

# GUIDELINE FOR PARTICIPATORY MAPPING

PT SMART Tbk.

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## **1.0 BACKGROUND**

Based on Law of the Republic of Indonesia No. 6/2014 on Villages and Law of the Republic of Indonesia No. 26/2007 on Spatial Planning, every village is obliged to make an environmentally-sound development plan. This is in line with GAR and SMART's Forest Conservation Policy and Social and Community Engagement Policy (SCEP) for local community development. With this in the background, GAR and SMART are committed to supporting both Local and Village Governments by formulating an environmentally sound development plan through Participatory Mapping (PM).

## **2.0 OBJECTIVE**

The objectives of this PM are as follows:

1. Support Village Government in development planning pursuant to Law No. 6/2014 on Villages;
2. Provide Local Government with support to development in accordance with Law No. 26/2007 on Spatial Planning;
3. Map village areas located within the concession along with the essential natural resources and the available infrastructure; hence the presence and development of oil palm plantations are consistent with and integrated into the government's plan for village development;
4. Fulfil the Company's commitment to FCP and SCEP; and
5. Together with the community conduct mapping of village boundary, spatial use, land ownership pattern and indicative directions for spatial patterns within PT SMART Tbk concession area.

## **3.0 TARGET OF THE ACTIVITIES**

The target of PM activities is spatial data that illustrates spatial location of an area within the indicative boundary of village administration. The activity is not targeted for determining who owns the land in an area of spatial data collected unless an agreement has been secured with the land owner. Several of the PM targets are as follows:

### **3.1 MAP**

PM will produce an agreed map, which contains information on:

1. Village spatial structure map;
2. Map indicating village administrative boundary;
3. Land ownership pattern map;
4. Land use map--including area for development/community settlement in the future; and
5. Map of indicative directions for spatial patterns of protected area (for example: riparian, spring, area essential for local identity/culture, and others) and cultivated area (areas as the sources of livelihoods, food/non-food crops production, infrastructure and settlement, and others).

### 3.2 DOCUMENT

Documents that can be used as evidence that PM has been conducted are, among others:

1. Documents on communications/correspondence related to PM
2. Socialisation materials
3. Documents on the establishment of Village Mapping Team
4. Minutes of agreement with the community
5. Minutes of agreement between communities and between adjacent villages;
6. Notes of meetings with the community, between the Company and the community and/or between the Company and the government;
7. Photographic documentation of field primary data collection and meetings with the community;
8. Signed attendance lists;
9. Village sketch;
10. Village Profile Document;
11. Map of village areas within the concession:
  - a. Village spatial structure map;
  - b. Indicative village administrative boundary map;
  - c. Land ownership pattern map;
  - d. Map of indicative directions for spatial patterns.
12. Other documents (if any) deemed necessary as reference in conducting PM activities.

### 4.0 DEFINITION

1. Based on article 1 of Law No. 6/2014 on Villages:
  - Village means a village and customary (*adat*) village or village by any other name, hereinafter referred to as Village, which constitutes a legal entity having boundaries and the authority to administer and deal with governance affairs, serve the interests of the local communities originating from their own initiatives, and fulfil the hereditary rights and/or traditional rights recognised and respected in the administration system of the Unitary State of the Republic of Indonesia (paragraph 1);
  - Village Area is an area with farming as its main activity, including natural resources management and designation of the area as village settlement, public services by government agencies, social services and economic activities (paragraph 9).
2. Pursuant to article 1 of Law No. 27/2007 on Spatial Planning:
  - Spatial planning is the manifestation of spatial structure and patterns (paragraph 2);
  - Spatial structure refers to the arrangement of settlement hubs and infrastructure network systems that serves to support public socio-economic activities that in a hierarchical sense have functional relationships (paragraph 3);

- Spatial pattern means designation of spatial allocation within an area which includes both protected and cultivated areas (paragraph 4);
- Spatial planning refers to spatial planning process system, spatial use, and control of spatial use (paragraph 5).

## **5.0 PRINCIPLES OF PM ACTIVITIES**

### **5.1 FREE, PRIOR AND INFORMED CONSENT (FPIC)**

FPIC refers to a decision-making process done without pressure and intimidation (*free*), performed before an activity that has impacts on the surrounding community is carried out (*prior*) and with sufficient knowledge about the activity and its impacts on the surrounding community (*informed*). Under this principle, the community may agree or disagree on the Company's activity (consent) (PT SMART Tbk's FPIC SOP). Using this principle, PM is conducted upon the community's agreement.

### **5.2 PARTICIPATORY**

The participatory principle is adopted to conduct the mapping together with parties related to the resources being mapped. Mapping is carried out upon agreement of the parties and supported by the local government. In creating a participatory map, the facilitator only plays the role of helping facilitate members of the community to map their region.

### **5.3 CONSENSUS**

PM is carried out based on the principle of deliberation to get to consensus.

### **5.4 REPRESENTATION**

PM involves community representatives who among others include religious leaders, government representatives (Village Head & Village Representative Board or *Badan Perwakilan Desa* or "BPD"), traditional leaders, women, youth, elderly, poor community or other community groups required to be engaged with for this activity.

## **5.5 BASED ON DATA**

The data collection process in PM is done using two methods as follows:

1. Primary data collection in the field using GPS devices and field observation notes. The data collection should not be based on assumption or prejudice. Mapping can be supported by accurate spatial data, for example using satellite image. The word “approximately” should not be used when writing down spatial data when data is collected on site.
2. Data collection should be carried out with trusted resources person. Data is to be collected from trusted sources and capable of being verified. This data can be illustrated in a flip chart and agreed upon by all participants of public consultation meeting. Secondary data such as documents owned by village government, community agreement documentation, village boundary document, and other documents that can be trusted are usable for data collection.

## **5.6 ADMINISTRATIVE ORDER**

Evidence regarding completion of administrative requirements for PM is the most important part of this activity. This administrative evidence comprises official letter, signature, photograph, attendance list and other evidence showing that PM has been carried out in accordance with the Guideline for Participatory Mapping, and met the principles of science as well as applicable laws and regulations.

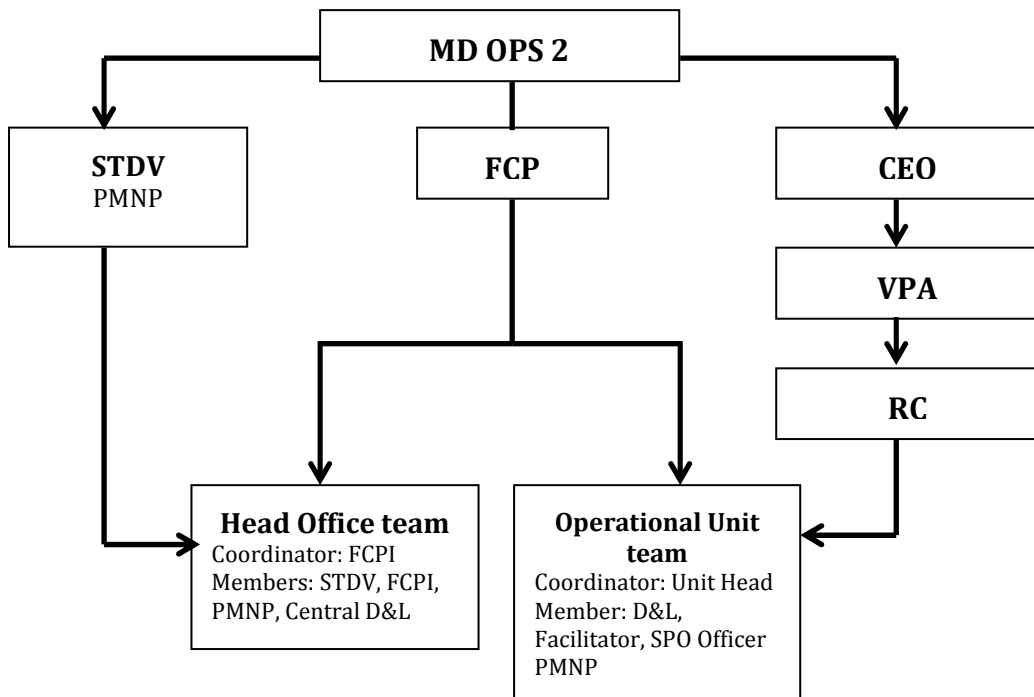
## **6.0 ROLE AND RESPONSIBILITY**

The PM organiser shall receive a Decree (SK) on its assignment from the Top Management. The organiser will consist of two teams, namely:

## 6.1 HEAD OFFICE TEAM

The FCPI team coordinates the implementation of PM activities and provides technical and non-technical assistances on the implementation of PM to the team established at the unit level. The Coordinator for PM activities is Social and Community Engagement Policy (SCEP) Team at Head Office. SCEP Team will provide a weekly report on PM progress to FCPI Division Head that will in turn report it to MD Ops 2. The following is the structure of PM Task Force:

### STRUCTURE OF PM TASK FORCE



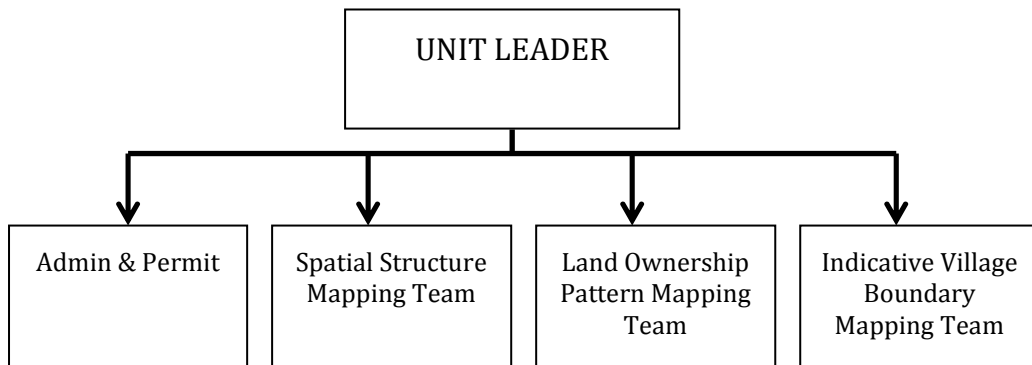
#### Notes:

- LEMS : Legal and Environment Monitoring Section-EHSD-STDV
- BCOS : Biodiversity and Conservation Section-EHSD-STDV
- SIGS : Social Impact and Grievance Section
- SE : Stakeholder Engagement
- CD : Community Development
- PMNP : Plantation Monitoring and Planning
- Central D&L : Central Document and License
- D&L PSM : Document and License Perkebunan Sinarmas

The implementation of PM activities will be supported by HO team which consists of STDV, D&L, and PMNP.

## 6.2 OPERATIONAL UNIT TEAM

The Unit Team involved in PM activities consists of unit staff who previously has attended training programmes regarding the technical aspects on the implementation of PM activities. Regional Controller (RC) will coordinate this team. Teams at unit level which are going to take part are D&L, Facilitator, SPO Officer and PNMP or other teams deemed necessary to be directly involved in PM activities. Below is the organisational structure of Unit PM Team in accordance with its roles and responsibilities.



### 6.2.1 Unit Head

Unit Head is PM organiser in the field. Unit Head leads a team comprising four sub-teams, namely: Administration and Permit, Spatial Structure Mapping, Land Ownership Pattern Mapping; and Indicative Village Boundary Mapping. Leading each of these sub-teams are staff of D&L, SPO Officer, Facilitator, and PMNP who have previously received training on PM. Unit Head will provide SCEP team with information regarding the implementation of PM on the ground. This information consists of progress on PM activities and obstacles encountered in the field, and it is intended to win support from HO team.

### 6.2.2 Administration, Permit and Village Profiler Team

The main job of Administration and Permit Team is taking care of permit and licensing with Sub-district and Village Heads. In addition, this team is responsible for obtaining field data records and documenting points of agreements with the community, minutes of community agreement, photographs of community meetings, attendance lists signed by the community, village profile, and other required documents. Administration and Permit Team will submit report on these documents to Unit Head.



### **6.2.3 Spatial Structure Mapping Team**

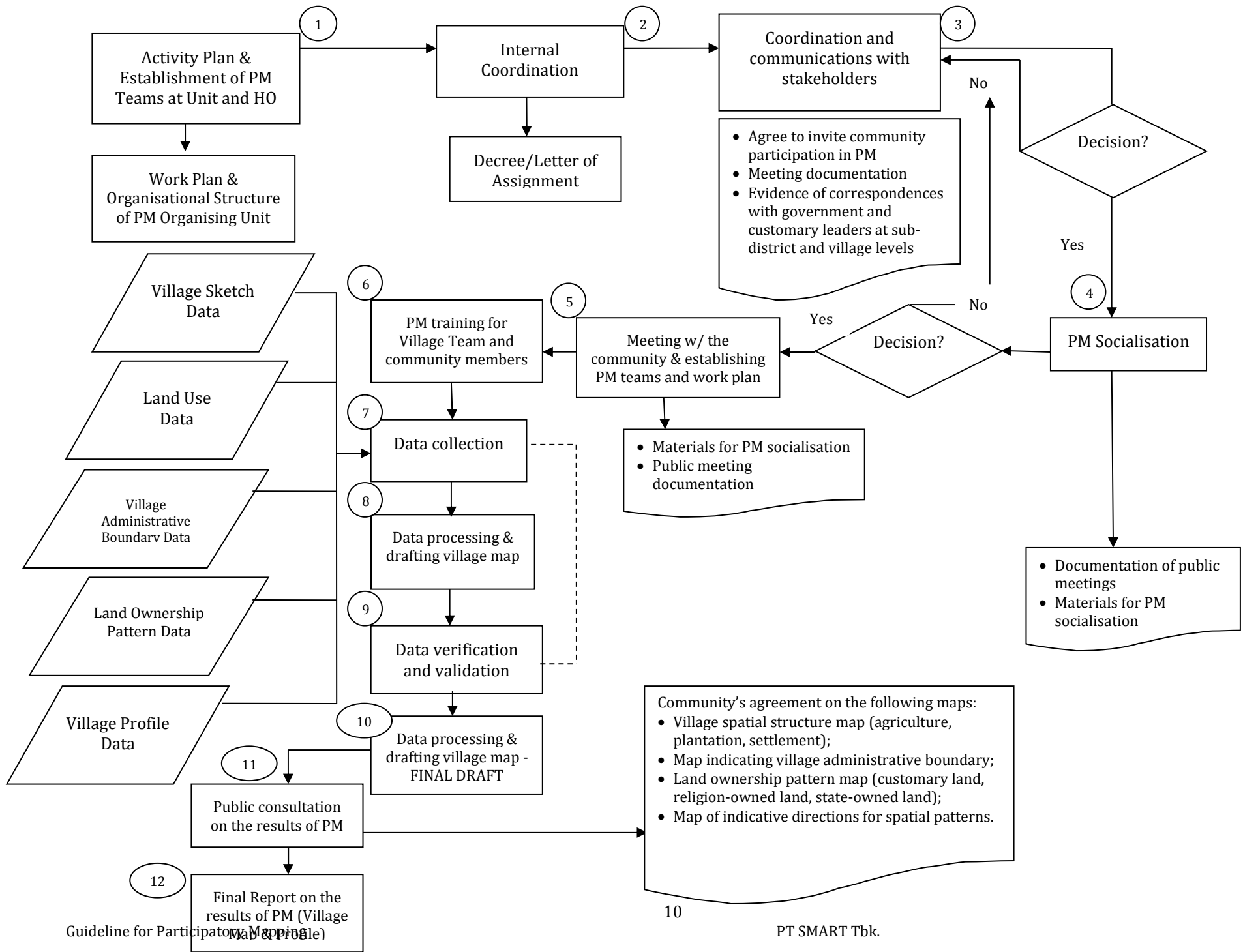
Along with the community and other stakeholders, Spatial Structure Mapping Team is tasked with mapping land use for lands located within indicative village boundary, which is the arrangement of settlement hubs and infrastructure network systems that serves to support public socio-economic activities, namely agriculture, plantation, forestry, fisheries and other land functions at village level. The Team will provide reports to Unit Head for further data processing to create map through PMNP.

### **6.2.4 Land Ownership Pattern Mapping Team**

In collaboration with the community and other related parties, Land Ownership Pattern Mapping Team has the duty of identifying the types of ownership recognised by the community, i.e. customary land both privately owned and communal land, land belonging to a particular religion and state land. This team will report to Unit Leader with regard to the data collected and PMNP will follow up on it by preparing the map.

## **7.0 PM PROCESS**

The PM Process is completed in 12 stages as shown in the flow chart below:



## 7.1 STAGE 1: ACTIVITY PLANNING AND ESTABLISHMENT OF PM TEAM AT THE UNIT AND HO LEVELS

The Coordinators of PM from HO and Unit will form a PM Implementation Team. The membership of this PM team is selected based on members' role and function in the Unit in keeping with the actual needs on the ground. The activity planning includes:

- a. Provide the PM Implementation Team with the necessary training.
- b. Develop PM work plan by determining the length and achievement of PM activities.
- c. Create work plan for Unit Team to determine the villages prioritised for PM.
- d. Prepare thematic maps on village locations.

Documentation	Done	Not yet
Work Plan and Decree on the establishment of Unit PM Team		
Training materials for PM Team		
Attendance list of PM training		
Notes of meeting on mapping plan		
Photographs		

Tick the boxes on the checklist (v)

## 7.2 STAGE 2: INTERNAL COORDINATION

- a. PM Team internal meeting. The objective of this meeting is to agree on the activity plan and membership structure of PM Team at the HO and Unit levels.
- b. Prepare materials for socialisation with unit and the community. Socialisation materials should be written using language that is easy to understand by the community and other parties. The materials should include at least the following information: background/rationale, objective, expected outcome, implication/possible impact, approximate duration, community's right to PM, costing, team involved, etc.
- c. Internal socialisation  
The aim for giving internal presentation is to enable mutual understanding of the background, methodology, and achievement of PM. PM Team from HO will deliver the presentation to the Unit team that had been established. The internal presentation is only for PT. SMART Tbk.

<b>Documentation</b>	<b>Done</b>	<b>Not yet</b>
Signed attendance list		
Notes of internal coordination meeting		
Photographs of the activity		
Materials for socialisation to the community		
Materials for socialisation to the Unit		
Decree/Letter of Assignment		

Tick the boxes on the checklist (v)

### **7.3 STAGE 3: COORDINATION AND COMMUNICATIONS WITH THE RELEVANT PARTIES**

- a. Send notification to the government, namely the Sub-district and Village Governments, and customary body. This letter contains background and the objective of PM activities.
- b. The plantation companies should receive a receipt upon delivery of the letter.
- c. It is necessary to hold coordination meeting between Unit team and village government, including members of BPD and community leaders, on PM planning and engagement with the community;
- d. Operational Unit team should establish coordination with directly adjacent villages;
- e. The coordination meeting should explain and discuss any suggestion/advice regarding the implementation of participatory mapping. Through this activity, there are several things expected to be understood and/or agreed upon, which is including but not limited to:
  - That village administration and community leaders understand the meaning, aim and objectives, duration, and parties with important roles to play in PM.
  - Understanding that every member of the community has equal right to participating in PM activities. However, subjected to approval from the community, they may choose their representatives to sit in a village mapping team.
  - That village government and community leaders understand the establishment of village team should be based on consensus with the community.
  - That community representatives invited are expected to have sufficient knowledge on village history and territory, and own a piece of property and/or utilise natural resources in the area mapped;
  - That community representatives invited are also made up of religious components, government (Village Head & BPD), customary, women, youth or other components required to be involved in this activity;
  - Community's participation which is voluntary and without undue pressure;

- Plan of conducting socialisation on PM;
- Providing sufficient time and opportunity (as agreed) to the village government and community leaders to communicate and agree on the schedule of socialisation by the company; and
- Communication processes involved between the Company and the village administration in preparing socialisation schedule and the necessary logistics.

<b>Documentation</b>	<b>Done</b>	<b>Not yet</b>
Notification to Village, Sub-district, or District Heads regarding PM activity		
Receipt from the village, sub-district or district government or customary board		
Reply from Village, Sub-district, or District Heads		
Signed attendance list		
Minutes of coordination meeting		
Photographs of activity		

Tick the boxes on the checklist (v)

#### **7.4 STAGE 4: SOCIALISATION ON PM**

- Soon after the village government, community leaders and village community members agree on the schedule of socialisation, Operational Unit Team should prepare the required materials and logistics for socialisation.
- Through communications (correspondences) with the village government and community leaders, the Company should ensure that community representatives as stated in point 5.4 are able to attend the socialisation.
- On the agreed date and time for socialisation, Operational Unit Team will do the socialisation process of which the materials refer to point 7.2 (b).
- From this activity, it is expected that:
  - The community members have better understanding of the socialisation materials.
  - There would be an agreement or disagreement regarding the implementation of PM.
  - If it is agreed to conduct PM activities, the community is given time and opportunity to decide on the followings: (1) process and schedule for the establishment of village mapping team, (2) the following meeting schedule.
  - If it is not agreed to conduct PM activities, then planning activity for mapping shall stop.
  - In the process of socialisation and decision making on the implementation of participatory mapping, the community is given freedom to express their opinion in a pressure-free situation.

- e. If the community still needs more socialisation events, then it is possible to have other socialisation activities. For further explanation regarding this activity, the community can contact the appointed staff.

<b>Documentation</b>	<b>Done</b>	<b>Not yet</b>
Signed attendance list		
Minutes of PM socialization		
Photos of activity		
Socialisation materials for the community		
Minutes of PM Agreement		

Tick the boxes on the checklist (√)

#### **7.5 STAGE 5: MEETING WITH THE COMMUNITY TO ESTABLISH PM TEAM AND WORK PLAN FOR VILLAGE PARTICIPATORY MAPPING**

- a. If the community agrees to conduct participatory mapping, then as explained in point 7.4.e.iii, the community should form a Village Mapping Team. Village Mapping Team is specified in the minutes of meeting and further established under a Village Head Decree.
- b. The Company Team and Village Mapping Team hold meetings to discuss, formulate, and record the following:
  - i. PM Work Plan and the schedule for the mapping activity.
  - ii. Distribution of tasks and responsibilities among team members.
  - iii. Create documentation of the contents (if any) of *adat law* (customary norms and regulations) recognized by the local community as the law they adhere to. PM organising unit is not required to make a new agreement on the implementation of the law in the community as the duty of the team is only to record the contents of such law, for example: (1) customary regulations on tenure and utilisation of natural resources (including land), (2) customary regulations concerning settlement of disputes among members of the community, (3) other examples of *adat laws* that were previously unwritten acts, etc.
- c. Village mapping team should disseminate the mapping plan to villagers. If there are villagers willing to be involved, they should be involved in the process.
- d. The Company Team and Village Mapping Team should communicate with the adjacent villages regarding the PM planning, and ask for their participation in mapping village boundaries. In the event the adjacent villages do not want to partake in mapping the village boundaries, it should also be written in a report.
- e. Provide opportunity to the adjacent villages to decide and prepare the team that is going to be involved in mapping village boundary.

Documentation	Done	Not yet
PM planning		
Minutes of establishment of the village mapping team		
Signed attendance list		
Meeting notes		
Photographs of activity		
Decree signed by a Village Head		
Minutes of Agreement (disagreement) to conduct mapping of boundaries for villages with adjacent villages		
Documentation on the contents of the <i>adat</i> law (if any)		

Tick the boxes on the checklist (✓)

### 7.6 STAGE 6: PM TRAINING FOR VILLAGE PM TEAM

- a. The Company Team provides training on data collection methods, explains how to use PM-related equipment, and gives a brief explanation on the processing of data into a map.
- b. Operational Unit and/or Head Office Team will facilitate the training.

Documentation	Done	Not yet
Training materials		
Signed attendance list		
Minutes of PM training		
Photographs of activity		

Tick the boxes on the checklist (✓)

### 7.7 STAGE 7: DATA COLLECTION

The purpose of conducting PM activities is to find out the location of an area with its spatial structure, land ownership pattern, spatial (land) use pattern and its administrative area by using accurate data and information collected from the community.

Collection of primary mapping data from the field can take form of dots, lines, and polygons originating from village sketches. Community members who have received the necessary training shall create the sketches. The sketches will be the main source of information in performing PM.

The primary data collection methods are adapted to the field conditions and the collection is witnessed by community representatives. The data is required for:

- a. Drawing Village Sketch. This sketch is expected to provide the following information:

- Village spatial structure with information regarding the presence of farmland, plantation, fish pond, road, forest area, etc.
  - Indicative village boundary (if the village boundary has been delineated by two villages having a common boundary, the PM team can use that data which at least includes minutes of village boundary delineation and the spatial data).
  - If available and agreed by the community, reserve land for village development that will be utilised for farming in relation to food security in the future.
  - If there is unknown information regarding land use, PM team shall consult with competent resource persons in the village. This process will be documented in an official minutes.
- b. Data on land use
- Land use data contains locations of the lands used by the community for economic, social, cultural and religious activities;
  - Settlement locations;
  - Locations of farmlands, both for subsistence and commercial farming:
    - Subsistence farming means farming activity of which the products are only for private consumption to meet family food needs. Farmers are not selling their crops. An example of subsistence farming is cultivation of rice, corn, root crops, and several food crops identified by the villagers during PM. Every type of land use is represented in the map by a polygon.
    - Commercial farming is crop production activity whose products are for sales and purchase.
  - Reserve land for village development that will be used by the community for farming activities that relate to future food security. This land is represented in the map by a polygon.
  - Land use data will be utilised for creating map of spatial structure which shows up polygons. The objects for the mapping include social and public facilities as well as cultural sites that are represented in the map by dots.
  - For use of land of which the community does not know its boundary, the objects may be represented by dots in the map.
- c. Data on indicative village administrative boundary
- The collection of data on indicative village administrative boundary is carried out jointly by the mapping team and teams from adjacent villages.
  - In each stage/process of village boundary mapping, there should be a report on delineation of village boundary signed by PM Team and teams from adjacent villages. The report is written both for the agreed boundary and one that has not been agreed yet.



- If the adjacent villages are unwilling to take part in the process of village boundary data collection, PM Team will still collect indicative boundary data while providing information on its effort to approach the villages.
- If there is a concern that there will be village boundary-related disputes between two or more villages, PM Team may consult with the Sub-district Head for directions on further process and/or ask him/her to bridge the communication gap in order to reach an agreement.

d. Data on land ownership pattern

Land ownership pattern data refers to the data showing land ownership pattern within a village administrative area. The land ownership pattern data is taken based on the interpretation of article 5 of Basic Agrarian Law (Law No. 5/1960):

- The communal customary land and personal customary land;
  - If there is resistance from the community when collecting data on the pattern of personal ownership, written information should be obtained by the PM team;
  - If data collection for personal ownership pattern could potentially trigger a conflict in the community, the PM team is allowed to skip this process upon a Unit Leader's consideration;
- Land belonging to a religious body means the land used for a religion or faith's activity such as a shrine, a worship place, a cemetery, and land that has religious and faith functions; and
- State land is the land recognised as village-owned land for the purposes of village development such as for harbour, road, public facilities, e.g. public school, community health centre and other buildings that serve the public and mutual interests.

e. Village Profile Data

- Descriptive information on village history;
- Community conditions which, among others, include total population, education, health, livelihoods, potential natural resources, etc.;
- Village infrastructure including road, bridge, education facilities, health facilities, etc.

<b>Documentation</b>	<b>Done</b>	<b>Not yet</b>
Village sketch		
Land use data		
Village indicative boundary data		
Land ownership pattern data		
Village profile data		
Photos to the nine directions at the taken coordinates		
Signed attendance list		

Meeting notes		
Photographic documentation of primary data collection activities		
GPS data		
HCS data		
Vegetation Check Form data		
Official report on delineation of village boundary		
Official report on land use mapping		
Notes of meetings with resource persons		

Tick the boxes on the checklist (√)

### 7.8 STAGE 8: DATA PROCESSING AND DRAFTING VILLAGE MAP

- a. PM Team will then process data resulted from the mapping activities to draft a preliminary/temporary report. This preliminary report contains: (1) findings of the mapping along with various supporting documents, and (2) draft map;
- b. Drafting the preliminary village profile that will be verified and validated with the community.

Documentation	Done	Not yet
Internal data review		
Preliminary draft village map		
Preliminary draft village profile		
Signed attendance list		
Meeting notes		
Photographs		

Tick the boxes on the checklist (√)

### 7.9 STAGE 9: DATA VERIFICATION AND VALIDATION

- a. This activity is to verify and validate the preliminary draft village map and village profile that have been created.
- b. Parties taking part in this activity comprise village mapping team, village authority, village elderly, and competent resources.
- c. If the resulted or submitted village map and village profile data are still deemed insufficient, the mapping team will have to complete it. If there is any difference between the data and what the community's understanding, there should be an agreement to resolve it; be it conducting ground check jointly or getting to consensus. The resolution should be written in an official report.
- d. If the data is considered sufficient, and/or additional field data collection is sufficient, then it can proceed to data processing stage and creating final draft of the village map.

Map verification requires signature from Village PM Team to substantiate that the preliminary draft village map and profile data have been verified and validated.

Documentation	Done	Not yet
Minutes of Verification and Validation		
Signed attendance list		
Meeting notes		
Photographs of activities		
Preliminary draft village map and village profile data as well as additional data that have been verified and validated		

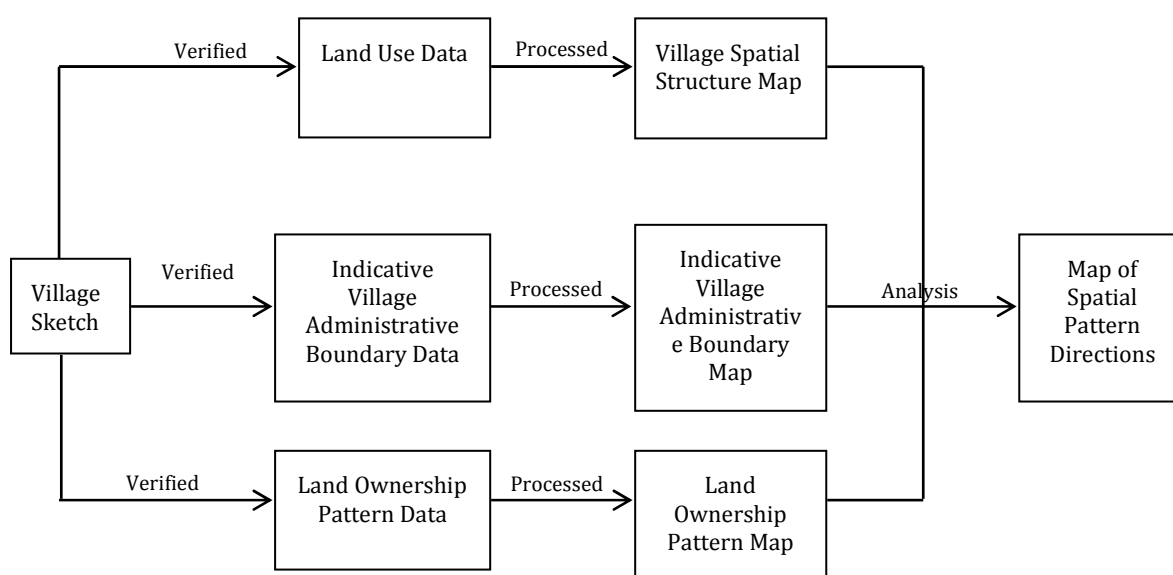
Tick the boxes on the checklist (√)

### 7.10 STAGE 10: DATA PROCESSING AND CREATING THE FINAL DRAFT VILLAGE MAP

The stages of data processing and creating the final draft village map are as follows:

a. Creating a map from the results of data collection

The information obtained or submitted is integrated into a map. This map is going to be presented to the public during a public consultation. This activity is the result of verification and validation with the Village PM Team as illustrated below:



b. Village Spatial Structure Map

This map will provide information on the arrangement of settlement hubs and infrastructure network systems functioning to support public socio-economic activities that in a hierarchical sense have functional relationships (article 1 paragraph 3 of Law No. 26/2007), for example:

- Settlement location;
- Forest location;
- Locations of land for farming, plantation, hunting, mining, non-timber forest product, etc.;

- Land reserve location;
- Access road to farm field;
- Village road location;
- Cemetery location;
- River location;
- Public facility; and
- Other information deemed necessary to show on map.

c. Land Ownership Pattern Map

This map should provide information as follows:

- Location of land claimed as communal customary land based on *adat* law.
- Location of land claimed as land with religious functions such as a cemetery, shrine, worship place, etc.;
- Location of land recognised as village owned land or state land, e.g. public road, land designated for the construction of a health clinic centre, football pitch or land under village government’s ownership.

d. Indicative Village Administrative Boundary Map

This is the map that illustrates village indicative boundary as defined by the community. In determining this village boundary, clarification from other owners of village boundary is not required as the target of the mapping is only identifying indicative areas.

e. Indicative Map of Spatial Pattern Directions

Creating map of spatial pattern directions is the most important stage in participatory mapping. This map is an overlay of Village Spatial Structure Map, Indicative Village Administrative Boundary Map, Indicative Conservation Area Map, and Land Ownership Pattern Map.

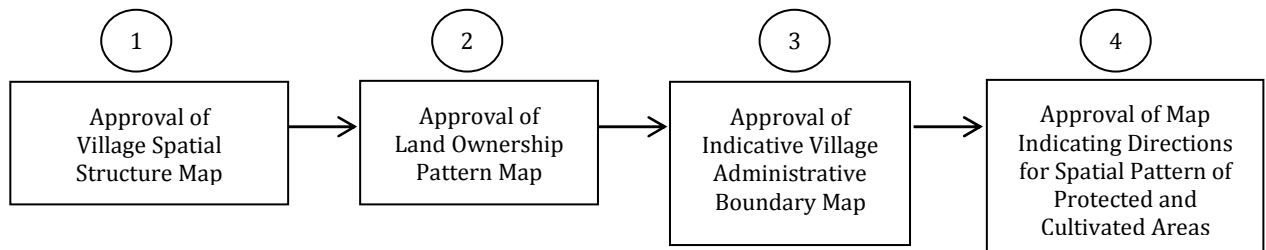
Prior to presenting the final draft village map and village profile to the community, an approval from the Top Management should be obtained.

<b>Documentation</b>	<b>Done</b>	<b>Not yet</b>
Preparedness of Village Spatial Structure Map		
Preparedness of Land Ownership Pattern Map		
Preparedness of Indicative Village Administrative Boundary Map		
Preparedness of Spatial Pattern Directions Map		
Preparedness of Village Map		

Tick the boxes on the checklist (✓)

### 7.11 STAGE 11: PUBLIC CONSULTATION

The presentation of final draft village map to the community should be conducted in chronological order as shown in the diagram below:



- a. **Village Spatial Structure Map**  
This is the first map to present; if the community agrees on this map, the map should be legalised and signed off by Village Government, BPD, and customary leaders before the witnesses from sub-district administration. After the presentation of this map is done and agreement achieved, it will be followed by the presentation of land ownership pattern map;
- b. **Land Ownership Pattern Map**  
After the presentation of village spatial structure map is completed, Village Government, BPD, customary leaders, and Sub-district Government are to give their approval of this map. If this land ownership pattern map is approved, it will then continue with Indicative Village Administrative Boundary Map.
- c. **Indicative Village Administrative Boundary Map**  
The presentation of Indicative Village Administrative Boundary Map does not require clarification from other owners of village boundary, as this is only an indicative boundary. However, if this presentation is potential to trigger conflicts, it is better to consult it with the sub-district administration. The highlight is that the village boundary defined is just an indicative boundary, not the official boundary provided for as administrative boundary.

d. Indicative map of spatial pattern directions for cultivated and protected areas

This is a map integrating village spatial structure map, land ownership pattern map, and indicative village administrative boundary map. This map will provide directions on current and future land use which provide a basis for building consensus on whether an area is cultivated or protected area.

- Protected area:
  - Protected area refers to an area to which the community agrees to not change its current function. The area is designated for protecting environmental sustainability that includes natural and non-natural resources (article 1 paragraph 21 of Law No. 26/2007). The areas protected for their environmental sustainability include coastal border, riparian, and area surrounding a lake, water reservoir, or a spring. Or, the area agreed due to its religious function as it is of significant value to local community's identity which relates to their religion and faith, and areas designated as protected area by the applicable laws and regulations in Indonesia.
- Cultivated area:
  - Cultivated area means the area whose main function is designated for cultivation based on conditions and potentials of the natural resources, human resources, and non-natural resources (article 1 paragraph 23 of Law No. 26/2007).
  - Cultivated area means the area that can be utilised for economic development, both for any type of farming and trade activities as regulated by the applicable laws and regulations in Indonesia.
  - The Food Security Area, namely the cultivated area designated for maintaining crop production to support food security for the community. The function of this area will be subjected to agreement with the community.

e. Narrative of Protected Area

The narrative of protected area is a narrative created to explain the role of an area as protected area, specifically in preserving the ecosystems as well as maintaining the community's socio-economic and socio-cultural functions. This narrative is required to describe the real conditions on the ground, for example:

- Shrine. The reason why the place becomes a shrine and why it is held sacred by the community.
- Spring. The reason why the community protects the spring and their willingness to maintain its function; and
- Other protected areas.

f. Narrative of Cultivated Area

The narrative of cultivated area is a narrative created to explain the role of an area as cultivated area. This is an area designated for economic development and playing its role for achieving food security for the community. The examples include:

- Location of fish cultivation in cages;
- Location of durian plantation; and
- Location of rubber estate and others.

Documentation	Done	Not yet
Legalisation of Village Spatial Structure Map		
Legalisation of Indicative Village Administrative Boundary Map		
Legalisation of Land Ownership Pattern Map		
Legalisation of Indicative Map of Spatial Pattern Directions for Cultivated and Protected Areas		
Legalisation of Village Profile		
Signed attendance list		
Meeting notes		
Photographs of activity		

Tick the boxes on the checklist (√)

### 7.12 STAGE 12: PM FINAL REPORT

- Final report on the results of PM composed by HO Team.
- The final report contains:
  - Narrative report on the process and findings in the field;
  - Legalised maps;
  - Documents of agreement made with the community;
  - Notes of meetings with the community;
  - Photographs of activities, including:
    - Meeting with the community;
    - Primary data collection in the field;
  - Signed attendance list.

Documentation	Done	Not yet
PM final report		

Tick the boxes on the checklist (√)

## BIBLIOGRAPHY

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