



Report Writing

More “How-To” for making effective reports

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Developing Content: comparison of first drafts with final versions

Good writing is mainly good editing; better writers are mainly better editors

Draft Reports in LEAP/FS typically need the following editorial help:

- A more confident & clear voice – especially in the opening moments – but with the editor working not to replace the project staff's authentic voice
- Refocus around issues of greatest necessary concern to the project and/or funder
- Clearer point-making because of being buried in detail and inadequate context
- Tuning of writer's energy, purpose, making a stronger honest "spin" and "framing"
- Organization/consolidation/removal of repetition – needing tables or numbering or clearer structure (easier with fresh eyes!)
- English grammar for clarity (including for mother tongue speakers)



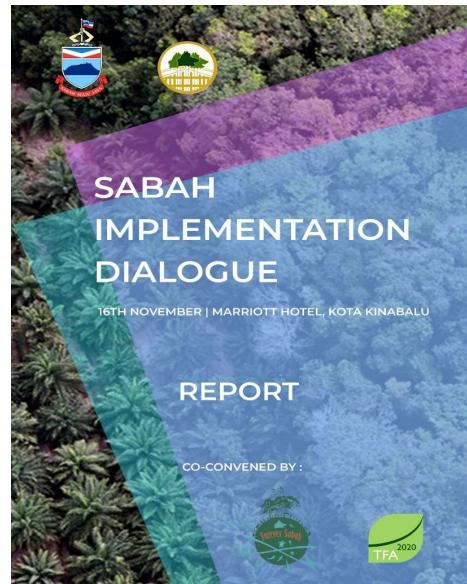
SABAH IMPLEMENTATION DIALOGUE REPORT

First Draft Final Version



Sabah Implementation Dialogue

Forever Sabah
Kota Kinabalu, November 16, 2018



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SABAH IMPLEMENTATION DIALOGUE REPORT

First Draft

Final Version

1. **Current Condition and Near Future Plan.** There were 4 different parties shared their current condition and the actions:
- c. Producers
 - Currently: in terms of certification:
 - Smallholders: 232,000 ha, 600 certified;
 - Future: 100% MSPO and RSPO certified
 - To get there:
 - Proposing singular and group certification
 - Applying one-stop center on land application, collaboration between MPOB, FS and land survey department
 - Setting up grievance procedures and mechanism
 - d. Trade and Procurement
 - Currently: sabah does not have a tender port
 - Future: secure Sabah palm oil to market
 - To get there:
 - Facilitate dialogue with smaller independent reviewing (for MSPO and RSPO certification)
 - Setup mechanism to distribute premiums – direct buyers to Sabah as the preferred seller
 - Develop Sabah Landscape storyline – selling Sabah, forest and diversity protection governance, not too directly to palm oil – creating values to market.
- The **Producers' Discussion Group** identified the nature of the shift necessary from individual certification of mills and producers to a jurisdictional process and especially the engagement required with smallholders. Some of the requirements included a strong multi-stakeholder process; a central data management infrastructure to ensure transparent monitoring and evaluation; clarification of benefit sharing from preferential procurement and pricing; and the establishment of a road map and time scale for the process. Details for what this might look like over the next five years were explored which included a state policy and legal framework to ensure internal controls, grievance mechanisms, and efforts to win acceptance by all stakeholders. Partnerships and Resources would be crucial to achieve work of this scale, for example for the training and capacity building of producers. Importantly, MPOB committed to data sharing for Sabah producers.
 - The **Trade and Procurement Discussion Group** informed participants that currently palm oil purchase in Sabah is very centralized with 3 or 4 large scale purchasers controlling 80-90% of the market in the absence of a tender-port. In pursuit of sustainable value chains – more diverse, equitable and resilient – measures would need to be adopted within a more developed and highly communicable "Sabah Story" in which quality and assurance were guaranteed. To get to this the Sabah brand needed development through identification of its Unique Selling Points (USPs) and the Sabah Story established in the market place, including through more communication with the Indians and Chinese, and a transformative engagement of Sabah's major buyers. The resolution of labour policies and associated migrant worker access to education etc. was highlighted in this group as a necessary component to the Sabah Story. The issue of identifying mechanisms for the just distribution of price premiums was again identified for attention.



SABAH IMPLEMENTATION DIALOGUE REPORT

PARTNERSHIP COMMITMENTS & OPPORTUNITY PLEDGES

AAK Continued support to Forever Sabah to work towards Jurisdictional Certification, in particular supporting the 20 villages in Telupid, Tongod, Beluran and Kinabatangan to achieve MSPO and RSPO certification.	UNILEVER Support engagement of mid-size producers, HCV/landscape management planning and forest restoration in the Tawau & Sugut areas.
BUNGE LODERS CROKLAAN Assist development of the Sabah Story & "Unique Selling Points" and facilitate taking the Sabah landscape story to market (conditional on the Story/USPs).	WALMART Talk about Sabah & jurisdictional approaches with their suppliers, retail counterparts, and highlight efforts with key policy makers.
TROPICAL FOREST ALLIANCE 2020 Continue as "matchmakers" and as facilitators/connectors with ideas and experts and to host (virtual) Working Groups on selected topics.	WWF HEART OF BORNEO Commit to supporting JCSPO Secretariat in fund raising efforts with UNDP, Green Climate Fund (GCF) under the UNFCCC, and others.
ROUNDTABLE ON SUSTAINABLE PALM OIL Increase awareness of the "Sabah Story" and other jurisdictional approaches, while building understanding in the regions. Jurisdictional and other RSPO Working Groups will work on engaging all producers in the whole value chain. Seek a state-endorsed Five Year plan from the Secretariat.	MALAYSIAN PALM OIL BOARD Will share their data with Sabah's process and commit to a joint program of work with FS with the 20 pilot communities in the Telupid, Tongod, Beluran & Kinabatangan Districts for MSPO/RSPO certification on issues of joint concern incl. Best Management Practices, land tenure and others (including Wild Asia).
NY HOLDINGS SDN BHD Support with engaging producers in Kunak, Semporna and Tawau if RSPO deploys staff on the ground for outreach/education.	HSBC Support engagement of mid-size producers, HCV/landscape management planning and forest restoration in the Tawau & Sugut areas.
EUROPEAN UNION DELEGATION TO MALAYSIA Continue engagement in Sabah as the first palm oil jurisdictional certification, including working around any difficult issues and with support for producers to enter the sustainable supply chain.	WORLD RESOURCES INSTITUTE Global Forest Watch and its near real time forest monitoring mechanism will collaborate with Sabah's HCV-HCS mapping process establishing the system architecture & with on-going monitoring.
EMBASSY OF DENMARK Report on the constructive dialogue and convey this to Danish businesses and institutions to advance opportunities for engagement and resources. Also commit to assist in developing and promulgating the "Sabah Story".	GOVERNMENT OF NORWAY Continue supporting players engaged here (TFA, WRI, WWF, etc.) and seek further opportunities in Sabah around valuing remaining forests not being converted. Will convey critical feedback from stakeholders at home about the Sabah story and inclusion of the climate change dimensions.
SABAH JCSPO SECRETARIAT Work on creating a sound "Sabah Story" that is rooted in Sabah's legal and policy framework & institutions (strong governance), and differentiate Sabah in a way that inspires and can be monitored and verified. Commit to raising funds for the larger process through UNDP, GCF, and other large donors, in concert with WWF Heart of Borneo.	WWF MALAYSIA Commits to supporting jurisdictional certification of palm oil production through its 5-year Living Landscapes Programme which seeks to integrate protection, production and restoration with land-use plans; group certification of medium-sized palm oil producers; restoration of ecological corridors and riparian reserves; communicate sustainable production of palm oil to markets in China and India. WWF appreciates the funding commitments received from HSBC and Unilever to support this work, and may contribute through other programmes in the future, including through new partnerships.
FOREVER SABAH & TROPICAL FOREST ALLIANCE 2020 Send proceedings & commitments in two weeks & set up follow up call to advance process.	

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SABAH IMPLEMENTATION DIALOGUE REPORT

Learning Points

New Title Page: design conveys subject & value; logos matter

Page 2: From a washing line of points to a motivational argument that has language suggesting keen engagement and surfacing of issues

Page 3: Pledges were lost in the draft: here they were highlighted, arranged in accessible way that suggested balance and team and as a single page were readily sharable. To clarify these required collaboration with the pledge-makers

This report was edited down to be as short as possible while complete with necessary facts (heavy use of appendices)

It also had flattering photos of most participants in ways that suggested (honestly!) that they were making points to create ownership and shareability



FPIC DIALOGUE REPORT

DRAFT

Executive Summary

Conflict tends to happen in the industrial sector because of the global economic system that still incentivises a “race to the bottom” where companies try to make as much money as possible as quickly as possible, and governments lower social and environmental protections to attract investment and this will leads to developments that are not sustainable. Conflicts occur when the industry does not take into account those who will be affected, especially indigenous peoples and local communities in decision-making and planning processes; proceeds without understanding and respecting the rights and ways of life of communities who have different customary laws, priorities, and visions of ‘development’.

This must be prevented and the idea to have Sabah FPIC Guide integrated into the state law is a great way to address this problem. FPIC, in general, is the right for indigenous peoples and certain local communities to give or withhold their free, prior and informed consent (FPIC) to any activities that may affect them or their territories. FPIC is recognised in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and other international instruments. This dialogue on FPIC in Sabah has been a great platform to socialised FPIC and to take a step forward for upbringning FPIC in Sabah. The objectives of the dialogue were to; a) Prepare a framework roadmap/action plan for institutionalising FPIC in Sabah, including further developing and implementing the Sabah FPIC Guide and SOPs; and b) Identify the most suitable government agency to house and oversee the implementation of FPIC in Sabah.

The key outcomes of the dialogue were; a) Consensus that the Ministry of Law and Native Affairs is the best-placed government agency to take forward the state-wide work on FPIC; b) Consensus that the state-wide work on FPIC should apply to all potentially affected communities (including but not limited to native and indigenous peoples) and to all sectors and activities (not only oil palm); and c) Development of key elements of a roadmap. Among the key elements of a roadmap that has been developed is the idea to organise a stakeholder engagement and workshops (including discussion about existing provisions that could provide a basis for FPIC or at least consultation in different laws), and the proposed outcome is to have a cabinet paper to establish committee to take the work forward.

Sabah FPIC Guide is in the process of being developed and this guide will serve as a framework for the state government to ensure that FPIC components are applied by industry players and implemented throughout the state. We need to think about how FPIC will be implemented into laws and institutions in Sabah. FPIC is the main principle to minimise and prevent long-term disputes and conflicts in Sabah and be able to create a sustainable development that encourages human rights-based economies.

FINAL VERSION

Executive Summary

Free, Prior and Informed Consent (FPIC) is an increasingly internationally-recognized legal and policy instrument for reducing conflict, improving equity and reducing business risk with regard to the development of activities on Indigenous Peoples territories. Sabah's commitment in 2015 to Jurisdictional Certification to Roundtable on Sustainable Palm Oil standards by 2025 requires institutionalization of FPIC to secure premium market access while tackling local challenges to palm oil production. Accordingly, the guiding body to this effort, the Jurisdictional Certification Steering Committee (JCSC), has overseen development of the Sabah FPIC Guide to achieving FPIC at the landscape and state-wide (rather than just plantation) scale in the oil palm sector.

The JCSC approved Version 2.2 of the Guide in June 2018, but further progress now required the identification of the most suitable government agency to house and oversee the implementation of FPIC in Sabah and development of the State's legal and policy framework and Standard Operation Procedures (SOPs). To advance this process, Forever Sabah convened this Dialogue on November 7th, 2019 in partnership with the Ministry of Law and Native Affairs and the Jurisdictional Certification Steering Committee (JCSC) at the Institute of Development Studies.

The dialogue was attended by sixty people and served as an effective platform to socialize FPIC and to gather diverse views from key government agencies, civil society and academia around the value of FPIC, and how best to realize it in Sabah. In general, the group understood FPIC “good neighbourliness” as something that could significantly improve the future quality of life in Sabah.

The key outcomes of the dialogue were:

- Consensus that the Ministry of Law and Native Affairs is the best-placed government institution to take FPIC forward;
- Consensus that the state-wide work on FPIC should apply to all potentially affected communities (including but not limited to Native and Indigenous Peoples), and to all sectors and activities (i.e. not only to oil palm); and,
- Successful development of key elements for a roadmap of how to advance this through stakeholder engagement workshop/s to evaluate Sabah's legal and institutional framework in order to craft a Cabinet Paper that could call for the establishment of a formal Committee to take the work forward.

While the Workshop recommended that FPIC be applied across all sectors, it was nevertheless also agreed that palm oil was a powerful entry point for the work, and that the Ministry of Law and Native Affairs should be invited to join the Jurisdictional Certification Steering Committee.



FPIC DIALOGUE REPORT – IMPROVING THE EXECUTIVE SUMMARY

Learning Points

Unpack text for readability – most readers are poor readers & will only read this summary so spend most time editing here!

Drop the conflict rhetoric and instead present FPIC as a solution

Convey the institutional dynamic – where this comes from and where it's going in a way that brings readers into advancing process

Establish the bona fides of the event and convey the positive tone

You don't need to list the objectives if these are bureaucratic process

Instead make the outcomes pop by separating them out

Avoid writing reports like this from marginality: relocate yourself central



KIVATU NATURE FARM SGP-GEF GRANT REPORT 2019

DRAFT

FINAL VERSION

Activity 1.1: Complete construction of the KNF farm and training centre in Penampang.

10 Trial plot completed and is used by the community, student, kindergartners and visitors to learn about eco friendly agriculture, stingless bees farming, types of herbal plant and plant propagation.

From September 2017 until Feb 2019, KNF received 190 visitors and 97 people renting KNF Guesthouse. CLC groups from around Sabah brought parents and their kids to KNF to learn at the end do 2017.

KNF organized mudball and treasure hunt program with the help of Kebabangan Petroleum Operation Company (KOPC), Raleigh Sabah, SMK Bahang and Kg. Nagasiba, Penampang. KNF also received volunteers from Camp Borneo International every month helping in maintenance one day a month.

Other than that, KNF also with collaboration with Guas Keposizan Kolej invited Mr Paul Chang from Keningau as a speaker to share his knowledge with the community and the eco-friendly life that he practice in his life. With the Eco Friendly Gardening workshop organized on the 5th March 2018 and Guas Keposizan College, KNF was able to create products that will be sold in order to start getting income.

Below is the list of the product created;

NO	NAMA PRODUCT	JUMLAH
1	EMAS	70 Bottle
2	Black Soil	65 Bucket
3	Bokashi	80 Bottle
4	Natural Insect Repellant	13 Bottle
5	N.P.K Fertilizers	22 Container
6	FAA Fertilizers	10 Bucket
7	Compost	84 Bucket

Activity 1.1: Complete construction of the KNF farm and training centre in Penampang.

With the indicated co-funding and despite some challenges caused by heavy rainfall, we completed construction of the KNF Farm and Training Centre. With support from the GEF-SGP we were able to install the water tank, the seed storage fridge and cabinet, and purchase the water sprays and tools.

The expanded KNF capacity is a success. From September 2017 until Feb 2019, KNF received 190 visitors and 97 people rented KNF Guesthouse for accommodation during their training or visit. CLC groups from around Sabah brought parents and their kids to KNF to learn at the end of 2017.

Our new capacity for at least 25 persons to attend a training is now installed. On March 2nd, 2018 some 28 people from Kg. Gang attended a workshop at KNF to learn how to make Emas, Bokashi Compost and Insect Repellent. The 10 Trial plots are completed and used by local people, students, kindergartners and visitors to learn about eco friendly agriculture, stingless bees farming, types of herbal plants and plant propagation (see Section 1.4 below).

KNF remains very active. KNF organized mudball (microbial water treatment) and treasure hunt programs with the help of Kebabangan Petroleum Operation Company (KOPC), Raleigh Sabah, SMK Bahang and Kg. Nagasiba, Penampang. KNF also received regular volunteers from Camp Borneo International helping in garden maintenance one day a month.

Other than that, KNF also with collaboration with Guas Keposizan Kolej invited Mr Paul Chang from Keningau as a speaker to share his knowledge with the community and the eco-friendly approaches that he has practice in his life. With the Eco Friendly Gardening workshop organized on the 5th March 2018 and Guas Keposizan College, KNF was able to create products that will be sold in order to start gaining income to sustain KNF.

Below is the list of the products created;

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KIVATU NATURE FARM SGP-GEF GRANT REPORT 2019

Learning Points

Readers require context and explanation of terms to understand what the writer is reporting (e.g. the floods)

Editor tries to create purposeful sentiment (direction) without destroying the voice of the project team

Take time to move text/content around the report to be most relevant to a particular reporting area

Process of moving from BM to English is often incomplete (fresh eyes)



INITIAL DRAFT - HEH REPORT TO TSEF 2019

also needs an equivalent of a director to decide the direction on what to show with regards the issues on humans interacting with elephants.

OUTCOMES EXPECTED AND CONCLUSION

As the Human Elephant Harmony in Telupid project is a first of its kind and is the starting point to see if its objectives are successful, we will still need to continue the work to see what works from here. So far, we have amassed a good baseline and data with the community in Telupid and government agencies but everyone is still learning from their challenges and improving upon their limitations. Due to federal funding, we are not sure if the National Conservation Trust Fund can maintain in supporting the work, and your continued funding is crucial now more than ever because of this. The villagers in Telupid have also expressed their hope that CERT are able to persevere and that a Community Based Organisation will be established in the future to house the Community Elephant Ranger Team and ensure its continuity, even as it still requires on-going support for its work to be effective in the long run (as experienced by communities that deal with similar conflicts in Kinabatangan). This project has been an important demonstration of citizen science and will help us build more collaboration with researchers on an international level with those to do work with elephants. Our work with Apes for our other funder Arcus has also been inspired by the Human Elephant Harmony project.



Picture 14: CERT taking measurement of a fallen palm



FINAL DRAFT - HEH REPORT TO TSEF 2019

OUTCOMES, OVERVIEW & CONCLUSIONS

The Human Elephant Harmony in Telupid project is a first of its kind. Despite some initial breakthroughs, it is still too early to see if its objectives are fully successful, but we do feel good energy and the need to continue the work to see what comes next.

The project has opened new possibilities for harmony between people and these animals in the Telupid landscape through building many good relationships and reconnecting people and their cultural values.

We have quickly amassed good baseline data with the community in Telupid, and with the buy-in of government agencies these data have impacted the location of electric fences, the identification and restoration of a possible Ele-zone, and the routing of a major highway development.

We know we have a story that Sabahans and the wider world are hungry for: one that can channel energy into doing something lasting and positive from the anger and despair generated by the on-going death of elephants in oil plantations in Sabah. To date we have done well with reaching our village communities and with making inputs into re-thinking the routing of the Pan Borneo Highway. But we know we are still at an early stage in transforming the Sabahan story, and that film will be a necessary part of that.

Due to uncertainties in federal funding, we are not sure if the National Conservation Trust Fund will be able to co-fund the work next year, so your continued funding is now more crucial than ever. The villagers in Telupid have now formally expressed their hope that CERT will be able to persevere and that a community-based organisation will be established in the future to house the Community Elephant Ranger Team and ensure its continuity. This facilitatory birthing of organizations with capacity is one of the strengths of LEAP, and we intend to work with these communities to see if this is possible.

This project has been an important demonstration of the power of citizen science in Sabah and will help us build further collaboration with researchers

both locally and internationally. It will also have impact beyond just our work with elephants. For example, a new proposal to work on ape conservation and forest restoration with communities is currently being presented to another long-standing funder, Arcus, and this has been much inspired by CERT and citizen science in the Human Elephant Harmony project.

Thank you, Caroline and The Shared Earth Foundation, for your transformative support over this last year.

Another pygmy elephant killed



By Sabrina Wong

BILITIAN: Another Bornean pygmy elephant has been found dead

An elderly woman, who was

trying to find where a herd went

when she came across the carcass of the last elephant at Bilitian, about 100km from Borneo's capital on Sunday morning.

A game warden reckoned that the elephant had been dead for a week

with both its tusks removed.

There were no signs of an intrusive compound or the same

as the last two cases of illegal

poaching.

The game warden revealed

several old wounds, believed to

be caused by poachers.

The cause of death has yet to be

ascertained.

Karim said no suspect had been identified yet and the investigation

into the latest incident is

immediately going to the nearest

police station for further investigation.

Department of Wildlife and

National Parks (Dewan

Tanah Liat) yesterday said a team of vets and

game wardens had been sent to conduct a

post-mortem.

"We are now awaiting results and an

inquest will be held on Friday

to determine the cause of death," he said.

The team, which included a

game warden and a police

officer, had been sent to the

area to investigate the carcass

of an adult male pygmy elephant

found dead in a nearby stream.

The team arrived at the scene

at 10am yesterday and found

the elephant lying dead in

a stream.

The team conducted a post-

mortem and found

no injuries.

The team then took the

carcass to the nearby

police station for further

investigation.

BOHOKI MEST 8-10/19

The dead pygmy elephant was found dead

in a stream near Bilitian

on Sunday morning

Photo: Sabrina Wong

Pygmy elephant was found dead

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In connection with the Tawau pygmy elephant deaths, the Sabah state government has issued a ban on hunting pygmy elephants.

"We are now awaiting results and an inquest will be held on Friday to determine the cause of death," he said.

The team, which included a game warden and a police officer, had been sent to the area to investigate the carcass of an adult male pygmy elephant found dead in a nearby stream.

On the investigation, the team found the elephant had been shot with a gun and its tusks removed.

"The team found the elephant had been shot with a gun and its tusks removed," he said.

The team then took the carcass to the nearby police station for further investigation.

Police detected the suspicious bullet hole and filed a report with the police.

On October 2, the police arrested a man, identified as a local resident, on suspicion of poaching.

He was charged under the Wildlife Conservation Act 2010.

The man was found guilty and sentenced to three years in prison.

Chief Minister Datuk Seri Musa Aman said the state government would take strict action against poachers.

"In a statement, he said the act of poaching must be stopped," he said.

Pygmy elephants are protected under Schedule I of the Wildlife Conservation Act 2010.

Any person found guilty of killing them will be jailed up to 10 years and fined up to RM100,000.

According to the Sabah state government, pygmy elephants are regularly found dead in oil palm plantations.

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DRAFTS - HEH REPORT TO TSEF 2019

Learning Points

Even though the drafting process had gathered all the key points, the redraft added space, enabling air & mind flow around key points

The redraft included a clearer statement of achievements

Evidence of community support is realistically provided

There's a feeling of yearning connected to the film

The report points towards a bigger picture of funding & ideas

The funder can understand the value that they are personally adding

The closing photo returned us to the urgency of the situation



IMPROVING THE FLAP REPORT 2019

INITIAL VERSION

Based on findings which are shown in Table 1 above, local communities in the selected village from TTBK districts have overlapping claims that can be classified into five, namely forest reserve, riparian reserve, Gazette, titled land and Native Customary Land Rights (NCR) (See table 2 below). In addition to data that has been reported above, we also found that smallholders in 20 villages as mentioned in the above table 1 commonly experiences a delay with regards to individual land title application. For some, they still hope for the land title in spite of their applications that have been submitted for over 10 years ago.

Other than that unprocessed land application (LA), there are eight more types of disputes or conditions where local communities claimed their land rights were contested. The types of disputes or conditions were described as; (1) established forest reserved, (1) expansion of forest reserve boundary, (3) established riparian reserve, (4) company's land (titled), (5) individual land (titled), (6) other smallholder's land (NCR) and (7) land already surveyed, title numbers have been produced, but smallholders have not received the land title. During the data collection process, we did not conduct investigation towards the community's claims but rather a participatory process was adopted to identify types of dispute and the current status of the community's untitled land.

FINAL VERSION

1.3 Land Tenure Challenges in TTBK

FLAP study core findings (Table One) indicate that smallholders in Sabah face accumulated severe land tenure issues deserving of significant attention.

- Less than half of the sample villages have any plots with Native Title or other secure land registration; lack of recognized tenure and land conflicts are a problem in every village studied;
- Only 20.86% of plots on cadastral maps (and only one-third of plots described in farmer interviews) were registered or titled;
- Over half of all plots are Land Applications that are unprocessed, or incompletely processed by the Lands & Surveys Dept., many stretching back over 10 years;
- Around 23.48% of plots are wholly or partly in Forest Reserves (mostly Class II Commercial Forests); If Bonggaya Forest Reserve is de-gazetted the % falls to 18.74%
- Many villages have conflicts among smallholders, with neighbouring villages, and with private land owners, but fortunately these involve a modest number of plots;
- An estimated 1.22% of plots are bisected by waterways that require riparian reserves.

The pattern of conflicts varies greatly between villages, as indicated in Table Two, where the conflicts experienced in each village are listed in importance based on interviews with the local authorities as well as through participatory mapping and discussions with smallholders.

Lack of secure tenure and an inability to solve land conflicts (whether large or small) as they come up is a problem for the farmers and for the environment: insecurity of tenure is associated with feeling vulnerable and low levels of investment in production and land care. It is also a major problem for the society as it creates instability, risk of conflict, and propensity to political patronage. And it is, of course, not acceptable under MSPO & RSPO standards. Resolving the land tenure problem in an equitable manner will almost certainly lead to increased yields because smallholders will invest more in improving production when they are assured of the benefits; even an increase of just 5-10% in yields would amount to tens of million ringgit that could be gained annually by the state economy to the benefit of many of its poorest citizens.



IMPROVING THE FLAP REPORT 2019

Learning Points

Listing in sentences kills: organization/bulleting of points gives clarity and punch

Use value terms to give meaning, urgency, relevance

Foreground what the actual problem is and the benefits that can come from resolving it

Don't end on disclaimers that weaken your case: disclaimers should be in methods sections



Developing Capacity in Communities for Reporting

Community reporting capacity prepares them for sovereignty and shifts governance, responsibility and learning opportunities to beneficiaries

Community reporting capacity can make YOUR life as staff much better!

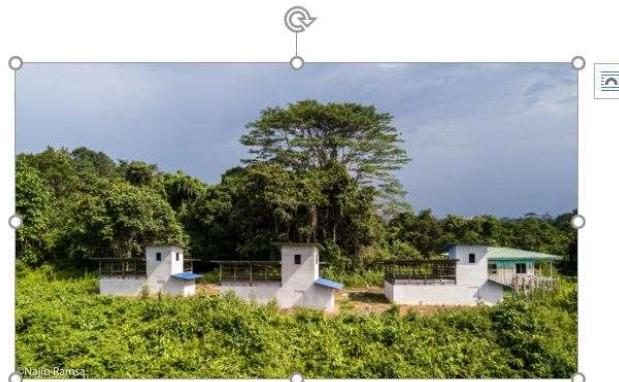


Final Report

Construction of Swiftlet Huts by Dagat Community-Based Ecologically Sustainable Tourism,

D'BEST

Dagat Village, Lower Segama River, Sabah Malaysia



Prepared by:

Najib Rama

Neville Taylor Yapp



**Final Report on Construction of Swiftlet House by Dagat
Community-Based Ecologically Sustainable Tourism
(D'BEST Dagat) Village, Lower Segama River, Sabah
Malaysia, November 2019**



Prepared by:

Najib Rama

Translations and Edits by Neville Yapp



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1. Project Updates

- Since receiving funds from Seacology in April 2018, D'BEST has embarked on several series of meetings together with the Dagat community to discuss the planning and implementation of three bird houses. Upon reaching the consensus, we have made the acquisition of building materials from Lahad Datu town to Kampung Dagat in stages beginning July 2018 until July 2019.
- Prior to the construction of the Walet Bird House (RBW) began, D'BEST together with the Dagat community, it provided the timber material to be used as a pillar and a frame of the bird's house. They began to stick wood at the end of July until late August 2018. In the early months of September 2018, the consultant of the Walet Bird house was invited to come in Kampung Dagat to provide guidelines on the construction of homes, care and rearing of birds. After obtaining advice, a meeting among the Dagat community was made to re-inform the purpose of the Bird House project, discussing the implementation schedule, rules and regulations and duties during construction. The first and the second bird house was built in September 2018. The third house began construction in October 2018. The three bird houses completed in May 2019. Overall, the construction process of the three bird houses took seven months from July 2018 until February 2019.
- After all three of the swallow's houses were ready to be built, the Swallow house negotiator was again called in to review and subsequently installed the wires and sound system in the Swallow's house in March 2019. In the same month, the party from Seacology and the LEAP deputy had come to Kampung Dagat to review and see the Walet House construction project itself. The results of the review, the D'BEST committee and the Dagat community can strengthen the relationship with the visitors arriving. In addition, Seacology can dive into the actual developments and situations of the Dagat community, discuss the project expiry period and get approval to improve D'BEST's office by using the funds balance.
- Then, the D'BEST Committee had made a survey in electronic stores to identify suitable solar systems in Sandakan city in April 2019. When solar panels are purchased, the D'BEST Committee and the consultant of the bird's house have been together headed into Kampung Dagat to install the solar system. Finally, the Walet Bird House was fully operational on 13 May 2019. Monitoring activities placing poison Gecko and rat poison are carried out every month to reduce the threat to the birds who wish to stay. The Dagat community also did the cleaning work of the Birds home page on a monthly basis. Apart from that, D'BEST also does the activities of recovering their offices such as cleaning office, redesigning walls and rooms, and installing solar systems in the office. The purpose of recovering this office is to fully utilize the Warden House building as the management and Operation centre of the D'BEST Committee. D'BEST also invited the villagers to attend the Thanksgiving after the house is fully completed. The head of Kampung Dagat and representatives of D'BEST gave gratitude to the Dagat community of the present and then the meals provided.
- The next activity was to obtain a bird farming license from the Wildlife Department. D'BEST has gone in the wildlife Department of Lahad Datu District and Kinabatangan District to obtain information on the registration of livestock licence. After two occasions with the staff of the Wildlife department, they have come to Kampung Dagat to provide clarification and facilitate the registration of licenses. They recommend registering a licence in 2020 and preparing the required documents during the year.
- On 18th to 21st August 2018, D'best and the Dagat community had made a study tour at Tenghilan, Kota Kinabalu. A small portion of the construction project Fund of the bird house was used for the success of the programme. The purpose of this visit is to provide room and

1.0 Project Background

- In March (February??) 2018, [Seacology](#), signed a conservation agreement with our community and provided a grant of MYR 80,000 to our village for the implementation of a community-based swiftlet farming project. The goal of this project was to use 'gotong-royong'¹ to build three units to produce edible bird's nests to diversify our sources of income and support the protection of 550-acre forest area that we have depended on traditionally that is important to our livelihood as well as for wildlife.
- Our village is located between [Tabin](#) Wildlife Reserve and the Lower Kinabatangan Segama Wetlands, the largest RAMSAR site in Malaysia. This project is a partnership between D'BEST ([Dagat](#) Community Based Sustainable Tourism), a registered community-based organization in our village, Land Empowerment Animals People (LEAP) and [Seacology](#).

2.0 Summary of Project Activities

- In March 2018, we started organizing to communicate and study the details of the project and get clarity about the project following the signing of the conservation agreement with [Seacology](#).
- In April 2018, a working group was formed and decided roles for community members in this project to gather timber, procurement of materials, construction, as well as logistic support for the overall project and catering for food. In the same month, a design for the swiftlet house and a basic business plan were drafted and agreed upon by our group.
- In May 2018, a survey was conducted in our forest area to estimate the volume of available dead ironwood pieces that are scattered in the village and also identify native fast-growing trees to be harvested for the construction work.
- Between June and August 2018, our community members worked hard to gather the timber, manually carrying them to the construction site. In total, About 30 cubic feet (36 pieces of 4 inch by 4 inch and between 8 foot to 11 foot long beams) of salvaged dead [belian](#) timber was converted to sawn timber for the mainframe of the building and a total of 124 cubic feet of fast-growing native tree from the species of [Bauu](#) (*Pterospermum javanicum*) was used as supporting beams, rafters, and joists for the swiftlets buildings. This took a long time due to the fasting month in June and the rainy weather that followed.
- In September 2018, a local expert on swiftlet farming visited our village to train our community in all aspects of the swiftlet farming and provided guidance for the construction work.

¹ "Gotong Royong" (a conception of sociality familiar to large parts of [Indonesia](#), [Singapore](#), [Brunei](#) and [Malaysia](#)). The phrase has been translated into English in many ways, most of which hearken to the conception of reciprocity or [mutual aid](#). Source: Wikipedia).



STRENGTHENING THE SEACOLOGY REPORT 2019

Learning Points

There was a process to encourage the community to report in BM before translation to English

Translation role of project staff

The English version then got a fresh edit by someone unfamiliar with the project

Revisions included making the title page pop with the relevant information

Providing the background and context separately to get your reader situated

Revised text has been unpacked and reorganized to make one point at a time as clearly as possible
for a reader unfamiliar with the local complexity

Insert footnotes to help explain local definitions.

"Think expansively, write long, edit and edit until the text is short but has long meaning."

The more we edit, the more we learn how to make text more concise

What was the community's experience with doing this? And the funder's reaction?



When Things Go Awry

How to explain to funders the reasons for delays, request extensions and needs to re-organize the budget

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NEGOTIATING EXTENSION ON DELAYS COMPLETING CSPO ACTIVITIES UNDER THE UNEP/RSPO GRANT IN 2018

PROJECT OUTPUT / ACTIVITIES	ORIGINAL TIMETABLE FROM PROPOSAL (FINAL)	AS PER FIRST REPORTING PERIOD	PROPOSED DELIVERY PERIOD	JUSTIFICATION FOR REVISION OF THE DELIVERY PERIOD	GAP(S) / ISSUE(S)	CORRECTIVE	IMPROVISED
A. Trial Sustainable Smallholder Community Programme in TTBK (Sabah)							
A.1 Achieve FPIC/agreement from local officials and communities on program process & conduct smallholder needs assessment in TTBK trial area in Sabah.	August 2017	Feb 2018	April 2018	Ongoing analysis to produce draft report	<ul style="list-style-type: none"> 1. Response from District Officer took 3 months. 2. Field staffs need to build relations. 3. Climate and receptivity of community, hard to get respondents to be interviewed. 4. Have to build trust in an environment of mistrust. 5. Questionnaire is comprehensive and detailed, took time to finish (two "phases" of survey). 6. New staff along the way (funding inconsistent), skill level and experience of staff. 	<ul style="list-style-type: none"> 1. Training to minimize the gap. 2. Collaborate with industry to conduct the training. 3. DOA is able to participate but not conduct workshop/Training. 4. Conduct centralized workshop in each district. 	
A.2 Conduct participatory mapping of traditional resources for 20 trial villages within TTBK areas.	Nov 2017	April 2018	June 2018	Ongoing but there are delays in most villages as the communities are too occupied with many programmes implemented in or outside of their villages due	<ul style="list-style-type: none"> 1. Community politics and mistrust. 2. District Officer is resistant to community mapping but fine with Best Management Practice (BMP). 3. Technical capabilities of staff. 4. No youth to get involved in the community mapping. 	Get response from D.O. Field Staff to follow up by making calls directly to ask for meetings.	<ul style="list-style-type: none"> 5. FS, Wilmar (or other companies), DoA RSPO to be involved during this stage. 6. Training conducted by industries mill in TTBK. 7. FS organize the



NEGOTIATING EXTENSION ON DELAYS COMPLETING CSPO ACTIVITIES UNDER THE UNEP/RSPO GRANT IN 2018

Learning Points

For an institutional funder working against KPIs or specific outcomes develop a table or other way to clearly show the cause, solution and new timetable for each outcome/KPI

Avoid pleading tone of voice: be specific and objective and make clear what you have done to get around obstacles

Be realistic about your new dates!

Remember the lessons for your next project's proposal timeline



EXTENSION REQUEST TO FULL CIRCLE – FEBRUARY 2020

Colleagues:

As you may recall the timeframe for the 2018-19 LEAP Grant has required flexibility since it was received only in October 2018 due to factors beyond both of our control.

By mutual agreement our first-year reporting period ran to April 30, 2019. The initial expectation for 2019 reporting would be that the grant would close December 31, 2019, but this (needless to say) would mean compressing a year's expenditure (and activities) into an 8-month period.

As per the attached financial report we believe it makes sense to adjust the current reporting period to May 1, 2019 to April 30, 2020 (i.e. a full 12 months). This would require a four month no-cost extension of the grant period from Full Circle.

With this extension we would anticipate a full expenditure of the remaining balance of the grant (for details of current plans and amounts still being planned see the attachment), albeit with a series of reallocations of the training budget to other areas. We experienced lower training costs both through hosting most training at KampOng (and hence lower expenditures) and because, for complex reasons, we underwrote from this grant fewer professional development courses to staff (including because Cynthia also had access to her Ashoka funds for this purpose). We are therefore asking if you can approve these budget line reallocations as proposed in the attached table (if this is necessary in your contracting process).

With your go-ahead we will work to complete the activities and prepare final reports after April 30, 2020. This would, in turn, have a corresponding impact on the timing of the next grant request.

With best wishes,

Ken Wilson (Technical Advisor, on behalf of the LEAP Team)



BUDGET MODIFICATION REQUEST TO FULL CIRCLE – FEBRUARY 2020

MALLEA18-11 (Full Circle Foundation)									
Project Costs	Budget			Actual			Projected	Balance	Planning Underway
	2018	2019	Total	Jan 18 to Apr 19	May to Dec 19	Total			
<u>Exchange rate used</u>	USD	USD	USD	USD	USD	USD	USD	USD	USD
3.7	3.7	3.7		4.14	4.10		4.10		
<u>Forever Sabah Institute</u>									
Salaries	17,190	51,081	68,271	25,882	32,055	57,937	17,317	-6,982.80	
Materials & Equipment	5,406	2,162	7,568	240	1,364	1,604	4,500	1,464.27	
Training	14,594	7,568	22,162	1,400	6,705	8,105	3,103	10,953.35	400.00
	37,190	60,811	98,001	27,522	40,124	67,646	24,920	5,434.82	400.00
<u>Facilitation Team</u>									
Salaries	31,583	23,092	54,675	35,107	13,893	49,000	14,396	-8,720.80	
Materials & Equipment	2,163	-	2,163	398	2,216	2,614		-450.61	
Training	10,811	10,811	21,622	2,508	7,718	10,226		11,395.54	
	44,557	33,903	78,460	38,013	23,827	61,840	14,396	2,224.13	0.00
<u>Communications Team</u>									
Salaries	24,363	33,154	57,517	31,651	19,376	51,027	7,934	-1,444.21	
Materials & Equipment	6,130	2,703	8,833	3,093	2,077	5,170	3,500	162.66	
Training	5,000	2,500	7,500	-	1,591	1,591	283	5,626.12	750.00
	35,493	38,357	73,850	34,744	23,044	57,788	11,717	4,344.58	750.00
<u>Management team</u>									
Salaries	32,761	16,928	49,689	34,322	12,414	46,736	13,805	-10,851.84	0.00
	32,761	16,928	49,689	34,322	12,414	46,736	13,805	-10,851.84	0.00
TOTAL	150,001	149,999	300,000	134,601	99,409	234,010	64,838	1,151.68	1,150.00
<hr/>									
1 The gain in foreign exchange is approximately \$28,000. The exchange rates at which the funds were received were RM 4.10 to USD1 in 2019, and RM 4.14 to USD1 in 2018. The rate used for the budget was RM 3.70 to USD1.									
2 We are expecting to purchase equipment including computers, printers, projectors and accessories of approximately \$8,000 in the next 2 months.									
3 We will use \$53,500 to cover staff salaries until end of April 2020.									
4 Due to staff turnover and planning cycles we have not completed training plans for FSI & Communications but anticipate spending out the remaining balance in this approximate proportion									



EXTENSION REQUEST TO FULL CIRCLE – FEBRUARY 2020

Learning Points

- Read the grant contracts & provide a brief, precise, objective background before your request
- Plan and cost with all relevant LEAP/FS staff a solution that meets your needs and remembers the funder's needs (and is logical and doable)
- Show clearly in the document the dates and numbers and frame your request so that they do not need to write back for clarification or look in their files
- State why you need this, but don't tell sob stories or give them details that should be written in the reports not in the extension request
 - Make clear what the action step is; and ideally make it an email from them just saying yes
 - Make sure your colleagues all agree then when you send copy the documents to all the relevant staff at the funder organization as this is an official process of changing a contract
 - Follow up if needed with funder and your colleagues
 - Organize to achieve the promised expenditures and activities during the extension!