

# Protecting Our Heritage

**A Community Guide to  
Safeguarding Traditional  
Knowledge  
in Mozambique**

## Acknowledgments

This report was developed by Ana Alecia Lyman for Natural Justice. This report forms part of a series of guidelines and tools to support local communities in Mozambique to explore, document and preserve their traditional knowledge and traditional cultural expressions. Local communities have rights with respect to their traditional knowledge, biological resources and climate adaptation measures, mostly grounded in customary laws, that need legal protection.

By assisting communities in deepening their understanding of the legal protections afforded to them, Natural Justice hopes that communities will benefit and defend their traditional knowledge against misappropriation or other threats.

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Please view the other reports in this series:

1. Protecting Traditional Knowledge in Mozambique: Current legal and institutional frameworks
2. Protecting Our Heritage: A Community Guide to Safeguarding Traditional Knowledge in Mozambique
3. A Traditional Knowledge Database for Mozambique

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# Introduction

Dear Community Members

This guidebook is a practical tool for protecting the valuable traditional knowledge that has been passed down through generations in your community. It will help you understand your rights and show you how to use Mozambique's laws to protect your community's wisdom and resources.

This book contains the following topics:

1. The importance of Traditional Knowledge
2. Laws and regulations that protect community traditional knowledge
  1. Through the Institute for Industrial Property ("Geographic Indicators" registration)
  2. Through the National Directorate of the Environment ("Access and Benefit Sharing" Regulation)
3. How to protect your traditional knowledge with "Geographic Indicator" registration
4. How to protect your traditional knowledge through the "Access and Benefit sharing" regulation
5. Documenting your traditional knowledge
6. Developing a Community Protocol

It's important to note that, at the time of this booklet's publication (February 2025), new regulations and initiatives are under development that will have an impact on the legal frameworks that address protection of Traditional Knowledge. The expectation is that this booklet will be updated to incorporate new considerations as they are formalized.

For a copy of the newest version of this publication, please contact: Natural Justice  
[www.naturaljustice.org](http://www.naturaljustice.org)

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# The importance of Traditional Knowledge

## What is Traditional Knowledge?

Traditional knowledge includes all the wisdom, skills, and practices that your community has developed and preserved over time. This includes:

- Knowledge about medicinal plants and their uses
- Traditional farming methods
- Cultural expressions and ceremonies
- Knowledge about local plants and animals
- Traditional conservation practices
- Local craft-making techniques

## Why Protecting Traditional Knowledge Matters

Your traditional knowledge is valuable and deserves protection because:

- It is part of your community's identity and heritage
- It can provide economic benefits for your community
- Others might try to use it without your permission
- Once lost, it is difficult to recover
- It helps preserve biodiversity and natural resources

## Your Basic Rights

As a community in Mozambique, you have the right to:

- Control who can access and use your traditional knowledge
- Enter into agreements that define how your knowledge may be used
- Receive benefits when others use your knowledge
- Say "no" to requests to use your knowledge
- Register and protect your traditional knowledge
- Form associations to manage your resources and traditional knowledge

## **The Value of Your Traditional Knowledge**

Your community's traditional knowledge represents more than just information - it is a living heritage that connects past, present, and future generations. When you protect your traditional knowledge, you are:

### ***Preserving Your Cultural Identity***

- Keeping your community's unique practices alive
- Maintaining connections with your ancestors
- Strengthening community bonds
- Passing wisdom to future generations
- Protecting sacred and spiritual traditions

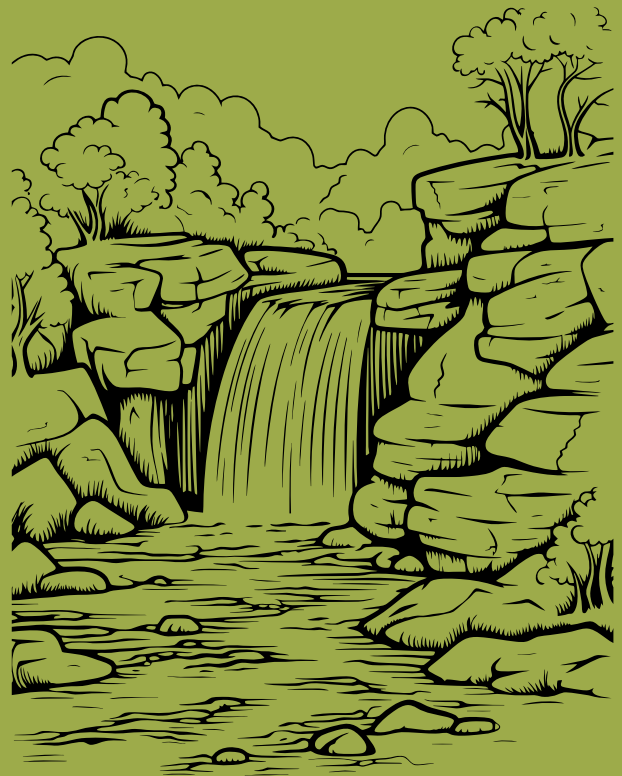
### ***Supporting Your Community's Development***

- Creating sustainable livelihoods
- Opening new economic opportunities
- Building community enterprises
- Protecting valuable resources
- Maintaining food security

### ***Contributing to Global Solutions***

- Offering sustainable environmental practices
- Providing alternative healthcare approaches
- Supporting biodiversity conservation
- Sharing climate change adaptation strategies
- Demonstrating sustainable resource management

Your traditional knowledge is increasingly recognized worldwide as vital for addressing modern challenges. From developing new medicines to finding solutions for climate change, traditional knowledge offers valuable insights that benefit both your community and the wider world. By protecting and managing your traditional knowledge wisely, you ensure that your community maintains control over this valuable resource while sharing its benefits fairly.



## Rights and Responsibilities of Knowledge Holders

- Control access
- Maintain secrecy
- Transfer knowledge
- Monitor usage
- Enforce protection

Knowledge holders play a vital role in protecting and preserving traditional knowledge for current and future generations. As respected custodians of community wisdom, they have both the right and responsibility to control who can access traditional knowledge, ensuring it is shared only according to community protocols and customs.

They must maintain the secrecy of sacred or sensitive information, sharing it only with properly chosen successors through established traditional methods. Knowledge holders are responsible for carefully transferring knowledge to the next generation, following proper ceremonies and teaching methods.

They must also actively monitor how their community's knowledge is being used, watching for unauthorized use or misappropriation.

When violations occur, knowledge holders have the authority and duty to enforce protection measures, working with community leaders and relevant authorities to stop unauthorized use and ensure proper protocols are followed.



## Understanding the Legal Framework that Protects Traditional knowledge

Mozambique has established laws and regulations that help communities protect their traditional knowledge and ensure they benefit from its use. These legal tools work together to create a system of protection:

- a. The Industrial Property Code allows communities to protect products linked to their territory and traditional methods through Geographic Indicators; and
- b. The Access and Benefit Sharing (ABS) regulation ensures communities must give permission before their traditional knowledge can be used and must receive fair benefits from its use.

Understanding these regulations is important because they give your community legal rights that you can use to defend your traditional knowledge. While these regulations can seem complex, this booklet will explain them in practical terms and show you how to use them to protect your community's interests.

Many communities already have **established Community Councils or Committees for Natural Resource Management**. Your community should consider if this group has the appropriate participants to support ABS negotiations or lead the development of a Community Protocol.



# What is a Community Protocol?

## What is a Community Protocol?

Community protocols are an important tool for communities – listing the policies, laws and customary laws that respect and protect your community's traditional ways, including what you know – your traditional knowledge.

A community protocol is a document that explains your community's traditional rules, values, and decision-making processes. It helps outsiders understand how to properly approach and work with your community, and it strengthens your position when negotiating benefits under the ABS regulation.

It's important to note that national laws and regulations do not require communities to develop community protocols. However, by creating a community protocol, you establish clear guidelines for how researchers, companies, and other outsiders must interact with your community and its traditional knowledge.

This makes it easier to use the protections offered by Mozambique's laws while maintaining your community's traditional practices and values.

Please see Section D in this guide for more information about how to develop a community protocol.

# Industrial Property Protection: Geographic Indicators



## Industrial Property Protection: Geographic Indicators

Geographic indicators (GIs) are names or signs used on products that come from a specific geographical location and possess qualities or a reputation due to that origin. In Mozambique, your community can use GIs to protect products that are:

- Made in a specific area
- Have special qualities because of where they come from
- Use traditional methods of production
- Known for their special qualities

## How Geographic Indicators Protect Your Knowledge

When you register a geographic indicator, you:

- Prevent others from using your product's name
- Ensure only authentic products from your area can use the designation
- Add value to your traditional products
- Maintain quality standards
- Preserve traditional production methods

**Important note:** It is necessary to establish your producer group as a legally registered association or cooperative in order to apply to the Institute of Industrial Property for registration of a Geographic Indicator.

### **Steps to Obtain GI Protection:**

1. Document your product's unique characteristics
2. Form a producer association
3. Create product specifications
4. Submit application to the Industrial Property Institute
5. Respond to any official questions
6. Receive and maintain registration

### Benefits of GI Protection

#### Economic Benefits:

- Higher prices (example: GI-protected products often sell for 20-50% more)
- Access to new markets
- Protection from copycats
- Community income

#### Social Benefits:

- Preserve traditional methods
- Support local producers
- Strengthen community organization
- Create local jobs

#### Environmental Benefits:

- Encourage sustainable practices
- Protect local varieties
- Maintain biodiversity
- Support traditional farming

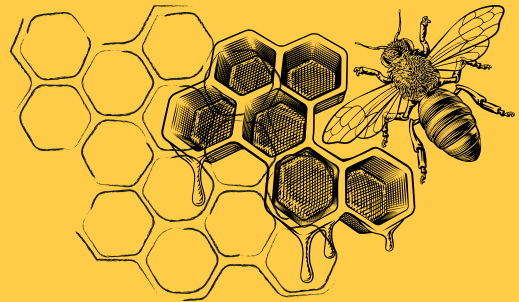
### Traditional Honey Example: Honey from Manica Province

#### What Makes It Special:

- Produced by bees feeding on specific local flowers
- Traditional beekeeping methods
- Distinct flavor and medicinal properties
- Known locally for its quality

#### Protection Steps:

- Document the specific area where bees forage
- Record traditional beekeeping practices
- List the unique properties of the honey
- Describe how it differs from other honey
- Create quality standards all producers must follow



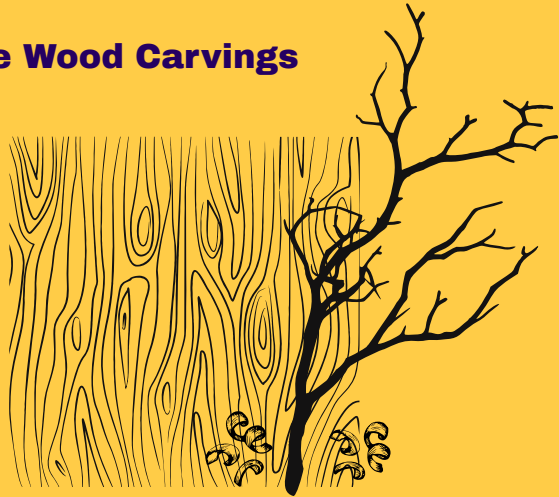
### Traditional Crafts Example: Makonde Wood Carvings

#### What Makes Them Special:

- Made in specific regions by skilled artisans
- Use local wood varieties
- Traditional carving techniques
- Distinctive cultural designs
- Historical reputation

#### Protection Steps:

- Map the production area
- Document traditional techniques
- Create artisan standards
- Establish quality controls
- Set rules for using the GI name



### Food Products Example: Goat meat from Tete Province

#### What Makes It Special:

- Goat variety unique to area
- Traditional farming methods
- Unique quality and taste
- Historical cultivation in the region

#### Protection Requirements:

- Define the exact area to include
- Document animal husbandry practices
- Establish quality standards
- Set packaging requirements



## GI Registration Process: Step-by-Step

<p>A. Community Organization</p> <p>First Steps:</p> <ol style="list-style-type: none"><li>1. Form a producer group</li><li>2. Hold community meetings</li><li>3. Agree on standards</li><li>4. Choose representatives</li></ol>	<p>Example Timeline: Month 1-2</p> <ul style="list-style-type: none"><li>• First community meeting</li><li>• Form committee</li><li>• List all producers</li><li>• Begin documentation</li></ul>
<p>B. Product Documentation</p> <p>What to Record:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Production area maps</li><li><input type="checkbox"/> Traditional methods</li><li><input type="checkbox"/> Quality standards</li><li><input type="checkbox"/> Historical evidence</li><li><input type="checkbox"/> Product characteristics</li></ul>	<p>Example Documentation for Gorongosa Coffee:</p> <ul style="list-style-type: none"><li>• Map of coffee-growing areas</li><li>• Traditional growing methods</li><li>• Processing techniques</li><li>• Unique flavor profile</li><li>• Historical records</li><li>• Photos and samples</li></ul>
<p>C. Creating Product Specifications</p> <p>Must Include:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Product name</li><li><input type="checkbox"/> Geographic area</li><li><input type="checkbox"/> Production methods</li><li><input type="checkbox"/> Quality characteristics</li><li><input type="checkbox"/> Testing procedures</li></ul>	<p>Example Specification for Cabo Delgado Cashews:</p> <ul style="list-style-type: none"><li>• Name: "Cashews from Cabo Delgado"</li><li>• Area: [Specific districts listed]</li><li>• Methods:<ul style="list-style-type: none"><li>○ Traditional harvesting times</li><li>○ Natural drying process</li><li>○ Hand processing</li></ul></li><li>• Quality Standards:<ul style="list-style-type: none"><li><input type="checkbox"/> Size requirements</li><li><input type="checkbox"/> Color specifications</li><li><input type="checkbox"/> Moisture levels Testing:</li><li><input type="checkbox"/> Visual inspection</li><li><input type="checkbox"/> Taste testing</li><li><input type="checkbox"/> Laboratory analysis</li></ul></li></ul>
<p>D. Application Process</p> <p>Required Documents:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Official application form</li><li><input type="checkbox"/> Product specifications</li><li><input type="checkbox"/> Maps and photos</li><li><input type="checkbox"/> Historical evidence</li><li><input type="checkbox"/> Producer organization details</li><li><input type="checkbox"/> Quality control plan</li></ul>	<p>Estimated Costs:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Application fees</li><li><input type="checkbox"/> Documentation expenses</li><li><input type="checkbox"/> Technical support</li><li><input type="checkbox"/> Testing costs</li></ul>

Please see Annex A1 for the Geographic Indicator application form.

**Maintaining Your Geographic Indicator**

Once your Geographic Indicator (GI) is registered, maintaining it requires ongoing effort and organization. The success of your GI depends on consistently meeting quality standards, following agreed-upon production methods, and protecting your product's reputation in the market. You'll need to regularly monitor production, conduct quality checks, keep proper documentation, and ensure all producers follow the GI rules.

This table below shows the key tasks needed to maintain your GI certification and protect its value for your community. Remember that maintaining a GI is a collective responsibility - every producer plays a role in upholding the standards that make your product special.

<b>Regular Tasks:</b> <ul style="list-style-type: none"><li>• Quality checking</li><li>• Member training</li><li>• Record keeping</li><li>• Market monitoring</li></ul>	<b>Monthly:</b> <ul style="list-style-type: none"><li>• Product testing</li><li>• Producer inspections</li><li>• Record updates</li></ul>	<b>Yearly:</b> <ul style="list-style-type: none"><li>• Full audit</li><li>• Member review</li><li>• Standards update</li></ul>
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## **Common Challenges and Solutions**

While establishing and maintaining a Geographic Indicator brings many benefits, communities can face several common challenges.

### **Challenge 1: Cost of Registration**

The initial costs of GI registration, including documentation, technical support, and official fees, can be significant. This financial burden is often the first barrier communities face when seeking GI protection.

Possible solutions:

- Share costs among producers
- Seek NGO support
- Apply for government assistance
- Start small and grow gradually

### **Challenge 2: Quality Control**

Maintaining consistent quality across all producers can be difficult, especially when traditional methods are involved, and production is spread across many community members. Without proper quality control, the value and reputation of your GI can be at risk.

Possible solutions:

- Create simple testing methods
- Train community inspectors
- Keep clear records
- Start with basic standards

### **Challenge 3: Market Access**

Having a GI registration alone doesn't guarantee market success. Many communities struggle to find buyers who understand the value of their GI products and are willing to pay premium prices.

Possible solutions:

- Partner with traders
- Join producer networks
- Seek marketing support
- Start with local markets

## Understanding Costs and Cost-Sharing Arrangements

Before starting the Geographic Indicator (GI) registration process, it's important to understand the costs involved. While GI protection can bring significant benefits to your community, it requires both initial investment and ongoing expenses to maintain. These costs typically include registration fees, documentation expenses, quality control systems, and regular monitoring. However, there are ways to manage these costs through community cost-sharing, partnership support, and phased implementation.

Some communities in Mozambique have successfully registered GIs by combining their own resources with support from government programs, NGOs, and development partners. Remember that while the costs may seem challenging at first, they are an investment in protecting your community's products and traditional knowledge for the long term.

Initial Registration Costs	On-Going Costs
<ul style="list-style-type: none"><li>● Application fees</li><li>● Documentation expenses</li><li>● Technical support</li><li>● Legal assistance</li><li>● Quality control setup</li><li>● Training programs</li></ul>	<ul style="list-style-type: none"><li>● Operational costs<ul style="list-style-type: none"><li>○ Quality control</li><li>○ Administration</li></ul></li><li>● Marketing</li><li>● Emergency fund</li><li>● % for community projects</li></ul>

Example Cost-Sharing Model for a Community of 50 Producers

## Initial Costs

### Registration Fees: 25,000 MZN

- Large producers (5 members): 2,000 MZN each
- Medium producers (15 members): 500 MZN each
- Small producers (30 members): 250 MZN each

### Documentation Costs: 50,000 MZN

Options for Sharing:

#### A. Percentage Based on Production

- Large producers: 40% (4,000 MZN each)
- Medium producers: 40% (1,333 MZN each)
- Small producers: 20% (333 MZN each)

#### B. External Support Model

- 50% from NGO partner
- 25% from government program
- 25% from producers based on capacity

## Ongoing Operational Costs

### Monthly Expenses Example: 10,000 MZN

- 60% for operational costs (quality control and administration)
- 20% for marketing
- 10% for emergency fund
- 10% for community projects

#### Cost-Sharing Methods:

##### A. Production-Based Model

Producers pay based on their production volume:

- 5 MZN per kg of product
- Minimum monthly contribution: 100 MZN
- Maximum monthly contribution: 1,000 MZN

Example:

- Small producer (50kg/month): 250 MZN
- Medium producer (200kg/month): 1,000 MZN
- Large producer (500kg/month): 1,000 MZN (capped)

##### B. Tiered Membership Model

Monthly fees based on producer category:

- Small producers: 200 MZN
- Medium producers: 500 MZN
- Large producers: 1,000 MZN
- Special Arrangements for Vulnerable Members

## Special Arrangements for Vulnerable Members

Special arrangements permit vulnerable community members to participate in the benefits of the GI registration. Your group can consider:

Support for Small Producers:

- Payment plans (monthly installments)
- Labor contribution instead of cash
- Reduced fees for first year
- Group contribution arrangements

Support for Elderly producers:

- 50% reduction in fees
- Can pay through knowledge sharing
- Family members can contribute labor

Support for Women-headed households:

- Flexible payment schedules
- Option to pay through product contribution
- Access to microfinance support

Support for Youth producers:

- Mentorship program participation counts toward fees
- Training contribution reduces cash payments
- Access to startup support
- Community Fund Model

## Cost-sharing through partnerships

Partnerships can help reduce costs for your community producer group. Typical partnerships might include the following:

**Government Partnerships:** Government institutions can provide official support and resources through established programs designed to help communities protect their traditional products.

- Technical experts from government agencies can help document your production methods and establish quality standards.
- Quality control laboratories and inspection services can assist with product testing and certification.
- Government extension services offer specialized training in production, packaging, and business management.
- National and provincial marketing programs can promote your GI products at trade fairs and through official channels.

**NGO Partnerships:** Non-governmental organizations often have specific programs to support traditional products and can provide both financial and technical assistance during the startup phase.

- NGOs can strengthen your community's ability to manage the GI through workshops and mentoring programs.
- Many NGOs offer grants or cost-sharing arrangements to cover initial GI registration and documentation fees.
- Development projects frequently include support for purchasing essential production and packaging equipment.
- NGOs can connect your community with established markets and help negotiate fair trade relationships.

**Private Sector Partnerships:** Companies interested in sourcing quality products can become valuable long-term partners by providing market stability and technical support.

- Companies commit to purchasing your GI products at agreed prices through formal purchasing contracts.
- Private partners can help establish and maintain quality control systems that meet market requirements.
- Companies often include your products in their marketing campaigns and promotional materials.
- Business partners can integrate your community into their existing transportation and distribution networks.

## **Practical Examples**

### **Small Community (20 producers): Monthly Budget: 15,000 MZN**

Income Sources:

- Member contributions: 5,000 MZN
- Product sales percentage: 5,000 MZN
- Partnership support: 5,000 MZN

### **Large Community (100 producers): Monthly Budget: 50,000 MZN**

Income Sources:

- Tiered membership fees: 25,000 MZN
- Processing facility rent: 15,000 MZN
- Marketing fund: 10,000 MZN

## **Success Factors for Cost-Sharing**

For cost-sharing arrangements to work effectively, they must be well-organized and understood by all members. These key elements can contribute to successful cost-sharing systems:

**Clear Agreements:** A strong foundation for cost-sharing starts with written agreements that all members understand and accept. These documents ensure everyone knows their rights and responsibilities.

- Written payment terms that specify amounts, deadlines, and consequences for late payments.
- Defined member categories that clearly outline different levels of contribution based on producer size.
- Transparent accounting practices that track all income and expenses in detail.
- Regular financial reports shared with all members at scheduled community meetings.

**Flexible Options:** Communities succeed when they recognize that members have different capabilities and circumstances, and create payment systems that accommodate these differences.

- Multiple payment methods including cash or mobile money options.
- Seasonal payment adjustments that align with harvest times and peak production periods.
- Labor contribution options allowing members to contribute work hours instead of money.
- Product contribution options permitting members to pay fees with their GI products.

**Fair Distribution:** The cost-sharing system must be perceived as fair by all members to maintain community support and participation over time.

- Based on capacity to pay with different rates for small, medium, and large producers.
- Consider production levels when determining each member's share of costs.
- Account for market access advantages or disadvantages among different producers.
- Recognize other contributions such as leadership roles or community service.

## Problem-Solving Mechanisms

Every cost-sharing system needs clear procedures for handling difficulties when they arise.

**Payment Difficulties:** A supportive approach to payment challenges helps maintain community unity while ensuring financial stability.

- Early warning system to identify members struggling with payments before problems escalate.
- Payment plan options that allow members to catch up through manageable installments.
- Temporary fee reductions for members facing unexpected hardships.
- Community support fund to help members during emergencies.

**Conflict Resolution:** Clear processes for resolving disagreements help maintain harmony and fairness within the community.

- Clear procedures that everyone understands and agrees to follow.
- Community mediators trained to handle disputes fairly and respectfully.
- Written agreements documenting all resolutions and next steps.
- Regular reviews to ensure solutions are working as intended.

**Review and Adjustments through an Annual Review:** Regular system evaluation ensures the cost-sharing arrangement remains fair and sustainable.

- Assess fee structure to ensure it matches current community needs.
- Evaluate member capacity to identify changing circumstances.
- Update payment categories to reflect shifts in production levels.
- Adjust support systems based on community feedback.

## Success Indicators

Measuring these key factors helps track the health of your producer group cost-sharing system.

- Payment compliance rate showing percentage of members paying on time.
- Member satisfaction measured through feedback sessions.
- Financial sustainability demonstrated by balanced income and expenses.
- Growth in membership indicating community trust in the system.

## Member Agreements for GI Associations

A clear member agreement forms the foundation of a successful Geographic Indicator producer group. This legal document defines the rights and responsibilities of each member, establishes quality standards, and outlines how benefits and costs are shared.

While member agreements must be legally sound, they should also be written in language that all community members can understand and should respect traditional decision-making processes. This section will guide you through creating agreements that protect both your GI and your community relationships.

The Member Agreement form should include:

1. Member Information, such as name, location, production area, production capacity and membership category;
2. Rights and Responsibilities, such as voting rights, use of the GI label, quality standards requirements, payment obligations and participation requirements;
3. Other terms, such as the membership period, renewal process, termination conditions and appeal process.

Please see Annex A2 for a useful sample template for a Member Agreement.

## Annex A1: Request for Registration for Geographic Indicator

Note: This digital copy replicates the structure of the official form available from IPI.

1. Requerente			
Nome/ Firma/ Den.Social			NUIT
Domicílio/ Sede/ Estabelecimento		CP	Nac
Telefone	Fax	E-mail	Actividade
2. Descrição do Sinal		3. Reprodução do Sinal	
4. Produtos e Serviços			
5. Revindicação de Prioridade		6. Documentos anexos	
Data de Pedido:		<ul style="list-style-type: none"><li>• Doc. Titularidade</li><li>• Exemplo Sinal</li><li>• Procuração</li></ul> Folhas Complementares _____ Outro _____	
País de Origem:			
No. de Pedido:			
7. Taxas		8. Representação Legal	
Taxa de Serviços _____ Mt		Nome:	
Pedido de Registo _____ Mt		<input type="checkbox"/> BI <input type="checkbox"/> DIRE <input type="checkbox"/> Pass. De: _____	
Publicação _____ Mt		Emitido por: _____	
Exame _____ Mt		Ass. _____	
Outras Taxas _____ Mt		9. Mandatário	
Total _____ Mt		Nome:	
Por Extenso		<input type="checkbox"/> BI <input type="checkbox"/> DIRE <input type="checkbox"/> Pass. De: _____	
		Emitido por: _____	
		Ass. _____	

## Annex A2: Sample member agreement template

MEMBER AGREEMENT - [Name of GI Producer Group]

Parties

This agreement is between: [Producer Group Name]

GI Registration Number: [Number]

Address: [Address]

AND

Producer Name: \_\_\_\_\_

BI Number: \_\_\_\_\_

Location: \_\_\_\_\_

Production Area: \_\_\_\_\_

### 1. Membership Category

- ☐ Small Producer (up to X kg/year)
- ☐ Medium Producer (X-Y kg/year)
- ☐ Large Producer (above Y kg/year)

### 2. Member Rights

The member has the right to:

- Use the GI label according to association rules
- Vote in general assemblies (1 vote per member)
- Access training and technical support
- Participate in collective marketing
- Receive regular updates and information

### 3. Member Responsibilities

The member agrees to:

- Follow the GI production specifications
- Allow quality control inspections
- Pay fees according to the payment schedule
- Attend mandatory meetings
- Report production volumes monthly
- Maintain production records
- Participate in training sessions

### 4. Payment Terms

Registration Fee: [Amount]

Monthly Contribution: [Amount]

Payment Schedule: [Details]

Payment Methods: [Options]

### 5. Quality Control Agreement

Standards Compliance:

I agree to:

- ☐ Follow traditional production methods
- ☐ Use only approved materials
- ☐ Maintain quality standards
- ☐ Accept regular inspections
- ☐ Keep production records
- ☐ Report quality issues

Quality Standards: [List specific standards for your product]  
 Example for Traditional Honey:

- Harvest only from approved areas
- Use traditional beekeeping methods
- Meet moisture content requirements
- Follow hygiene standards
- Use approved packaging

6. Collective Marketing Agreement

Marketing Participation:

- - Use of common brand
- - Minimum quality requirements
- - Price guidelines
- - Delivery commitments
- - Marketing contribution

Example Commitments: "I agree to:

- - Supply X% of production to collective marketing
- - Maintain quality standards for group sales
- - Contribute Y% to marketing fund
- - Use approved packaging
- - Follow pricing guidelines"

Sample Payment Schedule

Category A (Small Producers): <ul style="list-style-type: none"> <li>● Registration: 1,000 MZN</li> <li>● Monthly fee: 200 MZN</li> <li>● Payment options: Monthly/Quarterly</li> <li>● Alternative contributions accepted</li> </ul>	Category B (Medium Producers): <ul style="list-style-type: none"> <li>● Registration: 2,500 MZN</li> <li>● Monthly fee: 500 MZN</li> <li>● Payment schedule: Monthly</li> <li>● Marketing contribution: 2%</li> </ul>	Category C (Large Producers): <ul style="list-style-type: none"> <li>● Registration: 5,000 MZN</li> <li>● Monthly fee: 1,000 MZN</li> <li>● Payment schedule: Monthly</li> <li>● Marketing contribution: 3%</li> </ul>
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# Conflict Resolution Procedures

## Step 1: Internal Resolution

- Written complaint submission
- Meeting with leadership
- Mediation by elders
- Documentation of outcome

## Step 2: External Resolution

- District authority involvement
- Legal consultation
- Final decision process
- Appeal procedures

## Termination Conditions

### Voluntary Termination:

- Written notice (30 days)
- Payment of outstanding fees
- Return of GI materials, labeling, etc
- Final quality inspection

### Involuntary Termination:

- Quality violations
- Payment defaults
- Rule breaches
- Appeal process

## Special Provisions

### New Members:

- Probation period (6 months)
- Mentorship program
- Reduced initial fees
- Training requirements

### Vulnerable Members:

- Alternative payment arrangements
- Support mechanisms
- Capacity building
- Special considerations

## Agreement Renewal

### Annual Renewal Process:

- Performance review
- Update of information
- Fee adjustment if needed
- New agreement signing

## Member Declaration

I, [Name], understand and agree to:

- Follow all GI specifications
- Pay required fees
- Participate in association activities
- Maintain quality standards
- Support collective marketing
- Protect the GI reputation

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



# Access and Benefit Sharing (ABS)

## Understanding the regulation on ABS

Decree 19/2007 Regulation on Access and Benefit Sharing related to the utilization of Genetic Resources and Associated Traditional Knowledge ensures that when someone wants to use your traditional knowledge:

- They must ask for your permission first
- They must share benefits with your community
- Your rights as knowledge holders are protected
- The process is fair and transparent

As of November 2024, this regulation is currently under review. New tools will be developed to support the revised regulation. This handbook will be updated as required to align with the new legal parameters.

## Your Rights Under ABS

Your community has the right to:

- Be consulted before anyone uses your knowledge
- Give or refuse Prior Informed Consent (PIC)
- Negotiate benefit-sharing agreements
- Receive fair compensation
- Monitor how your knowledge is being used

## Prior Informed Consent (PIC)

Prior informed consent (PIC) means that before anyone can use your traditional knowledge:

- You must be fully informed about the intended use
- You must have time to discuss within your community
- You can make a free decision without pressure
- You can say yes or no
- Your decision must be respected

To support open and transparent communication processes and guarantee protections, there are two key documents that confirm that Prior Informed Consent has been completed in a transparent and fair manner:

1. **Terms & Conditions of Prior Informed Consent:** This document includes all information that the person or institution that wants to use your traditional knowledge for a research project must communicate to you. This includes:
  - a. Objective of the project
  - b. Goals and phases of the project
  - c. Project team members
  - d. Who is funding the project
  - e. Project results and communication on the results
  - f. Contact details for the project leads
2. **Community resolution (PIC) for Research and Development Activities using Traditional Knowledge:** This model document declares that the community has been fully informed about the research project details, agrees with specified conditions, and authorizes a community member as the official representative of the community for the purposes of the agreement. This declaration specifies what types of benefit sharing (such as sharing of results) must occur in the context of the research project. Finally, the declaration also specifies that in the case where a commercial product is developed based on the traditional knowledge, a new benefit-sharing agreement must be negotiated. This declaration is signed by several members of the community.

**Please see the templates for these documents:**

Annex B1: Terms & Conditions of Prior Informed Consent

Annex B2: Community resolution (PIC) for Research and Development Activities using Traditional Knowledge

### 3. Benefit-sharing Agreements

In special cases, a new commercial product may be developed from your traditional knowledge. In these cases, a special contract called a Benefit Sharing Agreement must be negotiated between the commercial partner and your community. This document includes:

- - Specific information on the natural resource
- - Specific information on the traditional knowledge
- - Specifics on the types of benefits that will be shared
- - How often the contract must be reviewed
- - Whether or not the traditional knowledge can be shared with other parties

Please see Annex B3 for a Model Benefit-Sharing Agreement for utilization of traditional knowledge.

### 4. Understanding Different Types of Benefits

Non-Commercial Benefits	Commercial Benefits
<ul style="list-style-type: none"> <li>● Knowledge and capacity building</li> <li>● Equipment for community use</li> <li>● Documentation of traditional knowledge</li> <li>● Support for community initiatives</li> <li>● Training and education</li> <li>● Research results and publications</li> <li>● Recognition in academic work</li> <li>● Small monetary compensation for time and assistance</li> </ul>	<ul style="list-style-type: none"> <li>● Regular monetary payments</li> <li>● Royalties from product sales</li> <li>● Joint venture opportunities</li> <li>● Employment</li> <li>● Market access</li> <li>● Infrastructure development</li> <li>● Technology transfer</li> <li>● Product development participation</li> </ul>

## 4.1. Special Considerations for Different Scenarios

### Academic Research with Limited Funding

Acceptable benefits might include:

- ☐ Daily stipends for guides (500-1000 MZN)
- ☐ Field equipment left for community use
- ☐ Training workshops
- ☐ Support letters for community projects
- ☐ Regular project updates
- ☐ Assistance with community documentation
- ☐ Future collaboration opportunities

### Large Commercial Projects

Benefits can include:

- ☐ Upfront payments
- ☐ Profit sharing arrangements
- ☐ Employment guarantees
- ☐ Infrastructure development
- ☐ Marketing support
- ☐ Technology transfer
- ☐ Regular reporting requirements

## 4.2. How to Evaluate Different Proposals

### For Non-Commercial Research:

Ask these questions:

- ☐ Will this research help our community?
- ☐ Are the proposed benefits fair for our time?
- ☐ How will research results be shared?
- ☐ What happens if commercial potential is discovered?

### **Example Assessment**

A researcher wants to study your traditional farming methods

A good proposal could include:

- Clear research timeline
- Daily payments for community guides (e.g., 500-1000 MZN per day)
- Training workshops for young farmers
- Regular updates in local language
- Agreement to seek new consent if commercial use is planned

### For Commercial Projects:

Ask these questions:

- ☐ How will the company make money from our knowledge?
- ☐ What percentage of profits is fair?
- ☐ How will they protect our rights?
- ☐ What long-term benefits are guaranteed?

### **Example Assessment:**

A company wants to sell your traditional herbal tea

A good proposal could include:

- Upfront payment
- 5-10% of product profits
- Infrastructure for local processing
- Employment for 10+ community members
- Marketing using community branding
- Regular financial reports

## 5. Understanding ABS Through Examples

### 5.1. Non-Commercial Use

#### **Example 1: Academic Research on Medicinal Plants**

**Situation:** A university researcher wants to study your community's traditional medicine plants for her PhD thesis.

##### **What ABS Means Here:**

- The researcher must explain her project to your community
- She needs your permission (PIC) before starting
- Benefits might include:
  - Daily payment for community guides
  - Copies of all research findings in Portuguese
  - Training for community members in plant documentation
  - Acknowledgment of community knowledge in publications
  - Commitment to return and share research results

#### **Example 2: Cultural Documentation Project**

**Situation:** A museum wants to document your community's traditional conservation practices.

##### **What ABS Means Here:**

- The museum needs your prior informed consent
- Benefits might include:
  - Copies of all recordings and documents
  - Training in digital documentation
  - Small stipends for knowledge holders' time
  - Exhibition space for community artifacts
  - Support for community cultural events

## 5.2. Commercial Use

### **Example 1: Medicinal Plant Development**

Situation: A pharmaceutical company wants to develop medicine from a plant your community traditionally uses.

What ABS Means Here:

- Company must obtain your prior informed consent
- Formal benefit-sharing agreement required
- Benefits could include:
  - Upfront payments for access to knowledge
  - Percentage of profits from any products developed with your knowledge
  - Employment opportunities in collection/processing
  - Technology transfer for sustainable harvesting
  - Support for community development projects
  - Regular reporting on product development
  - Joint ownership of patents where applicable

### **Example 2: Traditional Crop Commercialization**

Situation: A food company wants to market your community's traditional variety of cassava.

What ABS Means Here:

- Formal agreement needed before starting
- Benefits could include:
  - Fair prices for raw materials
  - Share of premium pricing
  - Support for improving farming practices
  - Help with organic certification
  - Investment in processing facilities
  - Training in quality control
  - Marketing support for community products

# **Annex B1: Terms & Conditions of Prior Informed Consent**

## **PRIOR INFORMED CONSENT AGREEMENT**

### **PROJECT TITLE**

#### **1. Describe the Project's Objective**

General objective, relevance to the local population: What is the overall goal of the project? What are the intended outcomes? What is the relevance of the project, and what methodology will be used?

#### **2. Describe the Goals and Phases**

Indicate the study period and locations: the research phases, duration, the time the team will remain on-site, and the number of people who will be present in the community at the same time.

#### **3. The Research Team**

Names of the involved individuals, their qualifications, affiliated institutions, and research topics. Indicate whether other researchers or students may be included during the research process.

#### **4. Financial Resources for the Project**

Specify the funding sources for the project (self-funding, institutional funding, and/or funding agencies).

#### **5. Results and Dissemination**

Outline the ways in which the research results will be shared with the involved communities, affirming that the knowledge belongs to these communities and that commercial use of published information is prohibited.

Specify the methods for returning research results (data, photos, films, maps) to individuals, families, communities, or associations.

Define the local dissemination methods for the published material (publications, books, summaries, posters).

If there is a possibility of a commercial product derived from [biological resources/traditional knowledge] as a result of the research project, specify the process for drafting a Benefit-Sharing Agreement between the [requesting entity] and the community of [community name].

#### **6. Contact Information**

Names, institutions, phone numbers, emails, and addresses of the researchers involved, the project coordinator, and the researchers who participated in the consultation.

#### **7. Signatures**

## Annex B2: Community resolution (PIC) for Research and Development Activities using Traditional Knowledge

### COMMUNITY RESOLUTION

#### Prior Informed Consent (PIC) for Research and Technological Development Activities on Genetic Resources and Associated Traditional Knowledge

On [date], at [time], representatives of [community name] gathered at [location]. In this meeting, the research project related to [insert Research and Technological Development activities on Genetic Resources and Associated Traditional Knowledge] was discussed.

During this meeting, it was decided that:

1. We, the people of [community name], are the guardians of the biological resources of our community, including [name of biological resource], and holders of traditional knowledge related to [name of biological resource].

2. We are aware of the research and technological development activities in which [requesting entity] wishes to use [name of biological resource and/or our traditional knowledge] for the purpose of [research objective].

- The research activities include [list].
- The research activities on [name of biological resource] will be conducted [in Mozambique and/or abroad] by [requesting entity] in collaboration with [other companies/research institutions/etc.].

3. We agree to share our [biological resource and/or associated traditional knowledge] with [requesting entity] for the purposes mentioned in Point 2 above.

4. We acknowledge that [requesting entity] commits to:  
(Select the relevant points)

- Share the research results in an understandable and accessible manner. This includes translating findings into the local language and conducting explanatory presentations or workshops when necessary.
- Properly credit our community in all publications, presentations, and other forms of research dissemination. This includes explicitly mentioning the contribution of the community and its members in any published work.
- Regularly inform the community about research progress and any potential commercial outcomes. [Requesting entity] must provide periodic reports and hold informational meetings to keep the community updated.
- Whenever possible, include community members in research activities. This may involve training and capacity-building for community members to participate directly in data collection, analysis, and other relevant activities, ensuring that research is conducted collaboratively and respectfully.

5. We authorize [name of representative selected by the community] to represent us on behalf of [community name].

6. This authorization applies to the purposes mentioned in Point 2 and is not related to any other agreement. If [requesting entity] wishes to change the use of the biological resource, it is their

responsibility to inform us and seek our prior consent through an updated community resolution.

7. If [requesting entity] intends to commercialize a product derived from [biological resources/traditional knowledge] resulting from the research project, a Benefit-Sharing Agreement must be drafted between [requesting entity] and the community of [community name].

8. This resolution will be signed by [number] members of our community, being [Insert names and ID numbers of members, or members of the Community Management/Advisory Committee, as applicable], on our behalf.

Signed in \_\_\_\_\_ on \_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_

Signature	BI Number	Contact

Representative of [Requesting Entity]

Signature	ID Number	Contact

Annex B3: Model Benefit Sharing Agreement for Traditional Knowledge usage

Note: This Model agreement is based on the South African model Benefit Sharing Agreement for Traditional Knowledge usage. The Portuguese version has been included here as the English version is easily available via the DFFE digital platform.

ACORDO DE REPARTIÇÃO DE BENEFÍCIOS:  
CONHECIMENTO TRADICIONAL ASSOCIADO COM RECURSO GENÉTICO

Entre

[Nome da Pessoa física ou comunidade local ou associação DETENTOR DE CONHECIMENTO TRADICIONAL]

[Endereço legal]

Representado por [nome do representante]

Doravante referido como o DETENTOR DE CONHECIMENTO TRADICIONAL

E

[Nome da entidade legal REQUERENTE]

[Endereço oficial]

Representado por [nome do representante]

Doravante referido como o REQUERENTE

USUÁRIO DE CONHECIMENTO TRADICIONAL ASSOCIADO A RECURSOS GENÉTICOS E BIOLÓGICOS INDÍGENAS (REQUERENTE)

1.1 O REQUERENTE é [.....], registrado como pessoa física / jurídica de acordo com as Leis de Moçambique.

1.2 Os detalhes relevantes:

1.2.1	Nome	
1.2.2	NUIT	
1.2.3	Nome do representante	
1.2.4	Capacidade juridica	
1.2.5	Contacto do representante	

DETENTOR DE CONHECIMENTO TRADICIONAL ASSOCIADO A RECURSOS GENÉTICOS

2.1 O DETENTOR DE CONHECIMENTO TRADICIONAL associado a Recursos Genéticos é [.....], como [pessoa física ou comunidade local ou associação] de acordo com as Leis de Moçambique.

## 2.2 Os detalhes relevantes:

<b>2.2.1</b>	<b>Nome</b>	
<b>2.2.2</b>	<b>NUIT</b>	
<b>2.2.3</b>	<b>Nome do representante</b>	
<b>2.2.4</b>	<b>Capacidade jurídica</b>	
<b>2.2.5</b>	<b>Contacto do representante</b>	

## RECURSOS GENÉTICOS E BIOLÓGICOS

### 3. Este acordo diz respeito aos seguintes recursos genéticos e biológicos:

- Nomes científicos e comuns do recurso genético
- A parte ou a condição do recurso a ser colectado / utilizado.
- As quantidades previstas.
- As informações sobre a localidade de onde o material será obtido.

<b>Nome científica e comuns</b>	<b>Parte do recurso a ser utilizado</b>	<b>Condição física do recurso</b>	<b>Quantidade (estimativa anual)</b>	<b>Localidade / informação de origem  (coordenadas GPS)</b>
Aloe ferox	Líquida extraída das folhas	Cristais	100 kg	

## USO TRADICIONAL DOS RECURSOS GENÉTICOS E BIOLÓGICOS

### 4. Fornecer uma descrição breve do Conhecimento Tradicional associado ao uso de cada recurso genético e biológico listado na cláusula 3.

## REPARTIÇÃO DOS BENEFÍCIOS

Nota: Os benefícios variam consideravelmente de caso para caso, dependendo da natureza do projeto. As listas abaixo fornecem exemplos de benefícios monetários e não monetários que podem surgir de projetos de bioprospecção. Marque cada bloco que se aplica a este acordo e forneça detalhes dos benefícios selecionados na forma de um adendo.

### 5.1 Os benefícios derivados da utilização dos recursos genéticos para [inserir nome do DETENTOR DE CONHECIMENTO TRADICIONAL] seriam os seguintes:

Tipos de benefícios			
Royalties		Distribuição de cartazes, manuais, ou panfletos sobre a pesquisa e utilização do conhecimento tradicional, traduzidos em línguas locais e linguagem adequada	
Pagamentos antecipados		Reconhecimento e promoção do conhecimento/uso tradicional	
Pagamentos por etapas		Acesso a dados de pesquisa	
Fundos para projectos de desenvolvimento e educação ambiental		Co-propriedade de quaisquer direitos de propriedade intelectual	
Subsídios (por exemplo, para consulta, assistentes, guias, uso de instalações e infraestrutura)		Formação de pessoas locais, conforme apropriado, em questões relevantes científicas, jurídicas e de gestão	
Apoio com equipamentos e infraestrutura		Outros benefícios (especificar)	

## 5.2 Detalhes adicionais:

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## PAGAMENTO DE BENEFÍCIOS MONETÁRIOS

6. Quaisquer benefícios monetários decorrentes deste acordo e devidos a qualquer parte deste acordo devem ser pago à conta bancária oficial do DETENTOR DE CONHECIMENTO TRADICIONAL:

Nome:

Banco:

NIB da conta bancária:

Comprovativos dos pagamentos de benefícios monetários serão submetidos anualmente à Autoridade Nacional no prazo indicado pelo mesmo.

## REVISÃO DO ACORDO

7. Este acordo será revisado a cada \_\_\_\_\_ (preencher com o período acordado), com o objectivo de alterar o acordo, se necessário.

Nota: Um mês antes de cada revisão, o requerente deve divulgar qualquer nova informação relevante com relação ao biocomércio / bioprospecção a todas as partes interessadas para permitir que participem da revisão de forma informada.

## TRANSFERÊNCIA PARA TERCEIROS

8. O REQUERENTE compromete-se a não transferir o conhecimento tradicional associado aos recursos biológicos para nenhum terceiro, sem a autorização por escrito do DETENTOR DE CONHECIMENTO TRADICIONAL; e somente sob um acordo escrito juridicamente vinculativo com o DETENTOR DE CONHECIMENTO TRADICIONAL com base neste Acordo.

## OUTROS ASSUNTOS

9. Quaisquer outros assuntos ou condições que as partes deste acordo desejem registrar:

Nota: Uma cópia deste acordo deve ser submetida à Autoridade Nacional (Direcção Nacional do Ambiente) dentro de 30 dias após a conclusão do acordo. Este acordo constitui o acordo completo entre as partes em relação ao objeto deste acordo e nenhuma adição, variação ou cancelamento deste acordo ou renúncia de quaisquer direitos sob este acordo terá qualquer força ou efeito, a menos que seja por escrito e assinado pelas partes deste acordo e submetido à Autoridade Nacional para aprovação.

## VIOLAÇÃO E RESCISÃO

10. Se uma parte deste acordo ("a parte infratora") violar qualquer disposição material deste acordo, a outra parte ("a parte prejudicada") terá o direito de entregar à parte infratora um aviso por escrito exigindo que a parte infratora retifique essa violação dentro de 30 dias após o recebimento. Se a parte infratora continuar a violar essa disposição dentro de 30 dias após o recebimento do aviso, a parte prejudicada terá o direito (sem prejuízo de quaisquer outros direitos ou recursos sob este acordo ou por lei):

10.1 Processar para execução específica imediata de qualquer uma das obrigações da parte inadimplente sob este acordo, independentemente de tal obrigação ser então devida, ou

10.2 Cancelar este acordo, caso em que o aviso por escrito da rescisão será dado à parte inadimplente, desde que o recurso de execução específica ou danos não prevenha adequadamente a parte prejudicada de ser prejudicada.

## ASSINATURAS

<b>Representante do DETENTOR DE CONHECIMENTO TRADICIONAL</b>	<b>Capacidade juridica</b>	<b>Data</b>

<b>Representante do REQUERENTE</b>	<b>Capacidade juridica</b>	<b>Data</b>

APROVAÇÃO DA AUTORIDADE NACIONAL

<b>Assinatura</b>	<b>Capacidade juridica</b>	<b>Data</b>



# Documenting your Traditional Knowledge

Documenting your traditional knowledge is an important step in protecting your community's rights aligned with Mozambique's Access and Benefit Sharing (ABS) regulation. When you document your traditional knowledge, you create a record that helps prevent others from claiming it as their own and ensures your community maintains control over how this knowledge is used.

The basic documentation form and community declaration for Prior Informed Consent (PIC) are essential documents required for the ABS permit application process - anyone wanting to use your traditional knowledge must receive these forms from you.

## **A National Database for Traditional Knowledge?**

Many countries have developed a national database of traditional knowledge. This type of database serves as a vital tool for conserving and protecting traditional knowledge across the country, creating a permanent record that helps both current and future generations maintain their rights over this valuable heritage.

Mozambique does not yet have a national database for traditional knowledge, but its development is under consideration. Hopefully, in the future, official registration of your traditional knowledge in such a system will offer further protections for your community's interests and also contribute to the broader national effort to preserve Mozambique's rich cultural and traditional wisdom.

## **1. Documentation Process**

When registering your traditional knowledge, it's important to strike a balance between providing enough information to establish your rights while protecting sensitive aspects of your knowledge. Documentation should create a clear record of your community's knowledge that can be used to defend your rights, but it doesn't mean you have to reveal everything. This section will guide you through deciding what information to include in your documentation and what to keep within your community's traditional systems of knowledge transfer.

Annex C1 offers a basic template for formally capturing traditional knowledge. This template has been prepared as a complementary document for the upcoming revised version of the ABS regulation.

# What to document

## *Record details about:*

- The knowledge or practice itself
- Who holds the knowledge
- How it is traditionally used
- Where it comes from
- Why it is important
- Any rules about its use

## *How to Document*

- Use written descriptions
- Take photographs (when appropriate)
- Make audio or video recordings
- Draw maps or diagrams
- Collect samples (where relevant)
- Record in local language and Portuguese

## *Who Should Be Involved*

- Community elders and knowledge holders
- Traditional leaders
- Women and youth
- Community association representatives
- Local authorities
- Technical support partners



## 2. Protecting Confidential Knowledge During Documentation

### Understanding Confidential Knowledge

Not all traditional knowledge can or should be shared openly. Some knowledge in your community is sacred, secret, or sensitive and requires special protection during the registration process. Before documenting your traditional knowledge, it's important to understand what types of knowledge need to remain confidential and how to protect them while still establishing your community's rights.

### Types of Confidential Knowledge:

- Sacred or spiritual knowledge
- Secret ceremonial practices
- Protected medicinal formulas
- Knowledge restricted to certain community members
- Culturally sensitive information

### Why Some Knowledge Must Stay Protected:

- Traditional laws and customs place specific restrictions on who can access certain knowledge and how it should be transmitted.
- Knowledge related to spiritual practices and sacred sites holds religious significance that could be diminished if shared inappropriately.
- Keeping certain knowledge confidential helps protect your community from misuse that could harm people's safety or wellbeing.
- Some traditional knowledge has significant economic potential that could be lost if the information is shared without proper protections in place. (Please see Section B: Access & Benefit Sharing for more detail about sharing traditional knowledge within different types of agreements.)

Annex C1: Basic Traditional Knowledge registration form

TRADITIONAL KNOWLEDGE REGISTRATION FORM

Section 1: General Information

- 1. Community Name:
- 2. Representative Name:
- 3. Position/Role in the Community:
- 4. Contact Information:
  - Address: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_
- 5. Location (Administrative Post, District, Province):

Section 2: Knowledge Details

- 6. Type of Traditional Knowledge:
  - ☐ Medicinal Practices
  - ☐ Agricultural Practices
  - ☐ Craft Techniques or Handicrafts
  - ☐ Rituals and Customs
  - ☐ Others (specify): \_\_\_\_\_

7. Description of Traditional Knowledge:  
Basic description of the knowledge, including its purpose and methods of use.

Type of material (plant, insect, animal, fungus, etc)	Part used (root, leaf, etc.)	Local Name	Common name

Provide a detailed description of the knowledge, including preparation methods.

8. Source/Origin of the Knowledge:  
How was this knowledge acquired or transmitted? (e.g., oral tradition, ancestral heritage, community practice).

9. Cultural or Sacred Significance:  
Does this knowledge have cultural, spiritual, or sacred significance? If yes, describe.

### **Section 3: Use and Access**

10. Current Use:

How is this knowledge currently used within the community? (e.g., health, livelihood, rituals).

11. Usage Restrictions:

Are there restrictions or conditions for using or sharing this knowledge?

☐ No

☐ Yes (specify): \_\_\_\_\_

12. Potential for Commercial or Research Use:

Does the community consent to this knowledge being used for research, development, or commercial purposes?

☐ No

☐ Yes, with prior informed consent and benefit-sharing.

### **Section 4: Rights and Consent**

13. Community Ownership:

Does the community agree to formally register this knowledge as its collective intellectual property?

☐ Yes

☐ No

14. Acknowledgment and Consent:

By signing below, the representative declares that:

- The information provided is accurate to the best of their knowledge.
- The registration is being made on behalf of the community with its consent.
- The community retains ownership of the knowledge unless specific agreements are made for its use.

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **For Official Use Only**

• **Registration Number:** \_\_\_\_\_

• **Date of Receipt:** \_\_\_\_\_

• **Registered by:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

#### Instructions for Completing the Form

1. This form should be completed by a recognized community representative or group leader with the community's consent.
2. Attach additional documents (such as photos, written records, maps) if available, to support the registration.

3. Submit the completed form to the designated authority or custodian of traditional knowledge.

#### Important Notes

- This form has been designed to protect the rights of the community and ensure benefit-sharing mechanisms in case the knowledge is used commercially or for research.
- It complies with the principles of Prior Informed Consent (PIC) and Mutually Agreed Terms (MAT) under the Nagoya Protocol.



# *Developing your community protocol*

## **1. What is a Community Protocol?**

A community protocol is your community's written rules about:

- How you manage your traditional knowledge
- How you make decisions as a community
- How outsiders should interact with your community
- How you protect your resources
- What values guide your community

Think of it as your community's rulebook and instruction manual for others.



## 2. Step-by-Step Development Process

### Phase 1: Preparation (1-2 months)

The first step in developing your community protocol is establishing a representative working group that will guide the process. This group should include voices from all parts of your community to ensure the protocol reflects everyone's interests and concerns. The working group will lead consultations, gather information, and coordinate the protocol's development over the next several months.

#### A. Form a Working Group

Include:

- Traditional leaders
- Women representatives
- Youth representatives
- Knowledge holders
- Community association leaders

#### Initial Community Meeting Agenda

Example:

- Explain community protocols
- Choose protocol team
- Set timeline
- Plan documentation process

### Phase 2: Documentation (2-3 months)

The documentation phase is where your community records its traditional knowledge, practices, and resources. This is a crucial period that requires patience and thorough work to create a clear picture of your community's heritage and how it should be protected. During this process, you'll map your territory, document your traditional practices, and record your community's decision-making processes. This information becomes the foundation of your protocol, so it's important to involve all the working group members to ensure nothing important is overlooked.

#### A. Community Mapping Document:

- Traditional territories
- Sacred sites
- Resource collection areas
- Farming zones
- Water sources

#### Example Map Contents:

- Medicinal plant areas
- Traditional farming lands
- Forest resource zones
- Cultural sites
- Seasonal resource areas

#### B. Knowledge Documentation (see following guide)

Record:

- Traditional practices
- Cultural values
- Decision-making processes
- Resource management rules
- Traditional authorities

#### Example Documentation Methods:

- Community meetings
- Elder interviews
- Resource walking tours
- Seasonal calendars
- Photo documentation

3. Protocol Content Guide

<p>A. Community Identity</p> <p>This section should include:</p> <ul style="list-style-type: none"> <li>● Community history</li> <li>● Cultural values</li> <li>● Traditional structures</li> <li>● Language and customs</li> <li>● Important sites</li> </ul>	<p>Example:</p> <p>Our Community Identity</p> <p>We, the [Community Name], have lived in this area for [X] generations. Our community includes [X] families across [X] villages. We speak [language] and practice [main traditions] ...</p>
<p>B. Decision-Making Processes</p> <p>This section should include:</p> <ul style="list-style-type: none"> <li>● Who makes decisions</li> <li>● How decisions are made</li> <li>● Meeting procedures</li> <li>● Conflict resolution</li> <li>● Women's participation</li> </ul>	<p>Example Process:</p> <ol style="list-style-type: none"> <li>1. Issues raised in community meeting</li> <li>2. Discussion with traditional leaders</li> <li>3. Consultation with knowledge holders</li> <li>4. Women's group input</li> <li>5. Community-wide decision meeting</li> <li>6. Final approval by council of elders</li> </ol>
<p>C. Traditional Knowledge Rules</p> <p>This section should include:</p> <ul style="list-style-type: none"> <li>● What knowledge can be shared</li> <li>● What knowledge is sacred/secret</li> <li>● Who holds specific knowledge</li> <li>● How knowledge is passed on</li> <li>● Conditions for sharing</li> </ul>	<p>Example</p> <p>Rules: Medicinal Knowledge:</p> <ul style="list-style-type: none"> <li>● Only shared through proper channels</li> <li>● Must have elder approval</li> <li>● Requires proper ceremonies</li> <li>● Cannot be commercially used without full community consent</li> <li>● Must benefit entire community</li> </ul>
<p>D. Engagement Rules for Outsiders</p> <p>A. First Contact Steps for Outsiders:</p> <ol style="list-style-type: none"> <li>1. Contact community leader</li> <li>2. Submit written proposal</li> <li>3. Wait for initial meeting</li> <li>4. Present at community gathering</li> <li>5. Allow time for community discussion</li> </ol>	<p>Example Language:</p> <p>All requests must:</p> <ul style="list-style-type: none"> <li>● Be in writing</li> <li>● Be in Portuguese and [local language]</li> <li>● Include clear benefits</li> <li>● Allow 30 days for response</li> <li>● Respect our decision-making process</li> </ul>
<p>B. Prior Informed Consent Process</p> <p>Required Steps:</p> <ol style="list-style-type: none"> <li>1. Information sharing</li> <li>2. Community consultation</li> <li>3. Internal discussion</li> <li>4. Decision-making</li> <li>5. Agreement documentation</li> </ol>	<p>Example Timeline:</p> <p>Minimum 3 months for:</p> <ul style="list-style-type: none"> <li>● Initial presentation</li> <li>● Community discussions</li> <li>● Elder consultations</li> <li>● Women's group meetings</li> <li>● Final decision meeting</li> </ul>
<p>Benefit Sharing Requirements</p> <p>A. Non-Commercial Projects</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> <li>● Community participation payment</li> <li>● Training opportunities</li> <li>● Copies of all materials</li> <li>● Regular updates</li> <li>● Final results sharing</li> </ul>	<p>Example Structure:</p> <p>Research Projects Must Provide:</p> <ul style="list-style-type: none"> <li>● Daily rate: 500-1000 MZN per guide</li> <li>● Training workshops</li> <li>● Project documents in local language</li> <li>● Community presentation of results</li> <li>● Support letters for community projects</li> </ul>
<p>B. Commercial Projects</p> <p>Possible Required Elements:</p>	<p>Example Terms:</p> <p>Commercial Use Requires:</p>

- Upfront payments
- Profit sharing
- Employment opportunities
- Infrastructure support
- Long-term benefits (i.e. supply contract)

- Initial community fund contribution
- X% of profits
- Prioritizing Local hiring / sourcing
- Technology transfer
- Quarterly reporting

## 4. Implementation and Enforcement

### A. Monitoring System

An effective monitoring system helps your community track how well your protocol is being followed and identify any problems early. Regular monitoring ensures that everyone is following the rules, helps prevent unauthorized use of traditional knowledge, and provides evidence if violations occur. Your monitoring system should be practical, easy to maintain, and involve different community members to ensure broad participation and oversight.

The following elements are essential for creating a monitoring system that works for your community.

- Community monitoring team
- Regular review process
- Reporting system
- Enforcement procedures

### B. Protocol Updates

Your community protocol should be a living document that grows and adapts with your community's needs and experiences. Regular updates ensure your protocol remains relevant, addresses new challenges, and incorporates lessons learned from implementation. Having a clear schedule and process for updates helps maintain the protocol's effectiveness while ensuring all community members can participate in its evolution.

#### **Steps to Formalize Updates to the Protocol:**

1. Community approval meeting
2. Document signing ceremony
3. Local authority registration
4. Copies to relevant offices
5. Public announcement

#### **Required Documents:**

- New, revised written protocol
- Community approval records
- Updated maps and photos, as required
- Supporting documents
- Contact information

## C. Protocol Enforcement Strategies

### Enforcement Structure

Effective protocol enforcement requires a well-organized team that represents different groups within your community. The team should combine the wisdom of elders, the energy of youth, and the perspectives of both men and women to ensure comprehensive protection of your community's rights and resources.

A balanced enforcement team could include:

- Protocol Guardians (3-5 respected elders who understand traditional laws)
- Community Rangers (4-6 active members who can conduct regular patrols)
- Youth Monitors (2-3 members who bring energy and new skills)
- Women Representatives (2-3 members ensuring gender balance and protecting women's knowledge)
- Association Leaders (2 members, providing formal organizational structure)

This team works together to carry out essential enforcement duties through regular monitoring of community territories and resources. They conduct scheduled patrols, observe activities in sensitive areas, and maintain relationships with neighboring communities. When violations occur, team members document the situation, gather evidence, and initiate the appropriate response according to your community protocol.

The team's responsibilities can extend beyond just enforcement to include education and prevention. They can organize community meetings to explain the protocol, train community members in monitoring techniques, and maintain detailed records of all activities and incidents. Through regular reporting to community leaders and clear communication with all members, the enforcement team helps build a culture of respect for the protocol while ensuring transparent and fair enforcement procedures.

### Three-Tier Enforcement System

A successful enforcement system can operate at three complementary levels to protect your community's rights and resources. This three-tier approach starts with prevention to avoid violations before they occur, moves to active monitoring to detect problems early, and includes clear response procedures when violations happen. Each tier has specific activities and responsibilities, working together to provide comprehensive protection for your traditional knowledge and resources.

Level 1: Prevention	Level 2: Monitoring	Level 3: Response
<div><input type="checkbox"/> Community education</div> <div><input type="checkbox"/> Boundary marking</div> <div><input type="checkbox"/> Regular announcements</div> <div><input type="checkbox"/> Visitor registration</div> <div><input type="checkbox"/> Warning signs</div>	<div><input type="checkbox"/> Regular patrols</div> <div><input type="checkbox"/> Checkpoint system</div> <div><input type="checkbox"/> Activity logging</div> <div><input type="checkbox"/> Resource tracking</div> <div><input type="checkbox"/> Violation reporting</div>	<div><input type="checkbox"/> Violation investigation</div> <div><input type="checkbox"/> Community court</div> <div><input type="checkbox"/> Corrective actions</div> <div><input type="checkbox"/> External authority engagement</div> <div><input type="checkbox"/> Resolution documentation</div>

## Working with Authorities

When serious violations of your community protocol occur, you may need to engage with government authorities to enforce your rights. Building good relationships with local authorities, police, and relevant government departments can be essential for effective enforcement of your protocol. These authorities can provide official support, help document violations, and take legal action when necessary. Understanding how to work effectively with different authorities and knowing when to involve them will strengthen your community's ability to protect its traditional knowledge and resources.

Some steps that might be required to engage with local authorities include filing an initial report, submitting evidence, collaborating a joint investigation, determining a resolution, implementing the resolution, and then monitoring the process until resolved.

When reporting violations to authorities, proper documentation is useful for an effective response. Ideally, your community should prepare detailed records of the violation, including dates, locations, and names of those involved. If possible, gather evidence such as photographs, witness statements, and any written communications. Keep copies of your community protocol, relevant agreements, and previous correspondence about the issue. Well-organized documentation helps authorities understand the situation quickly and take appropriate action to protect your community's rights.

## Compensation Guidelines

When violations of your community protocol occur, it's important to have clear guidelines for seeking appropriate compensation. Compensation should reflect both the severity of the violation, and the type of harm caused to your community, whether it's cultural, economic, or environmental. These guidelines help ensure that responses to violations are fair, consistent, and aligned with both community values and legal requirements. They also provide a clear framework for negotiations with those who have violated your protocols.

Minor Violations	Major Violations
<ul style="list-style-type: none"><li>Community service hours</li><li>Small fines (500-5000 MZN)</li><li>Public apology</li><li>Restoration work</li></ul>	<ul style="list-style-type: none"><li>Monetary compensation</li><li>Resource restoration</li><li>Long-term commitments</li><li>Benefit sharing agreements</li></ul>

**Sample document templates to support enforcement of your Community Protocol appear in the following annexes:**

- Annex D1 - Visitor Registration Form
- Annex D2 - Violation Report Template
- Annex D3 - Resolution Agreement Template
- Annex D4 - Enforcement Notices Templates
- Annex D5 - Enforcement Record Keeping
- Annex D6 - Working with Authorities - Reporting Template

## Annex D1 - Visitor Registration Form

### COMMUNITY PROTOCOL VISITOR REGISTRATION

**Date:** \_\_\_\_\_

**Visitor Information:**

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Duration:** \_\_\_\_\_

**Purpose of Visit:** \_\_\_\_\_

**Protocol Acknowledgment:**

- ☐ Received copy of protocol
- ☐ Understood restricted areas
- ☐ Agreed to documentation rules
- ☐ Accepted community guides
- ☐ Understood benefit sharing

**Signature:** \_\_\_\_\_

**Community Witness:** \_\_\_\_\_

## Annex D2 - Violation Report Template

### PROTOCOL VIOLATION REPORT

**Report Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Type of Violation:**

- ☐ Unauthorized access
- ☐ Improper documentation
- ☐ Resource misuse
- ☐ Benefit sharing breach
- ☐ Other: \_\_\_\_\_

**Details:**

- What happened: \_\_\_\_\_
- When: \_\_\_\_\_
- Who was involved: \_\_\_\_\_
- Witnesses: \_\_\_\_\_
- Evidence collected: \_\_\_\_\_

**Action Taken:**

- ☐ Warning issued
- ☐ Community meeting called
- ☐ Authorities notified
- ☐ Other: \_\_\_\_\_

## Annex D3 - Resolution Agreement Template

### VIOLATION RESOLUTION AGREEMENT

**Between: [Community Name] AND [Violator Name/Organization]**

**Violation Details:**

- Nature of violation
- Date of occurrence
- Impact on community
- Applicable protocol rules

**Resolution Terms:**

**Enforcement Procedures:**

## Annex D4 - Enforcement Notices Templates

### A. First Warning Notice

#### **PROTOCOL VIOLATION WARNING**

**Date:** \_\_\_\_\_

**To:** [Name/Organization]

**This notice serves to inform you that you have violated our community protocol by [specific violation].**

**Required Actions:**

1. Cease all activities
2. Meet with council
3. Submit explanation
4. Propose resolution

**Response required within 7 days.**

### B. Final Notice Template

#### **FINAL VIOLATION NOTICE**

**Date:** \_\_\_\_\_

**To:** [Name/Organization]

**Reference: Previous warning dated [date]**

**Due to continued violation of our protocol:**

1. All activities must stop immediately
2. Access rights are suspended
3. Legal action will follow
4. Damages will be claimed

# Annex D5 - Enforcement Record Keeping

## A. Violation Registry Record

- Date and location
- Type of violation
- Parties involved
- Actions taken
- Resolution status
- Follow-up needed

## B. Monthly Report Template

**PROTOCOL ENFORCEMENT REPORT**

**Month/Year:** \_\_\_\_\_

**Activities:**

- Patrols conducted: \_\_\_\_
- Violations found: \_\_\_\_
- Warnings issued: \_\_\_\_
- Cases resolved: \_\_\_\_
- Pending cases: \_\_\_\_

## Annex D6 - Working with Authorities - Reporting Template

### Reporting Template

**AUTHORITY NOTIFICATION**

**To:** [Relevant Authority]

**From:** [Community Name]

**Violation Details:**

- Protocol section breached
- Date and location
- Parties involved
- Evidence collected
- Community actions taken
- Support requested