



## Brief Implementation stages for Participatory Land Use Planning (PLUP 2.0)

### I. Introduction

PLUP 2.0 is a technical guideline that has been developed based on basic principles, steps and procedures that can be learned from existing PLUP guidelines. This technical guideline is neither a new manual for nationwide use nor an official document of general application. PLUP 2.0 is exclusively a technical document for internal project implementation. However, organisations and stakeholders interested in this approach may adapt and apply it within their own target areas.

This leaflet will help implementers to use it as a tool and reference for the smooth implementation of PLUP 2.0 in the field. It is convenient to carry into the field and provides explanations on how to implement each step correctly. It is guidance on how to complete the data collection forms correctly and comprehensively, in accordance with the applicable rules, principles, and the actual conditions of the community.

### II. Objectives of PLUP 2.0

- To study and understand the current situation of various land use categories within the village and to develop, together with the villagers, Future Land Use Management Zones.
- To enhance the security of land tenure and land-use rights for the community.
- To promote diversified and sustainable agricultural production in conjunction with forest management.
- To provide baseline data for the Village Forest Management Planning (VFMP), the Promotion of Sustainable and Deforestation-free Agricultural Practices and Value Chains (PSAP) as well as systematic land registration and land titling in the future.

### III. Stages and procedures

The PLUP 2.0 methodology consists of 9 stages, as follows:



Preparation

- **PLUP district team:** The District Agriculture and Environment Office is the key implementer and responsible for implementing field activities in coordination with relevant offices at district level. A technical PLUP team should consist of at least 4–6 trained personnel in PLUP 2.0, including at least 1–2 members proficient in using QGIS.
- Before going to the field, the team should prepare a detailed work plan including a budget plan and send an official letter to make an appointment with the village at least three days in advance.
- Organising internal team arrangement meetings and tasks allocation at the office.
- Review and analyse (if available) previously completed village land-use plan data.
- Preparing the data collection forms and templates in accordance with PLUP 2.0 guidelines (using **Forms F00 to F11 and T01 to T11**).
- Download and prepare updated high-resolution of the satellite or aerial images at a scale between 1:5,000 to 1:15,000 (depending on the area of the village).
- The necessary tools and equipment for fieldwork must be prepared (using Forms PLUP F0.1).
- **Duration:** The implementation of PLUP 2.0 in the field takes approximately 7–8 days (depending on the size and actual conditions of the village). Some villages may require more than one visit if there is for instance a land dispute which cannot be resolved in a single round.



### Village Orientation Meetings (Day 1)

- All villagers including men and women, sub-ethnic groups within the village, should be invited to attend the meeting.
- The first village orientation meeting should take approximately 2–3 hours.
- Objectives and steps for implementing PLUP 2.0, should be presented in the meeting.
- Representatives from the District Women's Union should be invited to provide guidance on gender mainstreaming in PLUP 2.0 activities.
- The Village Land and Forest Management Committee (VLFMC) is selected in the first village orientation meeting. VLFMC members should be trained on their roles and responsibilities (using PLUP Forms T01–T03). The VLFMC must include at least 30% women, and the total number of members should be an odd number to facilitate decision-making during voting.
- To collect general information about the village (using PLUP Form F01).
- If PLUP has been implemented in the village previously, existing data should be reviewed (using PLUP Form F05).



### Socio-economic, Land and Forest Data Collection (Day 2-3)

- The PLUP team should be split into two subgroups, and the VLFMC team does the same, in order to collect data from two groups simultaneously.
- The facilitators in each group should be different individuals (The questioner and recorder should also be different people).
- Dividing participants into groups of (men, women, and ethnic groups) to collect data about problems census and population growth (using PLUP Forms F02–F03).
- Each group should include members of the VLFMC, elders, and villagers who are familiar with the land use and forest management of the village.
- After completing data collection from the discussion groups, the PLUP team should review and compare the collected data. They should check its accuracy, analyse and summarise the findings, type them into draft forms, and enter them to the computer.
- If the results from two or more groups differ significantly, the data must be discussed and reconfirmed with the VLFMC members.



### Current Land Use and Forest Cover Mapping (CLUFC) (Day 4)

- The PLUP team, together with VLFMC members and villagers (male and female) who are knowledgeable or interested in the village's land use and forestry management including village party secretary and elders, should participate in the discussion.
- The team can either draw directly on the map in the QGIS program using projector for visualisation or draw on a printed satellite image and then digitise it into the program right after finishing the discussion (please select the method that participants understand well).
- Drawing important landmarks such as rivers, streams, roads, mountain peaks, and other that are well known to the people of this village and surrounding villages.
- **Begin drawing the boundary between villages (BND)** by inviting representatives from neighbouring villages to participate. Conduct a field survey by walking the boundary where it is unclear (recording GPS coordinates and unclear areas) (using PLUP Form F04). Finally, the agreement on boundaries description between villages must be signed and stamped (using PLUP Form T04).
- **Current Land Use Map (CLUFC) mapping:** To draw the map according to the actual land use of the village, starting with forest land, agricultural land, water area land, communication land, industrial land, cultural land, national defence and security land, as well as construction land (include file names and land use codes for each land use category according to the standard 17.3 - CLUFC).
- Recording the detailed information on the village land tenure system, such as family tenure and communal or state-owned areas.
- All information about the areas shown on the CLUFC map should be compared with information obtained from focus group interviews and completed forms to verify its accuracy and clarity.
- In some cases, villagers may mark large plots of land for upland farming and rotational cropping. At this stage, the PLUP team should neither go into detail nor attempt to reduce the size of these areas on the map, as the objective is to understand the actual land use situation in the village.



Future Land Use Management Zones (FLUMZ) (Day 5)

- The PLUP team should clearly explain the planning process to the villagers and ensure that it is **not coercive**.
- To develop options and promote participatory decision-making, this stage provides an opportunity for community members to identify their needs and prioritise livelihood improvements in the most appropriate way. The PLUP team's role is only to facilitate the planning process and provide technical advice (if the proposed options are not appropriate).
- Before initiating the development of the FLUMZ map, the PLUP team must have the baseline maps including the CLUFC map, and the prepared results of the socio-economic data collection.
- The FLUMZ should be based primarily on current land use or CLUFC map. Any changes or improvements deemed necessary must be supported by justifiable reasons (considering the factors in determining the FLUMZ plan).
- If available, satellite imagery from the past 5 to 10 years should be compared to assess recent land use changes, particularly in upland agricultural areas.
- **Where possible**, forest areas identified in the CLUFC should be designated as forest zones in the FLUMZ allocation plan to prevent the unauthorised conversion of dense forests to other land uses.
- **Drawing a Future Land Use Management Zones (FLUMZ) map** by considering the conditions outlined above, beginning with construction land, agricultural land (permanent and upland agriculture), forest land, water area land, communication land, industrial land, cultural land, and national defence and security land (include file names and land use codes for each land use category according to the standard 17.3 - FLUMZ).
- Check and revise the FLUMZ map results to ensure they are realistic and can be effectively implemented by the community, the state, and relevant sectors.
- The land use plan will be approved as an official document with legal effect.



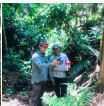
Establishment of Village Regulations (Day 6)

- The PLUP team can use the template village regulations (**PLUP Form T05**) to discuss and collaboratively improve the content of the village regulations with the VLFMC and related villagers.
- Determine specific conditions and regulations for each agricultural land use zone, forest zone, and other zones defined in the FLUMZ.
- **One-size-fits-all regulations should be avoided**, as each village's situation is unique.
- Village regulations must be consistent with national laws and policies, and they must be appropriate to the actual circumstances of each target village.
- Regulations for governing industrial land and national defence and security land may not need to be included in village regulations, as they fall outside the village's jurisdiction.
- Village regulations should be agreed upon by all villagers and formally endorsed by the district authority in the later stage.



Final Meetings, Documentation, Approval and Data Storage (Day 7)

- The closing meeting is held on the last day of the PLUP activities at village level. **All villagers should be invited to participate** for reviewing the results, propose improvements, and adopt the outcomes.
- The key content to be presented during the closing meeting includes BND, CLUFC, FLUMZ and draft village regulations.
- **The VLFMC members, together with the district PLUP team, should present** the initial results in the village closing meeting.
- The PLUP team should **clearly explain to the villagers and ensure, by consensus, they understand that once the land allocation plan is approved, it is a binding commitment and guideline for land use in the village for the next 5–10 years.**
- It is the primary responsibility of the VLFMC to monitor the implementation of the FLUMZ and village regulations.
- **Finally**, the PLUP team should document the community's participation, including any objections and points of consensus regarding the PLUP 2.0 results, whether they **agree or disagree (using PLUP Form F08: Minutes of villagers' consent in the PLUP 2.0 results)**.
- After returning from the fieldwork, the PLUP team should promptly summarise the data and **prepare a PLUP 2.0 report (using the PLUP Form T06)** to prevent any data loss or omissions.
- After completion, the PLUP report book should be submitted for official approval by the district authority (with the district governor or deputy district governor or serving as the approver).
- To prevent data loss (especially GIS data, maps, socio-economic data, and reports), once the data is complete, it should be:
  - Uploaded to the Land Use Information System (LUIS)
  - Stored in two formats: (1) Electronic format – on a computer, hard drive, or database, etc. and (2) printed book format – for distribution to relevant parties (including villages).



Link to Subsequent Activities of PSAP and VFMP

- If the PLUP is not implemented, the information will soon be forgotten and lose its value.
- In the I-GFLM/SU-I-GFLM (see below) projects, the information obtained from PLUP 2.0 will serve as the basis for subsequent project activities, such as PSAP and VFMP.
- The PSAP and VFMP teams will use the BND, CLUFC, and FLUMZ maps, along with socio-economic data and village regulations, as baseline information to further refine and develop sub-categories for land use especially agricultural land and forest land.
- **In the long term, the PLUP data will also serve as baseline data for systematic land registration and titling.**



Monitoring and Evaluation

- Approximately 2 years after the land use plan is developed, the district PLUP team, together with the VLFMC and the community, will conduct a monitoring assessment of the implementation progress of the village land use and forest management plan, with particular attention to forest cover (using PLUP Form F10).

#### Reference

Technical guidelines on Participatory Land Use Planning (PLUP 2.0) at village level, Department of Land Administration and Management in collaboration with the Department of Forestry, Ministry of Agriculture and Environment, November 2020.

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