

## National Biodiversity Strategy and Action Plan - INDIA

### GUIDELINES FOR PROCESS DOCUMENTATION

Perhaps as important as the National Biodiversity Strategy and Action Plan (NBSAP), is the *process* of formulating it. In the formulation of most such strategies and plans, the process is generally overlooked. The NBSAP for India is somewhat different from the very conception. The strategy is to decentralise as far as possible and proceed from the grassroots level upwards. The documentation of the entire process thus becomes extremely important. An analysis of the process, focussing on its limitations and strengths, would be a useful model for other countries formulating their respective NBSAPs. Since the NBSAP is equally 'process oriented' as it is 'product oriented', systematic documentation of the process is critical. It will reflect the creativity of ideas, participation at different levels and grassroots initiatives.

The NBSAP is designed to operate at many different levels where different events (workshops, seminars, and other public meetings) will be conducted to arrive at strategies and action plans. The process documentation should record the evolution of a collective understanding of a group of participants, their thinking and perspectives. Importantly, documentation must be candid and an honest representation of the failures and successes of the process. Strategies and action plans will evolve after the analysis of several options. Nodal agencies are encouraged to document these options as also the process where one option is selected over others. Anecdotes and stories are encouraged.

Process documentation at different levels could be obtained through the following process:

--*Steering Committee*: Minutes of each meeting (duly whetted by each member)

--*Technical and Policy Core Group*: Minutes of each meeting (duly whetted by each member)

--*State Steering Committee*: Minutes of each meeting (duly whetted by each member)

--*State Nodal Agency*: Must be included in the mandate that for each event organised in the state, the agency will document not only the product but also the process

--*Inter-state Ecoregional Working Groups*: Must be included in the mandate of each working group that the final report will comprehensively describe the process of action plan formulation

--*Substate /Local Nodal Agency*: Must be included in the mandate that for each event organised at the district/local level, the agency will document the process also

--*Thematic Working Group*: Must be included in the mandate for each working group that the process of action plan formulation must be documented

### SPECIFIC GUIDELINES

The output of various groups should include documentation of different processes used for preparing the action plan or strategy. For example, whether creative media such as theatre was used, and if so, for what, when, where, and with what outcomes/impacts.

In the case of **workshops and seminars**, documentation must have the following:

- List of participants and rationale for their selection
- How discussion was structured
- In case of dividing the participants into working groups, the themes and conclusions of each working group

In the event **field work** was undertaken, documentation of when, how, and by whom it was undertaken

Local **community sources** should be given as much credit and importance as **formal research/sources**; as far as possible, individual informants/participants should be named (it is generally not acceptable to say "a villager told me", just as it is not acceptable to quote "a scientist").

A detailed **bibliography** of existing sources must be given in a standard format. The format must include the following:

(for printed books): Last name of author/s. First name of author/s. Year of publication. Title of Book (in Italics, and with each word starting with caps). Publisher. Place of publication.  
(e.g. Rodgers, W.A and Panwar, H.S.1988. *Planning a Wildlife Protected Area Network in India*. Wildlife Institute of India, Dehradun.)

(for articles in journals): Last name of author/s. First name of author/s. Year of publication. Title of article. Name of journal (in Italics). Volume and number. Page numbers.  
(e.g. Myers, N. 1980. Biodiversity hotspots of the world. *Sanctuary Magazine*. 32(2): 34-37.)

(for unpublished reports and theses): Last name of author/s. First name of author/s. Year brought out. Title. Organisation/institution, if any, that has brought out the report. Place brought out from.  
(e.g. Apte, T. 1995. *Seducing the Imagi-Nation: Woman as Symbol of the Nation in Popular Hindi Cinema*. MA Thesis, University of Kent, U.K.; or  
Apte, T. 1995. *Women in Popular Hindi Cinema*. Kalpavriksh, New Delhi. Unpublished report.)

(for personal communication with individuals, either letters or conversation/interviews): Full name of informant, number of letter if any, subject matter on letter if any, and date of communication.

The head/coordinator of each working group/state nodal agency/other executing agency could also keep an **informal logbook**, of personal discussions and observations. Some of these may not be possible to integrate immediately into the process documentation, but could be useful later on, with the benefit of hindsight.