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Tree Registration Guide

A Field Guide for Field Officers to assist Cocoa Farmers with the Registration of Shade Trees on Farms

World Cocoa Foundation (WCF)
supported and reviewed by
Forestry Commission and
the Ministry of Lands and Natural Resources

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Ministry of Lands and Natural Resources, Ghana

Forestry Commission

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A Field Guide for Field Officers to assist cocoa farmers with the Registration of Shade Trees on cocoa farms

Version: December 2018

Authors:
Manon Mireille Dohmen – Knowledge & Skills
Sander Muilerman – World Cocoa Foundation
Willem-Albert Toose – Agro Eco
Reviewed by a senior management panel of the Forestry Commission and the Ministry of Lands and Natural Resources.

All pictures: courtesy of Agro Eco

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1. Introduction

Providing optimal shade throughout the productive life of cocoa plants (i.e., 30-40 percent canopy shade) is important to achieve sustainable yields, adapt to climate change threats, sequester carbon, diversify income, etc. If landowners can reap benefits from timber tree extraction, more incentives would exist to avoid overcutting and overthinning, while providing greater incentive to plant new timber and non-timber species that are conducive to optimal, long-term cocoa cultivation and forest harvesting. Initial tests and discussions on the registration of planted trees on farms has been ongoing for some time in Ghana. In pilot initiatives, farm and tree information has been collected by various partners with forms and procedures that could be different per district. In addition, any tree registration was done manually and collected data was not aggregated. This guide reports on one successful pilot in 2018 that culminated in the issuance of tree ownership certificates to farmers by Forestry Commission.

To improve the registration process and make it more easily accessible, in 2016 the Forestry Commission (FC) decided to develop new procedures including a new registration form. The new FC registration form has been approved by the Ministry of Lands and Natural Resources (MLNR) in 2017 and has seen slight amendments since. The current form (Annex 1) combines all previous forms and is to be used in all districts.

In addition, through the new process it is also possible to register naturally occurring trees on a farm. One of the expected positive results of the procedure is that cocoa farmers will be encouraged to plant shade trees on their farms and be ensured that they have the right to decide what to do with the trees. Going forward farmers will also benefit from naturally occurring trees and receive fair financial compensation when these trees are harvested. The new regulation for benefit sharing naturally occurring trees still awaits final approval, but MLNR assured that pilot initiatives can move forward in close collaboration with FC.

This field guide explains all steps that farmers need to take during the tree registration process. It can be used to get a better understanding of the process and can serve as reference material when assisting farmers through the process. In addition to this guide, a training module has been developed which indicates how trainers can facilitate the tree registration process with farmers.

Figure 1. Young cocoa farmer showing the number of trees on his farm

An official National Tree Registration Manual will eventually be developed and made available by FC to become the overarching guide for any tree registration in all off-reserve landscapes. This guide will focus on all trees, both **planted** and **nurtured naturally-occurring trees**, within cocoa farms.

2. Present Situation

This manual focused on planted and naturally occurring trees off-reserve. In Ghana, the commercial rights to naturally occurring trees are vested in the state, while today trees that are planted (off-reserve!) fully belong to the person who planted them, albeit with permission of the land owner if not the same person. The tree tenure right determines who has full authority over what happens to the tree. The person with tree tenure can decide what to do with the tree and is the person who will receive financial compensation in case the tree is sold and cut by a timber company. However, in case the tree is not officially registered, it is very difficult for a farmer to claim a planted tree. Any non-registered tree could potentially be considered as 'naturally occurring' which means under the current application of the law it belongs to the state.

THE TIMBER RESOURCES MANAGEMENT (AMENDMENT)ACT 2002
"(3) No timber rights shall be granted in respect of-
(a) land with private forest plantation; or
(b) land with any timber grown or owned by any individual or group of individuals"

In a typical situation, the chief or other opinion leaders in the community can give consent to a lumber company with a legal concession for naturally occurring trees to be removed, without involvement of the farmer. Royalties that are then shared as follows: 55% to district assemblies, 25% to the alienation holder (stool/skin chief), and 10% to the traditional council after an administrative charge of 10% has been levied by the administrator of stool lands. The consequence is that farmers who manage and nurture the naturally occurring trees are often not compensated by the lumber company for crop damage that results from felling operations, and they will not receive any money for the tree, although it grows on the land they are working on. Therefore, farmers are afraid that lumber companies come to their farm and damage their cocoa trees while logging other trees. They also know that they will not share in the profit through direct benefits. This is an important disincentive.

In short, farmers have no incentive to plant new shade trees, nor to nurture naturally occurring trees on their farm. This seriously hampers efforts to create Climate Smart Cocoa / Agroforestry systems which are needed to mitigate the effects of climate change and to restore tree cover in cocoa landscapes.

Today farmers have the possibility to register planted trees on their land. Advantages[1] are:

- no one, except the farmer/land owner, can take the decision to cut the trees;
- the farmer will get full payment for the planted trees
- farmers will also receive a fair payment for naturally-occurring trees that are sold. This mechanism is currently being finalized by the MLNR and FC. It is called the *Forest Timber Tending Toll.*

[1] Based on the provisions in the 2012 Forest and Wildlife Policy, the 2012 Tree Tenure and Benefit Sharing Policy, and the 2016 Tree Tenure and Benefit Sharing Framework

3. Steps to Register Trees

With the implementation of the government's new regulations for individual tree ownership, the procedures to register trees with the Forestry Commission are simplified. This makes it more accessible to farmers.

The following persons can register trees provided that there is an agreement with the land owner:

- Land owners (see Annex 3 for an explanation on different types of land agreements).
- Farmer groups, cooperatives and companies.
- Individual farmers (including migrants) who work on the farm under a customary land agreement, including *abunu* and *abusa* for at least one year.

  Note 1: Even if the land would return to the land owner at one moment in time, the registered trees will remain officially under the ownership of the farmer who planted and registered. Of course, this all depends on the agreement between the farmer and land owner. For this agreement no template or official requirements exists, nor does FC take any responsibility for it, but customary arrangements are valid. This reality also creates opportunity for inter- or intragenerational family investment and business arrangements.

  Note 2: Sharecroppers, caretakers or laborers cannot register trees, unless this has been agreed with the land owner.

The **conditions** for registration are as follows:

- Only trees that occur in off-reserve areas can be registered. Trees in forest reserves or protected areas cannot be registered.
- The trees should have been planted at least one year ago by the person who would like to register them. Registration can happen any time after that.
- All naturally-occurring trees should be registered too.
- In case of planted trees, the land owner has given his/her approval to plant the trees.
- Trees that are dead or have been cut cannot be registered.
- Trees must be indigenous species. Cocoa trees cannot be registered because cocoa is not indigenous to West-Africa and it is therefore considered as a 'crop' by the government, not as a 'tree'.
- Any farm qualifies, not only cocoa farms.

The steps to register trees are as follows:

1. Awareness creation in the farmers' group or community
2. Informing the Forestry Commission
3. Preparations for data collection
4. Data collection
5. Completing and submitting the registration form to FC
6. Verification by the Forestry Commission
7. Endorsement and incorporation of form into FC database
8. Distribution of validated forms to the farmers

Steps 1 to 6 are described in detail below.

3.1 Awareness Creation

Individuals, groups and companies who register their trees should be sensitized on the tree registration process. However, although the registration is individual, the registration process can be done for several people at the same time. Individuals can come together, for instance through a cooperative group or within a community. A company that sources cocoa in a community also may offer the service to groups of producers. A group approach is expected to be more efficient and less costly and time consuming for the individual farmer. In case the process is done as a group, it is very important that all members of the group know what is expected from them, because some steps of the registration process need to be done jointly as a group.

During the awareness creation, the following should be clearly explained (see Annex 5 & 6 for proposed training materials):

- The benefits of tree registration for farmers.
- The requirements for registration.
- The steps of registration.
- What needs to be done by the group.
- What needs to be done by the individual farmer.
- The importance of the involvement of everyone in the group.
- What happens when (groups of) farmers want to sell the trees.

Figure 2. Explaining the registration process

At the end of the meeting, the farmers' group or community should list those people who would be interested in registering their trees.

3.2 Informing the Forestry Commission

The Forestry Services Division (FSD) of Forestry Commission, at the district level, will provide the necessary number of registration forms and instructions on the quality requirements for registration.

Verification and endorsement of the form would also be done at the district level. Building good working relationships with the District staff is advised.

The registration form can be found in Annex 1.

3.3 Preparation for Data Collection

To be able to complete the registration form, data needs to be collected on each individual who would like to register his/her trees, the group or company, and the farms and trees. In short, the following data needs to be collected:

- **personal data of the farmer**, including ID number, name, gender, date of birth, and contact information.
- **information on next of kin**, including name, gender, date of birth, and contact information. This information is needed in case the registrant would pass away.

- **group and company details**, including name, registration number, and name and contract details of the director/president.
- **location of the farm** including farm GPS coordinates and the size of the farm plot in hectares.
- **tree information**, including species, size of the tree (diameter at breast height), year planted (in case of planted trees) or year nurturing started (in case of naturally occurring trees), and the tree location (GPS coordinates). It is not strictly necessary to collect individual tree location information at the time of registration. The form can be populated with this data at a later stage.

A passport picture of the farmer needs to be attached to the form. In case a farmer would like to register trees on more than one farm, separate forms for each farm need to be completed.

The Forestry Commission does not require the recording of land tenure arrangements. However, some operators may still choose to record whether the registrant is registering their trees on family land, a self-acquired land or as a share cropper on land belonging to a landlord. This does not entail going into the detail of complicated permutations of customary land rights, but it does enable such operators to gain an idea of the powers and potential sources of contestations that might arise in the future when trees are being harvested.

Service Provider

In case the farmers are not able to collect the information for the tree registration process according to the data requirements of the Forestry Commission, they can choose to ask the Forestry Commission for more advice or to contract a professional service provider that has experience and in this field. The use of service providers who have been trained or are recognized by the FC are recommended. Companies and cooperatives could potentially decide to train and deploy dedicated staff to provide such service delivery.

The service provider could be responsible for:

- The collection of GPS data to measure the land size and register individual trees and characteristics. In some cases, such data on the land may already be available in existing databases and only information on trees needs to be added.
- Preparation of the registration forms for submission with the Forestry Commission.
- The organization of farmers.
- Coordination of field activities.
- Submission of the finalized form on behalf of the farmer.

Preparation by farmers

Before farms are mapped and data is collected, it is important that farmers prepare their farms, i.e. they need to clear their farm boundaries from bushes and other obstacles, in order for the registration team to be able to move around. In addition, farmers should be ready on time to receive the registration team and be able to show a valid national ID. Farmers or their representatives should be present at their farms when the mapping and counting of trees is done to prevent unnecessary delays and additional costs. The group or company with trees should follow the same process and it is advised that a representative of the farmers' group or company will join the data collectors.

Witness
Farmers need to ensure that a *mapping witness* (a boundary neighbor, or an opinion leader in the village with good reputation amongst the community) is present during the mapping exercise. The witness has to be present during the mapping of the farm and testifies that the collected information is correct (including farm boundaries). All collected information needs to be signed or thumb-printed by the farmer and witness.

3.4 Steps for Data Collection

To collect data, the field team should have access to the following equipment during the mapping exercise:

- Registration forms from the Forestry Commission, in paper form or on an approved digital platform.
- GPS device
- Standard measurement tape (to measure circumference and calculate the diameter by dividing by 3.14), or special diameter tape (which provides diameter directly).
- Shade tree guide to be able to identify the trees

It is recommended that the mapping exercise is performed in pairs: one person can do the writing/typing while the other person asks questions and takes measurements.

Farmer's details
At the farm, the process of data collection should have already been explained to the farmer. It would be good practice to ensure the farmer and the land owner are either the same person, or that between them they have already reached an agreement (most preferably in writing and confirmed by witnesses). Tree registration is not valid if this agreement on tree planting and registration does not exist with the owner of the land. It is very important therefore to clearly communicate this: a registration can be void if this agreement does not exist. Community leaders may assist in preventing in the brokering of an agreement and in preventing conflict. The farmer's details should be entered on the form (part A1) as attached in annex 1.

Location of the farm
The region, Forest District, Traditional Authority, District Assembly and community where the farm is, needs to be entered on the form (part B). The Forest District is different from the District Assembly. The Forestry Commission can assist in supplying the name of the forest district, in case of doubt.

Figure 3. An example how to map the farm with a GPS device

To map the farm and to calculate the land size, the data collector, farmer and witness should walk around the boundaries of the farm with a GPS device. It is important that the farmer and his/her witness join the data collector to clearly indicate where the boundaries of the farm are located.

The GPS data will be used to calculate the acreage and provide boundary points needed for the registration form (C1 on the registration form).

Tree information

The next step is to collect data on each tree that will be registered (part C2 in case of a woodlot or commercial plantation and part C3 in case of any other land, including fallow land). This can (preferably) be done immediately during registration, or the form can be populated with this data later.

To do so, the following needs to be done:

1. Determine the GPS coordinates of each individual planted tree and each individual naturally occurring tree by standing as close to the tree as possible.

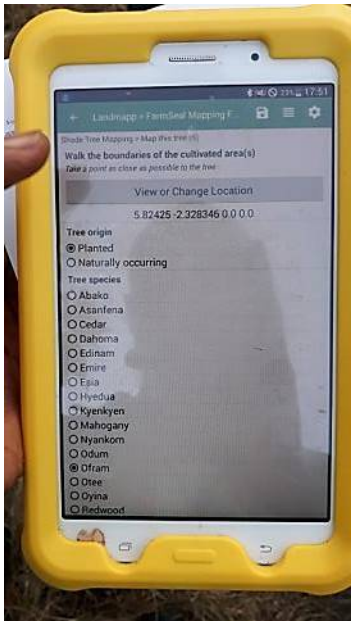


Figure 4. An example of digital mapping.

Left: measuring GPS coordinates of planted tree.

Right: determining tree species digitally

2. Determine the species for each tree. Usually the farmer is aware which type of tree that he/she has planted. The field team can also make use of an expert, also known as a tree spotter, or any of the printed shade tree guide documents that are available, to help identify the tree species.

3. Measure the diameter of the tree at breast height (*DBH: Diameter at Breast Height*) by using a diameter tape (or a normal tape measure and then calculate DBH by dividing by 3.14). State the year in which the tree was planted or the year the farmer started nurturing the tree in case of a naturally occurring tree (this will often be the year the farmer started farming on the plot). Farmer can always estimate the year nurturing started.

Figure 5. Field team measuring DBH

Individual tree information can also be used to determine the growth of the tree and the shade level of the cocoa farm, and in future to become part of carbon credits benefit sharing schemes. Once trees are to be sold commercially to a lumber company all the data certainly needs to be available.

For registration campaigns at a larger scale, for instance by cocoa companies which have robust data collection system in place and use and experienced service providers, the registration of trees and species without the measurement of individual tree location is initially permitted as a transitionary arrangement. This tree type and location data can be provided later. This provides these companies with the opportunity to use existing data to go into tree registration and start updating their farm database records with the tree information progressively instead of having to completely start from zero, saving valuable time and resources while ensuring trustworthy information for FC.

Planted trees or naturally occurring?
Do determine if the tree is planted or naturally occurring (see also annex 2), even though not required on the form, it can be helpful to ask follow-up questions to get full understanding of the situation. Examples are:

- Was the farmer part of a tree planting program/project?
- Where did the farmer obtain his/her seedlings?

Be cautious if the farm is located close to a forest reserve; it is likely that seeds are originating from the forest and naturally occurring on the farm. Remember that even if the tree is naturally occurring, it can still be registered to ensure fair benefit sharing in future.

3.5 Completing and Submitting the Registration Forms

The collected information will be used to complete the registration form of the Forestry Commission.

After completing the form, all information should be checked by the farmer and his/her witness to make sure there are no errors or missing information. If the farmer and witness state that all information on the form is correct, take their signature or thumbprint. Be mindful that the farmer and the witness may not be completely literate in English. If this is the case, an interpreter should provide independent reading assistance to ensure all is well understood.

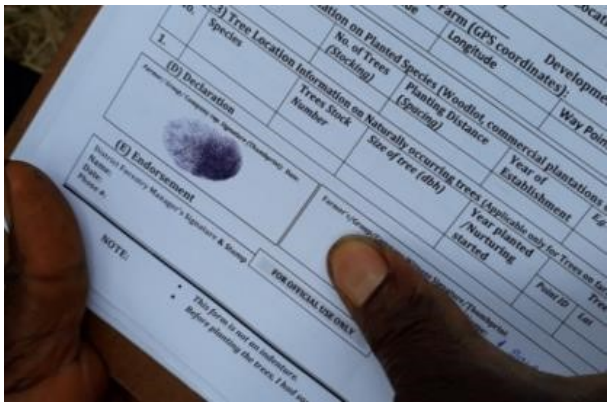


Figure 6. Farmer and witness are giving consent through a thumbprint

Before submitting the registration forms to the Forestry Commission, make a copy and batch and package the documents for delivery to the appropriate district office of the Forestry Commission for approval of the registration and validation. The commission will provide a date stamp on the registration forms when received.

3.6 Verification by the Forestry Commission

The Forestry Commission will contact the farmer, farmers' organization or the service provider to verify the submitted tree registration forms. In case an individual farmer applies, all trees may be verified by the Forestry Commission. In case of a group, it is expected that 20% will be verified, also depending on the reputation of the service provider. This process is expected to take up to 3 months to complete.

After verification, the farmers and their registered trees are placed in a database and a Farmer code and a Farm ID code will be created. The codes are generated at the level of the District Manager (once he/she has received the necessary training). As an example, the Farm ID consists of combination of a regional code, the forest district code, the district assembly code (2-4 letters), the farmer initials and a 4 digits serial number:

> Brong Ahafo Region: B
> Bechem Forest District: 6
> Tano North District: TN
> Kofi Nsiah: KN
> Serial number: 0001
>
> Resulting Farm ID code: B6TNKN0001

The codes will be written on the form (see example in annex 1). The registration forms are signed and approved by the Forestry Commission at the District level. The approved registration forms can now be collected by the farmers' organization or a service provider and distributed to the respective owners.

3.7 Things to Look Out For

Based on the lessons learned during a WCF pilot registration exercise performed by Agro Eco and the Sustainable Food Lab, among 150 cocoa farmers in Asankrangwa (Western region) in October 2017 in Ghana, we recommend paying attention to the following:

- Communication with the farmers' organization and all stakeholders plays an important role in getting the buy-in from the farmers.
- Obtaining the list of farmers from a farmer organization should be done well in advance, so that the Farmers' Organization can prepare for the exercise.
- Groups of farmers need to be ready to move collectively to the farms, this means all farmers in the group need to be present. Of course, farmers have other obligations or are late, which affects the efficiency of the registration process.
- The use of the GPS can be difficult and depends on the accuracy of the field teams. An experienced GPS reader and a tree spotter should be involved in the team.
- In a few cases, it is difficult to determine whether a tree is planted or naturally occurring. In case of doubt it is better to register as naturally occurring (for which benefits will also need to be shared with the farmer) to not raise any unnecessary doubts during the FC's validation process.

4. Estimation of Costs Involved

The costs of contracting a service provider depends on the number of farmers per group, farm sizes and number of trees to be registered. Below is a cost estimation based on the tree registration pilot run by Agro Eco, SFL and WCF.

The cost consists of two sets of tasks. Agro Eco focused on the organization of the farmers, informing them and preparing them for the tree registration process, including durbars and explanation and training rallies, as well as the follow up with Forestry Commission's FSD and RMSC departments.

The second set of tasks was provided by service provider Meridia (formerly known as LandMapp). As the pilot featured only 150 farmers, the below budget is meant to be illustrative. The estimation is based on mapping 2,000 farms /40 communities of about 4-8 acres in size. Cost will differ depending on the volume and geographic spread. Meridia offers three different packages. Its 'TreeSeal' service includes completed and printed registration forms and a farm map for the farmer. Both tree estimation and tree mapping is possible. Meridia has the supplementary option to simultaneously document land rights called 'FarmSeal' where in addition to parcel mapping, they provide certified site plans, legal indenture and a multi-page profile document.

Currently Meridia is the only service provider that has a standing reputation for tree registration with FC, but it is expected other service providers will become available. Also, cocoa companies are expected to build this service provision into their operations, as part of their farmer support though this may still be at a fee.

Table 1. Estimation of tree registration cost (2018), per parcel @ min. 2,000 parcels [2]

	Organization of farmers & tree registration process support (Agro Eco)	***Option 1: Parcel mapping and tree estimation (Meridia)***	***Option 2: Parcel mapping and tree mapping (Meridia)***	***Option 3: Full legal documentation & tree mapping (Meridia)***
Cost	GHS 26	GHS 120	GHS 150	GHS 500

It is open who covers these costs; the protection of the environment can be considered a responsibility of the government while the farmer will also benefit (financially) and therefore can be held responsible to cover (part of) the costs. Costs can also be covered by companies and organizations involved in cocoa production, such as LBCs, NGOs and chocolate companies, as part of general farm support programs or special projects. Assisting farmers in tree registration can also be an interesting opportunity for lumber companies, who can benefit from it later. What is clear, is that the assistance by FC should be covered internally through the management fee they receive through MLNR.

No cost-benefit analysis has been done yet by any organization. Therefore, it is difficult to say if registering trees is always (financially) beneficial. In the context of climate change and a degraded natural environment, land and tree tenure insecurity, registration does certainly have important social and environmental benefits.

[2] Meridia informs us that volume discount applies from 5,000 parcels or more

5. After Registration

After farmers have received the approved registration form, they should do the following:

1. Check and ensure that the information captured on the form is accurate
2. Make copies for safe keeping
3. Update the FC on any changes made in the future, especially when planning to cut or sell trees.

After registration, individual farmers can prove they have full authority over their trees, not the customary leadership. Note that, officially, even without registration farmers always own the trees they have planted, and they need to receive some benefits. The difference is that after registration, no tree can be cut without the permission of the individual farmer. The farmer in fact has the following options:

- **Keep managing the tree and continue to use the tree to improve farm conditions.**
- **Sell the planted trees.**
- **Receive benefits for the management of naturally occurring trees.**
- **In future it may potentially be possible to use the planted trees as a collateral, for example to obtain a loan.**

5.1 Use the Tree for Farm Improvement

Farmers are advised to keep trees on farm to create at least 30% shade. Shade trees have several benefits for cocoa farms and can increase yields and preserve soils so cocoa farms will be more sustainable. This is because:

- Trees **contribute to the environment** by providing oxygen, improving air quality, conserving water, preserving soil, and supporting wildlife.
- Trees **control climate** by moderating the effects of the sun, rain and wind. Leaves absorb and filter the sun's radiant energy, keeping things cool. Trees also preserve warmth by providing a screen from harsh wind. They shield us from the downfall of rain.
- Far reaching **roots** hold soil in place and **fight erosion**. Trees absorb and store rainwater which reduce runoff and sediment deposit (materials broken down by erosion during rainfall) after storms. This helps the ground water supply recharge, prevents the transport of chemicals into streams and prevents flooding.
- Fallen **leaves** make excellent **mulch** that enriches soil.
- Many **animals** eat leaves and fruits for nourishment, flowers are eaten by monkeys, and nectar is a favorite of birds, bats and many insects. Trees provide habitat for animals such as monkeys, birds and squirrels.

In addition;

- The **branches and trunk** of trees can be used for cooking, heating, building construction, furniture manufacture, tools, and household items.
- Fruit trees give **fruits and nuts** that serve as food.
- The **bark and leaves** of some trees are sources of chemicals and medicines. Quinine and aspirin are both made from bark extracts.

5.2 Harvesting Planted or Naturally Occurring Trees

Procedure for naturally occurring trees

For naturally occurring trees the procedures used by the Forestry Commission shall apply. The new 'Farmer Timber Tending Toll' (once approved) shall also apply, which is a benefit to be paid out by private timber operators to the land owner, farmer or tree grower for taking care of the naturally occurring trees. This would serve as another incentive aimed at:

- Better farmers retention and protection of trees
- Increased forest cover and carbon sequestration
- Positive micro-climatic impacts on agriculture / cocoa
- Improved hydrological functions
- Increased wildlife populations
- Reduced conflict

Procedure for planted trees

The provisions on harvesting of private plantations as stipulated in the FSD operational policy and guidelines (subject 12), shall strictly be adhered to for acquiring permits. Details attached as annex 4 of the document.

In case a farmer wants to cut trees (not for own use, but to sell), he/she can apply at the Forestry Commission for a permit. Because the farmer owns the tree, he/she does not have to go through the chiefs or traditional council. The advantage is that the farmer will receive the full payment from the timber companies. Timber companies may choose to engage with an entire group of farmers at once. Those who have not registered their trees will be left out of direct timber payments.

To apply for a permit, a farmer (group) needs to do the following:

- Identify and count the tree(s) he/she would like to cut.
- Visit the Forestry commission to start the process. The farmer needs to indicate how many trees he/she would like to sell and share the specifics on the trees.
- The Forestry Commission will come and check if the tree(s) is/are really on the farm.
- In case everything is in order, the commission will give the farmer an authority note.
- With the authority note, the farmer can go a timber company. The farmer needs to negotiate the price of the tree with the company. To get an idea of the price, the farmer can ask the Forestry Commission to give an indication.
- The farmer and the timber company need to go together to the Forestry Commission. In case everything is in order, the commission will issue a final permit that allows the company and the farmer to cut the tree.
- After cutting of the tree, the Forestry Commission will visit the farm again to check if indeed the trees were cut and to verify if the correct trees were cut.

The above procedure is more efficient as a group. Therefore, timber companies will most likely prefer to work with several farmers in the same area at the same time. The same applies for the Forestry Commission.

Farmers need to be aware that shade trees have multiple benefits and certain numbers are required in case the farmer participates in a certification program, such as UTZ/Rainforest Alliance or Fairtrade. Therefore, it is strongly advised to plant a new tree as soon as a tree is cut.

Payments
The farmer is not the only person who will receive money from the timber company. The company will pay out the following fees:

- Stumpage fee
- Timber rights fee
- Compensation fee

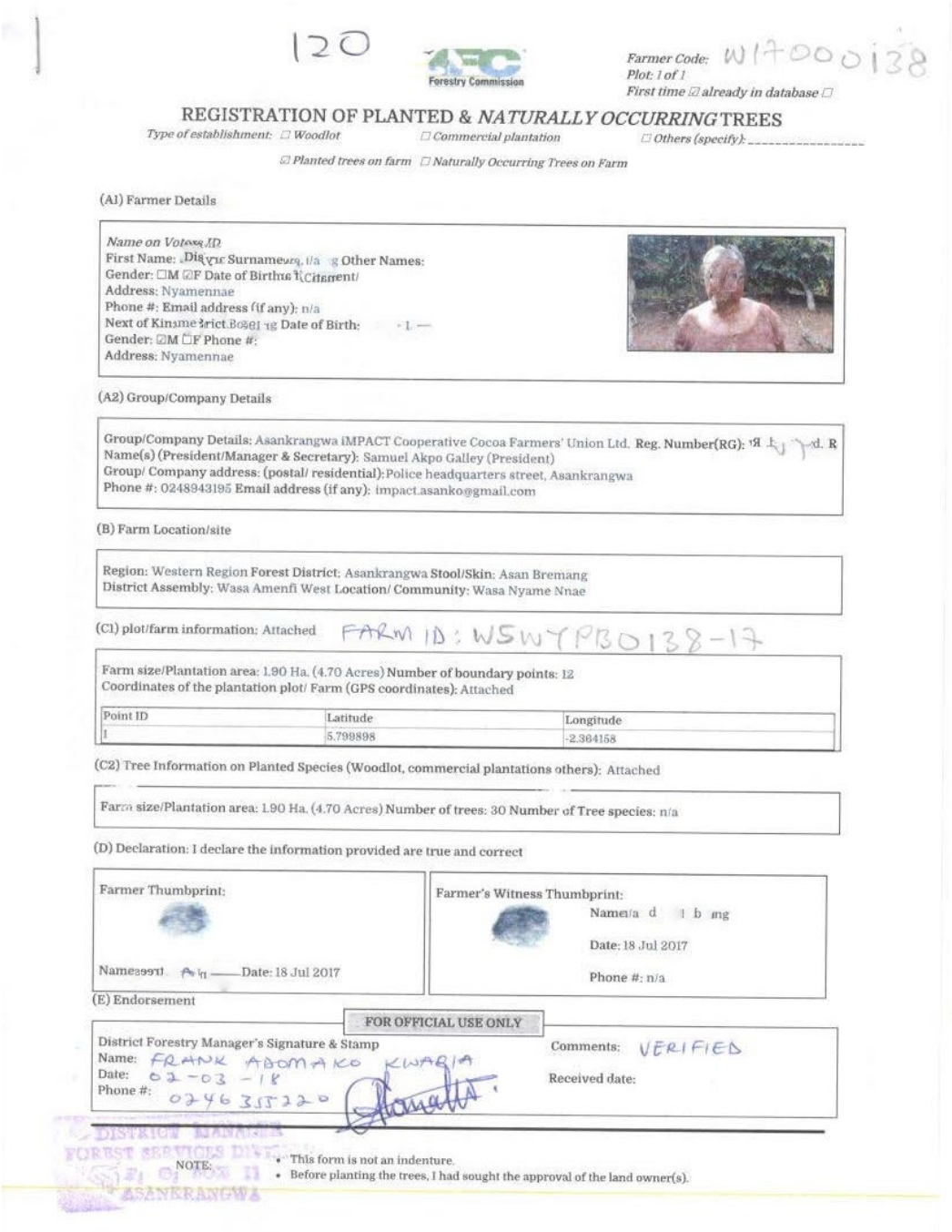
The timber and compensation fees are paid directly to the farmer. This is also the case if the farmer does not own the tree and it is sold by the Forestry Commission or chief. The stumpage fee consists of 50% royalties and 50% regulation fees. The regulation fees are paid to the Forestry Commission. The new regulations (which are not fully approved yet) indicate that in case the farmer owns the tree, 33% of the royalty is paid to the land owner, and 67% to the farmer. In case the tree is not registered by the farmer, the royalty is divided among the District Assembly, traditional council and the stool.

5.3 Use the Tree as a Collateral

Trees have a lot of value. Some species are worth more than others. Farmers generally do not have any collateral to guarantee repayment. Now the trees are registered, they may serve as a collateral. It needs to be stressed though that this may only work if the land tenure situation is also clearly described. Loan providers cannot be expected to advance money on the back of claims over trees until they have some idea on whether they will not face challenges if they need to enter the land and take possession of the trees in case of default on the loan. In future, it is expected that appropriate financial services will be put into place to take trees stock into account when applying for a loan.

Annex 1. Tree Registration Form

On pages 18 – 22 we show an example of the full form (as an image file).
The original official form: 'Registration of Planted & Naturally Occurring Trees" can be downloaded here: link to Word file.
However, we do not advise to work directly on the paper form. From the pilot is becomes clear that instant digitisation is much more efficient, user friendly and easier to share with FC (as a database). FC is not happy to receive handwritten forms. We therefore advise to either work with a trusted service provider, or to build your own capacity, for a digital approach. A printed paper version for signature by FC can always be created again, from the collected data. The FC is flexible on lay-out of the final printout, if all the data is displayed properly. See below for an example of a fully approved and signed form that our pilot project provided, inspired on the original Word document, incl. codes and signatures.
[Sensitive personal data were scrambled]



120

Forestry Commission

Farmer Code: W17000138
Plot: 1 of 1
First time ☑ already in database ☐

REGISTRATION OF PLANTED & *NATURALLY OCCURRING* TREES

Type of establishment: ☐ Woodlot ☐ Commercial plantation ☐ Others (specify): _____
☑ Planted trees on farm ☐ Naturally Occurring Trees on Farm

(A1) Farmer Details

Name on Voters ID
First Name: [illegible] Surname: [illegible] Other Names:
Gender: ☐M ☑F Date of Birth: [illegible] Citizenship:
Address: Nyamennae
Phone #: Email address (if any): n/a
Next of Kin: [illegible] Date of Birth:
Gender: ☑M ☐F Phone #:
Address: Nyamennae

(A2) Group/Company Details

Group/Company Details: Asankrangwa iMPACT Cooperative Cocoa Farmers' Union Ltd. Reg. Number(RG): [illegible]
Name(s) (President/Manager & Secretary): Samuel Akpo Galley (President)
Group/ Company address: (postal/ residential): Police headquarters street, Asankrangwa
Phone #: 0248943195 Email address (if any): impact.asanko@gmail.com

(B) Farm Location/site

Region: Western Region Forest District: Asankrangwa Stool/Skin: Asan Bremang
District Assembly: Wasa Amenfi West Location/ Community: Wasa Nyame Nnae

(C1) plot/farm information: Attached FARM ID: WSWYPB0138-17

Farm size/Plantation area: 1.90 Ha. (4.70 Acres) Number of boundary points: 12
Coordinates of the plantation plot/ Farm (GPS coordinates): Attached

Point ID	Latitude	Longitude
1	5.799898	-2.364158

(C2) Tree Information on Planted Species (Woodlot, commercial plantations others): Attached

Farm size/Plantation area: 1.90 Ha. (4.70 Acres) Number of trees: 30 Number of Tree species: n/a

(D) Declaration: I declare the information provided are true and correct

Farmer Thumbprint:
Name: [illegible] Date: 18 Jul 2017

Farmer's Witness Thumbprint:
Name: [illegible]
Date: 18 Jul 2017
Phone #: n/a

(E) Endorsement

FOR OFFICIAL USE ONLY

District Forestry Manager's Signature & Stamp
Name: FRANK ABOMAKO KWARIA
Date: 02-03-18
Phone #: 0246355220
Comments: VERIFIED
Received date:

DISTRICT MANAGER
FOREST SERVICES DIVISION
ASANKRANGWA

NOTE:
- This form is not an indenture.
- Before planting the trees, I had sought the approval of the land owner(s).

Forestry Commission

Farmer /Group /Company Code:

REGISTRATION OF TREES ON OFF RESERVE LANDS

(A) Beneficiary Details

(A1) Farmer/Developer /Individual Details

*Type of ID*_____ *ID Number:*_____ *3.5cm*

First Name: _____ Surname: _____Other Names:_____

Gender:☐M ☐F Date of Birth (dd/mm/yyyy): _____ Age: _____ 4.5cm

Picture

Address: (Postal / Residential):_____

Phone Number: _____Email Address (if any): _____

Next of Kin: _____ Relationship: _____ Date of Birth:_____

Age: _____ Gender: ☐Male ☐Female Phone Number: _____

Address (postal/Residential):_____

(A2) Group/Company Detail (A2.1) attachment

Group/Company Name: _____Reg. Number(RG) if any:_____

Group (President & Secretary/ _____/_____

Company(Directors): _____/_____

Group/ Company Address: (Postal / Residential):_____

Phone #: _____/_____ Email Address (if any): _____

(B) Location/ site

Region: _____Forest District: _____ TA/Stool/Skin/Family:_____

District Assembly: _____ Community: _____

Type of establishment : ☐ *Woodlot* ☐ *Commercial plantation* ☐ *Others (Specify):*_____

☐ *Planted trees on farm* ☐ *Naturally Occurring Trees* ☐ *Fallow* ☐ *Sacred Grove*

(C) Tree Farm Information

(C1) Farm Information (C1.1) attachment Farm ID:

Tree Farm Area (Ha): _____

coordinates of the Plantation plot/ Farm (for the Development of Maps):

Date	Point ID	Latitude	Longitude	Way Point No.	Remarks

(C2) Tree Information on Plantation (Woodlot, Commercial plantations, others) (C2.1) attachment

No.	Species Planted	No. of Trees *(Stocking)*	Planting Distance (*Spacing)*	Year of Establishment	Remarks
1.					*E.g. Planting Completed*

(C3) Tree Information (Planted Trees on agricultural Landscape, Naturally occurring trees others)

(Applicable only for Trees on farms (C3.1) attachment

Tree No	Species	*Size of tree (dbh)*	Year planted	Year Nurturing started	*Tree Location*		
					Point ID	*Latitude*	*Longitude*
1.							

(D) Declaration

Farmer/ Group/ Company *rep. Signature (Thumbprint):* Date:

Witness Signature/Thumbprint

Name:

Date:

Phone #:

(E) Endorsement

FOR OFFICIAL USE ONLY

District Forestry Manager's Signature & Stamp

Name:

Date:

Phone #:

Comments:

NOTE: *This form is not an indenture.*
Before planting the trees, I had sought the approval of the land owner(s).

No.	Name	Gender (M/F)	Age	Residential Address	Phone #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

(C) Tree Farm Information (attachment)

(C1.1) Farm information

Tree Farm Area (Ha): _____ Development of Maps coordinates of the Plantation plot/ Farm (GPS coordinates):

Date	Point ID	Latitude	Longitude	Way Point	Remarks

Note: Readings of Latitude & Longitude are in degree, minutes and seconds

(C2.1) Tree Information on Planted Species (Woodlot, Commercial plantations, others) (attachment)

No.	Species Planted	No. of Trees *(Stocking)*	Planting Distance (*Spacing)*	Year of Establishment	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11					
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29					
30					

(C3) Tree Information on Planted Trees on Agricultural Landscape & Naturally occurring trees

(Applicable only for Trees on farms , Fallow Lands Sacred, Groves and Others) (C3.1) attachment

Trees *No.*	Species	*Size of tree (dbh)*	Year planted	Year Nurturing started	*Tree Location*		
					Point ID	*Latitude*	*Longitude*
1.							
2.							
3.							
4.							
5.							
6.							
7.							
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33							
34							
35							

Note: Readings of Latitude & Longitude are in degree, minutes and seconds

Annex 2. Trees Off-Reserve

Copied with permission from Roth, M., Antwi, Y., & OSullivan, R. (2017). *Land and Natural Resource Governance and Tenure for Enabling Sustainable Cocoa Cultivation in Ghana*. Washington, DC: USAID Tenure and Global Climate Change Program.

What is meant by Naturally Occurring Trees Off-Reserve?

These are trees occurring off forest reserves. They include trees on farms and in secondary forests. Here the general understanding of existing arrangement is that the traditional authority owns the trees, but the Forestry Commission possesses all rights of disposal of the trees. This implies that all trees are held by the State in trust for the communities concerned. In practice, the state grants licenses for the exploitation of the timber and communities get benefits in the form of royalties that are then shared as follows: 55% to district assemblies, 25% to the alienation holder (stool/skin chief), and 10% to the traditional council after an administrative charge of 10% has been levied by the administrator of stool lands. This means that the farmer or landowner who manages and nurtures the trees and whose farm operations may be disrupted when the tree is exploited receives no direct benefit. This arrangement is largely regarded as a disincentive to sustainable forest management and presents perverse incentives. The result has been that landowners and farmers remove trees from off-reserve land, particularly given the usually uncompensated damage that logging companies cause to cocoa when they harvest timber.

What is meant by Planted Trees Off-Reserve?

These are trees planted on lands other than forest reserves. The policy environment is clearer when trees are planted as plantations where the owner has ownership and exploitation rights. The position is murky when it comes to trees planted for shade in cocoa farms. The Concessions Act 1962 (Act 124) gives the government the management rights over all naturally growing or planted trees, and landowners and users cannot cut trees for commercial reasons. Therefore, a farmer can plant trees to provide optimal shade throughout the productive life of his/her cocoa plants but has never been clear on tenure arrangements regarding those trees. As a result, currently, no private individual or group has incentive to protect or invest in timber and non-timber species that provide for forest canopy, fearing that the state still has the power to grant concessions over those trees which might lead to the destruction of cocoa farms.

Annex 3. Land Tenure

Copied with permission from Roth, M., Antwi, Y., & OSullivan, R. (2017). *Land and Natural Resource Governance and Tenure for Enabling Sustainable Cocoa Cultivation in Ghana*. Washington, DC: USAID Tenure and Global Climate Change Program.

Customary Land Rights Affecting Cocoa Investment

Land ownership and tenure is separate from tree tenure in Ghana and has its own unique set of issues connected to cocoa. Land ownership in Ghana can be divided into three categories: customary ownership, state ownership, and co-management between state and customary owners. Customary lands under the ownership and control of customary authorities (stools/skins, families, clans, and heads of communities) account for 80 percent of land in Ghana; the remaining 20 percent is vested in the state (Blocher, 2006; Kakraba-Ampeh, n.d.). Types of customary tenure (Blocher, 2006; United States Agency for International Development, 2015) include:

Allodial title

The highest form of customary interest in land is vested in stools, skins, clans, or families who hold land in trust for members of their community, while the legal title is held by the chief or other traditional leader (Blocher, 2006). Only indigene landowning groups can hold allodial title to land. The allodial title may enter into customary tenancy agreements with non-indigene strangers, but only if the land is not yet allocated to a usufruct title.

Usufruct (Customary freehold)

Cardinal principles for customary freehold and its evolution are well established and long captured in the literature (e.g., Danquah, 1928; Ollennu, 1962; Sarbah, 1904). The usufruct is created through customary rules that entitle every indigene or sub-group of an allodial community the right to work any common forests hitherto worked by other indigenes. Perpetual "private" usufruct rights (that exclude other members of the landowning group) are held by a person or sub-group for the portion of the common forest worked. Lands once worked remain private within the usufruct family or clan and may be left fallow for years without loss of usufruct rights. Much of the usufruct rights across rural Ghana have been gained in this manner.

The holder of allodial land has strong incentives to limit the rights of usufruct by, for example, allocating lands for cocoa production only to non-indigenes who cannot gain usufruct rights. In rare circumstances, an allodial holder may allocate land to a subgroup or individual indigene to hold as usufruct or customary freehold. Usufruct rights are conditionally perpetual; holders may sell, lease, or mortgage their rights. Of particular relevance to cocoa cultivation, usufructs may enter into customary tenancies with non-indigenes (strangers) without involvement or interference of the allodial titleholder. However, holders must recognize the superior ownership of the stool and, in some cases, may provide services to the stool when necessary. Only indigenes can hold usufruct (customary freehold) title.

Leasehold

For urban land use mainly, but also for large-scale land acquisition, which is an emerging phenomenon, allodial titleholders may enter into a formal leasehold agreement for up to 99 years with other Ghanaians, and up to 50 years with foreigners. Settlers generally enter into leaseholds. Leaseholds are not customary but statutory, originating from the Ghanaian constitution. Because the constitution prohibits the sale of customary land, any

sale or purchase of land must be in the form of a long-term lease (50 or 99 years). After this period, the law states that the land must return to the original owner. However, in practice, this point is far from clear and creates uncertainty in the minds of both lessor and lessee over ownership rights (Lambrecht & Asare, 2015). The plural system of statutory and customary land administration in Section 3.6 does not help in this regard and leads to ambiguous interpretation, enforcement, and rent seeking among parties.

Customary tenancies and/or land agreements

Customary agreements are erroneously generalized in contemporary literature as sharecropping agreements, misinterpreting the Akan words *abunu* and *abusa* which are used to describe them. *Abunu* and *abusa* are generally used in the rural land economy to describe a whole array of customary land agreements that range from true sharecropping arrangements to land agreements that "create property in land" for the tenant or stranger farmer.

Abunu contracts are widespread in the cocoa sector and consist of two generic types. Under a commonly observed *abunu* contract in cocoa production, a usufruct holder or allodial titleholder enters into an agreement with a stranger farmer to work the forest and bring the entire farm to maturity. Once the farm matures, it is divided in half between the stranger farmer and the landlord. Through this arrangement, the stranger farmer gains exclusive and nearly perpetual rights over his/her portion of the cocoa farm, subject to the condition that the land must remain in cocoa. However, once land is cleared, the landlord retains the right to reclaim the land, although landlords and tenants can and do widely disagree on the validity of this claim. A variant of *abunu* is akin to a sharecropping agreement. The landlord, besides contributing the land, also contributes resources (labor or other inputs) to the tenant to create a cocoa farm. Upon maturity, the harvest is shared annually in halves and the farm is not divided. In this case, the stranger farmer is simply a sharecropper and is expected to vacate the land once the cocoa farming operations cease.

Under *abusa*, a landowner establishes a farm, and the sharecropper is responsible for farming and maintaining the entire farm. The sharecropper keeps one-third of the crop proceeds, the landowner keeps one-third, and the last one-third is used to finance inputs.

Land acquisition through the above tenures is not mutually exclusive. An indigene short of land may enter into *abunu* or *abusa* arrangements to farm additional parcels of land beyond the usufruct rights allocated them by the stool, a practice that is more prevalent as land shortages increase.

Caretakers

Caretakers are hired once a farm is established and paid for their labor with a portion of the crop. The caretaker has no ownership rights over the land or farm and can be terminated at will.

When land was still abundant, indigene families or sub-groups worked common lands to establish usufruct rights while paramount chiefs could allocate land to families. However, in present times, much of the land has already been divided and allocated to extended families (family land), which is further subdivided among nuclear families and individuals. In some communities, skin/stool/family land is sold, and once sold, is considered private land. Generally, the chief cannot take away family or private land without consent of the family or landholder. Stool land still exists in the north but is disappearing or has disappeared in the south (Lambrecht & Asare, 2015).

Annex 4: Harvesting & Permit Acquisition Regulations

The provisions on commercial harvesting of private plantations as stipulated in the FSD operational policy and guidelines (subject 12). Normally timber companies will be contacted when (groups of) farmers wish to sell their trees. However, in case an individual or an organization/company wishes to fully control the harvest and commercial sale of its trees on-farm, without working through a third party with an existing logging and conveyance permit, the following provisions shall strictly be adhered to for acquiring permits for commercial harvesting:

PLANTATION TIMBER HARVESTING AND PERMIT ACQUISITION (OFF-RESERVE)

'Every person/group/institution that plants trees, or establishes private plantation on private lands shall have the right to harvest them'.

i. Objective of harvesting off-reserve plantation timber may be communicated to the District Forestry Office for appropriate technical information and advice, or according to afforestation/reforestation plan.
ii. Permit to harvest and convey plantation timber/materials at the district level shall either be at the request of plantation owner or an agent on behalf of owner. (An agent is a person, or an entity appointed by the owner and given an authorization by the owner to harvest his or her established plantation)
iii. The applicant/entity shall apply with the following required documentations: The entity shall be of a limited liability status possessing;
    - Certificate to commence business
    - Certificate of incorporation
    - VAT Registration Certificate
    - IRS Tax clearance certificate
    - TIDD certificate of registration
    - Letter of consent from plantation owner
    - GPS coordinates/site plan of plantation location
    - FSD approved inspection fees receipt
iv. Consent letter from plantation Owner's to agents/entity shall be endorsed/attested by either local chief or assembly member of the locality/jurisdiction of the established plantation due for harvesting.
v. Harvesting of OFR established plantations within (0.5km) of Forest Reserves with established plantations shall require authorization before felling of the plantation timber from the District Manager.
vi. Range Supervisor shall verify ownership status of plantation and purchase agreement of parties if plantation due for harvest is not duly registered (plantation not captured in the District database).
vii. Range Supervisor in charge of the jurisdiction where harvesting in established plantation(s) has been carried out or assigned FSD personnel shall liaise with the applicant to carry out measurement of only felled plantation materials(logs/poles) and must be done within plantation sites (felled area/siding)
viii. Range Supervisor shall submit field measurements data in respect of the measured logs/ poles to the District Office for vetting before input onto the Plantation Production Certificates(PPCs)

ix. The measurements shall be done with a minimum of a three (3) member team consisting of at least two (2) FSD personnel and the applicant or his/her representative(s).

x. The measurements must be taken at midpoint of the desired log and its corresponding length. The volume shall be obtained from using either the Log Volume Tables (plantation timber) or the mathematical formula;

$$V=kd^2xlx10^{-4}m^3$$

whereby V=volume of the log(m^3), d=midpoint diameter (cm), k=constant 0.786, l=length of log (m).

xi. Range Supervisor shall ensure that measured logs/poles are duly numbered serially with their respective stumps using white oil paint by the applicant and report to the District Manager accordingly.

xii. District Office shall further verify Range Supervisor's field reports by conducting field audit of the plantation and harvested materials, then processed application transmitted to the Regional Office.

xiii. The registration code and database information shall be provided in the processed application to the regional office.

1.1 CONVEYANCE OF APPROVED PLANTATION TIMBER MATERIALS (LOGS/BILLETS/POLES)

i. All approved plantation materials within the plantation sites where they were felled, or designated location, shall be marked with the company's plantation property mark (PP/XYZ) before issuance of LMCC (PT)

ii. Permit holder shall inform the Range Supervisor on arrangement offloading and conveying of the approved plantation materials

iii. Then, Range Supervisor shall verify and report on loaded plantation material to the District office before issuance of the requested Log Measurement and Conveyance Certificate (LMCC) PT.

iv. Approved permits for conveyance shall cover only the logs measured and captured on PPCs; any plantation material not captured within the approved plantation sites, loaded and conveyed shall be considered illegal plantation material and confiscated as such.

v. Permit holder shall ensure the safety of the approved plantation material at all times.

vi. Permit holder shall ensure protection of the established plantation from fire hazards (fire management)

1.2 RENEWAL OF OFF-RESERVE PLANTATION TIMBER PERMITS

i. Application for extension of the expired approved permit shall be submitted to the District Office by the permit holder.

ii. Upon receipt of the extension application, the District Office shall authorize Range Supervisor or assigned personnel to verify the approved or remaining plantation material and submit verification report to the District Office.

iii. The District Office shall further conduct verification of the approved or remaining plantation material(logs/billets/poles).

iv. The application for the extension of time will be processed and transmitted to the Regional Office after the District Office verification.

Annex 5: Training Topic on Awareness Creation (Draft)

FACT SHEET

Topic: Awareness Creation on Tree Registration

It is advised that farmers should collectively contact the Forestry Commission to register their trees (although you can also register as an individual). It is not necessary to create a formal group, but it smoothens the process if farmers are already organized in one way or the other. Some steps of the registration process need to be done jointly as a group so therefore it is very important that all members of the group know what is expected from them.

Therefore, the first step towards tree registration is to create awareness within the farmers' group or community about tree registration. During the awareness creation, the following should be clearly explained:

Benefits of tree registration

- No one, except you, the farmer, can take the decision to cut the trees. This means timber companies cannot come into your farm and cut trees.
- You will receive money for trees that are cut down by timber companies, instead of the traditional council and stool.
- Registered trees can be used as collateral when for example you would like to apply for a loan.

Shade trees have a lot of benefits for the cocoa farm and farmers are advised to keep trees on farm to create at least 30% shade. At least Cocobod's recommendation of 18 trees/ha should be followed, but generally more trees are necessary (20-40). Shade trees have several benefits for cocoa farms so cocoa farms will be more sustainable. Shade trees also contribute to the environment, adaptation to climate change, sustainable soil and fertility management, yield optimization, biodiversity and decreased use of chemicals, food availability from fruits, leaves and nuts, and availability of medicinal plants.

The requirements for registration

The following persons can register trees:

- Land owners.
- Farmers (including foreigners) who work on the farm under a customary land agreement, including *abunu* (half share) and a*busa* (a third share) for at least one year. Even if the land would return to the land owner at one moment in time, the registered trees will remain officially under the ownership of the farmer but of course, this all depends on the agreement between the farmer and land owner.

Sharecroppers, caretakers or laborers cannot register trees, unless this has been agreed with the land owner.

The **requirements** for registration are as follow:

- The trees are off-reserve, meaning trees in a natural reserve cannot be registered.
- The trees were planted at least one year ago by the person who would like to register them. In the case of natural occurring trees, the trees are nurtured for at least one year by the person who would like to register them.
- In the case of planted trees, the land owner has given his/her permission to plant the trees.
- Trees that are dead or have been cut cannot be registered.
- Cocoa trees cannot be registered because cocoa is considered as a crop by the government and not as a tree.

The steps of registration

The steps to register trees are as follows.

1. List those who would like to register their trees: you can only register trees as a group. Those on the list need to be from the same community.
2. Inform the Forestry Commission and collect the registration forms.
3. Map the farms and collect data on the trees to be registered. You need to collect the GPS coordinates of each farm, the number of trees, species, age, etc. In case you as farmers' group does not have the capacity to collect this data, you can hire a service provider to collect this data for you. They will send a registration team to the farm to collect all data.
4. Complete and submit the registration form. The service provider can also assist with this.
5. Verification by the Forestry Commission. The commission will visit the farms to check all submitted information. After that, it will take approximately 3 months before everyone will get their approved registration form.

What needs to be done by the group?

At the end of the meeting, the farmers' group or community should list those that would be interested in registering their trees.

What needs to be done by the farmer?

Every farmer who would like to register his/her trees, needs to:

- Submit his/her details to the farmers' group so it can be added to the list of interested farmers.
- To be able to collect data on your farm, you need to clear your farm boundaries from bushes and other obstacles, in order for the registration team to move efficiently.
- In addition, you should be ready on time to receive the registration team and be able to show some identity.
- You should bring your identity card to the farm when the registration team visits your farm.
- You should bring a witness to the farm. This witness will also sign the registration form.

The importance of the involvement of everyone in the group

You can only register trees as a group. In case farms are inaccessible and/or farmers are not present at their farms, when the mapping and data collection is done, it will cause unnecessary delays. In case a service provider is used, it could result in additional costs.

FREQUENTLY ASKED QUESTIONS

Topic: Awareness Creation on Tree Registration

During your discussions with farmers, several questions will come up. Below are the most frequently asked questions and their answer listed (this provisional Q&A needs field testing).

Question: ***Can I register my tree even if I am not the land owner?***
Answer: Yes, you can. In case you do not own the land, it means when you sell the tree, the land owner will also get a percentage of the royalties. It is best to conclude an agreement with the owner.

Question: ***I do not own the land. What if the land owner does not agree that I will register the trees?***
Answer: In that case you cannot register the trees. One of the requirements of the Forestry Commission is that the land owner needs to be aware and has given permission to plant the trees.

Question: ***I do not own the land. What if the land owner wants to register trees that I planted and care for?***
Answer: You can try to come to an agreement with the land owner about compensation for you, because you will be taking care of the trees. It is better to get an agreement as early as possible.

Question: ***I do not own the land. Do I need to inform the land owner?***
Answer: Yes, one of the requirements of the Forestry Commission is that the land owner needs to be aware and has given approval when you planted the trees.

Question: ***How much will it cost to register my trees?***
Answer: The Forestry Commission will come to your farm to check. This should not cost anything, but make sure to confirm beforehand. However, the main costs will be to map your land and all trees you would like to register. How much this will be, depends on the size of your land, the number of trees you would like to register and which service provider or partners you use.

Question: ***Can I also register my cocoa trees?***
Answer: No, you cannot. The registration is only for shade and forest trees

Question: ***Why can't I not register my cocoa trees?***
Answer: Cocoa is considered in Ghana as a crop and not as a tree. Cocoa is not a native forest species.

Question: ***My brother in a nearby community also would like to register his trees. Can he be part of our group as well?***
Answer: Although it is not prohibited, it is easier and more practical to organize the work if all farmers are from the same group or community.

Question: ***Can I also register shade trees that are not on my cocoa farm but on one of my other farms?***
Answer: Yes, the trees do not necessarily have to be on a cocoa farm.

Question: ***? MORE/BETTER QUESTIONS CAN BE ADDED***
Answer: ?

GUIDELINES FOR TRAINERS

Topic: Awareness Creation on Tree Registration

Materials needed: Example of a tree registration form

Time needed: It depends a bit on the number of questions you will get. It is better to keep your explanation short and rather give the opportunity to people to ask questions about issues of their concern.

Preparations: Prepare your message well. Because you will keep your explanation short, it is important that you prepare your talk well.

In case you are coming on behalf of an organization (LBC, NGO, project) it is important that you know before you go to the community what your organization can do exactly. For example: will your organization do the mapping of the farm and data collection, or will this be done by a service provider? Who will bear the costs? Will your organization assist farmers throughout the process and even after the process to get a permit to cut the trees?

It is important to make yourself known to the authorities when entering a new community. They can help you with mobilizing interested farmers. You should aim to talk to all relevant officials including the chief of the community, DCE (District Chief Executive) and DCD (District Coordinating Director), District Officer of MOFA (Ministry of Food and Agriculture) and the District Manager of the Forestry Commission.

Notes:

- You need to realize that not all people in the community will be happy with the possibility to register trees. Chiefs and other members of the traditional council and stool will lose part of their revenues, because when farmers register their trees, the traditional council and stool will no longer get part of the royalties. You may counter some of this criticism by pointing out that they would also not get royalties if nobody plants trees on their farm.
- Although this is not a training session but rather an awareness creation session, it is important that you cover the following steps.

Setup:

Credibility: Explain who you are and for which organization you work. If you think that people are not familiar with your organization, explain what type your organization is (LBC, NGO, company, project) and what you are doing.

Objectives: Explain why you are here: you would like to talk about the registration of shade trees on their farms.

Benefits: If you register your shade trees, you will avoid that a timber company comes to your farm, cuts your trees and damages your cocoa trees. It will also give you the possibility to sell the tree and make money out of it.

Direction: I will explain to you the requirements for registration, the steps of registration, what needs to be done by the group, and what needs to be done by the individual farmer.

Delivery: Explanation, **D**emonstration, **E**xercise, and **G**uidance:

1. Before you start explaining everything, ask first a few questions to warm up your audience to the topic. Ask the following questions:
    a. *Who of you has shade trees on his/her farm?* Let people raise their hands.
    b. *Did it happen to you or to any of your neighbors, that a timber company comes in, cuts the tree, and damages a lot of your cocoa trees? And when that happens, did you or your neighbor any money to compensate the damage to your cocoa trees?* In case no one answers, tell your own story, and see if after that other stories will come up.
    c. *Can you sell the shade trees on your farms to timber companies? Why not?* Collect several answers. In case they say yes, they can sell, ask if they get the money for that tree or that the money goes to someone else.
    d. *What would be the benefits if you could register your trees?* Let several people answer before providing the correct answers (see fact sheet).
2. Start your explanation as mentioned in the fact sheet: the requirements for registration, the steps of registration, what needs to be done by the group, and what needs to be done by the individual farmer. After every part, ask if there are any questions.
3. Finally stress the importance of the involvement of everyone in the group (see fact sheet).

Finish

Summary: Repeat the benefits of tree registration.

Questions: Ask if anyone has a question or comment.

Next step: The farmers' group should list all farmers that are interested in registering their trees.

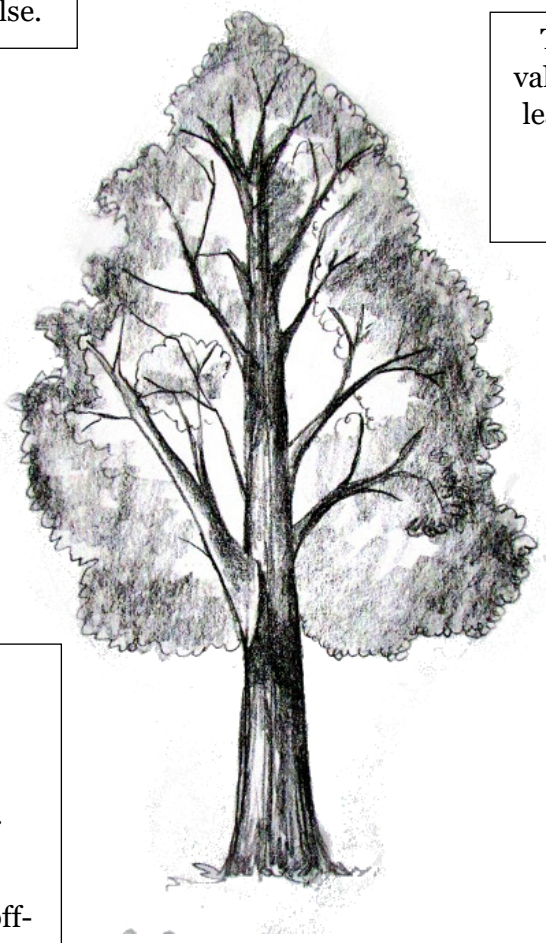
Annex 6: Draft Poster on Tree Registration

HAVE YOU REGISTERED YOUR TREES ALREADY?

You will get the royalties if you decide to cut the tree.

Only you can decide to cut the tree, no one else.

Trees on farm add value to the legacy you leave behind for your children and grandchildren



Who can register?
Only land owners or farmers working under a customary land agreement can register their trees.

Registered trees may be used as a collateral.

Steps towards registration:
- List every farmer who would like to register.
- Inform Forestry Commission.
- Map all farms and collect data on the trees.
- Submit the registration forms.

What trees to register?
- Planted and naturally occurring trees.
- They are more than 1 year old.
- Trees that are off-reserve.

For more information, please contact: