

ANNEX 6: GUIDELINES FOR BEEL USER GROUP (BUG)

Local Government Engineering Department (LGED) under Local Government Division of Ministry of Local Government, Rural Development and Cooperative is implementing Haor Infrastructure & Livelihood Improvement Project (HILIP) with financial assistance from the International Fund for Agricultural Development (IFAD), Spanish Trust Fund (STF) and Government of Bangladesh (GOB) in targeted haor areas of Sunamganj, Netrakona, Habiganj, Kishoreganj and Brahmanbaria districts covering 28 upazilas. About 500 water bodies will be transferred to HILIP for community resource management by fishermen and women, under a MOU with the Ministry of Land of Bangladesh Government. 300 beels will be transferred from Sunamganj Community Based Resource Management Project (SCBRMP) to HILIP and 200 new beels will be taken from the Ministry of Land for their management in the 4 (Four) new districts.

The objectives are to increase the sustainable income of fishers and ensure sustainable beel resource management through institutional, infrastructural and technical support. All through the efforts to resource management, a community based approach is being followed.

These guidelines have been developed for the Beel Users Group (BUG) of HILIP to assist them in building viable institution of their own and in practicing sustainable resource management.

These guidelines have been developed through the experiences of SCBRMP and other community-based fisheries management projects. They have been developed in a participatory manner consulting with the fisher community and the experts in community based beel resource management. In developing it, the values and the rules of the Government's Jalmohal Policy Guidelines have been followed.

This is an updated version in the light of the present Jalmohal Management guidelines - 2009 and the learning so far gathered in implementing the programme of beel resource management and development.

ARTICLE I: Name, Address and Territory

Name of the Organization: (Beel User Group)

Address:

Territory:

Village:

Union:

Upazila:

Beel Area:

Mouza:

District: Sunamganj/Kishoregonj/Netrokona/Habiganj/Brahmanbaria

ARTICLE II: Values, Goals and Objectives

Section1: Values

This organization is formed with the assistance of Haor Infrastructure and Livelihood Improvement Project (HILIP) of LGED based on a MoU signed between the Local Government Division of the Ministry of LGRD&C and the Ministry of Land (MOL). This is to be implemented following the Clause 3 (Ka) of Government Guidelines and rules for Jamohal Management 2009.

Section 2: Goals

To ensure long term rights to use beel resources by the genuine fishers, landless, distressed man and women or having land of less than 2.5 acres and living in or around the beel for increased fish production in a sustainable management to improve the wellbeing of the targeted group.

Section 3: Objectives

1. Ensure access of local fishers to beel resources.
2. Improve the ecological condition of the beel and its restoration.
3. Increase production of the beel resources at maximum level.
4. Ensure increased income & benefit following Fish Acts by catching fish in a tolerable way.
5. Develop skills of fishers for beel management through training on technology, social and institutional development.
6. Ensure participatory approach in all decision making processes for beel resource development.
7. Develop skills of the fishers through haor based jalmohal management for establishment of sustainable jalmohal management.
8. Ensure women participation in the mainstream of beel resource management
9. Necessary support for Jalmohal management through haor based Jalmohal management.

ARTICLE III: Activities

1. Developing of institution of fishers through mobilization.
2. Ensuring payment of yearly lease fee and initiate development of beel resources through institutional savings and members' contribution.
3. Arranging and attending BUG meeting regularly
4. Drawing of long and short term plan for beel resource development and implementation in an organized manner through participatory discussion.
5. Improving fish habitat through re-excavation of beel and canal.
6. Arranging training for better management.
7. Arranging training in technical skill development for better beel resource management
8. Demarcating the beel area and retain properly.
9. Establishing fish sanctuary and secure properly from any adverse situation.
10. Planting swamp trees and protect them for restoration.
11. Introducing comparable cost effective fish harvesting techniques.
12. Assisting for restoration of aquatic environment of the beel.

13. Taking initiative to add value of fish harvest for sorting, drying & processing and so on.
14. Taking initiative to ensure more income by using the beel shore for agricultural activities
15. Initiating welfare activities for the BUG members and for others in the society in special cases.
16. Taking efforts to ensure more participation of women along with men in beel resource management.
17. Taking initiative for better marketing of the beel produces.
18. Keeping communication with the concerned departments such as Fisheries, Agriculture, Environment for improved management of beel resource.
19. Taking initiative to resolve conflicts of interest in beel resource access/management.
20. Initiating efforts to follow and practice the rules of the Government's Jalmohal management policy guidelines.
21. Observing the social and environmental days.
22. Protecting the beel resources from any illegal and harmful activities.
23. Ensuring fair distribution of the benefit among the BUG members.
24. Taking initiative to give the BUG a sustainable institutional structure.
25. Taking initiative to raise capital of BUG through income generation activities.
26. Ensuring transparent account management through regular systematic documentation of all transactions.

ARTICLE IV: Structure of the Organization

The Beel User Group (BUG) will be formed with the genuine fishers from nearby villages of the jalmohals and they will be the members in the executive committee. There will be 9 members from this BUG in the executive committee who will be directly elected by voting to form Beel Management Committee (BMC).

ARTICLE V: Membership

Section 1: Eligibility for Membership

1. Should be the permanent resident in the working area or be living within nearby villages of the beel and holding own land below 2.5 acres.
2. Should be genuine fisher according to the criteria of Government Jalmohal Management Policy Guidelines.
3. Should be elected from the list of genuine fishers prepared by HILIP and approved by the Government official and should be the genuine fishers as per existing Government Jalmohal Management Policy Guidelines.
4. Should not be convicted by Court.
5. Should be 18-60 years of age (at least 20% women) in BUG in CRM.
6. Not more than one member from one family can be the member of BUG.
7. Defaulter or expelled from other organization or ousted CIG cannot be the member of BUG.
8. Members of the CIG of the project will get preference to be the member of BUG.

Section 2: Admission procedures

1. For the new BUG, the genuine fishers shall have to apply to HILIP to become the member and should be in the list of fisher prepared by HILIP for that concerned beel.
2. For membership to ongoing BUG the intended fisher shall have to apply to concerned BUG and should be in the list of fisher prepared by HILIP for that concerned beel.
3. An admission fee of Tk. 50 shall be paid.
4. To get enrolled in an ongoing BUG, the applicant shall have to pay all the dues that others members have already paid.
5. Shall have to give a signed undertaking (given in annex 1) that he/she shall abide by all the rules of the BUG guidelines.

Section 3: Rights, Roles and Responsibilities of the Members

1. Shall enjoy the full user right on the concerned beel.
2. Shall agree to pay all fees/dues being BUG members
3. Shall take part in 80% activities of beel fishing. It is relax-able for women member.
4. Should be gender proactive.
5. Shall be regular in attending BUG meeting.
6. Shall have to take part in planning, implementation and supervision of beel management.
7. Shall be prepared to take part in training.
8. Shall have to provide full support and active roles in protecting the beel resources.
9. For enjoying any benefit from beel resources at least 90% attendance in BUG meeting shall have to be ensured.
10. For guarding beel any family members can be substituted subject to the decision and approval of the BUG.
11. Shall have to consciously follow the rules of BUG byelaws and the Fish Conservation Acts.
12. Shall elect BMC members for beel management.
13. Assist and cooperate Project initiated research and monitoring activities related to beel resources and fisher community development.

Section 4: Resignation, Termination and Absence

1. May leave willingly.
2. If died.
3. Not obeying the decision like: Not paying dues, not participating in assigned duties, not attending meeting, not doing duties as per decision.
4. Absent in meeting for consecutive three times without any valid reasons.
5. If get convicted by court for reason.
6. Involved in anti-social/moral activities.
7. Migrated permanently.
8. Get involved in anti-BUG activities.
9. If become physically and mentally unfit.
10. If involved or proved for anti-interest or down mining the name of the organization.
11. At the time of membership termination, the member shall get back his/ her savings.
12. Any expelled member shall not be entitled to get benefit from group fund, except his/her savings, if he/she is expelled due to 3, 4, 5, 6, 7, 8, and 10 of Section 4 in Article V.

Section 5: Successor

1. Nominee of a BUG member shall be allowed to receive all benefits earned by him/her due to death/old/sickness. The successor nominated shall not be a member of BUG.
2. The name of the nominated person shall be in the register of the BUG.
3. BUG should be informed in writing in case of changing the nominee by virtue of succession and this should be placed in BUG meeting making a quorum.

ARTICLE VI: Beel Management Committee / Office Bearers

Section 1: Size and Composition

There shall be 9 members in the name of Beel Management Committee where 25-30% members shall be women.

The composition of the committee shall be:

President	1
Vice President	1
General Secretary	1
Assistant General Secretary	1
Accountant	1
Organizing Secretary	1
Member	1
Member	1
Member	1

Section 2: Tenure

BMC shall be elected for two years and no BMC member can be elected for the next consecutive 2 years.

Section 3: Election of BMC

All BMC members shall be elected by direct voting by the BUG members. Each member shall have one vote to cast against each candidate. Election of the organization shall be made through secret ballot method. Election shall be conducted following project's election procedure of election shall be followed. If the organization goes under any registration entity then the procedure of that entity will be followed.

Section 4: BMC Meeting

The meeting of BMC shall be held after 15 days of BUG meeting. President of BMC shall chair the meeting. In absence of the President, Vice-President shall take roles of president.

Section 5: General Roles and Responsibilities of BMC

1. Work as office bearers of the BUG.
2. Lead the BUG to achieve the objectives with values.
3. Initiate the plan and implement it for better beel resource management.
4. Organize the fortnightly meeting and review the implementation progress and issues of the decisions taken in earlier BUG meeting.
5. Take initiative to mobilize fund for beel development.
6. Set strategy for long term (06 years) development and implementation of the beel resources.
7. Collect lease value and pay all dues.
8. Implement Fishers Acts.
9. Issue license for individual fishing.
10. Arrange training for the BUG members.
11. Resolve conflicts in BUG members.
12. Arrange local shalish to resolve any court cases/conflicts.
13. Ensure unity and integrity among BUG members.

Section 6: Specific Roles and Responsibilities of BMC members

1. President

- 1.1 Invite the BUG, BMC and the Annual General meeting.
- 1.2 Represent the BUG to other organizations.
- 1.3 Prepare all beel management plans & give direction for implementation through participatory way.
- 1.4 Responsible for financial transactions and sign all check, deed and other documents in this regard.
- 1.5 Take vital role to resolve the conflict.
- 1.6 Take constructive effort to give the sustainability to BUG and also encourage others.
- 1.7 Contribute for beel development and encourage the BUG members for institution building.
- 1.8 Maintain liaison with Government and Non-Government organizations.
- 1.9 Approve all resolutions of the meetings.
- 1.10 Supervise all activities of the organization.
- 1.11 Responsible to implement any decision of the project management.

2. Vice President

- 2.1 Responsible to carryout the jobs in absence of the President.

3. General Secretary

- 3.1 Write and maintain all the documents and records.
- 3.2 Take the role for day to day management of BMC.
- 3.3 Prepare all the instruments of transaction and sign thereof.
- 3.4 Ensure the management of all development activities including fish harvest.
- 3.5 Call the meetings taking permission of the President.
- 3.6 Shall take the role of the organizing secretary in his/her absence.
- 3.7 Arrange training for the BUG members.
- 3.8 Assist in project initiated research and monitoring activities related to beel resource and fisher community development.

4. Assistant General Secretary

- 4.1 Take the responsibilities of the Secretary in his/her absence.

5. Accountant

- 5.1 Prepare and keep records of all transaction of income and expenditure of the organization.
- 5.2 Advise financial planning and control of the organization.
- 5.3 Place the financial report in the General meeting of the BMC.
- 5.4 All transactions will be made jointly by the President and the General Secretary.
- 5.5 Collect the bank reconciliation statement every month and place in BUG and BMC meeting.
- 5.6 Collect all dues and others from BUG members and make entry into the register (cash book, register etc). In addition, pay lease value to concerned department /bank, receive contribution and arrange for the deposit in the bank. He will be responsible for implementation of all transactions.
- 5.7 Prepare half-yearly financial statement of different accounts and place it in Executive Committee meeting.
- 5.8 Assist in auditing.

6. Organizing Secretary

- 6.1 Make the organization strengthened and dynamic following the advise of the President.
- 6.2 Mobilize the members for taking sustainable development activities.
- 6.3 Ensure to protect beel resources based on field activities.
- 6.4 Take initiative to resolve conflicts as per advice of the President.
- 6.5 Arrange to observe social and environment days.
- 6.6 Take initiative to mobilize all BUG members to attend in regular meeting.
- 6.7 Assist President and Secretary to take initiatives for institutionalizing BUG as an institution.
- 6.8 Take necessary initiative to promote gender right and values in BUG.

7. Members

- 7.1 Assist the members of the executive council of BMC in its works and take responsibilities entrusted by the executive board.

Section 7: Resignations, Termination, and Absence

Resignation from the BMC shall be in writing to the committee, which will be approved by the President or Secretary with a copy to concerned UPC. A BMC member shall be terminated from BMC if a member remains absent for more than two times in annual BMC meeting a year (section 4 of Article V). A BMC member may regain his/her membership by direct voting of the three-fourth BMC members, but in this case the decision shall be agreed upon by majority members present in monthly regular meeting of BUG.

ARTICLE VII: Meeting

Section 1: Regular Meeting

BUG members shall be together for meeting at a particular place, at a specific time and place in each month. In that meeting the minutes of the last meeting shall be reviewed and current and future plan of work are to be set. The meeting shall be conducted in a systematic manner ensuring participation of all members. Members attending the meeting should sign in the resolution register.

Section 2: Annual Meeting

Annual General Meeting shall be held once a year. A notice with specific agenda shall be served notifying to all BUG members before 30 days of the date of the meeting. In this meeting the overall yearly physical and financial progress including the internal audit reports shall be placed before the members and next year plan of activities shall be drawn.

Section 3: Special Meeting

Special meeting can be called by the President on emergency basis at any time by issuing a notice giving a minimum of 1 (One) week or 3 (Three) days.

Section 5: Quorum

For quorum of any meeting attendance of three fourth members shall be required to take any decision and at least half of the women members enrolled in any group/committees should be present.

Section 6: Voting

Any issues to be voted on shall be decided by a majority of those present at the meeting in which the vote takes place.

ARTICLE VIII: Rules of Fishing/Harvesting

Section 1: Collective/Organized Fishing

1. At least 80% members of BUG shall participate in fish harvesting.
2. Harvesting shall take place following a plan including day, date and time approved in BUG meeting.
3. All harvested fish shall be placed at specific place.
4. Women shall be encouraged to participate in harvesting with specific work suitable for them such as sorting fish, record keeping and so on.

Section 2: Individual Fishing

1. Individual fishing can only be done on gear license basis.
2. The persons who will have specific gear license from BMC, they will have right for individual fishing.
3. License value shall be categorized on gear types, season/time and place basis.
4. No harmful gear (as declared by Fish conservation Acts) shall be allowed for licensing.
6. No individual fishing shall be allowed during closed period and in the restricted zone such as fish sanctuary.

Section 3: Subsistence Fishing

Any villagers adjacent to beel may catch fish for own consumption under the following conditions:

1. Villagers adjacent to beel may catch fish during a particular season, time and with specific gears for consumption only as determined by the concerned BMC.
2. Villagers around the beel are allowed for subsistence fishing shall have to collect identity card from BUG for fishing.
3. Fees against subsistence fishing, if imposed, shall be used for village development activities.

Section 4: Compliances

1. Fish harvesting shall follow the rules of Fish Conservation Acts.
2. Local practice that does not conflict with fisheries act can be practiced.
3. BUG can apply new rules and that shall not be against fish conservation act.
4. BMC can apply specific fine for breaking any rules in harvesting fish.
5. Sanctuary shall be fully restricted for fishing.
6. Any katha, if selected for pile fisheries that shall be maintained according to the rules of pile fishing.
7. All records of fish harvest shall be recorded immediately in the books.

ARTICLE IX: Rules of Selling and Marketing

Section 1:

1. The harvested fish shall be placed at a specific location and be sold on open auction adjacent to beel area. For mobilizing maximum numbers of buyers in auction mass contact should be done prior to the date of auction informing the sellers of the date, time and place of auction.
2. For better price the fish shall be sorted out based on species and that shall be done by the women BUG members by paying the wages.
3. Fish can not be sold on credit by any means.
4. BUG member can participate in buying fish on auction.
5. For earning more income the harvest may be marketed to other places as well such as bigger market at district town based on decision in the BUG meeting.
6. The sold money shall be deposited in Bank account on the day of selling or on the next day.
7. If the BUG members wanted to reduce the buying price directly or indirectly in the auction after making a syndicate and if proved they will be liable for punishment with penalty.

Section 2: Compliances

1. Fish harvesting shall follow the rules of Fish Conservation Acts.
2. Local practice that does not conflict with fisheries act can be practiced.
3. BUG can apply new rules and that shall not be against fish conservation act.
4. BMC can apply specific fine for breaking any rules in harvesting fish.
5. Sanctuary shall be fully restricted for fishing.
6. Any katha, if selected for pile fisheries that shall be maintained according to the rules of pile fishing.
7. All records of fish harvest shall be recorded immediately in specific books of record.

ARTICLE X: Rules of Benefit Distribution

Section 1:

All members of BUG shall take part in activities that are equally distributed in terms of responsibilities and considering the competitiveness. The benefit shall be equally distributed to members irrespective of gender.

ARTICLE XI: Financial Management

Section 1: Sources of fund

1. Admission fee of the members.
2. Weekly/Monthly savings in BUG.
3. Member's contribution to BUG activities.
4. Gear license fee.
5. Sell from fish and other produces.
6. Loan taken by BUG.
7. Penalty.
8. From others activities as approved by BUG with the consent of HILIP.

Section 2: Heads of Key Expenditure

1. Office rent.
2. Office management and staff employment.
3. Books for account and record keeping.
4. Guarding.
5. Fish harvesting.
6. Establishing sanctuary.
7. Fixing demarcation, manufacturing and placement of pillars.
8. Setting Katha in the beel.
9. Maintenance of sanctuary, area demarcation, pillar & Katha.
10. Investing in income generation activities.
11. Arranging promotional activities, such as day observation, conservation campaign and so on.
12. Contribution to social causes
13. Training.
14. Inspection.
15. Others as approved by BUG with the consent of HILIP.

Section 3: Bank Account

1. There must be a BUG account with a suitable schedule bank.
2. The account will be operated with joint signatures of the President, General Secretary and the Treasurer.
3. All transactions of the BUG must be done through bank.
4. Any withdrawal shall be supported by BUG meeting resolution where it will have signature of 90% of BUG members and the expenditure shall be approved by concerned HILIP official.
5. Reconciliation of bank account shall be done on monthly basis.

Section 4: Internal Audit

1. Audit of BUG shall be done on yearly basis after beel harvest and completion of the beel development activities. This audit shall be done once per year.
2. The income and expenditure statement shall be prepared before the internal audit and that should be presented and approved by respective BUG monthly meeting.
3. The internal audit shall be placed in BUG annual meeting for approval
4. BUG members shall be trained for conducting internal audit.

ARTICLE XII: Sustainability

Section 1:

According to the MoU signed by the Ministry of Land the beels are transferred to project for the tenure of 6 (Six) years. During this period the management of these jalmohals shall be carried out by the project of LGED. The activities in this regard shall regularly be evaluated by district and upazila administrations concerning to the jalmohals management and development. A proposal will be sent to Land Ministry for further extension of lease period for the beels that performed well. If the lease period is extended these beel shall have to be managed by the BUG themselves without any project's support and to be managed having registered with any suitable authority.

ARTICLE XIII: Amendment

Section 1:

These guidelines may be amended if found necessary by two-third majority in Annual General Meeting or in emergency meeting of the BUG. However, any amendments shall be subject to approval of Project Director (HILIP).

ARTICLE XIV: Dissolution

Section1:

The organization can be dissolved by the project management following the Jalmohal management rule 5(4)(dha) of 2009 with all its committees may be dissolved. Beside this, if dissolution becomes necessary a written application with two-third members is addressed to the Project Director, HILIP who order for dissolution. Under these circumstances the Project Director, HILIP may dissolve the organization subject to the final settlement of all its financial liabilities.

ARTICLE XV: Certification

These guidelines were approved by the Project Director, HILIP on 16.01,2014.

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Signature

Md. Khalilur Rahman
Project Director, HILIP, LGED

Undertaking

I do hereby sign and undertaking to abide by all rules and responsibilities mentioned in these Guidelines:

[illegible]

Name:

Signature:

Address: