

User Manual

www.forestry.gov.na/community-forestry

Background: Community Forestry is one of the core programmes of the *Directorate of Forestry* under the *Ministry of Agriculture, Water and Forestry (MAWF)* and is a component of Namibia's *Community-Based Natural Resource Management Programme (CBNRM)*. This data portal provides information and documentation on Community Forestry in Namibia to both the interested public and to staff working with Community Forests.

Site Navigation: One major design objective was for the system to be as user-friendly and intuitive as possible. The system was designed in a way that provides always several ways to access certain content. For example, the content/documents for a certain Community Forest can be accessed either by navigating to the subpage for that Community Forest by using the menu bar at the top or the navigation panel on the left. Or it can be accessed by clicking the corresponding link in the status chart or the map browser.

Website content

- A **About Community Forestry** – General Information on the Community Forestry Programme
 - A.1 **What is a Community Forest?**
 - A.2 **Status of Community Forests** – Monitoring chart providing information on status of Community Forests
 - A.3 **General Documentation** – Public part of the document repository containing general information on Community Forestry.
- B **Map Browser** – Interactive web map, containing various thematic layers related to Community Forestry and linking to CF-specific content.
- C **Browse by Region** – Access to regional sub-sites containing information on Community Forests in a certain region.
- D **Document Repository** – Full document repository for Community Forestry (login required) with search function.
- E **Contact** – Interactive map providing contact information for all Directorate of Forestry offices in Namibia.
- F **Return to Forestry Data Portal** – Link to access to the Forestry Data Portal, the parent site to access any forestry-related topic.
- G **Sign In** – Button to sign in for full access. For creation of a user account, please contact the *system admin*.



Full Access to the Document Repository: Full access to the entire document repository requires a user account and is restricted to Directorate of Forestry staff. To request for the creation of a personal user account, contact the *system admin* and provide your name, position and email address. Note that user accounts can only be created for email addresses ending with a *.gov.na domain.

Site Maintenance: For this site to fulfill its purpose of providing up-to-date information and documentation on Community Forestry in Namibia, all Directorate of Forestry staff are requested to both use it and contribute to its maintenance by submitting any existing and newly produced documentation related to the Community Forestry Programme to the *system admin*.