

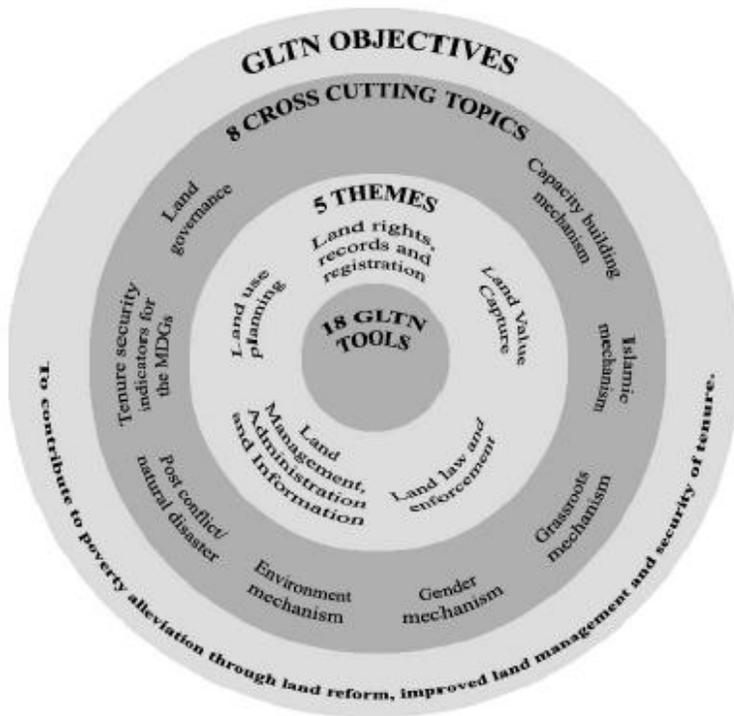
**Writeshop:  
“Enumerations” as a tool for tenure security**  
Lake Naivasha Country Club, Naivasha, Kenya  
28 September-2 October 2009

**Concept Note**

**1. BACKGROUND**

The Land Tenure and Property Administration Section (LTPAS), within the Shelter Branch of UN-HABITAT, has the mandate to develop normative approaches on sustainable urbanisation about land, innovative residential tenures, affordable land management/administration systems, and land related regulatory/legal frameworks and tools, particularly for women.

The Global Land Tool Network (GLTN), with its secretariat at the Land Tenure and Property Administration Section is a multi-sector and multi-stakeholder partnership focused on establishing a continuum of land rights and the creation of innovative, pro poor, scalable and gender-sensitive land management and land tenure tools. It achieves the overall goals through a range of activities such as promoting research and disseminating materials on land, supporting documentation of tools and best practices, developing innovative methodologies and approaches, organising workshops and consultations, facilitating a wide range of stakeholder inputs and strengthening capacity of land stakeholders through training.



GLTN has a wide range of audiences, interested in different land-related topics and disciplines—working at different levels, with different skill sets and professional and geographical ‘lenses’. These include national and local governments in developing and transition countries; land professionals, NGOs and community-based groups, academic, research and advisory services, donors and UN organizations; and the media and through them, the general public in developed and developing countries. One of the key challenges for GLTN is to communicate effectively with each group, and to bring the range of experiences together and build bridges across these lenses. This

includes developing appropriate messages for different groups, and present evidence that pro-poor, gender-sensitive land tools can work, be applied at scale, and fill a need or are an improvement over existing approaches.

One of the 18 tools that GLTN has as a focus is **enumerations for tenure security** (see diagram). Community-driven, participatory enumerations represent a fundamental part of the slum upgrading process. They are a tool to establish information on the population size, the rights and claims of access and use and assess state of infrastructure within a settlement. Enumerations also importantly provide the means by which not only the data is gathered to allow for local planning, but also the process by which consensus is built and the inclusion of all residents negotiated. As such, they are also means to federate and organize communities and involve them in large scale slum upgrading projects.

GLTN has identified a key challenge around enumerations to be how to make sure that the information produced by community-led enumeration exercises is also effectively used to strengthen security of tenure through state recognition, and for use in formal physical planning procedures. With these needs in mind, GLTN has decided to produce a series of materials on enumerations for a range of audiences, including (i) a publication (guidelines) and (ii) a set of briefing notes for policy makers, and possibly additional products such as easy-to-use flipcharts for other stakeholders.

In order to effectively tap expertise across specializations and different skill sets, it has been agreed to utilize a Writeshop methodology for produce the materials, which has proven to be a suitable method to get the results required, having been utilized for a number of similar writing and editing process around community development issues before.

## 2. WHAT IS A WRITESHOP?



**The information exists mainly in people's heads, but it is needed on paper.**

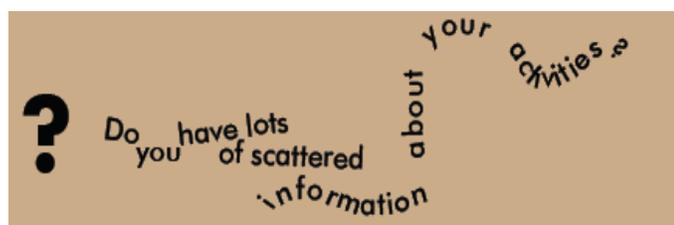
leaflets, or a training manual. Participants may include scientists, researchers, government personnel, teachers, NGO staff, extension agents, farmers and other local people: anyone who has, in one way or another, been involved in the experiences to be documented. A team of facilitators, editors, layout designers, artists and logistics staff assists the participants.

A "writeshop" is an intensive, participatory process that engages various levels of experts under one roof to produce simple user-friendly materials in a short period of time. This may be a set of extension brochures, a bound book, set of

leaflets, or a training manual. Participants may include scientists, researchers, government personnel, teachers, NGO staff, extension agents, farmers and other local people: anyone who has, in one way or another, been involved in the experiences to be documented. A team of facilitators, editors, layout designers, artists and logistics staff assists the participants.

The writeshop process is extremely flexible. The repeated presentations, comments and revision of drafts allow for papers to be reviewed and revised thoroughly. The process also allows for new topics to be developed during the writeshop, and topics to be combined, dropped or split into parts. The basic pattern of the writeshop can be varied in many ways. For example, the participants may break into smaller groups to discuss specific topics, write drafts and present them to the whole group for comments. Participants may write examples or brief stories that illustrate a particular point that can be included in a larger chapter. They can also be asked to gather additional information about techniques or processes, resource organisations or reference materials that might enrich the content of the final product. The schedule for only the first one or two days of the writeshop is known beforehand. A schedule for the following day is prepared each evening, and it may even change again several times as the day progresses.

The writeshop process was pioneered by the International Institute of Rural Reconstruction (IIRR) and is being adapted by many institutions. Altogether, the writeshop method has to



date yielded more than 50 user-friendly manuals, tool kits, field guides, posters, flyers, and training modules. (See [www.writeshops.org](http://www.writeshops.org) for a partial list of these).

### **3. OBJECTIVES AND OUTPUTS OF THE WRITESHOP**

The proposed writeshop on enumerations for tenure security aims to draw from different expertise to develop (i) a publication (guidelines); (ii) a set of briefing notes for policy makers and (iii) a flip-chart for grassroots usage. The publication will serve as the basis for the other products, and will be the focus of the Writeshop. Further details on the proposed focus and outline of the publication can be found below (Annex A).

The specific objectives of the Writeshop are to:

- 1) Draw on different skill sets and professional/geographical expertise to agree on a structure for the publication;
- 2) Draw on the above knowledge to produce chapters in written format; and
- 3) Discuss and agree on a way forward as a conclusion to the publication.

The Writeshop will be facilitated by a contracted team experienced in the Writeshop process, in close consultation with UN-HABITAT/GLTN staff.

### **4. DATES, VENUE AND PROGRAMME FOR THE WRITESHOP**

The Writeshop will be held at the Lake Naivasha Country Club, Naivasha, Kenya from **28 September-2 October 2009**.

Naivasha is located in the Great Rift Valley, approximately 100 km from Nairobi, and about 1 hour drive from the city. Participant/co-author's travel to Nairobi and Naivasha, and the daily subsistence allowance (DSA) for the duration of their stay in Kenya in connection with the Writeshop, will be covered by GLTN. An honorarium shall be provided to each participant/co-author. A separate note about travel and accommodation logistics shall be sent out to all confirmed participants.

### **5. PARTICIPANTS/CO-AUTHORS**

The Writeshop is designed for 20-25 participants/co-authors, drawn from different geographical contexts and professional backgrounds (including civil society and land professionals such as surveyors, planners, lawyers, and experts in taxation). Efforts will be made for a gender balance among participants.

The participants/co-authors will be credited for their contributions to the publication, with their names and organizations listed in the front pages of the product.

### **6. PUBLICATION FOCUS AND PURPOSE**

The purpose of the publication will be to unpack the current, and potential new usages of the 'enumerations', based on experiences and lessons learned in different contexts, and identify how the information produced by community-led enumeration exercises can also be effectively used to strengthen security of tenure through state recognition, and for use in formal physical planning procedures.

The publication will be exploratory in nature and examine the process of conducting 'enumerations' globally, and the benefits and limitations of different methods in different settings. The core of the publication will examine:

- (i) How enumerations have been used to date (such as for planning, relocation and access to credit purposes) and strengths/weaknesses if their application in different contexts; and
- (ii) Potential new areas of usage for enumerations (such as evidence of land rights, land information, taxation, city-wide upgrading, and in the utilization of the GLTN Social Tenure Domain Model (STDM)).

While the outline below has been prepared (see Annex A) to start guiding the process of publication-development, this is open for discussion prior to, and during the Writeshop, drawing on the expertise and views of the participants.

## 7. PARTICIPANTS'/CO-AUTHORS'S ROLES

### Prior to the Writeshop

Participants will be invited to reflect on the publication structure (see Annex A) prior to the Writeshop, and to provide feedback on which chapters they would like to take a lead on (and/or additional topics/chapters they may suggest).

Each participant will be requested to submit a 5-8 page draft of their chapter prior to the Writeshop, and no later than **15 September 2009**. This does not have to be a polished manuscript, as it will be discussed and revised substantially during the writeshop.

Some guidelines to keep in mind while writing are to:

- **Address themes** common to GLTN partners such as pro poor, governance, gender, affordability and equity if it is useful for your text and case.
- **Avoid jargon.** Don't use words (like "enumeration"!) that our readers will not understand.
- **Keep it simple.** The aim is to produce a book that people can read and use, rather than one that goes into every academic nook and cranny of the topic.
- **Use the active voice.** "Run through the questionnaire several times with the interviewers" is better than "The interviewers should be trained in how the questionnaire should be used".
- **Use lists where appropriate.** You can use bullets and run-in boldfaced headings (like in this list).
- **Use lots of subheadings.** Subheadings make it easy for readers to navigate through the chapter.

### At the Writeshop

During the writeshop, each participant will present his or her draft to the participants for comments, discussion and critique. A team of editors will assist the participants to revise their manuscripts during the Writeshop. Please note that it may be necessary to revise, restructure or rewrite manuscripts so they fit into a single publication with a unified style and approach.

### Things to bring to the Writeshop

- **A laptop computer** – we will be doing a lot of writing during the Writeshop. If at all possible, please bring a laptop with you.
- **Photographs** – for example of slums (e.g., before and after an upgrading), local people doing things, buildings, enumeration activities, etc.
- **Supporting data** – we may need this to develop further cases and process chapters.
- **Reference materials** – reports, training materials, guidelines, lists of websites, names and addresses of organizations that do or support enumerations, etc.

## **Post-Writeshop**

The Chief Editor and team, in close consultation with UN-HABITAT/GLTN staff will finalize the publication and prepare the accompanying products (policy brief and perhaps a flipchart) shortly after the Writeshop. Writeshop participants/co-authors will be invited to provide additional information and updates in this process.

## **8. LOGISTICS**

A separate note outlining the travel and accommodation arrangements for the above Writeshop will be sent out separately to all confirmed participants/co-authors.

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## Annex A: Draft publication outline

	Topic	No of pages	Comments
	Front matter/Foreword	10	
<b>I.</b>	<b>Introduction</b>	2	<ul style="list-style-type: none"> <li>▪ Including why GLTN is working in this area and UN-HABITAT mandate on secure tenure &amp; who the toolkit is written for (target group &amp; objective)</li> </ul>
<b>II.</b>	<b>Defining enumerations and the benefits and limitations of different enumeration methods</b>	12	<p>Please structure the chapter along the following lines:</p> <ul style="list-style-type: none"> <li>▪ What are “enumerations”? (or “community mapping and surveys”?)</li> <li>▪ Who are the stakeholders involved? (community organizations, NGOs, local authorities, donors, private sector, lawyers, land surveyors, etc.)</li> <li>▪ How to do enumerations? Description of basic methods, including planning, building a team, liaison with stakeholders, working with local people, data gathering, mapping, validation, analysing the results, using the results, etc.</li> <li>▪ An overview of variations on the approaches used for different purposes (do not go into detail on these as they will be covered in the following chapters)</li> <li>▪ Critical analysis of enumeration use in certain contexts &amp; things to be aware of, such as true “participation”, when enumeration efforts have potential to be scaled up city-wide, when they have specific added-value etc.</li> <li>▪ GLTN’s position</li> <li>▪ A summary of the kind of questions the above raises.</li> </ul>
<b>III.</b>	<b>Current purposes of enumerations</b>	1-2 page intro	<ul style="list-style-type: none"> <li>▪ Overview of ways in which enumeration results have been used &amp; how to exploit the momentum gained from the enumeration process</li> </ul>
(a)	Community empowerment/strengthening negotiation positions	8	<p>Please structure each sub-chapter along the following lines:</p> <ol style="list-style-type: none"> <li>1. Definition/introduction to specific purpose</li> <li>2. Case study/ies illustrating how enumerations results have been applied for this purpose (enough information for the reader to understand the situation, what was done to implement the enumeration, who was involved, how the information was used, and what the outcome was.) A case may be ½ a page to 4 pages. Please include more than one case if appropriate.</li> <li>3. Critical analysis of the advantages/gaps of enumerations for this particular purpose, which should include the following aspects as appropriate: participation (or lack thereof), impact on poor populations, gender-sensitivity, potential for upscaling, and linkages to institutions etc).</li> <li>4. Conclusions/recommendations/way forward</li> </ol>
(b)	Urban planning	8	
(c)	Relocation/alternatives to eviction	8	
(d)	Informal recognition of	8	

	rights/claims		
(e)	Dispute resolution mechanisms	8	
(f)	Finance/savings./access to credit	8	
(f)	<i>etc</i>	8	
<b>IV.</b>	<b>New application of enumerations</b>	1-2 page into	<ul style="list-style-type: none"> <li>▪ Capturing how enumeration results can engage with formal systems &amp; the community mobilization aspects of each.</li> </ul>
(a)	First legal security of tenure/evidence of land rights	8	<p><u>Please structure each sub-chapter along the following lines:</u></p> <ol style="list-style-type: none"> <li>1. Definition/introduction to specific purpose</li> <li>2. Description of how enumerations results have up to now been applied for this purpose, how and why it is being considered for this purpose, and case study if available (enough information for the reader to understand the situation, what was done to implement the enumeration, who was involved, how the information was used, and what the outcome was.) A case may be ½ a page to 4 pages. Please include more than one case if appropriate.</li> <li>3. Critical analysis of the potential advantages/gaps of enumerations for this particular purpose, which should include the following aspects as appropriate: participation (or lack thereof), impact on poor populations, gender-sensitivity, potential for upscaling, and linkages to institutions etc.</li> <li>4. Conclusions/recommendations/way forward</li> </ol>
(b)	Adjudication	8	
(c)	Information management/keeping, maintaining and supplying enumeration data over time	8	
(d)	Taxation	8	
(e)	City-wide upgrading	8	
(f)	Social Tenure Domain Model (STDm)/pro-poor land information system that can record cadastre as well as a range of rights	8	
(g)	<i>etc</i>	8	
<b>V.</b>	<b>Way forward</b>	8	<ul style="list-style-type: none"> <li>▪ What works and what does not work in terms of enumerations</li> <li>▪ What activities are needed to take this process forward</li> </ul>
<b>VI.</b>	<b>Resources</b>		
	Further reading	3	
	Organizations and websites	3	
	Participants' profiles	6	
	<b>Total estimated pages:</b>	125+	