

Practical Guidance for

**Using RaTA – AGATA – HuMA-WIN –
and Gender Analysis Tools for Rapid
Assessments of Tenurial Conflicts in
Forest Areas**

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Working Group on Forest-Land Tenure
2014

Practical Guidance: Using RaTA – AGATA – HuMA-WIN – and Gender
Analysis Tools for Rapid Assessments of Tenurial Conflicts in Forest Areas

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It is our hope that this practical handbook will provide direct benefits to the forestry community in general and in particular to parties directly involved in the resolution of forest tenure conflicts.

Foreword

At present, conflicts over forest management in Indonesia are common and diverse. Unfortunately, very often they are not properly understood and misunderstandings are frequent. Tenure issues are a major concern in the conflicts. Overlaps of inherited land rights among the parties often collide in practical forest management.

Since its foundation in 2001 WG-Tenure has focused on the issue of tenure and promotes the establishment of tenure security for indigenous peoples, local communities, and other communities who are entitled to land, while guaranteeing the forest function and sustainable development. Starting in 2009, Conflict Mapping Training was added to the agenda of WG-Tenure's activities to improve both the understanding and skills of stakeholders on the issue of tenure and conflict mapping. In February 2004, the Center for Forestry Education and Training published its Training Curriculum on Conflict Mapping through a Decree. Land tenure analysis tools introduced in the curriculum include Rapid Land Tenure Assessment (RaTA), Analysis of Dispute Modes (AGATA), HuMA - WIN, and Gender Analysis.

This technical manual has been created to provide a quick guide on how to use these analytical tools in mapping tenure both for program planning and conflict resolution. We hope this manual will contribute to recognition of tenure security for all parties and conflict resolution in forest management.

Bogor, 2014

Emila Widawati
Executive Director
Working Group on Forest Land Tenure

Introduction



Appropriate land tenure arrangements in natural resource management including forests is an absolute prerequisite for the realization of sustainable forest management, including forest area currently managed under Forest Management Units (FMU).

Therefore, various instruments and tools have been developed by experts from different organizations and institutions to help analyze some of the problems related to land tenure in forest management in Indonesia. These tools include, for example, RaTA (Rapid Land Tenure Assessment), AGATA (Analysis of Dispute Mode) and HuMA-WIN.

Various groups who focus their work on land tenure contribute significantly to the study and development of such tools made to analyze and address land tenure issues. The Center for Forestry Education and Training together with the Working Group on Forest-Land Tenure (WG-Tenure) have introduced these instruments through the Center's education and training facilities to a wide audience from various institutions and backgrounds.

Furthermore, it was found that training participants need more practical guidelines to be able to effectively implement the RaTA, AGATA and HuMA-WIN instruments in the field. Thus, the Center for Forestry Education and Training welcomes the support by WG-Tenure on developing this handbook as a “*Practical Guidance for Using RaTA – AGATA – HuMA-WIN – and Gender Analysis Tools for Rapid Assessments of Tenurial Conflicts in Forest Areas*”. We hope that this handbook will become one of the main references for education and trainings related to the mapping of land tenure conflicts and that it will be used by many training centers, but most importantly in the Center for Forestry Education and Training.

Bogor, 2014

A handwritten signature in black ink, appearing to read 'Agus Justianto', written over a light grey circular stamp.

Dr. Ir. Agus Justianto, M.Sc
Head of Forestry of Education and Training Centre



Using the practical guidance

The objective of this practical guide is to help its users to quickly understand and apply the tools RaTA, AGATA, HuMA-WIN, and Gender Analysis. Our aim is to provide readers and users with a “dictionary” that at any time can be referred to during mapping of tenure conflicts in forest areas.

The handbook itself provides overall guidance on the practical steps involved in using RaTA, AGATA, HuMA-WIN, and Gender Analysis during conflict mapping activities in the field.

Who will use this practical guidance? The handbook is primarily for those who have participated in trainings on conflict mapping. It is also available to parties who want to conduct tenure conflict mapping related activities in forest areas with guidance from WG-Tenure.

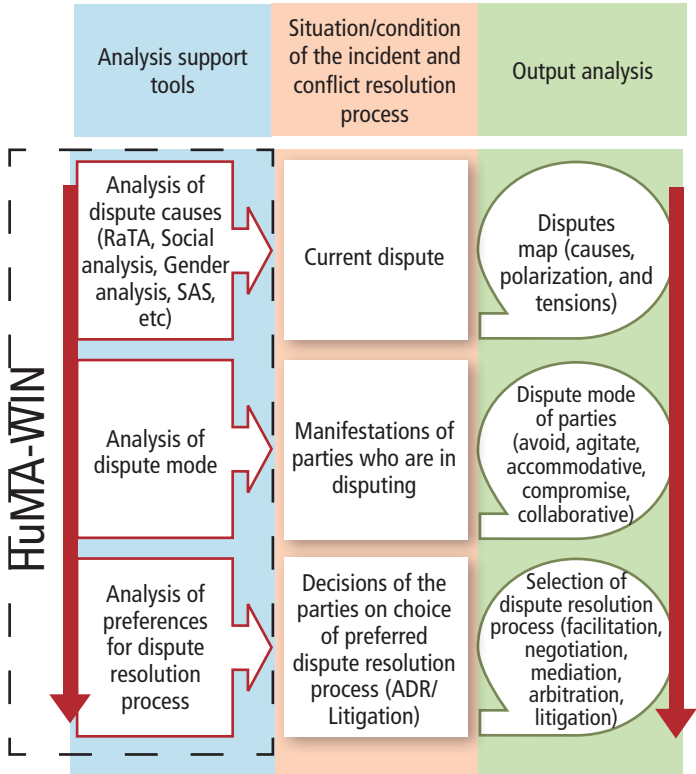
To get started we recommend the users of this handbook to go through the entire content in order to get a good understanding of each practical step and its associated instructions.

Before conducting conflict mapping using this practical guideline, users should read the three main modules:

Rapid Land Tenure Assessment (RaTA), Analysis of Dispute Mode (AGATA) and HuMA-WIN.

If there are difficulties or questions related to the practical guidance, please contact the WG-Tenure secretariat under: wg_tenurial@cbn.net.id, 0251-8374610 (telephone), or 0251-8319078 (fax).

Linkages between the three Tenure Conflict Mapping Tools



What is RaTA?



Rapid Land Tenure Assessment (RaTA) is a tool to explore competing claims among different actors who hold different rights and powers. Given that these competing claims are often related with overlapping policies or changing land tenure policies, historical studies are needed to

understand the diverse interests and objectives that go along with historical developments. By analyzing the policies surrounding land conflicts and competing claims, RaTA can provide policy options, and offer interventions as an alternative solution to settle the land conflicts.

The objectives of RaTA are shown in Table 1.

Why and when to use RaTA?

Disputes about access to natural resources and the marginalization of local communities' rights to land often dominate tenure conflicts in Indonesia.

Table 1. RaTA objectives in conflict resolution

1. Give a general description on land use and the linkages of the conflict to a particular context: political, economic, environmental, etc.
2. Identify and analyze actors relevant for conflict resolution
3. Identify various forms of perceived historical and legal claims by actors.
4. Identify the institutions and rules governing the management of natural resources and analyze the linkages of various claims to policy and (customary) land laws.
5. Determine policy options/ interventions for a conflict resolution mechanism.

Table 2 describes in detail the causes of tenure conflicts in Indonesia. This explains the importance of land tenure assessment as part of conflict analysis.

Assessment of land tenure is necessary not only to investigate the main cause of a conflict, but also to plan the implementation of measures which will help local communities to manage their natural resources in a better way. Effective management of environmental issues should consider the matter of land tenure at the earliest phase of management design.

Without understanding land tenure arrangements in a given region, programs based on natural resources are likely to face major problems which may lead to

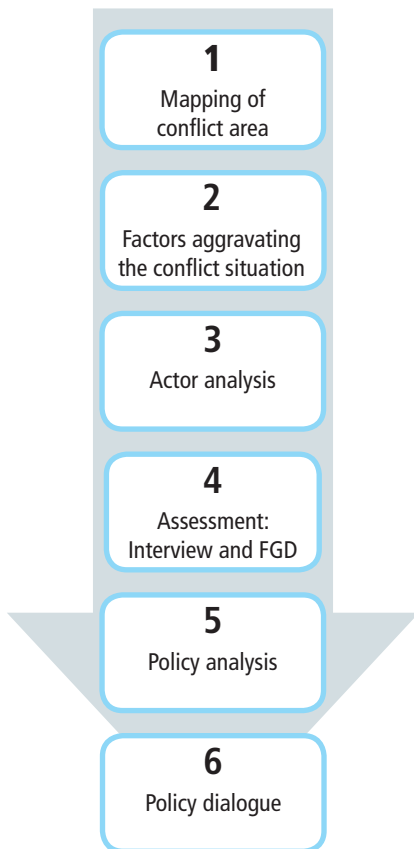
Table 2. Sources of competing claims on land tenure

1. The historical transformation of governance has shown a shift from local community governance to combined governance between: i) colonial support for local rulers and external control for economic and political interests of the state and ii) the subsequent integration into a unitary state based on formal law. This transformation has created a series of land claims on various parts of the landscape.
2. The duality of the tenure system between formal state laws (incompletely understood and implemented) versus informal or customary claims is largely unresolved.
3. Land border disputes are common due to unclear ownership/ management status or differing perceptions of land ownership.
4. Overlapping rights by different parties to the same land due to differing objectives, interests and jurisdictions of various government departments or under different legal regimes.

conflicts in the future. Moreover, there is the risk that the program could reduce peoples' rights to resources, livelihood, and safety.

5. Lack of recognition of customary/informal rights in government development projects.
6. Unclear land registry records and multiple party possessions of land titles for the same land.
7. Increased commercial and extensive agricultural land use leading to land access competition.
8. Land ownership inequality, associated with extreme poverty and vanishing opportunities, causing fierce competition over land.
9. Displacement and return of communities caused by conflicts as a result of war or resettlement by government projects.
10. Migration to areas with already established communities and land tenure systems, leading to conflict and misunderstandings over the rules of access to land and exposure to local entrepreneurs who sell non-legitimate claims on land.

Six steps in RaTA implementation



Step Mapping of conflict area

1

A key question to answer from the outset is whether or not the area under consideration is subject to ongoing disputes or whether there is a potential for conflict. This kind of information can mostly be found at various websites, newspapers, official reports, television etc.

Other alternative sources that should be considered are interviews with local NGOs, government officials, or undisclosed reports from the government.

Step Factors aggravating the conflict situation

2

This step describes the process of conflict and the driving factors, based on regulatory, social and economic causes. Fundamental questions which can be used when exploring these factors include:

1. When did the land tenure conflict begin?
2. How did the conflict begin?
3. Can you describe the driving factors that led to the conflict?

Step **Actor analysis**

3

This step determines who is involved in the conflict and the relationship among the parties as well as their interests. We use snowball sampling in identifying the actors in this conflict. The main questions are:

1. Which actors are directly involved or have influence in this conflict?
2. How do the interested parties compete, interact and connect to one another?

RaTA uses two categories of actors, namely actors who claim their rights over natural resources, and actors who support, either intentionally or unintentionally other claimant parties.

Step **Data collection and analysis
(interview, FGD)**

4

This step focuses on the collection and assessment of data on competing claims among the various actors. Table 4 explores various perspectives of local actors in claiming land ownership.

Step **Policy analysis/study**

5

Policy study seeks to analyze the role of policy on conflicts over natural resources, and also to provide answers how the conflict can be resolved. Analysis of policy documents, which is an important part of the policy analysis, may include:

- Gathering of policy documents related to forest access, rights, and people
- Cataloguing of the content based on the purpose of the analysis
- Highlighting inconsistencies, links and overlaps between gathered policy documents
- Comparing of policy documents with the positions of key stakeholder groups for land claims
- Registering of any conflicts caused by these policy documents
- Identifying mechanisms for dialogues between stakeholders for reconciliation

Step Policy dialogue

6

This step seeks to define policy options/ interventions for conflict resolution mechanisms. Some basic questions are:

1. Are there any existing policies governing the management or resolution of land disputes?
2. What types of conflict need to be addressed?
3. What level of intervention is required?

Data listing

(using checklist)

According to communities:

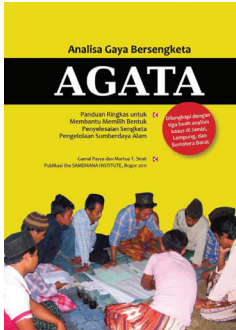
- Land status (power system)
 - » Land history
 - › Form of land acquisition (buy, borrow, etc.)
 - › Time of arrival
 - › Who, existing graves
 - › Descent
 - › Land diversion/registration and the proof of evidence

- Management planning (governance)
 - » Land management form
 - › Hut/cottage
 - › Field farm
 - › Fruit garden/rubber/forest
- Licensing (licensing system)
 - » Land lease/lease to other parties
 - › Mortgage etc.
 - » License issued by the party entitled

According to the State:

- Land status (power system)
 - » State land/ non-state land
 - › State forest area?
 - ~ Appointed forest area
 - ~ Boundary system
 - ~ Establishment of state forest area
- Management planning (governance)
 - » National spatial planning
 - » Province
 - » District
- Licensing (licensing system)
 - » License issued by the party entitled

What is AGATA?



AGATA or Analysis of Disputants Mode (*Analisis Gaya Bersengketa*) is a tool to analyze the way of how parties are in conflict with each other.

The objectives of AGATA are:

1. To provide an understanding (to the mediator and other parties that support settlement of the dispute) on the way parties are in conflict with each other and how they behave as parties in conflict.
2. To identify options to resolve the dispute or strategic interventions that can be taken by the mediator or other actors in response to the conflict style/ way between the disputing parties.

Steps of AGATA

Analysis of the way parties are in conflict can be carried out as part of RaTA implementation in the field (see RaTA step number 4).

The steps of AGATA are:

1. Determine the parties who have a connection to the land after discussion with communities or other specific sources. Identification of the parties should be done before the field visit. The parties may include individuals, groups, organizations, or institutions.

Instructions:

Write down the names of parties on a flipchart in a random way. To make it easier, determine the main parties who have an interest in the land. Then separate/mark the parties who support one party and those who support another one.

2. Determine parties strength:

This step is applied to map the strengths of different parties against the problem/conflict that is being assessed.

Instructions:

Prepare circles of papers with three different sizes i.e. large, medium, and small. "Strength" is assigned for the main parties who are in the conflict, while the proponents are labeled based on their "influence". The size of the papers symbolizes the degree the power/influence.

Strength is parties' ability to control resources whether physically or legally. Physical strength for example is possessed by a community who lives nearby a forest and is able to clear the forest through their own capital and labor. Large legal strength is owned by parties if, for instance, they have legal, officially recognized documents on land tenure.

3. Mapping of relationships between parties

Instructions:

Prepare big flipcharts. Paste to wall or spread out on the floor. Write the object of the conflict on a square- or tree symbol-shaped paper and place/paste in the middle of the flipchart.

Place party 1 (e.g. community) opposite to the second party (e.g. National Park). Express closeness of the relationship between party 1 and party 2 to the object. Position the supporting parties and their respective relationship with objects and other subjects. If possible provide line connections that at least describe the nature of the relationship such as conflict, support, or neutral.

Discuss and evaluate the conflict relationship map.

4. Analysis of parties dispute mode:

There are two ways to map the way or mode parties are in dispute with each other, either qualitative and quantitative:

a. Qualitative method

Ask for parties' attitude in facing the ongoing conflict. Document parties' expressions and behavior (Appendix 1). The attitude needs to be confirmed by the AGATA Key (see Appendix 2) to determine the mode of a dispute, whether it is avoiding, competing, accommodating, compromising, or collaborating.

b. Quantitative Method

This method is applied by assessing the attitude of parties who are in conflict using the Thomas Khilmann instrument which contains 25 assessments for conflicting parties' attitude. This assessment is conducted by an assessor or anyone who will map or facilitate/ mediate the dispute. Actors' attitudes will be reflected as scores from 1 to 5 in the assessment form. The scores will be inserted into a Microsoft-Excel worksheet, a prerequisite when applying the AGATA method. Each score of dispute attitude will later be reflected as numbers and bar charts in the result sheet. Prioritize the assessment for main dispute actors. An actors column can be added with adjusting the calculation formula in MS-EXCEL.

The result of this mapping exercise are the modes of dispute expressed by each party involved in the dispute. Dispute modes can be avoiding, competing, accommodating, compromising, or collaborating.

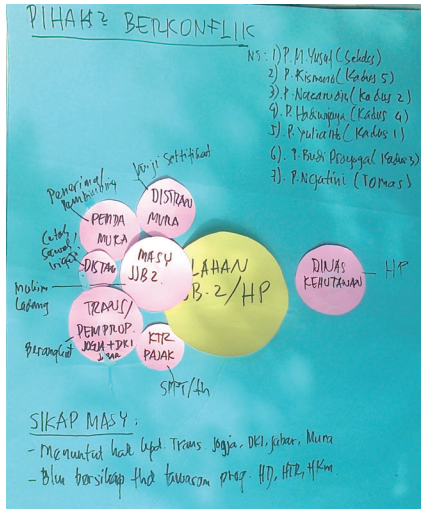


Figure 1. Mapping the relationships between conflict parties

Appendix 2. AGATA's Key

Dispute modes of conflicting parties can be: 1) avoiding; 2) accommodating, 3) compromising, 4) competing, and 5) collaborating (see Pasya and Sirait 2011; Wirawan 2010). Certain ways of expression when facing a dispute situation are key to identify the modes:

1. Avoiding mode occurs when one of the parties:
 - Refuses to have a dispute,
 - Changes the subject that caused the dispute to other topics,
 - Avoids discussion on the dispute,
 - Shows unclear behavior (non-committal) or does not want to commit.

This mode is very effective in situations where there is a danger of physical violence; when there is no chance to achieve the objective, or when a settlement cannot be achieved due to a complicated situation.

2. Accommodating mode occurs when:
 - One of the parties neglects its own concerns to satisfy the other party's concerns.

This style is effective in situations when one party realizes that they do not have many opportunities to pursue their interests, or when to satisfy their own interests would result in damaging the relationship with other groups.

3. Compromising mode occurs when:

- Parties act jointly to find a mutual agreement, for example by committing for the middle way without knowing who will win and who will lose.

This mode is effective in situations when the parties refuse to cooperate while at the same a fast solution is required and the final objective is not important. Usually, this style does not lead to full satisfaction.

4. Competing mode is characterized by:

- Aggressive actions,
- Concern with one's own party,
- Suppression of other party, and
- Uncooperative behavior.

This style is effective when quick decision-making is needed, the number of decision options is limited, when one party does not feel disadvantaged even when pressured by other parties, and most importantly, if there is no concern about potential damages of relationships and social order.

5. Collaborating mode is characterized by:

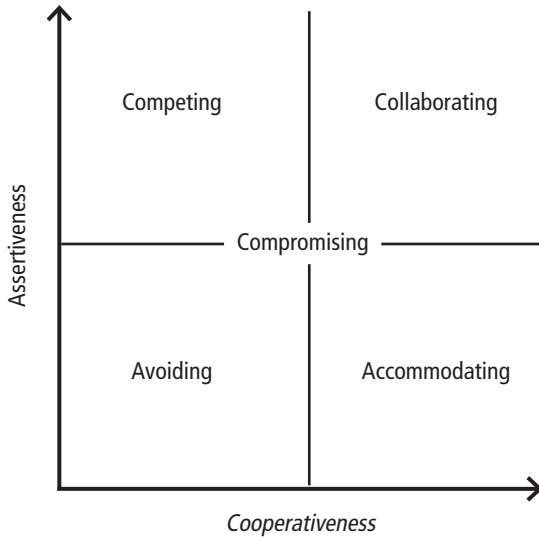
- Active mutual listening of each party's interests,
- Focused concern,
- Empathic communication, and
- Mutual satisfaction.

This style is effective where there is power balance and enough time and energy to create integrated dispute management systems.

The definition of such conflict resolution modes is based on the combination of two elements:

(1) cooperativeness, and (2) assertiveness.

Cooperativeness is the effort to satisfy another party's concerns when dealing with conflict. Assertiveness is the extent to which a person or party attempts to satisfy its own concerns when facing a conflict situation. The combination of these two elements can be illustrated in a cross axis (Thomas and Kilmann in Wirawan 2010).



Source: Pasya & Sirait (2011)

Appendix 3. Analysis of disputants mode (The Thomas Kilman Instrument)

The Thomas Kilman Instrument (Rahim and Mager, 1995) is a simple tool to analyze the mode of somebody or a particular party in managing a conflict. This instrument is used when different parties have differing perceptions on one or more issues of conflict, display disagreements, differences, or disappointment towards the other party. Based on the following scale, frequency of each behavior/mode will be scored:

Scores:

**1 = Never, 2 = Rare, 3 = Sometimes,
4 = Often, 5 = Always**

Each question will have 2 scores. For example for question number 1, the score will be 1: 2/4.

Try to fill in the form below: Note down the source of the issue/conflict:

Write two names/parties who are in conflict.

Party A: _____

Party B: _____

Party A : Party B

1. ___|___ Disputing parties avoid to be at the center of conflict. Parties keep the conflict for themselves.
2. ___|___ Disputing parties use their influence so their interests can be accepted.
3. ___|___ Disputing parties try to resolve their differences to solve the conflict.
4. ___|___ Disputing parties try to satisfy the needs of the other party.
5. ___|___ Disputing parties try to investigate the roots of the conflict to find a solution that is acceptable to all parties.
6. ___|___ Disputing parties avoid to have an open discussion on their differences with other parties.
7. ___|___ Disputing parties use their power to make decision according to their wishes.
8. ___|___ Disputing parties try to find consensus/ compromises to solve dead end issues.

9. Disputing parties are accommodative to other parties aspiration.
10. Disputing parties try combine their ideas with others' to attain their common objective.
11. Disputing parties try to avoid disagreement with other parties.
12. Disputing parties use their expertise to make decisions that satisfy themselves.
13. Disputing parties suggest a consensus to break the deadlock.
14. Disputing parties give something to satisfy another party's expectations.
15. Disputing parties try to work with other parties to find solutions that satisfy both parties.
16. Disputing parties try to keep their disagreements to avoid the feeling of pain or guilt.
17. Disputing parties pursue their interest fulfilled in the conflict.
18. Disputing parties negotiate with other parties to reach a compromise.
19. Disputing parties are willing to act based on advice of another party.

20. Disputing parties exchange accurate information with another party to solve the problem together.
21. Disputing parties try to avoid uncomfortable feelings towards the other party.
22. Disputing parties use their power to win their argument.
23. Disputing parties use 'give and take' to achieve compromise.
24. Disputing parties try to satisfy other parties' interests.
25. Disputing parties try to discuss the concerns of all parties openly to address all issues.

Insert the score into table below:

	No	A	B	No	A	B	No	A	B	No	A	B	No	A	B
	1.			2.			3.			4.			5.		
	6.			7.			8.			9.			10.		
	11.			12.			13.			14.			15.		
	16.			17.			18.			19.			20.		
	21.			22.			23.			24.			25.		
Score total															
	Avoiding			Agitating			Compromising			Accommodating			Collaborating		

	Avoiding	Agitating	Compromising	Accommodating	Collaborating
Score					

What is Gender Analysis?

Gender analysis is an analysis process which is used to identify positions, functions, and roles of men and women from any social group within a community, related to management of resources and sources of livelihood that belong to them or are under their management.

Gender analysis is also a process to recognize who does what, who involves in activities, who owns the knowledge, who has access and control to what resource, who possesses what, who involves in which organization (including informal organizations), as well as who makes decision about what. The process examines these key questions according to several domains, starting from household, extended family, community, state, and market.

The gender analysis framework is a set of steps to assist in analyzing these questions. The framework provides key questions that help us to understand gender issues in our fieldwork. There are several gender analysis frameworks such as the Harvard, Moser, or Longwe framework, and the “social relation” framework.

Conducting gender analysis in the forest management context will help to explore the gender dimension

contained in any aspect associated with power governance, forest land and resource governance, including regulations on access and control, forestry businesses, and mechanisms for regulating forest land and forest resources management.

How to use gender analysis?

Gender analysis is needed when conducting RaTA. Key questions on gender analysis resulting from the RaTA process are about power, governance, and permit procedures, such as:

- What kinds of land and forest resource management systems have been developed by the community?
- Who 'owns' particular land and resources (land, trees, and non-timber forest products)? (access)
- Who controls these resources? (control)
- Who utilizes these resources (land, trees, etc.)?
- Who benefits from these resources?
- Who makes decisions on access and control to these resources?
- Who makes decisions on profit sharing from these resources?
- Since when do the access and control patterns over resources exist? (history)
- What are the impacts of these access and control patterns on men and women from various social groups?

Steps of data collection in field

1. Determine the resource persons:

To determine the resource persons for the study, the following steps can be taken:

- a. Introductory visit (the objective of this visit is to explain the purposes of the study and to make an early assessment of potential resource persons).
- b. Separate FGDs with leaders (formal and non-formal), male non-leader groups, and female non-leader groups.

2. Develop relations with the determined resource persons:

This step could be undertaken by visiting the house or workplace in order to understand people's daily routines and to build consensus regarding communication processes.



Figure 2.
A woman's routine in a village in Lombok Tengah (photo by Mia Siscawati)

3. Explore the information:

Several methods can be used to explore existing information (RaTA and AGATA), which are:

a. Focus Group Discussions



Figure 3.
Women
focus group
discussion
(Photo doc.
WG-Tenure)

b. Interviews with women and marginal groups



Figure 4.
Interview
with
marginal
group
(Photo doc.
WG-Tenure)

TIP:

Keep in mind to find the best time to conduct an interview especially with women. If the assessor is a man, it might be necessary to invite another village woman to ease the interview process.

Appendix 4. Tenure assessment page

To support the assessor in conducting the rapid assessment on tenure issues in the field, the following assessment sheet can be used.

OUTLINE	ASSESSMENT RESULT
I. VILLAGE COMMUNITY	
A. General description	
1) Location and accessibility	o Distance to next governmental center:
	o Sub-district:
	o Village territory:
	o Village boundaries:
	• North:
	• South:
	• East:
	• West:
2) Social and economic condition	o Hamlet:
	o Population:
	• Population number (persons):
	• Household:
	• Ethnic group(s):
	• Religion(s):
	• Education:
	• Main livelihood source:
	o Degree of wealth:

	o Level of interaction with natural resources:
	o Social interactions:
	o Settlement patterns:
	o Customary institutions:
	o Women's role:
3 Trends/changes	
B. Village history	
C. Relationship among villages	
II. POWER, GOVERNANCE AND COMMUNITY LICENSING SYSTEM	
A. Power and licensing governance	o Claim to land occupation:
	• Individual (household):
	• Customary/communal:
	o Land occupation system:
	• Forest clearance by the ancestors:
	• Inheritance:
	• Rent:
	• Purchase:
	o Evidence of land occupation:
	• <i>Tembawai</i> (area of former long house)
	• Ancestral grave
	• Former farming field
	• Tengawang tree
• Letter of purchase agreement	

	<ul style="list-style-type: none"> • Letter of land ownership
	<ul style="list-style-type: none"> • Land certificate
	<ul style="list-style-type: none"> • SPPT PBB
B. Governance	o Management forms:
	<ul style="list-style-type: none"> • Individual management
	<ul style="list-style-type: none"> • Communal management
III. CONFLICT (POTENTIAL) MAPPING	
A. Sketch of conflict object	
B. Map of relationships between conflict subjects (actors)	
C. Actors dispute mode (community vs. KPHP)	
D. Level of conflict escalation	
IV. POTENTIALS FOR COLLABORATION	
A. Stakeholder partnership schemes	
B. Limitations	
V. RECOMMENDATIONS	
A. National government	
B. Local government	
C. FMU/KPH	
D. Community	
E. Non-Governmental Organizations	
F. Tenure tools development	

Documentation of conflict data (using HuMA – WIN)

What is HuMA – WIN?

HuMA-WIN is an application/software that can be used to document data on conflicts. By using this application, cases and events related to conflicts can be documented and a systematic database on conflicts can be built. In this way, data will be easier to access when needed for analysis or other purposes.

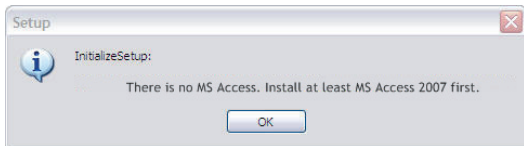
How to use HuMA – WIN?

Installation guide

1. Explore the installation CD, run **Setup.exe**

Name	Size	Type	Date Modified
Manual		File Folder	07/08/2009 19:39
Tools		File Folder	07/08/2009 19:38
setup.exe	3.314 KB	Application	01/08/2009 3:25

2. If the computer used does not have MS Access 2007 installed the following window will appear:



(Cannot find MS Access 2007. Install the Access runtime 2007)

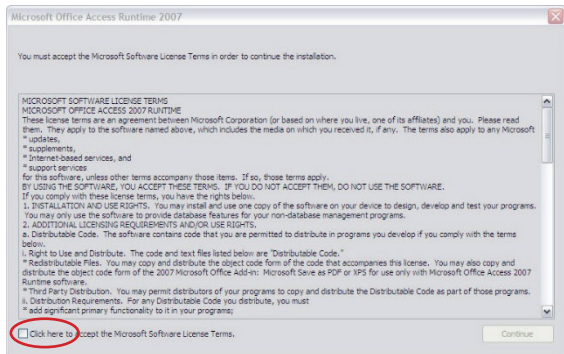
Installation process will stop automatically. Install the Ms. Access 2007 first or access runtime 2007 (runtime is provided in the folder tools on the CD).

Install runtime Access 2007 (ignore this step if there is MS Access 2007/runtime)

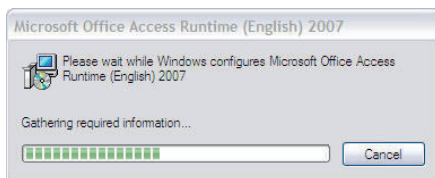
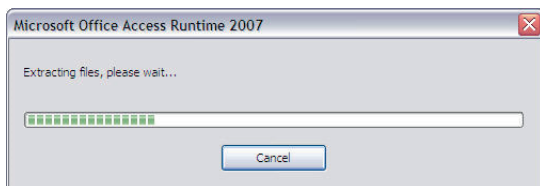
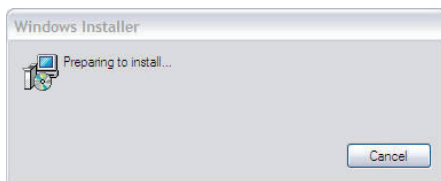
3. Explore folder tool, run **AccessRuntime.exe**

Name	Size	Type	Date Modified
System		File Folder	07/08/2009 19:38
AccessRuntime.exe	57.751 KB	Application	13/03/2008 0:58
Blank_Data.dkn	408 KB	DKN File	25/06/2009 11:53

4. Click the license agreement (indicated by the red circle), and then click “Continue”.



The following window will appear:



Installation process of DKN Database

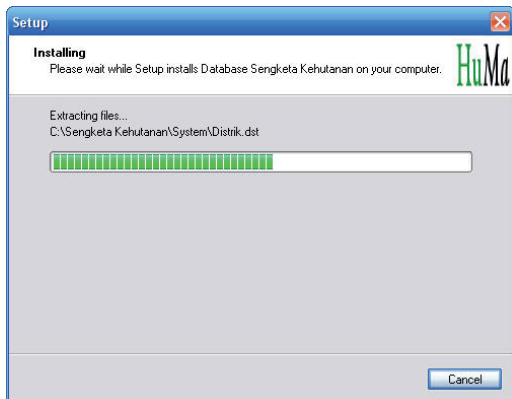
5. If the installation was delayed due to the installation of MS Access 2007/runtime, run it again through **Setup.exe**

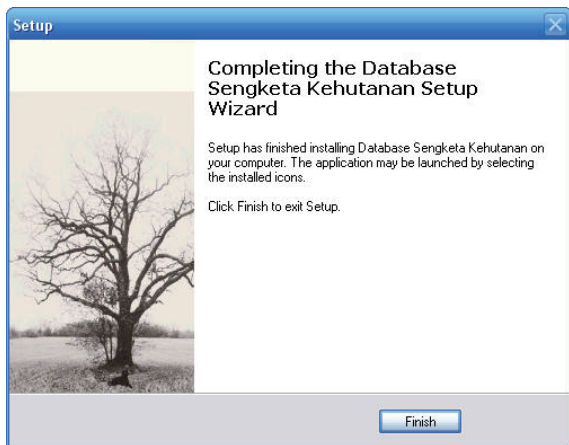


6. Select the folder/directory installation targets ..., defaults to C:\Dispute Forestry



7. Continue until the installation is complete

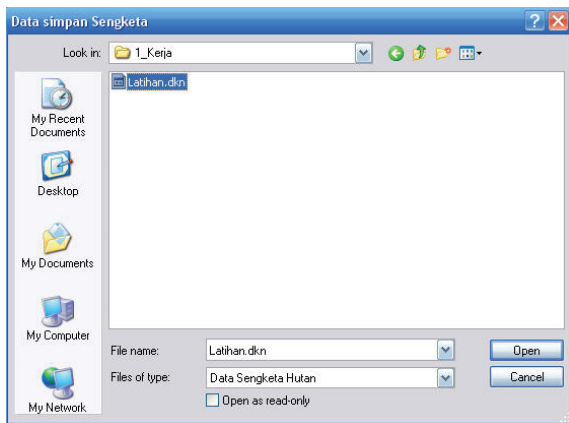




Initial configuration system

Prepare the work data

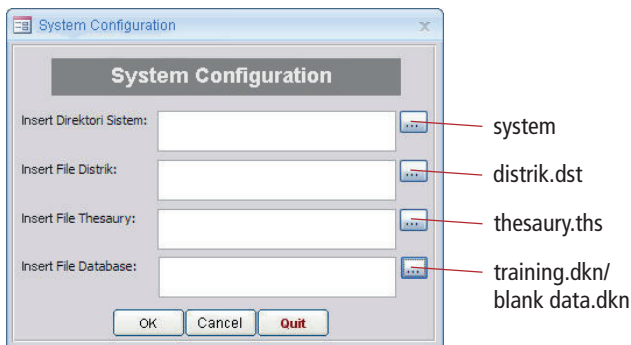
1. Copy **Blank_data.dkn** to your work data (**C:\Forestry Dispute\Data\1_WorkData**).
2. Rename the file with a clear and unique name. For example **Training.dkn**.
3. If you are working in the replica, see Replication Work Data Systems



Setting path system (System configuration)

1. Run the database program of dispute.
2. When running the program for the first time a window will appear and ask you to set the path system and work data.
 - **Account path (Directory system):** a path connection to the account data. Browse to your folder that contains your account: **dkn.dat** (default **C:\DataDispute\System**)
 - **District path:** a path connection to the district database. Browse to your district database file. (default: **C:\DataDispute\System\distrik.dst**)

- **Path thesaurus:** a path connection to the vocabulary text control data. Browse to your thesaurus file. (default: **C:\DataDispute\System\thesauri.ths**)
- **Path work data:** a path connection to work data. Browse to your work file (from the example above: **C:\DataDispute\Data\1_WorkData\Training.dkn**)



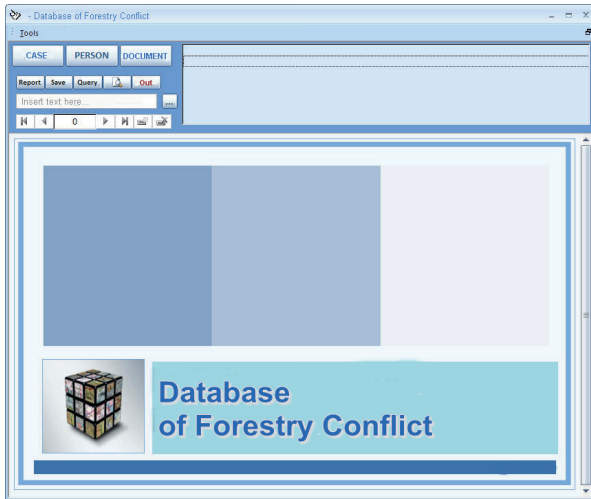
Authorization window

Default authorization (when first time login) is:

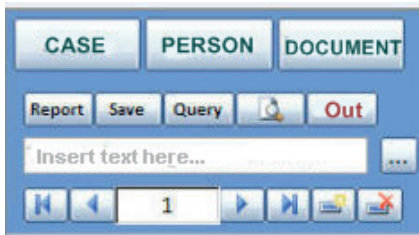
User Name: huma

Password: huma

Menu title window



Main menu



- Case** : to display the “case” page and all the data entries in the database.
- Person** : to display the “person” page and all the data entries in the database.
- Documents** : to display the “document” page and all the data entries in the database.
- Report** : to display the “report” page (temporary: Crosstab Statistic Diagram of Number of Data Case – Sector – Region/ Province – Monitoring Status)
- Save** : to store the new or changed data entries. This button will be red, when the user makes changes to the data. The program usually saves all data changes automatically, without clicking the “save” button. Yet, in addition to saving data editing, clicking this button will also refresh the navigation list. (See section on list navigation)
- Query** : to display the “query design” page (temporary: unavailable)



: to display a print preview from the entry data page

Exit

: to exit from the program

Search text

: write a text here and the program will find the data record, and will show it in the navigation list. The search is limited to the first column of the navigation list (name of person, title of case, title of event, and title of document). (See also: navigation list)



First record : to display the data record of the earliest entry.



Previous record : to display the data record of the most recent entry.



Next record : to display the data record of the next entry.



Last record : to display the data record of the last entry.



Add record : to add a new data record entry.

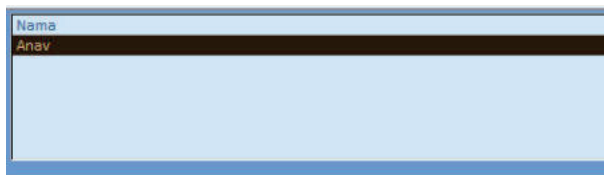


Delete record : to delete a data record entry.

Navigation list

The navigation list contains a list of the data records based on name, title of case, title of event, or supporting documents in the work database. In addition to displaying the list, this panel serves to navigate between data records. By double clicking on a particular line of the list, the content of the data record will be displayed.

With help of the search text panel, a row in the list will be selected (i.e. marked with black shading) in accordance with the text entered.

***Button to link pages***

These buttons are used to connect with other pages of one record and display their contents (considering that a single page cannot always load the entire data attributes of a record at once).

On the picture above DATA .. 1 is the first page; 2 is the second page of a page format coded as “person”; TAG PERISTIWA is a list of “events” relating to the person; SUPPORTING DOCUMENTS is a list of additional documents related to the person.

Editor information on data recording



This part contains information about the initial recorder, the initial recording date, as well as all following recorders and the date of data updates.

Input data panel

Text box

Limited text box (number of characters)

Input data can be entered as text or numerical. The number of characters is limited. For example: case title (on page format for “case”), name of a person (on page format for “person”), and so on.

Memo text box

Input data can be entered as text or numerical. The number of characters is basically unlimited (besides disk storage space limitations). This tool is useful to the input panel “case description” (on the pages for “case” format), “comments”, “notes”, and so on.

Others

Date

Enter up to 8 numeric characters, using the input format YYYY - MM - DD (4 digits for year, 2 digits for month, 2 digits for day). If day and/or month is not known, they will be written as 00.

Examples:

20080107 – meaning 7 for day, January for month, 2008 for year.

20080100 – meaning unknown for day, January for month, 2008 for year.

20080000 – meaning that only the year 2008 is known.

Numbers

Entry of numbers is limited by value (not by the number of characters). The value is limited by the type of numeric data which is specified in the table of the field design. For example: If the numeric data types have a value between 0 to 255 users can not enter the number 256. Numeric data that is used to store the input of numbers in several fields in the database table is mostly coded as long integer data, spanning from many minus hundreds of millions to many plus hundreds of millions.

Auto number

This field is not a panel for active data entry, i.e. user can not enter text or number here. Rather the program will generate the “auto number” automatically for each data record, for instance the record number of a person in the “person” data page.

Controlled option***Combo box***

This is a way of data entry by choosing one option from a given list of choices.



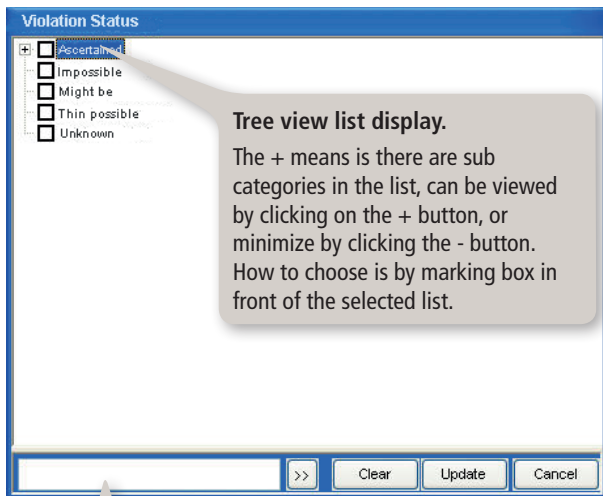
Click – to see the options lists

Tree view list

This is a way of data entry by selecting (through check marks) among options that are displayed in tree view.



Click – tree view list

**Panel:**

Box of searching text: search list containing specific text.

>> Button to find the next list as text searching

Clear: cleaning option (check mark)

Update: save the selection as input/entry

Cancel: cancel the selection

City search (district)

This panel is a tool for users to search information on specific regions in Indonesia. The regions included here are the names of towns/villages, sub-districts, districts, and provinces in Indonesia. This program uses a database for towns/villages Indonesia based on BPS data. Last update was done in mid-2009.

Desa:	<input type="text" value="Cipaganti"/>	Kec:	<input type="text" value="Coblong"/>	<input style="float: right;" type="button" value="?"/>
Kab:	<input type="text" value="Bandung"/>	Pop:	<input type="text" value="Jawa Barat"/>	

Click ? – The help window displays the data on towns/ villages. Users can manually (without help - click?) fill in the names of a village, sub-district, district and province.

The screenshot shows a window titled "Tools Address" with a search input field containing "Cipaganti" and an "Approximately" checkbox. A "Search" button is visible. Below the input, the text "Result (Double Click to insert)" is shown. A list of search results is displayed, with the second item selected:

Jawa Barat : Garut : Cisurupan : Cipaganti
Jawa Barat : Bandung : Coblong : Cipaganti

Help address display

Enter a search text. Mark the box once the place you are looking has been found. Click the search button to process. Next it will display the locations searched. Double click on one of the lists displayed to include it as a data entry. Click the "close" button to close the display "help address".

