

# MANUAL ON LAND ACQUISITION POLICY PROCEDURES (LAP) IN COMMUNITIES

---

Bishkek-2010

This manual is intended to help the Community Development Support Officers (CDSO), ARIS oblast and regional specialists with organizing and conducting social mobilization of communities with a view of the land acquisition policy procedures (LAP), as well as with activity of engineering services officers (ESO) under the Village Investment Project (IVIP).

## **Table of content**

---

General provision

Training schedule

Hand-outs

**Instruction  
for Community Development Support  
Officers (CDSO) on providing  
consultations**

## **Introduction**

Kyrgyz Republic's Community Development and Investment Agency (ARIS) implements the Village Investment Project (VIP) aimed at facilitating the overcoming rural poverty and strengthen local governance in the Kyrgyz Republic by supporting community development initiatives. One of the VIP objectives is to assist local communities and government agencies to cooperate to achieve key development objectives at the local level. VIP provides financial and technical assistance to the local community initiatives for which villagers and local authorities cooperate in long-term strategic planning, selection of investments and implementation of microprojects. Financial assistance takes the form of grants to communities, and technical assistance is provided in the form of training programs aimed at developing the capacity of local communities (village and ail kenesh territory) and institutions (ail kenesh, aiyl okmotu administration, community organizations, etc.).

## **Justification for a framework rather than a detailed plan**

- The Village Investment Project has supported the realization of thousands of micro-projects for social infrastructure and income-generation in hundreds of villages across the Kyrgyz republic.
- The sites for micro- projects are selected by the communities (often owned by ayıl ökmötü) as part of a social mobilization process.
- Therefore it is impossible to know in advance where these micro-projects will be located and how many people might be adversely affected.
- As such, representatives of ARIS working in communities cannot prepare a detailed plan which identifies potentially affected persons, what they might lose as a result of micro-projects etc... Therefore, ARIS has prepared a framework outlining how land acquisition planning can be integrated into social mobilization process.
- The risks of displacement of formal or informal users of land as a result of micro-project realization are relatively minor.
- This is so, as most micro-projects will be realized on ayıl ökmötü land dedicated for the public good or land voluntarily donated by private persons for the public good.
- However, there is some risk that micro-projects result in the disruption of private leases, informal encroachment on ayıl ökmötü land, or be implemented on sites where there title to the land is under dispute (subsequently disrupting the utility of the investment).
- Which is why this framework is necessary – in order to mitigate potential risks.

One of the directions of consultations is increasing the local communities' capacity in implementation of land acquisition policy procedures integrated into the social mobilization. To implement this direction under VIP, a matrix of social mobilization procedures with land acquisition policy (LAP) and ESO, manual on land acquisition policy framework are developed. The main purpose of these documents is to inform and instruct communities on how to implement these procedures under VIP, what actions should be taken to implement them and what documents should be issued. To achieve this goal, as well as to develop capacity of local community, ARIS provides advice and conducts training sessions at aiyl okmotu level.

**Topic:** Activity on procedures of the land acquisition policy (LAP) and engineering services officer (ESO) in the community

**The objectives of consultation are:** (a) familiarizing members of the Local Investment Committees (LIC), Village Investment Committees (VIC) and the Local Government representatives (aiyl okmotu) with the principles and procedures of land acquisition policy and the activities of engineering services officer (ESO) in the community (b) getting by them practical skills to carry out activities under the land acquisition policy and engineering services (ESO), registration of necessary documentation.

**The objectives of consultation are:**

**A. Achieving understanding by communities members of:**

- Common goals, objectives of the land acquisition policy and ESO;
- Functions and powers of LIC, VIC, LSG and MPG members in these processes;
- stages of their conduct.

**B. Gaining by community members practical knowledge and skills in:**

- planning activities for land acquisition policy;
- planning ESO activities;
- independent implementation of procedures;
- completion of necessary documentation.

### **Expected Outputs**

Participants know and understand:

- Common goals, objectives of the land acquisition policy and ESO
- the need for planning
- functions and powers of LIC, VIC, MPG in these processes;
- what activities should be undertaken under the land acquisition policy procedures and ESO activities
- office work and circulation of documents;
- main stages of the land acquisition policy procedures.

Participants will receive skills in:

- planning activities for land acquisition policy procedures and ESO activity;
- preparing terms of reference to select consultants;
- filling checklist for micro-projects, falling under the land acquisition policy;
- paperwork for implemented activities
- preparation of contracts.

**Participants:**

The main participants will be representatives of LIC, VIC, local government, engineering services officers.

**Venue:** cluster at the ayil district level

**Duration:** 1 day

**Work methods:** brainstorming, presentation, small group work, individual work, general discussion, mini-lectures, role playing

**Language of consultation:** Kyrgyz, Russian

**Supporting materials:**

- visual materials

**Hand-outs:**

- 1.1. HO «Land acquisition policy framework»
- 1.2. HO «VIP social mobilization matrix»
- 1.3. HO « Matrix of Land acquisition policy activities in VIP»
- 1.4. HO «Entitlement matrix»
- 1.5. HO «Checklist of compliance of micro-projects with Land acquisition policy»
- 1.6. HO «Letters of VIC, LIC regarding LAP»
- 1.7. HO «Grievance procedures»

## Schedule of consultations on subject:

### «Activity on procedures of the land acquisition policy (LAP) and engineering services officer (ESO) in the community»

Total duration	Objective	Stages	Duration	Work methods	Hand-outs	Expected outputs
	Introduction	<ul style="list-style-type: none"> <li>Registration of participants</li> <li>Familiarization</li> <li>Identification of expectations</li> <li>Development of work rules</li> </ul>	5 min. 5 min. 5 min.	Moderation		<ul style="list-style-type: none"> <li>confidential atmosphere developed;</li> <li>work rules developed;</li> <li>expectations of participants identified.</li> </ul>
	Explanation of goals and objectives of the land acquisition policy under VIP	1. Brief information on land acquisition policy framework, Village investments. 2. Familiarization of participants with VIP social mobilization matrix. 3. Explanation of LAP goals and objectives in VIP	15 min.  25 min.  5 min.	Mini-lecture, question/answer	HO «Land acquisition policy framework»	<ul style="list-style-type: none"> <li>extension of knowledge about land acquisition policy framework</li> <li>understand what activities are implemented under LAP;</li> <li>understand LAP goals and objectives in VIP</li> </ul>
	Provide understanding of land acquisition policy activities	1. Participants answer the following questions: What LAP activities are needed for? Who are the participants of this process? How long is the process? When full cycle of LAP activities in VIP is necessary? The answers received shall be commented, correct wording shall be given 2. LAP activities shall be clarified.	10 min	Brain-storm, common discussion, mini-lecture, question/answer	Matrix for SM&CB with LAP	<ul style="list-style-type: none"> <li>members can explain the goals, objectives of LAP activities, determine the participants of this process, planned time costs, the rationale for LAP activities</li> </ul>

	Explain the need for decision-making at VIU meetings and LIC conferences on the land acquisition policy	Explanation of the need for informing at VIU and LIU meetings. Documenting the decisions taken at the meetings. Preparation of letters from VIC and LIC.	10 min	mini-lecture, question/answer	Matrix for SM&CB with LAP, minutes of meetings	Participants understand: - the need for informing at meetings – Documenting the decisions taken
	Inform about the parties involved in the land acquisition policy activities	<p>1. Participants answer following questions: Who are the participants in the LAP activities Functions of LAP activities participants Forming a commission to study the MP facility Filling MP Checklist on LAP The responses shall be commented and given formal definition.</p> <p>2. Explain what main information on MP should be included in the checklist for LAP.</p> <p>3. Explain how a survey of MP facility can be conducted, what are the requirements to the deadline for preparation of MP Checklist on LAP</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p>	Brain-storm, common discussion, mini-lecture, questions/answers	Matrix for SM&CB with LAP, MP Checklist on LAP	<p>Participants understand:</p> <p>- Who are the participants in the LAP activities</p> <p>-</p>



	Provide practical knowledge skills for undertaking LAP activities	<p>Participants shall be divided into three groups and work independently in a given direction. In practical lessons the trainer returns to the slides, it contributes to good memorizing of the material.</p> <ol style="list-style-type: none"> <li>1. Undertaking LAP activities in the absence of MP</li> <li>2. Undertaking LAP activities in the presence of MP falling under LAP</li> <li>3. Filling MP checklist for LAP (3 types of MP)</li> </ol>	<p>20 min</p> <p>40 min</p>	Work in small groups, individual work, role playing, presentation, discussion of executed works, questions/answers.	Forms for filling.	- Participants a) know how to undertake LAP activities: what documents should be prepared and by whom; b) have skills on implementing required activities and preparing required documents
	Summing-up					

## **HAND-OUTS TO THE MANUAL**

### **«LAND ACQUISITION POLICY PROCEDURES (LAP) IN COMMUNITIES»**

H-O "LAND ACQUISITION POLICY FRAMEWORK IN VIP"

H-O "MATRIX OF SM IN VIP"

H-O "MATRIX OF LAND ACQUISITION POLICY ACTIVITIES IN VIP"

H-O "CHECKLIST ON COMPLIANCE OF MP WITH LAP"

H-O "GRIEVANCE PROCEDURES"

H-O "ENTITLEMENT MATRIX"