

Policy Area: HCV Assessments	Subject: Social Data Management
Title of Policy: Collecting Social Data for Identification of HCV 5 and HCV 6	Number:
Effective Date: 02 February 2013	Page Number:
Approved by: APCS Project Manager	

1. Rationale or background to policy: Identification of HCV 5 and HCV 6 involving a wide range of stakeholders in many villages and dusun (sub-villages). Social information will flow very rapidly and abundant. This need to be manage properly so that social assessor will keep focus and selective to the relevant data and information. Documentation/management of social data and information is very crucial. It is crucial that all of the team members and every team are following the same policies and procedures of data collection and management to ensure the quality of the information/data, and produced credible final report.

Social data collection has objective to (1) ensure all relevant data/information in connection to HCV and/or the concession from all villages/dusun are documented; (2) ensure person responsible to collect, report, quality check, deliver and to whom it should be submitted; (3) when the data from the field submitted up to Project Management Team Office in Jakarta

2. Policy Statement: Social data and information should be collected according to the social data sheet provided and reported with the available reporting format. Members of social assessment should develop planning and review meeting according to the agreed scheduled (by field team) to ensure the data/information collected properly and efficiently. Social team members will operate in accordance with the below procedures. While the social senior assitant has ultimate responsibility to ensure this is followed, each member has equal responsibility to ensure their performance meets all of the requirements.

3. Procedures: Prior to and during HCV identification all teams shall ensure that the following occur:

- A. Social team discuss and understand how to use the data sheet provided (See Appendix 1)
- B. Each assessor team should produce one comprehensive data sheet and one narrative report summarize/concluded from the data sheet
- C. Data sheet should fill it out immediately at the field every one village completed
- D. Senior social assessor is responsible to produce field report for each desa visited
- E. Senior social assessor is responsible to submit to social senior assistant all data sheet and summary of each village completed every three days of field assessment
- F. Senior social assistant is responsible to check the quality, accuracy and sufficiency of data/information/summary submitted by social senior assessors. Any issues related with the data should be discussed directly with responsible assessors for verification
- G. Senior social assistant is responsible to write social findings based on the report

submitted by senior assessors.

- H. The report written by senior social assistant will be coming the first draft of the report for that region and submitted to the Team Leader
- I. Team Leader is responsible to final check the report submitted by Senior assistant
- J. Senior social assistant is responsible to send to Project Management Office in Jakarta all files: data sheet, summary report from each social team and draft report produced by senior assistant
- K. Final check will be done by Project Management Team to product Final Draft Report.

Appendix 1.

KUESIONER UNTUK HCV 5-6

Tanggal :
Nama Desa :
Kecamatan :
Kabupaten :
Distrik :
Nama Perusahaan :

DEMOGRAFI DESA

- | | | | | | | | |
|---------------------------------|---|---------------------|-------|-------|-----|-----------|------|
| 1. Jumlah penduduk | : | Laki2 | Jiwa; | Jiwa; | KK. | Perempuan | Jiwa |
| 2. Suku dominan | : | - | | | % | | |
| | | - | | | % | | |
| | | - | | | % | | |
| 3. Agama dominan | : | - Islam | | | % | | |
| | | - Kristen Protestan | | | % | | |
| | | - Kristen Katolik | | | % | | |
| | | - Hindu | | | % | | |
| | | - Budha | | | % | | |
| | | - Kepercayaa | | | % | | |
| 4. Fasilitas ekonomi | : | | | | | | |
| 5. Kondisi Aksesibilitas | : | | | | | | |
| 6. Lembaga swadaya masyarakat : | | | | | | | |
| 7. Sistem pengaturan desa | : | | | | | | |
| 8. Mata pencaharian utama | : | | | | | | |
| 9. Mata pencaharian lainnya | : | | | | | | |
| a. | | | | | | | |
| b. | | | | | | | |
| 10. Sumber & Pendapatan | : | | | | | | |
| | | a. | | | | | |
| | | b. | | | | | |
| | | c. | | | | | |

11. Persepsi terhadap perusahaan :

Tabel-1. Hasil Identifikasi Tingkat Ketergantungan Terhadap Hutan (**Potensi HCV5**)

Kebutuhan		Sumber (skor atau %) *			Keterangan
		> 50% dari Unit Pengelolaan	Sistem Pengelolaan	HCV	
Pangan	Karbohidrat				
	Protein				
	Vitamin				
Air	Minum dan MCK				
Bahan-bahan	Pakaian				
	Rumah				
	Perahu				
	Mebel/alat rumah tangga				
	Kayu Bakar				
Obat-obatan					
Pakan hewan					
Pendapatan Tunai	Hasil ladang				
	Buruh/ karyawan				
	Peladang				
	Hasil hutan non kayu				
	Berburu				

Tabel-2. Sebaran Wilayah Ulayat atau Sebaran Sumberdaya Hutan Terkait Komunitas Lokal dalam Pemenuhan Kebutuhan Budaya (Potensi HCV6)

Indikator/ Sub Indikator	Keberadaan	Kualitas / Keluasan	Tingkat Kepentingan atau Fungsi Utama
	ada/ tidak	rendah ¹ /sedang ² /tinggi ³	Rendah ¹ /sedang ² /tinggi ³
Zonasi yang dibuat berdasarkan aturan adat tertentu:			
1. Lahan huma			
2. Lahan tanaman buah			
3. Ladang sumberkayu perkakas			
4. Lahan untuk hasil hutan			
5. Hutan lindung setempat, mis Tembawang			
Sebaran situs arkeologi			
1. Sebaran kuburan nenek moyang			
2. Sebaran Candi-candi			
3. Sebaran tempat keramat			
Sebaran kegiatan Ritual			
1. Hutan adat untuk ritual tertentu			
2. Hutan adat untuk bertapa			
3. Dan sejenisnya			
Sebaran sumberdaya alam hayati untuk pemenuhan kebutuhan budaya			
1. Sebaran spesies babi/lainnya untuk upacara			
2. Sebaran burung enggang/ lainnya sebagai simbol budaya			
3. Dan sejenisnya			

Keterangan:

- 100% jika keseluruhan kebutuhan dipenuhi oleh satu sumber, sumber tersebut dianggap *sangat penting*, Skor = 4
- 50%-99% jika sebagian besar kebutuhan dipenuhi oleh satu sumber dan jarang sekali oleh sumber lain, sumber tersebut dianggap *cukup penting*, Skor = 3
- 25%-49% jika kebutuhan dipenuhi oleh beberapa sumber yang masing-masing dibawah 50%, sumber tersebut dianggap *penting*; Skor = 2
- 10%-24% jika kebutuhan dipenuhi oleh banyak sekali sumber lain, sumber tersebut dianggap *kurang penting*, Skor = 1
- 0% - 9% jika kebutuhan tidak lagi dipenuhi oleh hutan atau ekosistem alam lain, sumber tersebut dianggap *tidak penting*, Skor = 0

¹ Suatu indikator dilihat dari hasil analisis isi, hasil konfirmasi/wawancara dengan tokoh-tokoh komunitas lokal/tokoh adat, dan didukung pendapat tenaga ahli, apakah memang masih ada di lapangan. Jawaban yang diharapkan yaitu ada atau tidak. Penilaian dilakukan terhadap aspek kualitas;

² Dari indikator bersumber dari analisis isi, pendapat tokoh komunitas lokal/tokoh adat sejauhmana sebaran dari indikator yang diamati, dan pendapat tenaga ahli. Kualitas meliputi rendah, sedang dan tinggi atau sempit, sedang dan meluas. Penilaian dilakukan terhadap aspek tingkat kepentingan.

³ Suatu indikator merupakan sejauh mana makna dari indikator dinilai penting untuk kehidupan komunitas lokal. Penilaian bersumber dari analisis isi wawancara dengan tokoh setempat dan pendapat tenaga ahli.

Tabel 3. Tipologi Tutupan Lahan

Desa	Dusun	Tipologi Tutupan Lahan*							
		Mou	Karet	Sungai	Ladang	Tembawang	Sawit	Belukar/ Alang-Alang	Paya/ Sawah

12. Jelaskan sistem kepemilikan lahan?

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13. Sebutkan jenis dan luas tanaman kehidupan dan unggulan di lokasi kajian?

Desa	Luas Tanaman (Ha)	
	Kehidupan (jenis dan luas)	Unggulan (jenis dan luas)

14. Sebutkan isu konflik lahan yang berkembang (menonjol)?

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