

Schreckenber, K and Marshall E. (2001).
COMMUNITY REPORT – PROPOSED TABLE OF CONTENTS

[Note: throughout it would be useful to include relevant maps, diagrams and photos, and to make reference to further literature (e.g. secondary data) that exists as appropriate]

Section heading:	To include information on:	Possible sources:
1. Summary of findings		
2. Introduction and context		
2.1 Geography	<ul style="list-style-type: none"> • Location (longitude, latitude, altitude) • Natural resource base • Administrative district • Changes in time (e.g. boundary changes) 	Published maps, participatory maps, key informants
2.2 History [Note: try to identify reference dates for use in other discussions]	<ul style="list-style-type: none"> • Ethnic group(s) within community and neighbouring areas • History of settlement (community and/or barrio), impact of major national/state events • Current population (census) 	Historical timeline, census, key informants,
2.3 Infrastructure	<ul style="list-style-type: none"> • Road, water, school, church, meeting house, health services, mill, other – all with approx dates of establishment • Access (distance, means of transport, time, cost) to all markets used by the community 	Participatory map, key informants
2.4 Social structure	<ul style="list-style-type: none"> • Well-being indicators with a description of each • List of households in different well-being categories • General education levels • General health of the community 	Key informants, household survey; Teacher, health worker, school enrolment figures,
2.5 Support services	<ul style="list-style-type: none"> • Community organisations, self-help groups, women's groups, youth groups, church groups; age of organisation; level of participation in each • Government extension services 	Key informants, focus groups, Venn diagrams, govt reports, NGO staff and reports, company reports

	<ul style="list-style-type: none"> • NGOs • Private sector • Other 	
3. Land use		
3.1 Tree and land tenure	<ul style="list-style-type: none"> • Different types of land tenure (and tree tenure/access) • Variation by ethnic group, gender, age • Changes over time 	Participatory maps of different tenure types;
3.2 Main land use types	<ul style="list-style-type: none"> • Different land use types (main crops, cropping patterns) and location in the community • Access to, and tenure of, each land use type (who takes decisions about them?) • Changes over time 	Participatory maps, historical bar charts, participatory transect
3.3 Access to all NTFP resources (with specific focus on selected NTFP)	<ul style="list-style-type: none"> • Where are the NTFP resources located? • Does quality of the selected NTFP differ between locations? • Who has access (tenure) to different NTFPs? Do different groups of people have different patterns of access? • Impact of national regulations on community norms • Changes over time 	Participatory maps and transects, focus group (of collectors or 'landowners')
3.4 Management/cultivation of all NTFP resources (with specific focus on selected NTFP) [Note: management includes thinning natural regeneration, weeding, mulching, planting, pruning, etc]	<ul style="list-style-type: none"> • How are the different NTFP resources managed? Is there any cultivation of NTFPs? If so, what kind and since when? • Where are the resources managed/cultivated? • Who by? What proportion of the selected NTFP is collected/cultivated (by different groups of people, e.g. women/men, rich/poor)? • Changes over time 	Participant observation, focus groups (of resource managers)
4. Income and expenditure		

4.1 Main income-generating activities	<ul style="list-style-type: none"> • List of main income-generating activities for different groups of people (gender, wealth group, ethnic group, age) • Seasonal variation (are there any periods when there is no or little income?) • Where do NTFP activities fit in? Is there any variability from year to year (e.g. relative proportions consumed/sold)? • Changes over time 	Key informants, calendars, matrices, bar-charts,
4.2 Main items of expenditure	<ul style="list-style-type: none"> • List of main items of expenditure (e.g. agricultural inputs, food, entertainment, education, health, transport, household goods and building materials, etc) for different groups of people (gender, wealth group, ethnic group, age) • Seasonal variation (is there a period when expenditure exceeds income?) • Changes over time 	Key informants, calendars, matrices, bar-charts,
5. Labour		
5.1 Overview of activities within the community	<ul style="list-style-type: none"> • List of main activities in the community • Who (gender, well-being groups, ethnic groups) is involved in which activities? • How are labour-allocation decisions taken in the household? 	
5.1 Seasonality of employment	<ul style="list-style-type: none"> • Labour use by different groups of people over the year • Are there labour shortages at any time of year (e.g. due to too many activities or emigration of workforce)? If so, how are they resolved? • Where do NTFP activities (from collection to sale) fit in? Is there any variability from year to year? 	Key informants, calendars, matrices, bar-charts,
5.2 Availability of hired labour	<ul style="list-style-type: none"> • Is hired labour used? What for? • Opportunity cost of time (average local daily wage) 	Key informants, calendars,

6. Selected NTFP		
6.1 Range of NTFPs used	<ul style="list-style-type: none"> • List of all NTFPs collected by the community • Preferences and their relative importance (e.g. market and/or consumption value, medicinal value, availability of resource, reliability of production, ease of harvesting/processing) for different NTFPs by gender, well-being, ethnic group, etc 	
6.2 Characteristics of selected NTFP	<ul style="list-style-type: none"> • Advantages/disadvantages relative to other NTFP and non-NTFP activities (in terms of income, labour use, etc) • History of use including types of people involved • Variability in quality of the selected NTFP 	Key informants, matrices, income and labour calendars
6.3 Management of selected NTFP resource [If not already covered in 3.3 and 3.4]	<ul style="list-style-type: none"> • Location of resource • Does quality of the selected NTFP differ between locations? • Who has access (tenure) to the selected NTFP? Do different groups of people have different patterns of access? • Impact of national regulations on community norms • Is there any management or cultivation of the selected NTFP? If so, what kind and since when? Where? Who by? • What proportion of the selected NTFP is collected/cultivated (by different groups of people, e.g. women/men, rich/poor)? • Changes over time 	Participant observation, focus group of resource managers
6.4 Harvesting the selected NTFP	<ul style="list-style-type: none"> • Proportion harvested from the wild and from farmland if partially domesticated • Cost-benefit analysis of each step (labour, permits, information, material inputs, transport, etc) for different groups of people • Changes over time 	Participant observation, focus group of resource harvesters
6.5 Processing the selected	<ul style="list-style-type: none"> • Different forms of processing (by different people, and for 	Participant observation, focus

NTFP	<p>different final products)</p> <ul style="list-style-type: none"> • Cost-benefit analysis of each step (labour, permits, information, material inputs, transport, etc) for different groups of people • Changes over time 	group of NTFP processors
6.6 Storage of the selected NTFP/processed product	<ul style="list-style-type: none"> • Different forms of storage • Cost-benefit analysis of each step (labour, permits, information, material inputs, transport, etc) for different groups of people • Changes over time 	Participant observation, focus group of processors/traders
6.7 Sources of information	<ul style="list-style-type: none"> • Where do different community members obtain information on resource management, harvesting, processing, product specifications, (for all products and specifically for selected NTFP)? 	Key informants, focus groups, flow diagrams
7. Trade		
7.1 Available marketing avenues for different products	<ul style="list-style-type: none"> • By what route does the community market its produce (including agricultural and processed products)? • Characteristics of nearby markets (e.g. numbers of sellers, buyers, intermediaries; types of product (locally produced and/or imports); cost of access (incl. taxes)) • Changes over time 	Key informants, focus groups, flow diagrams
7.2 Sources of support (information, credit, other)	<ul style="list-style-type: none"> • Where do different community members obtain information on processing, marketing, product specifications, market prices, (for all products and specifically for the selected NTFP)? • Quantity and quality (timing, accuracy, etc) of information • Sources of credit for NTFP commercialisation • Sources of other support, e.g logistics • Are there any NTFP marketing organisations (internal and external to the community)? If yes, how effective are they (Who is involved in decision-making? Who benefits?) 	Key informants, focus groups, Venn diagrams

	<ul style="list-style-type: none"> • Changes over time 	
7.3 Specific marketing of selected NTFP	<ul style="list-style-type: none"> • What different marketing routes exist for the NTFP? (advantages or disadvantages of each) • What does the market chain look like? • Contact between producer and consumer? • Impact of market prices of the NTFP and substitutes on income obtained • Cost-benefit analysis (costs of access, permits, rent, accommodation, etc; benefits such as income, contacts with other traders and consumers, etc) for different actors • Key constraints • Changes over time (within and between years) 	Key informants, focus groups, flow diagrams
7.4 Policy/legal context	<ul style="list-style-type: none"> • Local understanding of national/state policies and legislation; degree to which they are actual constraints or opportunities; • Degree to which national/state system supports/contradicts traditional practice 	Key informants, focus groups, govt agents, NGO and private sector staff
8. Impact of changes in commercialisation		
8.1 Concepts of success	<ul style="list-style-type: none"> • How do different community members define 'successful' commercialisation? (list different definitions and locally-defined indicators) 	Community meeting, focus groups, key informants
8.2 Social impact	<ul style="list-style-type: none"> • Impact of commercialisation on different community members (e.g. status of women, poor, old) and on community organisation • Impact on labour use • Changes over time 	Focus groups, key informants, Venn diagrams
8.3 Gender impact	<ul style="list-style-type: none"> • Impact on women (e.g. economic and social status, empowerment) • Impact on men • Changes over time 	Focus groups, key informants

8.4 Environmental impact	<ul style="list-style-type: none"> • Impact on natural resource base • Community (or individual) initiatives to monitor impact of harvesting • Moves to domesticate (i.e. intensify management) 	Participatory maps, key informants, focus group with harvesters
9. References	List of all secondary data available	