenings and weekends;
- Parcels disputed during the certificate distribution event will NOT be recorded during this period. Therefore any emerging counterclaims should be handled via proper dispute handling mechanisms which should be in accord with the regional legislation and regulation;
- Existing disputes will not be resolved during the distribution event but managed through the administration system post SLLC.
- The landholder shall NOT PAY any cost for the distribution of the landholding certificate;

3.6 CORRECTION OF ERRORS ON CERTIFICATES

Where a landholder identifies an error on the certificate:

- An error report form (Annex 2) will be prepared and signed by the team and countersigned by the landholder(s).
- The certificate will be marked in large letters as cancelled
- The cancelled certificate will be attached to the error report form
- The entry in the print list for that parcel will be marked as sent for correction

The error report and certificate will be sent to the WC and WLO for correction if possible before the end of the week. Following scrutiny the TTL will correct the certificate, print a new one and enter details of the correction in the form. He/she and the WLAO will sign the form and return to the field. It will be entered in the Print List as returned and the form signed by the Field Team Leader.

3.7 REPORTING

The field team leaders will complete on a daily basis the Weekly Certificate Distribution Report. This is attached as Annex 3 and shows the number of collected and uncollected certificates, to be sent to the head of the WLAO and the WC at the end of the week. The WC shall make at least weekly field supervision visits to check and monitor the progress in certificate distribution.

The WC checks and enters the data into an excel report (Annex 4) which is sent to the RC for onward transmission to the M&E department.

After closure of the event the woreda land administration office will fill out Annex 4 and send to the RC through the WC. They will also complete the excel version of Annex 5 to confirm the UPI numbers that have been collected and the date of collection. UPI's which have not been collected should not appear in this spreadsheet. This data will then be uploaded by the WLAO into IWORLAIS and should also be saved.

3.8 CLOSING OF THE EVENT

After one week or other period as agreed the distribution event will be closed and any uncollected certificates handed over to the kebele administration for distribution. Those remaining will be indicated on the print list and the representative of the kebele administration will mark check the print lists to the certificate handed over to ensure that they are consistent.

He/she will then sign for acceptance, and the CDC will produce a final version of the Weekly Certification Distribution Report.

The kebele administration will then continue to prepare weekly reports until all have been collected or the certificates are returned to the woreda.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions in all LIFT woredas.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

ANNEX 1: PRINT LIST

[illegible]

Woreda Name					Kebele Name				
				Collected		Correction Required		Not Collected sent to KA	
UPI	Landholder's Name	Photo ID	Date	Signature		Date sent to WC	Date Corrected		
Signed by TTL as correct and complete:								Date	
Signed by WLO expert as received complete								Date	
Signed by KA as uncollected received complete								Date	

Annex 2 Certificate Error Report**Woreda:****Kebele:****UPI No.**_____**Nature of Correction Required**

	Field Team Leader /Woreda Expert	Land Holder 1:	Land Holder 2:
Name:			
Signature			
Date:			

CORRECTION MADE**DETAILS OF CORRECTION MADE**

	Correction approved		Received and Entered in Print List
	Technical Team Leader	WLAO Expert	Field Team Leader /Woreda Expert
Name:			
Signature			
Date:			

Annex 3 Weekly Certificate Distribution Report Sheet

	<u>Field Team Leader Name:</u>			<u>Date on the Friday:</u>	
	<u>Kebele:</u>			<u>Signature of Field Team Leader</u>	
Day	# of certificates in hand at the start of the day	How many corrected certificates been received today?	# of certificates collected by farmers	# of certificates requiring corrections sent to TTL	# of certificates in hand at the end of the day
	A	B	C	D	A+B-C-D
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
	Remarks				
Calculation	The number of certificates at the start of the day MUST EQUAL the number of certificates at the end of the day.				
Data source	The number of UPI's which are collected or require correction on the "Print List" must be used to count the numbers collected.				
Check, Check and Check again	At the end of the day, count the number of certificates which are left to verify the number which have been collected and the number which are left at the end of the day.				

Annex 4**Woreda weekly certificate Distribution Report****Week Commencing:**

Region	Woreda	Kebele	Number of certificates collected	Number of certificates requiring corrections	Number of certificates corrected and returned to the kebele

Annex 5

UPI	Date of collection
10404001/567	Day/ Month/ Year
10404001/426	Day/ Month/ Year
10404001/98	Day/ Month/ Year

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 12

Spatial data checks before printing

1 BACKGROUND

In spite of the procedures noted in the SLLC manual, frequent problems were noted during certificate approval and printing process. Additionally, frequent problems appeared on the printed certificates. This note highlights these problems and introduces “Sample Printing” procedures before mass printing the whole kebele.

2 PROCESS

2.1 FREQUENTLY ENCOUNTERED PROBLEMS

Chapters 11 to 15 describe the process of digitising data from the field, preparing it for Public Display, and making corrections after public display.

The following issues (problems) have been observed in various LIFT woredas in all regions:

- Parcels without textual information
- Area=0 in public display printout
- Area=0 on certificate
- No extract on certificate (blank)
- Incorrect area on certificate

These are mainly due to the persons responsible not following the procedures laid out in the aforementioned chapters of the SLLC manual, as well as Chapter 5 of the GIS Supplementary Notes.

The causes of the problems mentioned above are one or a combination of the following:

- Spelling error in the “parcel_id” field name
- Wrong data type for the “parcel_id” field
- Spelling error in naming the kebele
- Not following procedure in naming the kebele

The following checking process will help in solving these problems.

Whenever the TTL creates and exports the POSTGIS table for the kebele, he or she will follow the procedures described in the SLLC manual and Supplementary Notes.

Whenever error symptoms are observed, the TTL will do the following:

- **Parcel Id field:** Make sure that the parcel ID field on the spatial database is named *parcel_id* in lower-case letters. If is not, rename the field in PostgreSQL Admin application.
- **Parcel ID field data type** – The data type should be numeric (integer) with a width of 5. If not, create a new numeric field, copy the data to this new field and delete the old field.
- **Spelling errors on kebele name / Naming procedures** – The proper procedure for naming a kebele is “*kebele_name_code*”, e.g. *adele_qobna_borobor_070105049*. Rename any kebele which has not been named thus. Don't forget the zero in front of the code. Make sure the spelling of the kebele name is the same as the textual database.

2.2 SAMPLE PRINTING BEFORE MASS PRINTING

Before printing certificates for all approved parcels in a kebele, print about 1 – 2% to check and verify the correctness of the following variables:

- Name of the kebele
- Name of the landholders
- Areas of all parcels under a particular holding

Under the leadership of te TTL, the sample printed certificates should be checked for data correctness and the same to be submitted to the Woreda Land Office Head and LIFT Focal Person for verification and thereof building their confidence on the correctness of the data. Identified errors should be corrected immediately before mass printing. This step will be collaborative, and will take less than one hour. A lack of participation from the Woreda Land Office Head / LIFT Focal Person should not be used as a reason for delay. Any delays from the Woreda Land Office Head / LIFT Focal Person should be reported immediately to the Regional Coordinator.

The mass printing for the whole kebele should proceed if there are no errors in the printed sample certificates and after errors are corrected for incorrect data printed on sample certificates.

3 APPLICATION OF THE PROCESS

The process will be applied in all regions in all LIFT woredas.

4 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

5 UPDATES

***SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 13.1:
Adjudication of Parcels with Deceased Land Holders***

1 INTRODUCTION

Module 10 of the SLLC manual deals with the general processes for the adjudication of parcels.

There is an inconsistency in the way in which parcels form part of the estate of deceased persons are recorded. This is of particular concern in most of the regions where the Regional Rural Land Administration and Use (RRLAU) Proclamations/regulations are vague and lacking the details on the subject. The suggested registration procedures defined in this SIGN are therefore interim, eventually to be replaced by the RRLAUPs and their associated regulation taking into account these issues in sufficiently detailed manner.

2 PROCESS

In a situation where a landholder(s) is deceased under a condition where the entire holding is under a “Joint Ownership” of both spouses, or with a combination of both “Private Ownership” and “Joint ownership” of a parcel (or parcels) of land, there are various situations that influence the registration process during field adjudication and certificate issuance. The process described below elaborates the procedures for registering the holding of the deceased households.

2.1-Registration during adjudication and demarcation stage

The following four broad scenarios may occur when registering a parcel belonging to a deceased person(s) with and without succession rights established by legal heirs:

1. Both spouses deceased with succession rights established by legal heirs:

This represents the simplest situation where both spouses are deceased with inheritance / succession rights established (i.e. court decisions) for legal heirs. In this situation, registration will be undertaken in the following manner depending on the situation/case:

- If the heirs are under the age of maturity (Orphans < 18Yrs), the parcel will be recorded during adjudication under the heir's name. The Certificate will be prepared in the heir's name, however, the land/parcel will remain under guardianship until the heir reaches the age of maturity;
- If the heir (s) are 18 yrs. and above during the adjudication period, the parcel will be recorded and certificate issued under the name of the legal heirs.

2. One spouse deceased with succession rights established by legal heirs

Procedure to be followed is similar to the above scenario. Heirs are registered in the same way. The surviving spouse may also have rights identified by the court decision which will be registered accordingly.

3. One of the spouse deceased with NO succession rights established by the heirs

This situation includes 3 scenarios:

- A. The most straightforward scenario is where the parcel is held as private property by the surviving spouse. The deceased spouse did not jointly hold the parcel. In this case, the parcel is registered solely under the name of the surviving spouse, and no inheritance rights are considered.
- B. The parcel was held as private property by the deceased spouse. The surviving spouse did not jointly hold the parcel. In this case, the parcel is registered and certificate issued in the name of the surviving spouse, who will hold a limited right

to use the parcel until heirs have been established by the court. They not be able to transfer the parcel.

- C. The parcel was held jointly by the deceased and surviving spouses. In this case, the parcel is registered and certificate issued in the name of the surviving spouse, who will hold a limited right to use the parcel until heirs have been established by the court. They will not be able to transfer the parcel.

In Scenarios B & C, the surviving spouse will not enjoy all the dimensions of land rights until succession rights are established by legal heirs.

During adjudication, for both the above scenarios, the surviving spouse will be recorded, and their status given as either Male-Headed-Household, or Female-Headed-Household. The deceased spouse's name will also be recorded, and their status recorded as 'Deceased' as shown in the figure below.

DETAILS OF THE LANDHOLDER'S																		
ID	FirstName	T	E	K	L	U							DOB	Sex	Signature	Relationship/ Marital Status	P I	Is Orphan
	fathername	K	E	L	E	L	A	C	H	E	W		Sep, 1980	M		MALE_HEAD D_HOUSEH LD	<input type="checkbox"/>	<input type="checkbox"/>
	GrandFather	T	E	K	L	E	H	W	A	R	I	A						

ID	FirstName	S	E	L	A	M							DOB	Sex	Signature	Relationship/ Marital Status	P I	Is Orphan
	fathername	A	W	E	K	E							-	F		Deceased	<input type="checkbox"/>	<input type="checkbox"/>
	GrandFather	B	I	R	H	A	N	U										

Figure: Registering deceased household.

The 'legal heirs' should not be recorded as their succession rights have not been legally established by the court. Once these rights have been established, the record shall be updated during public display (see 2.2 below). If the public display period has passed and a certificate issued, the succession may be registered through the Rural Land Administration System.

4. Both spouses are deceased without succession rights established by legal heirs

In this situation, the potential heirs have no legal rights to be registered under their names without declaration of the inheritance rights by court of law. The registration/land record will be made under the name of the deceased spouses but without issuance of certificate until the succession rights are established by the potential heirs. The certificate will be prepared and issued when there is clarity of the heirs and thereof the succession rights of the legal heirs are decided by the court of law.

During Adjudication, the names of both deceased spouses will be recorded with the status 'Deceased' in the marital status box.

Once the succession rights are established by the legal heirs, the record shall be updated during public display stage (See section 2.2 below) or through the Rural Land Administration System (RLAS).

2.2-Updating Registration during Public Display Period and after completion of SLLC

Transfer of rights might occur shortly after field adjudication and demarcation or after completion of Certificate Distribution. In both situations, the old record should be updated and the register updated and maintained. Based on the specific situations, registration should be undertaken based on the following procedures:

a) Record updating during PD Period: If any of the following take place after field demarcation/adjudication is completed or during Public Display, the record should be updated:

- An established heir achieves the age of maturity (>18 years)
- Heirs are established by a court – the appropriate procedure described in 2.1 above should be followed in order to update and correct the record
- A landholder dies prior to public display - – the appropriate procedure described in 2.1 above should be followed in order to update and correct the record

The records may be updated using the standard public display corrections forms.

b) Transaction reported after completion of the SLLC; If land rights transactions through inheritance are completed after completion of SLLC, the transaction should be reported and processed by the Woreda Land Administration office using the Rural Land Administration System (RLAS), which will be in place after completion of SLLC in each of LIFT program woreda.

Recording Deceased Land holders in iMASSREG.

A drop down box on the person data entry screen in iMASSREG allows the Data Entry Technician to enter whether or not a person is deceased.

The screenshot displays a web-based form for data entry in iMASSREG. It includes several labeled input fields and dropdown menus. The 'is Deceased' dropdown is currently open, showing a list of options including 'please_select_a_value' (highlighted in blue), 'No', and 'Yes'. At the bottom right, there are two buttons: a white 'Cancel' button and a blue 'Save' button.

Sex
Please Select A Value
Date Of Birth
Family Relationship/Status
Hasband
Has Physical Impairment
Please Select A Value
is Deceased
please_select_a_value
please_select_a_value
No
Yes

Cancel Save

The Data Entry Technician shall select this option as appropriate.

If only one spouse is recorded as deceased, then iMASSREG will automatically allow the claim to proceed to the approval stage. If approved, a certificate may be printed, but the land holder has limited rights recorded in iWORLAIS until succession rights have been legally established and presented.

If both spouses are recorded as deceased, iMASSREG will automatically disallow the parcel from proceeding to the approval stage until succession rights have been legally established and presented.

This feature in iMASSREG is being rolled-out during September 2017. Any issues arising should be reported to the LIFT IT Manager or the LIFT Land Coordinator immediately.

3 RATIONALE FOR THE PROCESS

Recording deceased households during SLLC creates a future administrative burden for the RLAS to update the register. By recording the current situation, the SLLC process performs a land administration function by updating the FLLC records.

The above process for the registration of the deceased household under various conditions coupled with experience and knowledge gained through SLLC implementation provide a practical example which may help to refine and elaborate the regional RLAU laws and regulations.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of the regional proclamations will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Coordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 14
MANAGING UPDATES TO THE SLLC MANUAL AND SIGNS

1 INTRODUCTION

The SLLC Manual is typically updated as each new set of SLLC woredas is opened. These updates are based on implementation experience in addition to new ideas and information emerging from LIFT Technical studies.

Visits by the LIFT Land Coordinator and Registration Advisor have found that the SLLC Manual is widely used, with at least one copy held at each woreda. However, there are a number of constraints to the quick roll-out of the manual and associated SIGNS to woredas, and also to the ease of access to the manual. These constraints are:

- Poor internet connectivity
- Costs and time involved in printing out each new version of the manual
- Version control at woreda level
- Infrequent monitoring of SLLC Manual and SIGN roll-out by RCs and DRCs

This often results in delays to the most recent SIGNS and versions of the SLLC Manual being implemented at field level. The most recent version of the SLLC Manual and SIGNS are often found only in softcopy on the computers of WCs. This limits the ability of LIFT woreda technical staff, and Woreda Land Office staff to easily refer to the SLLC Manual for guidance as issues arise.

This SIGN 14 defines a new set of procedures for updating the SLLC Manual and SIGNS and ensuring they are rolled-out and implemented across all Woredas.

2 IMPLEMENTATION

Roll-out to Woredas

SLLC Manual Version 3.0 and associated SIGNS and Annexes will be issued by the LIFT Land Coordinator in September 2017.

Version 3.0 has been restructured according to the Modular system introduced in Version 2.2. In this case, the document has been broken down into several smaller individual files for each module and Annex. This has been done for two reasons:

To enable easier upload and download via low-bandwidth internet connection

So that future revisions of the manual need only issue the relevant updated sections

For Version 3.0 of the SLLC, RCs must:

- Communicate the manual to all Woredas via email or USB stick transfer within 3 days of receipt of the Manual
- Follow up with the WC to ensure the SLLC Manual has been received. Discuss this SIGN to ensure the correct procedures are followed.
- Communicate to the LIFT Land Coordinator that all woredas are in receipt of the new SLLC Manual
- Follow up during routine field visits to ensure that the hardcopy maintenance procedure below is being followed

- Maintain a ring-bound hardcopy of the SLLC Manual at the Regional Bureau, in addition to a softcopy and back up.

The recently issued SIGN 2.1 includes a checklist for monitoring SLLC implementation at Woredas. This checklist includes a specific check for the SLLC manual.

Maintenance of the SLLC Manual

The SLLC Manual should be kept in both hardcopy and softcopy in each LIFT Woreda Office so that it is easily accessible as a reference document to all members of LIFT staff, Woreda Land Administration Office Staff, and even the public.

For the hardcopy version of the SLLC Manual (all actions for WC):

- WC to purchase locally a ring-binder. If none are available locally, contact the RC (RC to respond immediately)
- Print out Version 3.0 of the SLLC Manual, all annexes, and SIGNs. Keep these in the ring-binder in a visible and accessible place in the office.
- When subsequent versions of the manual are issued, print *only* the updated modules or pages sent (including the Version control pages). Replace the old versions of these modules in the hardcopy binder, destroying the out-dated version.

For the softcopy version of the SLLC Manual (all actions for WC):

- Receive the softcopy version by email or USB transfer. Notify the RC immediately that it is received.
- Create a folder on the WC and TTL Laptop with the name of the version of the SLLC Manual (for example: SLLC MANUAL V3.0)
- Save all modules of the module in the above folder, including SIGNs
- When the SLLC Manual is updated, a folder will be created as above. Revised modules will be saved in this folder, with original unchanged modules migrated from the previous SLLC Manual folder
- Any addition or revised SIGNs will also replace the originals as they are issued.
- All folders will be backed up externally

It is the responsibility of RCs to ensure that these processes are being followed, and to check the availability of the SLLC Manual when visiting woredas. The LIFT Land Coordinator and Land Registration Advisor will also conduct spot checks.

3 CLARIFICATIONS

Any request for clarification or suggested improvements to the checklist must be addressed to the Land Co-ordinator.

4 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 15

CONFLICTS & DISPUTES

1 INTRODUCTION

LIFT has recently undertaken a number of studies into land tenure related conflicts and disputes. These include:

- Rapid Assessment of Land Conflict Drivers, Land Disputes, and Grievance Redress Mechanisms in Three Regions of Ethiopia
- Dispute Management Procedures and Processes for Land Administration & Conflict Assessment

Training session for about 29 participants constituted from four regional states regional and woreda offices was also completed in relation to the above subject between 22nd to 23rd, June, 2017.

While many of the findings are outside the realm of SLLC, there are a number of recommendations, particularly around public awareness messages, which will enable LIFT to help land holders better understand how conflicts and disputes are handled both by SLLC and the local justice sector, and reduce their uncertainty around the process. This SIGN 15 aims to reinforce existing LIFT procedures in order to address some of these recommendations.

In the longer term, LIFT will revise Public Awareness and Communication (PAC) messages and materials and develop specific training packages aimed at extending better awareness and understanding around disputes and conflicts related to land tenure.

2 IMPLEMENTATION

Registration of Disputes:

This is a procedural change. When registering disputes previously, the SLLC procedure was to complete an FRF for the 'original claimant' (marked as disputed), with dispute receipts being given to all disputing parties.

Because of the difficulty in identifying the 'original claimant', the SLLC process will now complete no FRFs for disputed parcels, and will only issue Dispute Receipts to all parties.

In the event that a dispute is raised after an FRF has already been completed (such as during public display), dispute receipts will be issued and the FRF marked as a dispute in relevant box. This will be communicated to the back-office in the normal manner.

During data entry, entry of disputes should be reserved until all FRFs have been entered. If any records are found of parcels with an FRF entered into iMASSREG, that also has a dispute form, the FRF and dispute form should be kept together for the purposes of public display and the FRF marked disputed until it is demonstrated to be otherwise.

Public Awareness and Communications.

Disputes are covered during all public awareness raising activities. It is recommended that during public awareness it is made clear to land holders that they should attempt to resolve any outstanding dispute prior to the commencement of SLLC.

The LIFT PAC team will follow up with specific training and messages in due course.

Conflicts

During the SLLC preparatory phase, Regional Coordinators (RCs) or Deputy Regional Coordinators (DRCs) must perform a rapid assessment of each woreda using the Rapid Environmental & Social Impact Survey Tool (RESIST) prior to opening a woreda. This is documented in the SLLC Manual, and was well deployed initially. In recent months its use, and particularly the sharing of the report, has become ad hoc and inconsistent.

Among other things, the use of this tool acts as an early warning system for any potential conflicts which may be found in a woreda. RCs will reintroduce RESIST, providing on the job training to new DRCs if required.

RCs / DRCs will conduct RESIST in all recently opened woredas (if not conducted already) and submit the completed survey tool to the Land Coordinator and the LIFT Registration Advisor (J Leckie). This will be done before the 30th October 2017.

3 CLARIFICATIONS

Any request for clarification or suggested improvements to the checklist must be addressed to the Land Co-ordinator.

4 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 16

Registering Polygamous Households

1 INTRODUCTION

Module 10 of the SLLC manual deals with the general processes for the adjudication of parcels.

There has been no standard procedure on how to register and certify rural land held by polygamous households. As a result, inconsistent approaches have been taken to registering land in the names of polygamous household members.

The procedure described below aims to clarify how members of polygamous households should register land in a way which is legally recognised.

2 PROCESS

In a situation where a household is comprised of a husband with more than one wife (polygamous marriage arrangement), the process described below elaborates on procedures on how to register land held by polygamous households.

2.1-Registration of parcels held by polygamous households during adjudication and demarcation stage

For woredas with SDO (Social Development Officers), the sub kebele PAC (public awareness and communication) team will provide with VG (Vulnerable Groups) mapping, one of which is households in polygamous marriage. In woredas where there is no SDO, FTLs (Field Team Leaders) will obtain the list of households living in the kebele and identify those households that can be characterised as polygamous.

The following three scenarios may occur when registering a parcel(s) held by polygamous households:

i) ALL WIVES AND THE HUSBAND REGISTER SEPARATELY:

- Every co-wife and the husband get their individual equal share and register in their name (as private land).
- This modality of registration is currently rarely implemented. But should be promoted as it provides better levels of security for all involved in a polygamous household and prevents the risk of future conflict between children and co-wives.

II) HUSBAND REGISTERS WITH ONE OF THE WIVES:

- The husband chooses one of the wife to register with him as joint holder while the rest of the wives register by themselves. All the wives have their own equalshare.
- If the husband opts for another wife, he will register her on his share. This is done after dividing the share of the wife equally with whom the husband has joint holding.

III) HUSBAND OR ANY OF THE WIVES WITH INHERITED LAND:

- If the husband or any of the wives holds a parcel that is legally established as inherited, the parcel is registered under the heir's or successor's name unless the heir or successor has made a legal declaration to jointly share the parcel with his/her spouse.

Although the SLLC favours equal share of the wives and husband, if the land is below the standard for division, it will be administered according to the regional laws applicable to the provision. You will make sure that you are fully aware of the standard for division applied by the region. In that case, the data recorder will register all the joint holders' together.

2.2-Updating Registration during Public Display Period and after Completion of SLLC

There can be changes in polygamous household composition after field adjudication and demarcation or after completion of Certificate Distribution. In both situations, the old record should be updated and the register updated and maintained.

3 RATIONALE FOR THE PROCESS

Properly recording polygamous households is one way of protecting the rights of women and ultimately their children. This SIGN will guide the field staff and avoid making arbitrary decisions.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC Manual Version 3.1 – ANNEX 2: Gender & Social
Inclusion Guidance Notes

Land Investment for Transformation (LIFT)

Guideline to Public Awareness and Communication (PAC) Activities to Reach Women and VGs

LIFT GESI Team

January 2017

Addis Ababa

Acronym

AD:	Adjudication and Demarcation
3C:	Community Care Collation
DFID:	Department for International Development
DGL:	Development Group Leader
FTL:	Field Team Leader
GESI:	Gender Equality and Social Inclusion
HEW:	Health Extension Worker
HH:	Household Head
LAC:	Land Administration Committee
LAO:	Land Administration Office
LIFT:	Land Investment for Transformation
LSA:	Labour and Social Affairs
M4P:	Making Market Work for the Poor
PAC:	Public Awareness and Communication
PD:	Public Display
RLAS:	Rural Land Administration System
SNNP:	Southern, Nation, Nationalities and Peoples
VG:	Vulnerable Groups
WC:	Woreda Coordinator
WCA:	Women and children Affairs
WDC:	Women Development Group
WMHH:	Women in Male Headed Households

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1. Introduction

The Land Investment for Transformation (LIFT) Programme is a six year (March 2014 to -August 2020), DFID funded programme that aims to improve the incomes of the rural poor and to enhance economic growth, through three components: The development of Second Level Land Certification (SLLC); improved Rural Land Administration Systems (RLAS); and increasing land productivity through the ‘making markets work for the poor’ (M4P) approach. The SLLC aims to achieve 14 million parcels in 140 woredas for approximately 6.1 million households (around 70% of parcels being jointly or individually owned by women). The programme is implemented in Oromia, Amhara, SNNP and Tigray regions.

Despite LIFT SLLC fieldwork commencing in March 2015, to date engagement of women and vulnerable groups has been lower than anticipated. Among others, a lack of timely and effective communication is understood as a contributing factor, which could be remedied by a well-structured guide. A basic version of this guideline was shared with regional coordinators so that they could inform their teams to use it for public awareness activities. However, due to a lack of staff dedicated to the GESI and PAC activities, the guide was not used in conducting public awareness activities. Yet, whoever will be engaged in GESI PAC activities, developing the guideline to a full document becomes essential.

What is the purpose of this guideline? This field guideline aims to guide the public awareness and communication activities of LIFT to ensure a genuine participatory process, benefitting all segments of society particularly women and vulnerable groups. It builds upon experiences and feedback obtained during the implementation of the SLLC since March 2015.

Public awareness and communication activities are essential to ensure the smooth implementation of the SLLC processes, promote the participation of community leaders, and landholders including women and VGs. And also to understand the concerns and feedback from the participants, which can then go to amending the GESI PAC activities as necessary. It strives to put into practice LIFT’s approach for ensuring gender equality and social inclusion in the SLLC, paying attention to protecting the land rights of women and vulnerable groups. Vulnerable Groups (VGs) include those who face the challenge of preserving their rights to land.¹ They are by no means homogeneous although some share common characteristics – they belong to poor households, lack economic or social power and commonly are comprised of women and children.

For whom is this guideline? This guideline serves as a reference for those who will work on GESI PAC such as LIFT field team leader, woreda land administration office. Most importantly, if the proposed woreda GESI PAC Coordinator is approved to be part of the LIFT team, this guide will primarily serve this position. It is intended to guide in developing a plan to implement GESI and PAC activities in a systematic way. This is about being prepared, planning ones time well as well

¹ Vulnerable groups include (i) Women in households headed by men; (ii) Women in polygamous marriage, (iii) Female-household heads, (iv) Orphan children with no dependable guardian, (v) Elderly people with no dependable caretaker, (vi) People with disabilities and mobility issues, (vii) Destitute households headed by men, (viii) Minorities of any factor, and individuals under some form of legal restriction or are in prison.

as ensuring that all segments of the population, particularly information marginalized groups are reached.

What does this guideline include? The guideline is divided into 10 sections.

Section 1	Introduction: provides background information about the project and the guideline, as well as how the latter is organized.
Section 2	Woreda Stakeholder Workshop and Kebele Leadership Training: provides information on preliminary activities required prior to public awareness activities to landholders.
Section 3	Preparing the detailed PAC activity plan: this is an activity and time management tool for PAC team prepared in together with participants in a kebele meeting. This enables the participants to plan ahead the PAC activities.
Section 4	Engaging local institutions: identifies LIFT's key partners in the field not only for information dissemination but also to protect the land rights of women and vulnerable groups.
Section 5	Planning and conducting public meetings: covers planning and conducting public meetings. It touches on the development groups and development group leaders to reach the grassroots level.
Section 6	Communication materials: deals with the communication materials and how to use them effectively.
Section 7	Public awareness messages: discusses the kinds of messages that will be communicated in the public awareness events.
Section 8	Collection and use of real life stories: emphasises on the importance of using real life stories of land right problems for public awareness.
Section 9	Some basic communication and facilitation skills: these include basic skills in facilitating public meetings,
Section 10	Alignment to Field Staffs: deals with what the GESI/PAC staff should provide to Field Teams to facilitate effective adjudication and demarcation
Annexes	Provides additional information on sections referred to have detail information

2. Woreda Stakeholder Workshop and Kebele Leadership Training

Woreda stakeholders and kebele leaders have a significant role in the effective implementation of SLLC. A two tier workshop will be organised for these group of actors focusing on their roles and responsibilities. Role of the different stakeholders in support of the SLLC process is attached as annex 1.

2.1 Woreda Stakeholder Workshop and Woreda Land Registration Office Staff Training

Second level land certification (SLLC) demands engagement of landholders. Different stakeholders have different roles to reach out landholders and also provide various support that will assist the SLLC process, particularly to protect land use right of women and VGs. For example, the women and children affairs office can support the SLLC process by informing and mobilizing women, while the labor and social affairs office to reach out other VGs. Sensitizing key zonal and woreda stakeholders about the LIFT programme will therefore help to build on their roles and functions, and thereby ensure their engagements in supporting the implementation of the SLLC process. The lack of which entails unclear and unfocussed work flow undermining the expected outcomes of the SLLC programme. Therefore, this brief workshop is intended to orient the Woreda and zonal leaders and other stakeholders on specific functions and roles in implementing the SLLC programme. This workshop will be facilitated by regional level LIFT and land administration and use staff. A one-day workshop for the woreda leadership and another one-day training for woreda land administration and use staff will be organized. The purpose of the two days' workshop is to:

- Launch and familiarize LIFT programme and the SLLC process;
- Announce SLLC work plan and budget for the woreda;
- Create awareness on the challenges facing women and VGs during land registration;
- Familiarize the PAC-GESI approaches in support of the SLLC process and stakeholders' role;
- Clarify the roles and functions of the WLRO (woreda land registration office) in implementing the SLLC programme;
- Establish the woreda steering committee and define the coordination between LIFT woreda organizational structure, the WLRO and relevant woreda sectoral offices
- Provide training for WLRO staff on women and VG land registration issues

The workshop will be conducted for two days with participants of different constituents. The first day will be for the woreda leadership, and the next day will be dedicated for the woreda land administration experts focusing on their roles and obligations in support of the implementation of the SLLC process, particularly women and VGs.

Participants for Day 1 workshop will include but are not limited to heads of: Woreda Administration, Land Administration and Use, Finance and Economic Development, Women and Children Affairs, Labour and Social Affairs, Justice office, Court, Grievance Hearing/Good Governance, Communication Affairs, Education office, Women Association, Federation/association of Persons with disability, Association of HIV positive (the latter two as applicable). In addition to key zonal and regional experts will attend. Day 2 of the workshop is dedicated to WLRO who will take part in the SLLC process. Contents to be covered by the two days' workshop is attached as annex 2.

2.2 Kebele Leadership Training

In each woreda, SLLC will be implemented in three kebeles concurrently. Each kebele will have 20 field staff organized in to four field teams; each field team having two para surveyors, two data recorders and one field team leader for the adjudication and demarcation. The task of the field teams is highly supported by the Kebele leadership and Land Administration Committee (LAC), landholders and other community representatives. Training of the kebele leadership and the LAC is therefore the first and key activity to kick off the SLLC. Another two days kebele leadership training will be organized that include: the kebele administrator, kebele manager, land administration committee members, land administration expert, development agent, health extension worker, school director, women affairs, women association, community care coalition (3C), and other relevant actors as applicable to the different kebeles. Content to be covered by the two days' training is attached as annex 3.

3. Detailed PAC Activity Plan

The SLLC manual stipulates 30 days² of public awareness activity prior to the start of adjudication and demarcation. The details of the 30 days activity plan should be developed or endorsed by the kebele level leadership training participant. This detailed activity plan is intended to effectively explain SLLC's message to all landholders residing in the kebele and those who live outside the kebele, but may be affected. It will ensure information about the SLLC process and how it works is available to women and other marginalized groups, and it will also inform them about the importance of the process and what their role in it is. A draft activity plan for the 30 days PAC activity shall be reviewed by way of a group discussion in order to endorse and own the plan. It is a seal of commitment! The draft 30 days PAC activity plan is attached to this guide as annex 4.

Towards the end of the workshop, the kebele leadership training participant will divide or endorse existing arrangement to form four sub kebeles and assign kebele leadership members to all the four sub kebeles with a team leader. The team leader of the sub-kebele will closely work with the Field Team Leaders (FTLs) during the public awareness season. They will also support the KLAC and field teams during the adjudication and demarcation stage of the SLLC.

4. Engaging Local Institutions

LIFT needs to engage woreda and local level stakeholders that will assist in the implementation of GESI PAC activities. This section describes some of these partners. Most are local stakeholders and are well-placed to facilitate the participatory and GESI approach of the PAC. The roles and responsibilities of the various institutions is attached as annex 1.

4.1 Woreda Women and Children Affairs, Woreda Labour and Social Affairs and Woreda Women Association

LIFT recognizes these institutions have a special role to support women and vulnerable group in the SLLC public awareness and communication. The Women Development Group (WDG) and Community Care Coalition (3Cs) are the community/kebele level structures for these institutions.

² This doesn't include the public awareness activity for public display and certificate collection where one week is allocated for each stage.

In the case of Amhara and SNNP regions, the Labour and Social Affairs has no woreda level structure, and it is the Socio-Economic Expert at the Woreda Administration office who is in-charge of this particular engagement. It is therefore important to closely work with these offices and explore areas where they can support especially in addressing low awareness on SLLC. Working closely with these offices will reinforce the kebele level structure and SLLC message.

4.2 Community Care Collation (3Cs) to Protect the Land Rights of Vulnerable Group

All the four regions have introduced a structure called the Community Care Coalition (3Cs) at the kebele level. The 3Cs are responsible for mobilizing support to destitute members of the community. Although its effectiveness varies from region to region, its role can be expanded to protect the rights of women and vulnerable groups if the kebele administration can galvanize it. In the various discussions with relevant sector offices and during the first set of woreda leadership workshop, the idea of expanding the role of the 3Cs by having a proactive role in protecting the land rights of women and vulnerable group gained considerable acceptance and appreciation. It is therefore good make the 3Cs one of the target groups in the PAC events so that they will be recognised by the community members. Community members can approach them when they are faced with land rights problems during the SLLC and even beyond. Vulnerable groups will also be made aware of the role of 3Cs so that they can confide their problems or concerns during implementation of the SLLC.

4.3 Village Elders and Women Representatives

Women and VGs face pressure from powerful landholders that can cause them to lose their land rights or face boarder encroachment. It is, therefore, necessary to engage village elders and women representatives to witness and protect land rights of these groups. Village elders and women representatives will be represented and will assist the field team on a voluntary basis in their respective villages. They will not be moving with the field team like the LAC members, but will only be available during the adjudication and demarcation of their vicinity. Since they will work on a voluntary basis, the number of village elders from one village could be more than one so that they can take turns and avoid work overload. Village elders and women representatives shall be oriented about their role before the field team starts working in the village. They should be represented (elected or appointed) by the villagers themselves. Facilitating the election or appointment of village elders and women representatives can be done during the sub Kebele level PAC meeting. Alternatively, the DGLs and 3C members/ representatives can be given the task to select village elders and women representatives.

5. Planning and Conducting Public Meetings

In general, public meetings provide a good venue to bring community members together and informing them about the SLLC processes. It may not always be possible to get 100% attendance. Some people may have commitments. Others face various constraints. Among those who are able to attend, some may feel uncomfortable voicing their opinion in public or just even to ask a question.

LIFT's PAC strategy includes a set of cascading meetings that will be implemented during each SLLC process. It starts with a general public meeting and goes further down to reach women and vulnerable groups who may not be reached using conventional information dissemination methods. This section will guide the PAC team on planning and conducting public meetings.

5.1 General Public Meeting at the Sub-Kebele Level

Immediately after the kebele level leadership training workshop, a public meeting will be conducted at the **sub-kebele** level. The PAC team will serve as facilitators. In other words, all four PAC teams assigned to a kebele will conduct 4 sub-kebele public meetings concurrently.

Preparation

- Agree with the kebele leaders on the schedule of the meeting and announce the schedule using various methods: churches, mosques, development groups, coffee ceremonies etc.
- Focus on the need for women to attend the meeting
- Familiarize with the contents of the flip chart
- Be ready for the question and answer. Go over the list of frequently asked questions.

Procedure

The PAC team will introduce the team, the objective of the meeting, and procedure of the meeting. The meeting procedure will include:

- Giving an overview of the PAC activities
- Explaining the message using the flip chart
- Question and answer session for the public to clarify issues
- Announce for women and VG separate meeting
- Announce follow up orientation for DGLs after the meeting
- Discuss the need to have separate women meeting and fix the date in consultation with the participants. If possible the women's meeting should follow soon after the general sub-kebele meeting

Materials to be used: Flip chart

5.2 Selecting village elders and women to represent women and VGs during Adjudication and Demarcation

This is a follow up to Sub-Section 0. In addition to the kebele Land Administration Committee (KLAC) members assigned to work with the field team during the adjudication and demarcation, women and elders³ will be selected from each village to work with the field team. Their role is mainly to ensure that the rights of women and vulnerable groups are protected. Women and elders will be selected from the village for the following reasons:

- women know very well VG land holders' situation and women with joint land holding right in their village
- men, especially elders, know very well land boundaries, neighbours and residents in the village

In kebeles where Community Care Coalitions (3Cs) have been established and are functioning actively, they can be chosen to represent their village. After receiving their orientation, the DGLs will play a significant role in drawing representatives from each village.

³ Unlike the LAC, village elders and women representatives are not paid members since they will not be with the field team all the time. They will join the field team only when the team is working at their village. These village representatives will be working on voluntary basis and mainly to protect the rights of women and VGs.

5.3 Separate Women Public Meeting

Experience shows that more men attend and participate in public meetings. Among those women who attend are those from female household heads (FHH). Women in most cases do not speak in public. This requires organizing separate meetings to create a better space for women and other vulnerable groups to express their issues and concerns surrounding the SLLC. A separate meeting date is strongly preferred instead of holding the focus group after the general meeting for practical reasons:

- Avoid the excuse “men and women couldn’t come at the same time to take care of the household”
- Women cannot afford to stay behind after the general meeting because they do not have the time.
- Even if they are requested to stay after the general public meeting, they will not listen properly to the message because a) they are already tired and fed up to listen, and b) their heart and mind are set to heading home.
- Shortage of facilitator to conduct parallel session of women and men on the same date

Also, it is preferred to share message to both men and women together during general public meeting no matter how few are the latter, because it helps to reinforce the message

Preparation

- Agree with the kebele leaders on the schedule of the meeting and announce the schedule using various methods: churches, mosques, development groups, coffee ceremonies, etc. Encourage both women and men to attend the meeting
- Familiarize with the contents of the flip chart
- Be ready for the question and answer. Go over the list of frequently asked questions.

Procedure

On top of keeping the procedures for the general meeting, please read the following pointers to effectively communicate the message to women and involve them in the discussion:

- Encourage women to raise questions and issues after the presentation
- Encourage them to bring practical cases of land rights violation they know about other women or themselves (by husbands, ex - husbands, brothers, in laws, rentees, etc.)
- If they do not provide such cases, give them with cases stories⁴ the facilitator has come across or knows about. This will help them to realize how important their presence is in all the SLLC process.
- Be aware that there are women separate Development Groups structure and make sure WDGLs get orientation (like the men or HH DGLs) after the women separate meeting.

Materials to be used: Flip chart

⁴ Practical cases of women land rights violation can be collected from the Woreda Land Administration Office, Court, Justice Office, Grievance Hearing Office, Women and Children Affairs Office and Women Associations ahead of the meeting. This approach will continue to be used in the entire public awareness message to women.

5.4 Orientation to 1:20/30 Development Group Leaders (DGLs)

Following the public meeting, orientation to Development Group Leaders will be given by the GESI/PAC Coordinator using **leaflet** containing SLLC message as communication aid to disseminate information to the 1:5 Network Leaders and their members. The DGLs will be responsible to facilitate selection of village elders and women representatives from villages or Gots. These representatives will work with the field team during adjudication and demarcation to protect the rights of women and vulnerable group.

Preparation

- Agree with the kebele leaders on the schedule of the meeting with the DGLs.
- Contact the DGLs
- Familiarize with the contents of leaflet
- Be ready for the question and answer. Go over the list of frequently asked questions.

Procedure

- Explain the purpose of the meeting and their role in the SLLC PAC (orientation for 1:5 network structure and meeting with the vulnerable groups),
- Explain the contents of the leaflet. Do not read the leaflet,
- Encourage participants to ask questions,
- Advise to limit themselves to the information provided on the leaflet when communicating message,
- Advise to clarify misinformation and distortion they may come across, ensure the right message reached VGs,
- Provide tips on how to conduct the meeting with the 1:5 Network leaders: explain each phase clearly and slowly to ensure comprehension,
- Get the list of village elders and women representatives who will work with the field team,
- Obtain a preliminary schedule from each DGL for the 1:5 network meeting.

5.5 Orientation and assignment to 1:5 Network Structure

The 1:5 network structure is crucial for reaching the last landholders, particularly women and vulnerable groups (VGs). Therefore, the 1:20/30 DGLs after receiving orientation from the GESI/PAC Coordinator, will in-turn give a similar orientation and assignment to the 1:5 DGLs. Leaflets will not be available. Explain their role in the PAC, the SLLC steps and the next meeting that they have to organize clearly and slowly to enable 1:5 Network leaders to capture and pass the message during the meeting with vulnerable groups.

5.6 Deploying 1:5 Network Members to Disseminate Information to Vulnerable Groups

Not everyone in the community belongs to the DG and 1:5 network arrangement, particularly those VGs with physical mobility problem and those who live outside the kebele. For these two groups of people, the 1:5 network members will be given the responsibility to disseminate the information.

Preparation

- Network members know VGs with mobility problems and those living outside the kebele
- Identify who gets who and give assignment
- Women and men 1:5 network members are each given the task

Procedure

- Each member will find out VGs living within their neighborhood. Obtain a list and provide this to the DGL. The DGL will forward the list to the sub kebele PAC Team leader.
- For individuals living in the kebele but are unable to attend the focused group meeting, a house-to-house visit will be arranged
- Arrange to disseminate information to VGs living outside the kebele using their social connections
- Explain clearly the SLLC process and why participation of VGs is important
- For those unable to attend due to serious mobility problem, ask who will represent them. Get the name of the person. Forward the information to the DGL. The DGL will forward the information to the FTL.
- Identify other constraints that may hinder VGs from participating in the SLLC. Report this to the DGL. The DGL will report to the FTL.

6. Communication Materials

Below are some useful tips to fully make use of the communication materials produced by LIFT to support the public awareness and communication activities

6.1 Flip Chart for Public Meetings

- Place the flip chart at an appropriate location visible to the audience
- Go over each page slowly
- Pictures or visual images are shown in each page. Explain clearly the message that the picture is supposed to convey.
- The Flip Chart is not for one-time use and to be thrown away after a public meeting. It is to be used for subsequent many more public meetings.
- After each sub kebele level public meeting, store the Flip Chart in a safe place.
- The Flip Chart is an important communication resource. Use it and remember to handle it with care. Doing so will make it last long and serve more public meetings.

6.2 Leaflet on SLLC Messages

During the DGLs' orientation, they will be provided with leaflets that contain information on the SLLC processes. It is important that DGLs' understand the order of the processes (adjudication and demarcation, public display and certification) and what each process entails. PAC TLs will gather DGLs before each process to orient them of the activities that will take place and the information dissemination activities needed to ensure that each process is implemented smoothly.

6.3 Posters

Posters containing specific messages for each SLLC process are to be posted in visible and accessible locations.

6.4 Leaflet on Landholders' Rights and Obligation

This leaflet shall be distributed to landholders randomly and should be treated as supplementary material. A copy of leaflet will be made available in the Kebele Administration Office and the Kebele Land Administration Committee Office if available. This leaflet will not be discussed

during the public meeting or DGLs' meeting. The reason is that it is important that meeting participants focus on the SLLC message.

7. Public Awareness Messages

During the Kebele leadership training, all messages on the SLLC will be passed to the Kebele leaders. However, when a message is communicated to the public (land holders), it should follow according to the sequence of the implementation of the SLLC process, starting with Adjudication and Demarcation followed by Public Display and Certification.

Phase 1: Message for Adjudication and Demarcation

Key message: Be present at your parcel during adjudication and demarcation as it is a prerequisite to ensure your land use right.

Specific Messages:

- Produce all evidences (1st level Certificate, land tax receipts, court orders), which justify the land belongs to claimant
- Spouses (both husband and wife, including co-wives) should appear in the field and get their land demarcated together
- In localities where women change name (first and/or second) upon marriage, they must register by their maiden name (that was used prior to their marriage)
- Men to produce evidence from HEWs for women who cannot attend adjudication and demarcation due to late (near birth) pregnancy or recent maternity. HEWs to provide with such evidence
- Husband and wife in a different parcel with a different field team to produce evidence (Form to be provided to the field teams by the WLAO)
- Mothers to register as 50% holder of the deceased husband. Female siblings dependent on the land to register as joint holder
- Women should give priority to attend AD over any other competing priority (for example, they may be pushed by the men to return home to prepare meal for the field team, even after they came for AD) Landholders need to present their photographs to the field team and spouses and other joint holders need to produce and present each of their photographs
- Orphans, elderly, persons with disabilities and others who cannot be present at their parcel with acceptable reason, will be represented by their caregivers, recognised by members of the Elders' Committee.
- Guardians of orphan children need to produce evidence from court or elders' committee
- Caregivers of Elderly, Person with disability and other VGs, need to produce official representation from Justice office or endorsement by elders committee
- The need to select Village Elders and Women representatives from each village
- The need to engage 3Cs, DGLs, 1:5 Network leaders
- Role of LAC, DGLs, 1:5 Network leaders, 3Cs, Village Elders and Women Representatives
- The date when the demarcation will start in the Kebele
- Demarcation schedule in the different villages will be communicated through the KLACs and DGLs so that people will be properly informed and appear when their land will be

demarcated.

- Composition of the Field Teams (including LAC, Elders and Women representatives)

Local Language version of this message is available in the guideline page 6 # 6.2.1 and Leaflet on SLLC, second page #1

Phase 2: Message for Public Display

Key Message: Visit the public display site on your appointed schedule. Verify data about your land holding status. It is possible there may be mistakes on the attributes of parcel data. If left uncorrected, this can cause loss of land use right or boarder encroachment.

Specific messages:

- Verify facts about their land holding status and parcel data
- If wrong data is recorded, fill in the Complaint Form and submit to dispute recorders
- Follow up correction of parcel data with dispute recorders
- Mandatory attendance of spouses (including cowives) and other joint holders should appear at the public display site and verify facts together
- Priority to pregnant and women with children as well as elderly during cue
- Evidence from HEWs for women who cannot attend PD
- Orphans, elderly, persons with disabilities and others who cannot attend the public display for acceptable reason, will be represented by their caregivers or other representatives who were also present when their land was adjudicated and demarcated. The representatives should verify the accuracy of the data and file a complaint if incorrect data is found.
- Land holders should sign on the agreement form if they agree on the data reflected.
- Spouses including co-wives and other joint holders need to sign on the form.
- Accessing Correction Form for those with physical mobility problem
- Date and location of the public display should be well communicated so that people, especially wives and other joint holders, will not miss it. (Local language version of this message is available at the guideline page 7 # 6.3.1 and Leaflet on SLLC, second page #2)

Phase 3: Message for Certification

Key Message: Collect your land certificates. This is a key document certifying your landholding right. Check if all information on the certificate is correct.

Specific Messages:

- Attend the certificate distribution event and collect your land certificates
- Both spouses and other joint holders should appear and receive their certificates
- Check if spouses photos are the right holders when receiving the certificates
- Orphans, elders, persons with disabilities and others who cannot appear for acceptable reason can collect their certificates through their legitimate representatives and witnessed village elders

- Date and place of certificate collection should clearly communicated

Local language version of this message is available at the guideline page 8 # 6.4.1 and Leaflet on SLLC, third page #3

It is important to remember that information dissemination should follow the specific phase or process of the SLLC. Timeliness in disseminating information is essential to ensure that the target audience receives the message and can plan their schedules accordingly. Giving them information all at once in one public meeting will lead to confusion. Also, people forget. When information is disseminated following each process or phase, this enables group leaders, network representatives, and landholders, including women and VGs, to capture the message and pass it on to others.

8. Collection and Use of Real Life Stories

Women's low levels of participation may not necessarily be due to lack of information, but due to the cultural and traditional barriers to take part in public life particularly for those women in households headed by men. Given land and agriculture is considered to be men's domain, women will not come out for the SLLC even when they have the information for it is difficult to break the invisible barrier put on them. Encouraging people to bring cases of personal and others' experience of land right problems faced by women and other VGs might help to touch the hearts and minds of these group and take bold action to participate in the SLLC process. It is therefore advisable for facilitators of PAC to include live witness or experience sharing from women and VG. It will encourage them to share their own experience and learn from each other. The stories will encourage women and VGs to participate in the SLLC and other future events of their concern. Also find men who have actively encouraging their wives to take part in SLLC to share their experience and promote women's engagement. Men speaking to other men may encourage more promotion of women's roles in the process and the benefits of involving their wives.

However, women and VG may not be comfortable to share theirs or others real life experience of land right problems. In this case, the facilitators need to share what has been happening to women and VG in the woreda or elsewhere. In order to support this process, the woreda GESI PAC coordinator will collect real life stories of women and VG land right problems. Possible source of such information are woreda land administration office, court, justice office, women affairs office, labour and social affairs office, women associations and grievance hearing offices.

9. Basic Communication and Facilitation Skills

These are just some basic skills, we not just GESI/PAC Coordinators need to take in to account when facilitating meetings. It is best to put these into practice and to help our colleagues to acquire these skills. As our work on the ground progresses and we open ourselves to learn and adapt, we will find joy in working and supporting the people that matter most in the SLLC. This is a limited list, please feel free to share new skills that you have acquired and found useful!

- ✓ Greet in locally accepted language and style
- ✓ Introduce the team
- ✓ Clarify the objective, methodology and duration of the meeting
- ✓ Speak the local language or use a dependable translator
- ✓ Use ordinary and simple words the public can understand

- ✓ Respect them in words and actions (they are adults and human beings with dignity)
- ✓ Treat them as partners to the processes
- ✓ Value their knowledge, experience and information
- ✓ Give them time for question and answer sessions (two way communication)
- ✓ Listen and keep an open mind. Hold any judgment. Listen carefully to participants' issues and concerns. Exercise patience in listening to different versions of a story. If necessary, verify the information after the meeting. Take down notes if at all possible!
- ✓ Be polite and humble all the time
- ✓ Know your role as a facilitator
- ✓ Be sensitive to the needs of women who are nursing or pregnant
- ✓ Be sensitive to religious practices. For example, Muslims observe Friday prayers.
- ✓ Set separate or additional space/sessions for women/girls and other VGs especially after a joint meeting to sort out issues specific to their interest. Make sure time and venue is convenient for women and VGs.
- ✓ If there is a large number of participants (more than 10), work in small groups to encourage discussion and dialogue with women/girls, and other VG groups (when necessary)
- ✓ Be culturally sensitive in using various facilitation techniques, energisers and the like
- ✓ If you promised to make a follow up, remember to do this and get back to the participant. This shows you value his or her concerns.
- ✓ Keep to the agenda or topic. If the discussion veers to a totally different topic or issue, politely steer the conversation back to the topic.

10. Alignment to Filed Staffs Adjudication and Demarcation Activity

Along with facilitating and coordinating the PAC activities, the GESI PAC coordinator will conduct other activities that will help effective adjudication and demarcation. These outputs by the GESI PAC coordinator performed during the PAC month will be provided the Field Teams which are:

- names and locations (village) of elderly and person with disability along with their care takers
- names and locations (village) of orphan children of either parent along with surviving parent (mother or father)
- names and locations (village) of orphan children of both parents along with Guardian and what relation with the children
- names and locations of men with more than one wife
- identifying localities where women take their husband's name in place of their father's name upon marriage
- identifying localities where minorities of any factor live and what kind of problem they face in relation to land use and land registration
- communicate WLAO or LIFT WC to produce such Form (or to be printed along with other SLLC materials)
- facilitate with stakeholders for official guardian appointment and land right transfer of orphan children
- facilitate with stakeholders for official representation of care takers for VGs with physical mobility problem
- facilitation for selection of Village Elders and Women representatives
- name of Village Elders and Women representatives by village they represent

- orientation to KLAC, 3C, DGL and 1:5 network leaders on their roles and responsibilities
- facilitate with the kebele administration HEWs to provide evidence for women who cannot attend AD due to pregnancy and maternity
- facilitate with the kebele administration to block one of the HEWs task to work with the PD team during public display

Information on this guide can be complemented using the different documents available such as the GESI strategy, PAC strategy, SLLC manual, filed monitoring reports, etc.

Annexes

Annex 1 Role of Stakeholders during SLLC

Woreda Administration

- ☐ Oversee the public awareness and communication activities as important step of the SLLC
- ☐ Identify SLLC cluster kebeles with the woreda land administration office
- ☐ Communicate cluster kebeles for PAC stakeholders and guide them to make it part of their plan
- ☐ Integrate the SLLC PAC activity to the woreda regular plan and monitor its implementation
- ☐ Get feedback, provide support and guidance for those who are not doing the PAC support as planned

Woreda Land Administration

- ☐ Conduct kebele leadership training, ensure women participation in the training
- ☐ Support the public meeting conducted at sub kebele level
- ☐ Enforce separate meeting for women and VG for public awareness
- ☐ Enforce mandatory engagement of women in male headed households to the entire SLLC process
- ☐ Clarify registration process of co-wives in polygamous practicing areas
- ☐ Clarify registration process of orphan children of either parent or both parents
- ☐ Clarify registration process of VGs with physical mobility problem
- ☐ Collaborate with stakeholders for effective PAC, coordinate the PAC plan, support and monitor its implementation
- ☐ Closely work with woreda court and Justice office for land right transfer and related issues
- ☐ Facilitate reelection or endorsement of existing land administration committee. This is mainly aimed to uncover some of the problems committed by the committee. Make it prior to the PAC activity so that they will get the kebele leadership training.
- ☐ Ensure women representation in the LAC
- ☐ Facilitate selection of Village Elders and Women representatives to closely work with the field team
- ☐ Ensure Women Development Group Leaders (DGLs) are equally targeted for the APC which is currently focused on DGL of household heads only
- ☐ Monitor implementation of the public awareness guide and ensure women and VGs are well targeted

Woreda Women, and Children Affairs (WCA)

- ☐ Activate current women structures (women development groups up to 1:5 structure and women organizations) to make land issues their priority agenda
- ☐ Reach out all women including pregnant women and those at maternity
- ☐ Identify women and orphan children requiring close support
- ☐ Assign WCA staff to work closely with SLLC team and women structures at sub kebele level
- ☐ Awareness to WMHH to attend all SLLC process right from public meetings
- ☐ Awareness to WMHH why they need present themselves with their husbands during

adjudication/demarcation, public display and certification

- ☐ Awareness to women that attending all SLLC process is both an obligation and a right
- ☐ Provide counseling service to orphan children on the need to represent legal guardian
- ☐ Facilitate guardian appointment with the court for orphan children of both parents
- Advise surviving parent of orphan children of either parent on the need to register children on the deceased parent's share
- ☐ Create awareness to women and children facing land dispute to come to women and children affairs office before appearing to court
- ☐ Facilitate legal aid and counselling with justice office and land office for women and children having land dispute
- ☐ Include land issue to their regular monitoring agenda and provide continuous feedback to the woreda steering committee for any support required
- ☐ For polygamous family encourage separate registration of cowives by showing its advantage
- ☐ In order to protect the influence of men to give less fertile and small size of land for less favoured wife/ves, follow up through women grass roots structure
- ☐ Give awareness to local elders on women and children land rights
- ☐ If the man wants to give land for his new wife who is married after certification or land distribution, he should equally share with his wives who were allocated or certified with him. He then can share from his part and that is still limited to use right of the woman while inheritance is only for her children

Woreda Labour and Social Affairs (LSA)

- ☐ Activate community care coalition (3Cs) to include land right issues of vulnerable groups
- ☐ 3Cs to make their agenda focus on land during the SLLC process
- ☐ Establish community care coalition at sub kebele level with criteria of:
 - Acceptable by the community
 - Impartial to serve members of the community equally
 - Women representation and active participation
- ☐ Kebele level LSA experts to closely work with sub kebele level 3Cs
- ☐ Identify vulnerable groups (elderly, disable....) requiring close support
- ☐ Create awareness on the need to get legal repetition from justice office
- ☐ Provide counselling service to VGs to get the right representative that protects their land right
- ☐ Identify those VGs with mobility problem and link with Justice office
- Facilitate with Justice office to travel to VGs' residence with mobility problem to get their legal representatives
- ☐ Monitor and follow up care takers through 3Cs for a continued protection of VG land right
- ☐ Create awareness to VGs having land dispute to come to labour and social affairs office before going to court
- ☐ Facilitate legal aid with Justice office and land office for VGs having land dispute before appearing to court
- ☐ Include land issue to their regular monitoring agenda and provide continuous feedback to the woreda steering committee for support required

Woreda Justice Office

- ☐ For those VGs requesting official representation of their Care Givers, check if they got

guidance/counselling service from Labour and Social Affairs or Women and Children Affairs

- ☐ Provide quick service for those coming with the evidence of counselling service
- ☐ Access the service to the nearest possible for those VGs with physical mobility problem
- ☐ Cover land right issues in their legal literacy to prevent land dispute issues from being source of any crime (currently it is left as civil case, except in Amhara)
- ☐ Closely work with the LAO, WCA, LSA and woreda court to resolve women and VGs land right problems with less cost

Woreda Court

- ☐ Provide information on SLLC for people in the court waiting room every morning before court session starts
- ☐ For those requesting official guardian appointment, check if they have got guidance and advice from WCA, or LSA office
- ☐ Provide quick service for those coming with evidence of guidance from either of the two offices
- ☐ Get land information from the land administration office before settling any land dispute, based on regular procedures
- ☐ Apply criminal codes when land right violation on women and VG is discovered
- ☐ Make use of the court ruling for public awareness directly by the court or providing to those engaged in the PAC
- ☐ Make roaming court (mobile court) accessible to women and VGs
- ☐ Give priority to women and VG cases, and understand their limitations, give sufficient time and space to explain themselves

Kebele Administration

- ☐ Enroll the right participants to the kebele leadership training. Ensure women are well represented
- ☐ Organize the kebele in to four sub kebeles, assign sub kebele PAC team leaders.
- ☐ Support and monitor sub kebele level public meetings
- ☐ Motivate DGLs (household based and women DGLs) and 3Cs to actively engage in support of the SLLC process
- ☐ Make SLLC the agenda of DGLs during the SLLC months
- ☐ Support and facilitate selection of Village Elders and Women representatives who will closely work with the Field Team, to protect the rights of women and VG
- ☐ Encourage and support engagement of any other actors such as associations of person with disabilities for the protection of women and VG land rights
- ☐ Guide HEWs (health extension workers) to provide information on women when requested

Sub Kebele PAC Team

- Conduct public meeting. Lead the selection of Village Elders and women representatives
- Conduct women separate meeting
- Lead the selection of Women representatives
- Give clear information to Village elders and women representatives on their role to reach

SLLC message to women and VG during the PAC and protect possible violation during adjudication and demarcation

- Provide report to the GESI PAC Coordinator

1:20/30 Development Group

- Conduct meeting with members and discuss SLLC issues. Provide timely and accurate information on SLLC
- Share the assignment with 1:5 Network leaders to reach out women and VG
- Collaborate with 3C members, Village elders and women representatives to protect women and VGs land right during the SLLC
- Provide support and guidance to women and VG facing land dispute

1:5 Network

- Provide SLLC information to their members
- Pay house to house visit to VGs with mobility problem and provide SLLC information
- Identify landholders living outside the kebele and give special assignment to members to get this information
- Collaborate with 3C members, village elders and women representatives to support women and VG facing problem during the SLLC process

Village Elders and Women Representatives

- Provide SLLC information for women and VG throughout the SLLC process
- Support the Field Teams during adjudication and demarcation. Provide information on women and VG when requested
- Work closely with DGLs and 3Cs
- Provide support when women and VG face problems.

Community Care Coalition (3C)

- Make women and VG land right issues part of their agenda
- Identify VGs with land right problems and connect to where they can get support
- Closely work with LAC, sub-kebele PAC team, and DGLs

Health Extension Workers (HEWs)

- Make SLLC discussion agenda for women development groups
- Inform women during their house to house visit about SLLC and the need to closely watch announcements
- Show the advantage of attending meetings and events related to SLLC
- Motivate women to attend meetings, adjudication/demarcation, public display and certification together with their husbands
- Provide evidence on women who cannot attend adjudication and demarcation
- Work closely with Field Teams during the public display

School Director

- Provide SLLC information for in-school orphan children on the need to get their land registered

- Pass SLLC information to land holders and out of school orphan children through in school children

Registration of Orphan children

- Orphan children of both parents need to get official guardian. Get guidance and counseling form WCA or LSA
- If no legal guardian, care takers to register children in the name of deceased parents and to continue caring for the children until they are 18
- Name of the guardian should be on the space provided on the FRF for the guardian
- When one parents alive and right transfer is not made, registration should be in both parents name, putting remark on the deceased parent section
- However, right transfer of the deceased parent to the children should be encouraged prior to the SLLC where children should register by their name, and the surviving parent should be registered in the form prepared for the guardian
- If this is not done for the SLLC, an update should be made afterwards
- If they face problem with their guardians, orphan children to seek support from village elders, DGLs or 3C members

Annex 2 Schedule of the Two Days Woreda Stakeholder Workshop

LAND INVESTMENT FOR TRANSFORMATION (LIFT) PROGRAMME

Woreda Land Registration Office Staff Training on SLLC

Date ----Year -----Venue-----Town-----Region-----

Day 1 Schedule

Time	Item	Responsibility
08:30-09:00	Registration of participants	LIFT Team
09:00-09:05	Welcoming Remarks	RLAUB/A
09:05-09:20	Programme Introduction: Workshop Objective, Workshop Schedule, Participant Introduction	RLAU/A Communication Expert
09:20-09:30	LIFT Program Highlights	LIFT RC
09:30-10:00	Regional Status of SLLC	RLAUB/A
10:00-10:15	Coffee Break	
10:15-10:45	SLLC planning for new set of woreda	LIFT RC
10:45-11:00	LIFT Program Budget Issues	LIFT Regional Internal Auditor
11:00-11:30	Discussions and reflections	Plenary
11:30-12:00	Land holders obligation during SLLC and Public Awareness Approaches	RLAU/A Communication Expert
12:00 - 12:30	Women and Vulnerable Groups SLLC participation and problems	RLAU/A Gender Expert
12:30-2:00	Lunch Break	Private
2:00-2:30	Discussion	
2:30-3:00	Review of stakeholder role and PAC action plan development to support Women and VG during SLLC	Respective sector offices
3:00-3:30	Endorsement of stakeholder role and alignment of action plan with other stakeholders	Plenary discussion
3:30-4:15	Coffee Break	

Time	Item	Responsibility
4:15-4:45	Defining the coordination between LIFT and WLRO with relevant sectoral offices: Woreda Steering Committee Establishment	LIFT RC, Regional /Zonal Representatives
4:45-5:00	Role of Woreda Steering Committee to: a) mobilize and support the whole SLLC b) ensure women and VG land right is protected	LIFT RC
5:00-5:15	Statement and commitment of woreda leadership	Woreda administrators and sector office heads
5:15-5:30	Way forward and closing	RLAU/A or zonal officials

LAND INVESTMENT FOR TRANSFORMATION (LIFT) PROGRAMME

Woreda Land Registration Office Staff Training on SLLC

Date ----Year -----Venue-----Town-----Region-----

Day 2 Schedule

Time	Item	Responsibility
08:30-09:00	Registration of participants	LIFT
09:00-09:05	Welcoming Remarks	Woreda LAU
09:05-09:20	Programme Introduction: Workshop Objective, Workshop Schedule, Participant Introduction	LIFT RC/ Woreda RLAUB/A
09:20-09:40	LIFT Program Highlight and budgetary issues	LIFT RC
09:40-10:00	SLLC Process and obligation of land holders	LIFT RC
10:30-10:45	Coffee Break	Host Hotel
10:45-11:15	SLLC woreda plan and role of Kebele leadership	LIFT RC/RLAUB/A
11:15-11:45	Women and VG problems during SLLC	RLAUB/A Gender Expert
11:45-12:30	Discussions and reflections	Plenary
12:30-2:00	Lunch Break	Private

Time	Item	Responsibility
02:00-2:10	PAC- Intervention during each phases of the SLLC Process	RLAUB/A Comm. Expert
2:10 -3:00	30 Days public awareness event prior to Adjudication and Demarcation	RLAUB/A “
03:00-03:30	Coffee Break	Host Hotel
3:30-4:00	Public Awareness and Communications (PAC) Approaches and tools during SLLC <ul style="list-style-type: none"> • Sub kebele level public meeting and the use of flipchart • Orientation of women and men DGL, 3Cs and the use of Leaflet • 1:5 Network and house to house visit to VGs with mobility problem • 1:5 members assignment to reach out message for landholders living outside kebele • Spouses to attend SLLC together • Care takers representation for VGs with mobility problem • Guardians appointment for orphan children • Women and Elders representation with field teams 	LIFT RC/ RLAUB/A Comm. Expert
4:00-4:30	Reflection and discussion	Plenary
4:30-5:00	Orientation on kebele leadership workshop	LIFT RC/ RLAUB/A Comm. Expert
5:00-5:15	Role of WLAO in coordinating and monitoring PAC stakeholders	LIFT RC
5:15-5:30	Way forward and closing	LIFT RC and Regional /Zonal Representatives

Annex 3 Schedule of Kebele Leadership Training

LAND INVESTMENT FOR TRANSFORMATION (LIFT) PROGRAMME

Woreda Land Registration Office Staff Training on SLLC

Date ----Year -----Venue-----Town-----Region-----

Day 1 Schedule

Time	Item	Responsibility
08:30-09:00	Registration of participants	LIFT
09:00-09:05	Welcoming Remarks	Woreda LAU
09:05-09:20	Programme Introduction: Workshop Objective, Workshop Schedule, Participant Introduction	LIFT WC/ Woreda LAU expert
09:20-09:40	LIFT Program Highlight and budgetary issues	LIFT WC
09:40-10:00	SLLC Process and obligation of land holders	LIFT WC
10:30-10:45	Coffee Break	Host Hotel
10:45-11:15	SLLC woreda plan and role of Kebele leadership	Woreda LAU
11:15-11:45	Women and VG problems during SLLC	Woreda LAU /LIFT GESI PAC
11:45-12:30	Discussions and reflections	Plenary
12:30-2:00	Lunch Break	Private
02:00-2:10	PAC- Intervention during each phases of the SLLC Process	LIFT GESI PAC
2:10 -3:00	30 Days public awareness event prior to Adjudication and Demarcation	LIFT GESI PAC
03:00-03:30	Coffee Break	Host Hotel
3:30-4:30	Public Awareness and Communications (PAC) Approaches and tools during SLLC <ul style="list-style-type: none"> • Sub kebele level public meeting and the use of flipchart • Orientation of women and men DGL, 3Cs and the use of Leaflet • 1:5 Network and house to house visit to VGs with mobility problem • 1:5 members assignment to reach out message for landholders living outside kebele • Spouses to attend SLLC together • Care takers representation for VGs with mobility problem • Guardians appointment for orphan children 	LIFT GESI PAC

Time	Item	Responsibility
	<ul style="list-style-type: none"> Village Elders and Women Repetitive selection 	
4:30-5:00	Reflection and discussion	

LAND INVESTMENT FOR TRANSFORMATION (LIFT) PROGRAMME

Woreda Land Registration Office Staff Training on SLLC

Date ----Year -----Venue-----Town-----Region-----

Day 2 Schedule

Time	Item	Responsibility
8:30-9:00	Recap of day 1 deliberations	Plenary
9:00-10:30	Review of the 30 days detail PAC Activity plan	Group work
10:30-10:45	Coffee Break	Host Hotel
10:45-11:30	Presentation of revised/approved plan for the 30 days	Group presenter
11:30-12:30	Review of Kebele stakeholder role	Group work
12:30-2:00	Lunch Break	Private
02:00-2:30	Presentation of revised/approved	Group Presenter
2:30-3:00	Organizing/endorsing the kebele in to four sub kebeles and assign team leaders for the sub-kebele	Group work
03:00-03:30	Coffee Break	Host Hotel
3:30-4:30	Orientation to LACs and Sub kebele Team Leaders	GESI PAC
4:30-5:00	Reflection, way forward and closure	

Annex 4 Detail Plan of the 30 Days PAC Activity

Day	Activity	Responsible	Purpose/message	Message media	Participant
1	Meeting with Kebele Administration	GESI PAC Coordinator	Clarify objective of the meeting Fix date for kebele leadership training Agree on participants Share tasks	Flip chart Discussion	Kebele Administrator and available sector offices
2	Conduct Kebele leadership training	WLAO	Mobilize the kebele leadership for the SLLC activity	Discussion	Refer guideline
3-5	Announcement of sub Kebele level public meeting	KLAC and Sub –Kebele PAC Team Leaders	Meeting objective(SLLC), date and location of meeting, all land holders must to attend, spouses must to come to the meeting, people with physical mobility problem to send representatives recognized by village elders	Word of mouth at churches/mosques, market places, local dispute resolution meetings, religious and cultural festivals, DGL meetings. Posters at different locations	Kebele sector office staff assigned for the sub kebele, KLAC member, village elders, religious leaders, development group leaders
6	Conduct sub Kebele level meeting	Sub Kebele PAC TL	Refer Guide	Use of Flip chart, Question and answer session	WLO and GESI PAC staff
	Selection of Village Elders				
	Announcement for Separate women meeting				
	Announcement for DGL orientation				
7	Conduct women and VG focused separate meeting	“	“	“	WLO and GESI PAC staff
	Selection of Women Representatives				

Day	Activity	Responsible	Purpose/message	Message media	Participant
8	Orientation to 1-to -20/30 development group leaders	Sub kebele team leader	Refer Guide	Discussion on leaflet, question and answer	KLAC members, Village Elders
9-10	Development Group conduct discussion	Development Group Leaders	Orientation and assignment to 1-to-5 group leaders	Leaflets	LAC and sub-kebele PAC team leaders
11	Pass SLLC message to members	1-to-5 Network	Timely and effective message to all landholders	Word of mouth	Women and VG Landholders
12	Identify and report VGs	1:5 Network leaders	1:5 Network members knows them very well	House to house visit	Network members
13	Report VGs to sub kebele team leader	1:20/30 DGL leader	Compile the report to sub kebele PAC team leader	Report	LACs
14	Report VGs to GESI PAC staff	Sub kebele PAC team leader	To intensify PAC message and follow up during AD	Report	LACs
15	Reach out VGS	GESI/PAC	Check they got SLLC information Check if they need other support	Physical presence Report	WCA LSA
16	Facilitate legal representation for VGs	WCA LSA GESI/PAC	Identify the rightful guardian for orphan children Identify the right representative for other VGs	Accessing the service to VGs	Court Justice Office
17-28	Conduct monitoring and follow up	GESI PAC Coordinator	On site visit to VGs Collect outstanding issues, resolve problems with the KA, KLACs, Village Elders and sub kebele teams	Reports and physical presence	Sector offices Sub kebele PAC Team
29-30	AD Kick of date	Sub kebele PAC team	Refer Guide	Refer Guide	LAC

Land Investment for Transformation (LIFT)

Procedure to Build Capacity of Field Teams on Social Issues

LIFT GESI Team

**January 2017
Addis Ababa**

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1. Introduction

The Land Investment For Transformation (LIFT) Programme is a six-year (March 2014 to -August 2020), DFID-funded programme that aims to improve the incomes of the rural poor and to enhance economic growth, through three components: the development of Second Level Land Certification (SLLC); improved Rural Land Administration Systems (RLAS); and increasing land productivity through the ‘making markets work for the poor’ (M4P) approach. The SLLC is aimed to achieve 14 million parcels in 140 woredas for approximately 6.1 million households (around 70% of parcels being jointly- or individually-owned by women). The programme is implemented in Oromia, Amhara, SNNP and Tigray regions.

The SLLC field work started in March 2016. While in progress, regular field monitoring was conducted to assess the engagement of women and VGs. This enabled the identification of strengths and limitations in regards to women and VG engagement, particularly during the adjudication and demarcation phase. Among the limitations, it was observed that field staff training on social issues was found insufficient. Field staffs were deployed without any orientation about the social issues they need to be well aware of. To address this, the GESI and PAC team developed capacity building intervention tailored for field staff.

This document provides a detailed procedure for building the capacity of the field staff. It is organized into the following sections. The first section provides introduction about the programme and rationale for building the capacity of the field staff. The second section describes the structure and staffing of field teams as well as duties and responsibilities during the adjudication and demarcation. It also briefly presents the training activities provided by LIFT including those targeted to the field staff. The third section provides the procedure for ensuring genuine participation of women and VGs. It includes a set of actions to guide the field teams during the A&D and Public Display. The fourth section touches briefly on the importance of good communication and facilitation skills and some pointers for the field staff. The fifth section discusses coordination with the Public Awareness team. The final section describes monitoring interventions to share and learn from lessons from the field and improve implementation activities.

The SLLC entails significant human and capital resources to register and certify the land holding rights of rural farmers. It is essential, therefore, that it is implemented not only in a precise manner but that the processes are sensitive to the needs of marginalised segments of the population, including women and vulnerable groups, so that results are achieved. It is also important to ensure that the process provides the highest level of services to rural farmers, particularly in confirming that they understand the steps, their rights, and the means for raising complaints or disputes. If this understanding is not created, it can affect community participation and consequently the attainment of desired results. The SLLC includes five integrated and mutually reinforcing processes:

- i) Public awareness and communication (PAC) on SLLC procedures, rights and obligations of landholders, ensuring information reaches the general rural public, including women and marginalised/ vulnerable groups,
- ii) Field demarcation and adjudication tasks related to surveying and mapping of land parcel boundaries and the assessment of landholders’ legal rights and encumbrances for each parcel,
- iii) Data entry and digitization
- iv) Public display, for verification, identification of objections and possible corrections, and

v) Certificate issuance⁵.

With the exception of data entry and digitization, which is solely performed by staffs in the office, involvement of landholders is absolutely necessary and crucial to undertake SLLC activities.

Different landholder groups face many challenges at every stage of the SLLC. The biggest challenge is at the field adjudication and demarcation process where many landholders fail to take part in the adjudication and demarcation of their parcels. Even when they attend the process, certain situations may happen, forcing landholders to compromise, subjugate or lose their land use right to the relatively powerful allies due to their weak negotiation power. Such group of landholders include: (i) women in households headed by men; (ii) women in polygamous marriage, (iii) female-household heads, (iv) orphan children with no dependable guardian, (v) elderly people with no dependable caretaker, (vi) people with disabilities and mobility issues, (vii) destitute households headed by men, (viii) minorities of any factor, and individuals under some form of legal restriction or are in prison. These comprise the vulnerable groups that the SLLC pays attention to.

The lack of active engagement primarily affects the rightful landholders and negatively impacts project achievement by undermining quality and quantity of daily milestones targeted for field staffs. In order to achieve quality involvement of landholders and meet project targets in a timely manner, field staffs need to be capacitated on social issues in SLLC on top of the required technical knowledge and skills. This will help to minimize land registration problems of landholders, particularly of women and VGs, and emphasise the LIFT's continuing efforts to ensure a genuinely participatory land registration and certification.

2. Field Staff Engagement at Demarcation and Adjudication

The demarcation and adjudication activity involves intensive field work at each woreda engaging some 12 Field Teams (FTs). Each FT consists of 1 Field Team Leader (FTL), 2 Parasurveyors, 2 Field Data Recorders (FDRs) and 1 KLAUC member, who are recruited and trained during the preparatory phase. Excluding the KLAUC members, each woreda will have a total of 60 field staff to engage for the demarcation and adjudication activity. Of the contractual staff, parasurveyors, data recorders and field team leaders directly work with landholders during the adjudication and demarcation as well as public display stages of the SLLC. Although additional tasks may be included depending on the conditions at the field level, the responsibilities and duties of the field staff are listed in the table below.

FIELD STAFF	RESPONSIBILITIES AND DUTIES
Field Team Leader (FTL)	Coordinate with the <i>Kebele</i> Administration and KLAUC
	Conduct community consultation at the preparation stage; support public awareness activities
	Organise work schedules
	Oversight of form completion/data collection
	Oversight of correct data entry to forms

⁵ SLLC manual

	Report to <i>Woreda</i> staff on progress and performance, and types of disputes encountered; recognition of equal land rights of women and men and VGs in dispute-resolution processes
	Facilitate information exchange between teams
	Overall responsibility for field equipment
Para surveyor	Facilitate of parcel boundary identification
	Plot boundaries on photo maps in presence of land holders
	Tape measurements where necessary
	Submit maps to the office daily
	Report daily work progress
	Exchange information with other teams
	Mark parcel numbers on the map sheet and provision of information to FDRs about the parcel number
	Facilitate participation of parcel holders and neighbours
	Ensure representation of VGs witnessed by recognised village elders
Field Data Recorder (FDR)	Complete adjudication form based on information provided by land holders and surveyors
	Submit form to office daily
	Daily reporting on work progress

From the above-mentioned list of duties and responsibilities, it is evident that the field staff are not only equipped with technical knowledge and skills to perform their tasks but that they also need to possess sufficient “people skills” to ensure the participation of rural landholders, in particular, women and VGs.

Training of Field Staffs

What interventions have been undertaken to build the capacity of the field staff to enable them to perform their tasks? LIFT provided training for different target groups from the directorate, regional experts and project staff, as indicated in the table below.

No.	Trainers	Trainees	Where	Subject
1	Government & LIFT	Federal staff from LAUD	LIFT Office Addis Ababa	<ul style="list-style-type: none"> • Overall understanding of objectives of rural cadastre • Social factors and implication in rural cadastre. Promotion of gender equality and social inclusiveness in land registration process • Preparation and implementation of work plan • Methodologies and procedures
2	LIFT	Regional Staff	Region	
3	LIFT and Regional Staff	<i>Woreda</i> staff	Respective region or <i>Woreda</i>	
4	LIFT	Contractual staff	Region and <i>Woreda</i>	<ul style="list-style-type: none"> • Overall understanding of land administration • Methodology of surveying using imagery • Forms to be used • Use of software • Work procedures

No.	Trainers	Trainees	Where	Subject
				<ul style="list-style-type: none"> • Social factors and implications in rural cadastre • Inclusive SLLC at all times
5	LIFT, Regional and Woreda Land Administration Staff	Kebele LAC Members	Woreda	<ul style="list-style-type: none"> • Overall objectives and methodology • Social factors and implication in rural cadastre. Promotion of gender equality and social inclusiveness in land registration process • Role of KLAC in the SLLC process • Women's representation in the KLAUC

As can be deduced from the list of tasks and the training topics, the intention to address or cover social issues is clear. However, due to the nature of the SLLC, more attention has been accorded to the technical aspects both in the training and actual implementation of tasks. With limited time allocated for in-depth discussion of the social issues during the Training of Trainers for regional staff, it cannot be said that participants have acquired the required knowledge and skills to cascade down to the field staff training. In addition, as the SLLC activities progress to new woredas, lessons emerge from the field and replacement staff are recruited, the need to train and update the personnel on social issues is imperative.

3. Procedure for Ensuring Genuine Participation of Women and Vulnerable Groups

In the course of implementing the SLLC, LIFT actually also seeks to address engrained cultural traditions related to land registration that have disadvantaged women's access to and control of land. The staff themselves, who come from these backgrounds, should be able to shed off these biases to genuinely undertake their tasks, not just because they are told to do so. They should be able to provide convincing explanation why the participation of both husband and wife/ wives and other VGs is important.

The procedure described in this section focuses only on the processes in adjudication demarcation and public display. It includes specific actions that the field staff should do to ensure the participation of women and VGs as well as to protect their rights.

3.1 Adjudication and Demarcation

The SLLC manual prescribes that field adjudication and demarcation starts after a one-month public awareness and communication activities. Field teams therefore will build their activities on what has been done during the PAC month. This includes the different actions they should take to register the landholdings of farmers including women and VGs.

3.1.1 Registration of women in male headed households

Participation of women during the adjudication and demarcation of their parcels enables them to gain information on the land they jointly own with their husbands as well as recognize their land rights in practice. They will obtain data the number, size location and boundaries of their parcels.

This will empower them to make joint land use decisions with their husbands. In the absence of senior male household members, women will be able to negotiate without compromising the interest of the family. Given that women take full responsibility in farming activities alongside the male household members, they should be equally involved in the land registration process, which is the first step to secure their right. However, low turnout of women, particularly those in male-headed households during adjudication and demarcation has been a common problem. More effort to improve their participation should be employed. Below are some actions to ensure women's participation in the adjudication and demarcation process. Where appropriate complimentary PAC activities are also mentioned.

Make clear during PAC activities that both husband and wife must be present: the public awareness team will make it clear that joint holder spouses need to be present during the entire SLLC process right from attending the first sub kebele level public meeting. This message will be reached and reinforced during the one month PAC season.

Insist on wives' being present: experience has shown men come without their wives to the adjudication and demarcation. As this message has been passed to the community during the PAC month, field teams should insist men to bring their joint holder wives, including co-wives, if the man is in a polygamous marriage.

Request the wife to give her name before her husband: when husband and wife appear together, usually, it is the man who gives the name of his wife/ves. FTs should ask the wife first to give her name and then the husband to follow. This is done mainly for two reasons: a) to empower the women in the process, b) to ensure women are registered in their maiden name they have before marriage. This process will give women a sense of importance to the process and security to their land right.

Register married women in their name before marriage (maiden name): in some communities, women take their husband's name in place of their father's name when they get married. In others, women would even change their first name. FTs should check women are registered in their maiden name which is their legal name before marriage. Since this is not the case in all the woredas or kebeles, such practices will be identified during the PAC month and the information will be provided by the GESI PAC Coordinator to FTs for their follow up during the registration process.

Do not depend solely on the FLLC as proof of evidence: the certificate obtained from the first level land certification is the basic document landholders present for registration. However, it is known that certificates were not issued to all landholders. In addition, men might avoid registration of their wife/wives in the FLLC or might register someone who is not a legitimate holder. FTs should check other sources to verify information to protect land rights of women. These could include village elders and women representatives. The PAC is expected to provide adequate information to women on protecting their land rights and the importance of taking part in the SLLC process.

Be aware of the landholding issues surrounding polygamous households: although polygamous marriage is outlawed, the practice is common because of religious and traditional reasons. Polygamous households and wives with joint holding right will be identified by the PAC team at the sub-kebele level and their list will be given to the FTs. The FTs should make sure co-wives with joint holding right are registered. Experience has shown that men register the youngest and recent wife with no land use right and leave out wives who have joint holding rights. This is particularly a common problem where there is no prior registration and evidence of which wife has the holding right. The PAC team will conduct awareness raising activities to the communities and also to women representatives during adjudication/demarcation and public display. This will help field teams to register the right holder wife/ves.

A study to standardize polygamous wives registration has been launched. Until this is finalized and approved, FTs are encouraged to register the man and one of the wives as joint holder. The rest of the wives will be registered by themselves. Currently, registration of co-wives takes different form mainly attributed to the husbands' preference.

Be considerate of women's conflicting role: in some areas it was observed that some women, who intended to attend their parcels' demarcation, were sent back home by the men to prepare lunch or supper for the field team. It is not known whether the men do it out of good intention or to systematically remove women from the A&D process. Whatever the case might be, the FTs should not treat such actions passively. Women should stay until their parcel demarcation is finished. FTs should make clear that it is not to reject hospitality of the community, but to get the task done first and give priority to women's participation in the adjudication and demarcation of their parcels above anything else. The community will look for options to host the field team without compromising women's participation in the adjudication and demarcation of their parcels and attending their other multiple tasks.

Insist pictures of wives: in Oromia, the FLLC was prepared without a pictures of landholders. In such situation, women should bring their pictures along with the men. In other cases, men might deliberately avoided including their wife/ves picture or replaced them with a photo of a non-legitimate holder or who is in the FLLC and who now claiming her right. All these require checking the picture and identity of the claimant wife/wives. The FTs should be aware that all procedures applied to men should equally be applied to women as well. No excuse should be entertained when it comes to women.

Mechanism to Enforce

Demonstrate its significance: field staff should not start adjudication and demarcation without the presence of their wife/ves. Since any delay a household can cause in the A&D process will affect households with both husbands and wives in attendance and that the community knows joint holder wives must be present, this will create pressure on husbands who fail to bring their wives on the grounds of fabricated excuses. If FTs are firm with this decision, the information will easily reach the rest of the community and will expectedly result in good turnout of women, particularly those in male-headed households.

Insist men to produce evidence from Health Extension Workers: for women who are on late pregnancy and recent maternity, men should produce evidence from health extension workers

(HEWs) ahead of the adjudication and demarcation. The HEWs take part in the kebele level leadership training and are aware of this responsibility, while the larger community get the information during the one month PAC. Other justifiable absence of women during adjudication and demarcation should be endorsed by the village elders and women representatives at the spot and FTs need to accommodate some level of flexibility. But such issues are rare cases, because women usually stay home.

Evidence from other Field Teams: one of the reason for the absence of wives or the vice versa during adjudication and demarcation is due to scattered parcel where husband, wife and even grown up children usually sons take responsibility for the parcels fall under the different teams. Spouses will sign FRF of the respective parcel they attended. However, to sign FRF of the non-attended parcel, they have to produce evidence from the other FTs. Such form shall be introduced to the system so that FTs will be provided along with other registration materials by the land registration office.

3.1.2 Registration of Orphan Children

Orphan children of both parents and either parents will be identified by the PAC team during the public awareness session. During this time, awareness and facilitation to get official guardian appointment will be done in collaboration with stakeholders. The list of orphan children identified at the sub kebele level and their guardians will be provided to FTs to make their follow up during registration.

3.1.3 Registration of Elderly and Person with Disability

VGs who have physical mobility problem due to age, disability and any other problem that may prevent them from attending adjudication and demarcation of their parcels and their care takers will be identified during the PAC using the structure up to the 1:5 Network. Awareness and facilitation in collaboration with stakeholders to get official representation of care takers will be made from the justice office. However, if care takers cannot produce such evidence, FTs will register based on endorsement from the village community mainly village elders, women representatives, LACs and others on the spot of adjudication and demarcation. In any case, FTs should make sure registration is done by the VG's name not by the care takers name.

3.1.4 Management of Dispute for Women and VG

Even if FTs make all the efforts, it is not possible to avoid dispute involving border or claim of right. When such disputes face between an unequal power footings, FTs should set aside time and location to talk to the less powerful disputant to help them discuss their issues freely and avoid threat from the powerful. This arrangement is within the 20 minutes time allocated for dispute resolution, while the rest of the procedure is determined according to the SLLC manual.

3.1.5 Management of Information

Close attention to information floating (murmuring or any sort of indication of disagreement but afraid to present in front of the crowd) at the spot of adjudication and demarcation is necessary to protect women and VG land right.. People might felt threatened if revealed that information in public, but may come to the field teams informally. The FTs should give space for such information and should do their investigation in different ways that can help them reach to the truth. FTs should

also be as observant as possible when people show some level of concern and reservation about ones claim and should follow up the source.

3.1.6 Representation of Women and Village Elders/3C members

Other than the kebele land administration committee (KLAC) members assigned to work with FTs, village elders and women representatives will be identified and represented by each village during the PAC. This list of elders and women representatives will be provided to the FTs to engage them to the adjudication and demarcation. Their responsibility is to support the field team in providing, clarifying and investigating information to protect the rights of women and VG.

3.1.7 Accessing Field Registration Form (FRFs)

Care takers who have official representation can sign to the FRF of VGs even if registration is by the VG holder name. However, when VGs do not have official representatives and cannot attend adjudication and demarcation due to acceptable reason such as old age, disability, health problem, late pregnancy, recent maternity, etc., FTs should take the FRF to their residential area to get it signed.

3.2 Public Display

During public display, the size of the field staff will decrease from 20 to 5 in a kebele. Two parasurveyors, two data recorders and one field team leader will be deployed for one-month public display at each kebele. This team will be either recruited or taken from the existing A&D field staff. When field staffs are newly recruited, they must receive proper training by the woreda GESI PAC staff. If the field staff is taken from those who took part in the A&D, an orientation or refresher will be provided. The issues to be considered during public display include, but not limited to:

Spouses Mandatory Attendance: whether spouses attend field adjudication and demarcation or not, their presence during public display is indispensable. Field teams shouldn't process public display unless spouses come together including cowives, when it is applicable. Asking of wives' name and other details, prior to the husband should be maintained during public display as it has been during adjudication and demarcation.

Engagement of HEWs: Health Extension Workers will provide evidence on pregnant and women at maternity for the field team so that the husband can be allowed to attend the public display without his wife/ves. However, the woman should sign the agreement form using the arrangement for those who cannot attend the PD. Field teams will remind the kebele administration to block one of the HEWs one month task in the kebele to support the public display activity.

Women Representatives: women representatives to work with the field team during the public display session is necessary particularly to protect the rights of women and other vulnerable groups as they know their community very well. The one month public display is scheduled by sub-kebeles and women representatives should come from the respective sub-kebeles. This will help to:

- get quality information as the women cannot know the whole kebele people,
- give more women the chance to participate and be empowered, and

- avoid unnecessary burden on one or two women to stay for the whole month with the field team.

Priority during queue: priority to women with children, pregnant women, elderly and other VGs will be given when they come to PD site so that they will not have to wait for the long queue. Notice with such information will be posted at each event and PD FTs will announce it every morning since there are many who cannot read.

Accessing correction form: for those women and VG who cannot come to the public display site for acceptable reason, field team need to take the PD approval form to their residential area. Their parcels will be approved by neighboring landholders and endorsed by the KLAC and community representatives.

3.3 Certification

Although field teams are not responsible in certificate issuance, they should strongly advise land holders during the public display to collect their certificate on time. Both husband and wife should collect the certificate together. No certificate should be handed if one of the registered spouses is absent without a valid reason. The PAC team will conduct a public awareness activity prior to the scheduled issuance of certificates.

4. Communication and Facilitation Skills for Field Staff

4.1 Why Sensitivity in How We Communicate with Landholders Matter?

Below are some reasons which point to the importance of being sensitive in dealing with landholders:

- we deal with people (landholders);
- they are mostly adults;
- adults like to be treated with dignity, polite voice and humble attitude;
- land holders have different levels of understanding;
- although we are professionals/technicians, we may lack understanding of the local context;
- they have their own knowledge and experience to tap into;
- the means justifies the end (effective communication leads to better results);
- there are differing interests among community members;
- land holders differ in terms of age, sex, social status, economic status, political status, household heading status, family status, health and disability status, parental status (orphan of both parents, or either parent) which affect access to and control over land;
- there can be overt and subtle rivalry over land between groups;
- the powerful can influence information and decision in their favour; and
- the weak has less access to information and will not have the voice to influence decisions;
- we are dealing with land, the most critical resource.

4.2 Basic Communication and Facilitation Skills

Here are some practical communication and facilitation skills that could facilitate fieldwork:

- Greet in locally accepted language and style;
- Converse in the local language or use a trusted translator;
- Clarify roles and responsibilities of land holders and Field Teams;
- Explain clearly to the landholders their role as partner in the process;
- Value their knowledge, experience and information;
- Give chance to those who want to speak or comment;
- Give attention and take time to listen to what they say;
- Have the patience to hear the different versions of a story;
- Encourage women and VGs to speak up;
- Create space for women and VG to explain themselves when there is fear of being threatened;
- Do not take sides when there is a dispute;
- Remain calm and ask for local help if an argument becomes heated;
- Respect the culture, tradition and custom of the community;
- Use locally accepted expression to explain oneself;
- Be genuinely respectful and humble.

5. Coordination

5.1 Coordination with Stakeholders

Public awareness is a prerequisite activity at each stage of the SLLC. The public awareness activities at the different stages of SLLC are:

- One week announcement for the first Public Meeting at sub kebele level
- Three weeks awareness prior to the start of Adjudication and Demarcation
- One week awareness prior to Public Display
- One week awareness prior to Certification

Public awareness activities can be conducted by the different stakeholders which are:

- LIFT staff
- Woreda Land Administration staff
- Woreda Women and Children Affairs staff
- Woreda Labour and Social Affairs staff
- Woreda Cabinet members assigned by the
- woreda administration (steering committee)

LIFT GESI PAC coordinator is responsible to coordinate the public awareness activity to be conducted by the different stakeholders. Likewise, it will be responsible to coordinate with the field teams.

a. Coordination with Field Teams

Field teams and the public awareness staff should always be in frequent contact in order to feed in to the next activity. The public awareness team should provide all the required inputs for the field team that will enable the later to perform its activity effectively. The field team should also share lesson from its field work for the public awareness team with the objective of continuous improvement. List of required input from the PAC team to the field team are:

- ☐ List of men in polygamous union
- ☐ Localities women take a new name (first and/or second) after marriage
- ☐ List of orphan children of both parents and their guardians
- ☐ List of orphan children of either parents along with their surviving parent or other guardian if not with the parent
- ☐ List of VGs with physical mobility problem and their care takers
- ☐ List of Village Elders and Women representatives by represented village or subkebele

6. Monitoring and Training

6.1 Training for monitoring implementation of social issues

The SLLC manual prescribes that work supervision constitutes a continuous activity which includes checking whether the task is proceeding according to the agreed timetable and to the required quality. Supervision of the work performed by field staff and Woreda experts will be undertaken by zonal-, regional- and federal-level senior experts. This will include how field staff handle social issues while they do their land registration work. For this reason, the training for field staff on social issues should also be given to regional, zonal and woreda level government and LIFT staff in order to provide quality support and also monitor emerging social issues and how these are addressed.

Federal level: at the federal level, orientation session will be conducted for technical experts from LAUD by LIFT staff. The purpose of the orientation is to make them aware of the social dynamics behind land registration and to be aware of their role to support and monitor field staffs along with their technical works.

Regional level: regional land administration and use technical experts and woreda GESI PAC staff will be provided with intensive training of trainers (TOT). The TOT will be provided by LIFT GESI staff or experienced consultant. The purpose of this training is to equip these group of staff for the continuous capacity building need of field staff.

Woreda Level: at the woreda level, field staff (field team leaders, parasurveyors and data recorders) and woreda coordinators will be trained by the woreda GESI PAC or trained regional staffs. WCs will have time constraint to attend the full session that requires to limit their participation to pertinent sessions to them. However, every WC should get the training in order to support and monitor field staffs how the training is translated in to practice. Unless they understand the issue themselves, they may hinder instead of supporting the process.

When there is no woreda level GESI PAC staff, trained regional experts will provide the training for the field staff and the WC will coordinate this training in collaboration with LIFT RC to mobilize regional LAU experts. Whenever new staffs join the program, the woreda coordinator will communicate LIFT regional coordinator to get trainers from the land administration and use bureau. But, when GESI PAC staff is available at the woreda level, it will be easy to coordinate it with the WC.

No	Trainer	Trainee	Training level
1	LIFT	LAUD technical and social experts	Orientation

2	LIFT	Regional Experts & Woreda GESI PAC staff	TOT (training of trainers)
3	Woreda GESI PAC staff	Field Staff & Woreda Coordinators	Training

6.2 Review Meeting

Review meeting between field teams will be organized to create opportunity for learning and experience sharing. The review meeting will be organized at the woreda level when field teams are in transition to the other woredas. During the review meeting, it is the field staff who will deliberate their experience by way of a group work. Discussion points will be provided to the field teams to generate and present their experience to the other groups. Discussion points include but not limited to:

- What are the challenges facing women and VG during land registration
- How do you tackle the challenge?
- What should be done to improve the challenge on women and VG?
- What should be done to minimize the burden on field teams?

As group work is a good way to engage and learn from adults, similar group exercise during training of field staffs can be included. Discussion points might include but not limited to:

- What you know or heard about land right problems of women and VG?
- What could have been done if you were in charge?
- What should you do to avoid such problems during this registration?
- Why we need training on social issues for land registration?

SLLC Manual Annex 3

Land Investment for Transformation (LIFT)

Procedure to Build Capacity of Field Teams on Social Issues

LIFT GESI Team

September 2018
Addis Ababa

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Acronym

AD:	Adjudication and Demarcation
3C:	Community Care Collation
DFID:	Department for International Development
DGL:	Development Group Leader
FTL:	Field Team Leader
GESI:	Gender Equality and Social Inclusion
HEW:	Health Extension Worker
HH:	Household Head
LAC:	Land Administration Committee
LAO:	Land Administration Office
LIFT:	Land Investment for Transformation
LSA:	Labour and Social Affairs
M4P:	Making Market Work for the Poor
PAC:	Public Awareness and Communication
PD:	Public Display
RLAS:	Rural Land Administration System
SDO:	Social Development Officer
SIGN:	SLLC Implementation Guidance Note
SNNP:	Southern, Nation, Nationalities and Peoples
VG:	Vulnerable Groups
WC:	Woreda Coordinator
WCA:	Women and Children Affairs
WDG:	Women Development Group

1. Introduction

Funded by the DFID, the Land Investment For Transformation (LIFT) Programme is a six-year (March 2014 to -August 2020) aims to improve the incomes of the rural poor and enhance economic growth through three components: the development of Second Level Land Certification (SLLC); improved Rural Land Administration Systems (RLAS); and increasing land productivity through the ‘making markets work for the poor’ (M4P) approach. The SLLC is aimed to achieve 14 million parcels in 140 woredas for approximately 6.1 million households (around 70% of parcels being jointly- or individually-owned by women). The programme is implemented in Oromia, Amhara, SNNP and Tigray regions.

The SLLC field work started in March 2016. While in progress, regular field monitoring was conducted to assess the engagement of women and vulnerable groups (VGs). This enabled the identification of strengths and limitations in regards to women and VG engagement, particularly during the adjudication and demarcation phase. Among the limitations, it was observed that field staff were unable to effectively reach and support women and VGs. Field staff were deployed without proper orientation on social issues that have long-term implications on the land rights especially of women and vulnerable groups (VGs). To address this gap, a capacity building specifically tailored for the field teams is developed and will be implemented by LIFT’s social development officers (SDO).

This document provides a detailed procedure for building the capacity of the SLLC field staff. It is organized into the following sections. The first section provides introduction about the programme and rationale for building the capacity of Field Teams (FTs) on social issues. The second section describes the structure and staffing of field teams as well as duties and responsibilities during the adjudication and demarcation. It also briefly presents the training activities provided by LIFT including those targeted to the field staff. The third section provides engagement of Field Staffs during adjudication and Demarcation (AD) and Public Display (PD). The fourth section describes the procedure to ensure genuine participation of women and VGs during AD. It includes a set of actions to guide the field teams during AD and PD. The fifth section touches briefly on the importance of good communication and facilitation skills and some pointers for the field staff. The 6th section discusses coordination with the Public Awareness team. The final section describes monitoring interventions to share and learn lessons from the field and improve implementation activities.

The SLLC entails significant human and capital resources to register and certify the land holding rights of rural farmers. It is essential, therefore, that it is implemented not only in a technically precise manner but that the processes are sensitive to the needs of marginalised segments of the population, including women and VGs for LIFT to achieve the desired results. It is also important to ensure that the process provides the highest level of services to rural farmers, particularly in confirming that they understand the steps, their rights, and the means for raising complaints or disputes. If this understanding is not created, it can affect community participation and consequently the attainment of desired results. The SLLC includes five integrated and mutually reinforcing processes:

- i) Public awareness and communication (PAC) on SLLC procedures, rights and obligations

- of landholders, ensuring information reaches the general rural public, including women and marginalised/ vulnerable groups,
- ii) Field demarcation and adjudication tasks related to surveying and mapping of land parcel boundaries and the assessment of landholders' legal rights and encumbrances for each parcel,
- iii) Data entry and digitization.
- iv) Public display, for verification, identification of objections and possible corrections, and
- v) Certificate issuance¹.

With the exception of data entry and digitization, which is mainly a back office task, involvement of landholders is absolutely necessary and crucial in the rest of the SLLC activities.

Different landholder groups face many challenges at every stage of the SLLC. The biggest challenge is during the AD process in which it was observed that many landholders fail to participate. Even when they do, situations happen, forcing landholders, especially those who are vulnerable and unable to represent themselves, to compromise, subjugate and ultimately lose their land use right. Such group of landholders include: (i) women in households headed by men; (ii) women in polygamous marriage, (iii) female-household heads, (iv) orphan children with no dependable guardian, (v) elderly people with no dependable caretaker, (vi) people with disabilities and mobility issues, (vii) destitute households headed by men, (viii) minorities of any factor (ethnic, religious, occupational etc.), (ix) absentee holders such as prisoners and migrant workers, and (x) individuals experiencing some form addiction. They comprise the vulnerable groups that the SLLC pays attention to.

The lack of active engagement primarily affects the rightful landholders and negatively impacts project achievement by undermining quality and quantity of daily milestones targeted for field staffs. In order to achieve quality involvement of landholders and meet project targets in a timely manner, field staff need to be capacitated on social issues in SLLC on top of the required technical knowledge and skills. This will help to minimize land registration problems of landholders, particularly of women and VGs, and support the efforts to ensure a genuinely participatory SLLC process.

2. Field Staff Engagement at Adjudication and Demarcation (AD)

The adjudication and demarcation activity involves intensive field work at each woreda engaging some 12 field teams (FTs). Each FT consists of 1 Field Team Leader (FTL), 2 Para-surveyors, and 2 Data Recorders (DRs) and 1 Land Administration Committee (LAC) member, who are recruited and trained during the preparatory phase. Excluding the LAC members, each woreda will have a total of 60 field staff to engage for the demarcation and adjudication activity. Of the contractual staff, para-surveyors, data recorders and field team leaders directly work with landholders during the AD as well as public display (PD) stages of the SLLC. Tasks may be added included depending on the conditions at the field level. Table 1 provides a summary of the responsibilities and duties of the FTs.

¹ SLLC Manual

Table 1 Field Responsibilities and Duties

FIELD STAFF	RESPONSIBILITIES AND DUTIES
Field Team Leader (FTL)	Coordinate with the <i>Kebele</i> Administration and KLAUC
	Organise work schedules
	Conduct spot check and quality control of AD
	Oversight of form completion/data collection
	Oversight of correct data entry to forms
	Report to <i>Woreda</i> staff on progress and performance, and types of disputes encountered
	Facilitate safe environment to women and VGs explain themselves when faced with disputes
	Facilitate information exchange between teams
	Overall responsibility for field equipment
Para surveyor	Facilitate of parcel boundary identification
	Plot boundaries on photo maps in presence of land holders
	Tape measurements where necessary
	Submit maps to the office daily
	Report daily work progress
	Exchange information with other teams
	Mark parcel numbers on the map sheet and provision of information to FDRs about the parcel number
	Facilitate participation of parcel holders and neighbours
	Ensure representation of VGs witnessed by recognised village elders
	Ensure women and VG parcels are surveyed to their best interest
Field Data Recorder (FDR)	Complete adjudication form based on information provided by land holders and surveyors
	Ensure women and VGs data are well recorded
	Submit form to office daily
	Daily reporting on work progress

From the above-mentioned list of duties and responsibilities, it is evident that the field staff are not only equipped with technical knowledge and skills to perform their tasks, they must also possess sufficient “people skills” to ensure the participation of rural landholders, in particular, women and VGs.

Training of Field Staff

What interventions have been undertaken to build the capacity of the field staff to enable them to perform their tasks? To support the implementation of the SLLC, LIFT has provided various training activities targeted to different groups from the directorate, regional experts and project staff.

Table 2. LIFT Training Activities to Support SLLC Implementation

No.	Trainers	Trainees	Where	Subject
1	Government & LIFT	Federal staff from LAUD	LIFT Office Addis Ababa	<ul style="list-style-type: none"> • Overall understanding of objectives of rural cadastre • Social factors and implication in rural cadastre. • Promotion of gender equality and social inclusiveness in land registration process • Preparation and implementation of work plan • Methodologies and procedures
2	LIFT	Regional Staff	Region	
3	LIFT and Regional Staff	<i>Woreda</i> staff	Respective region or <i>Woreda</i>	
4	LIFT	Contractual staff	Region and <i>Woreda</i>	<ul style="list-style-type: none"> • Overall understanding of land administration • Methodology of surveying using imagery • Forms to be used • Use of software • Work procedures • Social factors and implications in rural cadastre • Inclusive SLLC at all times
5	LIFT, Regional and <i>Woreda</i> Land Administration Staff	<i>Kebele</i> LAC Members	<i>Woreda</i>	<ul style="list-style-type: none"> • Overall objectives and methodology • Social factors and implication in rural cadastre. • Promotion of gender equality and social inclusiveness in land registration process • Role of KLAC in the SLLC process • Women's representation in the KLAUC

As can be deduced from the list of training topics, the intention to address or cover social issues is clear. However, due to the nature of the SLLC, more attention has been accorded to the technical aspects both in the training and actual implementation of tasks. With limited time allocated for in-depth discussion of the social issues during the Training of Trainers for regional staff, it cannot be said that participants have acquired the required knowledge and skills to cascade down to the field staff training. In addition, as the SLLC activities progress to new woredas, lessons learnt have been identified and new staff have to be recruited. These situations necessitate training and updating the personnel on social issues.

3. Procedure to Engage Field Teams to Support Women and VGs during AD and PD

3.1 Improve FTs' understanding of women and VG land registration issues

FTs have different experience and exposure to women and VGs land registration issues. Besides they may not have educational background nor prior work experience in land registration. This demands equipping them with adequate knowledge and skills on how they should support women and VGs during AD and PD. This can be done by way of training, orientation and review meeting as appropriate.

Training: when new staff are recruited and deployed to undertake the SLLC, they are trained on the SLLC procedure. A session is allocated for gender and social inclusion (GESI) issues.

Orientation: this is provided for staff who have already been involved in the SLLC, but not given training on GESI issues. The orientation focuses on how to deal with women and VG land registration issues

Review Meeting: this activity is done during the course of implementation as well as before moving to the next SLLC woredas. As the FTs gather experience and face different challenges, it is important to allocate time for experience and lessons sharing. The objective is to build on their skills, strengthen team work, and improve the SLLC process by harmonizing different approaches

3.2 Procedure for supporting women and VGs

- **Provide access to VG data:** FTs will be provided with VG maps by the SDO.
- **Verify list of VGs:** when FTs arrive at the AD site, the first thing they do is read out the list of VGs for the community to verify.
- **Identify VG parcel(s):** The VG map may not identify all the VGs due to oversight or intentional obscuring by those who have interest over their land. The verification process with the community with help to identify more VGs. During the verification process, FTs remind the community to inform them of other VGs that need to be added in the list.
- **Solicit support from the community:** the FTs will request the community to help them identify parcels held by VGs. This will alert the FTs to take utmost care that their parcel or boundary is not compromised.
- **Allocate time to listen to VGs' issues:** even though time is always an issue for the FT, they have to give due attention to listen to VGs' issues.
- **Create secure space for conversation with VGs:** for VGs with landholding issues, the FT must create a secure space to enable them to freely explain themselves without feeling threatened or fearing retaliation.

4. Procedure for Ensuring Genuine Participation of Women and Vulnerable Groups

In the course of implementing the SLLC, LIFT actually also seeks to address engrained cultural traditions related to land registration that have disadvantaged women's access to and control of land. The staff themselves, who come from these backgrounds, should be able to shed off these biases to genuinely undertake their tasks, not just because they are told to do so. They should be able to provide convincing explanation why the participation of both husband and wife/ wives and other VGs is important.

The procedure described in this section focuses only on the processes in AD and PD. It includes specific actions that the field staff should do to ensure the participation of women and VGs as well as to protect their rights.

4.1 Adjudication and Demarcation

The SLLC manual prescribes that field AD starts after a one-month public awareness and communication activities. Field teams therefore will build their activities on what has been done during the PAC month. These include different actions they should take to register landholdings of farmers including women and VGs.

4.1.1 Registering women in male-headed households

Participation of women during the AD of their parcels enables them to gain information on the land they jointly own with their husbands as well as recognize their land rights in practice. They will obtain data on the number, size, location and boundaries of their parcels. This will empower them to make joint land use decisions with their husbands. In the absence of senior male household members, women will be able to negotiate without compromising the interest of the family. Given that women take full responsibility in farming activities alongside the male household members, they should be equally involved in the land registration process which is the first step to secure their right. However, low turnout of women, particularly those in male-headed households during AD has been a common problem. Intensive efforts to improve their participation should be employed. Below are some actions to be taken by the FTs to ensure women's participation the AD process.

Demand wives' presence during AD: experience has shown that men participate in the AD of their without their wives. FTs should insist husbands to bring their joint holder wives. This applies to households in polygamous marriage. Co-wives and their husband should appear during the AD of their parcel(s). This is consistent with the message communicated to the community during the PAC month. FTs should politely decline to start AD if joint holder wives are absent. Firmly enforcing this requirement during the first day of the AD is important. Information spreads fast in rural villages. This will not only sensitize men present at the AD site but those who are waiting for their parcel(s) to be adjudicated and demarcated.

For those women on maternity, their husbands need to produce evidence from the Health Extension Workers (HEWs). Others who have convincing reason (serious illness, or temporarily unavailable, which is a rare case), fellow community members can testify.

The above interventions may seem to hamper the pace of AD because even men themselves were not fully participating. However, the assignment of the SDO and subsequent public awareness activity will respond to this assumed challenge.

Wife to give her name before the husband: when husband and wife appear together, usually, it is the husband who gives the name of his wife/ves. FTs should ask the wife first to give her name and then the husband to follow. This is done mainly for two reasons: a) to building on the empowering strategy of the SLLC on women, b) to ensure women are registered in their maiden name (family name before marriage). This gives women a sense of importance and security to their land right.

Register married women in their maiden: in some communities, upon marriage women drop their fathers' last name and replace it with their husbands' last name. In others, women would even change their first name. FTs should check that women are registered in their maiden name which is their legal name before marriage. Since this is not the case in all the woredas or kebeles, such practices will be identified during the PAC month and the information will be provided by the SDO to FTs for their follow up during the registration process.

Do not depend solely on the FLLC as proof of evidence: the certificate obtained from the first level land certification is the basic document landholders present for registration. However, it is known that certificates were not issued to all landholders. In addition, some men have avoided registering their wife/wives in the FLLC or may have registered someone who is not a legitimate holder. FTs should check other sources to verify information to protect land rights of women. These could include village elders and women representatives. The PAC is expected to provide adequate information to women on protecting their land rights and the importance of taking part in the SLLC process.

Collect wives' provide photos in addition to their husbands: in Oromia, the FLLC was prepared with only the men's photo attached to the certificate. To avoid cases of claimants deliberately excluding other legitimate holders, especially wife/ves or replacing them with a photo of a non-legitimate holder, the SLLC requires that the pictures of the husband and wife/ves are submitted and attached to the certificate. FTs should carefully check the picture and identity of claimants both husbands and wife/wives. This procedure should be applied to men and women equally.

Give priority to women's participation in AD before attending to the team's needs: in some areas it was observed that some women, who intended to attend their parcels' demarcation, were sent back home by the men to prepare meals for the field team. It is not known whether men do this out of good intention or to systematically exclude women from participating their parcel(s) AD. FTs should not treat such actions passively. They should consistently enforce the presence of women/ wives during the AD.

Women should stay until their parcel demarcation is finished. FTs should make clear that it is not to reject hospitality of the community, but to get the task done first and give priority to women's participation in the AD of their parcels above anything else. The community should look for options to host the field team without compromising women's participation in the AD.

Create positive peer pressure among fellow landholders: when FTs decline to start AD in the absence of wives, this creates pressure on husbands. They are seen as delaying the timely completion of the SLLC. Community members know each other well. Excuses husbands make for failing to bring their wives can be easily verified. FTs should be firm with this requirement. Word spreads fast within the community and beyond. This could result in a good turnout of women in male-headed households.

Women should carry evidence of holding to the AD site: unless testified by HEWs or village elders, women – not men - should bring the FLLC or any landholding evidence to the AD site. If husband and wife are attending parcels in different location, the man can take other information such as parcel ID while the FLLC book of holding or any other document should be carried by the wife. This will encourage women's engagement during the SLLC. It will also ensure that they know the landholding document(s) that is in their household's possession. They could also make sure that the document is kept safely. Most women in rural areas are illiterate. This should not hinder them from accessing or taking possession of the land certificate. Children, land administration staff, and other trustworthy members in the community could inform them of the contents.

Men to produce evidence from HEWs: for women who are on late pregnancy and who had just given birth, men should obtain evidence from the HEWs ahead of the AD. The HEWs participate in the kebele level leadership training and are aware of this responsibility while the larger community get the information during the one month PAC. Other justifiable absence of women during AD should be endorsed by the village elders and women representatives on the spot. FTs may need to be flexible and accommodate such situations. However, these are rare because women usually stay home or out working.

Cross check evidence with other Field Teams: one of the reason for the absence of wives or husbands is that the household may have more than one parcel and located in different parts of the sub-kebele. In such cases, a household member (husband, wife, and children – usually son) is assigned to take responsibility for a parcel. A parcel or parcels may be covered by a different team. Spouses and children will sign FRF of the respective parcel they were present for the AD. However, to sign FRF of the non-attended parcel, they have to produce evidence from the other FTs. A separate form shall be introduced and to be provided to the FTs. This will be included in the set of registration materials available in the land administration office.

4.1.2 Registering Households Practicing Polygamy

Although polygamous marriage is outlawed, the practice is common because of religious and traditional reasons. Households in polygamous arrangement and wives with joint holding right will be identified by the PAC team at the sub-kebele level. The list will be provided to the FTs. The FTs should make sure co-wives with joint holding right are registered. Experience has shown that men register the youngest and newest wife, who has no land use right, and leave out wives who have joint holding rights. This is particularly a common problem where there is no prior registration and evidence of which wife has the holding right. The PAC team will conduct community level awareness raising activities, ensuring that information reaches women in polygamous marriage arrangement and women representatives during adjudication/demarcation

and public display. This will help field teams to register the right holder wife/ves. A SIGN on polygamous wives registration has been developed based on LIFT study of the subject. FTs should refer to this SIGN on how to register households practicing polygamy. This will standardize, registration of co-wives².

4.1.3 Registering Orphan Children

Orphan children of both parents and either parents will be identified by the PAC team during the public awareness and VG mapping process. During this time, awareness and facilitation to get official guardian appointment will be done in collaboration with stakeholders. Even if this might not be possible due to time constraint, the list of orphan children identified in the VG map will be provided to FTs for their follow up during Ad and PD.

4.1.4 Registering the Elderly and Persons with Disability

VGs who have physical mobility problem due to age, disability and any other health that prevent them from attending AD of their parcels are identified in the VG map. This list will be provided to FTs for follow up during AD and PD. FTs will recognize the VG representative based on endorsement from the village community mainly village elders, and women representatives, KLACs and others on the spot of adjudication and demarcation. FTs should make sure to register the land under the VG's name not by their caregivers' or representatives' name.

4.1.5 Handling Disputes Involving Women and VGs

Land disputes involving women and VGs are common during the SLLC. FTs should handle this carefully, setting aside time and location to talk to with the VGs to help them discuss their issues freely and avoid threats especially from powerful claimants. This arrangement must be done within the 20-minute time frame allocated for dispute resolution. Unresolved cases will be recorded as dispute.

4.1.6 Pay attention to non-verbal communication

FTs must pay attention to non-verbal communication. Affected individuals especially VGs may be hesitant to come forward or to challenge a powerful counter claimant. Similarly, other community members may not feel comfortable to disclose information in public. FTs should pay attention to any display of discomfort among parties concerned and create space for VGs to discuss their issues in confidence. This should be conducted within the 20-minute time frame. SDOs could be asked to facilitate the process.

4.1.7 Role of Women and Village Elders/3C members

Other than KLAC members assigned to work with FTs, village elders and women representatives will be identified to support the AD and PD. They will also be invited to participate in sub-kebele PAC team. The list of elders and women representatives will be provided to the FTs by the SDOs. Their responsibility is to support the field team in providing, clarifying and investigating information to protect the rights of women and VGs.

²SIGN 16

4.1.8 Accessing Field Registration Form (FRFs)

Caregivers, who have official representation, can sign on the FRF of VGs even if the land is registered under VG holder's name. However, in cases in which VGs do not have official representatives and cannot attend AD due to age, disability, health problem, late pregnancy, recent maternity, etc., the FTs will take the FRF to their residence for their signature.

4.2 Public Display

During the PD, the size of the field team is reduced from 20 to 5 members. The PD is held at a place that is easily accessible at the kebele. Two para-surveyors, two data recorders and one field team leader will be deployed for the month-long PD. This team will be either recruited or taken from the existing AD field team. If field teams are newly recruited, they must receive proper training by the SDO. If the field team is taken from those who took part in the AD, orientation or refresher training will be provided by the SDO also. Issues to be considered during public display include, but not limited to:

Spouses' Mandatory Attendance: Like in the AD, spouse presence during the PD is mandatory. If one of the spouses is unavailable without supporting evidence from the XXX, the attending spouse will not be allowed inside the PD premises. Co-wives in polygamous marriage arrangement should be present as applicable.

Wife should give her name before the husband: as in the AD, wives should give their name and other details before their husbands. Again this is one of the empowering strategies targeted to women supported by LIFT.

Engaging HEWs: HEWs will provide evidence for pregnant and women on maternity to the field team to husbands to attend the PD without their wives. However, wives should sign the agreement form using the arrangement for those who cannot attend the PD. Field teams will remind the kebele administration to assign one of the HEWs for one month to support the PD at the kebele.

Women Representatives from the sub kebele: women representatives' support to during the PD is necessary particularly to protect the rights of women and VGs. The one month PD is scheduled by sub-kebele and women representatives should come from the respective sub-kebele. This will help to:

- get quality information as women may now know all the kebele residents,
- give more women the chance to participate and be empowered, and
- avoid unnecessary burden on one or two women to stay for the whole month with the field team.

Priority to women and VGs: A notice, advising priority to be given to women with small children, pregnant, elderly and other VGs, will be prepared and posted outside the PD building site. One of the FT members will be assigned to make the announcement orally each morning. During the day, women representatives/ other kebele staff will also make sure that those needing help are properly attended. Chairs will be made available especially for those needing physical assistance while they wait for their turn.

Correction form to be made available to women and VGs: For women and VGs with valid reason for failing to go to the public display site will still be required to sign the PD approval form. The field team will take the PD approval (agreement or objection) form to their residence. Their parcels will be approved by neighboring landholders and endorsed by the KLAC and community representatives.

4.3 Certification

Although field teams are not responsible in certificate distribution, they should strongly advise landholders during the public display to collect their certificate on time. Husband and wife/ves should collect the certificate together. No certificate should be handed if one of the registered spouses is absent without a valid reason.

5. Communication and Facilitation Skills for Field Staff

5.1 Why Sensitivity in How We Communicate with Landholders Matter?

Below are some reasons emphasizing the importance of being sensitive in dealing with landholders:

- ☐ we deal with people (landholders);
- ☐ they are mostly adults;
- ☐ adults like to be treated with dignity, polite voice and humble attitude;
- ☐ landholders have different levels of understanding;
- ☐ although we are professionals/technicians, we may lack understanding of the local context;
- ☐ they have their own knowledge and experience to tap into;
- ☐ the means justifies the end (effective communication leads to better results);
- ☐ there are differing interests among community members;
- ☐ landholders differ in age, sex, social status, economic status, political status, household heading status, family status, health and disability status, parental status (orphan of both parents, or either parent) which affect access to and control over land;
- ☐ there can be overt and subtle rivalry over land between groups;
- ☐ the powerful can influence information and decision in their favour; and
- ☐ the weak has less access to information and will not have the voice to influence decisions;
- ☐ we are dealing with land, the most critical resource.

5.2 Basic Communication and Facilitation Skills

Here are some practical communication and facilitation skills that could facilitate fieldwork:

- Greet in locally accepted language and style;
- Converse in the local language or use a trusted translator;
- Clarify roles and responsibilities of land holders and Field Teams;
- Explain clearly to the landholders their role as partner in the process;
- Value their knowledge, experience and information;

- Give chance to those who want to speak or comment;
- Give attention and take time to listen to what they say;
- Have the patience to hear the different versions of a story;
- Encourage women and VGs to speak up;
- Create space for women and VG to explain themselves when there is fear of being threatened;
- Do not take sides when there is a dispute;
- Remain calm and ask for local help if an argument becomes heated;
- Respect the culture, tradition and custom of the community;
- Use locally accepted expression to explain oneself;
- Be genuinely respectful and humble.

6. Coordination

6.1 Coordination with Stakeholders

Public awareness is a prerequisite in each stage of the SLLC. Public awareness activities are scheduled as follows:

- One week announcement for the first Public Meeting at sub kebele level
- Three weeks awareness prior to the start of Adjudication and Demarcation
- One week awareness prior to Public Display
- One week awareness prior to Certificate Distribution

Public awareness activity is primarily done by the SDO with support from the following:

- LIFT Field Team during AD and PD
 - Woreda Land Administration
 - Woreda Women and Children Affairs
 - Woreda Labour and Social Affairs
- Woreda Cabinet members assigned by the woreda administration (steering committee)

6.2 Coordination with Field Teams

Field teams and the SDO should always maintain frequent communication to update each other on the SLLC progress, emerging issues and the next activity. The SDO should provide all the required inputs to the field team to enable them to perform the tasks effectively during the AD and PD. The SDO will provide the following information to the field teams:

- ☐ List of men in polygamous union including number of wives
- ☐ Localities women take a new name (first and/or second) after marriage
- ☐ List of orphan children of both parents and relationship with their guardians
- ☐ List of orphan children of either parents along with their surviving parent or other guardian if not with the parent
- ☐ List of VGs with physical mobility problem (elderly, person with disability, or other factors) and their caregivers
- ☐ List of Village Elders and Women Representatives by village or sub-kebele

The FTs will provide reports to the SDO on the status of VG registration, newly identified VGs during the AD process and disputes that require follow up of the SDO.

Every day is a learning experience for the field teams and the SDOs. This learning experience is key to improving how teams and SDOs do their work and the SLLC process. Teams should allocate time for lessons and experience sharing. These sessions should be properly documented and communicated to the woreda coordinators.

7. Monitoring and Training

7.1 Training for monitoring implementation of social issues

The SLLC manual prescribes that work supervision constitutes a continuous activity which includes checking whether the task is proceeding according to the agreed timetable and to the required quality. Supervision of the work performed by field staff and woreda experts will be undertaken by zonal-, regional- and federal-level senior experts. This will include how field staff handle social issues while they undertaking land registration work. For this reason, the training for field staff on social issues should also be given to regional, zonal and woreda level government and LIFT staff in order to provide quality support and also monitor emerging social issues and how these are addressed.

Federal level: at the federal level, orientation session will be conducted for technical experts from LAUD by LIFT staff. The purpose of the orientation is to make them aware of the social dynamics behind land registration and to be aware of their role to support and monitor the field staff.

Regional level: regional land administration and use technical experts and woreda SDO will be provided with intensive training of trainers (TOT). The TOT will be provided by LIFT SDO or experienced consultant. The purpose of this training is to equip them with knowledge and skills to continuously support capacity building of field staff.

Woreda Level: at the woreda level, field staff (field team leaders, para-surveyors and data recorders) and woreda coordinators (WCs) will be trained by the woreda SDO or trained regional staff. Because of field demands, WCs may have time constraints to attend the full training session. However, every WC should attend the training to be able to provide adequate support and monitor field staff performance. This is how they can translate knowledge and skills obtained from training into practice. Unless they understand the issue themselves, they may hinder instead of support the process.

When there is no woreda level SDO, trained regional experts will provide the training for the field staff. The WC will coordinate this training in collaboration with LIFT's regional coordinator (RC) to mobilize regional land administration experts. Whenever new staff are recruited, the woreda coordinator will communicate to the LIFT regional coordinator to get trainers from the land administration and use bureau. However, if the SDO is available at the woreda level, it will be easy to coordinate the training with the WC.

No	Trainer	Trainee	Training level
1	LIFT	LAUD technical and	Orientation

		social experts	
2	LIFT	Regional Experts & Woreda SDO	TOT (training of trainers)
3	SDO	Field Staff & Woreda Coordinators	Training

7.2 Review Meeting

- Review meeting between field teams will be organized to create opportunity for learning and experience sharing. The review meeting will be organized by the SDO in the respective woreda in the course of implementing the SLLC and upon its completion to facilitate FTs' experience sharing experience and improve processes before proceeding to the next woreda. During the review meeting, the field team discuss the field work process, focusing on the strengths, weaknesses and way forward. Specific discussion points will be provided to the field teams by the SDO. These include but not limited to:
Registration approach for orphan children
- ☐ Registration approach for polygamous wives
- ☐ What are the challenges facing women and VG during land registration
- ☐ How do you tackle the challenge?
- ☐ What should be done to improve the challenge on women and VG?
- ☐ What should be done to minimize the burden on field teams?
- ☐ What should be improved to improve the work of SDO and FTs in helping women and VGs

When it is a training or orientation for new staff, discussion points might include but not limited to:

- What do you know or have heard about land rights problems of women and VG?
- What could have been done if you were in charge?
- What should you do to avoid such problems during this registration?
- Why do we need training on social issues for land registration?

The SDO will present concrete case studies which the participants will discuss during the group work sessions.

SLLC Manual Version 3.1 – ANNEX 1: SIGNS 1 to 16

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 1

DETAILED PROCESS DESCRIPTION FOR LAND HOLDING CLAIM RECEIPT AND PHOTOGRAPH COLLECTION

1 INTRODUCTION

Section 11.5 of the SLLC Manual sets out the process for the use of a land holding claim receipt LHCR, with a template in Annex 10 of the manual. This has not however been implemented hitherto by the field teams. The following sets out a detailed explanation of the purpose of these systems in the manual and more detailed steps to implement it in the field.

2 IMPORTANCE OF THE PHOTOGRAPH AND THE LHCR

The photograph of the landholder(s) is important to provide evidence on the Landholding Certificate of the identity of the landholder(s) as being the right holders of the certificate. This is necessary as there is no national identity card the number of which would identify the holders.

The photograph will be scanned into the computer and be attached to a particular person so that when the certificate is printed the photograph(s) of the land holders will be printed on the certificate.

The LHCR fulfils three main purposes:

- It provides evidence to the land holder of the parcels that have been demarcated in his/her name and their UPI numbers
- It makes it easier for the land holder to identify his/her parcels during public display
- It provides evidence of the photo ID (see below).

3 PROCESS

When the land holder goes to demarcate a parcel he/she will be asked by the Field Data Recorder (FDR) for the LHCR.

If this is the first parcel that he land holder has demarcated then he/she will be issued with a LHCR by the FDR. This will record the name of the holders and his or her spouse, and will award them with a photo ID for each of them, whether or not a photo is handed over. The photo ID shall be unique for every landholder within a kebele, designated with a four digit numeric code for the landholder preceded by two digit and three digit numeric codes designating the particular kebele and woreda, respectively. The FDR will also record the parcel number being demarcated.

Table 1. Landholding Claim Receipt

Region: Oromia	Woreda: Dodota	Kebele: Kara	
Claimants			
Name	Father's Name	Grandfather'sName	PhotoNo
Dawit	Gizachew	Allebachew	001/01/1234
Edengenet	Zegeye	Tilahun	001/01/1235
ParcelNumber	Date Demarcated	Disputed (Yes/No)	
10011	11/5/15	No	

The photo ID number will be recorded in the Field Registration Form (FRF) for the parcel under demarcation to the left of the name. The LHCR is retained by the Land Holder.

If this is NOT the first parcel that he land holder has demarcated then he/she will hand the LHCR over to the FDR who will:

- Record a new parcel number in the LHCR
- Record the photo ID number on the LHCR in the FRF against the claimant's name.
- Return the LHCR to the land holder.

Table 2. Landholding Claim Receipt

Region: Oromia	Woreda: Dodota	Kebele: Kara	
Claimants			
Name	Father's Name	Grandfather's Name	Photograph Number
Dawit	Gizachew	Allebachew	001/01/1234
Edengenet	Zegeye	Tilahun	001/01/1235
ParcelNumber	Date Demarcated	Disputed (Yes/No)	
10011	11/5/15	No	
10256	12/5/15	No	

The Field Sub-Teams are issued with a set of 1000 Photo ID numbers each time they start on a new kebele. The Field Team Leader (FTL) will record the numbers issued to each sub team and issue additional if necessary.

In the event that the land holder wishes to register a parcel with a different partner to her/his other holdings (and has the necessary documents to justify this) then he/she will hand over the existing LHCR and request the different holding arrangement. The FDR will issue a new receipt using the same name and photo ID as the existing one and then record the new partner and award a new ID.

Table 3. Landholding Claim Receipt

Region: Oromia	Woreda: Dodota	Kebele: Kara	
Claimants			
Name	Father's Name	Grandfather's Name	Photograph Number
Dawit	Gizachew	Allebachew	001/01/1234
Sintayehu	Kelelachew	Gebreselassie	001/01/1286
ParcelNumber	Date Demarcated	Disputed (Yes/No)	
10380	13/5/15	No	

When the land holder hands over a photograph(s) then the FDR will ensure that the picture is a good up to date likeness of the land holder(s) and will write the photo ID number on the back of the picture. The picture will then be put in the plastic bag provided and sent to the Technical Support Team (TST) with the FRF.

The TST will scan the photograph and save the digital version using the Woreda-Kebele-Photograph ID Number as the file reference (001--01-1235, for example). This will be uploaded into the iMassreg database.

If either of the holders of a parcel does not have a photograph linked to their photo ID then this will be regarded as incomplete information and recorded as such for the purposes of public display when land holders will be expected to bring their photographs.

Alternatively consideration could be given to having a camera at each public display to pick up any others without photographs and the digital photograph can be saved on the camera using the ID number as a file reference as above.

4 APPLICATION OF THE PROCESS

The process will be applied in full in Oromia, SNNPR, and Tigray¹. Photographs will not be collected in Amhara because it continues to use the current first level holding book, where photographs are already attached. The use of the LHCR will however be used in Amhara and the holding book number can be used instead of the photo ID.

5 TRANSITIONAL ARRANGEMENTS

Where woredas have not been carrying out the above processes the following need to be carried out.

- Photographs received should be allocated to parcel holders on the system through scrutiny of the FRFs or print outs of the existing parcels on the database to award photo ID numbers, which will be entered on the system. Advice should be sought by RCs from the TTLs as to how to manage this best.
- If possible this should be carried out before public display. If not possible farmers should be encouraged to bring their photographs to public display and identify the parcels to which they, or previously submitted photographs, relate.

Depending on the region, certificates can be printed (outside Amhara) with or without photographs being on the system. However, in Oromia regional state, the certificate shall be printed with photographs.

6 SCANNING AND ENTRY OF PHOTOGRAPHS INTO THE IMASSREG

The IT teams will circulate through the Land Co-ordinator instructions for how the TTLs will scan the photographs into the system.

7 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

8 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

¹ Oromia has definitely committed to having photographs on the certificates – Tigray and SNNPR are still working on the modalities. We should therefore work on the assumption that they will have. If not to be done the mandatory field can be opened at certificate printing time to adapt. Maintenance of photographs on the system will also give future security in the land administration system.

<p style="text-align: center;">SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 2</p> <p style="text-align: center;">CHECKLIST FOR VISITS TO WOREDAS</p>
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1 INTRODUCTION

Programme woredas are subject to numerous visits from various supervisory levels including the regional co-ordinators and regional staff, head office, LAUD and zonal officers. In order to maximise the value of those visits it is necessary to ensure that certain minimum issues are covered during the visit to ensure that minimum performance requirements are being met.

Naturally during a visit other issues may take priority but the checklist should be used to provide continuing supervision.

The checklists also will help the woreda co-ordinators and land office to know what the supervisory visits will be looking for and to ensure that the requirements are being met.

2 USE OF THE CHECKLIST

The checklist is an informal document to guide supervisors and is by no means all inclusive. It is however recommended that during each visit the checklist is completed and kept electronically on the supervisor's computer to inform discussions with woreda staff, prepare recommendations for improvement and compare performance from one visit to the next.

If a visit report is prepared, then it should be attached to that report.

3 CLARIFICATIONS

Any request for clarification or suggested improvements to the checklist must be addressed to the Land Co-ordinator.

4 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

Woreda Visit Checklist

Woreda Name:

Date Visited:

	Checklist:	Findings/Action
	Office management and security	
1	Is the office clean and tidy?	
2	Is the office signposted and LIFT posters clearly visible here and around the offices	
3	Are files and documents kept off the floor?	
4	Are desks arranged so that STTL can see all screens from his/her desk?	
5	Is the office properly secured?	
	Electricity supply	
6	How frequent are powercuts?	
7	Is the generator available and well maintained? Is fuel available?	
	IT Equipment:	
8	Is IT equipment dusty? Are dust covers being used?	
9	Is IT and peripheral equipment, including UPS, desks, and chairs, in full working order?	
10	Is field equipment correctly and securely stored?	
	Field vehicle management	
11	Inspect all vehicles - apparently in good condition, tyre wear OK, no excessive exhaust fumes?	
12	Inspect log book to ensure correctly completed up to date, review for excessive mileages, inappropriate trips	
13	All vehicle equipment on board, fire extinguisher, first aid, tool kit etc.	
	Staff and record management t	

	Checklist:	Findings/Action
14	Is attendance recorded every day and absenteeism recorded and checked in the field?	
15	Are monitoring reports well maintained, filed and signed on a daily and weekly basis? Check the following reports: <ul style="list-style-type: none"> • Daily and weekly digitisation Report • Daily and weekly Data Entry Report • Daily and Weekly Demarcation Report, including parcels without full information • PAC Report 	
16	Spot check the previous weeks reports with the original records to ensure it is correct. Report any issues to Owen and Getie.	
17	Check that the digital reports are saved on a computer and backed up appropriately.	
	GIS:	
18	Are field map sheets being reinforced with paper tape?	
19	Is there any backlog in scanning and/or georeferencing?	
20	Is the correct naming and filing convention used for GIS data?	
21	Are PCs being shared by more than one person?	
22	Are staff preparing reports of errors and corrections for public display?	
23	Are GIS staff using hardcopy field map sheets when digitising?	
	Data Entry	
24	Is shift working required? If so, what hours are being worked for each shift?	
25	How are data entry teams organised into teams? Who is responsible for supervision and checking?	
26	What is the current backlog of FRFs?	
27	Are all FRFs being entered into the database?	

	Checklist:	Findings/Action
28	How many do not have full information?	
29	What is the rate of disagreement between first and second entry? What are the most common errors?	
30	Who is performing well / badly in the team? Why?	
31	Are PCs being shared by more than one person?	
32	If targets are not being met: why?	
	Field Teams:	
33	What time do Field Teams leave the office in the morning, and what time do they arrive at the field?	
34	Are field teams split into two sub-teams?	
35	Field Maps – are these being correctly used? Are they strengthened with tape? Folded inappropriately?	
36	FRFs – are these being filled correctly? Pay special attention to the allocation of Photo ID numbers, ‘completeness of the required information and readability of the hand writing’	
37	Are all land holders attending?	
38	Are wives attending?	
39	Are land holders bringing photographs?	
40	Are the neighbours present?	
41	Do parasurveyors walk each and every boundary with the land holder and neighbours?	
42	Do parasurveyors show land holders the completed parcel on the field map?	
43	Are “Landholding Claim Receipt” receipts issued to land holders?	

	Checklist:	Findings/Action
44	Are all team members present in the field?	
45	Do parasurveyors use pencil in the field?	
46	Do parasurveyors 'ink in' the field sheets every day? Are they using black ink?	
47	Are parcel numbers correctly oriented (where possible) when drawn on the field map?	
48	Check that each parcel has a unique Parcel ID. There should be no 'multipart' parcels.	
	PIA	
49	Are flip charts and information materials available at woreda office?	
50	Are posters and information materials available at kebele?	
50	Are land holders adequately informed a week in advance of the SLLC workplan?	
51	Are land holders adequately informed the day before the demarcation day SLLC ?	
52	Are land holders adequately informed on the morning of of the demarcation day SLLC ?	
	Closing	
53	Have all the above findings been discussed with the woreda administrator and head of the land office, and any issues from their side identified	

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 3

INCOMPLETE INFORMATION

1 INTRODUCTION

Section 11.5 of the SLLC Manual sets out the process for the demarcation of a parcel and the recording of the textual data with regard to the parcel. The latter is recorded by the Field Data Recorders on the Field Registration Form (FRF) for entry into the IMASSREG system. In order for a certificate to be issued the system must have Full Information for the parcel.

There has been some confusion over how we should deal with parcels for which full information is not available during demarcation and this SIGN clarifies the situation.

2 FULL INFORMATION

Full information represents the information required for the issuing of a certificate to the landholder, and the entry in the register. The information required is generally dictated by the relevant regional proclamation.

Full textual information required by all regions is:

- Tenure type /holding type
- Landholders' full name – including the husband and wife where appropriate.
- Landholders' Photograph and Photo ID number.
- Parcel ID
- Holding ID number or other evidence of rights.
- Means & years of acquisition
- Land use type
- Encumbrances
- Soil fertility

In the case of Amhara the photograph is not required as it is pasted in the 1st Level Certificate.²

3 COLLECTION OF FULL INFORMATION

Parcel information is collected by the field teams during the demarcation exercise. This is the primary point at which we should attempt to ensure that as many farmers as possible, with their spouses or other co-rights owners and the neighbouring parcels landholders attend as possible, with all the required information.

This should be accomplished through intensive sensitisation and awareness that will ensure that land holders know in advance of when they need to be at their parcel and what information is required. They must be made aware that both land holders, where applicable, should come and they must bring with them:

- Their first level certificate (green book) which contains nearly all of the information required.

²Oromia has definitely committed to having photographs on the certificates – Tigray and SNNPR are still working on the modalities. We should therefore work on the assumption that they will have. If not to be done the mandatory field can be opened at certificate printing time to adapt. Maintenance of photographs on the system will also give future security in the land administration system.

- Any other documentation (court decision, licence etc.) which substantiates their claim.
- The Land Holding Claim Receipt (LHCR) if they have had a previous parcel demarcated under SLLC.
- Recent, clear photographs of each of the landholders.

In the event that the landholder(s) for a parcel do not show up the parcel will be demarcated by the parasurveyor, a UPI number awarded, and an FRF opened with the names of the holders supplied by the LAC representative and the neighbours.

If the landholder(s) appear during the period of demarcation of the relevant map sheet, then the FRF can be completed. If the landholder(s) do not come then the FRF will be sent to the Technical Support Team for Data Entry together with those with full information. These will be accepted in the IMassReg but a certificate will not be issued.

Field Teams must not hold back the processing of the map sheet and FRF to maximize full information. This will hold back the whole process.

The land holders who have not provided full information will have the opportunity to do so during Public Display and the lists displayed there will show those which have incomplete information.

NOTE:

The Awareness Raising should emphasise the need for farmers to provide full information during demarcation and not wait for Public Display. If they do so they will miss the opportunity to correct any errors and will have to wait until the certificate is printed. This will delay their receipt of the certificate significantly and may mean that any disputed neighbouring boundaries may have already been certified to their detriment.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected. Photographs will not be collected in Amhara because it continues to use the current first level holding book.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 4.1

CORRECTION CATEGORISATION AND PROCEDURES DURING PUBLIC DISPLAY PERIOD

1 INTRODUCTION

Section 14.4 of the SLLC manual set out the process for verification and corrections of textual and spatial data sets during the Public Display period. Definitions of major and minor correction types and procedures for correction during public display are however made in broad terms, which leave room for wider misinterpretation during implementation. This guide elaborates this sub-process.

2 PROCESS

The textual and spatial data sets displayed should be checked and verified by all landholders in a given kebele. Objections to textual or spatial data should be corrected, all the corrections being classified as either Minor or Major corrections.

3 TEXTUAL DATA

The required textual data table for public display will be printed from iMassReg based on photo ID of the landholder's. The last column is labelled as missing information, which indicates that all the required textual data has not been collected during the field adjudication and demarcation period. In those cases holders will provide the missing information to allow inclusion.

3.1 CORRECTION CATEGORIES

Correction of the textual data is classified into the following two categories:

- i. **Minor Correction:** Refers to the data which are incomplete or with minor mistakes that occurred when filling in the Field Registration Form (FRF) during field adjudication and demarcation. These corrections do not call for a new FRF to be filled in. The following two types of corrections are defined under this category:
 - a. Spelling mistakes and some incorrectly recorded data
 - Misspelling of names (i.e. first, second or grandfather's name);
 - Incorrectly recorded data such as sex, age, etc.
 - b. Incomplete information
 - Tenure type/type of holding;
 - Photo ID;
 - Holding ID number;
 - Means and years of acquisition;
 - Land use type; and
 - Soil fertility
 - Signature

- ii. **Major Correction:** these are corrections required when change of the current registered owner for a particular parcel or holding is required or when all the information entered in the FRF is incorrect. These types of corrections call for a new FRF to be completed in the field. Cases might be many but examples may include the following:
- When two or more parcels are incorrectly recorded as one parcel. This may occur if a parcel is recorded as a multi-part polygon, or if a Parcel ID is accidentally duplicated.
 - When one parcel is registered as two or more parcels
 - A complete transfer of holding for a parcel supported with proper documentation;
 - If the landholder's information filled in the FRF is completely wrong or missing;

3.2 PROCESS

During the public display period, the **Objection and Correction Committee (O&CC)** (See also **SIGN No-6**) will evaluate the cases and classify the filled FRFs requiring corrections either as Major or Minor types and record the correction in the Correction Form.

3.2.1 *Minor corrections,*

The correct data shall be recorded in the filled FRFs by cancelling the incorrectly recorded entry with a red line and writing the correct data in the new FRF. Correcting fluid (White Out, Tippex) shall NOT be used under any circumstances. For parcels with incomplete information, the missing information will be entered by interviewing the landholder in the presence of the KLAC representatives. After the correction, the corrected newly filled FRFs should be labelled at the top as CORRECTED – MINOR CORRECTIONS in capital letters using a red pen.

Every day, the corrected FRFs shall be put in a file box labelled as CORRECTED –MINOR CORRECTION and all FRFs in the box sub-divided by a separator showing *Spelling and minor corrections* and *Incomplete information*.

3.2.2 *Major Corrections*

As for minor corrections, all cases should be recorded in the **Correction Form**. The FTL shall assign the O&CC staff in a planned manner to ensure greatest efficiency for field re-adjudication and re-demarcation in accordance with the procedures described in Chapter 11 of the SLLC manual. Once the major corrections are completed, the original and newly corrected FRFs will be filed in a file box, labelled as CORRECTED–MAJOR CORRECTIONS and the FRFs separated by separators labelled as *Original FRFs* and *Corrected FRFs*.

3.2.3 *Incomplete Corrections*

For partially completed corrections (both major and minor), the FRFs and corrections forms will be kept in the field until the correction information is complete. If a correction is not complete at the end of the Public Display period the forms will be clearly labelled INCOMPLETE CORRECTIONS – MINOR CORRECTION, or INCOMPLETE CORRECTIONS – MAJOR CORRECTION accordingly. These forms will be returned to the Woreda Coordinator at the end of the Public Display period.

3.2.4 *Transfer of corrections to Woreda Office*

Every day, the Field Team Leader (FTL) of the O&CC shall collect and submit all the corrected FRFs to the Woreda Coordinator (WC).

3.2.5 **Entry of Corrections in iMassReg**

The WC will submit all the FRFs to the Technical Team Leader (TTL). The TTL will then judiciously distribute all the corrected data sets to the Data Entry Operators (DEOs) and Digitisation Technicians (DTs).

On the front page of iMassReg the TTL will be prompted with a list of parcels in a kebele that were put on Public Display, at which point the TTL will enter against each the above correction classification based on the FRFs. That is those parcels with minor correction are labelled as minor correction in iMassReg and those with major correction are labelled as major correction. Parcels with no correction are marked as having no errors and to be directly sent to the confirmed stage. For parcels with minor or major errors, The Data Entry Operators assigned by the TTL will then input all the corrections into iMassReg system to update the database.

Minor corrections are entered using single entry only and those with major corrections are entered based on the double keying process, as described in the **iMassReg Guide**. Once these processes are successfully complete the respective parcels are moved to the confirmed status at which point they are ready for approval.

4 SPATIAL DATA SETS

4.1-CORRECTION CATEGORIES

The following two types of corrections apply to spatial data objections and corrections:

- i. **Minor Corrections:** These are corrections which could be easily identified in the Field Map Sheets (FMS) and agreed by the landholder, KLAC representatives and the adjoining parcel landholders. Cases might include:
 - Photo distinguishable marked features such as a tree, house, river or others which is wrongly demarcated by the Field Teams (FTs);
- ii. **Major Corrections:** This refers to situation where complete field re-demarcation is required due to errors by para surveyors or Field Data Recorders. Cases include:
 - When two parcels are wrongly recorded as one parcel;
 - When one parcel is recorded as two parcels with different IDs;

4.2-PROCESS

Minor and Major correction types should be corrected on the Field Map Sheet using initially with pencil and later with red ink to distinguish it from the original data. The use of white out/Tippex is forbidden in all circumstances. Both corrections should be recorded in the **Correction Form**.

For Minor corrections, the corrections should be done at the public display site if agreement is reached between the Owner, the neighbours and the KLAC representatives.

Major Corrections should be done in accordance to procedures defined in Chapter 10 of the SLLC manual.

After field level correction, all the corrected Field Map Sheets will be delivered by the FTL of the O&CC to the WC, who will pass them to the TTL for correction in the database.

Corrections to the spatial data will be made quickly, by referring directly to the FMS. Once corrections are complete, the FMS should be scanned and archived using the naming convention:

- Under the “*Scanned Field Map Sheets*” directory of the kebele project directory, a folder named “*Corrected Field Map Sheets*” is created
- The scanned sheets should then be named according to their sheet number and saved in the afore-mentioned directory

. Note that in order to save time the corrected FMSs will not be georeferenced as they will not be used for onscreen digitising.

5 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

6 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

7 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO.5.1
KEBELE PARCEL INDEX MAP PREPARATION

1 INTRODUCTION

Section 14.5 of the SLLC Manual sets out the process for public display of a kebele and the subsequent correction, if required, of spatial and textual data by landholders related to their land. This public display period also allows members of the public to raise any objections to existing claims. This guide elaborates the procedures and steps on how to section the full kebele coverage orthophoto maps into different “Kebele Parcel Index Maps (KPIM)” at the appropriate scale.

2 REQUIRED MATERIALS

Required materials needed for KPIM preparation for Public Display (O&C):

- Spatial data sets
- Field map printers
- Paper rolls
- Ink cartridges

3 PROCESS

The KPIM of a given kebele should be prepared at a suitable scale in order to clearly show the boundary lines of each parcel so that every landholder can identify and locate his/her parcel in reference to the neighbouring parcels and other marked geographic features. The suggested scale to prepare the KPIM is **1: 2500 and printed on A0 size paper**. This may vary, however, depending on parcel sizes in a given kebele.

Using QGIS, the KPIM should be prepared and printed as follows:

- iii. The orthophotos and digitised kebele parcels are loaded into QGIS.
- iv. The display style for the parcels should be set to “Outline: Simple line” with 0.46 thickness and red (RGB: 255, 0, 0) colour.
- v. The parcels should be labelled with the “parcel id” attribute. The label text must have a white buffer of 0.5mm thickness and the placement must be set to “Free”.
- vi. To aid in subdividing the kebele coverage into print grids at 1:2500 scale, a vector grid polygon (index grid), with dimensions of 1722m by 1200m, is to be generated for the kebele parcel layer. The orientation of the map (landscape or portrait) will depend on the shape of the kebele.
- vii. A Kebele Parcel Index Map is then printed for each grid square using A0 paper size and a map scale of 1:2500. The maps are numbered using the index grid id.

Each parcel shown in the KPIM should be labelled with the Unique Parcel ID and cross checked and validated with “Attribute Data Table” produced using iMassReg. These are the data sets to be displayed during public display period.

Before the production of the KPIM, the TTL should plan the number of the KPIMs to be produced and designate one Digitisation Technician (DT) to process and produce the KPIM.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Coordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO.6.1

MANAGING THE PUBLIC DISPLAY PROCESS

1 INTRODUCTION

Chapter 14 of the SLLC manual deals with the general processes related to the public display stage specifying the logistics, data types to be announced, public awareness, and broad flow lines for dealing with corrections and institutional arrangements. While chapter 13 of the SLLC manual, among others, describe data quality checking procedures for digitised parcels when digitisation is complete for the whole kebele.

This SIGN deepens the provisions contained in chapters 14 and 13 of the manual by elaborating the series of tasks, data quality check, additional monitoring reporting and responsible entities for undertaking the key tasks during preparatory and public display stages in one package. It also elaborates the constituency and functions of the Objections and Corrections Committee's (O&CC).

2 PROCESS

The key series of interrelated tasks and functions which will be undertaken during public display period include:

a) Preparatory works

- Checking the overall textual and spatial data sets of a given kebele where the textual and spatial data sets are completed and ready for public display;
- Compiling and printing the textual and spatial data sets to be announced to the kebele community;
- Selection of appropriate venue to announce the information and post the announcement;
- Public awareness to the KLAC, kebele leaderships and landholder's about the objectives, procedures, date, time and place of the public display;
- Printing all the required formats and templates;
- Provision of all the required stationary and other materials; and
- Establishment of the O&CC with clear statements on division of labour that ensures its effectiveness during public display period.

b) Tasks during public display period

- Provision of a continuous awareness raising to landholders on the materials posted so that all information is well understood;
- Systematic and routine recording of the agreement and objections and corrections with the displayed textual and spatial data including the recording of **Incomplete information**;
- Undertaking re-adjudication and/or re-demarcation for objections with major corrections, which may entail the correction of both the textual and spatial data;
- Facilitating in settling disputes and resolve the same in a limited time frame;

- Preparation of daily and weekly reporting of attendances , the various objections and corrections and monitoring formats using the standard templates

2.1 PREPARATORY TASKS

The Woreda Coordinator (WC) and the O&CC in collaboration with the Woreda Land Administration Office (WLAO), will undertake the following preparatory tasks prior to the commencement of the public display period:

a) Checking the overall data quality of the textual and spatial data sets at kebele level

A given kebele will be ready and eligible for public display stage when all textual and spatial data sets are entered into the database and qualify the data quality standard for both the textual and spatial data sets. Checking the data quality of both the textual and spatial data is a prerequisite before the printing of the textual and spatial data to be announced for public display. The data at the kebele level will be therefore subjected to the following quality checks:

i) Checking the digitised parcels: As described in Section 13.5 of the SLLC manual, once parcel digitisation is completed for the whole kebele, the following errors will be checked and verified:

- **Digitisation errors:** any topological errors should be checked and corrected. The *Technical Team Leader (TTL)* should assign the *Digitisation Technician (DT)* to check and correct for any topological errors and report all the corrections made to the TTL.
- **Field Demarcation errors:** The DT should prepare and submit the lists of errors caused during field demarcation such as “*unclosed polygons*“*unclear boundary lines*” and others to the TTL. Corrections to these types of errors will be undertaken during public display period.

ii) Checking the overall quality of the textual and spatial data sets: The overall data quality of the completed kebele should be checked and verified. The **Technical Team Leader (TTL)** will generate a kebele report from iMASSREG and Attribute Table from POSTGIS database. Examples on part of kebele report from iMASSREG and Attribute Table from POSTGIS database based on data from Dejen kebele of Emba Alaje woreda is attached in Tables 1 and 2.

Based on the above data sets, the following interpretation has to be made to make sure that the following conditions are met for the completed kebeles which are ready for public display:

- Ideally the number of parcels committed into iMASSREG, number of parcels digitized and demarcated should be equal;
- **Eligibility for public display:** The total number of demarcated parcels as “near true value” and reference/standard, the variations of the total parcels entered into iMASSREG and digitized parcels against the ‘near true value’ should be less than 2 %. On the other side, if the variation exceeds 2 %, the kebele will not be eligible for public display stage. For kebeles ineligible for public display stage due to the above, the TTL will examine and compile the key error sources and report the same to the WC.
- The number of non-committed parcels is zero.

Example of a summary and comparison table based on Dejen kebele of Emba Alaje woreda is shown in Table-3.

Based on the results of kebele level data quality check, the list of kebeles eligible and/or not eligible for public display will be prepared by the TTL and submitted to the WC for approval. The lists of eligible kebeles will be submitted to the WC, where he/she approves and submits the report for the RC for final approval. The RC will then report the summary lists of approved kebeles for public display stage.

b) Designation of Photo ID: Landholder's photo are collected for both identification purpose (i.e. during certificate distribution) and as "required" data content of the landholding certificates, however, the latter to be determined by the regional legal framework. The procedure on how collect and record landholders photo ID are elaborated in **SIGN NO.1**.

The photo ID is also used to sort and extract the required textual data sets for public display. Therefore for kebeles eligible for public display, the TTL and WC should ensure that appropriate and unique photo ID is given to all landholders' in accordance to the guide described in **SIGN No.1**.

c) Awareness raising to the kebele community: Sequential public awareness should be undertaken targeted to KLAC, kebele leaderships and landholders. At least one day before the public display, the O&CC in close collaboration with the Woreda Land Administration (WLAO) and Kebele Administration (KA) leadership will inform the kebele community on the purpose, process, duration, venue, day and time of the public display.

d) Display materials: The required information to be announced during public display includes:

- The Attribute Table data from iMassReg,
- Kebele Parcel Index Map and

Sufficient copies of the above will be prepared at least three days before the announcement time by the WC and the TTL in collaboration with the O&CC and WLAO staffs.

e) Selection of appropriate venue; The O&CC in close collaboration with the WLAO , KLAC and KA management, should identify and select the appropriate venue to post the announcement within a given kebele, which may be the KA compound, Farmer's Training Centres (FTCs) or others. For convenience, the venue shall be accessible to the rural households residing in a given kebele.

f) Materials required: Appropriate boards or places to post the materials to be announced will be selected and prepared well before the display time. Depending on local conditions, the information to be announced will be posted on a wall or a movable simple board made out of wood. In some kebeles, the kebele or the Farmer's Training Center (FTC) meeting halls could be also used to post the information to be announced. In a situation where a board is required to be made, it should be sufficient size to put all the textual and spatial information. That is to accommodate the entire attribute and the Kebele Parcel Index Map Sheets.

The **Attribute Data Tables** and **Kebele Parcel Index Maps** posted on the board should be covered with a thin plastic sheet to avoid any wear and tear and at a height that is easily accessible and readable by all landholders. On completion of the public display exercise these boards will be taken to the next set of kebeles.

Additional stationary materials required include:

- Writing pads;

- Pencils;
- Red and black pens;
- Other materials such as hammer, plastic sheets, etc

g) Establishment of the Objections and Correction Committee's (O&CC's): The functions and constituency of the O&CC are elaborated in Section 3 of this **SIGN**.

2.2 TASKS DURING PUBLIC DISPLAY PERIOD

a) Awareness on the announced information: At the beginning of every day, members of the O&CC shall brief the new arrivals on the purpose and contents of the posted information. The explanation shall proceed from explaining the content of Attribute Data Table to the Kebele Parcel Index Map. From the data shown in the Attribute Data Table, the landholder should be able to understand, the owner's name, number of parcels and the parcel IDs of all his/her parcels and their corresponding area. Similarly, the landholder should be able to identify the relative locations of his/her parcels in the Kebele Parcel Index Map. At the end of the briefing, the landholders should be able to check and verify if the displayed information are accurate or not.

b) Attendance: Each day attendance will be recorded in the **"Attendance Form"** (See **Form-1**). Proper care should be given to record all households with due care to women, orphans and other disadvantaged groups.

c) Signing on Agreement Form: Household without any objections to the announced textual and spatial information should indicate their agreement by signing on the **"Agreement Form"** (See **Form-2**).

d) Recording Objections/Corrections: Landholder's with objections to the displayed information should lodge their objection to the O&CC, where each case shall be assessed and classified as **"Minor"** and **"major"** corrections. All objections should be recorded in the **"Claimants Forms"** (Form-3) and corrections made should be noted in **"Correction Forms"** (See **Form-4**). The subsequent corrections should be made based on the procedures defined in **SIGN NO. 4**.

e) Handling Disputes: Newly arising disputes which can be mediated and resolved during the display time or remain unresolved should be handled by O &CC members. For disputes which are not resolved immediately, the O&CC members should not endeavour to resolve the case for more than **0.50 hrs**. If still not resolved the O&CC members should inform the disputants of the subsequent forum where to handle the dispute cases and record the same in the **DISPUTE FORM** (See **Form-5**).

f) Monitoring Reporting: The monitoring information captures data on parcels with an "Agreement", "Claimants", "Correction" and "Dispute" Forms on weekly basis based on Form-2 (i.e. Agreement Form), "Claimants Form" (i.e. Form-3), "Correction Form" (i.e. Form-4) and "Dispute Receipt" Form (i.e. Form-5).

Process: The report sets out how many parcels have been considered for public display in that week only. At the end of the week, the Field Team Leaders should count up the number of parcels under each of the four categories and put the whole number in the weekly monitoring report. This report is then converted into excel and sent to LIFT Head Office through weekly process:

"The weekly report covers Friday- Thursday. ALL DAY THURSDAY

Thursday Evening/ Friday Morning: The FTL of the O&CC submits the document to the Woreda Coordinator (WC)

Friday- Monday: The WC checks the report and approves. Files the documentation and sends excel to RC

Monday: The RC checks data and submits to LIFT Head Office

Important things to note when filling the monitoring report include:

- ✓ *The units are in terms of parcels and not people. For example, if 6 people are disputing over 1 parcel, the report should state 1 for “number of parcels in disputes” and not 6.*
- ✓ *Each report should only state the progress in that specific week.*

The report needs to be filled out on a weekly basis following the same time frame as all other weekly reports.

Monitoring Template: The monitoring template to be used during public display stage is attached in Table-4.

3 SET UP OF THE OBJECTION AND CORRECTION COMMITTEE (O&CC)

The O&CC for each completed kebele should be established by the WC in close collaboration with the WLAO. The O&CC is mandated to handle all the processes during the public display period. Members of the committee per kebele include:

- 1 Field Team Leader (FTL);
- 2 Parasurveyors;
- 2 Field Data Recorders (FDRs);
- 1 representative from the WLAO; and
- 1 KLAC member (to a minimum)

Members of the O&CC should be constituted from the 4 Field Teams (FTs) designated to work in a given kebeles in such a way that the planned demarcation targets should not be obstructed and lowered. One possible scenario will be to select *one Field Team Leader (FTL)*, one *parasurveyor* and one *Field Data Recorder (FDR)* from each of the 4 FTs assigned in a given kebele. In turn, these vacant positions within the FTs to be filled by promoting staff from the existing FT members and the new recruits. The promotion of existing staff should be based on records of work performance and professional ethics records. The new recruits should be given intensive short on-the-job training prior to their assignment in the FTs. The potential candidates for filling the vacant positions should be selected from the lists that passed the written examination prepared for para surveyors and Field Data Recorders in a given woreda.

Note that the required number of the O&OC staff will be determined by the volume of objections cases encountered in a particular kebele and therefore the number may vary. It may also reduce as the period continues with the reducing numbers of landholders attending and objections cases to be dealt with.

The FTL who leads the O&CC is responsible for coordinating, leading and checking the process during the public display period. The FTL compiles daily progress reports and provides a weekly summary to the WC:

- Attendance (i.e. number of households attended each day)
- Number of parcels covered

- Corrections classified by categories; and
- New disputes recorded

For the purpose of efficient service throughout the public display period, the FTL should allocate the O & CC members specific tasks and functions depending on the volume of objections or other local conditions and context.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

TABLES AND DIFFERENT FORMS

Table-2- Snapshot of Attribute Table from POSTGIS Database- Dejen Kebele in Emba Alaje woreda

Attribute table - dejen_010404003 Features total: 2366, filtered: 2366, selected: 0

	id	parcel_id
0	NULL	9186
1	NULL	9674
2	NULL	9676
3	NULL	9609
4	NULL	9607
5	NULL	9610
6	NULL	9611
7	NULL	9606
8	NULL	9608

Show All Features

Table-4- Monitoring reporting table during public display stage

Woreda Name	Kebele Name	Kebele Code	Week Number	Total number of parcels which have been considered during Public Display	Number of parcels in Agreement	Number of parcels with New Claims	Number of parcels requiring corrections
			PD occurs for 4 weeks, which week is this report for? (1- 4)	Total number of parcels from the next four columns for that week only	Total number of parcels which have been agreed on for that week only	Total number of parcels with new claims for that week only	Total number of parcels requiring corrections for that week only

FORM-1-PUBLIC DISPLAY ATTENDANCE FORM

[illegible]

FORM-2-PUBLIC DISPLAY AGREEMENT FORM

REGION:		ZONE:	WOREDA:			KEBELE:	
No.	Name	Father's Name	Grandfather's Name	Sex	UPI	Date	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							

[illegible]

ZONE:

KEBELE:

Spatial

[illegible]

FORM-4-PUBLIC DISPLAY CORRECTIONS FORM

REGION:**ZONE:**

WOREDA:

KEBELE:

No.

Name

Father's Name

**Grandfather's
Name**

UPI

Corrections Required

Remarks

FORM-5- PUBLIC DISPLAY DISPUTE RECEIPT

Region:	Woreda:	Kebele:	Current Landholder's Name:		Parcel No:	Map Sheet No:	
Date	Claimants			Dispute Type	Dispute Status	Forum where the dispute is handled	Remarks
	Name	Father 's Name	Grandfather's Name				

የጭቅጭቅ ቅጽ						የካርታ ወረቀት ቁጥር
ክልል	ወረዳ			ቀበሌ	የወቅቱ ባለይዞታ ስም	
ቀን	የይገባኛል ባይ ስም		የማሳ ቁጥር	የጭቅጭቅ አይነት	የጭቅጭቅ ሁኔታ/ የሚታይበት መድረክ	

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 7

Treatment of Parcels with Roads or Encumbrances

1 INTRODUCTION

Chapter 10 of the SLLC manual deals with the general processes for the adjudication of parcels.

There still remains some uncertainty as to what is the correct process is for the demarcation of parcels where a road or other feature passes through a holding.

2 PROCESS

The basic principle to be followed is:

- viii. In the case where the parcel is split by a feature (such as a road) which is NOT the property of the farmer, then both sides of the feature should be registered as separate parcels with separate Parcel IDs.
- ix. In the case where the parcel is split by a feature which is on the farmer's land (like a footpath, or a gully) then the parcel should be registered as one single part polygon. The encumbrance on the land is acknowledged.

The key process to be followed in all such cases is as follows:

- Ask the land holder if he/she has rights over the area of the feature that crosses the parcel, i.e. does it fall into his or her land holding or not;
 - If it is a road then the landholder will normally say no, the road belongs to the kebele. In such a case the two parts of the holding will have separate Parcel IDs.
 - In other cases such as gullies, water courses, or paths the farmer will normally say yes, it is part of my holding. In such cases then the parcel will have one Parcel ID and the gully, path etc., will be included in the parcel area.
 - If neighbours or others have a right to use the path, gully, watercourse etc., then an encumbrance will be recorded in the Field Recording Form.
- In the event that the LAC representative disagrees with the farmer as to whether the feature constitutes part of his/her holding then it will be demarcated and recorded as claimed by the farmer and a dispute form raised.

3 RATIONALE FOR THE PROCESS

It is in theory possible to use multi-part polygons. However, reasons not to use them include:

- Our concern is that farmers should maximise what they register, and don't start fragmenting parcels because of a small footpath or gully.
- **Consistency**
If we use multipart polygons with the same parcel ID because a parcel is split bisected by a road or river (the property of another entity, whether we register it or not), then why don't we do the same if the parcel is bisected by another parcel? For example if Simon has a parcel sandwiched by two parcels owned by Menberu, why not give both of Menberu's parcels the same parcel ID?
- **Error checking**
We need to automate error checking, including checks for multi-part polygons. If we allow

legitimate multi-part polygons then these will show up in the error checks. This means that the operator performing the checks will be compelled to check the record (wasting time) and is prevented from automatic batch correction as we will no longer be able to assume that any multipart polygon is an error. In areas with roads and rivers we'll encounter this issue a lot.

- ***LTR Management: Performance monitoring and payment of field teams.***
How are these polygons reported? If two parcels are demarcated but only one parcel ID is given then we should count this as only one parcel, and payment will be made on this basis. Not sure our teams would like that.

There are more reasons, but the bottom line is this: the issue isn't that you can't use multi-part polygons in a cadastre. The issue is that it is **better** not to use multi-part polygons.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 8

Completion of Fieldwork Handover Form

1 INTRODUCTION

Chapters 9 and 10 of the SLLC manual deal with the general processes for the adjudication of parcels. Chapters 11 to 15 describe the process of digitising this data, preparing it for Public Display, and making corrections after public display.

The quality and accuracy of spatial and textual data is critical to the success of SLLC. It has become clear during the initial public display events in the first sets of kebeles that quality control and monitoring of data during the exchange of data between the field teams and back office technical team requires strengthening. The **Fieldwork Handover form** and sub-process will help to mitigate against future errors and problems going unchecked.

2 PROCESS

The **Field work Handover Form** should be completed by the FTL whenever he or she submits completed field materials back to the head office (minimum weekly basis), and endorsed by the TTL and WC. The WC will copy sufficient copies of the **Fieldwork Handover Forms** and distribute to each Field Teams designated in the woreda.

An example of the form is appended below with this SIGN as an Excel table. The following describes how each field on the form will be completed. In all cases, the numbers recorded should describe the numbers submitted in that batch of field data – not a cumulative amount for the Kebele.

- **Number of Parcels Demarcated** – this is the total number of parcels demarcated in that batch of field data. This number should be the same as the number of number of FRFs + the number of Dispute Forms. Any difference should be explained by the FTL.
- **Number of Map Sheets Completed** – total number of field map sheets submitted. These should be completed.
- **Map Sheet Numbers** – this is a list of the Map Sheet Numbers Submitted. This should be verified by the TTL by checking against the submitted map sheets.
- **Number of FRFs Submitted** – this is a count of the number of FRFs submitted. This should match the number of FRFs submitted.
- **Number of Disputes Submitted** – total number of disputes recorded. This should match the number of dispute forms submitted.
- **Parcel ID Series Used** – These are the Parcel ID issued to **and used** by para surveyors. For example: 1- 500, 600 – 764 etc. It is important field back office staff to be able to check which Parcel IDs **have not been used**.
- **Parcels with problems** – briefly describe any parcels with unresolvable problems. For example where a Kebele or Woreda boundary is not agreed or resolved.
- **Is the Kebele now complete?** Answer **Yes** or **No** depending on the status of the Kebele.

The completed form will be signed by the FTL.

The TTL and WC will check that the form is complete and that the number of FRFs and Field Map Sheets submitted matches what is recorded on the form. Once they are satisfied they will sign the form.

Failure to complete the form should be reported to the Regional Coordinator.

3 APPLICATION OF THE PROCESS

The process will be applied in all regions in all LIFT wordas.

4 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

5 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

6 EXAMPLE OF FIELDWORK HANDOVER FORM (SEE OVER PAGE)

Date (d/m/y) : From to		
Woreda:		
Kebele:		
Name of Field Team Leader:		
Number of Parcels Demarcated		
Number of Field Map Sheets Completed		
Map Sheet Numbers:		
Number of FRFs Submitted		
Number of Disputes Submitted		
Parcel ID Series Used:		
<div></div>		
Parcels with problems (describe problem briefly)		
<div></div>		
Is the Kebele now complete?		
Signature of FTL		
Signature of TTL		
Signature of WC		

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 9

Spatial Error Checking Before and After Public Display

1 INTRODUCTION

Chapters 11 to 15 describe the process of digitising parcel data, preparing it for Public Display, and making corrections after public display.

The quality and accuracy of spatial and textual data is critical to the success of SLLC. It has become clear during the initial public display events undertaken in the initial three kebeles that quality control and monitoring of data has not been rigorous, that errors introduced in the back office are not being corrected, and that the public display period is not being used as an opportunity to make systematic corrections to known errors. This SIGN describes the process for correcting spatial data errors introduced in the back office, and communicating any outstanding errors to the field so that are corrected during the public display period.

2 PROCESS

2.1 DAILY CORRECTIONS:

The Digitisation Technicians (DTs) will check their work on a daily basis. This should take only a few minutes, and will allow them to quickly identify any errors they have accidentally introduced during digitisation.

The error checking procedures are described in Annex X of the SLLC revised Manual. TTLs have received training on these procedures and should pass on their knowledge to their teams and thereof responsible to monitor its proper implementation.

The DT should open a digital version of the **Parcel Error Reporting Form** to record errors they identify each day.

Key errors to identify during daily checks:

- Duplicate Parcel IDs
- Missing Parcel IDs in series
- Topology Issues
- Boundary not clear or overlapping – note that a boundary should still be digitised, but should be noted in the **Parcel Error Reporting Form** for later field correction.
- Other unusual errors – such as missing parcel IDs, unclear parcel IDs or unusual parcel IDs.

Any errors which can be corrected in the office should be corrected and saved. Errors which require field checking should be recorded in the relevant space on the **Parcel Error Reporting Template** (further details in 2.2 below)

2.2 KEBELE COMPLETION CORRECTIONS:

Once the digitisation of the Kebele is complete, the DTs will perform one final check of the parcels before finalising the **Parcel Error Reporting Form**. If more than one DT has been

involved in the digitisation of a Kebele, they must consolidate their shapefiles and **Parcel Error Reporting Forms**, then perform a check of the consolidated data.

For each box on the form, complete as follows:

- **Duplicated Parcels** – list the Duplicated Parcel IDs followed by the Field Map(s) number(s). For example if parcel ID 123 is duplicated on map sheets 15 and 30, then list as follows: 123 (Maps 15 & 30)
- **Missing Parcels** - list the missing parcel IDs
- **Boundary Not clear** - list the Parcel ID or IDs and the Field Map Number. Example: 123 & 124 (Map 14)
- **Boundary Overlap** - list the Parcel IDs and the Field Map Number. Example: 123 & 124 (Map 14)
- **Other Issues** - useful descriptive information is required. For missing Parcel IDs, give the map sheet and the Parcel ID of an adjacent parcel. For Example: Map 15, west of parcel 123.

The Summary Table Column under “Digitisation Technician” should be completed indicating the number of problems found in each category. The DT (or Technicians) should then print and sign the **Parcel Error Report Form** and submit to the TTL.

2.3 TTL CHECK AND HANDOVER TO PUBLIC DISPLAY FTL

The TTL should perform a check of the completed Kebele parcels to validate the data provided by the DT, before signing the **Parcel Error Report Form** and completing the Summary Table by ticking the relevant boxes.

The TTL should then inform the WC and hand over the Parcel Error Reporting Form to the FTL responsible for Public Display in that Kebele. The FTL may wish to discuss the issues directly with the DT if an opportunity is available.

2.4 CORRECTIONS IN THE FIELD:

The FTL who is responsible for public display should oversee the completion of checking and corrections during public display period. These should be done by deploying para surveyors systematically to address the issues. The KLAC may be able to assist in finding individual land holders to verify their data. Land holders will attend public display, so there may also be opportunistic circumstances to make corrections.

All corrections or additions to Parcel IDs and boundaries must be made in **red ink**.

The FTL will complete the relevant boxes on the **Parcel Error Reporting Form** as follows:

- **Corrected Parcels** - a list of Parcel IDs. Any supporting information should be included in parentheses - () following a parcel ID. IDs will be separated by commas.
- **Remaining Errors** – a list of those parcel IDs with errors which could not be resolved. These should be exceptional circumstances only, and supported by written information.

The FTL and Parasurveyor responsible for Public Display will both sign the form and submit the corrected data to the TTL. If circumstances allow, this may be done while public display is ongoing. In this case this section of the Parcel Error Reporting Form should be printed for

each submission of data. The original Parcel Error Reporting Form should be maintained for the final post-public display submission only, and should include a comprehensive list of all errors corrected in the field.

The FTL will complete the “Corrected at Public Display” column of the summary table, giving the total number of each correction.

The TTL will sign the form to indicate receipt.

2.5 FINAL BACK OFFICE CORRECTIONS

The TTL will pass the **Parcel Error Reporting Form** to the DT who will correct the errors as a matter of priority.

There may be a small number of outstanding errors remaining. This should not hold back the preparation of certificates. These outstanding errors should be recorded on the form.

If a large number of errors remain (>1% of total parcels in the Kebele), this should be reported to the RC immediately. The RC will discuss the issues with LIFT senior management as a priority matter.

The Parcel Error Reporting Form is completed as follows:

- **Total Correct Parcels** – the total number of parcels without an outstanding error.
- **Remaining Errors** – list the remaining errors, including parcel IDs and a brief description of the type of error.

The DT should complete the “Corrected by GIS Technician” column in the summary table giving the number of parcels corrected in each case. They will sign the form.

The TTL will check and confirm the account of the DT, ticking the “Checked by TTL” column and signing. The TTL will also complete the summary columns showing the total number of outstanding errors and the total number of parcels digitised in the kebele.

Failure to complete the form should be reported to the Regional Coordinator. When visiting Woreda offices and Public Display Teams the Regional Coordinators will ask to check the **Parcel Error Reporting Forms**.

3 APPLICATION OF THE PROCESS

The process will be applied in all regions in all LIFT woredas.

4 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

5 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

6 EXAMPLE OF PARCEL ERROR REPORTING FORM (SEE OVER PAGE)

Parcel Error Reporting Form is also supplied as a digital Excel table.

PARCEL ERROR REPORTING FORM

Woreda:	
Kebele:	
Total parcels demarcated in the kebele	

Summary Table:

	Digitisation Technician (DT)	Checked By TTL	Corrected at Public Display	Corrected by Digitisation Technician	Checked by TTL	Outstanding Errors	Total Digitised Parcels
Duplicated Parcels							
Missing parcels							
Boundary Not Clear							
Boundary Overlap							
Other Issues:							

Office Correction Notes:

Duplicated
Parcels:

--

Missing Parcels:

Boundary Not Clear	
Boundary Overlap	

Other Issues: (No Parcel ID, parcel ID not clear etc)

Signed by Digitisation Technician:

Signed by TTL:

Field Correction Notes:

Corrected Parcels:

Remaining Errors

Signed by FTL:

Signed by Para surveyor:

Signed by TTL:

Final Office Correction Notes:

Total Correct Parcels:

Remaining Errors

Signed by Digitisation Technician:

Signed by TTL:

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO.10

Preparation and printing of landholding certificate

1 INTRODUCTION

The preparation and electronic mass printing of landholding certificates encompasses a series of processes for the approval of the clean textual and spatial data sets (i.e. Cadastral Extracts as the term used in the SLLC manual) and approval and authorisation of the printed certificates.

This SIGN elaborates the processes involved to prepare the landholding certificates in Amhara, Oromia, SNNP and Tigray which are based on the existing federal and regional rural land administration and use laws (RLAULs) and regulations. Additionally, it elaborates the certification process in general and the approval processes in particular which are described in Chapters 17 and 18 of the SLLC manual.

2 CONTENT OF THE LAND REGISTER AND LANDHOLDING CERTIFICATE

Based on the federal and regional RLAULs and regulations, the general contents of the Land Register and Landholding Certificates of Amhara, Oromia, SNNP and Tigray are shown in Annex 1. The general data contents of the Land Register and Landholding Certificates of the four regions are more or less similar, the exception being Tigray where legal provisions on the contents of both the Land Register and Landholding Certificate are absent.

The requirements are also summarised as follows:

2.1 COMPOSITION OF THE LANDHOLDING CERTIFICATE

The regional RLAULs and regulations of Oromia, SNNP and Tigray lack legal details of the legal entities who are responsible to prepare and authorise the certificate. The exception is Amhara where the details are present on the approval process. Art. 21 of the Amhara Rural Land Administration and Use Regulation stipulates the following:

“..... The landholding certificate shall contain, among others, the name and signature of individuals who prepare and authorise the certificate...”

The nature and composition of the Landholding Certificates vary from one region to another. In Amhara and SNNP, the certificate consists of a Book and Parcel Map as separate print outs. The certificates of Oromia and Tigray consist of one sheet containing both textual and spatial data sets. The composition and authorisation of the certificates are shown in the table below:

Table-1- Composition of landholding certificate

Region name	Composition of the certificate	Authorisation of the certificate
Amhara	<ul style="list-style-type: none">• Green Book plus the Parcel Map• LIFT to print only the Parcel Map	<ul style="list-style-type: none">• Name and signature of the expert who approve the certificate;• Name and signature of the official who authorises the certificate:• Stamp of woreda

Region name	Composition of the certificate	Authorisation of the certificate
Oromia	<ul style="list-style-type: none"> A one A4 size landholding certificate containing both textual and spatial data sets; 	<ul style="list-style-type: none"> Name and signature of the individuals who approves and authorises the certificate; Stamp required
SNNP	<ul style="list-style-type: none"> An individual parcel holding book plus Parcel Map 	<ul style="list-style-type: none"> Name and signature of the individuals who approves and authorises the certificate; Stamp required
Tigray	<ul style="list-style-type: none"> A one A4 size landholding certificate containing both textual and spatial data sets; 	<ul style="list-style-type: none"> Names and signatures of individuals who approve and authorise the certificate Legal stamp of the Woreda EPLAUA

As observed from the above all four regions require signatures of individuals who approve and authorise the certificates.

3 OVERVIEW OF THE PROCESS

The following flowchart provides an overview of the process of approval and authorisation of certificates for printing. The process leads on from the procedures described in SIGN 9 on the checking for errors before and after public display.

Action Description	Para ref	On screen	Manual
x. Checklist printed of all parcels in the kebele	4.1		
xi. Checklist reviewed by TTL, WC and WLO expert			
xii. Any additional corrections or complete information, resolved disputes made.			
xiii. Final checklist reviewed and signed by TTL, WC, WLO expert			
xiv. WLO expert logs into system as approver and checks screen list to the final checklist	4.2		
xv. Signed final checklist filed by the WC			
xvi. WLO expert approves the screen list.			
xvii. Head of WLO logs in as authoriser	4.3		
xviii. Reviews and authorises the screen list for printing			
xi. Certificates printed			

These steps are described below.

4 PROCESS DESCRIPTIONS

The below are the procedures required to be carried out in order to approve and authorise the parcels for certificate issuance.

4.1 VERIFICATION OF THE LAND REGISTER DATABASE

As defined in the Rural Land Administration System Manual (RLAS Manual, 2015), the Land Register is defined as:

“...Parcel-based digital database organised by region, woreda and kebele level. Each parcel registered as an electronic record, showing the Unique Parcel Identification Number (UPIN), the particulars of the related land rights holders, the rights of the holder(s) on the parcel and limitations thereof (encumbrances) and several attributes related to the parcel (i.e. area, land use, etc.).”

4.1.1 Printing of the Checklist

The completeness of the legally required data in the electronic Land Register database will be verified and checked for its completeness and readiness of certification. For each kebele where the data corrections are completed after the public display event, a Checklist will be prepared to check and verify the data completeness of the Land Register. This list (Annex 2) contains the following information:

- Phot ID or Land holding number (Amhara)
- Name of land holder
- Parcel Number (UPIN)
- Area of the parcel
- Whether complete, incomplete or in dispute

4.1.2 Review of the checklist

The checklist will be reviewed by the TTL, WC and an expert of the Woreda Land Office working together. It is not the intention that they will audit in detail the list but may follow up a small (+/- 10) random sample of entries to supporting documents (FRFs). They may also check on items where the parcel area is very large, holding numbers or other data seems incorrect.

Unless a very significant number of errors are found this process should not take more than half a day.

If some changes are required for corrections, release of disputes or completing the information these will be marked on the checklist and initialled by the WLO expert and the WC. The TTL will initial after ensuring that the corrections are made.

The checklist will then be signed by the TTL, the WC and the WLO expert as a final agreed list of parcels for certification.

4.2 APPROVAL FOR CERTIFICATION

Following the agreement of the checklist the WLO expert will log on as the approver. He/she will select the relevant woreda and a list of parcels in Photo ID or holding number (Amhara)

order will appear giving the same information as on the checklist but excluding any parcels which are incomplete or under dispute.

He /she will check this to the signed checklist to ensure that all corrections are made and that no disputed or incomplete parcels are included screen. Otherwise the check can again be made on a sample basis (+/- 10) to ensure that complete parcels are included. If we see that the sample are correct then we can be reasonably clear that the system is delivering the correct items, and so item by item checking is not necessary.

The approver will then enter her/his approval on the screen.

The signed checklist will be filed away by the WC as evidence of the checking process followed.

4.3 AUTHORISATION FOR CERTIFICATION

The approver will then inform the Head of the WLO that he/she has approved the kebele and request her/him to authorise it for certification. Authorisation cannot take place until the parcels have been approved in the system.

On logging into the system the authoriser, having selected the appropriate kebele, will see the same list of complete and undisputed parcels as seen by the approver. He/she will then authorise these parcels in the system after a screen review and obtaining any explanations requested.

4.4 ESTABLISHMENT OF USER RIGHTS FOR APPROVAL AND AUTHORISATION.

Before the commencement of the approval and authorisation process the WLO will need to notify the TTL in writing of those people who will have the rights to approve and authorise.

4.4.1 Approval

The approver will normally be a woreda land expert and the head of the WLO will appoint up to four of these who will be given approval rights in the system. In appointing them the WLO will provide a specimen signature, name and job title for each, who will be signed separate passwords.

4.4.2 Authorisation

The authoriser will normally be the head of the WLO, who will provide the TTL with a specimen signature, his name and title. He/she will also provide the name of a delegate who will be given a separate access right to log in in the absence of the WLO head. The signature, name and title that will appear on the certificate will however be that of the WLO head.

5 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

6 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

7 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

ANNEX 1 - CONTENT OF THE LAND REGISTER AND LANDHOLDING CERTIFICATES

Region	Content of the Land Register	Content of Landholding Certificate	Remarks
1 Federal Level LAUD of the MoA	<ul style="list-style-type: none"> Landholder's Name Landholder's Name of the adjoining/neighbouring parcels Land use; soil fertility; and Rights and obligation of the landholder 	<ul style="list-style-type: none"> Landholder's name Land size; land use; soil fertility; and Rights and obligation of the landholder 	Art. 6 (1), 6 (3), 6 (4) and 6 (6) of the Proclamation No. 456 /2005
2 Amhara	<ul style="list-style-type: none"> Full name of the landholder; Names of the neighbouring landholder's Means of acquisitions; Soil fertility; land use Rental agreement; and Rights and obligation of the landholder 	<ul style="list-style-type: none"> Full name of the landholder; Landholder's address & photographs: Holding No. Parcel area; Land use; soil fertility; Rights and obligation of the landholder; Certificate issuance data; Name and signature of individuals who prepared and authorised the certificate 	<p>a) Proclamation No 133/20006 Art. 24 (1) and 24 (2)</p> <p>b) Regulation No 51/2207 Art. No 21</p> <p>c) Implementation manual on rural land registration and record updating</p>
3-Oromia	<ul style="list-style-type: none"> Full name of the landholder Parcel area Parcel code; Type and year of acquisition; Soil fertility; land use; Rental agreement; and Rights and obligation of the landholder 	<ul style="list-style-type: none"> Full name of the landholder; Parcel boundary and area; Unique parcel code 	<p>a) Proclamation No 130/2007;Art. 15 (1) and 15 (3)</p> <p>b) Regulation Art. 13 (1), 14 (1) and 14 (12)</p>
SNNP	<ul style="list-style-type: none"> Full name of the landholder 	<ul style="list-style-type: none"> Full name of the 	a) Proclamation No

Region	Content of the Land Register	Content of Landholding Certificate	Remarks
	<ul style="list-style-type: none"> Family size (exceptional to the SNNP region); Landholder's of the neighbouring parcels; Soil fertility; land use Rental agreement; Rights and obligations of the landholder 	<ul style="list-style-type: none"> landholder Parcel boarders/ boundary lines; Parcel size; Soil fertility; land use Rights and obligation of the landholder 	<p>110/2007 Art 6 (1) and 6 (10)</p> <p>b) Unlike Amhara and Oromia regions, the regulation of SNNP has NO provisions on the content of the Land Registry and landholding Certificate</p>
Tigray	<ul style="list-style-type: none"> No legal provisions on the content of land Registry 	<ul style="list-style-type: none"> No legal provision on the content of Landholding Certificate 	<p>Both proclamation No 97/2007 and regulation No xxx/2007/8 have NO provisions on the content of both the Land Registry and landholding certificate</p>

ANNEX 2 - CHECKLIST AFTER CORRECTION

Region Woreda.....

Kebele

Date Printed:

Landholder's Photo ID/ Holding ID	Landholder's Name	UPIN	Area	Complete	Incomplete	Dispute

Name and signature of the TTL

Name and signature of the WC

Name and signature of the WLO

Date:

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 11

Distribution of Landholding Certificates

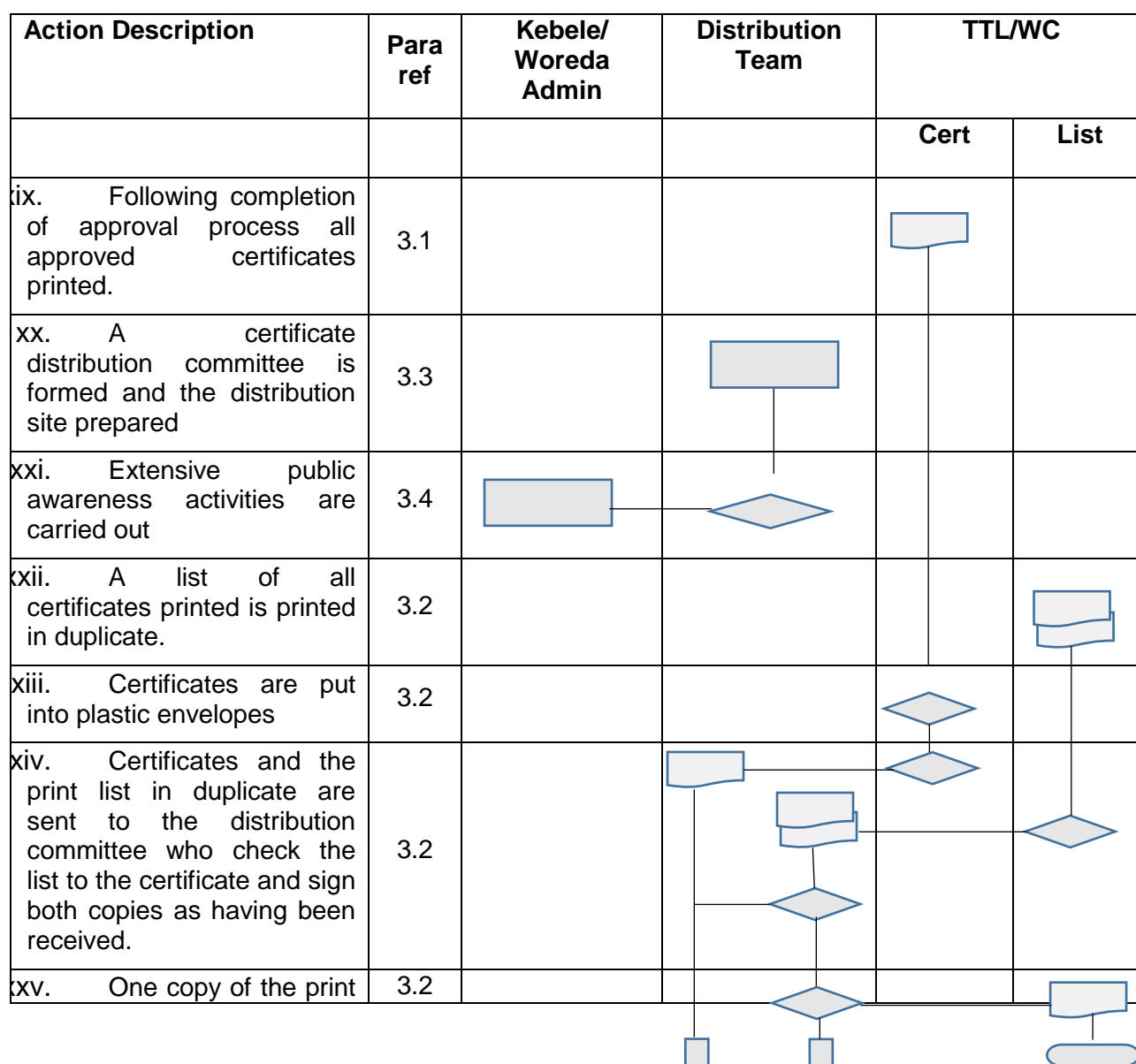
1 INTRODUCTION

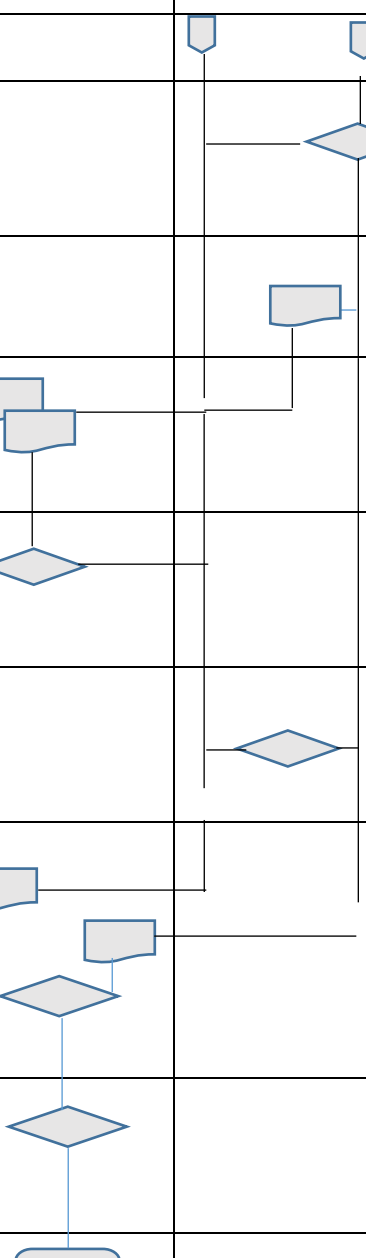
The process of distributing landholding certificates is the final stage of the SLLC process, culminating in the distribution of landholding certificates to rightful landholders for parcels which are not disputed. As there is no detailed legal procedures addressing the distribution of landholding certificates, this SIGN elaborates the procedures for the preparation and handing over of landholding certificates to farmers based on the SLLC Manual (Certificate Distribution). This SIGN draws on experience from Ethiopian and international best practices.

2 PROCESS

The process for the distribution of certificates follows from the approval of the certificates described in SIGN 10.

The process may be summarised as follows:



Action Description	Para ref	Kebele/ Woreda Admin	Distribution Team	TTL/WC	
				Cert	List
list is returned to the TTL and filed away.					
Brought forward					
xvi. Distribution commences Recipients sign against the printed list for certificates received.	3.5				
xvii. Errors are recorded against the print list and a correction form prepared	3.6				
xviii. Correction forms sent together with incorrect certificates to WLO for correction	3.6				
xix. Following correction by WLO through TTL certificate sent back to Distribution Team	3.6				
xx. Summary report prepared at end of the week. Submitted through WC to WLO and RC	3.7				
xxi. Remaining certificates and print list are passed to the Kebele administration who check and sign the print list as having received all items marked as sent to them.	3.8				
xxii. Kebele Admin continue to issue certificate until complete, preparing summary reports	3.8				
END					

3 PROCEDURES

The following describes the procedures within the above process.

3.1 CERTIFICATE PRINTING

Before printing the TTL will run a final test by producing an excel spread sheet which will separately list

- All the UPI numbers on the textual database for the kebele but not on the spatial database.
- All the UPI numbers on the spatial database but not on the textual database.
- All duplicated UPI numbers on the spatial database.
- The total number of parcels on each database.

There should be zero differences or duplications if the corrections process following SIGN 10 has been carried out properly but this is a last check. If there are any differences these must be corrected before the printing goes ahead.

NB – there must be ZERO differences between parcels entered and parcels digitised before going ahead

The TTL will print all the certificates for the kebele that have been approved by the head of the WLO. While printing, the TTL will check for quality of printing, alignment of type and possible smudging of the paper. The TTL will do this by first sending a small batch of 10 certificates to the printer and inspecting the quality of the printed output.

The certificates will be printed in UPI number (adapted in Amhara).

The TTL will deploy casual staff to put the certificates into plastic file envelopes ensuring that they continue to be in holding number order.

Please note that the print process will start with the textual database parcel ID (or UPI Number) and look for the equivalent ID in the spatial database. If it is missing or duplicated then the certificate will not be printed.

At the end of the print process the system will print a report of the number of parcels printed and the IDs of any parcels not printed, together with the reason. The latter should be zero if the above check has been carried out, but this is a final security. If it is not zero, any not printed should be resolved and printed if needed before printing the Print List.

3.2 PRINT LIST

Following the printing of the certificate, the TTL will print (in duplicate) a list of all the parcels in the kebele by UPI number (Amhara adapted). He/she will check that all the certificates printed are on the list and vice versa.

He/she will sign the list and hand it and the certificates to the WLO expert in the Certificate Distribution Committee (CDC) who will check that all the certificates present are on the list and vice versa. The WLO expert will sign both copies of the list and return one copy to the TTL for filing.

The certificates will be packed into boxes, labelled with the woreda and kebele names and the UPI numbers contained within. If feasible, boxes should also be labelled in order to facilitate the process of delivering the certificate to the landholders during certificate distribution period.

The print list is a key control document for the process. The certificate is a valuable document and its movements should be controlled and recorded at every step. An example of the print list is attached at Annex 1.

3.3 FORMATION OF THE CERTIFICATE DISTRIBUTION COMMITTEE (CDC)

In each kebele, the Woreda Land Administration Office (WLAO) will, after completion of public display, establish a CDC, which will consist of the following 4 to 5 members:

- A Field Team Leader as the chairperson of the Objection and Correction Committee (O&CCs). The field team leader will co-ordinate the formation of the CDC and the establishment of the distribution premises. He/she will thereafter be responsible for quality control of the process, ensuring that the laid down procedures are being followed.
- A woreda land administration expert who will be there full time and responsible for the overall management of the process.
- A representative of the kebele administration (kebele land expert in Amhara).
- A representative from the KLAC-2 members. One should be female. If the KLAC has no women members, other appropriate women should be deployed.

The CDC will be responsible for the following key duties and responsibilities:

- Organize public awareness for landholders to collect landholding certificates during the certificate distribution period;
- Ensure that unissued certificates are securely stored
- Ensure that certificates are properly issued and recorded.
- Ensure that any corrections arising are properly recorded and speedily addressed;
- Prepare the weekly summary report
- Properly hand over and record any unissued certificates

3.4 AWARENESS RAISING

It is critically important that the vast majority of farmers pick up their certificates during the one week distribution period and therefore an extensive and deep awareness raising exercise must take place.

The CDC in close collaboration with the KA leadership and KLAC will organize awareness raising to all landholders in the week before the certificate distribution event (e.g. Kebele level meeting, posters, etc.). The awareness raising should, as far as possible, reach landholders who currently not living in the kebele. The awareness message should contain the following key messages:

- Place, day and time of certificate collection event;
- Documentary evidence that the landholder must bring to collect his/her certificates;
- Vulnerable groups (VGs) to send their legal representatives or trustees to collect their certificates;
- Need for both husband and wife to be present where the certificate is in both names.
- The certificate as guarantee of ownership and as key legal document to be presented during transfer of land rights.
- The importance of registering transactions and how the register is maintained.

3.5 DISTRIBUTION OF CERTIFICATES

While the public awareness raising is underway, the CDC shall locate and fix a convenient working place within the kebele in order to accommodate the distribution event. Possible venues may include the FTC or the Kebele Meeting Hall. There will be dry space to store the certificates securely and safely

Although the certificate distribution event will be organized at the kebele level, it may be convenient to call residents of each Sub-kebele rather than calling all at once. This arrangement will enable a more efficient service to the landholder. However, provision should also be made to allow farmers to come on days other than that allocated to their area. Where Certification is by sub kebele and efforts should be made to ensure at least the woman member of the KLAC (if not both) is from the relevant sub kebele to better identify landholders and to witness wives.

The following rules and procedures apply:

- Every landholder or their trustees shall present their Identification Cards (IDs) or oral witnesses of the KA management, KLAC members or elder's committee as a proof of identity;
- All holders named on the certificate must be present.
- The landholding certificate holders or their trustees shall sign on the print list as evidence that the certificate has been handed over;
- The collective certificate distribution event lasts only for one week, however, this should be flexible in respect of local customs. Where there are highly celebrated and/or attended market days or holidays, these days should be accounted for. Similarly, during busy agricultural periods it may be more efficient to conduct distribution events during the evenings and weekends;
- Parcels disputed during the certificate distribution event will NOT be recorded during this period. Therefore any emerging counterclaims should be handled via proper dispute handling mechanisms which should be in accord with the regional legislation and regulation;
- Existing disputes will not be resolved during the distribution event but managed through the administration system post SLLC.
- The landholder shall NOT PAY any cost for the distribution of the landholding certificate;

3.6 CORRECTION OF ERRORS ON CERTIFICATES

Where a landholder identifies an error on the certificate:

- An error report form (Annex 2) will be prepared and signed by the team and countersigned by the landholder(s).
- The certificate will be marked in large letters as cancelled
- The cancelled certificate will be attached to the error report form
- The entry in the print list for that parcel will be marked as sent for correction

The error report and certificate will be sent to the WC and WLO for correction if possible before the end of the week. Following scrutiny the TTL will correct the certificate, print a new one and enter details of the correction in the form. He/she and the WLAO will sign the form and return to the field. It will be entered in the Print List as returned and the form signed by the Field Team Leader.

3.7 REPORTING

The field team leaders will complete on a daily basis the Weekly Certificate Distribution Report. This is attached as Annex 3 and shows the number of collected and uncollected certificates, to be sent to the head of the WLAO and the WC at the end of the week. The WC shall make at least weekly field supervision visits to check and monitor the progress in certificate distribution.

The WC checks and enters the data into an excel report (Annex 4) which is sent to the RC for onward transmission to the M&E department.

After closure of the event the woreda land administration office will fill out Annex 4 and send to the RC through the WC. They will also complete the excel version of Annex 5 to confirm the UPI numbers that have been collected and the date of collection. UPI's which have not been collected should not appear in this spreadsheet. This data will then be uploaded by the WLAO into IWORLAIS and should also be saved.

3.8 CLOSING OF THE EVENT

After one week or other period as agreed the distribution event will be closed and any uncollected certificates handed over to the kebele administration for distribution. Those remaining will be indicated on the print list and the representative of the kebele administration will mark check the print lists to the certificate handed over to ensure that they are consistent.

He/she will then sign for acceptance, and the CDC will produce a final version of the Weekly Certification Distribution Report.

The kebele administration will then continue to prepare weekly reports until all have been collected or the certificates are returned to the woreda.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions in all LIFT woredas.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

ANNEX 1: PRINT LIST

[illegible]

Woreda Name					Kebele Name			
			Collected		Correction Required		Not Collected sent to KA	
UPI	Landholder's Name	Photo ID	Date	Signature	Date sent to WC	Date Corrected		
Signed by TTL as correct and complete:							Date	
Signed by WLO expert as received complete							Date	
Signed by KA as uncollected received complete							Date	

Annex 2 Certificate Error Report

Woreda: _____ **Kebele:** _____
UPI No. _____.

Nature of Correction Required

	Field Team Leader /Woreda Expert	Land Holder 1:	Land Holder 2:
Name:			
Signature			
Date:			

CORRECTION MADE**DETAILS OF CORRECTION MADE**

	Correction approved		Received and Entered in Print List
	Technical Team Leader	WLAO Expert	Field Team Leader /Woreda Expert
Name:			
Signature			
Date:			

Annex 3 Weekly Certificate Distribution Report Sheet

	<u>Field Team Leader Name:</u>			<u>Date on the Friday:</u>	
	<u>Kebele:</u>			<u>Signature of Field Team Leader</u>	
Day	# of certificates in hand at the start of the day	How many corrected certificates been received today?	# of certificates collected by farmers	# of certificates requiring corrections sent to TTL	# of certificates in hand at the end of the day
	A	B	C	D	A+B-C-D
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
	Remarks				
Calculation	The number of certificates at the start of the day MUST EQUAL the number of certificates at the end of the day.				
Data source	The number of UPI's which are collected or require correction on the "Print List" must be used to count the numbers collected.				
Check, Check and Check again	At the end of the day, count the number of certificates which are left to verify the number which have been collected and the number which are left at the end of the day.				

Annex 4**Woreda weekly certificate Distribution Report****Week Commencing:**

Region	Woreda	Kebele	Number of certificates collected	Number of certificates requiring corrections	Number of certificates corrected and returned to the kebele

Annex 5

UPI	Date of collection
10404001/567	Day/ Month/ Year
10404001/426	Day/ Month/ Year
10404001/98	Day/ Month/ Year

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 12

Spatial data checks before printing

1 BACKGROUND

In spite of the procedures noted in the SLLC manual, frequent problems were noted during certificate approval and printing process. Additionally, frequent problems appeared on the printed certificates. This note highlights these problems and introduces “Sample Printing” procedures before mass printing the whole kebele.

2 PROCESS

2.1 FREQUENTLY ENCOUNTERED PROBLEMS

Chapters 11 to 15 describe the process of digitising data from the field, preparing it for Public Display, and making corrections after public display.

The following issues (problems) have been observed in various LIFT woredas in all regions:

- Parcels without textual information
- Area=0 in public display printout
- Area=0 on certificate
- No extract on certificate (blank)
- Incorrect area on certificate

These are mainly due to the persons responsible not following the procedures laid out in the aforementioned chapters of the SLLC manual, as well as Chapter 5 of the GIS Supplementary Notes.

The causes of the problems mentioned above are one or a combination of the following:

- Spelling error in the “parcel_id” field name
- Wrong data type for the “parcel_id” field
- Spelling error in naming the kebele
- Not following procedure in naming the kebele

The following checking process will help in solving these problems.

Whenever the TTL creates and exports the POSTGIS table for the kebele, he or she will follow the procedures described in the SLLC manual and Supplementary Notes.

Whenever error symptoms are observed, the TTL will do the following:

- **Parcel Id field:** Make sure that the parcel ID field on the spatial database is named *parcel_id* in lower-case letters. If is not, rename the field in PostgreSQL Admin application.
- **Parcel ID field data type** – The data type should be numeric (integer) with a width of 5. If not, create a new numeric field, copy the data to this new field and delete the old field.
- **Spelling errors on kebele name / Naming procedures** – The proper procedure for naming a kebele is “*kebele_name_code*”, e.g. *adele_qobna_borobor_070105049*. Rename any kebele which has not been named thus. Don’t forget the zero in front of the code. Make sure the spelling of the kebele name is the same as the textual database.

2.2 SAMPLE PRINTING BEFORE MASS PRINTING

Before printing certificates for all approved parcels in a kebele, print about 1 – 2% to check and verify the correctness of the following variables:

- Name of the kebele
- Name of the landholders
- Areas of all parcels under a particular holding

Under the leadership of te TTL, the sample printed certificates should be checked for data correctness and the same to be submitted to the Woreda Land Office Head and LIFT Focal Person for verification and thereof building their confidence on the correctness of the data. Identified errors should be corrected immediately before mass printing. This step will be collaborative, and will take less than one hour. A lack of participation from the Woreda Land Office Head / LIFT Focal Person should not be used as a reason for delay. Any delays from the Woreda Land Office Head / LIFT Focal Person should be reported immediately to the Regional Coordinator.

The mass printing for the whole kebele should proceed if there are no errors in the printed sample certificates and after errors are corrected for incorrect data printed on sample certificates.

3 APPLICATION OF THE PROCESS

The process will be applied in all regions in all LIFT woredas.

4 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

5 UPDATES

***SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 13.1:
Adjudication of Parcels with Deceased Land Holders***

1 INTRODUCTION

Module 10 of the SLLC manual deals with the general processes for the adjudication of parcels.

There is an inconsistency in the way in which parcels form part of the estate of deceased persons are recorded. This is of particular concern in most of the regions where the Regional Rural Land Administration and Use (RRLAU) Proclamations/regulations are vague and lacking the details on the subject. The suggested registration procedures defined in this SIGN are therefore interim, eventually to be replaced by the RRLAUPs and their associated regulation taking into account these issues in sufficiently detailed manner.

2 PROCESS

In a situation where a landholder(s) is deceased under a condition where the entire holding is under a “Joint Ownership” of both spouses, or with a combination of both “Private Ownership” and “Joint ownership” of a parcel (or parcels) of land, there are various situations that influence the registration process during field adjudication and certificate issuance. The process described below elaborates the procedures for registering the holding of the deceased households.

2.1-Registration during adjudication and demarcation stage

The following four broad scenarios may occur when registering a parcel belonging to a deceased person(s) with and without succession rights established by legal heirs:

1. Both spouses deceased with succession rights established by legal heirs:

This represents the simplest situation where both spouses are deceased with inheritance / succession rights established (i.e. court decisions) for legal heirs. In this situation, registration will be undertaken in the following manner depending on the situation/case:

- If the heirs are under the age of maturity (Orphans < 18Yrs), the parcel will be recorded during adjudication under the heir's name. The Certificate will be prepared in the heir's name, however, the land/parcel will remain under guardianship until the heir reaches the age of maturity;
- If the heir (s) are 18 yrs. and above during the adjudication period, the parcel will be recorded and certificate issued under the name of the legal heirs.

2. One spouse deceased with succession rights established by legal heirs

Procedure to be followed is similar to the above scenario. Heirs are registered in the same way. The surviving spouse may also have rights identified by the court decision which will be registered accordingly.

3. One of the spouse deceased with NO succession rights established by the heirs

This situation includes 3 scenarios:

- A. The most straightforward scenario is where the parcel is held as private property by the surviving spouse. The deceased spouse did not jointly hold the parcel. In this case, the parcel is registered solely under the name of the surviving spouse, and no inheritance rights are considered.
- B. The parcel was held as private property by the deceased spouse. The surviving spouse did not jointly hold the parcel. In this case, the parcel is registered and certificate issued in the name of the surviving spouse, who will hold a limited right

to use the parcel until heirs have been established by the court. They not be able to transfer the parcel.

- C. The parcel was held jointly by the deceased and surviving spouses. In this case, the parcel is registered and certificate issued in the name of the surviving spouse, who will hold a limited right to use the parcel until heirs have been established by the court. They will not be able to transfer the parcel.

In Scenarios B & C, the surviving spouse will not enjoy all the dimensions of land rights until succession rights are established by legal heirs.

During adjudication, for both the above scenarios, the surviving spouse will be recorded, and their status given as either Male-Headed-Household, or Female-Headed-Household. The deceased spouse's name will also be recorded, and their status recorded as 'Deceased' as shown in the figure below.

DETAILS OF THE LANDHOLDER'S																		
ID	FirstName	T	E	K	L	U							DOB	Sex	Signature	Relationship/ Marital Status	P I	Is Orphan
	fathername	K	E	L	E	L	A	C	H	E	W		Sep, 1980	M		MALE_HEADED_HOUSEHOLD	<input type="checkbox"/>	<input type="checkbox"/>
	GrandFather	T	E	K	L	E	H	W	A	R	I	A						

ID	FirstName	S	E	L	A	M							DOB	Sex	Signature	Relationship/ Marital Status	P I	Is Orphan
	fathername	A	W	E	K	E							-	F		Deceased	<input type="checkbox"/>	<input type="checkbox"/>
	GrandFather	B	I	R	H	A	N	U										

Figure: Registering deceased household.

The 'legal heirs' should not be recorded as their succession rights have not been legally established by the court. Once these rights have been established, the record shall be updated during public display (see 2.2 below). If the public display period has passed and a certificate issued, the succession may be registered through the Rural Land Administration System.

4. Both spouses are deceased without succession rights established by legal heirs

In this situation, the potential heirs have no legal rights to be registered under their names without declaration of the inheritance rights by court of law. The registration/land record will be made under the name of the deceased spouses but without issuance of certificate until the succession rights are established by the potential heirs. The certificate will be prepared and issued when there is clarity of the heirs and thereof the succession rights of the legal heirs are decided by the court of law.

During Adjudication, the names of both deceased spouses will be recorded with the status 'Deceased' in the marital status box.

Once the succession rights are established by the legal heirs, the record shall be updated during public display stage (See section 2.2 below) or through the Rural Land Administration System (RLAS).

2.2-Updating Registration during Public Display Period and after completion of SLLC

Transfer of rights might occur shortly after field adjudication and demarcation or after completion of Certificate Distribution. In both situations, the old record should be updated and the register updated and maintained. Based on the specific situations, registration should be undertaken based on the following procedures:

a) Record updating during PD Period: If any of the following take place after field demarcation/adjudication is completed or during Public Display, the record should be updated:

- An established heir achieves the age of maturity (>18 years)
- Heirs are established by a court – the appropriate procedure described in 2.1 above should be followed in order to update and correct the record
- A landholder dies prior to public display - – the appropriate procedure described in 2.1 above should be followed in order to update and correct the record

The records may be updated using the standard public display corrections forms.

b) Transaction reported after completion of the SLLC; If land rights transactions through inheritance are completed after completion of SLLC, the transaction should be reported and processed by the Woreda Land Administration office using the Rural Land Administration System (RLAS), which will be in place after completion of SLLC in each of LIFT program woreda.

Recording Deceased Land holders in iMASSREG.

A drop down box on the person data entry screen in iMASSREG allows the Data Entry Technician to enter whether or not a person is deceased.

The screenshot displays a portion of the iMASSREG data entry interface. It includes several form fields: a text input at the top, a 'Sex' dropdown menu with the placeholder 'Please Select A Value', a 'Date Of Birth' text input, a 'Family Relationship/Status' dropdown menu with 'Hasband' selected, and a 'Has Physical Impairment' dropdown menu with the placeholder 'Please Select A Value'. The 'is Deceased' dropdown menu is open, showing a list of options: 'please_select_a_value' (highlighted in blue), 'No', and 'Yes'. At the bottom right, there are two buttons, one white and one blue.

The Data Entry Technician shall select this option as appropriate.

If only one spouse is recorded as deceased, then iMASSREG will automatically allow the claim to proceed to the approval stage. If approved, a certificate may be printed, but the land holder has limited rights recorded in iWORLAIS until succession rights have been legally established and presented.

If both spouses are recorded as deceased, iMASSREG will automatically disallow the parcel from proceeding to the approval stage until succession rights have been legally established and presented.

This feature in iMASSREG is being rolled-out during September 2017. Any issues arising should be reported to the LIFT IT Manager or the LIFT Land Coordinator immediately.

3 RATIONALE FOR THE PROCESS

Recording deceased households during SLLC creates a future administrative burden for the RLAS to update the register. By recording the current situation, the SLLC process performs a land administration function by updating the FLLC records.

The above process for the registration of the deceased household under various conditions coupled with experience and knowledge gained through SLLC implementation provide a practical example which may help to refine and elaborate the regional RLAU laws and regulations.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of the regional proclamations will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Coordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 14
MANAGING UPDATES TO THE SLLC MANUAL AND SIGNS

1 INTRODUCTION

The SLLC Manual is typically updated as each new set of SLLC woredas is opened. These updates are based on implementation experience in addition to new ideas and information emerging from LIFT Technical studies.

Visits by the LIFT Land Coordinator and Registration Advisor have found that the SLLC Manual is widely used, with at least one copy held at each woreda. However, there are a number of constraints to the quick roll-out of the manual and associated SIGNS to woredas, and also to the ease of access to the manual. These constraints are:

- Poor internet connectivity
- Costs and time involved in printing out each new version of the manual
- Version control at woreda level
- Infrequent monitoring of SLLC Manual and SIGN roll-out by RCs and DRCs

This often results in delays to the most recent SIGNS and versions of the SLLC Manual being implemented at field level. The most recent version of the SLLC Manual and SIGNS are often found only in softcopy on the computers of WCs. This limits the ability of LIFT woreda technical staff, and Woreda Land Office staff to easily refer to the SLLC Manual for guidance as issues arise.

This SIGN 14 defines a new set of procedures for updating the SLLC Manual and SIGNS and ensuring they are rolled-out and implemented across all Woredas.

2 IMPLEMENTATION

Roll-out to Woredas

SLLC Manual Version 3.0 and associated SIGNS and Annexes will be issued by the LIFT Land Coordinator in September 2017.

Version 3.0 has been restructured according to the Modular system introduced in Version 2.2. In this case, the document has been broken down into several smaller individual files for each module and Annex. This has been done for two reasons:

To enable easier upload and download via low-bandwidth internet connection

So that future revisions of the manual need only issue the relevant updated sections

For Version 3.0 of the SLLC, RCs must:

- Communicate the manual to all Woredas via email or USB stick transfer within 3 days of receipt of the Manual
- Follow up with the WC to ensure the SLLC Manual has been received. Discuss this SIGN to ensure the correct procedures are followed.
- Communicate to the LIFT Land Coordinator that all woredas are in receipt of the new SLLC Manual
- Follow up during routine field visits to ensure that the hardcopy maintenance procedure below is being followed

- Maintain a ring-bound hardcopy of the SLLC Manual at the Regional Bureau, in addition to a softcopy and back up.

The recently issued SIGN 2.1 includes a checklist for monitoring SLLC implementation at Woredas. This checklist includes a specific check for the SLLC manual.

Maintenance of the SLLC Manual

The SLLC Manual should be kept in both hardcopy and softcopy in each LIFT Woreda Office so that it is easily accessible as a reference document to all members of LIFT staff, Woreda Land Administration Office Staff, and even the public.

For the hardcopy version of the SLLC Manual (all actions for WC):

- WC to purchase locally a ring-binder. If none are available locally, contact the RC (RC to respond immediately)
- Print out Version 3.0 of the SLLC Manual, all annexes, and SIGNs. Keep these in the ring-binder in a visible and accessible place in the office.
- When subsequent versions of the manual are issued, print *only* the updated modules or pages sent (including the Version control pages). Replace the old versions of these modules in the hardcopy binder, destroying the out-dated version.

For the softcopy version of the SLLC Manual (all actions for WC):

- Receive the softcopy version by email or USB transfer. Notify the RC immediately that it is received.
- Create a folder on the WC and TTL Laptop with the name of the version of the SLLC Manual (for example: SLLC MANUAL V3.0)
- Save all modules of the module in the above folder, including SIGNs
- When the SLLC Manual is updated, a folder will be created as above. Revised modules will be saved in this folder, with original unchanged modules migrated from the previous SLLC Manual folder
- Any addition or revised SIGNs will also replace the originals as they are issued.
- All folders will be backed up externally

It is the responsibility of RCs to ensure that these processes are being followed, and to check the availability of the SLLC Manual when visiting woredas. The LIFT Land Coordinator and Land Registration Advisor will also conduct spot checks.

3 CLARIFICATIONS

Any request for clarification or suggested improvements to the checklist must be addressed to the Land Co-ordinator.

4 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 15

CONFLICTS & DISPUTES

1 INTRODUCTION

LIFT has recently undertaken a number of studies into land tenure related conflicts and disputes. These include:

- Rapid Assessment of Land Conflict Drivers, Land Disputes, and Grievance Redress Mechanisms in Three Regions of Ethiopia
- Dispute Management Procedures and Processes for Land Administration & Conflict Assessment

Training session for about 29 participants constituted from four regional states regional and woreda offices was also completed in relation to the above subject between 22nd to 23rd, June, 2017.

While many of the findings are outside the realm of SLLC, there are a number of recommendations, particularly around public awareness messages, which will enable LIFT to help land holders better understand how conflicts and disputes are handled both by SLLC and the local justice sector, and reduce their uncertainty around the process. This SIGN 15 aims to reinforce existing LIFT procedures in order to address some of these recommendations.

In the longer term, LIFT will revise Public Awareness and Communication (PAC) messages and materials and develop specific training packages aimed at extending better awareness and understanding around disputes and conflicts related to land tenure.

2 IMPLEMENTATION

Registration of Disputes:

This is a procedural change. When registering disputes previously, the SLLC procedure was to complete an FRF for the 'original claimant' (marked as disputed), with dispute receipts being given to all disputing parties.

Because of the difficulty in identifying the 'original claimant', the SLLC process will now complete no FRFs for disputed parcels, and will only issue Dispute Receipts to all parties.

In the event that a dispute is raised after an FRF has already been completed (such as during public display), dispute receipts will be issued and the FRF marked as a dispute in relevant box. This will be communicated to the back-office in the normal manner.

During data entry, entry of disputes should be reserved until all FRFs have been entered. If any records are found of parcels with an FRF entered into iMASSREG, that also has a dispute form, the FRF and dispute form should be kept together for the purposes of public display and the FRF marked disputed until it is demonstrated to be otherwise.

Public Awareness and Communications.

Disputes are covered during all public awareness raising activities. It is recommended that during public awareness it is made clear to land holders that they should attempt to resolve any outstanding dispute prior to the commencement of SLLC.

The LIFT PAC team will follow up with specific training and messages in due course.

Conflicts

During the SLLC preparatory phase, Regional Coordinators (RCs) or Deputy Regional Coordinators (DRCs) must perform a rapid assessment of each woreda using the Rapid Environmental & Social Impact Survey Tool (RESIST) prior to opening a woreda. This is documented in the SLLC Manual, and was well deployed initially. In recent months its use, and particularly the sharing of the report, has become ad hoc and inconsistent.

Among other things, the use of this tool acts as an early warning system for any potential conflicts which may be found in a woreda. RCs will reintroduce RESIST, providing on the job training to new DRCs if required.

RCs / DRCs will conduct RESIST in all recently opened woredas (if not conducted already) and submit the completed survey tool to the Land Coordinator and the LIFT Registration Advisor (J Leckie). This will be done before the 30th October 2017.

3 CLARIFICATIONS

Any request for clarification or suggested improvements to the checklist must be addressed to the Land Co-ordinator.

4 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 16

Registering Polygamous Households

1 INTRODUCTION

Module 10 of the SLLC manual deals with the general processes for the adjudication of parcels.

There has been no standard procedure on how to register and certify rural land held by polygamous households. As a result, inconsistent approaches have been taken to registering land in the names of polygamous household members.

The procedure described below aims to clarify how members of polygamous households should register land in a way which is legally recognised.

2 PROCESS

In a situation where a household is comprised of a husband with more than one wife (polygamous marriage arrangement), the process described below elaborates on procedures on how to register land held by polygamous households.

2.1-Registration of parcels held by polygamous households during adjudication and demarcation stage

For woredas with SDO (Social Development Officers), the sub kebele PAC (public awareness and communication) team will provide with VG (Vulnerable Groups) mapping, one of which is households in polygamous marriage. In woredas where there is no SDO, FTLs (Field Team Leaders) will obtain the list of households living in the kebele and identify those households that can be characterised as polygamous.

The following three scenarios may occur when registering a parcel(s) held by polygamous households:

i) ALL WIVES AND THE HUSBAND REGISTER SEPARATELY:

- Every co-wife and the husband get their individual equal share and register in their name (as private land).
- This modality of registration is currently rarely implemented. But should be promoted as it provides better levels of security for all involved in a polygamous household and prevents the risk of future conflict between children and co-wives.

II) HUSBAND REGISTERS WITH ONE OF THE WIVES:

- The husband chooses one of the wife to register with him as joint holder while the rest of the wives register by themselves. All the wives have their own equal share.
- If the husband opts for another wife, he will register her on his share. This is done after dividing the share of the wife equally with whom the husband has joint holding.

III) HUSBAND OR ANY OF THE WIVES WITH INHERITED LAND:

- If the husband or any of the wives holds a parcel that is legally established as inherited, the parcel is registered under the heir's or successor's name unless the heir or successor has made a legal declaration to jointly share the parcel with his/her spouse.

Although the SLLC favours equal share of the wives and husband, if the land is below the standard for division, it will be administered according to the regional laws applicable to the provision. You will make sure that you are fully aware of the standard for division applied by the region. In that case, the data recorder will register all the joint holders' together.

2.2-Updating Registration during Public Display Period and after Completion of SLLC

There can be changes in polygamous household composition after field adjudication and demarcation or after completion of Certificate Distribution. In both situations, the old record should be updated and the register updated and maintained.

3 RATIONALE FOR THE PROCESS

Properly recording polygamous households is one way of protecting the rights of women and ultimately their children. This SIGN will guide the field staff and avoid making arbitrary decisions.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Co-ordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 17
FIELD MAP SHEET PREPARATION - SYMBOLOGY

1 INTRODUCTION

Module 6 of the SLLC Manual sets out the process of Kebele Index Map and Field Map Production – Software Procedures. This guide elaborates the procedures and steps on how to prepare a Field Map Sheet at the appropriate scale with more suitable labelling style and symbology in order to optimise the use of printer cartridge ink. This will in turn reduce the procurement burden, ensuring that printer ink supplies last longer.

2 REQUIRED MATERIALS

Required materials needed for Field Map Sheet preparation

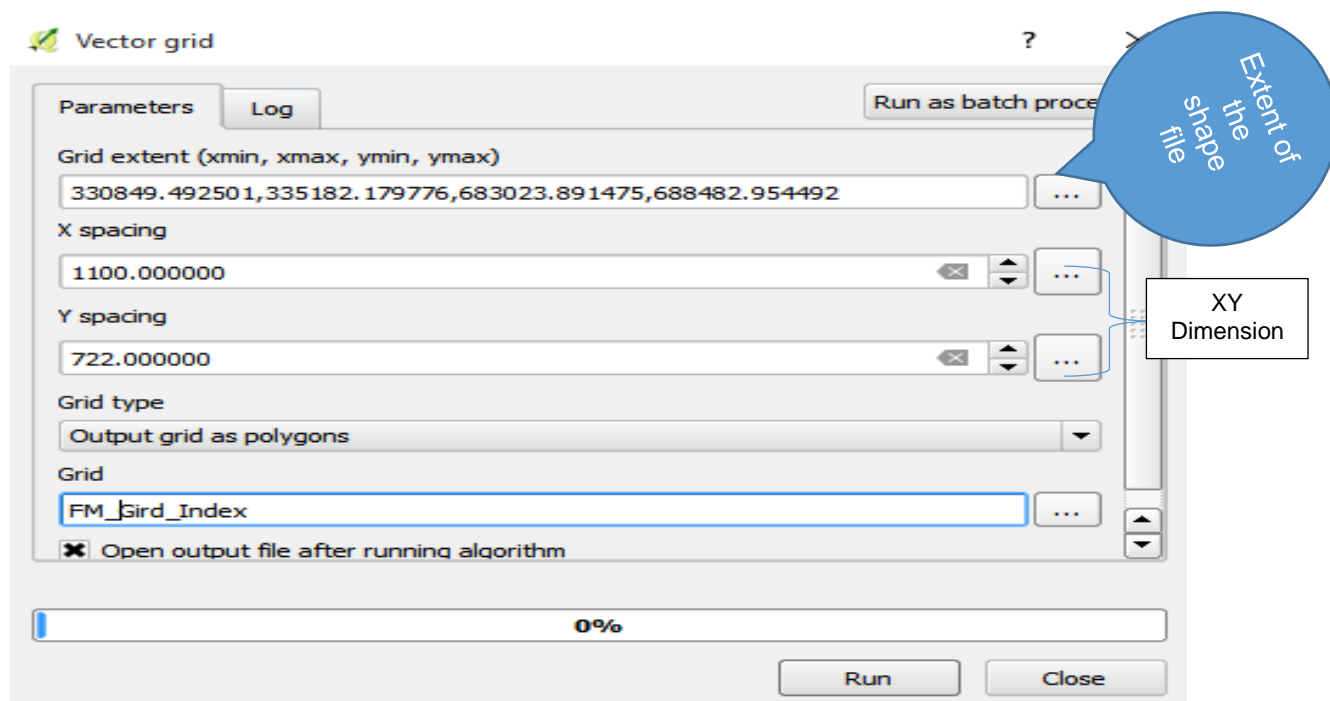
- Raster Data/Orthophoto Image
- Kebele Boundary shape file
- Field map printers
- Paper rolls
- Ink cartridges

3 PROCESS

The field map sheets (FM) of a given kebele should be prepared at a suitable scale in order to clearly show the boundary lines of each parcel so that para surveyors can easily identify and trace parcel boundaries, and use the scale ruler to record boundaries where tape measurements of ground features are required. The recommended scale to prepare the FM is **1: 2000 and printed on A2 size paper**. This may vary, however, depending on parcel sizes in a given kebele.

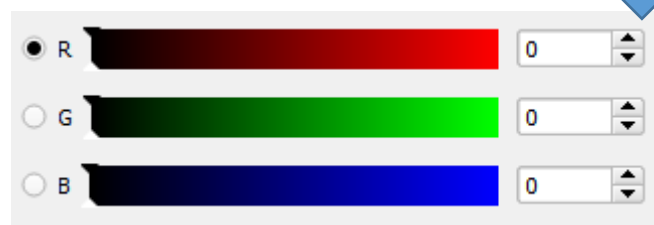
Using QGIS, the FM should be prepared and printed as follows:

- i. The orthophotos and kebele Administrative boundaries are loaded into QGIS.
- ii. To aid in subdividing the kebele coverage into print grids at 1:2000 scale, a vector grid polygon (index grid), with dimensions of 1100m by 722m, must be generated for the kebele boundary layer. The orientation of the map (landscape or portrait) will depend on the shape of the kebele.

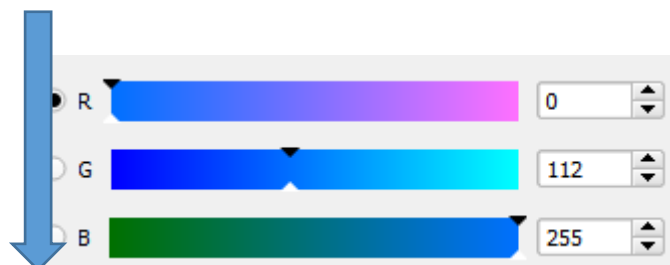


Then choose your file directory where you want to save and Click on the **Run** Button.




- iii. Index Grid labelling should be Black with **RGB 0.0.0** and labelled using "Page Number" with 1.5 white RGB (R255, G255, B255) Buffer



- iv. The kebele Boundary should be symbolized as simple out line "Blue" with RGB Value of **R0, G112, B255**



- v. Coordinate Grid line should be “White line” with RGB value of **R255, G255, B255**.

<input checked="" type="radio"/> R		255
<input type="radio"/> G		255
<input type="radio"/> B		255



- vi. A Field Map Sheet is then printed for each grid square using A2 paper size and a map scale of 1:2000. The maps are numbered using the index grid id. Below is what the final Printed FM Will look like.



4 APPLICATION OF THE PROCES

The process will be applied in all regions though any requirements of regional proclamations and practice will be respected.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Coordinator.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO. 18

Scanning field map sheets

1 BACKGROUND

The original procedures for scanning field maps sheets required that the files be scanned as .TIF files at 600dpi resolution. This has resulted in storage space on hard disks being insufficient to store these large digital .TIF images, oftentimes reaching up to 50GB in the case of large kebeles and/or woredas. This note introduces an alternative method to replace the current one, that will alleviate the problem of insufficient digital storage space without compromising image quality.

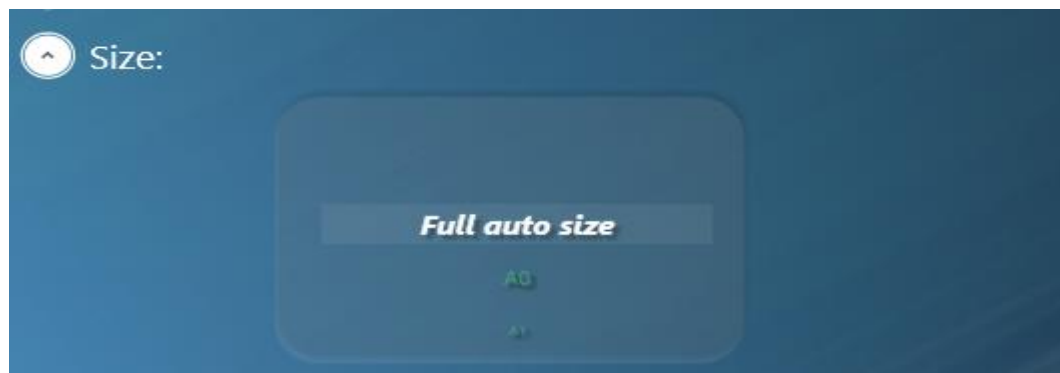
2 PROCESS

2.1 Setting up the Document / File Type and Size

The first step is to set up the document type in the “SmartWorks Touch” scanner application. This is done by clicking on “Scan” and selecting “Color Photo” on the initial screen as shown below.



Then Click on “Size” and select **Full auto size**



Then Click on the “file type” found at the bottom right-hand side of the application and

select **JPEG** as it is shown in the picture below.



Then click on the green tick button to save the setting

2.2 Setting Up the Resolution and Quality

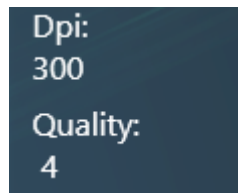
The next step is to set the scan resolution. Click on DPI on the frame on the right-hand side of the application.



Select **“300”** for the DPI and click on the green tick button to save the setting.

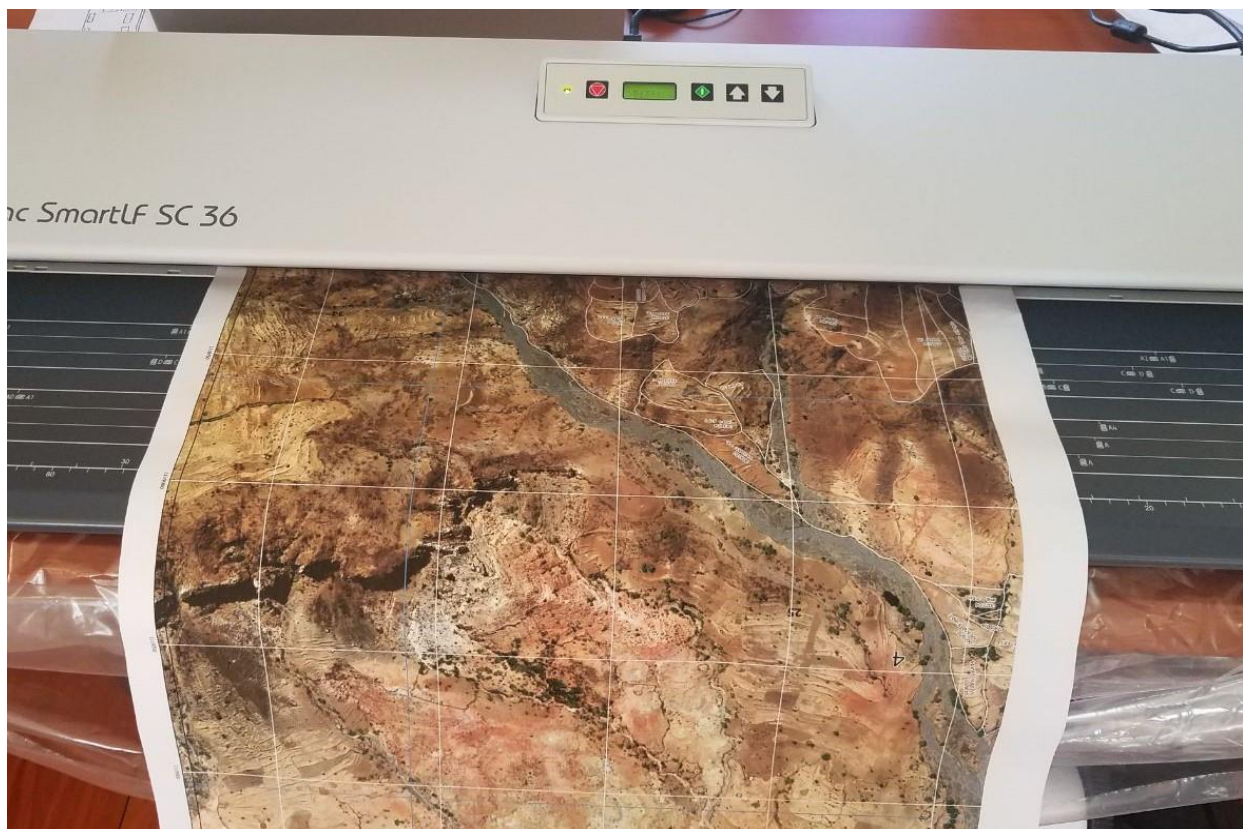


Then click on Quality and select “4”, as it is shown in the picture below.



2.3 Start Scanning

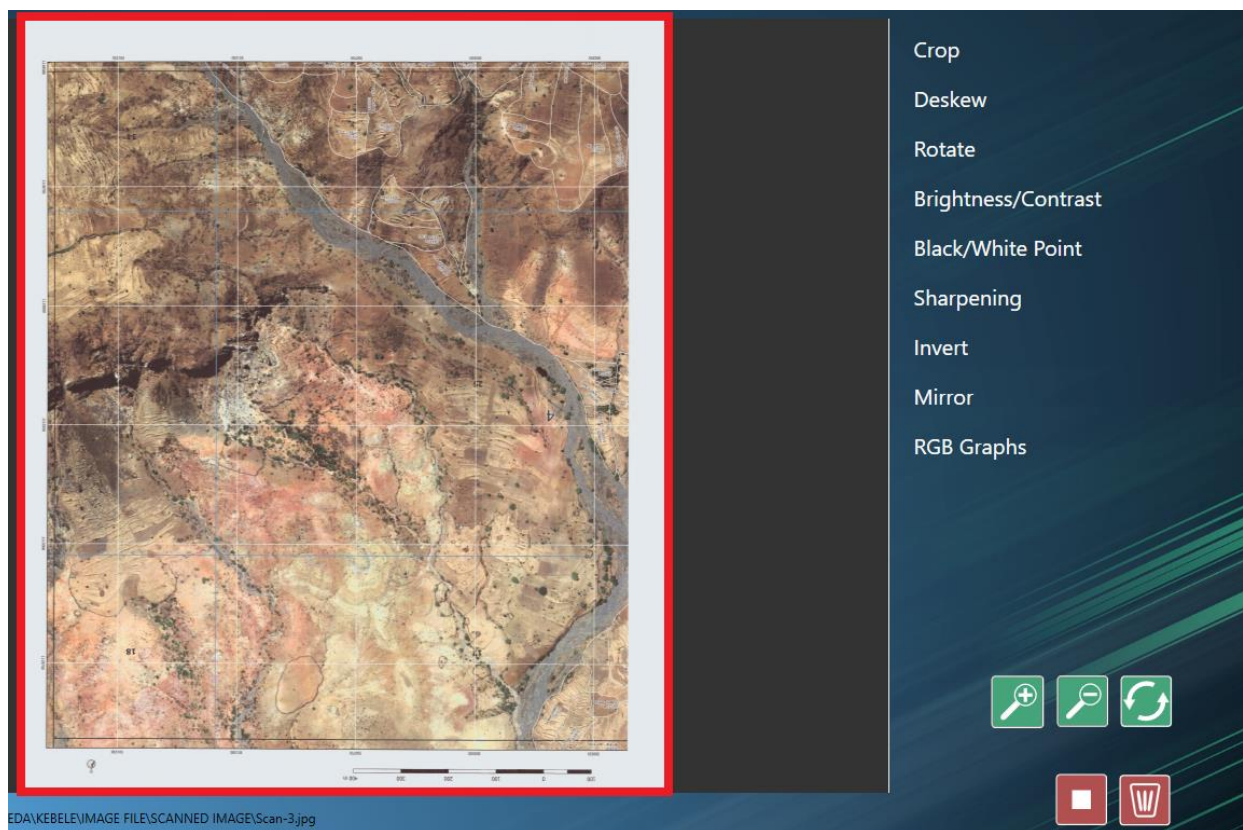
First prepare the field map sheet and insert in to the scanner as it is shown in the picture below. The field map sheet should not be folded, and any dust should be removed



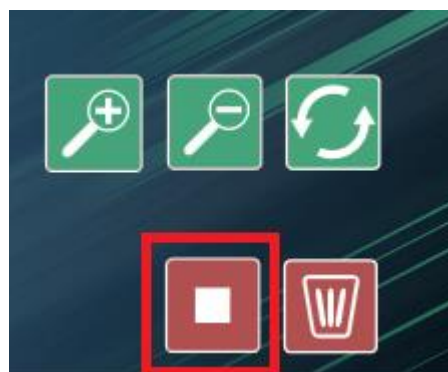
Then click on the scan button found at the top left corner of the application.



Once you click the scan button, it will start scanning and when it finishes scanning, it will show the scanned field map sheet as it is shown in the picture below.



Then click on the frame highlighted red to save the scanned field map sheet in to your working directory i.e. “\Documents\WORED\KEBELE\IMAGE FILE\SCANNED FMs”.



Do not forget to cover the scanner with a dust sheet when not in use. Clean the scanner frequently with a soft dry cloth to remove any build-up of dust.

3 APPLICATION OF THE PROCESS

The process will be applied in all regions in all LIFT woredas.

4 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the Land Coordinator.

5 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT

SLLC IMPLEMENTATION GUIDANCE NOTE (SIGN) NO-19 SLLC PROCEDURES IN WOREDAS WITH INTERNALLY DISPLACED PERSONS - (DRAFT)

1 INTRODUCTION

Conflicts of different nature occurs prior and during operationalization of the Second Level Land Certification (SLLC) processes. The common types of conflict flagged by a study on “Internally Displaced Persons (IDPs)” carried out during October 2019 include ethnic based and boundary related conflicts. Boundary related flagged include conflicts between adjacent kebele and woreda boundaries. When conflict occur, landholders with rural land rights are internally displaced either to the neighboring areas or to their place of origin and may return to their place of residence when conflict situations are improved and settled. Conflicts which result the displacement of landholders from their residence places occur at different stages of SLLC operations and these situations undermined to achieve the expected full benefits of Second level certificates.

SLLC process should guarantees the rights of the “displaced” with legal land rights to the rural lands in his/her place of residences. However, the SLLC procedures described in the latest SLLC manual revised in 2028 (i.e. version 3.1) lacked the detailed procedures to registering property rights of the “Displaced” when conflict occur at different stages during operationalization of SLLC. Therefore, this SIGN elaborate Chapter -9 and 10 of the SLLC Manual, by detailing procedures to register the “displaced” prior and during operationalization of SLLC in given woreda.

2 OBJECTIVES

The objectives of this SIGN are to elaborate procedures to registering the “displaced” during implementation of SLLC process prior and during SLLC operations. The specifics include:

- To update the “Rapid Assessment Tool” to capture potential risks associated with conflict.
- To define procedures to registering the property rights of the “Displaced” at the time of demarcation and adjudication processes.
- To define procedures to registering the “Displaced” at the time Public Display (PD) organization period; and
- To define procedures to distributing SLLC certificates for the “Displaced” if the displacement occurred at the time of certificate distribution period.

3 PROCEDURES

3.1 Minimizing a High Conflict Risk Woreda

As a procedure a “Rapid Assessment” are carried out prior to the commencement of SLLC operations, to verify the following 4 key thematic areas:

- Organizational capacity.
- Practices and experiences in land use rights transactions.
- Environment and practices in SLLC; and
- Environment, investment, and settlement and/or re-settlement

The above thematic areas lacked depth to assess the potential risks for “Conflict” which will induce displacement of the local communities. Therefore, the checklists prepared under the above 4 thematic areas will be amended to capture the issues related to “Conflict situations”. Conflict situations will be categorized into the following 4 categories based on Type of the conflict and frequency and extent of the conflict in the past 1 year:

- High potential risk.

- Medium potential risk.
- Low risk; and
- None

Accordingly, the checklists for the “Rapid Assessment” are modified and updated with inclusion of the above parameters.

3.2 Registering the “Displaced” During Demarcation and Adjudication Process

If conflict occurs during demarcation and adjudication process resulting in displacement of people’s, the following series of actions will be undertaken:

- a. **Continuation and/or discontinuation of the demarcation and adjudication process:** When conflict commences in the woreda, the Woreda Coordinator (WC) shall report the causes and extent of the conflict to the Regional SLLC Coordinator via e-mail and phone. Then the Regional SLLC Coordinator should communicate the case to LIFT Management (i.e. Deputy Team Leader, Land Coordinator, SLLC Lead and Finance and Administration Coordinator) via e-mail and telephone. Thereupon the LIFT management should make a quick decision and communicate the decision to the Regional SLLC Coordinator, and the latter to communicate the decision to the WC and Woreda Land Administration Office (WLAO) management.
- b. **Discontinuation of SLLC operations:** If the decision passed involves the discontinuation of all SLLC operations until the situations improves, the following 2 tasks shall be undertaken by the Regional SLLC Coordinator in coordination with the Regional Land Administration Office (RLAO) management:
 - Resumption of SLLC operations in new SLLC woreda: The Regional SLLC Coordinator in coordination with the RLAO management, should immediately select potential woredas and prepare a workplan to immediately commence SLLC operation in the new woreda: The workplan should at least indicate:
 - ✓ Timeline to complete the “Rapid Assessment”.
 - ✓ Timeline to transfer all the Back Office (BO) and Field Team (FT) staffs: and
 - ✓ Timeline to organize awareness raising to woreda and kebele stakeholders.
- c. **Resumption of demarcation/demarcation process in SLLC operations:** information on security situations of the conflict woreda should be continuously monitored to ensure the resumption SLLC operations based on evidence and facts on the ground. To verify the security situations, the Regional SLLC Coordinator shall undertake the following tasks:
 - Undertake a rapid assessment along with the Regional LIFT Focal persons and submit the synthesis report to the RLAO, LIFT management and the conflict woreda.
 - Participate in the decision-making process and If the RLAO and LIFT management agrees to resume SLLC operation, prepare “Activity Plan” that allows to resume the operation.
 - Prepares “Activity Plan” that shows the timelines on office preparedness in the woreda , transfers of the Field Team (FT) and Back Office(BO) staffs and resumption of the SLLC operation and the same to be shared to LIFT and RLAO management and conflict woreda;

Upon resumption of the demarcation/adjudication process, the Woreda Coordinator, and the Field Team Leader (FTL) should comply with the following procedures to protect the rights of the displaced during demarcation/adjudication period:

- d. **Registering the “displaced” who is NOT present during demarcation/adjudication period:** Based on information from oral testimony of the KLAC representatives and landholders of the adjoining parcel the following information shall be recorded:
 - The Para surveyor should demarcate the Parcel boundary of the displaced with UPI annotated on the Field Map Sheet. For easy identification and referencing, “Displaced” shall be recorded in the annotated parcel boundary. However, if there is a dispute on parcel boundary, the procedures described in the SLLC Manual shall be applicable, where the Field Data Recorder shall record the dispute in the Field Registration Form.
 - An FRF shall be opened and the name of the “displaced” and other parcel and landowner data shall be recorded as supplied by KLAC representatives and landowners of the adjacent parcels. Although the information will be incomplete, all the available information supplied by KLAC representatives and

owners of the adjacent parcels shall be recorded in the FRF , ***Note that, the field data rescored to record the status of the landholder indicated in the field map sheet (i.e. “Displaced”). The modified FRF is shown in the Annex***

- The incomplete information recorded in the FRF shall entered the iMASSREG System and the Parcel map digitized and the same information to be processed and displayed during Public Display (PD) period.
- If the displaced is returned during the PD period, all the incomplete information shall be completed in accordance to the procedures described in the SLLC Manual with focused referencing of the SIGN-3 and 4. Depending on the type of correction, either “Minor” or “major” corrections are undertaken to complete the incomplete information.

3.3 Registering the “Displaced” during Public Display Period

This explains the situations when conflict and displacement occur at the time when PD events are on-going but incomplete. In these circumstances, objection and correction are undertaken by organizing a “Sub-Kebele level-PD events” at the Sub-kebele level for a group of returnees who reside in a given Sub-kebele. This allows efficacy than to organizing a small PD event for a Sigle displaced person or case by case basis. The procedures to organize a “Sub-kebele level PD “event include:

- The WLAO office organize the List of returnees from iMASSREG and inform the Kebele management and KLAC member on date and time when to organize the “Sub-kebele level PD”
- The kebele management and KLAC members inform the Sub-kebele KLAC members on the purpose and data and time when the “Sub-kebele level PD” is planned to be organized and an the same time post a notice at the Kebele Office , The notice shall state that every claimants to ownership of , or interest in, to the parcel recorded by the “displaced” and owners of the adjacent parcels to appear in person or by authorized person/delegate during the PD event;
- The WLAO representatives shall undertake the PD event based on procedures defined in the SLLC manual with record of all the “Minor” and “Major” corrections.
- Post-the PD event, the WLAO team shall undertake all the corrections and verifications and process the data using iMASSREG (iWoRLAIS) and print the certificates to the displaced.

3.4 “Displacement” during certificate distribution period

This explains the situations when conflict and displacement of the landholder occur at the time of certificate distribution period. Upon the return of the displaced, the WLAO management and the Kebele management where the displacement occurred should undertake the following tasks and functions:

- The WLAO shall print the list of returnees from IMASSREG and send to the Kebele Administration and KLAC members for verification
- Upon receipts of the verification of the returnee’s, the WLAO shall print the certificates to the returnee’s and send the printed certificates along with the “Print List” to the kebele management and KLAC to be distributed the returnees’
- The Kebele management and KLAC shall inform the returnees via the Sub-kebele KLAC members, Development Groups and Notices at the Kebele Office on the date and time to collect the certificates and benefits associated with the certificates.
- Upon receipt of the certificates, the returnees shall sign on standard “Print List” form contained in the SLLC manual and return the dully filled form to WLAO for proper record and documentation.

4 APPLICATION OF THE PROCESS

The process will be applied in all regions in all LIFT woredas.

5 CLARIFICATIONS

Any request for clarification or proposed alternative processes must be addressed to the SLLC Lead.

6 UPDATES

Any revision or update will be issued by the Programme Manager, LIFT.

ANNEX

Figure 1 FRF including an entry to record "Displaced" status

FIELD REGISTRATION FORM																																			
Region				Zone				Woreda				Kebele				Parcel Id				Field Team No.															
Map Sheet No				1st Level Certificate No.				Holding No.				Other Evidence				Holding Type																			
Means of acquisition :				Year of acquisition (yyyy):				Current Land Use Type				Fertility																							
Type of Encumbrance:				Survey Date				Type of Dispute:																											
DETAILS OF THE LANDHOLDERS																																			
Photo	Name																												Age	Sex	Signature	Relationship /Marital Status	FI	Is Orphan	Displaced
	Father's Name																																		
	Grandfather's Name																																		
Photo	Name																												Age	Sex	Signature	Relationship /Marital Status	FI	Is Orphan	Displaced
	Father's Name																																		
	Grandfather's Name																																		
Photo	Name																												Age	Sex	Signature	Relationship /Marital Status	FI	Is Orphan	Displaced
	Father's Name																																		
	Grandfather's Name																																		
GUARDIANS																																			
Photo	Name																												Age	Sex	Signature	Relationship /Marital Status	FI	Is Orphan	Displaced
	Father's Name																																		
	Grandfather's Name																																		
OTHER PEOPLE WITH INTEREST IN LAND PARCEL																																			
Photo	Name																												Age	Sex		Relationship /Marital Status	FI		Displaced
	Father's Name																																		
	Grandfather's Name																																		
Photo	Name																												Age	Sex		Relationship /Marital Status	FI		Displaced
	Father's Name																																		
	Grandfather's Name																																		

