

## Principles of Participatory Mapping Activity

### Free Prior and Informed Consent (FPIC)

Free, Prior and Informed Consent (FPIC) is the right of Indigenous people and other local Communities to give or to withhold their consent to any project affecting their lands, Livelihoods and environment.<sup>1</sup> The rights of Indigenous people to FPIC is enshrined in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). The definition of the FPIC process described below were endorsed by the United Nations Permanent Forum on Indigenous Issues (UNPFII) at its Fourth Session in 2005.

**“Free:** Free refers to a consent given voluntarily and without coercion, intimidation or manipulation. It also refers to a process that is self-directed by the community from whom consent is being sought, unencumbered by coercion, expectations or timelines that are externally imposed. More specifically

- Rights-holders determine the process, timeline and decision-making structure;
- Information is offered transparently and objectively at the request of the rights-holders;
- The process is free from coercion, bias, conditions, bribery or rewards;
- Meetings and decisions take place at locations and times and in languages and formats determined by the rights-holders; and
- All community members are free to participate regardless of gender, age or standing.

**Prior:** Prior means that consent is sought sufficiently in advance of any authorization or commencement of activities, at the early stages of a development or investment plan, and not only when the need arises to obtain approval from the community. It should be noted that:

- Prior implies that time is provided to understand, access, and analyze information on the proposed activity. The amount of time required will depend on the decision-making processes of the rights-holders;
- Information must be provided before activities can be initiated, at the beginning or initiation of an activity, process or phase of implementation, including conceptualization, design, proposal, information, execution, and following evaluation; and
- The decision-making timeline established by the rights-holders must be respected, as it reflects the time needed to understand, analyze, and evaluate the activities under consideration in accordance with their own customs.

**Informed:** Informed refers mainly to the nature of the engagement and type of information that should be provided prior to seeking consent and also as part of the ongoing consent process. Information should be:

- Accessible, clear, consistent, accurate, and transparent;
- Delivered in the local language and in a culturally appropriate format (including radio, traditional/local media, video, graphics, documentaries, photos, oral presentations, or new media);
- Objective, covering both the positive and negative potential of the proposed activities and consequences of giving or withholding consent;
- Complete, including a preliminary assessment of the possible economic, social, cultural and environmental impacts, including potential risks and benefits;

- Complete, including the nature, size, pace, duration, reversibility and scope of any proposed project, its purpose and the location of areas that will be affected;
- Delivered by culturally appropriate personnel, in culturally appropriate locations, and include capacity building of indigenous or local trainers;
- Delivered with sufficient time to be understood and verified;
- Accessible to the most remote, rural communities, including youth, women, the elderly and persons with disabilities, who are sometimes neglected; and
- Provided in an ongoing and continuous basis throughout the FPIC process, with a view to enhancing local communication and decision making processes.

**Consent:** Consent refers to the collective decision made by the rights-holders and reached through the customary decision-making processes of the affected Indigenous Peoples or communities. Consent must be sought and granted or withheld according to the unique formal or informal political-administrative dynamic of each community. Indigenous peoples and local communities must be able to participate through their own freely chosen representatives, while ensuring the participation of youth, women, the elderly and persons with disabilities as much as possible. In particular consent is:

- A freely given decision that may be a “Yes”, a “No”, or a “Yes with conditions”, including the option to reconsider if the proposed activities change or if new information relevant to the proposed activities emerges;
- A collective decision (e.g. through consensus or majority) determined by the affected peoples in accordance with their own customs and traditions;
- The expression of rights (to self-determination, lands, resources and territories, culture); and
- Given or withheld in phases, over specific periods of time for distinct stages or phases of the project activities. It is not a one-off process.”

### **Participatory**

Participatory means the inclusion of all relevant stakeholders in the activity and outcomes. Participatory mapping relies on the mapping being done in a manner that is agreed upon and supported by these relevant stakeholders. The company in the role of facilitators of the participatory mapping exercise must ensure they facilitate the members of the communities to map their lands accurately.

### **Consensus Decision Making**

Participatory mapping must be carried out with the decisions being made through a consensus decision making process. “Consensus decision-making is a group decision-making process in which group members develop, and agree to support a decision in the best interest of the whole.”<sup>2</sup>

### **Representation**

Participatory mapping involves the participation of community members and their chosen representatives. Such representatives may be but not limited to; traditional leaders, women representatives, youth representatives etc. To note that all relevant stakeholders should be involved in the participatory mapping not only their chosen representatives.

### **Data Collection**

Primary data collection involves all relevant stakeholders and designated mapping officers meeting first to do preliminary mapping prior to entering the field, this is called mental mapping, the results are used to optimise target areas for data collection in the field. Upon entering the field, GPS devices and note pads for taking field observation notes are used to map the area. If available, picture cameras will also be used to document land uses and features, the imagery can later be added to the digitalised version of the map through geotagging.

During the community meeting event afterwards, the community members sketch on the map all relevant features that were identified during the primary data collection phase. GPS points of those relevant areas are also added to the map.

### Procedure for Participatory Mapping

Information to be recorded by land owners and communities;

- Record the current land use and the existing location, for example banana garden, mango trees, groundnut farm etc.
- Confirmation of existing boundaries (adjust and remap if necessary).
- Location of any steep slopes waterbodies, streams, water sources (all existing even if only during rainy season).
- Any sites of community significance (basic needs, cultural or spiritual).
- Any sightings of Rare, Threatened and Endangered species.

Arrive on day of mapping

- Assemble stakeholders for mapping exercise;
- This will be the local community, land owners and land users.
- It is expressly important that minority groups such as women, youth, ethnic minorities are included in the mapping process.
- Making sure that any persons that engage in activities on the land that is to be mapped are included and ensure they are not unduly influenced by the land owners.
- Take attendance list and photos, with the assistant to record minutes of exercise.
  
- With the land owners and community walk the boundary of the land that is to be mapped, ensure that any differences in boundaries are recorded and the final shapefiles uploaded.
- With the land owners and community walk in transect lines through the plot, exact size to be decided in relation to total size of area. Recording the land use and the changes across the plot.
- Record with the GPS device, the points identified during the mapping exercise. For example when entering the banana garden record the GPS point, ensure it is written down also. If the area is large take a tracking shapefile around that area.
- With the land owners and community walk the boundary of the land that is to be mapped, ensure that any differences in boundaries are recorded and the final shapefiles uploaded.
- With the land owners and community walk in transect lines through the plot, exact size to be decided in relation to total size of area. Recording the land use and the changes across the plot.

- Record with the GPS device, the points identified during the mapping exercise. For example when entering the banana garden record the GPS point, ensure it is written down also. If the area is large take a tracking shapefile around that area.

## Outputs of Participatory Mapping

Paper and digital maps will be produced and agreed upon by the community, local non-governmental organisations, local governmental authorities and company (SLR).

The maps produced will include:

- Agreement on categories of land uses and functions, as well as understanding of associated responsibilities (output of sensitization but also output of mapping – to check if there is good understanding and ownership of the information)
- Land ownership boundaries as per the individual LOAs, (including the total % of land leased to SLR by each land owning family).
- Land ownership boundaries as per community lands outside of LOAs (identify land owning families, demarcate total area of land for each family and – as a portion of the total land owned).
- Land use mapping that is used to show current land use and that can be used to identify areas for future land use for all areas.
- Boundaries of any protected areas (High Conservation Values, High Carbon Value) and their encompassing buffer zones and the identification of any further areas deemed to have High Conservation Values.

Documentation will be necessary to show that the mapping has been conducted in a participatory manner. The compilation of evidence to support the activity participatory mapping will be the most important part of the whole activity. The documentation needed to show that participatory mapping has been carried out in accordance with these guidelines would include but not be limited to:

- Documents that show communication between company, other organisations and community related to the participatory mapping.
- Socialisation material (such as posters used to inform communities about participatory mapping).
- Minutes, pictures and attendance lists with signatures of any meeting or field activities held with the community

## Roles and Responsibilities

The field team will consist of SLR employees that have undergone a training programme on the guidelines on participatory mapping and are sufficiently versed in all technical aspects of the participatory mapping activity.

These will be employees that are already employed by the company, but upon engagement with the participatory are given a role and responsibility each to fulfil during the exercise.

## The Structure



The responsibility of each position is as follows:

### **Participatory Mapping Lead Officer:**

The lead officer is the head organizer in the office and field, they decide when activities are conducted and oversees all team members to ensure they are fulfilling their roles and responsibilities.

### **Participatory Mapping Administration Officer**

The administration officer is responsible for obtaining and maintaining field data record and documenting points of agreements with the community. The data must be collected and recorded through the making of minutes with photographs and signed attendance lists.

### **Participatory Mapping Community Engagement Officer**

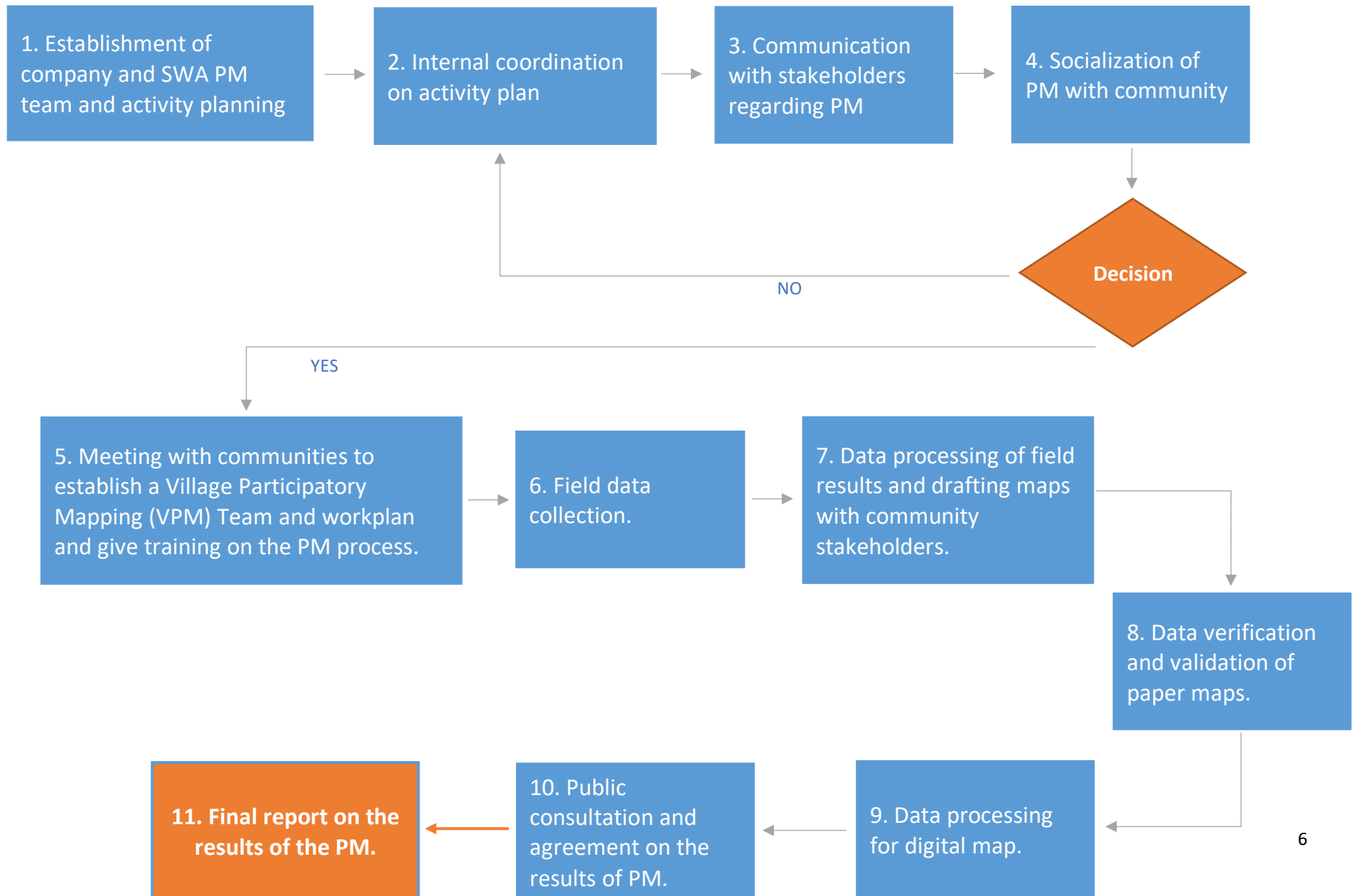
The community engagement officer is the key contact person for any members of the community to contact for any reason. This person maintains the communication between the company and community, informs the community of any upcoming activity (meetings etc.).

### **Participatory Mapping GPS Mapping Officers**

In collaboration with the relevant stakeholders, the GPS mapping officers will be collecting the primary field data and recording the location of points of interest with their GPS devices (GPS points and tracking lines (later to be made into a polygons on the

computer). Later during the drawing of the maps by community members, the GPS mapping officers will ensure the points of interest are placed on the maps in the most accurate location, using their recorded GPS points.

### Participatory Mapping Process and Flowchart



1. Establishment of company PM team and activity planning.
2. Internal coordination on activity plan.
3. Communication with stakeholders regarding PM.
4. Socialization of PM with community (community gives yes or no decision to continue).
5. Meeting with communities to establish a Village Participatory Mapping (VPM) Team and work plan and give training on the PM process.
6. Field data collection.
7. Data processing of field results and drafting maps with community stakeholders.
8. Data verification and validation of paper maps.
9. Data processing for digital map.
10. Public consultation and agreement on the results of PM.
11. Final report on the results of the PM.

**Stage 1: Establishment of company PM team and activity planning.**

The lead officer upon receiving notification from their Manager will form a suitable PM team.

The activity planning includes:

Training of PM team in all necessary aspects of participatory mapping.

The Lead Officer with PM team developing work plan for conducting the activities (length and locations to take place).

Determining of prioritisation for mapping on a village level.

Prepare thematic maps for the individual land owner agreements and surrounding community lands.

<b>Stage 1: Establishment of company and SWA PM team and activity planning.</b>		
Documentation	Done	Not Yet
Establishment of PM team and work plan.		
Training materials for PM team.		
Training report for PM team.		
Meeting minutes on mapping planning.		

**Stage 2: Internal coordination on activity plan.**

Internal meeting of PM team in order to agree and activity plan.

Preparation of material for community socialization of participatory mapping meeting. Material should include all relevant information: background/rationale, objective, expected outcome, possible impact, expected duration of activity, community rights to FPIC and PM Etc.

<b>Stage 2: Internal coordination on activity plan</b>		
Documentation	Done	Not Yet
Meeting minutes on internal meeting.		
Materials for socialisation to the community.		
Letter of invitation made that is to be given community/s.		

**Stage 3: Communication with stakeholders regarding PM (invitation to community to participate in PM).**

Community leaders are engaged and sensitized on the upcoming socialisation meeting.

A date is set for socialization of participatory mapping community meeting.

Community Engagement Officer visits village in order to deliver letter of invitation to relevant stakeholder

<b>Stage 3: Communication with stakeholders regarding PM (invitation to community to participate in PM).</b>		
Documentation	Done	Not Yet
Letter of invitation given to community.		
Community Engagement Officer report on engagement exercise.		

**Stage 4: Socialization of PM with community (community gives yes or no decision to continue).**

On the agreed date and time for socialisation, the participatory mapping team holds a socialisation meeting using the socialisation materials to inform the community regarding the activity.

Socialisation meeting will also set terms of engagement for the community for the company, in particular what level of participation will be necessary in order to complete PM to a desirable levels and the sorts of decision that will need to be decided during the PM activity, such as choosing of any areas that should be not cleared and planted for whatever reason and the decision of the size of buffer zones needed for HCV 5 & 6 areas.



The community reaches a decision through consensus regarding the implementation of participatory mapping (yes or no). If consensus is yes, then the community and PM team members (lead officer and community engagement officer) decide on a date for the following meeting to establish a Village Participatory Mapping (VPM) Team and work plan for conducting the participatory mapping.

<b>Stage 4: Socialization of PM with community (community gives yes or no decision to continue).</b>		
Documentation	Done	Not Yet
Meeting minutes, attendance list and photos of meeting.		
Socialisation materials.		
Agreed upon schedule for next activity.		

**Stage 5: Meeting with communities to establish a Village Participatory Mapping (VPM) Team and workplan and give training on the PM process.**

The village should form a Village Participatory Mapping (VPM) Team that will be able to be present at each participatory mapping exercise and help to facilitate the activity. The members of the VPM Team should be the chosen representatives of varying community groups and should be fit and able bodied in order to take part in the primary data collection. A small training of the VPM Team will take place, alongside with the creation of work plan for conducting the participatory mapping exercise in each relevant area.

Training will include data collection methods, use of mapping equipment and explanation on processing of data into a map, deciding on symbols to be use to represent different areas and sites (e.g. fish symbol representing a river where fish are fished). A work plan is decided upon where the community and the company lead officer decide on the best date for field data collection, map drafting and for the follow up meetings for map verification and approval. This workplan is agreed upon and both the company and community, if delays for the following activities occur because of either parties then the must keep each other informed through the community engagement officer.

<b>Stage 5: Meeting with communities to establish a Village Participatory Mapping (VPM) Team and workplan and give training on the PM process.</b>		
Documentation	Done	Not Yet
Meeting minutes, attendance list and photos of meeting.		
List of VPM Team members and records of training.		
Participatory mapping planning workplan.		

**Stage 6: Field data collection.**

On the day of the field data collection and the preliminary mapping meeting the relevant stakeholders (land owners/users) are to attend along with the village PM team.

- The purpose of conducting participatory mapping is to map the current land use of an area that has been identified and leased to the company and the surrounding landscape (appropriate to scale).
- Different work methods should be used including focus groups (small groups with only women or youth) and larger groups with mixed participation age/gender to discuss land use functions, access to land and needs to gather information on land use dynamics. This is a social exercise which is then later supported by technical process of collecting data points.
- The collection of the field data is done through the combination of a company PM Team, Village PM Team and relevant stakeholders. The company PM team will be using the previously recorded GPS points to follow the boundary lines as already specified in the Land Owner Agreements and identifying buffer zones that are also already delineated via the HCV and HCS studies. The SWA team will first need to map the boundaries of family/community lands in the areas outside of the LOAs.
- Collection of primary mapping data from the field will be in the form of notes and sketches in field notebooks, GPS points and tracking lines of areas to be recorded for each feature that will be added to the map. The community members that form the village PM team will be using these sketches as the source of information for drawing these features onto the map.
- Land use data will contain locations of the lands used by the communities for economic, social, cultural and religious activities. Every land use type should be represented on the map with a drawn shape and the GPS tracking line being used to shown the land use on the digital map. Along with the location and type of any building or structures present in the mapped area recorded on the map and the GPS points to be input into the digital map.

All relevant stakeholders should be present in order to confirm the existence of the land owner boundaries (both within and outside of LOAs) and to give a decision regarding buffer zones surrounding HCV 5 & 6 (community needs areas and sacred/religious sites). The buffer area is already set at 30m distance from the edge of the HCV to the future plantation edge. If community members wish to expand these buffer zones they are welcome at this stage to delineate a new boundary edge to the buffer zone and one that can be GPS mapped by the company officers in order to be used for future planting planning for that area.

- Furthermore there is the need to identify 'reserved' land that is to be utilised by the community for future food security needs and to identify land that is to be cleared for use by the community/land owner/land user as per LOA agreement.

**Special Condition:**

If there are any disputes regarding the boundary of any leased land, the area will be paused from undergoing the participatory mapping activity. The area and the disputed boundary must enter a process of mediation through the appropriate community mechanisms to resolve the ownership of the area and following a resolution from the community, the rightful owner can contact the company to enter a new lease agreement based on the resolved and accepted boundaries as defined by the outcome of the community mechanism.

<b>Stage 6: Field data collection.</b>		
Documentation	Done	Not Yet

Activity report, attendance list and photos of field data collection.		
Notebooks with sketches (company)		
GPS data uploaded to GIS software.		



**Stage 7: Data processing of field data and drafting of map with community stakeholders.**

Ideally, the processing of field data will be done on the same day as field data collection, if this not possible due to time constraints then the following day is advised.

The company PM team, VPM team and relevant community stakeholders will come together to transfer the data collected in the field (through the use of GPS technology and notebooks), onto a paper map.

The expected maps of the Land Owner Agreement area and surrounding land is expected to display the land use data collected during the field data collection stage. This includes but not limited to:

- Showing information related to the presence of current farmland, plantations, swamps (whether currently cultivated or not), forest areas and any areas set aside for future land use activities;
- Any areas that should be considered for High Conservation Value area protection from plantation development that have not been previously identified;
- Boundaries of any protected areas (High Conservation Value, High Carbon Value) and their encompassing buffer zones and any decision to expand existing boundaries of buffer zones on HCV areas if requested so by the community;
- Location of trees or plant species that should be protected from clearing because of their beneficial nature to the future plantation landscape;
- Confirmation that the boundaries of the land are correct as per land owner agreement and confirmation that the boundaries of family/community lands are correctly identified.

The expected maps of the community land area is expected to display the land use data collected during the field data collection stage. This includes but not limited to:

- Showing information related to the presence of current farmland, plantations, swamps (whether currently cultivated or not), forest areas and any areas set aside for future land use activities.
- Any areas that should be considered for High Conservation Value area protection that have not been previously identified;
- Boundaries of any protected areas (High Conservation Value, High Carbon Value) and their encompassing buffer zones and any decision to expand existing boundaries of buffer zones on HCV areas if requested so by the community;
- Location of trees or plant species that should be protected from clearing for food security purposes;
- Delineation of boundaries (whether family land boundary or community land boundary or other).

<b>Stage 7: Data processing of field data and drafting of map with community stakeholders.</b>		
Documentation	Done	Not Yet
Meeting minutes, attendance list and photos of meeting.		
Draft map drawn by community.		



Forest Committee Chair indicates the location of a rice swamp during a participatory land mapping exercise in Sumata Village in northern Sierra Leone 2012

**Stage 8: Data verification and validation of paper maps.**

This activity is to verify and validate the preliminary draft paper village map.

The company will facilitate a meeting in which all relevant stakeholders will be invited by the VPM Team to discuss the results of the mapping activity and to give input and recommendations for improving the draft paper map. Once the final maps are generated, the community members will need to reach a decision of consensus to endorse or reject the results of participatory mapping for the shown areas.

<b>Stage 8: Data verification and validation of paper maps.</b>		
Documentation	Done	Not Yet
Meeting minutes, attendance list and photos of meeting.		
Community endorsed paper maps drawn by community.		

**Stage 9: Data processing for digital maps.**

The verified paper maps will be then used by the company to produce and align a digital version of the same maps, which contains all the same features as identified and drawn by the community members.

<b>Stage 9: Data processing for digital map.</b>		
Documentation	Done	Not Yet
Draft digital map informed by field data collection (GPS points and track lines) and draft community paper map.		

**Stage 10: Public consultation and agreement on the results of PM.**

During a final public meeting both paper and digital versions (will be printed) of the maps will be presented to the community members. More than one set of maps can be present during the community meeting (alongside as the land is belonging to that community). The community members will need to reach a decision of consensus to endorse or reject the results of participatory mapping for the shown areas. If endorsed, communities representatives will asked to sign both maps on behalf of the community as a symbol of community approval of the verified map. These verified maps will be copied through photography to record the community approval. The maps will be held in the preferred location of the community members, and the digital version will be updated and adjusted as the clearing and planting occurs, with updated versions being sent to community when required.

<b>Stage 10: Public consultation and agreement on the results of PM.</b>		
Documentation	Done	Not Yet
Meeting minutes, attendance list and photos of meeting.		
Community approved paper and digital maps.		

**Stage 11: Final report on the results of the PM.**

A final report describing all stages and results of the implementation of participatory mapping exercise will be written by the company and disseminated to the community involved and other relevant stakeholders (NGOs, certification bodies, govt departments etc.). The report will collate the evidence of each stage of PM mapping and will be used to inform future participatory mapping exercises.

<b>Stage 11: Final report on the results of the PM.</b>		
Documentation	Done	Not Yet
Final report completed.		
Final report shared with relevant stakeholders.		

Example of Participatory Mapping

