

Rural Land Administration

Level-III

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Standard



**MODULE TITLE: - Cadaster and Land Registration
Plan**

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Introduction of Module

This module covers the competence required to prepare plan for adjudication and registration activities. It includes understand cadaster and land registration, data requirements for adjudication and registration, identify available potentials and options, prepare adjudication and registration Plan.

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LG#1

LO#1 Data requirements for adjudication and registration

Instruction sheet

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

- Client request for adjudication and registration service
- Spatial data requirements and legal document and their constraints
- Conducting site assessment
- Updating information
- Action plan preparation

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:

- Analyze Client request for adjudication and registration service
- Identify Spatial data requirements and legal document and their constraints
- Conduct site assessment
- Update information
- Prepare Action plan

Learning Instructions:

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 Sheet
6. Do the “LAP test”

Information Sheet - 1

1.1. Client request for adjudication and registration service

When a client requests adjudication and registration services, it's important to analyze their request to determine their specific needs and requirements. Some steps you can take to fulfill their request:

- **Clarify the client's needs:** Clarify the specific requirements for the adjudication and registration services the client is requesting. This may involve asking questions to better understand their needs and the purpose of the adjudication and registration services.
- **Determine the requirements:** Once you have a clear understanding of the client's needs, determine the requirements for the adjudication and registration services. This may involve reviewing organizational guidelines, regulatory requirements, and best practices to ensure that the services are provided in a manner that is consistent with industry standards.
- **Collect necessary information:** Collect all necessary information and documentation from the client. This may include identification information, proof of eligibility, background information, supporting documentation, payment information, and consent forms.
- **Adjudicate or register:** Once you have collected the necessary information, proceed with the adjudication or registration process. This may involve submitting the information to a regulatory body, reviewing the information to determine eligibility, or completing other necessary steps.
- **Communicate results to the client:** Finally, communicate the results of the adjudication or registration process to the client. This may involve providing a certificate or other documentation, or simply informing the client of the outcome of the process.

Throughout the process, it's important to maintain clear communication with the client and keep them informed of any updates or changes to the process. It's also important to ensure that you are

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complying with any relevant regulations and guidelines, and protecting the client's personal information and privacy.

By following these steps and providing excellent customer service, you can ensure that the client's needs are met and that they are satisfied with the adjudication and registration services you provide.

1.2. Spatial data requirements and legal document and their constraints

1.2.1. Spatial data requirements

Ground Control Point, orthophoto, and Real-Time Kinematic GPS are all important spatial data requirements for accurate land adjudication and registration. Spatial data requirements may include a variety of data types and sources, depending on the specific needs of the project. Some examples of spatial data requirements, including are:

- **Ground Control Points (GCPs):** GCPs are used to improve the accuracy of spatial data, particularly in aerial or satellite imagery by providing reference points on the ground that can be used to geo-reference the imagery. GCP points must be accurately measured and located to ensure that they are effective. Organizations may also need to comply with licensing agreements or intellectual property rights associated with GCP points. GCPs are typically surveyed using RTK GPS or other high-precision surveying techniques.
- **Orthophoto:** An orthophoto is a geometrically corrected aerial or satellite image that has been adjusted to remove distortion caused by terrain relief, camera focal point and other factors. Orthophotos must be accurately georeferenced to ensure that they are useful for spatial analysis or other applications. Orthophotos are often used as base maps for GIS analysis and mapping. Organizations may also need to comply with data privacy laws or licensing agreements associated with Orthophotos.
- **Real-Time Kinematic Global Positioning System:** RTK GPS is a high-precision positioning technology that uses real-time corrections to provide centimeter-level accuracy. RTK GPS is used to improve the accuracy of spatial data by providing real-

time corrections to GPS signals. RTK GPS units must be accurately calibrated and maintained to ensure their accuracy. RTK GPS is often used for surveying and mapping applications where high accuracy is required. Organizations may also need to comply with licensing agreements or data privacy laws associated with RTK GPS data.

1.2.2. Legal documents

Legal documents related to adjudication and registration of spatial data play an important role in ensuring that the data is accurate, reliable, and legally sound. Some examples of legal documents and their associated data requirements for adjudication and registration:

- **Land title deeds:** Land title deeds are legal documents that establish ownership of land. In many countries, land title deeds are required for the registration of land parcels. Land title deeds must be accurate and up-to-date to ensure that they reflect the current ownership of the land.
- **Boundary agreements:** Boundary agreements are legal documents that define the boundaries between neighboring land parcels. Boundary agreements must be accurate and based on reliable survey data to ensure that they reflect the true location of the boundary.
- **Easement agreements:** Easement agreements are legal documents that grant the right to use a portion of land for a specific purpose, such as a road or utility line. Easement agreements must be accurate and based on reliable survey data to ensure that they reflect the true location of the easement.
- **Survey reports:** Survey reports are legal documents that provide detailed information about the location and boundaries of land parcels. Survey reports must be accurate and reliable to ensure that they are useful for adjudication and registration purposes.
- **Registration documents:** Registration documents are legal documents that establish the ownership and rights associated with land parcels. Registration documents must

accurately reflect the information provided in other legal documents, such as land title deeds and survey reports

- **Court orders:** Court orders are legal documents that establish the legal rights and obligations of parties involved in a dispute. Court orders related to land disputes must be based on accurate and reliable spatial data, such as survey reports and boundary agreements.

Overall, legal documents related to adjudication and registration of spatial data must be based on accurate and reliable spatial data to ensure that the data is legally sound. The legal documents must specify the legal description of the property, the boundaries of the property, and any encumbrances or restrictions on the property.

1.2.3. Constraints of spatial data requirements and legal documents

Spatial data requirements and legal documents are subject to a range of constraints which must be taken into account to ensure that data is used effectively, ethically and legally. Some of constraints are as follows:

- **Data privacy laws:** Spatial data may contain sensitive information such as personal identifying information, which must be protected by data privacy laws. Legal documents must also comply with data privacy laws to ensure that personal information is not disclosed improperly.
- **Intellectual property rights:** Spatial data may be subject to intellectual property rights such as copyright, trademarks, or patents. Legal documents must ensure that the use of spatial data does not infringe on these rights.
- **Licensing agreements:** Some spatial data may be licensed to specific users or organizations, and legal documents must ensure that the use of the data complies with the terms of the license agreement.

- **Data accuracy and reliability:** Spatial data must be accurate and reliable to be useful. Legal documents must specify the accuracy standards and quality control measures that should be used to ensure the accuracy and reliability of the data.
- **Data security:** Spatial data must be protected against unauthorized access, modification, or destruction. Legal documents must specify the security measures that should be used to protect the data from these threats.
- **Data sharing agreements:** Spatial data may be shared among different organizations or individuals. Legal documents must specify the terms and conditions under which data can be shared, including any restrictions on use, confidentiality requirements, and ownership rights.
- **Compliance with regulations:** Spatial data and legal documents must comply with relevant regulations, such as environmental regulations, zoning laws, or building codes. Legal documents must ensure that the use of spatial data complies with these regulations.
- **Liability and indemnification:** Legal documents must address liability and indemnification issues related to the use of spatial data. For example, if the data is used in a way that causes harm or damage to someone, the legal document must specify who is responsible and how damages will be addressed.
- **Ethical considerations:** Spatial data may have ethical considerations that need to be addressed, such as the use of data in conflict zones, or the potential impact of data on vulnerable populations. Legal documents should ensure that the use of spatial data is ethical and does not cause harm to individuals or communities.
- **Data ownership:** Spatial data ownership may be a contentious issue, particularly if the data is collected through public funds or resources. Legal documents must clarify data ownership and ensure that the data is used in a way that benefits the public interest.

- **Data retention and archiving:** Spatial data may need to be retained for a specific period of time, or archived for future use. Legal documents must specify the retention and archiving requirements to ensure that the data is available for future use.

Overall, the constraints associated with spatial data requirements and legal documents are complex and require careful consideration. Organizations must ensure that they comply with relevant laws and regulations, protect data privacy and security, and address ethical and ownership issues. By addressing these constraints, organizations can ensure that their use of spatial data is effective, ethical, and legally sound.

1.3. Conducting site assessment

Conducting a site assessment from the point of view of data requirements for adjudication and registration is an important process that helps organizations to determine the suitability of a site for registration or other legal purposes.

Firstly, it is important to identify the objectives and scope of the land adjudication and registration plan for the specific area you are working in. This can include identifying the boundaries of the area to be assessed, determining the properties to be included, and defining the desired outcome of the plan.

Next, you should identify the data that is needed to support the adjudication and registration process. This can include spatial data such as maps and aerial imagery, as well as legal documents such as property titles and land use agreements. It may also be helpful to engage with the local community to gather information on customary land use practices or other relevant details.

During the assessment process, it is important to identify any constraints that may impact the data collection or adjudication process. This can include security concerns, discrepancies in property ownership records, and budget limitations. Once all necessary data has been collected, it is important to document and define all project activities and risks involved in the adjudication and registration process. This includes identifying potential roadblocks to successful completion of the project and strategies for mitigating these risks.

1.4. Updating information

Updating information is an important process that helps organizations to ensure that spatial data is accurate and up-to-date for legal purposes. As spatial data acquisition technologies and requirements continue to evolve, it is important that land adjudication and registration plans are regularly reviewed and updated to reflect any changes in data collection methods. This may involve adopting new technologies for data capture, such as aerial or satellite imagery, or implementing new regulations or standards related to the use and sharing of spatial data. By staying up-to-date with these changes, land adjudication and registration plans can ensure that they are collecting the most accurate and comprehensive data possible, ultimately leading to more effective management and protection of land rights. Some examples of situations where updates to spatial data may be necessary:

- **Changes in legal requirements:** Legal requirements for spatial data may change due to changes in laws or regulations. For example, changes in zoning or land use regulations may require updates to spatial data to ensure that the data reflects the new legal requirements.
- **Changes in ownership:** Changes in ownership of a property may require updates to spatial data to reflect the new owner or owners of the property. This includes updating the legal description of the property or updating the ownership records in a title search.
- **Changes in boundaries:** Changes in boundaries of a property may require updates to spatial data to reflect the new boundaries. This may include conducting a new boundary survey to ensure that the data reflects the true location and boundaries of the property.
- **Changes in land use:** Changes in land use may require updates to spatial data to reflect the new use of the property. This may include updating the zoning or land use classification of the property or updating the site inspection records to reflect the new use of the property.

- **Changes in environmental conditions:** Changes in environmental conditions may require updates to spatial data to reflect the new environmental conditions of the property. This may include conducting a new environmental assessment to ensure that the data reflects the current environmental conditions of the property.

1.5. Action Plan Preparation

Preparation of an action plan is a critical step in ensuring that spatial data is accurate and up-to-date for legal purposes. Some general steps that organizations follow when preparing an action plan for adjudication and registration:

- **Define the scope of the action plan:** The first step in preparing an action plan is to define the scope of the plan. This may include clarifying the acquisition requirements, such as for the purchase or lease of property.
- **Identify the data requirements for adjudication and registration:** Once the scope of the action plan has been defined, the next step is to identify the data requirements for adjudication and registration. This may include legal descriptions of the property, boundary surveys, environmental assessments, zoning and land use regulations, access and utility assessments, title searches, and site inspections.
- **Determine the resources needed:** Based on the data requirements, the next step is to determine the resources needed to collect the data. This may include personnel, equipment, software, and other resources necessary to complete the data collection process.
- **Assign roles and responsibilities:** Once the resources have been determined, the next step is to assign roles and responsibilities to each team member involved in the data collection process. This may involve designating a project manager, surveyors, environmental specialists, and other team members to ensure that all necessary data is collected and analyzed for adjudication and registration purposes.

- **Develop a timeline:** Using the data requirements and resource needs, the next step is to develop a timeline for completing the data collection process. This should include specific milestones and deadlines for each step of the process, as well as contingencies for any delays or unforeseen circumstances.
- **Identify potential issues and risks:** is important during the data collection process. This may include issues related to data accuracy, legal compliance, or resource constraints.
- **Establish quality control measures:** To ensure that the spatial data collected is accurate and reliable, it is important to establish quality control measures. This may include developing protocols for data collection, ensuring that the data is properly validated and verified, and conducting regular reviews to ensure that the data meets organizational standards.
- **Communicate the action plan to all stakeholders:** The final step in preparing an action plan from the point of view of data requirements for adjudication and registration is to communicate the plan to all stakeholders involved in the data collection process. This may include project sponsors, team members, and other stakeholders who may be impacted by the results of the data collection process.



Self-check - 1	Written test
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Name..... ID..... Date.....

Directions: Answer all the questions listed below.

Part I: Choose the correct answer from the following questions (2 points each).

- All of the following are steps in preparing an action plan for adjudication and registration, except
 - Establish quality control measures
 - Develop a timeline
 - Define the scope of the action plan
 - Changes in legal requirements
- Which of the following are constraints, spatial data requirements, and legal documents?
 - Data privacy laws
 - Licensing agreements
 - Data security
 - all
- _____ improve the accuracy of spatial data, particularly in aerial or satellite imagery.
 - Ground Control Points
 - Orthophoto
 - Real-Time Kinematic GPS
 - All

Part II: Short Answer Questions (2 pt each)

- Differentiate between spatial data requirements and legal documents.

- Discuss the steps clients request to fulfill adjudication and registration services.



LG#2

LO#2- Adjudication and Registration Plan Development

Instruction sheet

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

- Assessment of Available potentials of and options
- Defining and Documenting work activities
- Identifying risks, contingencies and resources
- Capacity building on adjudication and registration activities
- Assessing and Assigning Resource requirement
- Operating chart software for planning and monitoring.

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:

- Asses available potentials and options
- Document and defining work activities
- Identify risks, contingencies and resources
- Deliver capacity building on adjudication and registration activities
- Assesse and assign resource requirement
- Operate chart software for planning and monitoring.

Learning Instructions:

- 1** Read the specific objectives of this Learning Guide.
- 2** Follow the instructions described below.
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- 5** Perform Operation Sheet
- 6** Do the “LAP test”

2.1 Assessment of Available potentials of and options

2.1.1. Assessment of technical, financial, legal and resource

Assessing technical, financial, legal, and resource needs is an essential part of preparing an action plan for a land adjudication and registration project. When conducting an assessment of technical, financial, legal, and resource implications, the following steps may be helpful:

- **Identify available potentials and options:** The first step is to identify the available potentials and options for the project. This may involve researching different technologies, methods, and approaches that may be applicable to the project.
- **Evaluate technical implications:** The second step is to evaluate the technical implications of each available potential and option. This may involve assessing factors such as data quality, accuracy, precision, resolution, and compatibility with existing data management systems.
- **Evaluate financial implications:** The third step is to evaluate the financial implications of each available potential and option. This may involve assessing the costs of equipment, personnel, software, and other resources required for each option.
- **Evaluate legal implications:** The fourth step is to evaluate the legal implications of each available potential and option. This may involve assessing factors such as data ownership, privacy, and compliance with relevant laws and regulations.
- **Evaluate resource implications:** The fifth step is to evaluate the resource implications of each available potential and option. This may involve assessing the availability of personnel, equipment, and other resources required for each option, and determining whether these resources are feasible and sustainable over the long term. Evaluate the potential impact of each option on existing resources and infrastructure.

- **Compare and prioritize options:** Once the technical, financial, legal, and resource implications of each available potential and option have been evaluated, the next step is to compare and prioritize the options. This may involve creating a matrix or other tool to compare the options and rank them based on their overall feasibility and alignment with the project goals and objectives.
- **Select the preferred option:** Based on the comparison and prioritization of options, the preferred option can be selected. This option should align with the project goals and objectives and take into consideration the technical, financial, legal, and resource implications of the option.
- **Implement and monitor the preferred option:** Once the preferred option has been selected, it can be implemented and monitored to ensure that it meets the project goals and objectives and is aligned with the technical, financial, legal, and resource implications of the option. Regular monitoring and evaluation should be conducted to ensure that the option is effective and sustainable over the long term.

2.1.2. Selecting Preferred option of client needs

Selection of the preferred option for a project depends on both the client's needs and the organization's capability and priorities. Some possible steps in selecting the preferred option:

- **Identify the client's needs:** Talk to the client to understand what they are looking for and what their goals are. This will help you identify the specific needs they have.
- **Gather information:** Collect information about the available potentials and options. This may include researching different products or services, talking to experts in the field, or conducting surveys or focus groups.
- **Evaluate the potentials and options:** Once you have gathered information, evaluate each potential and option against the client's needs. Consider factors such as cost, feasibility, effectiveness, and sustainability.

- **Prioritize the potentials and options:** Rank the potentials and options in order of priority based on how well they meet the client's needs and how feasible they are.
- **Present the options to the client:** Present the prioritized list of potentials and options to the client, along with the pros and cons of each. This will help the client make an informed decision about which option to choose.
- **Monitor and adjust:** Once the client has chosen an option, monitor its effectiveness and be prepared to adjust the plan if necessary. Regularly checking in with the client and assessing their progress can help ensure that their needs are being met.

2.1.3. Documenting Assessment process

Documenting the assessment process is important for several reasons. First, it helps to ensure that all relevant information is collected and considered when making decisions or developing a plan of action. Second, it provides a record of the assessment process that can be reviewed and referred to in the future. Finally, it helps to communicate the results of the assessment to others who may be involved in the client's care. Some key steps to take when documenting the assessment process:

- Begin with a clear and concise statement of the client's presenting problem or reason for assessment. This should include any relevant background information.
- Describe the methods used to gather information, including any assessments or tests administered, observations made, or interviews conducted. Be sure to include the date and location of the assessment.
- Summarize the information collected, including any pertinent findings, observations, or test results. Use clear and concise language, and avoid jargon or technical terms that may be confusing to others.

- Evaluate the information collected and consider how it relates to the client's presenting problem or reason for assessment. Identify any strengths or weaknesses, and note any areas that require further investigation.
- Develop a plan of action based on the information collected and the client's needs and goals. This may include recommendations for treatment, referrals to other professionals, or further assessments or testing.
- Document any recommendations or referrals made, including the date, time, and name of the person or agency to whom the referral was made.
- Sign and date the assessment document, and include your name and credentials as the assessor.
- Finally, ensure that the document is stored securely and in accordance with any relevant regulations or policies.

2.2. Defining and documenting Project objectives, deliverables, constraints and principal work activities

When developing an Adjudication and Registration plan, it is important to define and document the project objectives, deliverables, constraints, and principal work activities in order to ensure that the plan is effective and efficient. Some steps to follow:

- **Define the project objectives:** Begin by defining the specific goals and objectives of the Adjudication and Registration plan. This should include a clear statement of the problem or need that the plan is intended to address, as well as the desired outcomes.
- **Identify the project deliverables:** Next, identify the specific deliverables that will be produced as part of the plan. This may include a list of eligible applicants, a timeline for processing applications, a list of accepted applicants, or other relevant documentation.

- **Define the project constraints:** Identify any constraints that may impact the plan, such as budget, timeline, or resource availability. Be sure to document these constraints, as they will help to guide decision-making throughout the plan.
- **Define the principal work activities:** Identify the specific tasks and activities that will be required to complete the plan. This may include developing an application process, reviewing applications, notifying applicants of their acceptance or rejection, and registering accepted applicants.
- **Determine the project timeline:** Establish a timeline for the plan, including specific deadlines for each deliverable and work activity. This will help to ensure that the plan stays on track and that all team members are clear on their roles and responsibilities.
- **Assign responsibility:** Assign responsibility for each task or activity, and ensure that team members are clear on their roles and responsibilities. This will help to ensure that the plan stays on track and that all team members are accountable for their work.
- **Document the plan:** Once all of the elements above have been defined and documented, create an Adjudication and Registration plan that outlines the specific steps required to complete the plan. This should include a timeline, budget, and any other relevant details.
- **Monitor and update the plan:** Throughout the plan, monitor progress against the plan and update it as necessary. This will help to ensure that the plan stays on track and that any changes or unexpected issues are addressed in a timely manner.

Use clear and concise language, avoid jargon or technical terms that may not be understood by all stakeholders, and be sure to review and proofread the document for accuracy and completeness. Additionally, it's important to ensure that all relevant stakeholders are involved in the process of defining and documenting these elements, as this will help to ensure that the plan meets their needs and expectations. Finally, be flexible and willing to make adjustments to the plan as needed, based on feedback and evaluation.

2.3. Identifying risks, contingencies and resources

When developing a plan to collect spatial data in a specified format, it's important to be clear, concise, and comprehensive to identify and document the risks, contingencies, and resources that will be involved in the process. Some steps to follow:

- **Identify potential risks:** Begin by identifying potential risks that may impact the collection of spatial data. This may include issues such as equipment failure, data corruption, or unforeseen weather conditions.
- **Assess the likelihood and impact of each risk:** Once potential risks have been identified, assess the likelihood and potential impact of each risk on the collection of spatial data. This will help to prioritize risks and determine which risks require the most attention.
- **Develop risk mitigation strategies:** Develop strategies to mitigate the impact of each identified risk. This may include contingency plans, risk avoidance strategies, or risk transfer strategies.
- **Identify contingencies:** Identify potential contingencies that may need to be put in place in the event that a risk occurs. This may include alternative equipment, backup data storage, or other contingencies that can be put in place to minimize the impact of the risk.
- **Determine resource requirements:** Identify the resources that will be required to collect the spatial data in the specified format. This may include personnel, equipment, software, or other resources that are needed to successfully accomplish the project objectives.
- **Assess resource availability:** Assess the availability of the identified resources and determine whether additional resources may be needed to collect the spatial data. This may involve identifying potential resource constraints and developing strategies to address these constraints, such as outsourcing or hiring additional personnel.

- **Develop a resource management plan:** Develop a resource management plan to ensure that the necessary resources are available when needed. This plan should include a timeline for resource acquisition and allocation, as well as strategies for managing resource constraints and conflicts.
- **Identify technology and techniques:** Identify the technology and techniques that will be used to collect the spatial data in the specified format. This may include GIS software, remote sensing tools, or other technologies. Be sure to provide full details on the specifics of the technology and techniques to be used, including any required training or expertise needed to use the technology effectively.
- **Develop a data collection plan:** Develop a plan for collecting the spatial data in the specified format, including details on the specific tools and techniques that will be used, as well as a timeline for data collection and any required quality control measures.
- **Monitor and update risk, contingency, resource, and data collection plans:** Throughout the project, monitor progress against the risk, contingency, resource, and data collection plans and update them as necessary. This will help to ensure that the project stays on track and that any changes or unexpected issues are addressed in a timely manner.

Use clear and concise language, avoid jargon or technical terms that may not be understood by all stakeholders, and be sure to include detailed information on any equipment, software, or techniques that will be used.

2.4. Capacity building on adjudication and registration activities

Capacity building on adjudication and registration activities is an important part of ensuring that all stakeholders involved in the process have the knowledge, skills, and resources needed to successfully carry out their responsibilities. Some steps to follow when building capacity on adjudication and registration activities:

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- **Identify the target audience:** Begin by identifying the specific individuals or groups who will be involved in the adjudication and registration activities. This may include government officials, community leaders, program staff, or other stakeholders.
- **Assess current capacity:** Assess the current capacity of the target audience, including their knowledge, skills, and resources related to adjudication and registration activities. This will help to identify any areas of weakness or gaps in capacity that need to be addressed.
- **Develop a capacity building plan:** Develop a plan for building capacity on adjudication and registration activities. This plan should include specific objectives, activities, and timelines for building capacity in the identified areas of weakness or gaps.
- **Identify training and resource needs:** Identify the specific training and resource needs of the target audience. This may include training on adjudication and registration procedures, data management, communication skills, or other relevant topics. Additionally, identify any resources that may be needed, such as equipment or software, to support the capacity building efforts.
- **Design and deliver training:** Design and deliver training programs that address the identified training needs of the target audience. This may involve developing training materials, organizing training sessions, or providing online training resources.
- **Provide ongoing support:** Provide ongoing support to the target audience to reinforce the capacity building efforts. This may include follow-up training sessions, coaching and mentoring, or providing access to additional resources and support materials.
- **Monitor and evaluate capacity building efforts:** Throughout the capacity building process, monitor progress against the capacity building plan and evaluate the effectiveness of the training and support provided. This will help to identify any areas where additional training or support may be needed.

- **Continuously improve capacity building efforts:** Based on the evaluation results, continuously improve the capacity building efforts by making necessary adjustments to the training programs, support materials, or other resources.

2.5. Prioritize specified criteria.

When developing criteria for a project or initiative, it's important to consider a range of factors that may impact the success and effectiveness of the project. Some of the specified criteria that may be considered include, but are not limited to:

- **Direction of the organization orientation:** refers to the overall strategic direction of the organization that is sponsoring or implementing the plan. The plan should align with the mission, values, and goals of the organization to ensure that it is consistent with the overall direction of the organization.
- **Government policy direction:** refers to the policies and priorities of the government that may impact the plan. The plan should align with government policies and priorities to ensure that it is consistent with the overall direction of the government.
- **Graveness of the issue:** This criterion refers to the severity and urgency of the issue that the plan is addressing. The more serious and urgent the issue, the higher the priority the project should be given.
- **Cross-cutting issue:** This criterion refers to issues that cut across multiple sectors or areas of focus. The plan should address cross-cutting issues to ensure that it has a broad impact and addresses the root causes of the issue.
- **Cross-sectoral issue:** This criterion refers to issues that require collaboration and coordination across different sectors or areas of focus. The plan should address cross-sectoral issues to ensure that it leverages the expertise, resources, and perspectives of multiple stakeholders to address the issue effectively.

2.6. Assessing and Assigning Resource requirement

When assessing resource requirements for a project or initiative, it's important to consider all of these resource types and determine which resources are necessary to achieve the project goals. Assessing and assigning resource requirements are an important part of project planning and management. These resources may include, but are not limited to:

- **Human resource:** This refers to the personnel needed to complete the project or initiative. This may include project managers, team members, subject matter experts, consultants, or contractors. Human resources are important for executing project tasks, providing expertise, and ensuring overall project success.
- **Material resource:** This refers to the physical materials needed to complete the project or initiative. This may include raw materials, equipment, supplies, or finished goods. Material resources are important for executing project tasks, testing and evaluation, and ensuring overall project success.
- **Financial resource:** This refers to the financial resources needed to complete the project or initiative. This may include funding, grants, or other financial resources that are necessary to support the project. Financial resources are important for executing project tasks, ensuring project sustainability, and ensuring overall project success.
- **Equipment:** This refers to the various types of equipment needed to complete the project or initiative. This may include specialized equipment, machinery, or software that is necessary to support the project. Equipment resources are important for executing project tasks, ensuring project quality, and ensuring overall project success.

By identifying the necessary resources upfront and allocating them effectively, project managers can ensure that the project is completed successfully and efficiently. It's also important to continuously monitor and adjust resource requirements throughout the project lifecycle to ensure that the necessary resources are available when needed and that the project stays on track.

2.7. Operating chart software for planning and monitoring.

Chart software is a useful tool for planning and monitoring annual plan activities. By using chart software, project managers can create visual representations of project tasks, timelines, and resources, making it easier to manage complex projects and ensure that they are completed on time and within budget. Chart software may include but is not limited to the following some examples of chart software that can be used for planning and monitoring annual plan activities:

- **Microsoft Project:** project management software that allows users to create Gantt charts, timelines, and other visual representations of project tasks and resources. The program also includes features for resource allocation, budget tracking, and collaboration.
- **Microsoft Visio:** diagramming and chart software that allows users to create flowcharts, organizational charts, and other visual representations of processes and systems. The program also includes features for collaboration and communication.
- **Edraw Max:** diagramming and chart software that allows users to create flowcharts, mind maps, and other visual representations of processes, ideas, and concepts. The program also includes features for collaboration and communication.
- **Microsoft Excel:** A spreadsheet program that can be used to create Gantt charts, timelines, and other visual representations of project tasks and resources. The program also includes features for resource allocation, budget tracking, and collaboration.

When choosing chart software for a specific project or initiative, it's important to consider the specific needs and requirements of the project, as well as the features and capabilities of the software. By choosing the right chart software and utilizing its features effectively, project managers can ensure that projects are completed successfully and efficiently, and that all stakeholders are kept informed and up-to-date on project progress.

2.8. Gantt Chart

A Gantt chart is a project management tool assisting in the planning and scheduling of projects of all sizes; they are particularly useful for visualising projects. A Gantt chart is defined as a graphical representation of activity against time; it helps project professionals monitor progress.

Gantt charts are essentially task scheduling tools: project management timelines and tasks are converted into horizontal bars (also called Gantt bars) to form a bar chart. These Gantt bars show start and end dates, as well as dependencies, scheduling and deadlines, including how much of the task is completed per stage and who is the task owner. Gantt charts show planned activity against time; they are frequently used throughout projects, programmes and portfolios after tasks have been identified using a work breakdown structure.

A timeline, like the Gantt chart is useful to keep tasks on track when there is a large team and multiple stakeholders. They are a useful time management and progress tracking tool – you can also use Gantt charts to find the longest path from project start to project completion which is known as the critical path.

As it's a bar chart format, it's possible to check progress with a quick glance. You can easily see:

- A visual display of the whole project
- Timelines and deadlines of all tasks
- Relationships and dependencies between the various activities
- Project phases

Project management solutions that integrate Gantt charts give project managers insights into team workloads, as well as current and future availability, which allows for more accurate scheduling. Gantt charts have been around for nearly a century, having been invented by Henry Gantt, an American mechanical engineer, around 1910.

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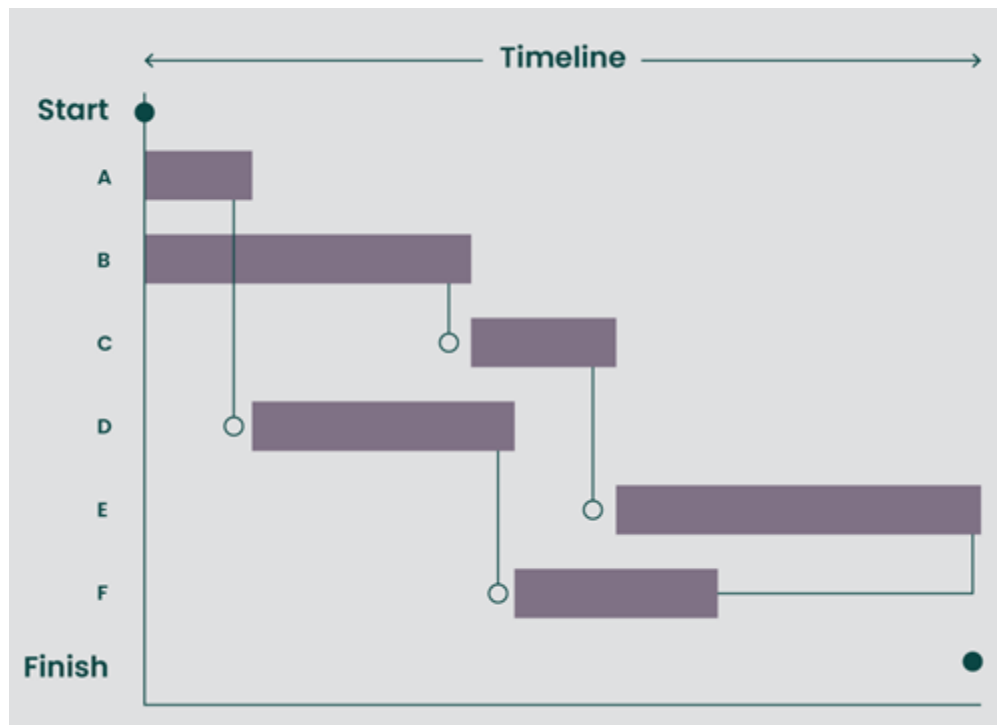


Fig..How to use a Gantt chart

The underlying concept of a Gantt chart is to map out the tasks to be completed and their order. This can identify tasks that can be done in parallel– at the same time, or in sequence – one after another. If we combine this with the project resources we can explore the trade-off between the scope (doing what needs to be achieved), cost (using more or less resources) and the time scales for the project. By adding more resources or changing the scope the project manager can see the effect on the end date.

To create a Gantt chart you need to know all of the individual tasks required to complete the project, an estimate of how long each task will take and which tasks are dependent on others. The very process of pulling this information together helps a project manager focus on the essential parts of the project and begin to establish a realistic timeframe for completion.

<https://www.youtube.com/watch?v=IXiT3jfsVag>

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Self-check - 2	Written test
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Name..... ID..... Date.....

Directions: Answer all the questions listed below.

Part I: Choose the correct answer from the following questions (2 points each).

- Chart software that is used for planning and monitoring annual plan activities
 - Microsoft Project
 - Edraw Max
 - Microsoft Excel
 - All
- One is not used for building capacity in adjudication and registration activities.
 - Assess current capacity
 - Develop a capacity building plan
 - Provide ongoing support:
 - Identify contingencies
- All of the following are preferred options for client needs except
 - Gather information
 - Identify the client's needs
 - Monitor and adjust
 - Define the project objectives

Part II: Short Answer Questions (2 pt each)

- Discuss the steps of conducting an assessment of technical, financial, legal, and resource implications.

- Explain the steps of risk, contingencies, and resource implications of collecting spatial data in a specified format.

Operation Sheet-2

2.1. Techniques/Procedure develop Action plan using Gantt chart MS Excel

A. Tools and equipment's

I. Laptop/computer

II. Gantt Chart software

A. Procedure of Action plan development using Gantt chart

Step 1: Create a table in Excel (Task, Start Date and Days to Complete)

Step 2: Go to Insert click on Charts then Bars and select Clustered Bar in 3D,

Step 3: Right click on vacant Chart Area and Select Data then Select Data Source appears.

Step 4: Click on Legend Entries (Series)

- Add button and fill 'Series name = Start Date' and Series values = drag from 1-Jan up to 1-Jul) Then,
- Add again and fill 'Series name=Days of Completion' and 'Series value =drag from 30 up to 40'
- On the Horizontal (Category) axis label Click 'Edit' and drag the task values from 'Preparation up to Certification'.

Step 5: Click on the Plot Area of Vertical (Category) axis and Right click on it and select 'Format axis' on the axis option Tick-'Categories in reverse order.

Step 6: Go to Back wall and Select on the blue long color and Right click on format data series and click on Fill and tick No Fill and Days of Completion only appear.

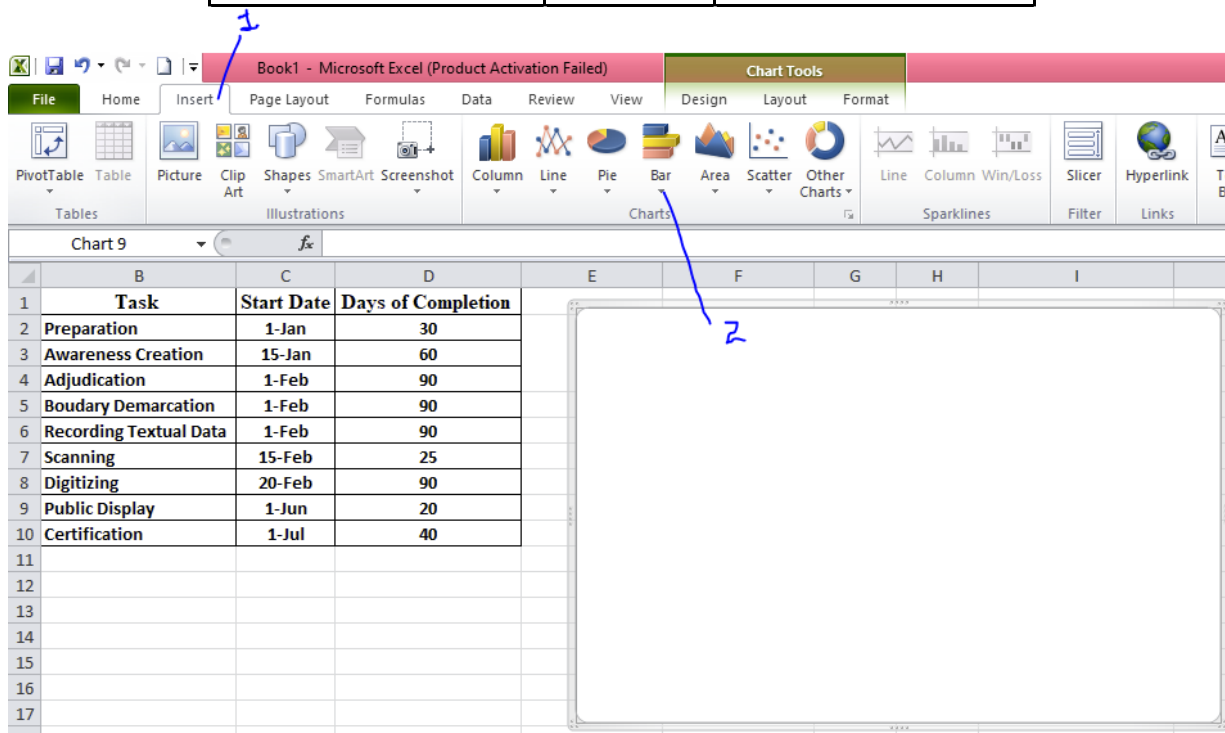
Step 7: Label tasks on the given date; Go to the first date and copy and paste on the null cell below the table and the Go to Home – click on Number (General) and click dropdown button and select –'Number' then the value changes from date to number.

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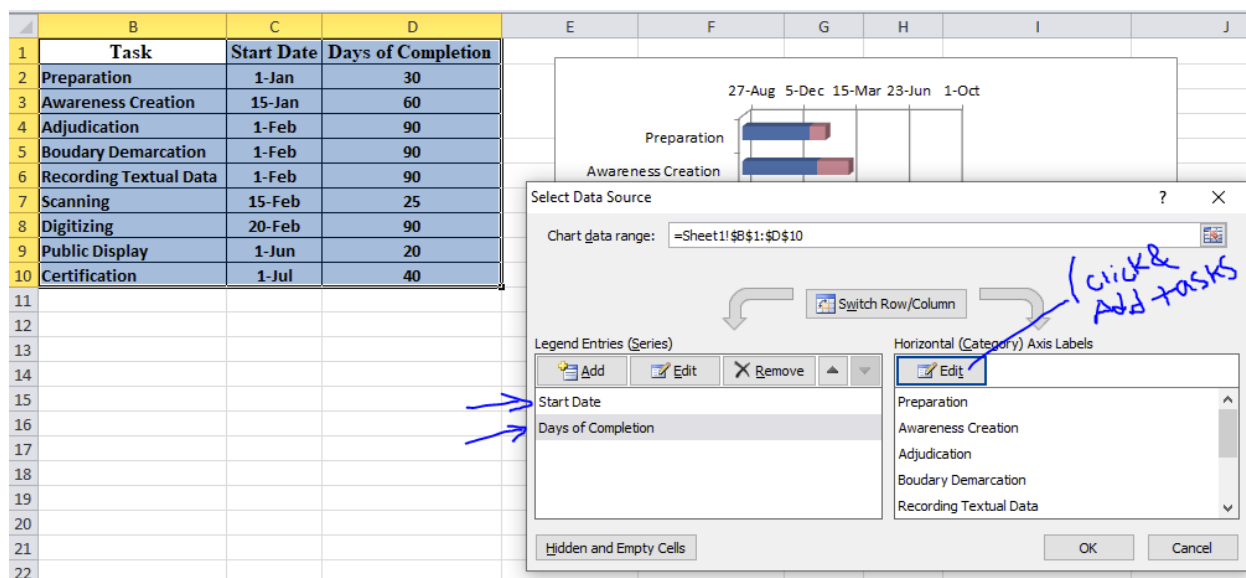
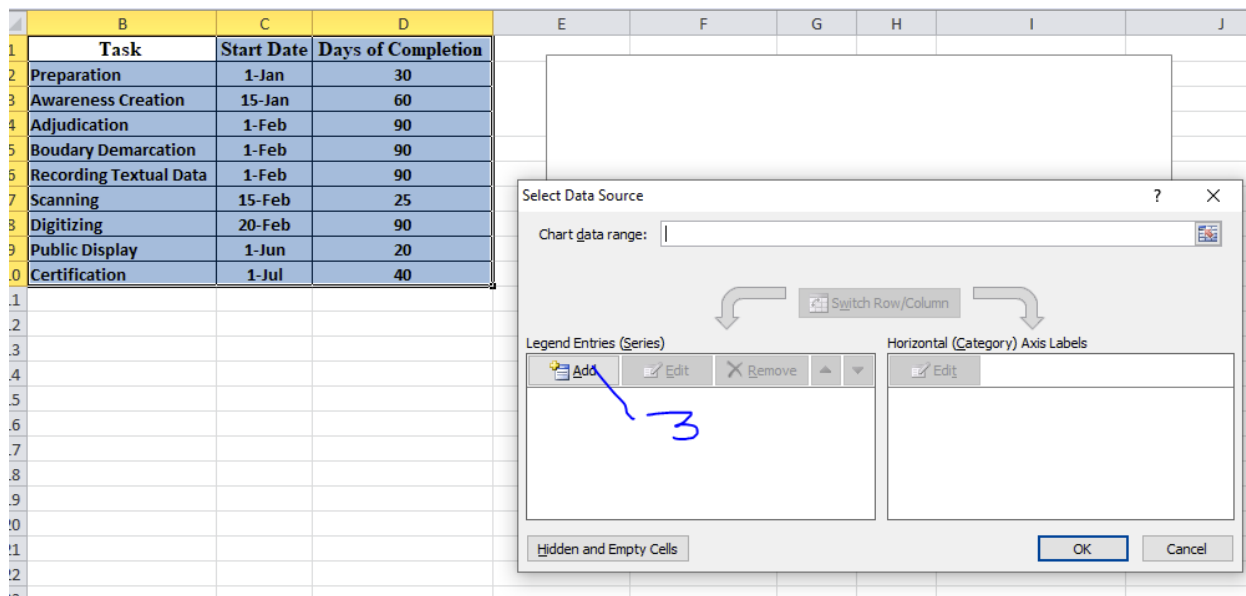
Step 8: Go to the top of chart area and Right click on Date and Select Format axis on the axis option and click on Minimum and tick 'Fixed' and fill the Number value of the first date that changed to number /44927.00/

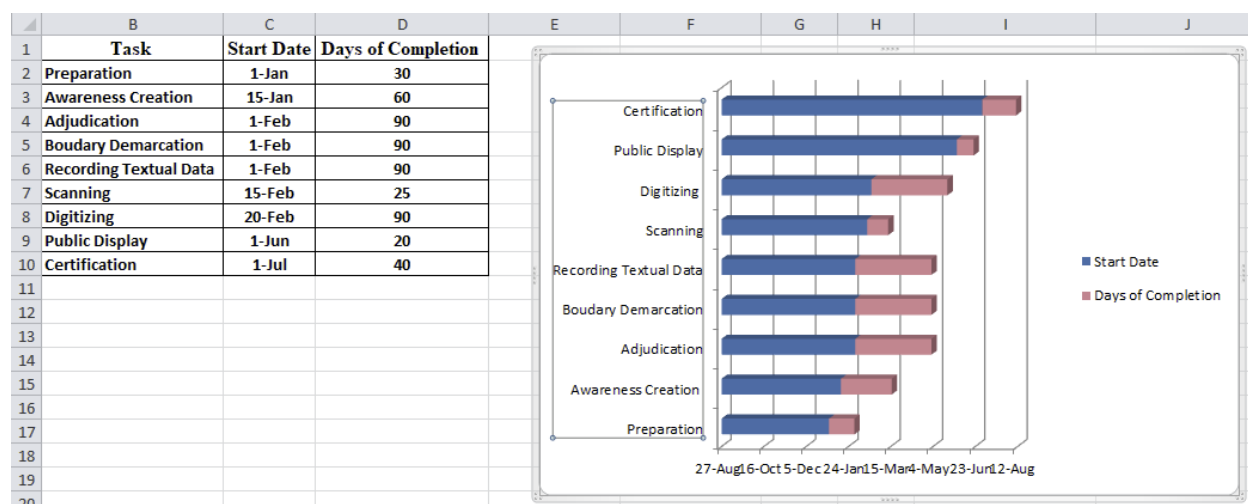
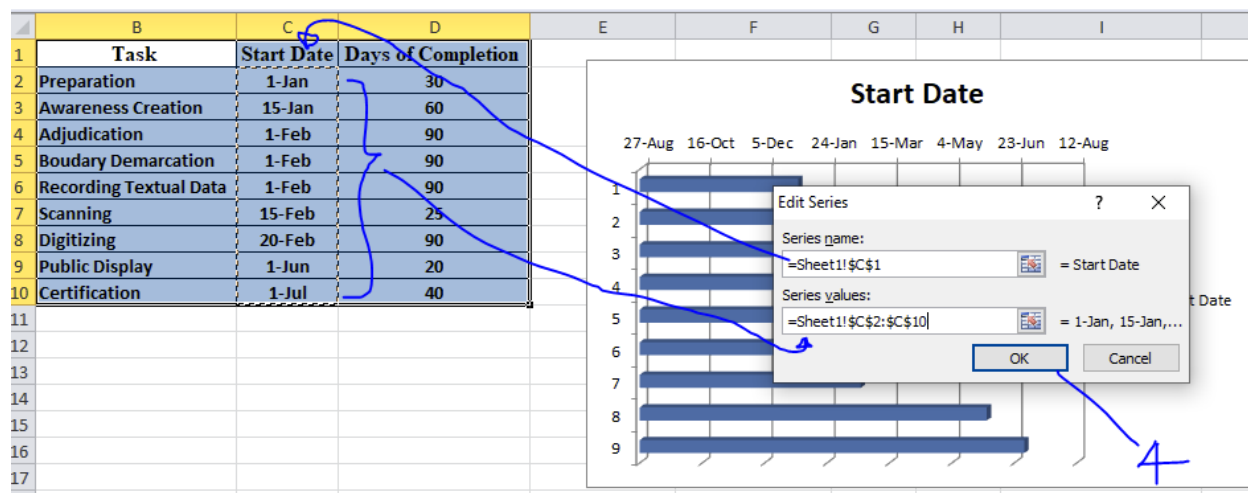
Step 9: Click on the Chart Area and select 'Design' on the Menu bar and adjust the appropriate Chart Layouts and write the chart Title.

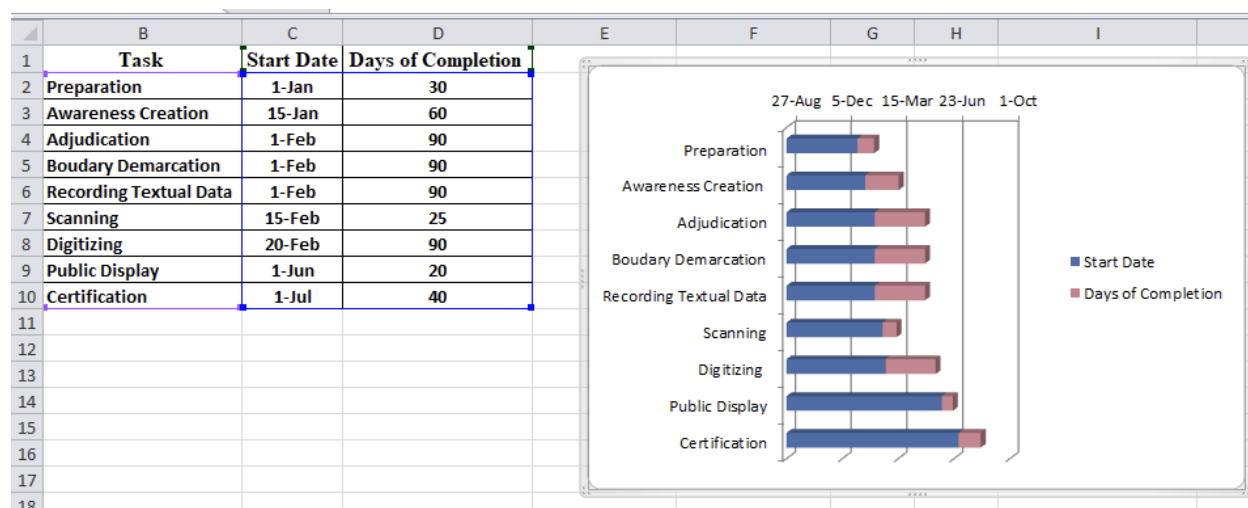
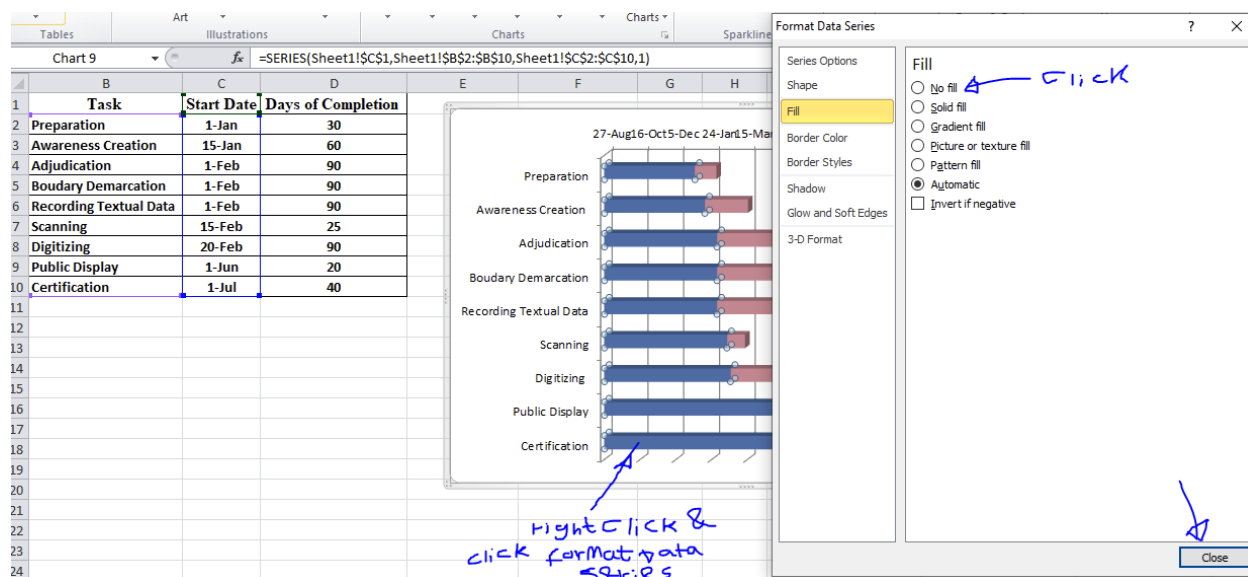
Task	Start Date	Days of Completion
Preparation	1-Jan	30
Awareness Creation	15-Jan	60
Adjudication	1-Feb	90
Boudary Demarcation	1-Feb	90
Recording Textual Data	1-Feb	90
Scanning	15-Feb	25
Digitizing	20-Feb	90
Public Display	1-Jun	20
Certification	1-Jul	40

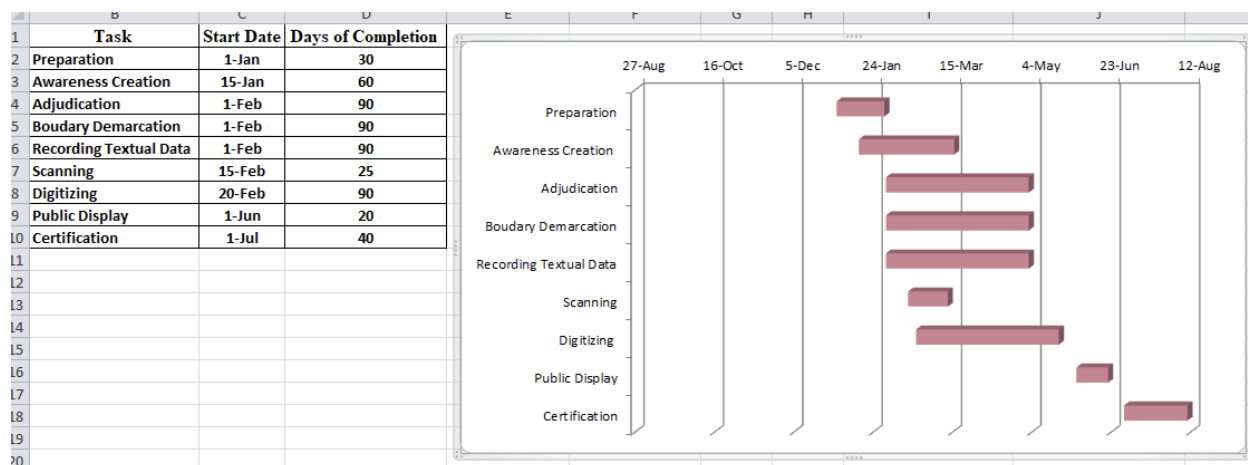
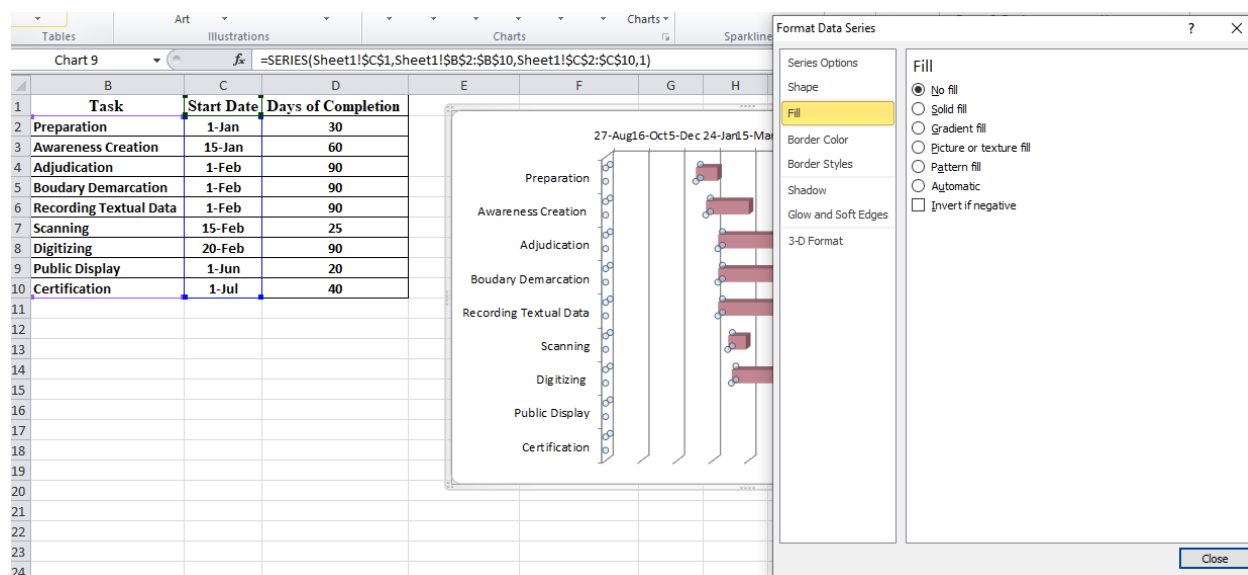


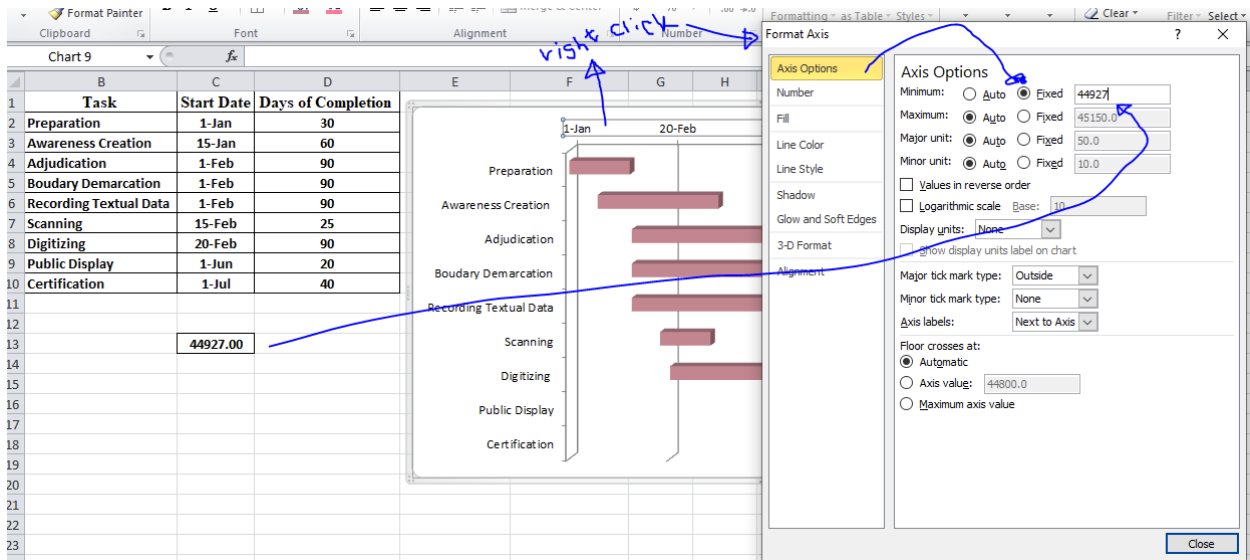
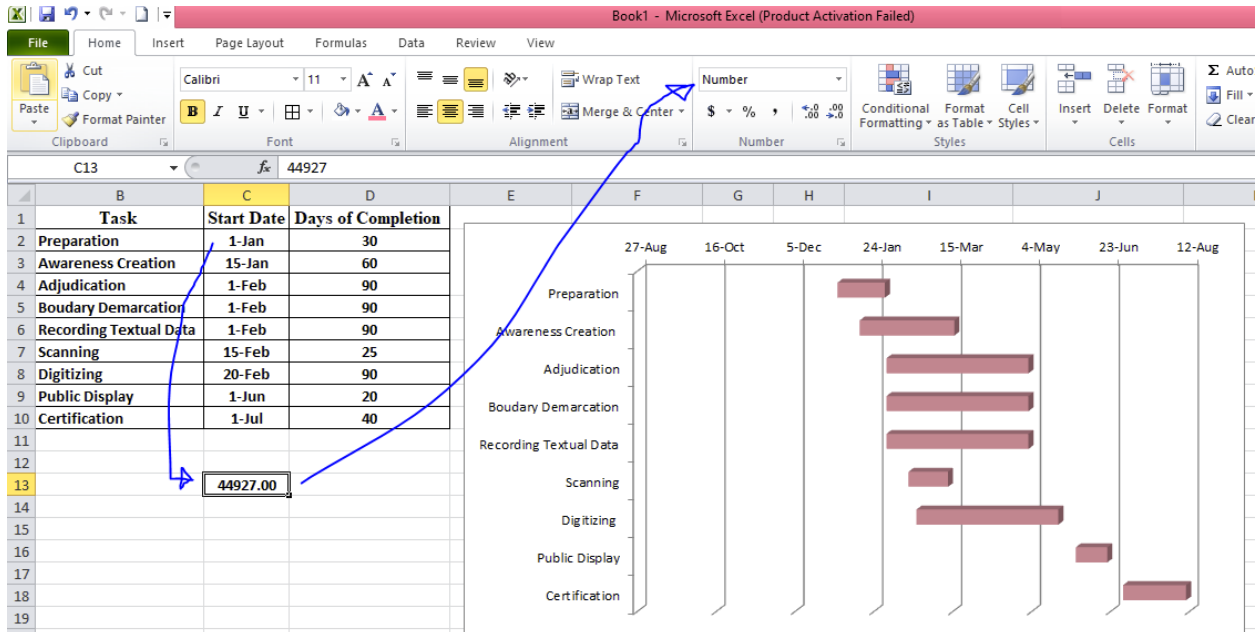
The screenshot shows the Microsoft Excel interface. The 'Chart Tools' ribbon is active, with the 'Design' tab selected. The data table from the previous block is visible in the worksheet. A blank chart area is shown to the right of the table. A blue arrow labeled '1' points to the 'Design' tab in the Chart Tools ribbon. Another blue arrow labeled '2' points to the chart area.

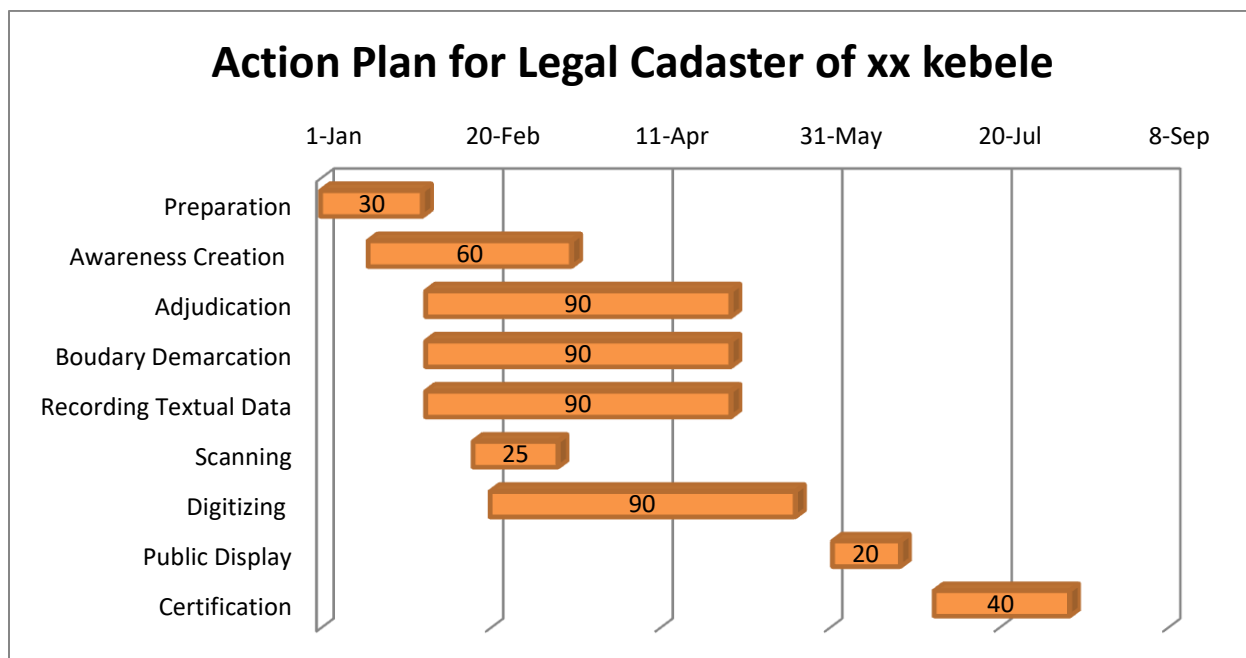
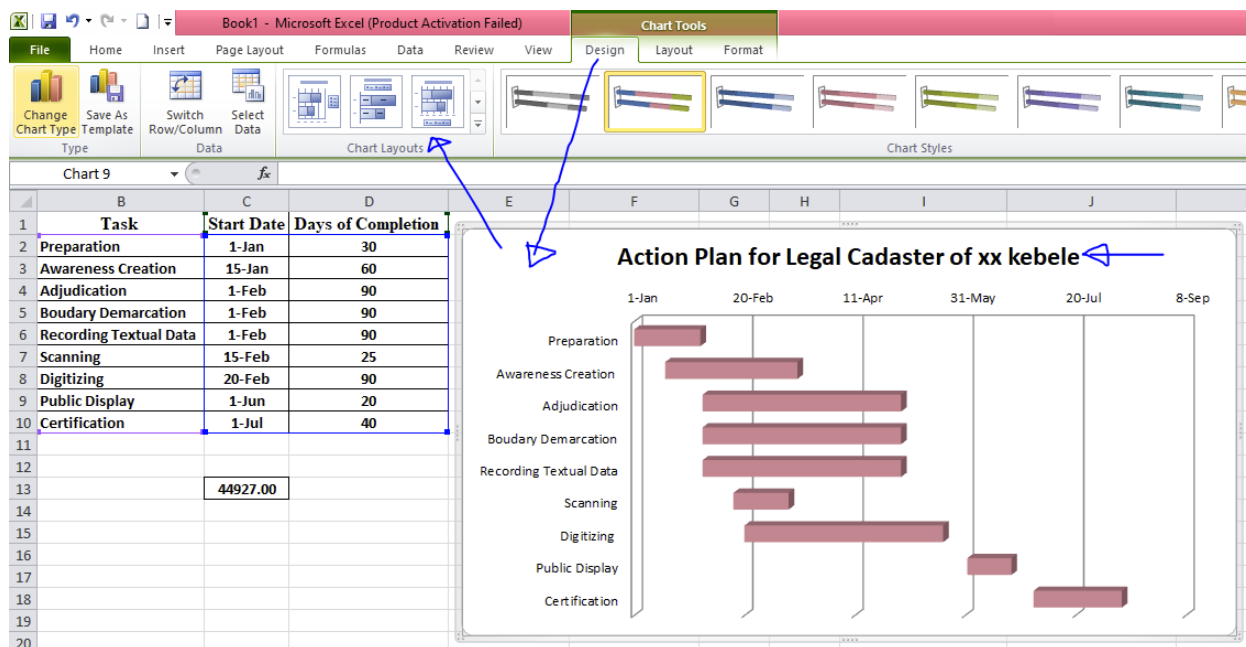












LAP Test -2	Performance Test
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Name..... ID.....

Date.....

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **3** hour. The project is expected from each student to do it.

Task-1: List systematic rural land registration tasks, Start Date, Days of accomplishment, Resources and responsible actors.

Task-2: Develop an action plan for a kebele of 500 landholders to undertake 2nd level systematic land registration.

LG#3

LO#3- Communicate Adjudication and Registration Requirements to Stakeholders

Instruction sheet

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

- Communicating written specifications of data with Stakeholders
- Evaluate and monitor annual plan accomplishment
- Using strategies encourage all group members to participate
- Defining and implementing effective group interaction mechanisms

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:

- Communicate written specifications of data with Stakeholders
- Evaluate and monitor annual plan accomplishment
- Use Strategies to encourage all group members to participate
- Define and implement effective group interaction mechanisms

Learning Instructions:

- 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 Sheet
- 6 Do the “LAP test”

Information Sheet - 3

3.1. Communicating written specifications of data with Stakeholders

When communicating written specifications of data with stakeholders, it's important to make sure that the information is clear, accurate and easy to understand. Some strategies that can be used to effectively communicate written specifications of data with stakeholders:

- **Use clear and concise language:** When communicating written specifications of data with stakeholders, it's important to use clear and concise language that is easily understood by all. Avoid using technical jargon or unfamiliar to stakeholders.
- **Provide context and background information:** help to ensure that stakeholders have a clear understanding of the data specifications and how they relate to the project or initiative. This may involve providing a brief overview of the project's goals and objectives, as well as any relevant background information or context.
- **Use visual aids:** Using visual aids such as graphs, charts, and diagrams can help to make written specifications of data more accessible and easier to understand. This can be particularly helpful for stakeholders who may not have a background in data analysis or statistics.
- **Provide examples:** Providing examples of how the data specifications will be used in the project or initiative can help to make the information more concrete and easier to understand. This can also help to demonstrate the value of the data specifications and how they will contribute to the success of the project.
- **Solicit feedback:** Soliciting feedback from stakeholders can help to ensure that everyone is on the same page and that the written specifications of data are clear and well-understood. This may involve providing opportunities for stakeholders to ask questions, provide input, or offer suggestions for improvement.

- **Ensure accessibility:** Ensuring that written specifications of data are accessible to all stakeholders is important for ensuring that everyone has the information they need to participate effectively in the project or initiative. This may involve providing translations or alternative formats for stakeholders who may have language or accessibility needs.

By using these strategies to communicate written specifications of data with stakeholders, project managers can ensure that everyone involved in the project or initiative has a clear understanding of the data specifications and how they relate to the project's goals and objectives. This can help to ensure that the project is completed successfully and that all stakeholders are satisfied with the project outcomes.

Stakeholders May include, but not limited to local land users, Regional Land Administration bodies, local regulatory authorities and Land Administration committees. Some examples of potential stakeholders in land administration:

- **Local land users:** Individuals and communities that use land for purposes like agriculture, grazing, habitat, recreation, etc. Their interests need to be considered in land administration policies and decisions.
- **Regional land administration bodies:** Government agencies or committees at the regional or municipal level that are responsible for managing land use, land titling, zoning, and other land administration functions. They implement land policies and make decisions that affect land users.
- **Local regulatory authorities:** Agencies that enforce land use regulations and permit requirements. This could include environmental agencies, building departments, health departments, etc. They ensure compliance with land laws and regulations.
- **Land administration committees:** Advisory committees that represent a cross-section of stakeholders and provide input and recommendations to regional land administration

bodies. They may include representatives from government, industry, land user groups, environmental groups, and the public.

- **Indigenous groups:** Indigenous peoples and tribes that have historical and cultural ties to the land. Their interests related to sacred sites, historical lands, cultural practices, and resource use need to be considered.
- **Environmental groups:** Non-governmental organizations that represent the interests of conservation, habitat preservation, and responsible land stewardship. They advocate for environmentally sustainable land use and management.

3.2. Evaluating and monitoring annual plan accomplishment

Comprehensive and ongoing evaluation/monitoring - with timely course corrections - are essential for ultimately achieving the plan's intended results. Vigorous monitoring of plan execution provides an important feedback loop to improve future planning. Some key aspects of evaluating and monitoring annual plan accomplishment:

- **Goals and Objectives:** Ensure the goals and objectives are specific, measurable, achievable, relevant and time-bound. Vague goals make it difficult to track progress.
- **Key Performance Indicators:** Establish key metrics that indicate whether the plan is achieving its goals. Monitor these indicators regularly.
- **Tracking Systems:** Implement processes to gather data on progress against goals and compare it to targets. This could include reports, checklists and dashboards.
- **Regular Reviews:** Evaluate progress against goals and key performance indicators on a frequent, scheduled basis (e.g. quarterly). Identify any deviations.
- **Course Corrections:** When progress reviews show the plan is off target, make timely adjustments to the plan, timeline, activities or resources.

- **Flexibility:** Remain agile and willing to adapt the plan as new information, constraints or dependencies emerge. Some flexibility is often required.
- **Resource Monitoring:** Track resource utilization (e.g. budgets, staffing, equipment) regularly to determine if adjustments are needed.
- **Documentation of Outcomes:** Record what was achieved, issues encountered and lessons learned. This informs future planning cycles.
- **Comparison to Goals:** At the end, compare actual results to the original goals to evaluate the plan's success. Metrics showing shortfalls highlight areas for improvement.
- **Continuous Improvement:** Evaluate the evaluation and monitoring processes themselves to identify opportunities to strengthen them for the next planning cycle.

3.3.Using strategies to encourage all group members to participate

Fostering an inclusive group culture where all members feel invited, valued and motivated to participate meaningfully is key for a high-performing team. Regularly evaluate and refine your participation-encouraging strategies to maximize group collaboration and results. Some strategies to encourage all group members to participate:

- **Set ground rules.** Discuss expectations for participation at the outset and establish group norms for listening, respecting others' views, and taking turns speaking. This sets a collaborative tone.
- **Go around the room.** Have each person share one thing to get the conversation started. This helps break the ice and gets quiet members to speak up initially.
- **Call on people directly.** Pose questions or elicit ideas specifically from group members who have been quiet. Gently invite their contributions.
- **Assign roles or tasks.** Give different members ownership over certain agenda items, preparations, or discussions. This gives them a meaningful role.

- **Facilitate smaller group discussions.** Break into pairs or trios to brainstorm before bringing ideas back to the large group. This allows reticent members to build confidence in a smaller setting.
- **Have members teach or present.** Ask group members to lead part of a discussion, share knowledge, or give a short presentation on a topic. This delegates responsibility and gives voice to all.
- **Circulate written input.** Use handouts, whiteboards or online tools for members to provide input anonymously if they are hesitant to speak up. Gather and share key points from all.
- **Follow up personally.** After the meeting, speak with any quiet members individually to thank them for participating and highlight the value of their perspective. This shows you notice and care.
- **Monitor for imbalance.** Check in during discussions to see that one or two vocal members are not dominating. Redirect questions to include more voices.
- **Seek feedback.** Ask group members what would help them contribute more and feel included. Incorporate their ideas into future meeting strategies.

3.4. Defining and implementing effective group interaction mechanisms

Defining clear structures, processes and norms upfront as well as regularly evaluating and refining group interaction mechanisms over time are crucial for the group's effectiveness and success. There are several mechanisms that can enhance effective group interaction:

- **Clear goals and objectives** - The group should have a shared understanding of what they hope to achieve together. Common goals guide interactions and decision making.
- **Defined roles and responsibilities** - It is important to clarify who is responsible for what tasks and activities. This avoids confusion, duplication of effort and diffused accountability.

- **Ground rules for communication** - The group establishes norms for how members will interact and communicate effectively. This includes listening skills, taking turns speaking, respecting diverse views, and avoiding interruptions.
- **Regular meetings with agendas** - Scheduling consistent group meetings with structured agendas allow members to discuss progress, issues and next steps. Action items should be assigned and tracked.
- **Group decision making techniques** - The group chooses techniques that fit their dynamics and the nature of the decisions, such as consensus, majority rule, pros/cons lists, etc. The techniques are then implemented consistently.
- **Structures to involve all members** - Processes are put in place to surface contributions from everyone, like go-arounds, breakout groups, anonymous polling, and rotating facilitation roles.
- **Constructive feedback** - Group members are encouraged to point out issues, suggest improvements and respectfully challenge one another in a psychologically safe environment.
- **Constructive conflict resolution** - The group addresses conflicts by separating the people from the problem, active listening, identifying underlying interests, and brainstorming alternative solutions.
- **Periodic evaluation** - The group periodically discusses what is and isn't working well and makes adjustments to mechanisms over time to become even more effective.

Self-check 3	Written test
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Name..... ID..... Date.....

Directions: Answer all the questions listed below.

Part I: Choose the correct answer from the following questions (2 points each).

- Which of the following strategies is used to effectively communicate written specifications of data with stakeholders?
 - Use visual aids
 - Solicit feedback
 - Ensure accessibility
 - All
- All are mechanisms that can be used to enhance effective group interaction, except
 - Clear goals and objectives
 - Constructive feedback
 - Periodic evaluation
 - Assign roles or tasks
- One is not one of the potential stakeholders in land administration.
 - Local land users
 - Local regulatory authorities
 - Indigenous groups
 - Tracking Systems

Part II: Short Answer Questions (2 pt each)

- Discuss key aspects of evaluating and monitoring annual plan accomplishments.

- Write some of the strategies used to encourage all group members to participate.

Reference Material

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