

# Strengthening Property Rights in Timor-Leste Project Second Annual Work Plan

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1 October 2008 – 30 September 2009

## Preface

The USAID *Strengthening Property Rights in Timor-Leste Project* (“*Ita Nia Rai*” – “Our Land” – Project) is managed by ARD with implementation assistance from its partners, ACDI/VOCA, Land Equity International Pty Ltd, and BELUN. The Project continues USAID-Timor-Leste’s support to land reform and land rights strengthening begun in 2003 (and implemented by ARD) as part of its assistance to the Government of Timor-Leste (**GoTL**).

The Project grew out of USAID’s earlier Timor-Leste Land Reform activities and, in particular, from USAID’s *Conflict Vulnerability Assessment* (November 2006) undertaken in the shadow of the 2006 crisis in Timor-Leste which was prompted, in part, by underlying insecurity and instability associated with unresolved land tenure issues.

The Project is established under the ***Prosperity, Livelihoods and Conserving Ecosystems (PLACE) IQC*** (USAID IQC Contract Number: EPP-I-00-06-00008-00). It is a five year, \$10 million project. The Task Order is entitled “*Strengthening Property Rights in Timor-Leste*” – (USAID Contract No. EPP-I-03-06-00008-00). The purpose of the Task Order is to develop laws, systems, institutions and capacity to clarify and secure property rights for all Timorese. In doing so, the Project will pay special attention to women’s ownership rights; improving land administration systems; eliminating overlapping legal and judicial systems regarding land administration; reducing competing claims over property rights; and promoting transparency in land administration. It is expected that success with these activities will, in turn, have a positive effect on the objectives of improved investment and economic growth in addition to supporting social cohesion and political stability.

These objectives are being met through a series of activities comprised within five main components:

1. *Public Information Awareness*—supporting the implementation of project activities with timely, accurate and effective public information and communication campaigns;
2. *Land Policy Laws and Implementing Regulations* —working with the GoTL to develop an appropriate land policy and implementing legislation to promote the overall project objectives;
3. *Support to a National Land Commission* —assisting the GoTL to establish and support a National Land Commission (or other body established by law) tasked with carrying out the property regularization process, establishing the cadastre and/or dealing with land disputes;

4. *Land Administration (Cadastral, Registration and Land Titling System)*— working with the GoTL to develop a national land cadastre to clarify and record property location, boundaries, assets, and claims; and a national land and immovable property registration and titling system;
5. *Dispute Resolution, Mediation and Processes for Competing Claims to Land* — designing and implementing a dispute resolution process that will resolve most conflicting claims to land and property in Timor-Leste.

The Project is nationwide including both urban and rural land. Its direct counterpart in the GoTL is the Direccção Nacional de Terras, Propriedade e Serviços Cadastrais (National Directorate of Land, Property, and Cadastral Services) within the Ministry of Justice.

## **Background from Project Year 1**

Year 1 of the Project successfully moved forward in developing the basic legislative framework, public information messages, mediation processes, and technical standards and systems to start the collection of land claims data. The project has branded itself as the “Ita Nia Rai” (“Our Land”) Project and this brand is becoming increasingly known across the country.

While there have been some delays in certain project activities (primarily because of the slowness in bringing the new government up-to-speed on all aspects of the project and developing the necessary relationships with new government institutions) significant achievements occurred. These included the signing of the *Ministerial Regulation on the Cadastre* (giving the project formal legal authority to undertake its claims collection activities), the development of the systems and technology tools to undertake claims collection in pilot areas in Manatuto and Liquica and a supporting video for communities to help them understand the process. Importantly, a broader *Transitional Land Law* draft was separated from the general cadastral legislation. This allows the project and the government to focus on obtaining agreement on how to deal with competing claims and set the basis for the transition to a formal land administration system. In parallel, the project can continue with its land claims collection activities while leaving the decisions on competing claims policy to be dealt with separately. This is an on-going policy development process that is being assisted by the project and, according to the GoTL’s program, will be ready by December 2008.

Additionally, the “National Land Commission” contemplated by the First Annual Work Plan has not materialized. The Minister of Justice has yet to formally convene such an advisory body. If this happens, the NLC concept may be revived.

In the first Annual Work Plan the Project anticipated that broad Year 2 activities would include the following:

- Selective claims recording emphasizing transparency and consistency with the law;
- Continued public information and awareness locally where claims recording takes place and more nationally;
- And support activities for Government land administration bodies.

The Project is on target to meet these anticipated activities for Year 2 and this Work Plan sets out the details of how they will be achieved. Given a thorough assessment of Year 1 activities, the approaches and activities initially suggested have been reviewed and revised to fit with Project realities.

The basis for this Second Annual Work Plan is limited to a US\$10 million, five-year project funded by USAID, with in-kind support from the Ministry of Justice for office space. This work plan does not attempt to presume or speculate on the possibility of additional funding. Additional funding, however, will allow the project to move more quickly to achieve broader objectives.

Each activity noted includes some reference to resources necessary to complete it. These resources guide the project's monthly funding projections. Each activity includes indicators and where appropriate targets by which the project will monitor and evaluate performance. Quarterly and Annual Reports will follow the same structure, reporting on the status as per the stated indicators for each activity. Global USAID project indicators continue to include the following:

1. Number of public information and awareness campaign activities conducted as a result of USG assistance;
2. Number of national policies, and laws supporting property rights adopted as a result of USG assistance;
3. Number of parcels registered as a result of USG assistance<sup>1</sup>;
4. Number of alternative dispute resolution mechanisms put in place as a result of USG assistance; and
5. Number of public discussion/conference/forum held between government and private sector on property rights, land and natural resources as a result of USG assistance.

## **Task 1: Public information and awareness / increased transparency**

The goal of Task 1 continues to be to support the implementation of project activities with timely, accurate and effective public information and communication campaigns, including external communications, public information campaigns, behavior change communications, and training. Already widespread public information and training activities have benefited project activities by engaging local communities and their leaders in the process.

During Year 2, Public Information & Awareness activities in relation to the land claims collection process will be greatly expanded. Communications Packages developed in Year 1 will be disseminated in accordance with the Media Plan for

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<sup>1</sup> While this Project will record land claims relating to land parcels, the DNTPSC of the GoTL will be responsible for their ultimate legal registration of rights arising from those claims on respective land parcels.

community delivery. The PIA activities will operate at both a national and community level. With the finalization of the *Technical Framework for a Transitional Land Law*, Task 1 will contribute to the formal public consultation process (before it reaches Parliament) and to socialization of the *Transitional Land Law* (once it is passed by Parliament).

### **Activity 1.1 Development of Positive Public Image for the Project**

The PIA campaign will continue to use radio, television, print, and ‘traditional’ media channels (community outreach and dialogue) to communicate project activities.

#### **Activity 1.1.1 Establish a PIA working group**

While Task 1 worked closely with the DNTPSC and the MOJ in Year 1 to develop and coordinate PIA messages, during Year 2, Task 1 will formalize the relationship by establishing a Working Group comprising key MoJ, DNTPSC and SPRTL representatives to obtain feedback and ensure ownership of the national campaign development process.

#### **Activity 1.1.2 External Communications Package Disseminated**

PIA materials developed in Year 1 for the External Communications Package will be distributed in the data collection zones of the project in accordance with the national roll-out timetable (refer to Task 4).

### **Activity 1.2 Land Rights Awareness**

This set of activities directly supports the field data collection activities and builds popular support for the passage of necessary land rights laws and regulations.

#### **1.2.1 Finalize Media Packages & Disseminate**

**National.** Multi-media (radio, TV, newspaper) including announcements about project activities; radio dramas centering around core project messages; press conferences and press releases; and website creation; poster production, brochures and Fact Sheets.

**Community.** Community Meetings and public display within the community; and the establishment of a Project Focal Point (Field Coordinator).<sup>2</sup>

#### **1.2.2 Support to Public Consultation/Socialization messages on Legal Rights Issues**

During Year 1, a draft *Technical Framework for a Transitional Land Law* was developed after consultation and study. The document has been subject to comment and is now with the MOJ and other Ministers for consideration within the Council of Ministers. When the *Technical Framework* is approved, Task 1 will provide support to public consultation on it, including the finalization of a Public Consultation Plan and its implementation. The Public Consultation will include a series of 3 all-day Workshops to be held at Regional levels (including Dili). It will include programming for television and radio shows detailing the *Technical Framework*. It is anticipated

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<sup>2</sup> See Activity 2.5 for integration of Gender Planning and Plan Implementation within Task 1.

that the Framework will be approved by the Government for discussion by November 2008.

Socialization of a *Transitional Land Law* when promulgated (including plan development & implementation) will take on a similar form as the process gone through for the consultation on the Technical Framework. The Government Priorities Strategy indicates a timeline of December 2008 for the passage of the relevant legislation. This means that the socialization strategy will not be implemented before January 2009.

### 1.2.3 Support Field Testing of Outreach Materials

Task 1 will field test community and national outreach materials through community meetings, including DNTPSC, women-only, Chiefs of Suco, Chiefs of Aldeias, Sub-district, and District-level meetings. Feedback from these meetings will assist in reviewing and fine-tuning those PIA materials for future activities.

#### **Activity 1.3 Behavior Risk Mitigation**

On the basis of findings from the Conflict and Gender Assessments, and community focus group discussions, Task 1 will develop and test Behavior Risk Mitigation Packages (especially focusing on Gender and land rights, and Conflict prevention/dispute resolution). These will be distributed as part of the community-level Media Packages in accordance with the national roll-out timetable.

#### **Activity 1.4 Training & Lessons Learned**

Under this Activity, Task 1 will continue to improve the development and distribution of PIA materials and to provide training and, especially, training of trainers as required to support the implementation of project activities.

As with Year 1, the targets of this training activity are: project staff and government counterparts; field staff and volunteers; community leaders and local journalists and media organizations. The timing of this activity will correspond with the scheduled needs of other tasks.

Task 1 will coordinate a *Lessons Learned Workshop* upon the completion of Pilot activities. The results of the Workshop will be a "Pilot Assessment Report" containing Lessons Learned during the process and recommendations for future project activities and training. These lessons will then be drawn upon by the relevant Tasks to improve their activities.

## **Task 2: Land Policy, Laws, and Implementing Regulations**

The objective of this Task continues to be to work with the DNTPSC and others within the GoTL to develop appropriate land policies and implementing legislation to promote the overall project objectives. In particular, the Task 2 will build on the progress made during Project Year 1 (promulgation of a *Ministerial Regulation on the Cadastre* and the development of a detailed *Technical Framework for a Transitional Land Law*).

### **Activity 2.1: Update Project Work Plan.**

Drawing from the Plan for Year 1 (and its associated activities) and broader discussions with the DNTPSC and Department of Legislation within the MOJ, the Project's legal team (LTPR Legal Advisor, Land Law Specialist) as well as the Conflict and Reconciliation Specialist and the Gender Specialist) will participate in an internal Planning Workshop to update the current Work Plan as it applies to Task 2. The updated Work Plan will form the basis of Task 2 activities for the remainder of Year 2.

### **Activity 2.2: Strengthen Capacity Building and Training.**

The legal team will operate a series of legal drafting training workshops in support of the MOJ.

- **Workshops on General Land Law and Legal Drafting.** The Project will support capacity building initiatives already being undertaken by the MOJ's international legislative drafting advisers from Portugal to ensure commonality of purpose. Task 2 will also supplement the MOJ's resources by effectively managing the legal training initiatives on behalf of the MOJ. These will likely comprise a series of half-day workshops.
- **Policy and Legal Thematic Workshops.** These will be developed to deepen knowledge, skills, and application in legal theory and application, utilizing Timorese and comparative (international) experience. The objective of these Thematic Workshops is to provide a background in critical land-related law and theory. By the end of these Thematic Workshops, the participants will have an understanding of basic legal concepts affecting land rights (formal and informal) as well as understanding approaches to land-related dispute prevention and management.
- **Refine Workshop Materials for Local Project Staff Training.** Particularly in the area of Gender and Land, the Project will continue to refine and present its training materials for the Project Field Coordinators and Data Collectors. These will be presented by Local Staff as the project expands to other Districts over the course of Year 2.

### **Activity 2.3: Provide Legislative Drafting Support.**

The Project legal team will support the DNTP and MOJ in:

- **Draft Legislation Sequencing.** With the delivery of the *Technical Framework for a Transitional Land Law* to the Government, and the promulgation of the *Regulation on the Cadastre*, the Project is now in a position to work towards the development of a draft policy document establishing the sequencing of remaining legislation. The sequence will be determined in discussions with the DNTPSC and the MOJ. A *Policy on Legislative Sequencing for Land-related Legislation* will be developed and presented to the MOJ by December 2008.
- **Legal Drafting.** Following the training and capacity building activities set out under Activity 2.2, the Project (supported by the MOJ) will develop and translate its *Technical Framework for a Transitional Land Law* into a draft "Transitional Land Law" for submission to the Council of Ministers and, finally, Parliament. In addition, the Project will continue to develop *Land Policy and Drafting Notes* based on the priorities set in the *Policy on Legislative Sequencing for Land-*

*related Legislation* for the purposes of guiding the drafting of legislation by the MOJ Legislative Drafting Department.

- **Support for Legislative Passage.** The Project legal team will continue to facilitate the submission of legal drafts to the MOJ, Council of Ministers, and Parliament by providing public testimony and legal opinions, land policy advice as requested and producing timely revisions or clarifications upon demand.

#### **Activity 2.4: Public Information Messages.**

The Task 2 Legal Team will work with the Task 1 Team to implement a series of strategies supporting legislative and institutional development; in particular, the development and passage of a *Transitional Land Law* and key subordinate legislation.

- **Civil Society Consultation (major land issues).** The Project will conduct a series of targeted consultations with representatives of Civil Society for the purposes of obtaining the views of various sectors and the community on the Government's *Technical Framework for a Transitional Land Law* and any associated draft legislation.
- **Post Land Law Socialization.** Broader public socialization of the new *Transitional Land Law* will be developed in consultation with the Public Information arm of the Ministry of Justice. A Socialization Plan will be drafted in consultation with the DNTPSC and the MOJ and implemented as soon as the legislation is passed.

#### **Activity 2.5: Gender Planning and Plan Implementation.**

The *Gender and Land Tenure/Property Rights Specialists* will:

- Provide secretariat functions for the Land and Gender Working Group (run by SEPI) through Year 2
- Work with Task 1 to ensure that public awareness messages are gender-sensitive and reach targeted women
- Work with Task 4 to ensure that gender issues are well-integrated within manuals and trainings related to the cadastral process
- Work with Task 5 to research local Gender issues in the Land Claims process that may become evident in the context of Task 5 Conflict Assessments in Data Collection Zones and translate these into practical project outputs through the amendment/development of project processes &/or materials
- Review all Project outputs (policy drafts, workshop plans, focus group plans, draft legislation) and provide recommendations for improvement based on gender-sensitive models

#### **Task 3: Support to a National Land Commission**

It was the objective of Task 3 in Year 1 to provide support to the GoTL to establish and support a National Land Commission (or other body established by law tasked with carrying out the property regularization process, establishing the cadastre and/or dealing with land disputes).

#### **Activity 3.1: Establishment of Stakeholder Study Group (SSG).**

The project hopes to obtain broader policy guidance from a Stakeholder Study Group on Land Issues possibly operating under the leadership, for example, of the Ministry of Economy & Development. The composition would be determined by the MOJ and the Office of the Prime Minister. Such a body could include senior representatives

from the DNTPSC, MOJ, a representative of district authorities (e.g., Ministry of State Administration and Territorial Planning), Ministry of Finance, Ministry of Agriculture, Secretary of State for the Promotion of Equality and the Project. The Chair of the SSG would be the Director of the DNTPSC. The SSG could report quarterly to the Minister of Economy & Development. The Project would serve as a Secretariat to the SSG to assist with appointments, procedures, and administrative support for planning meetings every 2 months. The goal is for the Project to facilitate at least 4 SSG meetings during Project Year 2.

### ***Activity 3.2: Donor/Project Coordination.***

International interest in land rights stability in Timor-Leste is extremely high and there are a number of Donors with key interests in the Land Sector. In Year 1, the Project established an informal Donor Land Sector Coordination Group (**DLSCG**) for those donor organizations with an interest in land and property issues. The DLSCG currently comprises USAID, ARD, The World Bank, IFC, AusAID and GTZ (this group will likely expand to include Portuguese Cooperation). The Project aims to convene meetings of this informal group quarterly or as the need arises.

### ***Activity 3.3: NLC Support and Operation.***

This activity is on hold at this time and relevant policy guidance will be obtained through the SSG envisaged under Activity 3.1.

### ***Activity 3.4: Mechanisms to Inform Implementation.***

Land tenure reforms may be compromised by a number of factors. These include transitions to a new government, lack of institutional experience and capacity, and limited awareness of innovations and best practices in land policy. There is an ongoing need to inform policy, law, regulations, and implementation. This work will cut across both legal reforms and land administration. The project will work with the DNTPSC to undertake specialized studies and training that inform Timorese decision makers of implementation constraints and exposes them to new innovations. **Special Studies** will be developed based on priorities set by the SSG and could include such topics as customary land rights and rights to natural resources (including ideas for enabling women to participate in decision-making processes) and compensation payments and procedures where land rights are lost.

## **Task 4: Land Administration and Information - Land Cadastral, Registration and Titling System**

Task 4 will continue to test and refine the land claims process developed in Year 1 before expanding the program by opening up to 7 Field Offices. Task 4 will develop and implement an electronic file management system and claims updating process to ensure that the land claims recorded are updated in a timely fashion.

The project will support the DNTPSC with the organization and management of the national claims cadastre.

### ***Activity 4.1: Develop Standards and Technical Requirements***

#### ***4.1.1 Technical Work Group.***

The Technical Work Group (TWG) will be formalized with DNTPSC to address and coordinate Task 4 technical issues and programs. The TWG will be a technical coordinating body comprising Project staff, and senior DNTPSC staff. The Project will provide secretariat functions for the TWG.

*4.1.2 Developing system and procedures for claims data collecting and recording.*

The project will assess and update land claims data collection processes based on the pilot activities. By April 2009 the project will update its Technical/Field Manuals in time for use in setting up and operating five additional field offices.

*4.1.3 Technical Standards.*

By April 2009 the Project will finalize technical standards and present them to the TWG for review and acceptance.

*4.1.4 Technical Hardware Design.*

The Project will review and update its technical tools, including its IT systems.

### **Activity 4.2: Systems Training**

By April 2009 training strategies will reflect the experience from the pilot activities. The Project will work closely with the DNTPSC for the purposes of designing and implementing the training strategy.

*4.2.1 Technical training for field operation.*

The Project will train field staff for nation-wide data collection, including training 21 staff field coordinators (on average 3 per field office) and 63 volunteer community data collectors (on average 9 per field office). Community Data Collectors will be trained separately and in similar topics to Field Coordinators but to a lesser level of detail and as appropriate to their field duties.

*4.2.2 Procedures Manuals.*

The Project will update Procedures Manuals to guide all project activities. These Manuals will be completed by April 2009 and will be reviewed (and updated, if necessary) annually.

### **Activity 4.3: System Implementation and refinement, Pilot Testing, National roll-out**

Analysis and evaluation of the pilot test will be concluded around February 2009 with the public displays in place in the initial pilot areas.

*4.3.1 System review of field operations.*

In preparation for Year 2 field operations, Task 4 will:

- Assess field operation setup and organization for pilot tests; review and refine for national rollout
- Review data collection and processing systems and procedures used for pilot test, review and refine for national rollout
- Recruit and train Field Coordinators and Data Collectors
- Design, test and implement data collection system and procedures for areas outside the central urban areas covered by large scale mapping

*4.3.2 Design and establish District and field offices for nationwide claims data recording in 7 Districts.*

The proposed establishment of new Field Office locations and a proposed PIA, Training and Data Collection Timetable are set out under *Annex B: District Expansion Timetable*. It is proposed that data collection activities for offices in Aileu and Baucau will start in April; in Maliana and Oecussi from July; and Dili from September.

*4.3.3 Field operations, data collection, claims recording.*

Data Collectors will be recruited by Belun and will be trained by Task 4 to undertake their technical field duties. Field staff (Field Coordinators and Data Collectors) will be selected from the areas in which land claims will be selected. Claims information in relation to 10,000 land parcels will be collected during Year 2. Task 4 will also monitor and report on the number of parcels legally registered by the DNTPSC.

*4.3.4 National roll-out.*

Once pilot testing is underway in Manatuto and Liquica, the strategy proposed in Annex B will be implemented. The strategy including priorities and schedules will be implemented in consultation with DNTPSC and other stakeholders. Each district will be divided into conveniently sized data collection areas. Data collection areas will as far as possible follow administrative boundaries or physical features for easy identification and will be mapped as a guide for data collection. A strategy for recording changes in claims data will be developed with input by DNTPSC and trialed by December 2008.

#### **Activity 4.4: Claims Recording**

The Project will develop and implement a Land Claims Information System (CLIS) during Year 2 to record claims and parcel data for all land parcels including conflicting and disputed claims. The database will allow public access for searching and querying land claims information.

*4.4.1 Developing the CLIS.*

The CLIS will record the data in linked textual and spatial databases. The CLIS will be the foundation for the national land cadastre. Data collection will be gender neutral and gender disaggregated to ensure that gender impact can be monitored, reviewed and improved (where necessary). The CLIS will also include digital and image data support claims. It will include electronic file management that will enable recording of post claims transactions. Project specialists will work with DNTPSC/MoJ staff to develop a Ministry web page that will display information about the project, its processes and schedules/areas of work as well as allow access and query of claims data and land information in the land cadastre. This Webpage will be developed by March 2009.

*4.4.2 Quality Assurance.*

A detailed Quality Assurance (QA) plan will guide all field operations and be included in training programs. The quality of field operations and outputs will be monitored and assessed in accordance with the Project QA Plan and reported quarterly.

#### **Activity 4.5: Public Information and Awareness (PIA)**

The National PIA campaign will include a national announcement of objectives, activities, and the pilot testing timeline. The District campaign will take place prior to

the onset of field work by field teams and community-based data collectors. It will inform the District of the project activities to be conducted within the district, the strategies that will be employed to resolve or manage conflict and overlapping claims, and milestones for completing cadastral and registration operations. The local campaign will take the form of community meetings held within the area of operation. It will also outline through the Video developed in Year 1 and through presentations, the procedures for recording claims and changes in claims, and resolving disputes.

## **Task 5: Dispute Resolution, Mediation and Reconciliation Mechanisms for Competitive Claims to Land, Immovable Property and Natural Resources.**

Building on current and prior initiatives, a systematic process for resolving disputes over claims to land and immovable property will be developed, relying on traditional mediation techniques, consistent with other government initiatives, as well as mediation for persistent disputes through administrative or judicial rulings that may be developed by GOTL as it establishes an ongoing process for land and property registration and titling. The SPRTL project will facilitate local mediation through Belun, other NGOs and Suco Councils, and refer more difficult cases for mediation to the Land Dispute Mediation Section of the DNTP or other appropriate administrative/judicial mechanism. However, most disputes will be minor, and will be resolved and documented during the claims recording data collection process at the local level. This is an important part of the strategy, so that overloading of the DNTPSC and the Courts with claims that could be settled locally can be avoided.

This task will monitor and report on the number of alternative dispute resolution mechanisms developed and used. Special attention will be given to increasing women's access to dispute resolution, mediation, and reconciliation processes.

### ***Activity 5.1 Map and mediate land conflict flashpoints.***

Task 5 will be primarily involved with undertaking Conflict Assessments to determine if it is safe for project activities to start in a given sub-district. Once selected, Task 5 will conduct an assessment at the level of the data collection zone to inform Field Coordinators and Data Collectors of potential local disputes and conflicts. Belun and its local partners will be responsible for facilitating the mediation of land-related disputes that cannot be resolved by Data Collectors.

#### ***5.1.1 Test & Refine Processes for Dispute Identification & Resolution.***

During Year 1, Task 5 gathered information about the dispute resolution methods that various organizations, government and other entities are using or have used, and then translated these ideas into a process that integrates with the land claims recording process developed by Task 4. As the claims recording process rolls-out, the process for dispute identification and resolution will be tested and refined. This will be done using the evaluations of the process undertaken by the Project's local NGO sub-contractor, Belun. The refinement process will continue to be an ongoing activity through Year 2.

#### ***5.1.2 Develop Process of referral to DNTPSC.***

Disputes that cannot be resolved through mediation facilitation by Data Collectors, local mediators or Belun, will be referred to the Land Dispute Mediation Section of

the DNTPSC at a district level. The results of subsequently resolved disputes will be fed back into the land claims database. This process will be developed by December 2008.

### ***Activity 5.2 Disputes during Claims Recording***

Community meetings before the data collection process begins will be supported by Belun and Task 5 so as to encourage communities to resolve land-related disputes using traditional mechanisms and institutions. If, however, disputes persist or arise during the land claims collection process, Project Data Collectors will be responsible for attempting to mediate/resolve minor disputes. Failing this, disputes will be recorded in accordance with Task 4 processes and the dispute will be referred to Belun and/or its partners to attempt to mediate the dispute. Failing that, Belun will refer the dispute to the DNTPSC Mediation Officer.

### ***Activity 5.3 Public Information and Awareness (PIA) and Training.***

As noted above (and in accordance with the Year 1 Work Plan), prior to work beginning in a district or adjudication area, Task 5 specialists will engage in consultations with communities and district/local authorities.

#### *5.3.1 Community PIA on Mediation and Legal Resource List.*

In accordance with the PIA strategy developed by Task 1, Task 5 and Belun will participate in community meetings in each data collection zone for the purpose of informing the communities about the dispute mediation process and the importance of local dispute mediation in accordance with local mechanisms and institution. Part of this consultation will also include the provision of a directory of mediation resources available to those who request it.

#### *5.3.2 Training in Land Dispute Mediation Techniques.*

Quarterly workshops on mediation will be held with DNTPSC staff. These workshops will draw on lessons learned in the field through Project-related mediation and DNTPSC's own mediation processes. Lessons learned from these exercises will be used for the purposes of refining the Project Training Manual for Dispute Mediation.

#### *5.3.3 Regional Community Mediation Workshops.*

Task 5 will undertake Regional Workshops with local officials, Chefes de Suco and traditional leaders to review project progress, obtain feedback on the Project mediation activities and to plan for expansion of data collection into new areas. Three Regional Workshops will be conducted during Year 2.

**Annex A: Year 2 Activities Timetable**

USAID Strengthening Property Rights in Timor-Leste (“Ita Nia Rai”) Project PROPOSED YEAR 2 ACTIVITIES TIME TABLE													
	Q1			Q2			Q3			Q4			
	Oct	Nov	Dec	Jan 08	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Indicators
<b>TASK 1 Public Information Awareness</b>													<b>TASK 1</b>
<i>Activity 1.1 Develop Positive Public Image for the Project</i>													
<b>1.1.1 Establish a PIA working group</b>													At least 4 Working Group Meetings
<b>1.1.2 External Communications Package Disseminated</b>													Communications Packages disseminated in all Project Data Collection Zones
<i>1.2 Land Rights Awareness</i>													
<b>1.2.1 Finalize Media Packages &amp; Disseminate</b>													Communications Packages disseminated in all Project Data Collection Zones
<b>1.2.2 Support to Public Consultation/Socialization messages on Legal Rights Issues</b>													Public Consultation Plan ( <i>Transitional Land Law</i> ) implemented Law Socialization Plan ( <i>Transitional Land Law</i> ) implemented
<b>1.2.3 Support Field testing of Outreach Materials</b>													Outreach materials disseminated in all Project Data Collection Zones
<i>Activity 1.3 Behavior Risk Mitigation</i>													Strategies (materials) delivered in each Project Data Collection Zone

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PROPOSED YEAR 2 ACTIVITIES TIME TABLE**

	Q1			Q2			Q3			Q4			
	Oct	Nov	Dec	Jan 08	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Indicators
<i>1.4 Training &amp; Lessons Learned</i>													Workshop Delivered Journalists Training Delivered Pilot Assessment Report Published
<b>TASK 2: Land Policy, Laws, and Implementing Regulations</b>													<b>TASK 2</b>
<i>Activity 2.1: Update Project Work Plan</i>													Review & Update of Strategy and Work Plan completed and finalized
<i>Activity 2.2: Strengthen Capacity Building and Training</i>													
Workshops on General Land Law and Legal Drafting													Workshops of the following topics planned during this period in conjunction with the MOJ: Background to Land Policy & Land Law Regulation on the Cadastre
Policy and Legal Thematic Workshops													TBD
Refine Workshop Materials for Local Project Staff Training													5 Groups of Trainings for Local Staff

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PROPOSED YEAR 2 ACTIVITIES TIME TABLE**

	Q1			Q2			Q3			Q4			
	Oct	Nov	Dec	Jan 08	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Indicators
<b>Activity 2.3: Provide Legislative Drafting Support</b>													
Draft Legislation Sequencing													Draft Policy Document on Sequence of Legislative drafting for the Year
Legal drafting													Legislation Drafting: Compulsory Acquisition Registration Valuation/Compensation Customary Land Tenure Land Disputes
Support for Legislative Passage													Lobbying of Ministries and Council of Ministers Presentations as required
<b>2.4 Public Information Messages</b>													
Civil Society Consultation & Post Land Law Socialization													Finalized Consultation Plan Implementation in accordance with Task 1 Activity Technical Presentations to Committee A and Parliament ( as required)
<b>2.5 Gender Planning &amp; Implementation</b>													

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PROPOSED YEAR 2 ACTIVITIES TIME TABLE**

	Q1			Q2			Q3			Q4			
	Oct	Nov	Dec	Jan 08	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Indicators
<b>TASK 3: SUPPORT NATIONAL LAND COMMISSION</b>													<b>TASK 3</b>
<i>Activity 3.1: Establishment of SSG</i>													Establish SSG under the Ministry of Economy & Development (because it may be more enthusiastic guide to land-related activities)
<i>Activity 3.2 Donor/Project Coordination</i>													Quarterly Meetings with Land Sector Donors
<i>Activity 3.3: NLC Support and Operation</i>													Suspended pending determination by GOTL
<i>Activity 3.4 Mechanisms to Inform Implementation</i>													Customary Land Valuation/compensation mechanisms Natural resources disputes
<b>TASK 4 LAND ADMINISTRATION</b>													<b>TASK 4</b>
<i>Activity 4.1: Develop Standards and Technical Requirements</i>													
4.1.1 Technical Work Group													Established and weekly meetings during Year 2
4.1.2 Developing systems & procedures													Updated Field Manuals
4.1.3 Technical standards													Updated Field Manuals

**USAID Strengthening Property Rights in Timor-Leste (“Ita Nia Rai”) Project  
PROPOSED YEAR 2 ACTIVITIES TIME TABLE**

	Q1			Q2			Q3			Q4			
	Oct	Nov	Dec	Jan 08	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Indicators
4.1.4 Technical hardware design													CLIS developed and procedures established Equipment procured
<b>Activity 4.2: Systems Training</b>													
4.2.1 Technical Training for Field Operations													21 Field Coordinators Trained 63 Community Data Collectors Trained
4.2.2 Procedures Manuals													Training Manuals Updated
<b>Activity 4.3: System Implementation, Pilot Testing &amp; National Roll-out<sup>3</sup></b>													
4.3.1 System review of Field Operations													
4.3.2 Design & Establish Field Offices													7 Offices established in Y2
4.3.3 Field Operations, Data Collection & Claims Recording													10,000 land claims collected
4.3.4 National Roll-out													Land claims data being collected from 7 Field Offices
<b>Activity 4.4: Claims Recording</b>													
4.4.1 Developing the CLIS													CLIS established
4.4.2 Quality Assurance													QA Plan developed and implemented
<b>Activity 4.5 Public Information and Awareness</b>													Refer to Task 1

<sup>3</sup> Refer to Annex B: Expansion Timetable for a more detailed timetable of proposed expansion to an additional 5 District Field Offices during Year 2 (7 Field Offices in total)

**USAID Strengthening Property Rights in Timor-Leste (“Ita Nia Rai”) Project  
PROPOSED YEAR 2 ACTIVITIES TIME TABLE**

	Q1			Q2			Q3			Q4			
	Oct	Nov	Dec	Jan 08	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Indicators
<b>TASK 5 Dispute Resolution, Mediation and Reconciliation Mechanisms</b>													<b>TASK 5</b>
<i>Activity 5.1 Map and Mediate Land Conflict Flash points</i>													
5.1.1 Test & Refine Processes for Dispute Identification & Resolution													Refined Process updated in Training and Field Manuals
5.1.2 Develop Process of Referral to DNTPSC													Referral Protocol for incorporation within Training and Field Manuals
<i>Activity 5.2: Disputes during Claims Recording</i>													On-going dispute mediation during data collection activities
<i>Activity 5.3: PIA and Training</i>													
5.3.1 Community PIA on Mediation & Legal Resources List													On-going in accordance with Project expansion
5.3.2 Training in Land Dispute Mediation Techniques													4 Workshops with DNTPSC Staff
5.3.3 Regional Community Mediation Workshops													3 Regional Workshops

**Annex B: Year 2 District Expansion Timetable**

USAID Strengthening Property Rights in Timor-Leste (“Ita Nia Rai”) Project PROPOSED 2009 DISTRICT EXPANSION TIME TABLE													
Project Activities/Sites	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	NOTES
<i>Public Information Phase</i>													
Aileu	■	■	■	■									
Baucau	■	■	■	■									
Maliana			■	■	■								
Oecussi OR Los Palos			■	■	■								
Dili	■	■	■	■	■	■	■	■	■				Dili activities start in January 2009. This Phase includes: <ul style="list-style-type: none"> <li>Public Meetings,</li> <li>focus group discussions</li> <li>community meetings</li> </ul>
<i>Staff Hiring Phase</i>													
Aileu	■	■											
Baucau	■	■											
Maliana			■	■									
Oecussi OR Los Palos			■	■									<ul style="list-style-type: none"> <li>Oecussi DNTPSC staff, so far as possible will be used to manage this process</li> </ul>
Dili						■	■						Drawing on: <ul style="list-style-type: none"> <li>Starting with 3 Field</li> </ul>

**USAID Strengthening Property Rights in Timor-Leste (“Ita Nia Rai”) Project  
PROPOSED 2009 DISTRICT EXPANSION TIME TABLE**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
<b>Project Activities/Sites</b>													<b>NOTES</b>
													<ul style="list-style-type: none"> <li>Coordinators &amp; 9 Data collectors</li> <li>If another office is needed for Dili, then one of the other Field offices will need to be relocated<sup>4</sup></li> </ul>
<i>Staff Training Phase</i>													
<b>Aileu</b>													<b>Training phase to be detailed separately</b>
<b>Baucau</b>													
<b>Maliana</b>													
<b>Oecussi OR Los Palos</b>													
<b>Dili</b>													Drawing on: <ul style="list-style-type: none"> <li>Trained Field Coordinators</li> <li>Trained DNTPSC staff</li> </ul>
<i>Data Collection/Processing Phase</i>													
<b>Aileu</b>													
<b>Baucau</b>													
<b>Maliana</b>													
<b>Oecussi OR Los Palos</b>													<ul style="list-style-type: none"> <li>Oecussi DNTPSC Director to directly manage process with support from experienced Field Coordinators</li> </ul>
<b>Dili</b>													<ul style="list-style-type: none"> <li>Data collection in Dili is subject to the passage of a Transitional Land Law dealing with land claims and/or approval of project</li> </ul>

<sup>4</sup> There is a project budget for 7 Field Offices throughout the country. If extra offices are required in Dili (i.e. more than 1), then they will need to be taken from either Aileu, Baucau, Liquica, Maliana or Manatuto.

**USAID Strengthening Property Rights in Timor-Leste (“Ita Nia Rai”) Project  
PROPOSED 2009 DISTRICT EXPANSION TIME TABLE**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
<b>Project Activities/Sites</b>													<b>NOTES</b>
													activities in Dili by the CoM • Management Support from trained DNTPSC staff