

Rural Land Administration

Level – III

**Based on March 2022, Version- II Occupational
Standard**



Module Title: - Tenure Documentation

LG Code: AGR RLA3 M03 LO (1-2) LG (7-8)

TTLM Code: AGR RLA3 TTLM 0523v1

May, 2023

Addis Ababa, Ethiopia

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Introduction to the Module

This module covers the competence required to understand tenure, documents in tenure, document in tenure records and chronological and system context of the land registration in rural land administration

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LG #7	LO #1- Land Tenure Documentation
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Instruction sheet-1
<p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:</p> <ul style="list-style-type: none"> • Concept of Land Tenure Documentation • Pre-request of Land Tenure Documentation <p>This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:</p> <ul style="list-style-type: none"> • Explain concept of land tenure documentation • Identify pre-request of land tenure documentation
Learning Instructions:
<ol style="list-style-type: none"> 1. Read the specific objectives of this Learning Guide. 2. Follow the instructions described below. 3. Read the information written in the information Sheets 4. Accomplish the Self-checks 5. Perform Operation Sheets 6. Do the “LAP test”

Information Sheet-1

1.1 Concept of Land Tenure Documentation

Land tenure documentation refers to the legal documents that establish and protect ownership or use rights to land. These documents are important for establishing and protecting property rights, which are essential for economic development, social stability, and environmental sustainability.

Land tenure documentation can take many forms, including deeds, titles, leases, easements, and mortgages, certificates of occupancy, land use permits, land contracts, and trust deeds. The specific type of document used depends on the nature of the property rights being established or transferred and the legal requirements of the jurisdiction.

Land tenure documentation is important for several reasons. First, it provides a legal record of ownership or use rights to land. This helps to prevent disputes and conflicts over land, which can be a major source of social and political instability. Second, land tenure documentation provides a basis for investment in land and property. With clear and secure property rights, individuals and businesses are more likely to invest in land and improve it, which can lead to economic growth and development. Finally, land tenure documentation can help to protect the environment by providing a legal framework for sustainable land use practices.

However, land tenure documentation can be challenging in many parts of the world, particularly in developing countries where land rights may not be well-established or recognized. Issues such as corruption, weak legal systems, and conflicting claims to land can make it difficult to establish clear and secure property rights. As a result, many individuals and communities may lack legal recognition of their land rights, which can leave them vulnerable to displacement, exploitation, and poverty.

Efforts to improve land tenure documentation and land rights recognition are important for promoting social and economic development and reducing poverty. This may involve legal and policy reforms to strengthen land tenure systems, improve access to justice, and promote greater transparency and accountability in land governance. It may also involve community-based

approaches to land tenure documentation, such as participatory mapping and land registration, which involve working closely with local communities to establish and recognize their land rights.

Overall, land tenure documentation is an essential tool for establishing and protecting property rights, promoting economic and social development, and protecting the environment. However, efforts to improve land tenure documentation and land rights recognition must take into account the unique legal, institutional, and social contexts of different jurisdictions and communities.

1.2. Pre-request of Land Tenure Documentation

1.2.1 Identifying Tenure Document Recorder with their Accountability and Responsibility

A. Tenure Document Recorder

II. Data Base Encoder

A database encoder is a person responsible for entering and organizing data into a database. This job involves accurately and efficiently inputting data, verifying its accuracy, and ensuring that it is properly categorized and organized within the database. Some specific tasks that a database encoder may perform include:

- **Entering data into the database:** This may involve typing information into a computer, scanning documents, or using automated tools to transfer data from one system to another.
- **Checking for accuracy:** The encoder must carefully review the data to ensure that it is accurate and complete, and correct any errors or inconsistencies.
- **Categorizing and organizing data:** The encoder must ensure that the data is properly categorized and organized within the database, using a consistent system of classification.
- **Maintaining the database:** The encoder may be responsible for updating and maintaining the database, including adding or removing records, updating information, and performing regular backups to ensure data security.

- **Generating reports:** The encoder may be responsible for generating reports or queries to extract data from the database for analysis or reporting purposes.

III. Data Base Administrator

A database administrator (DBA) is a professional responsible for the performance, security, and availability of a database system. They manage the installation, configuration, and maintenance of the database software and hardware, and ensure that the database meets the needs of the organization. Some specific tasks that a database administrator may perform include:

- **Database design:** The DBA is responsible for designing the database structure and ensuring that it meets the requirements of the organization. This may involve working with developers and other stakeholders to determine the data needs of the organization.
- **Installation and configuration:** The DBA installs and configures the database software and hardware, ensuring that it is optimized for the organization's needs.
- **Performance tuning:** The DBA monitors the performance of the database and makes adjustments to improve its speed and efficiency. This may involve optimizing queries, tuning hardware settings, or adding indexes to improve performance.
- **Security management:** The DBA is responsible for ensuring the security of the database, including setting up user accounts and access permissions, monitoring for unauthorized access, and implementing data encryption.
- **Backup and recovery:** The DBA is responsible for ensuring that the database is backed up regularly and that data can be recovered in the event of a disaster or system failure.
- **Troubleshooting and problem resolution:** The DBA is responsible for identifying and resolving database issues, such as data corruption, performance problems, or system crashes.

IV. Surveyor

A surveyor is a professional who is responsible for measuring and mapping the physical features of land, including its size, shape, boundaries, and location. Surveyors use specialized equipment and techniques to create accurate maps and measurements that are used in a variety of

applications, including land development, construction, and property ownership. Some specific tasks that a surveyor may perform include:

- **Measuring and mapping land:** Surveyors use a variety of tools and techniques to measure and map the physical features of land, including the use of GPS equipment, total stations, and aerial photography.
- **Establishing property boundaries:** Surveyors are responsible for establishing the boundaries of properties, including determining where one property ends and another begins.
- **Creating topographic maps:** Surveyors create topographic maps that show the physical features of the land, including elevation, contours, and waterways.
- **Verifying legal descriptions:** Surveyors are responsible for verifying legal descriptions of properties and ensuring that they are accurate.
- **Providing expert testimony in legal disputes:** Surveyors may be called upon to provide expert testimony in legal disputes related to property boundaries or other land-related issues.

V. Land Administrator

A land administrator is a professional responsible for managing and overseeing land-related activities and transactions. This may include managing land records, administering leases and permits, and ensuring compliance with land-use regulations. Some specific tasks that a land administrator may perform include:

- **Managing land records:** Land administrators are responsible for maintaining accurate and up-to-date records of land ownership, including deeds, titles, and other legal documents.
- **Administering leases and permits:** Land administrators may be responsible for issuing leases and permits for land use, such as for grazing, mining, or oil and gas development.

- **Ensuring compliance with land-use regulations:** Land administrators may be responsible for enforcing land-use regulations, such as zoning laws or environmental regulations.
- **Facilitating land transactions:** Land administrators may be involved in facilitating land transactions, such as sales or transfers of ownership.
- **Conducting research and analysis:** Land administrators may conduct research and analysis related to land use, land values, and other factors that affect land management.
- **Providing guidance and advice:** Land administrators may provide guidance and advice to landowners, developers, and other stakeholders on land-use regulations and other land-related issues.

B. Accountability and Responsibility of Recorder

The accountability and responsibility of a land tenure recorder can vary depending on the jurisdiction and the specific duties assigned to the recorder. In general, however, the following are some of the key responsibilities and accountabilities of a land tenure recorder:

- **Record land tenure documents:** The main responsibility of a land tenure recorder is to receive and record land tenure documents submitted for recording by property owners, attorneys, or other parties. The recorder must ensure that all documents meet legal requirements, are properly signed and notarized, and contain accurate and complete information.
- **Maintain accurate records:** The recorder must maintain accurate and up-to-date records of all land tenure documents that are recorded, including deeds, titles, leases, and other legal instruments. This includes ensuring that all records are properly indexed and easily accessible to the public.
- **Protect public records:** The recorder has a responsibility to protect public records from loss, damage, or unauthorized access. This may involve implementing appropriate security measures, such as fire suppression systems, backup systems, and access controls.
- **Provide public access to records:** The recorder must provide public access to land tenure records, subject to any legal restrictions on access or confidentiality. This includes

responding to public requests for copies of records, providing access to records online or in person, and ensuring that records are organized and easy to search

- **Collect and distribute fees:** The recorder is responsible for collecting fees associated with recording land tenure documents and distributing those fees to the appropriate government agencies. This often involves working closely with other government departments, such as the tax assessor's office and the treasury department.
- **Ensure compliance with legal requirements:** The recorder has a responsibility to ensure that all land tenure documents are in compliance with legal requirements, such as zoning regulations, environmental laws, and building codes. This may involve working closely with other government agencies and departments to ensure that all legal requirements are met.
- **Provide customer service:** The recorder is often the first point of contact for property owners and other stakeholders seeking information or assistance with land tenure matters. As such, the recorder has a responsibility to provide high-quality customer service, including responding promptly to requests for information, providing accurate and helpful advice, and treating all stakeholders with respect and professionalism.

Overall, the accountability and responsibility of a land tenure recorder are critical for ensuring that land tenure documents are recorded accurately and efficiently, and that public records are maintained and accessible. The recorder plays an important role in promoting transparency, accountability, and good governance in land tenure systems.

1.2.2 Identifying and Describing Jurisdiction governing Document

In Ethiopia, the jurisdictional hierarchy for land tenure documentation includes the regional, zonal, woreda, and kebele levels. Each level has a specific role to play in land tenure documentation, as follows:

- **Regional level:** At the regional level, the government is responsible for setting policy and legal frameworks related to land tenure and land use. This includes developing legislation, regulations, and guidelines for land tenure documentation and management.

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The regional government is also responsible for overseeing the work of lower-level authorities and ensuring that they comply with the legal framework.

- **Zonal level:** At the zonal level, the government is responsible for implementing land tenure policies and regulations within a specific geographic area. This includes overseeing land registration, land use planning, and dispute resolution. The zonal government is also responsible for coordinating with lower-level authorities, such as woredas and kebeles, to ensure that land tenure documentation is accurate and up-to-date.
- **Woreda level:** At the woreda level, the government is responsible for managing land tenure issues within a particular administrative district. This includes recording land tenure documents, such as deeds, titles, and leases, and ensuring that they are accurate and complete. The woreda government is also responsible for resolving land disputes and managing land use planning at the local level.
- **Kebele level:** At the kebele level, the government is responsible for implementing land tenure policies and regulations within a specific community or village. This includes recording land tenure documents, such as deeds, titles, and leases, and ensuring that they are accurate and complete. The kebele government is also responsible for resolving land disputes at the local level and managing land use planning within the community.

In Ethiopia, the land tenure system is complex and often faces challenges related to the recognition and protection of customary land rights, corruption, and inadequate resources. The role of the jurisdictional hierarchy is to ensure that land tenure documentation is accurate, transparent, and accessible to all stakeholders. This requires collaboration and coordination among different levels of government and active participation from local communities.

Efforts to improve land tenure documentation in Ethiopia have included legal and policy reforms to strengthen the legal framework and promote greater transparency and accountability, as well as community-based approaches to land registration and mapping. These efforts aim to ensure that all stakeholders have secure and recognized land rights, which are essential for promoting social and economic development, reducing poverty, and protecting the environment.

1.2.3 Establishing Relationships Between the Records' and other Entities

Establishing and documenting relationships between the records' creators and other entities is important for several reasons in the context of land tenure documentation. The following are Some of those reasons:

- **Legal requirements:** Depending on the jurisdiction, there may be legal requirements for documenting relationships between the records' creators and other entities. For example, in some jurisdictions, it may be necessary to document the relationship between a property owner and a mortgage lender or a landlord and a tenant. Failure to document these relationships could result in legal disputes or challenges to the validity of the land tenure documents.
- **Clarity and transparency:** Documenting relationships between the records' creators and other entities can help to promote clarity and transparency in land tenure transactions. This can help to prevent misunderstandings or disputes between parties and ensure that all stakeholders have a clear understanding of their rights and obligations.
- **Accountability and oversight:** Documenting relationships between the records' creators and other entities can also help to promote accountability and oversight in land tenure transactions. This can help to prevent fraud or corruption and ensure that all parties involved in the transaction are acting in accordance with legal and ethical standards.

Overall, establishing and documenting relationships between the records' creators and other entities is important for promoting clarity, transparency, and accountability in land tenure transactions. This can help to prevent disputes, ensure compliance with legal requirements, and promote social and economic development. It is therefore important for land tenure documentation systems to include provisions that require the recording of relationships between the records' creators and other entities, and to ensure that these records are accessible, accurate, and up-to-date.

1.2.4 Preparing Relevant Legislation

Policies and strategies related to tenure documents typically aim to promote secure and equitable access to land and natural resources, and to establish clear and reliable systems for land

registration and documentation. Some key policies and strategies related to tenure documents include:

- A. **Legal and regulatory frameworks:** Effective land governance requires clear and comprehensive legal and regulatory frameworks that establish the rights and obligations of landowners and land users, and provide a clear basis for land registration and documentation. This includes laws and regulations related to land tenure, land use planning, and environmental protection, among other areas.
- B. **Land registration and documentation systems:** A reliable and accessible land registration and documentation system is critical for promoting secure land tenure and reducing disputes over land ownership and use. This may include the creation of a land book or records system, as well as the development of standardized forms and procedures for land registration and documentation.
- C. **Community participation and engagement:** Effective land governance also requires meaningful participation and engagement of communities and stakeholders in the land administration process. This may include the establishment of community land use planning processes, or the development of mechanisms for community participation in decision-making related to land use and management.
- D. **Gender equity:** Policies and strategies related to tenure documents should also take into account issues of gender equity and women's land rights. This may include the development of laws and policies that explicitly recognize and protect women's land rights, as well as the implementation of gender-sensitive land registration and documentation processes.
- E. **Technology and innovation:** The use of technology and innovation can also play an important role in improving land registration and documentation processes. This may include the use of digital mapping and surveying tools, the development of online land registration systems, or the use of block chain technology to create secure and transparent land tenure systems.

F. Capacity building and training: Effective land governance also requires the development of skilled personnel who can manage and administer land registration and documentation systems. This may include the provision of training and capacity building programs for land surveyors, mapping professionals, and government officials responsible for land administration.

G. Monitoring and evaluation: Policies and strategies related to tenure documents should also include mechanisms for monitoring and evaluating the effectiveness of land registration and documentation systems. This may include the development of performance metrics and indicators, as well as regular evaluations of the impact of land tenure policies and strategies on land governance and social and economic outcomes.

Overall, effective policies and strategies related to tenure documents are critical for promoting secure and equitable access to land and natural resources, and for supporting sustainable and inclusive economic development. By establishing clear and reliable systems for land registration and documentation, and by promoting community participation and gender equity in land governance, these policies and strategies can help to reduce disputes over land ownership and use, promote transparency and accountability, and support the development of thriving and resilient communities.

1.2.5 Identifying Sources of Tenure Document

There are several sources of recorded tenure documents, including:

- **Government land registries:** Government land registries are official repositories of land tenure records and are typically managed by the government agency responsible for land management. These registries may contain records related to land ownership, use, and transfer, as well as other relevant information such as survey maps and legal documents.
- **Title companies:** Title companies are private companies that provide services related to land ownership and transfer. These companies may maintain their own databases of land tenure records and provide access to these records for a fee.

- **Notaries public:** Notaries public are public officials authorized to witness and authenticate legal documents. Notaries may maintain their own records of land tenure documents that they have notarized.
- **Courthouses:** Courthouses may maintain records related to land tenure, such as deeds, mortgages, and other legal documents.
- **Private individuals and organizations:** Private individuals and organizations may also maintain records related to land ownership, use, and transfer. For example, a property owner may maintain records related to their own land tenure, or a community organization may maintain records related to the land tenure of a particular community.
- **Base map:** A base map typically refers to a map that provides a basic representation of the physical features and boundaries of a geographic area. While a base map may be a helpful tool for understanding the location and context of a property, it is generally not considered a source of recorded land tenure documents. While a base map may be used to provide a visual representation of the physical boundaries of a property, **it does not provide the legal documentation necessary to establish ownership or transfer of ownership.**
- **Land use plans:** A land use plan typically refers to a document that outlines the intended use and development of land within a particular geographic area. While a land use plan may provide guidance for future land use and development, it is generally not considered a source of recorded land tenure documents. While a land use plan may be used to provide guidance for future development and zoning regulations within a particular area, **it does not provide the legal documentation necessary to establish ownership or transfer of ownership.**
- **Drawings:** Drawings may be used as a base map to provide a visual representation of the physical boundaries and features of a property. **However, they are generally not considered a legal source of recorded land tenure documents.** While drawings may be used to provide a visual representation of the physical boundaries and features of a property, they do not provide the necessary legal documentation to establish or transfer ownership of the property. However, drawings may be helpful as a supplement to other

recorded land tenure documents, such as property surveys, in order to provide a more detailed and accurate representation of the property.

- **Database Administrator:** Database administrators (DBAs) may be involved in the management and maintenance of databases that contain information related to land tenure documents. **However, DBAs themselves are not considered a source of recorded land tenure documents.** However, DBAs may be involved in the management and maintenance of databases that contain information related to these recorded land tenure documents. This may include ensuring the accuracy and integrity of the data, performing backups and restores, and providing access to authorized users.
- **Guidelines:** Guidelines may be used to provide direction and recommendations for the recording and maintenance of land tenure documents. **However, guidelines themselves are not considered a legal source of recorded land tenure documents.** However, Guidelines may be used to provide recommendations for the recording and maintenance of these documents, such as guidelines for document formatting, data entry, and indexing. These guidelines may be established by government agencies, professional organizations, or other entities.
- **Field Registration Forms (FRFs):** can be considered as types of tenure documents, as they are used to record important information about land ownership and other rights related to land. FRFs are typically used in the context of land reform programs, where they are used to register and formalize land rights for previously informal or undocumented landholders.
- **A registry book:** is a type of document used to record and maintain official records related to land ownership and other rights related to land. Registry books are typically maintained by government agencies or other authorities responsible for land administration and management.
- **A Cadastral Index Map (CIM):** is a type of map that provides a visual representation of land ownership and other rights related to land within a specific geographic area. CIMs are used to provide a comprehensive and up-to-date picture of land ownership and use, and are an important tool for land administration and management.

- **A Book of Landholding** is a type of document used to record and maintain official records related to land ownership and other rights related to land. It is typically maintained by government agencies or other authorities responsible for land administration and management.
- **A parcel map** is a type of map that shows the boundaries and other features of individual land parcels within a specific geographic area. Parcel maps are typically used to provide a visual representation of land ownership and use, and are an important tool for land administration and management.
- **Application forms** are documents used to request or apply for specific rights or services related to land ownership and use. They are typically used in the context of land administration and management, and are often required to initiate or complete certain transactions related to land tenure. Application forms may be used to request a variety of services or rights related to land, such as:
 - ✓ Land registration or titling
 - ✓ Transfer of land ownership
 - ✓ Leasing or renting of land
 - ✓ Permission to build or develop on land
 - ✓ Application for land use permits or zoning changes
 - ✓ Tax assessment or payment related to land ownership
- **A Landholder Index Card:** is a type of document used to record and maintain official records related to land ownership and other rights related to land. It is typically maintained by government agencies or other authorities responsible for land administration and management.
- **An application journal or daily log** is a type of record-keeping document used to track and maintain a record of all application forms and related transactions processed by a land administration agency or other authority responsible for land management.

- **Land files:** Land files may be used as a source of recorded land tenure documents. Land files typically refer to a collection of documents and records related to a particular piece of land, which may include deeds, mortgages, liens, easements, leases, property surveys, and other documents related to property ownership and transactions. Land files may be used as a source of recorded land tenure documents in a variety of ways, such as:
 - ✓ **Confirming ownership:** Land files may be used to confirm the current and previous owners of a property, and to trace the ownership history of the property over time.
 - ✓ **Identifying encumbrances:** Land files may be used to identify any liens, easements, or other encumbrances on the property that may affect its transferability.
 - ✓ **Reviewing transaction history:** Land files may be used to review the transaction history of a property, including any past sales, mortgages, or other transactions.
 - ✓ **Establishing legal descriptions:** Land files may be used to establish the legal description of a property, including its boundaries, size, and location.

1.2.6 Describe Records' Chronological and System Context

Describing the records' chronological and system context is important in relation to land tenure documentation for several reasons:

- **Legal compliance:** Chronological and system context is essential for ensuring that land tenure documents are created, managed, and disposed of in accordance with legal and regulatory requirements. This includes ensuring that all land tenure documents are recorded in a timely and accurate manner, and that they are retained and disposed of in accordance with applicable laws and regulations.
- **Preservation:** Chronological and system context is important for preserving land tenure documents over time. By documenting the origin, creation, and management of land tenure documents, it becomes easier to preserve and maintain them as part of a historical record. This is important for ensuring the accuracy and completeness of land tenure records, and for supporting research and analysis related to land tenure history and policy.

- **Access and retrieval:** Chronological and system context is also important for ensuring that land tenure documents can be accessed and retrieved in an efficient and effective manner. By documenting the context in which land tenure documents were created and managed, it becomes easier to locate and retrieve specific records in response to legal or research requests.
- **Accountability:** Chronological and system context is important for promoting accountability in land tenure transactions. By documenting the origin, creation, and management of land tenure documents, it becomes easier to trace the history of land tenure transactions and identify any irregularities or improprieties.

Overall, describing the records' chronological and system context is essential for ensuring that land tenure documents are created, managed, and preserved in an accurate, efficient, and transparent manner. This is important for legal compliance, preservation, access, retrieval, and accountability. To describe the chronological and system context of land tenure documents, it is important to document the creation, use, and disposition of the records, as well as any changes in ownership or management that occur over time. This can include documenting the process by which land tenure documents are created and recorded, the personnel or agencies responsible for managing the records, and any changes in the legal or regulatory framework that affect land tenure documentation. By documenting the chronological and system context of land tenure documents, it becomes easier to ensure the accuracy, completeness, and accessibility of these records, and to support research and analysis related to land tenure history and policy.

Self-check 1

Name..... ID..... Date.....

Directions: Answer all the questions listed below.

Test 1: write True if the statement is correct and False if the statement is not correct for the following questions.

1. Land tenure documentation refers to the legal documents that establish and protect ownership or use rights to land
2. Tenure documents are legal documents that establish and record the legal rights to land and property

Test 2: Choose the correct answer from the given alternative for the following questions

1. Examples of legislation that may be relevant for tenure documentation includes;
 - A. Employment laws B. Privacy laws C. Land and property laws D. All
2. Tenure document Recorder may include
 - a. Data base encoder B. Surveyor C. Land administrator D. All

Test 3: Short Answer Questions

1. Discuss the method of spatial data storage

LG #8

LO #2- Documenting land Tenure Records

Instruction sheet-2

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Types of Land Tenure Documents
- Content and Structure of the Records and System(s)
- Principles of Land Tenure Document Recordkeeping
- Land Tenure Document Recording Procedures
- Tools and Equipment used to Record Tenure Document
- Land Tenure and Digital Documentation Systems
- Tenure Document Records System and Technologies
- Different Systems for Land Tenure Records

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Identify and describe types of land tenure documents
- Prepare Content and structure of the records and system(s)
- Change into action Principles of Land Tenure Document recordkeeping
- Perform Land Tenure Document Recording Procedures
- Identify Tools and equipment used to record tenure document
- Undertake Digital Land Tenure documentation systems

- Identify appropriate Land Tenure document Records system and technologies
- Create and manage different systems for land tenure records

Learning Instructions:

- Read the specific objectives of this Learning Guide.
- Follow the instructions described below.
- Read the information written in the information Sheets
- Accomplish the Self-checks
- Perform Operation Sheets
- Do the “LAP test”

Information Sheet-2

2.1 Types of Land Tenure Documents

Land tenure documents are legal instruments that specify the ownership or rights of individuals, groups, or entities to use and manage land. These documents are important for establishing and protecting property rights, which are essential for economic development, social stability, and environmental sustainability. There are several types of land tenure documents, including:

- I. **Land title:** A land title is a legal document that establishes the legal ownership of land and property.
- II. **Lease agreement:** A lease agreement is a legal document that establishes the terms and conditions of a lease, which is a contractual agreement between a landlord and tenant for the use of land or property.
- III. **Deed:** A deed is a legal document that transfers ownership of land or property from one party to another.
- IV. **Certificate of occupancy:** A certificate of occupancy is a legal document that certifies that a building or other structure meets the local building codes and is safe for occupancy.
- V. **Easement:** An easement is a legal document that grants a person or entity the right to use a portion of land or property for a specific purpose, such as for a utility easement or a right-of-way.
- VI. **Mortgage:** A mortgage is a legal document that establishes a lien on property as collateral for a loan.
- VII. **Tenancy agreements:** A tenancy agreement is a legal document that establishes the rights and responsibilities of a tenant who rents a piece of land from a landlord. It typically includes the terms of the tenancy, such as the rent to be paid, the duration of the tenancy, and any restrictions on the use of the land.

VIII. **Certificates of customary ownership:** In some countries, customary land tenure systems exist where land is owned and managed collectively by communities. In these cases, certificates of customary ownership may be issued to confirm the rights of members of the community to use and manage the land.

Generally, tenure documents are important for establishing and protecting the legal rights to land and property, and for ensuring that land and property are used and managed in a sustainable and equitable manner.

2.2 Content and Structure of the Records and System(s)

The content and structure of land tenure records and systems generally includes information related to the ownership and transaction history of a particular piece of property. The exact content and structure of the records and systems may vary depending on the jurisdiction and governing laws and regulations. The following are examples of tenure document with their contents.

- **Field Registration Forms (FRF)**

- ✓ **Property Identification Section** which includes Region, zone, woreda, kebele, UPIN, FRF number, field map sheet number, registration date and registration team number.
- ✓ **Property description** which includes;
 - ✚ Name, birth year, relation and family size of land holders
 - ✚ Temporary certificate number and other evidence
- ✓ **Property description** which includes; Year and means of acquisition, Current land use, Fertility status, holding type, Number of parcel, Dispute, Additional information and Signatures of the approving officials and landholders
- ✓ **Encumbrance** which includes easements, mortgages and registered leases.
- ✓ **Guardian name and address**

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<input type="checkbox"/> የወል	<input type="checkbox"/> የመንግስት	<input type="checkbox"/> የጋራ	<input type="checkbox"/> የግል
ተጨማሪ የይዞታ ማስረጃዎች			
<input type="checkbox"/> የልም	<input type="checkbox"/> የክርክር ቤት ውሳኔ	<input type="checkbox"/> የገዢዎች የይዞታ ማረጋገጫ ሰርተፍኬት ቁጥር	
<input type="checkbox"/> የግብር ደረሰኝ	<input type="checkbox"/> ገዢዎች የይዞታ		
አስተያየት			

የማሳው ግዴት	<input type="checkbox"/>	የኢግር መንገድ	<input type="checkbox"/>	የውሃ መስመር	<input type="checkbox"/>	የስልክ መስመር	<input type="checkbox"/>	ሌላ
የልም መረጃ	<input type="checkbox"/>	የመሬት	<input type="checkbox"/>	የውሃ ማፋለሻ ስያ	<input type="checkbox"/>	የመስኖ ስያ	<input type="checkbox"/>	
ቅራኔዎች (ግዳታ)								
<input type="checkbox"/> የልም	<input type="checkbox"/> የይዞታ ደንባኛል	<input type="checkbox"/> የድንበር ግዳታ	አስተያየት					
ወትረዊ የመሬት አጠቃቀም								
<input type="checkbox"/> ጽጌ ስጦታ	<input type="checkbox"/> ዓር	<input type="checkbox"/> ጽን	<input type="checkbox"/> ጠፍ መሬት	<input type="checkbox"/> የኢግልግል-ት መስጫ ተቋም				
<input type="checkbox"/> የልምነት ደረጃ	<input type="checkbox"/> የልም	<input type="checkbox"/> ክፍተት	<input type="checkbox"/> መስክልኛ	<input type="checkbox"/> ዝቅተኛ				
ይዞታ የተገኘበት ወጪ								
<input type="checkbox"/> በስጦታ	<input type="checkbox"/> በምረት	<input type="checkbox"/> በውርስ	<input type="checkbox"/> በይዞታ	<input type="checkbox"/> ሌላ	ይዞታው የተገኘበት ዓ.ም			

ተ.ቁ	ባለይዞታው (ዎች)	ፆታ	የትውልድ ዘመን	የዘምድና ወጪ	ፈርማ
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የገቢው ብዛት	ወንድ	ሴት
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የቡድን መሪ ስም _____ ፈርማ _____		
የመሬት አስተዳደርና ኢንቨስትመንት ቢሮ ስም _____ ፈርማ _____		

Figure 2.1 Field Registration Form

- Registry Book**

- ✓ **Property identification section:** Region, zone, woreda, kebele and UPIN.
- ✓ **Property description:** includes registration date, FRF number, holder/s name, area, fertility, current land use, age, family size, gender, holding type, signature of the record officer, year and means of acquisition and Notes.
- ✓ **Guardians:** includes name of the guardians and their address
- ✓ **Encumbrances:** includes descriptions on encumbrance and easement, registration date, document number, notes and signature of the record officer.

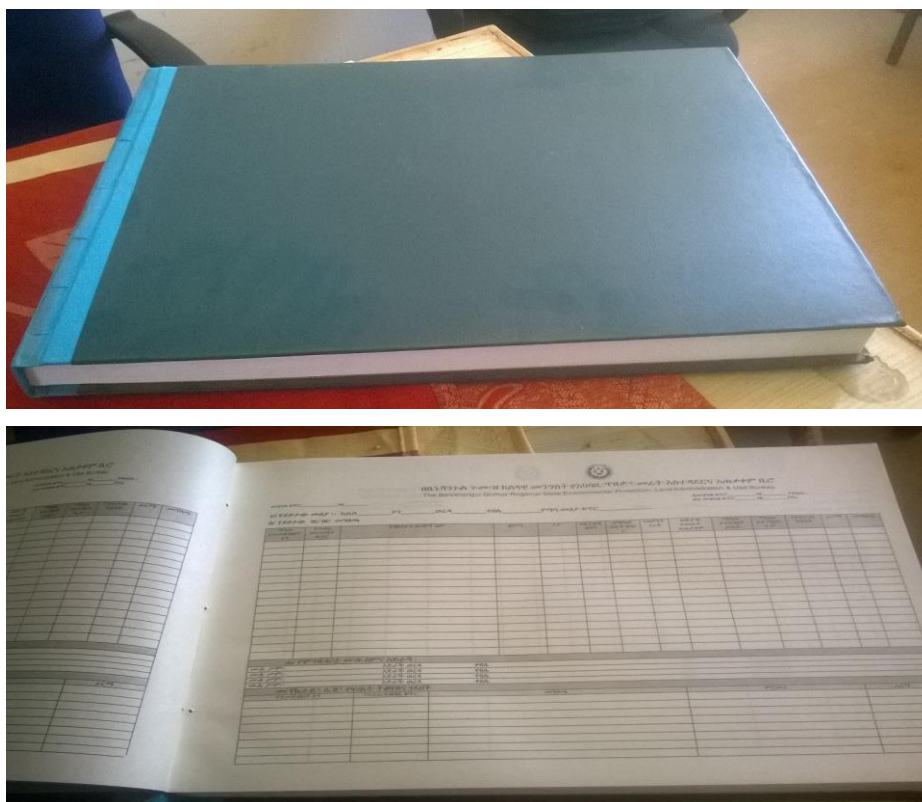


Figure 2.3 Registry Book

- **Parcel Map**

The parcel map contains:

- ✓ The title, name and logo of the institution
- ✓ North arrow, legend, scale bar scale
- ✓ Coordinate reference system
- ✓ Description of the parcel including parcel identifier, fertility, current land use, area and centroid
- ✓ Name of land holder/s and boundaries of parcels
- ✓ Date of issuance
- ✓ Authentication including signature and responsibility of the checking and approving bodies

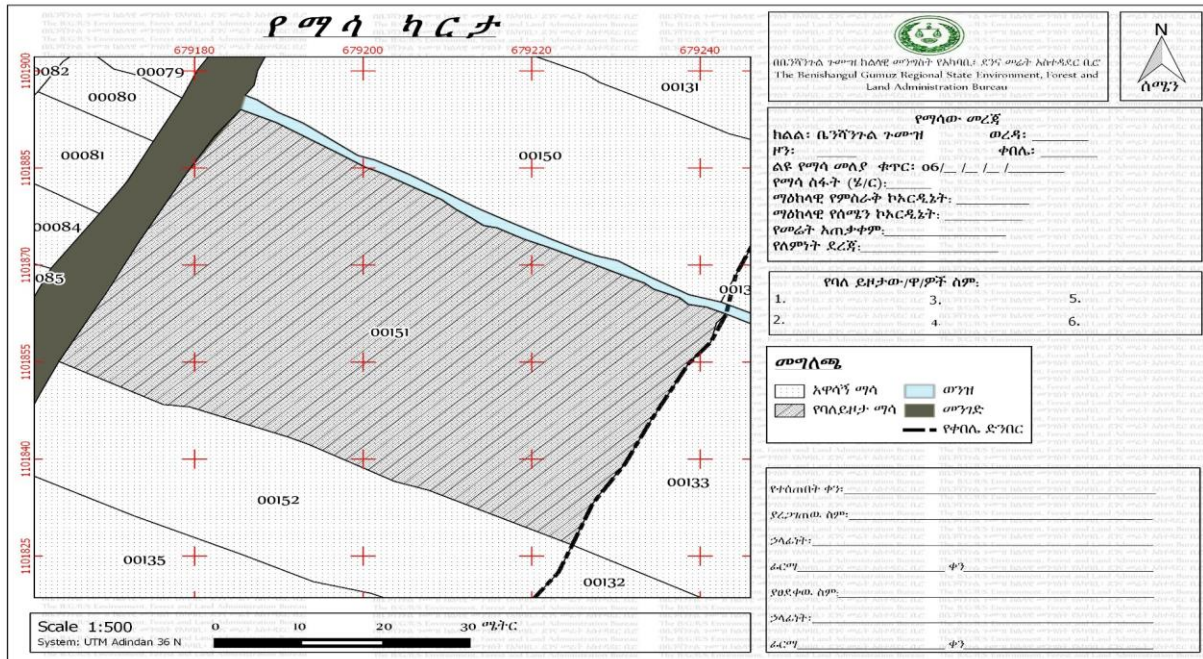
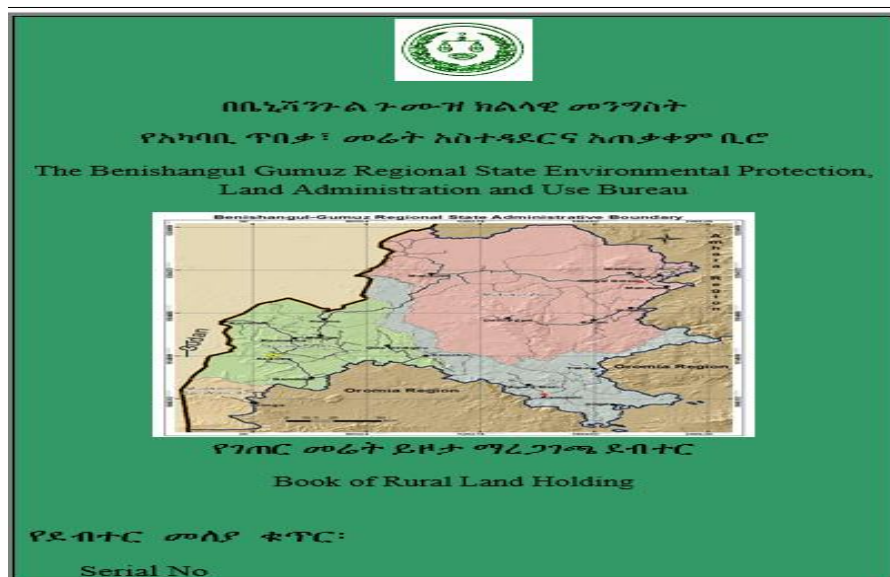


Figure 2.4 Parcel Map

- Book of Holding**

The book of holding mainly contains property identifier, area, holding type, name and picture of landholders, signature of approving officials, rights and obligations, attached parcel



2.3 Principles of Land Tenure Document Record Keeping

Land tenure record keeping principles are important for ensuring that records related to land ownership and uses are accurate, complete, and accessible. Some common land tenure record keeping principles include:

- **Accuracy:** Land tenure records should be accurate and reflect the true state of the land ownership and use.
- **Completeness:** Land tenure records should be complete and include all relevant information, such as property boundaries, ownership history, and transactions.
- **Timeliness:** Land tenure records should be kept up-to-date and reflect the current state of the land ownership and use.
- **Accessibility:** Land tenure records should be easily accessible to those who need them, such as landowners, government officials, and legal professionals.
- **Security:** Land tenure records should be kept secure and protected from theft, damage, or unauthorized access.
- **Transparency:** Land tenure records should be transparent and available to the public, unless there are valid reasons for confidentiality.
- **Consistency:** Land tenure records should be consistent with other related records, such as tax records or land use plans.
- **Standardization:** Land tenure records should be standardized and follow established formats and procedures to ensure consistency and comparability across different regions and jurisdictions.

By following these principles, land tenure record keepers can help to ensure that land ownership and use is accurately documented and easily accessible, which can in turn support sustainable land management, economic development, and social equity.

2.4 Land Tenure Record Documenting Procedures

Land tenure record documenting procedures are important for ensuring the accuracy, completeness, and accessibility of land tenure documents. Some key procedures that may be used in the process of documenting land tenure records include:

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- **Document capture:** This involves the process of capturing land tenure documents in a consistent and standardized manner. This may involve scanning physical documents and converting them into digital format, or entering data into an electronic database directly from a document.
- **Indexing:** This involves the process of assigning metadata to land tenure documents to facilitate their search and retrieval. This may include assigning keywords, dates, document types, and other relevant information to the document.
- **Storage:** This involves the process of storing land tenure documents in a secure and accessible location. This may involve storing physical documents in a secure facility, or storing digital documents on a secure server or cloud-based storage system.
- **Retrieval:** This involves the process of retrieving land tenure documents when they are needed. This may involve searching for documents using keywords or other metadata, or using a file number or other identifier to locate the document.
- **Disposal:** This involves the process of disposing of land tenure documents in a manner that is consistent with legal and regulatory requirements. This may involve shredding physical documents or deleting digital documents from a database.
- **Quality control:** This involves the process of ensuring the accuracy and completeness of land tenure documents. This may involve reviewing documents for errors or omissions, or conducting quality control checks on data entered into a database.
- **Security:** This involves the process of ensuring the security and confidentiality of land tenure documents. This may involve implementing appropriate access controls and security measures to prevent unauthorized access or modifications to the documents.
- **Record keeping:** This involves the process of maintaining accurate and up-to-date records of land tenure documents, including information on document capture, indexing, storage, retrieval, disposal, quality control, and security.

- **Training and education:** This involves providing training and education to stakeholders on the importance of accurate and complete land tenure documentation, as well as on the specific procedures and systems that are used to manage land tenure records.

Overall, documenting land tenure records requires a systematic and standardized approach that takes into account the specific needs and requirements of the land tenure system. By following established procedures for document capture, indexing, storage, retrieval, disposal, quality control, security, and record keeping, it becomes easier to ensure the accuracy, completeness, and accessibility of land tenure documents, and to support effective land tenure policy and decision-making.

2.5 Tools and Equipment used to Document Land Tenure Record

There are several tools and equipment that may be used to document land tenure records, depending on the specific needs and requirements of the land tenure system. Some examples include:

- **Scanners:** Scanners are used to convert physical documents, such as deeds, titles, and leases, into digital format. This allows for faster and easier access to documents, and also facilitates the sharing of information between different stakeholders.
- **Cameras:** Cameras may be used to take photographs of physical documents or of land tenure transactions, such as sales or transfers of land. This can provide visual documentation of these transactions, and can also be used to support legal or administrative processes.
- **Geographic Information Systems (GIS):** GIS software is used to capture, analyze, and visualize spatial data related to land tenure transactions. This can include data on land use, zoning, ownership, and other relevant information, and can help to identify patterns and trends in land tenure transactions.
- **Land Information Systems (LIS):** LIS software is specifically designed for managing land tenure records, and may include features such as document capture, indexing, search, retrieval, and reporting. LIS software may also integrate with other systems, such as GIS or financial management systems.

- **Electronic databases:** Electronic databases are used to store and manage land tenure records in digital format. This may include databases that are specifically designed for land tenure records, or more general-purpose databases that can be customized to meet the specific needs of the land tenure system.
- **GPS devices:** GPS devices may be used to capture and record the precise location of land tenure transactions or boundaries. This can help to ensure the accuracy and completeness of land tenure records, and can also facilitate the integration of land tenure data with other spatial data.
- **Document management software:** Document management software is used to organize and manage electronic documents, such as land tenure records. This may include features such as indexing, search, retrieval, and version control, and can help to ensure that documents are stored and managed in a consistent and standardized manner.
- **Secure storage facilities:** Secure storage facilities are used to store physical land tenure documents in a safe and secure manner. This may include facilities that are specifically designed for storing legal documents, such as deeds or titles, or more general-purpose storage facilities that can be customized to meet the specific needs of the land tenure system.

Overall, the choice of tools and equipment used to document land tenure records will depend on a variety of factors, such as the size and complexity of the land tenure system, the types of documents that need to be managed, and the needs and requirements of different stakeholders. The most important consideration is to ensure that the tools and equipment selected are appropriate for the specific needs of the land tenure system, and that they are used in a consistent and standardized manner to ensure the accuracy, completeness, and accessibility of land tenure records.

2.6 Tenure record and Digital Documentation Systems

Digital land tenure documentation refers to the electronic recording and storage of land tenure documents, such as deeds, mortgages, and other legal instruments related to property ownership and transactions. Land tenure record and digital documentation systems have become

increasingly important in recent years, as they provide a more efficient and secure way to manage land tenure information. Here are some of the key benefits of using digital documentation systems for land tenure:

- **Efficiency:** Digital documentation systems can streamline the process of recording, managing, and accessing land tenure information. They can automate many of the administrative tasks associated with land tenure, such as document filing, data entry, and record keeping, which can save time and reduce costs.
- **Accuracy:** Digital documentation systems can improve the accuracy of land tenure information by reducing the risk of errors and inconsistencies. They can provide real-time updates and alerts, enabling stakeholders to quickly identify and address any issues that arise.
- **Security:** Digital documentation systems can enhance the security of land tenure information by providing secure storage and access controls. They can also track changes and access logs, ensuring that all actions are logged and auditable.
- **Accessibility:** Digital documentation systems can improve the accessibility of land tenure information by allowing stakeholders to access and share information remotely. This can improve collaboration and communication among stakeholders, and can facilitate the resolution of disputes or conflicts.
- **Data analytics:** Digital documentation systems can provide valuable data analytics capabilities, enabling stakeholders to analyze trends, identify patterns, and make informed decisions about land tenure management.

Overall, digital documentation systems can provide many benefits for managing land tenure information. They can improve efficiency, accuracy, security, accessibility, and data analytics capabilities, and can help to promote sustainable land tenure management practices. However, it is important to ensure that any digital documentation systems are designed and implemented in a way that is consistent with local legal and regulatory frameworks, and that they are accessible to all stakeholders, including marginalized groups and vulnerable populations.

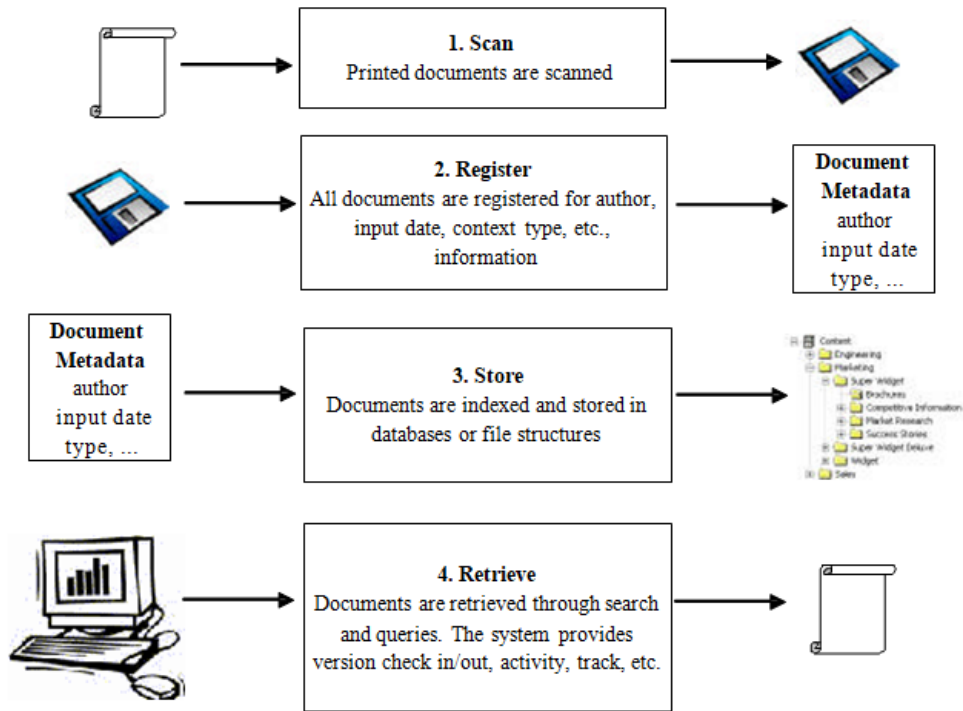


Figure 2.1 Electronic/ digital document management system

2.7 Land Tenure Document Record System and Technologies

A tenure document records system and technologies refers to the methods and tools used to create, store, manage, and retrieve tenure documents. The records system and technologies used for managing land tenure documents can vary depending on the specific requirements of the country or region where the land is located. However, some common systems and technologies used for managing tenure documents include:

- Electronic document management systems (EDMS):** An EDMS is a software solution used to manage and store digital documents, including land tenure documents. An EDMS can provide advanced search and retrieval functionality, secure access controls, and version control to ensure that the most up-to-date information is available.
- Geographic information systems (GIS):** A GIS is a software solution that captures, stores, analyzes, and manages spatial or geographic data. A GIS can be used to create and manage digital maps of land and property, and to analyze and visualize data related to land tenure.

- **Block chain technology:** Block chain technology is a digital ledger that records transactions in a secure and transparent manner. Block chain can be used to create a secure and tamper-proof record of land tenure transactions, providing a high level of transparency and accountability.
- **Cloud storage:** Cloud storage is a technology that allows data to be stored and accessed over the internet. Cloud storage can provide secure and convenient access to digital land tenure documents from anywhere with an internet connection.
- **Mobile devices:** Mobile devices, such as smart phones or tablets, can be used to capture digital images and data related to land tenure, providing a mobile and flexible solution for managing land tenure records in the field.
- **Optical character recognition (OCR) software:** OCR software can be used to convert scanned images of paper documents into searchable text, making it easier to search and retrieve information from digital land tenure documents.

Overall, the records system and technologies used for managing land tenure documents are constantly evolving, driven by advances in technology and changes in the legal and regulatory landscape. It is important for organizations and individuals involved in land tenure documentation to stay up-to-date on the latest systems and technologies in order to ensure that their documents are accurate, complete, and accessible.

2.8 Different Systems for Record Land Tenure Document

There are several different systems for records that can be used in the context of land tenure document management. Some examples include:

- **Paper-based systems:** These are physical systems that use paper documents, such as deeds, titles, leases, and other legal documents, to record land tenure transactions. Paper-based systems are often used in areas with limited access to technology or internet connectivity.
- **Electronic systems:** These are digital systems that use computers, servers, and software to record and manage land tenure documents. Electronic systems can be more efficient and effective than paper-based systems, as they allow for faster and easier access to documents, and can also facilitate data analysis and reporting.

- **Hybrid systems:** These are systems that combine both paper-based and electronic components. For example, a hybrid system might use paper documents to record land transactions at the local level, while also using an electronic database to store and manage these documents at the regional or national level.
- **Geographic Information Systems (GIS):** These are computer-based systems that use spatial data to map and analyze land tenure transactions. GIS systems can help to visualize land tenure patterns and trends, and can also facilitate the integration of land tenure data with other types of spatial data, such as land use, zoning, and environmental data.
- **Land Information Systems (LIS):** These are computer-based systems that are specifically designed for managing land tenure documents. LIS systems can include a range of features, such as document capture, indexing, search, retrieval, and reporting.

Overall, the choice of system for managing land tenure documents will depend on a variety of factors, such as the size and complexity of the land tenure system, the availability of technology and internet connectivity, and the needs and requirements of different stakeholders. In some cases, a combination of different systems may be used to meet the specific needs of the land tenure system. Regardless of the system used, it is important to ensure that it is efficient, effective, and secure, and that it is designed to meet the legal, regulatory, and policy requirements of the land tenure system.

Self-Check – 2

Name..... ID..... Date.....

Directions: Answer all the questions listed below.

Test I: write True if the statement is correct and False if the statement is not correct for the following questions.

2. Recording a document in the context of land tenure documentation refers to the act of officially registering a legal document related to a property
3. The chronological and system context of land tenure documentation records refers to the organization and structure of the records over time.
4. Digital land tenure documentation refers to the electronic recording and storage of land tenure documents

Test II: Choose correct answer from the given alternative for the following questions.

1. Tools and equipment used to record tenure document may includes;
B. Surveying Equipment B. Computer C. Scanner D. All
2. From the following which one is pre-request of land tenure document record?
A. Clear ownership B. Valid documentation C. Preparation of supporting documentation D. All
3. All of the following alternatives are principles of land tenure document record keeping except?
A. Accuracy B. Security C. Accessibility D. None
4. From the following which one is not type of land tenure document?
A. Land title B. Lease agreement C. Mortgage D. None

Test III: Short Answer Questions

1. List at least four common systems and technologies used for managing tenure documents
2. Write Tenure document recording steps/procedures
3. What are the Sources of Tenure Document to be recorded?

Operation Sheet -2

2.1 Procedures of demonstrating documenting title document

A. Tools and Equipment

- Computer
- Scanner
- Printer
- File folders or binders
- Backup storage
- Title plant
- Indexing tools
- Legal reference materials

B. Procedures

- 1st. Prepare the land tenure document
- 2nd. Sign and notarize the land tenure document
- 3rd. Obtain any necessary endorsements or approvals
- 4th. Pay recording fees
- 5th. Wait for recording and receive confirmation
- 6th. Submit the land tenure document for recording

2.2 Preparing, compiling, and writing complex documents and reports of land tenure

A. Tools and Equipment

- Computer
- Reference materials
- Digital camera:
- Editing and proofreading tools:
- Field notebook
- Geographic Information System (GIS) software:
- Internet access:
- Legal documents and records
- Measuring tape or surveying equipment:
- Printing and binding equipment:
- Software
- Statistical analysis tool

B. Procedures

- 1st. Identify purpose of the document/report
- 2nd. Gather data

- 3rd. Analyze data
- 4th. Organize data
- 5th. Develop an outline
- 6th. Write the draft
- 7th. Review and revise
- 8th. Edit and proofread
- 9th. Format the document/report
- 10th. Revise and finalize
- 11th. Distribute the document/report
- 12th. Update the document/report

LAP TEST-2	Performance Test
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Name..... ID.....Date

Time started: _____ Time finished: _____

Instructions: Collect necessary tools and equipments used to perform the following tasks. .

Task 1: Document title document within two hours

Task 2: Prepare, compile and write complex documents and reports of land tenure within 12 hours

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AKNOWLEDGEMENT

Ministry of Labor and Skills, Ministry of Agriculture, Rural Land Administration and Use wish to extend thanks and appreciation to the many representatives of TVET instructors and respective industry experts who donated their time and expertise to the development of this Teaching, Training and Learning Materials (TTLM).

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