



Community-based conservation

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Management Plan for CBT Project in Hsithe

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1. Which Organisation is behind this project

This CBT project was initiated, led and executed by the Harrison Institute, a scientific research centre and registered charity in Sevenoaks/UK.

2. Who is providing the money

The project is fully funded by the Darwin Initiative, a UK government grants scheme.

3. What is a CBT project

CBT stands for “Community Based Tourism”.

It is a tourism project that is based in the chosen community. In this case it is Hsithe. It involves the people living in the chosen community.

4. What are the aims of this project

The aims of this project are:

- To protect the critically endangered Irrawaddy Dolphin
- To contribute towards its conservation
- To abolish electro fishing
- To promote responsible tourism
- To reduce the number of controversial dolphin-watching tours
- To preserve the rich culture of Hsithe village and especially the culture of the cooperative fishermen in Hsithe
- To help to develop new skills for Hsithe villagers
- To provide livelihoods for the next generation
- To help to develop basic economic progress in Hsithe village
- to build a stage for the long-term progress and a better future for Hsithe

5. Duration of the project

The project and its funding started on 1 April 2014. The funding will end on 31 March 2017. The CBT project will carry on, led by the villagers of Hsithe.

There will be a long monitoring phase, starting from April 2017, to give the villagers the necessary support until the project is fully established.

6. Project Rules – How does this project work

All villagers of Hsithe over the age of 18 who want to join the CBT project and can offer a product or a service for visitors that

- is produced in or around Hsithe
- is of interest to visitors/can be sold to visitors
- fulfils quality and safety standards

are welcome to do so.

If a product or a service is not suitable or not safe to be sold, it can be rejected. If in doubt, the CBT-Project-Committee can decide about the case.

All products and services for visitors can only be sold in the destination centre. Exceptions to sell products outside the centre can be made in agreement with the manager of the destination centre.

All products must have the CBT project label with the logos of all project partners.

If the same kind of product is made by more than one producer, the product has to be marked in order to be able to identify who the producer was.

The producer will be paid the agreed price only if a product is sold.

The prices for products and services have to be agreed on between the manager and the provider in advance.

The end product will then be sold by the destination centre for double the original product price demanded by the maker. This will secure the share for

the community fund, the dolphin conservation fund and the centre maintenance fund (see point 11).

Exceptions are

- **The village tour cost always 5,000 Myanmar Kyats per visitor**
- **The entrance fee cost always 3,000 Myanmar Kyats per visitor.**

These prices are fixed and go 100 % to the maintenance fund.

If a product is lost, stolen or damaged through fault of the manager or staff of the destination centre, compensation to the amount of the agreed price will be paid to the producer. The compensation will be paid from the community fund.

If there is more than one provider of a service (for example: cooked lunch or ferry boats), there will be a rotation system in place, so that all providers will have an equal chance to give the service to visitors. The service fee will be paid by the manager of the destination centre after the service has been provided.

If the same kind of product that is produced within the CBT project is ordered by and sold to a company or business – both retail and wholesale – it is considered part of the project and the same rules apply. Price reductions for wholesale have to be agreed with the destination centre manager.

The above rules apply equally to everybody who joins the CBT project.

7. Which visitor has to pay what/ Bookings

Every tourist/visitor to Hsithe village regardless of nationality has to pay the entrance fee of 3,000 Kyats at the destination centre and has to take part in some of the activities (cast a net/photo-fishing-tour or village tour) and has to pay the fee for this activity to the manager of the destination centre. This includes all NGOs, INGOs, visitors on recce tours, inspection tours from tour operators.

Exceptions are:

- **Locals visiting their family and friends or local businesses**
- **Monks and visitors to the monasteries**
- **Visits from officials**
- **Medical help**
- **Tour guides**
- **Visitors from Harrison Institute and its partners for the CBT project**
- **Employees of WCS**

All tourists/visitors have to make a booking for their visit (prior to their visit) with Ma Hnin Witt Yee (Geo Discover Travel) and the destination centre manager. This is to avoid double-bookings for the same day (one group per day policy) and to give the villagers time to prepare the visit.

8. Price Structure

The prices for all products and services to be sold within the project are fixed by the Harrison Institute in cooperation with the manager of the destination centre. Prices can be changed by the manager after consulting with the CBT Project Committee and Ma Hnin Witt Yee (Geo Discover Travel).

9. Who is included in this project

While this project was originally created and funded for the ‘Cooperative Fishing Community’ of Hsithe village, every resident from Hsithe village can join if he or she fulfils all the criteria of point 6.

If residents of Hsithe village want to be part of this project and benefit from the incoming money, they have to show interest in the project by taking part in the meetings and volunteering when the manager needs some help with the centre.

10. Who will make sure that the project runs smoothly after the official end of the project (Monitoring)

From 1 April 2017 Geo Discover Travel in Yangon, represented by Managing Director Ma Hnin Witt Yee, will take over the guiding, support and monitoring of the CBT project in cooperation with the Harrison Institute in the UK. The terms and conditions between CBT project Hsithe and Geo Discover will be negotiated under the supervision of the Harrison Institute.

The ground rules of this CBT project cannot be altered.

Changes to this Management Plan can only be made in co-operation with the Harrison Institute.

11. Distribution of all income from the project

All generated income from sold products and services through the project will be taken by the manager of the destination centre. The manager will then distribute the money as follows:

50 % of the income will go to the person/family/company that provided the service or produced the sold product

20 % of the income will go to the Hsithe Community Fund

20 % of the income will go to the Hsithe Dolphin Conservation Fund

10 % of the income will go to the Maintenance/Management Fund

Exceptions are

- The village tour always costs 5,000 Myanmar Kyats per visitor
- The entrance fee always costs 3,000 Myanmar Kyats per visitor.

These tour and entrance prices are fixed and go 100 % to the maintenance fund.

If the product or the service requires money for material/ingredients, these costs have to be deducted first from the sale price before distributing the

agreed percentages (as above) – for example – sale price of bag = 12,000 kyat; materials cost 2,000 kyat – profit = 10,000 kyat (of this 5000 kyat goes to the tailor; 2,000 kyat to the community fund; 2,000 kyat to dolphin conservation and 1,000 kyat to the management/maintenance fund).

Exceptions are:

- The fee for the village tour guide is always 5,000 Kyat for one guided tour, independent of the income from the tour and the number of guided people
- The ferry service for visitors. All ferry prices include fuel.

12. What can the Money in the Community Fund be used for

The money in this fund has to be used in agreement with the CBT Project Committee and it should be used for the benefit of Hsithe community.

Example:

- Solar panels
- Extra English teacher for Hsithe school children
- River bank protection
- Generator for electricity
- Financial support for a Hsithe family in extreme need

The money in this fund cannot be split between the villagers of Hsithe to supply an extra income. It has to be for the benefit of the entire community.

If in case of any accident or disaster (storm, flood, fire etc.) the building/interior of the destination centre or its river banks or garden are badly damaged or destroyed, and the maintenance fund is not sufficient, the money from the community fund and the dolphin conservation fund have to be used in equal shares to repair or rebuild.

If the maintenance/management fund is not sufficient to pay the necessary salaries for the manager or other employed persons, the community fund and the dolphin conservation fund have to be used in equal shares to pay for this.

13. What can the Dolphin Conversation Fund be used for

The money in this fund is only to be used for the purpose of protection and conservation of the endangered Irrawaddy Dolphin.

Example:

- Running patrol boats to monitor and avert illegal electro fishing
- Setting up dolphin guards to discourage illegal electro fishing

The money in this fund has to be used in agreement with the CBT Project Committee.

If in case of any accident or disaster (storm, flood, fire etc.) the building/interior of the destination centre or its river banks or garden are badly damaged or destroyed, and the maintenance fund is not sufficient, the money from the community fund and the dolphin conservation fund have to be used in equal shares to repair or rebuild.

If the maintenance/management fund is not sufficient to pay the necessary salaries for the manager or other employed persons, the community fund and the dolphin conservation fund have to be used in equal shares to pay for this.

14. What can the money in the Centre Maintenance/Management Fund be used for

The money in this fund is to be used for

- Maintenance and repair of the destination centre its interior and garden and accessories
- Salaries for the destination centre manager
- Wages for labour
- Replacement of sign boards/information boards
- Replacement of plants/trees
- River bank protection adjacent to the destination centre

- Tools for the centre
- Replacement of umbrellas
- Cleaning agents and toiletries
- Food drinks and snacks to be sold to visitors in the centre cafe
- Waste management
- Transport cost for necessary materials
- Fuel for water pump

If the money in this fund is not sufficient, the manager can ask for the needed amount from the other funds in equal shares. The agreement of the CBT Committee is needed. Since the upkeep of the destination centre has priority, the committee can deny such agreement only in exceptional circumstances.

15. Ownership of Destination Centre and Land

According to the Property Purchase Agreement and Land-Transfer-Contract from 1 November 2015 the land on which the destination centre stands belongs to the Hsithe Cooperative Fisherman's Group.

16. Ownership of Destination Centre Interior

The building of the destination centre including toilet building, all of the interior, the furniture and plants in the destination centre belong to the Harrison Institute, UK and are a long-term loan free of charge to the Hsithe Cooperative Fisherman's Group. These loans cannot be sold, taken down or given to a third party without the consent of the Harrison Institute in UK.

17. Use of the destination centre

The Hsithe destination centre, its land and its facilities can be used as follows:

- As a hosting venue for visitor groups

- As a information centre for interested people and groups
- As a training centre
- As a venue for village meetings
- As a cafe / restaurant for visitors
- As a selling point for project handicrafts
- As a store room for material, handicrafts, tools etc for the centre
- As a sleeping place for a destination centre night guard

It must NOT be used as

- A venue for wedding celebrations
- A playground for children
- A cooking place
- A parking lot for vehicles
- A storeroom for articles other than those mentioned above
- A venue for trainings/workshops/meeting of other organisations, NGO/INGO groups except Harrison Institute and its partners in this CBT project
- Or any other purpose that is not mentioned above

The destination centre cannot be sold, changed or rented out without approval of Harrison Institute, UK.

It is not allowed to put up another building on the land on which the destination centre stands without the consent of the Harrison Institute, UK.

It is not allowed to hang or put up any signs, signboards, banner or vinyl of any other organisation, NGO/INGO (including WCS) in/on the buildings, on the land of the destination centre or its borders.

- except for the Harrison Institute and its partners in this CBT project with consent of the Harrison Institute

18. Maintenance of the Destination Centre

The duty of the upkeep of the destination centre, its furniture, interior and its garden lies with the Hsithe community and 'Cooperative Fishing Community' in Hsithe, represented by the manager or his/her substitute.

The destination centre has to be kept in good condition at all times. Repairs or replacements if necessary have to be carried out as soon as possible and have to restore the original state. The manager of the centre can order/ carry out those repairs without consulting the CBT Project Committee .

The centre and its garden have to be kept clean and free from rubbish.

The garden should be regularly tended and watered.

The stock of handicrafts, tools, accessories, cutlery and crockery etc has to be checked and cleaned regularly.

The handicrafts/products for sale have to be packed, labelled and priced before being displayed.

All handicrafts can only be sold with the project logos designed by the Harrison Institute.

19. Management, Deputy Manager, Management Substitute and other Employments

The representative of the CBT project in Hsithe is the appointed Destination Centre Manager

Daw San San Swe, Hsithe village.

As deputy manager is appointed

U Myint Aung, Hsithe village

Daw San San Swe is the vital link between the tourism industry, the businesses and the CBT project and villagers in Hsithe.

Her further responsibilities are:

- **To make appointments/reservations with the Reservations Manager Ma Hnin Witt Yee, Yangon for tourists/visitors to visit Hsithe village**
- **To make necessary preparation for all visitor activities (such as net casting, lunch etc.)**
- **to book activities for visitors with the villagers in Hsithe**
- **to arrange the rotation system for services provided to visitors**
- **to display all handicrafts/products to be sold in the centre**
- **to pack, label and price all products**
- **to maintain, clean and look after the visitor centre, its furniture and all interior and accessories**
- **to take care of necessary repairs of the visitor centre, its furniture and all interior**
- **to keep the visitor centre's garden in good condition**
- **to manage waste in the destination centre and its vicinity**
- **to employ and discharge helpers**
- **to manage and distribute the income from the CBT project**
- **book keeping**
- **stock take**
- **to replenish stock**
- **to make lists of all visitors and of all purchases for monitoring purposes**
- **to make connections between business people and villagers from Hsithe**
- **to call committee meetings**

If for any reason the present manager chooses to resign from her post, she can suggest a replacement/substitute manager. The CBT committee has to approve this choice.

If there is no suggestion for a replacement, the CBT committee has to appoint a new manager.

If the work load is too much for the present manager, he/she can appoint a helper without consulting the CBT committee.

The CBT committee should support the manager by appointing volunteers from the village to help with the maintenance of the destination centre.

20.Salaries for Management and other Employees

The monthly salary for the manager of the destination centre is

70,000 Myanmar Kyats.

During the period of the CBT project this salary had been shared with the deputy manager U Myint Aung and was paid by the Harrison Institute, funded by The Darwin Initiative UK.

From 1st April 2017 this salary has to be paid from the income in the project maintenance fund. If however, this fund is not sufficient to cover this salary, the necessary amount from the community fund and dolphin conservation fund in equal shares can be taken as subsidy. The CBT committee has to be informed about this. Payments for the manager salary and for repairs/maintenance of the destination centre have absolute priority.

The CBT committee can - in agreement with the manager - employ additional staff for the destination centre or any other aspect of the project if there is sufficient money in the maintenance/management fund.

21. Money Safety/Bank Account

All money taken in from the CBT project will be administered by the manager.

She will put all income through the books and will distribute the shares to the villagers and to the various funds.

For safety reasons, the money in the various funds must be paid into a special bank account once each fund exceeds the amount of 500,000 Kyats.

A bank account has been opened for each fund separately.

Access to these bank accounts is shared by 3 independent persons who have to be from the Fishing Community Hsithe and/or Village Community Hsithe and cannot be related to each other. To withdraw money from one or all of

the accounts, the signatures of at least 2 of these 3 persons is needed. The committee has to be informed about the transactions.

22. Supervision of Finances

A finance supervision (audit) should take place at least 4 times a year, during which all relevant account books and guest lists, amount of money in the funds, and bank account statements should be checked by members of the CBT committee in co-operation with the destination centre manager. After each check a signature in the books of the committee members and the manager confirm the accuracy of the balance.

If the balance in the books and the remaining amount in relevant funds/bank accounts do not match, the CBT committee has to investigate the discrepancy in cooperation with the manager.

23. CBT Project Committee

As an approving authority a CBT Project Committee has to be formed.

The committee should consist of at least 2 members of Hsithe village and at least an equal number of members of the 'Cooperative Fishing Community' in Hsithe.

Regular meetings (at least once a month) should be held to discuss any progress or problems in connection with the project. During these meetings villagers and members of the committee can demand a check through all relevant books held by the manager.

All decisions made by the committee need a simple majority of votes from all members.

24. Solving problems

Any problems that occur regarding the CBT project should be solved by the committee and the destination centre manager.

Ma Hnin Witt Yee from Geo Discover Travel acts as guidance and advisor and can assist with any queries or further information.

25. Waste Management

During the course of the CBT project the Harrison Institute had held two waste management workshops and a rubbish clearing campaign in Hsithe village to raise awareness and explain about the dangers and problems of plastic, waste and other environmental problems. As part of the CBT project the villagers were taught

- **Not to litter**
- **To use waste baskets**
- **Not to dispose of rubbish in or near water**
- **To recycle or re-use where possible**
- **To avoid plastic**
- **To burn and bury rubbish in a few proper places**
- **To protect their wildlife**

These objectives are important to protect the environment, for health and safety reasons and to present Hsithe village as a clean destination to all visitors.

The CBT project committee has to enforce those objectives in cooperation with the destination centre manager, the head of Hsithe village and the headmaster of the school in Hsithe by

- **appointing volunteers to help clean up rubbish**
- **setting up penalties for rubbish offenders, payable to the community fund**
- **paying rewards to villagers who keep areas outstandingly clean**
- **holding regular clearing-up-competitions**