



Natural Resources Conservation and Development

Level II

Learning Guide-60

**Unit of Competence: Promoting Implementation of
Property Rights, Land Laws and Regulations**

**Module Title: Promoting Implementation of
Property Rights, Land Laws and Regulations**

LG Code: AGR NRC2 M13 LO5-LG-60

TTLM Code: AGR NRC2 M13 TTLM 0919v1

**LO 5: Record, document and report
information**



Information Sheet-1	Supporting activities
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1.1 Supporting activities

Activities should supported to be in line with the policies and strategies and bylaws of the community and Socio-cultural approaches, such as, Roles of different ethnic groups, gender and the culture; with all these element combined it forms a personality

N.B Socio culture is the way people act and develop based around their surroundings



Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Why to support activities? (6 points)

Note: Satisfactory rating – 6 points

Unsatisfactory - below 6 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-2	Reporting conflicts beyond the capacity
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2.1 Reporting conflicts beyond the capacity

In case of conflict resolution all conflict issues which are raised in our work area, it may be land conflict or whatever, may be difficult to resolve in this level. On such way we have to report those conflicts which are beyond our capacity to the supervisors or concerning bodies.



Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What would you do if you face a conflict which beyond your capacity in your work environment as land administer? **(6 points)**

Note: Satisfactory rating – 12 points Unsatisfactory - below 12 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-3	Recording and Documenting all activities and results
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1.1 Documenting all activities and results

Documenting is an official paper or book that gives information about something, or that can be used as evidence or proof of something. In this case, documenting the property rights means, recording in an official paper or book about

- The owner of property (land and the respective rights)
- The need of land policies and regulations.
- The advantages of land registration and certification
- Results of using local by laws
- Resolution mechanisms of land conflicts and its benefit to the community.

Therefore, documenting of implementation of property rights and land laws is process of writing and retaining record of every step of property right events and its recommended action.



Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define documentation. (6 points)

Note: Satisfactory rating – 6 points

Unsatisfactory - below 6 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions



Information Sheet-4	Reporting and documenting work outcomes
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4.1. Documenting the recommended follow-up action

Documenting the recommended follow up actions also refers to the process of writing as well as keeping information in document about the property rights and land laws in socio-cultural approaches and the customary laws in accordance with the existing land laws policies and legislations.

1.2 Reporting Work outcomes

Reporting: Think about who is going to read the report. What you say and how you say it will depend on this.

In Writing a report: -

- ✓ What need were you trying to address? (Your original aim?)
- ✓ What did you actually do? (Out puts)
- ✓ What went wrong and why?
- ✓ What difference did you make? What were the key headline achievements? (outcomes)
- ✓ What could be learned from your experience? Will you do anything differently next time?

It is a mistake to start to write any report until you have -

1. analyzed your information
2. Decided what you want to say

If you don't do this, your report is likely to be muddled, and the reader will not know what you're trying to tell them. It will be a waste of time and effort.

Reporting should not be something you do just because you have to, for example for a funder.

There are many ways to use reporting to tell your story:

- ✓ Your own annual report
- ✓ Presentations
- ✓ Work report to managers, trustees or colleagues
- ✓ Newsletters
- ✓ Web pages
- ✓ Press releases
- ✓ Feedback to staff (e.g. appraisal)
- ✓ Report for funder



The main content of your report should include:

Our outputs: main facts and figures about our activities:

The main facts and figures about your activities

Our outcomes: what did we achieve?

What goes here?

The outcomes you have achieved. Try to be specific.

So, based on this principle we have to report our work outcomes to appropriate persons.



Self-Check -4

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. In writing a report, what things you should have to think? (5pts.)

Note: Satisfactory rating – 5 points

Unsatisfactory - below 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions