



Cameroon Wildlife  
Conservation Society

CWCS

Au Service de la Conservation de la Biodiversité et du Développement Durable des Riveraines/  
*Towards Biodiversity Conservation & Sustainable Development of Local Communities*

**Partnering for conservation and wise use of inland & coastal wetlands in Cameroon and beyond**

# **INTERNSHIP AND RESEARCH GUIDE**

## ***GUIDE DE STAGE ET DE RECHERCHE***

**(Revised/Révisé)**

**January/Janvier 2012**

## CWCS MISSION STATEMENT

The mission of CWCS is to work with the Government of Cameroon and other conservation NGOs and partners on environmental issues related to sustainable natural resource utilisation and economic development through:

- Lobbying for improved biodiversity and environmental policies;
- Capacity building of stakeholders notably local communities;
- Environmental education and awareness generation;
- Specialized research and monitoring studies targeting endangered and flagship species and habitats especially wetlands;
- Development of strategic partnerships and networks with other NGOs to address various conservation issues at national and sub regional levels;
- Supporting grass root conservation work with local communities within threatened ecosystems through participatory management addressing poverty alleviation and sustainable natural resource management.

Cameroon Wildlife Conservation Society  
Coastal Forests & Mangrove Conservation Programme  
Mangroves & Coastal Wetlands Research and Information Centre  
BP 54 Mouanko, Littoral Region  
Cameroon, Central Africa  
Tel: +237 77 51 52 41  
Email: [cwcmko@yahoo.fr](mailto:cwcmko@yahoo.fr)  
Website: [www.cwcs-cameroon.org](http://www.cwcs-cameroon.org)

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## **PREFACE**

This document is a compilation of seven documents to facilitate the internship or research procedures for higher institution students in CWCS field programmes.

The internship or research process is normally completed by the following stages:

- 1) Institutional consultation
- 2) Issuance of a formal letter of introduction of student
- 3) Registration by the student at CWCS
- 4) Signature of internship/research contract with CWCS
- 5) Presentation of research proposal
- 6) Presentation of technical report of internship/research activities
- 7) Evaluation

**Stage 1: Institutional Consultation:**

Consultation of the institution with CWCS on potential areas of collaboration

**Stage 2: Issuance of a formal letter of introduction of student:**

If the area(s) is(are) identified, the student's institution issues a formal letter of introduction to CWCS.

**Stage 3: Registration by student at CWCS:**

This involves presenting the letter to CWCS project head and obtaining a unique registration number at secretariat.

**Stage 4: Signature of Internship/Research Contract with CWCS:**

This is a binding agreement between the student/institution and CWCS that spells out the rules and regulations of the internship or research.

**Stage 5: Presentation of internship/research proposal:**

An Internship/Research proposal on the agreed topic is presented to CWCS by the student.

**Stage 6: Presentation of the technical report of Internship/Research activities:**

Based on the agreed proposal and set of activities, the student presents a trip report of every activity undertaken and a final report at the end of the Internship/Research period. (See attached format)

**Stage 7: Evaluation:**

The internship or research activities are then critically evaluated by CWCS staff and a final note forwarded to the student's institution. (See the evaluation form).

We wish our Internship/Research students a wonderful and evenful period of stay in CWCS and we give them an assurance of our ready availability and collaboration to guarantee success of the programme.

**Dr Gordon Ajonina**

**CWCS National Coordinator**

**January 2012**

## **PREFACE**

*Ce document est une compilation de sept documents ayant pour but de faciliter aux étudiants des grandes institutions les procédures de stage ou de recherche dans les programmes de terrain de CWCS.*

*Le processus de stage ou de recherche suit normalement les étapes suivantes:*

- 1) Une consultation institutionnelle.*
- 2) La délivrance d'une lettre formelle d'introduction de l'étudiant.*
- 3) L'enregistrement de l'étudiant à la CWCS*
- 4) La signature du contrat de stage/recherche avec CWCS*
- 5) La présentation du protocole de stage/recherche*
- 6) La présentation du rapport technique des activités du stage/recherche*
- 7) L'évaluation*

***Etape 1: La consultation institutionnelle :***

*Consultation de l'institution et de CWCS sur les potentielles aires de collaboration*

***Etape 2: Délivrance d'une lettre formelle d'introduction de l'étudiant :***

*Si l'aire (les aires) de collaboration est (sont) identifiée(s), l'institution de l'étudiant délivre une lettre formelle d'introduction à CWCS.*

***Etape 3: L'enregistrement de l'étudiant à la CWCS:***

*Ceci implique la présentation de la lettre à la plus haute hiérarchie du projet CWCS et l'obtention d'un numéro d'enregistrement unique au secrétariat.*

***Etape 4: La signature du contrat de stage/recherche avec CWCS :***

*Ceci est un accord entre l'institution de l'étudiant et la CWCS qui énonce les règles et règlements du stage ou de la recherche.*

***Etape 5: Présentation du protocole de stage/recherche:***

*Un protocole de stage/recherche sur le sujet arête est présenté à la CWCS par l'étudiant.*

***Etape 6: Présentation du rapport technique des activités du stage/recherche :***

*Basé sur les activités du protocole de stage/recherche validées, l'étudiant présente le rapport de descente de chaque activité entreprise et un rapport final à la fin de la période du stage/recherche. (Voir format joint)*

***Etape 7: Evaluation:***

*Les activités du stage/recherche sont ensuite évaluées de manière critique par le staff de la CWCS et une note finale est transmise à l'institution de l'étudiant. (Voir formulaire d'évaluation)*

*Nous souhaitons à nos étudiants stagiaires/chercheurs un séjour merveilleux à la CWCS et leur assurons de nos disponibilités et collaboration pour garantir le succès du programme.*

**Dr Gordon Ajonina**

**Coordinateur National, CWCS**

**Janvier 2012**

## **LIST OF ABBREVIATIONS & ACRONYMS/LISTE D'ABRÉVIATION ET ACRONYMES**

CBO	Community Based Organisation
CIG	Common Initiative Group
CMN	Cameroon Mangrove Network
COPCVAM	Comite Pilotage de Valorisation de Ressources de Mangrove de Mouanko
CWCS	Cameroon Wildlife Conservation Society
DEWR	Douala-Edea Wildlife Reserve
FAO	Food & Agriculture Organisation
GEF	Global Environment Facility
GIS	Geographic Information System
IUCN	International Union for Conservation of Nature
MINADER	Ministère de l'Agriculture et du Développement Rural
MINEDUC	Ministère de l'Education
MINEF	Ministère de l'Environnement et Forêts (ancien)
MINEPDED	Ministère de l'Environnement, de la Protection de la Nature et du Développement Durable
MINEPIA	Ministère de l'Elevage, des Pêches et des Industries Animales
MINFOF	Ministère des Forêts et de la Faune
MoU	Memorandum of Understanding
NGO	Non Governmental Organization
NTFPs	Non-Timber Forest Products
PSP	Permanent Sample Plot
REDD	Reducing Emissions due to Deforestation and forest Degradation
SDO	Senior Divisional Officer
SNV	Netherlands Development Organisation
UNDP	United Nation Development Programme
UNEP	United Nation Environment Programme
WWF	World Wide Fund for Nature
WCMC	World Conservation Monitoring Centre

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## **DOCUMENT 1: GENERAL TERMS OF REFERENCE FOR INTERNS**

### **I. INTRODUCTION**

CWCS collaborates with many national and international institutions to achieve its field programme objectives. Collaboration with Universities and other professional institutions of learning is mainly through students project work with strong relevance to achieving CWCS programme objectives. It is also an opportunity for the students to appreciate the practical aspects of their studies drawing from the expertise of a wide spectrum of experienced professionals and partners. These terms of reference guide the students wishing to undertake an internship at CWCS on its current priorities for its field projects and programmes from which they can further situate their training or research interests.

### **II. ABOUT CWCS AND CWCS FIELD PROGRAMMES**

Cameroon Wildlife Conservation Society (CWCS) (No. 00085/RDA/J06/BAPP of 19 February 1997 of SDO Mfoundi, Yaounde; MoU MINFOF-CWCS: Memorandum No.0994/MINFOF of 22 November 2007) is a leading national conservation and development NGO with over fourteen (14) years experience in coastal Atlantic forest, mangrove and wetlands projects working with Cameroon Government and other conservation NGOs and partners on environmental issues related to sustainable natural resource utilisation and economic development. CWCS has been actively involved over the past fourteen years under the banner of its Coastal Forests and Mangrove Conservation Programme with office based in Mouanko, Littoral Region helping the government in protected areas management in the rich littoral zone of Cameroon and CWCS Inland Wetlands Conservation Programme under the banner of the Upper Nyong Valley Wetlands Project with office based in Ayos/Akonolinga, in Centre/East Region. Moreover, CWCS currently hosts the secretariat of the Cameroon Mangrove Conservation Network of over 40 coastal associations, NGOs and Common Initiative Groups. CWCS widely succeeds through the use of its multi-stakeholder participatory approach to implement its community based biodiversity conservation projects and programmes from planning, monitoring, evaluation to dissemination of results through institutional development, scientific research and policy outreach as part of its strategies to ensure sustainable livelihoods and biodiversity conservation.

#### **CWCS Coastal Forests and Mangrove Conservation Programme**

*Overview of current status and conservation of mangroves and associated coastal forests in Cameroon*

Cameroon coastal zone (c590km) situated in extreme north eastern corner of the Gulf of Guinea stretches from the Nigerian coastal to Equatorial Guinea borders. The zone is characterised by equatorial climate type with quite variable wetlands comprising tropical forests; rocky and sandy beaches; mudflats; giant estuarine mangrove forest in major rivers (Ndian, Meme, Mungo, Wouri, Dibamba, Sanaga, Nyong and Ntem); estuaries and coastal lagoons and lakes especially lake Ossa (4000ha) being the second largest lake after Lake Chad. Mangrove areas covering over 200 000 are commonly grouped into three main blocks: Rel Del Rey estuary mangroves (54%) within the South West Region from Nigerian coastal border from the disputed Bakassi to Limbe city having the oil refinery; Cameroon estuary mangroves (45%) within the Littoral Region between Mount Cameroon, Tiko town through the Wouri estuary covering entire Douala the largest city in Cameroon with population of over 2million to the Sanaga Estuary; Ntem estuary mangroves (1%) within the South Region with border with Equatorial Guinea. Cameroon mangroves are the 6<sup>th</sup> largest in Africa and first in Central Africa (UNEP, 2007; Ajonina *et al*, 2008) and one of the most giant mangroves in the World (Blasco *et al*, 1996; Ajonina, 2008). The mangroves of Rey Del Rey

and Ntem estuaries are relatively intact though increasingly threatened from oil and gas exploration, invasive nypa palm from Nigeria while the Cameroon estuary mangroves are badly degraded from population pressures and impact from urbanisation, petroleum and gas exploitation, uncontrolled agro-plantation establishment, development projects and mangrove wood exploitation for processing fisheries products especially through smoking. This threatens the livelihood and ecological securities of over 5million coastal communities dependent on it.

#### *Genesis of the programme*

CWCS Coastal Forests and Mangrove Conservation Programme stems from over thirteen years (since 1997) of CWCS multi-partners and multi-donors experience in managing coastal forests, mangroves and wetlands in the Douala-Edea, an important confluence point for estuaries of four Cameroon largest river basins: Sanaga, Wouri, Dibamba and Nyong basins. The project benefiting from a wide range of support from donors and technical partners especially the Netherlands Committee of IUCN, Oxfam-Novib, Wetlands International-Africa Programme, Mangrove Action Project, Netherlands Development Organisation (SNV), Canadian Gender and Developments Funds, GEF-UNDP Small Grants Programme, Nature and Poverty Netherlands have carried out wetlands inventories; biodiversity assessments and threats of Cameroon coasts; establishing wetlands monitoring systems with clear biological and socioeconomic indicators; building gender sensitive local co-management institutions for poverty alleviation; sustained livelihood demonstrating projects for improved wetlands resource extraction and conservation including improved smoke ovens/houses; undertaking community-based mangrove regeneration schemes; establishing and strengthening national and regional networks including a Network of Environmental Parliamentarians that have ultimately influenced policies through for example the gazettelement process of the first national park in Cameroon with marine extension, the signature of the Ramsar Convention by Cameroon in 2006, addressing petroleum and gas exploitation issues, and the ongoing national wetlands policy development for Cameroon with potential spill over effects in the west/central African region. The implementation of WWF and CWCS of Project No. 8C00610 (2007 – 2010) on Developing a generalisable methodology for assessing the vulnerability and adaptation of Mangroves and Associated Ecosystems in Cameroon to climate change further extended CWCS activities to the entire Cameroon coastal area.

#### *Programme goals*

To contribute to improved livelihoods and ecological security of coastal communities by building upon an institutional framework that seeks to promote the conservation and sustainable use of mangroves and associated coastal forests within the context of integrated coastal area management.

#### *Programme vision*

To have healthy, well managed and protected mangroves by informed population with viable ecological landscape connectivity with enhanced provision of ecosystem services for socioeconomic development and ecological security of coastal communities.

By 2014 CWCS to have established a nationally and internationally recognized centre for research, education and information on sustainable use and management of mangroves and associated coastal wetlands in Cameroon and beyond.

#### *Programme objectives*

- To support conservation and sustainable management of mangrove and associated coastal forests for improved livelihoods and socioeconomic development of coastal communities in Cameroon and beyond
- To build institutional, strategic partnerships and networks to promote improved policy protection for mangroves as natural support systems for fisheries, coastal protection and climate change mitigation



- To capitalize (build) achievements into strengthening the establishment of a nationally and internationally recognized research and data base information centre for mangrove & coastal wetlands conservation

*Programme outputs and priority actions*

Objective 1: To support conservation and sustainable management of mangrove and associated coastal forests for improved livelihoods and socioeconomic development of coastal communities in Cameroon and beyond

Out put 1.1. *Research and monitoring undertaken to assess vulnerability of mangroves and associated coastal ecosystems to impacts of climate change*

1.1.2. Conduct targeted management oriented research

1.1.2. Assess and monitor the status of mangrove forest ecosystems and resources

Out put 1.2. *Government efforts supported in coastal protected areas management and mangrove outside protected areas to strengthen a network of coastal protected areas with marine extension*

Activities

1.1.2. Support re-gazettement process and management plan development for Douala-Edea into national terrestrial and marine park

1.1.2.1. Strengthen capacities of local institutions in natural resources management

1.1.2.2. Develop local enterprises based on improved exploitation, processing and marketing of natural resources

1.1.2.3. Support community education and sensitization campaigns

1.1.2.4. Strengthen the establishment of ecologically monitoring system

1.1.2.5. Follow up gazettement process to the obtention of official gazettement document

1.1.2.6. Produce and validate draft management plan document

Out put 1.3. *Pilot adaptation and mitigation actions developed and vulgarised based on improved methods for mangrove exploitation, processing and restoration*

Activities

1.3.1. Promote sustainable utilization of improved ovens

1.3.2. Support community reforestation of degraded mangrove and associated landscapes

1.3.3. Identify mangrove based REDD project

Out put 1.4. *Management plans development supported for a network of coastal protected areas and other mangrove areas*

Activities

1.4.1. Assist in the development of management guidelines for Cameroon Estuary Mangroves

1.4.2. Assist in the development of management guidelines for Rio Del Rey Estuary Mangroves

1.4.3. Assist in the development of management guidelines for Ntem Estuary Mangroves

Objective 2: To build institutional, strategic partnerships and networks to promote improved policy protection for mangroves as natural support systems for fisheries, coastal protection and climate change mitigation

Out put 2.1. *Organizational and functional capacity of Cameroon mangrove network strengthened*

### Activities

2.1.1. Strengthen the secretariat and communication capacity of CMN

2.1.2. Assist in the organization of statutory meetings of CMN

### Out put 2.2. National institutional capacity built for mangrove and coastal area management

#### Activities

2.2.1. Support student projects, volunteer works and internships

### Out put 2.3. Strategic alliance, partners and collaboration identified and developed

#### Activities

2.3.1. Organize site & exchange visits to project sites

2.3.2. Participate in partners meetings & workshops

**Objective 3:** Capitalize (build) achievements into the establishment of a nationally and internationally recognized research and data base information centre for mangrove & coastal wetlands conservation

### Out put 3.1. Infrastructure of the mangrove resource and research centre strengthened

#### Activities

3.1.1. Acquire and maintain necessary equipment

3.1.2. Compile updated technical and publication data base

3.1.3. Develop Website for information dissemination

## **CWCS Upper Nyong Valley Wetlands Conservation Project**

### *Overview of current status and conservation of Upper Nyong wetlands*

The Upper Nyong Wetlands located within the Centre and East Regions of Cameroon is probably the largest and relatively intact inland wetlands ecosystem in Central Africa. The area covering more than 200,000ha is characterised by different vegetation types ranging from extensive 'pseudo' riverine mangroves consisting of pure stands of *Poga oleosia* (Rhizophoraceae); grass and raphia swamps, periodic and permanent inundated swamp forests; and lowland gallery and ridge forests ecosystems. Biological inter-relations between wetlands, major river basins and dry forests may explain the rich biodiversity of the area with diverse habitat types that harbour wildlife species of global conservation significance such as lowland gorillas and chimps. Increasing pressures from logging activities, shifting cultivation, illegal bush meat trade to Central Africa and Chad being the only access road area to these countries degrade the valuable ecosystem services provided by this rich wetlands systems putting the over 300 000 people dependent on them in danger.

### *Genesis of the project*

Upper Nyong Valley Wetlands Conservation Project builds on work that was started in 2005 by CWCS drawing from its over thirteen years multi-partners and multi-donors experience in managing coastal forests, mangroves and wetlands in the Douala-Edea, an important confluence point for estuaries of four Cameroon largest river basins: Sanaga, Wouri, Dibamba and Nyong basins.

The project with office base at Akonolinga benefiting from a wide range of support from donors especially the Netherlands Committee of IUCN and technical partners such as Wetlands International-Africa Programme, GTZ, FAO, etc have carried out wetlands inventories; biodiversity assessments and threats; building gender sensitive local co-management institutions for poverty alleviation; sustained livelihood demonstrating projects for improved wetlands resource extraction and conservation.

### *Project goal and objectives*

The project goal is to contribute to improved livelihood and poverty reduction in local communities of Upper Nyong Valley by facilitating greater and regulated access to natural resources building upon an appropriate institutional framework that seeks to promote participatory wetlands management. The management of biodiversity of the area will require measures to be taken to address threats from illegal exploitation activities. The different land use types will have to be defined in consultation with all stakeholders. Management plans will be developed describing management strategies to manage natural resources in the different zones. A monitoring system will be put in place to monitor trends in natural resource use. Attention will be given to indigenous forest communities to ensure their needs are addressed through designation of community forest areas to guarantee access to natural resources. The project will build capacity of local resource persons to manage natural resources as well as establish management institutions to promote good governance. Conservation successes of this project will be replicated in other areas with similar problems. Lessons learnt and best practices will be up scaled at national and sub regional levels within the context of the Congo Basin Forest Partnership Program.

### *Targeted groups*

- Government Ministry of Forests and Wildlife critical for the establishment of the protected area status
- Local government services of Agriculture, fisheries and livestock for the technical backstopping and as resource persons for community organisation and capacity building programmes
- Community by working with organised common initiative groups as pilot groups to benefit from capacity building programmes that can improve their livelihood by acquiring skills on modern methods of exploitation, processing and storage of biological resources products,
- Young school children in nature clubs for sensitisation activities as future leaders of tomorrow
- Private sector operators especially logging companies to implement sustainable resources methods
- Other NGOs for synergy and policy influence

### *Project outcomes and activities*

The project will provide good scientific basis for designation of protected areas for biodiversity conservation and development of participatory management models involving all stakeholders to manage natural resources in surrounding wetlands use zones. This conservation model is to reconcile between conservation objectives and development needs including contributions to poverty reduction within local communities. This largely builds from the resources and experience of the previous phases of CWCS work in the area.

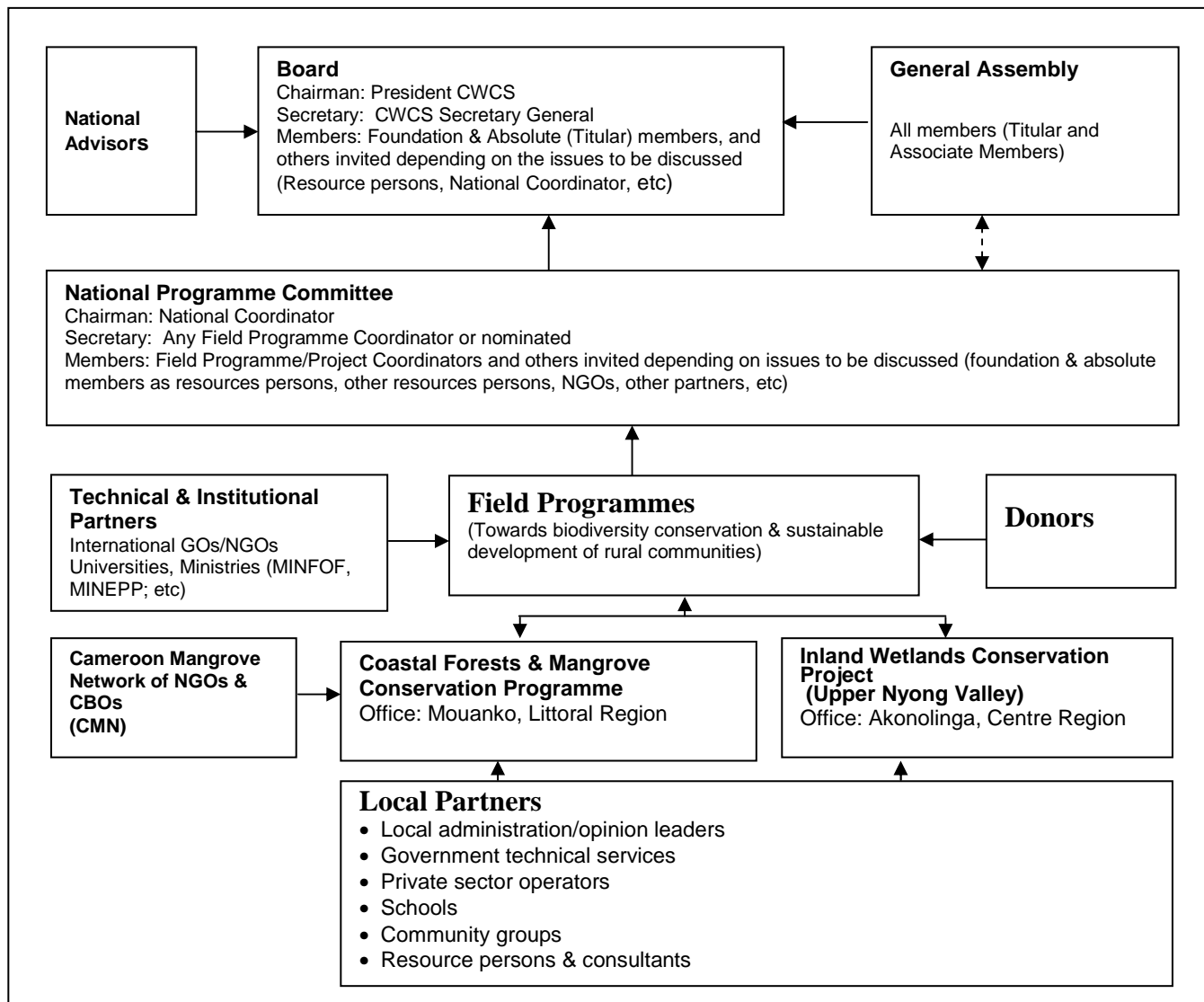
This project will capitalize on results of previous with current phases especially with regards to gazettelement of upper Nyong valley wetlands protected area, land use, fisheries regulation and Ramsar site documents and maps to delimit core conservation area for protection and multiple use zones. An ecological monitoring system with simple biological and socioeconomic indicators based on existing socio-biological data will be established and preliminary testing through complimentary biological and socioeconomic surveys. Existing stakeholders' consultative platforms will be strengthened to facilitate regular consultations amongst stakeholder groups operating in the area. Poverty reduction measures will continue by building capacities of community organisation to access and manage their wetlands and forest resources communal & community forestry schemes. Priority will be given to existing local associations for farming and fishing to serve as models for developing community livelihood practices with creation of additional groups.

## CWCS Project implementation strategies

### *Implementing activities*

Planned activities are being implemented through CWCS traditional multi-partners/stakeholders participatory approach (see illustration below) involving technical partners (international governmental and nongovernmental organisations) including universities, donors, networks (mangrove network) and local partners (local administration, local government services, private sectors, consultants, etc). Collaboration is being strengthened with the existing partners while new ones will be identified and reinforced.

CWCS Project implementation structure with its multi-partners/stakeholders participation model



### *Monitoring and evaluation*

Internal monitoring and evaluation of progress is ensured through monitoring of key indicators of project implementation presented in the logical framework matrix in accordance with CWCS strategic plan 2009-2014 (CWCS, 2009). This will be facilitated through regular field visits and supervisory missions to project area. Technical progress reports are being produced meeting the needs of partners and also discussed with CWCS hierarchy, government technical services and other partners. Generally activities are carried out according to annual, semester and monthly platforms. Monthly planning with partners through meetings or any forum form the basis for monitoring project activities. An internal periodic evaluation through staff meetings according to the availability of personnel can also be pursued. At the end of each budgetary sequence, an evaluation is made according to the procedures of CWCS evaluation with technical and financial components, all in projecting the perspectives for future phases.

External evaluation may be organised yearly or at the end of the programme depending on the availability of funds.

### III. TERMS OF REFERENCE FOR INTERNS

<b>Status:</b>	Internship Student
<b>Location:</b>	Mouanko, Littoral Region or Ayos Centre Region
<b>Immediate Supervisor:</b>	Project Officers
<b>Overall Supervisor:</b>	National Coordinator
<b>Working Knowledge:</b>	French and English

1. Assist CWCS in implementation of its field projects and programmes to address mangrove and associated coastal and inland wetlands forest degradation.
2. Assist in the conservation, management and regeneration of forests and associated wetlands ecosystems through :
  - i) Providing capacity building support and technical advice to target community groups on tree crop production/agro-forestry/fish farming and other environmental management issues including participatory on-farm tree improvement/aquaculture and the promotion of adoption or cultivation of improved trees/fish and other related practices by farmers and fisher folk;
  - ii) Collection, domestication and preservation of forest plant genetic resources;
  - iii) Management of: project's nurseries, agro-forestry demonstration plots and school garden projects;
  - iv) Assist in carrying out studies on exploitation and utilisation of other NTFPs and fisheries resources with special reference to gender issues;
  - v) Assist in the implementation of school environmental education programmes and related community based activities;
3. Assist in mangrove forest conservation, management and regeneration efforts through :
  - i) Providing capacity building support and technical advice to the local Steering Committee for the Conservation and Valorisation of Mangrove Resources (*Comite Pilotage de Valorisation de Ressources de Mangrove de Mouanko*) COPCVAM
  - ii) Mapping and regulation of community mangrove wood cut areas
  - iii) Mangrove wood energy efficiency management through the management of improved smoke houses to curb currently high mangrove deforestation rate due to fish smoking activities
  - iv) Establishment and management of village community mangrove nurseries
  - v) Carrying community mangrove out-planting (afforestation/reforestation) in selected mapped degraded or coastal eroded sites
  - vi) Monitoring Permanent Sample mangrove biomass plots (PSPs)
4. Contribute in building up project/programme data/information base and management
5. Perform any other duties deemed necessary by the Management exigencies for the service.

### IV. RESOURCES

The field office base of the Coastal Forests and Mangrove Conservation Programme based in Mouanko accommodates nine staff (full- and part-time). More than seven zonal support staff cover the Rio Del Rey, Cameroon Estuary and Ntem Estuary mangrove areas and several village support staff and volunteers. The Upper Nyong Wetlands Conservation Programme is based in Ayos with nine staff (full- and part-time) and other village support staff and volunteers.

The resource centre in Mouanko has ten rooms serving as office space with computers, library of over 1000 volumes, conference room, collections (plant, animals, cultural artefacts) and resource inventory equipments (water, soil & vegetation sampling and measurement equipments); a demonstration nursery backed with relevant logistics (a 4 WD vehicle, boat and 40hp outboard engine) and can also provide lodging for a maximum of six students/visitors with a common cooking space. More equipment will be necessary to strengthen the monitoring capacity of the CWCS programmes. The Mangroves & Coastal Wetlands Research and Information Centre has been frequently visited by students, researchers, partners and other members of the public. The website ([www.cwcs-cameroon.org](http://www.cwcs-cameroon.org)) developed for CWCS with assistance from Planete Urgence is under review.

## V. REFERENCES

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**DOCUMENT 2: INTERNSHIP AGREEMENT/ CONVENTION DE STAGE**

CWCS/MKO/INT/ -20

**Article 1 The Agreement**

1.1 This document represents the entire agreement between the CWCS Coastal Forests and Mangrove Conservation Programme or CWCS Upper Nyong Wetlands Conservation Project, as represented by the National Coordinator, Dr Gordon AJONINA

And:

Applicant for internship .....

Address (Institution).....

B.P.....Tel.....Fax.....Email

1.2 Type of internship program:  Professional  Academic  or Holiday

1.3 The Research topic as approved by the student's supervisor in his/her Institution of learning is:

.....  
.....  
.....

1.4 Identification of Student's supervisor in his/her Institution of learning:

Name.....

Address.....

Tel.....Fax: .....Email:.....

1.5 Identification of field supervisor in CWCS

Name.....

Post occupied..... Address .....

1.6 The objective of CWCS professional training program is to help young Cameroonian Students and others to appreciate the practical aspect of what they have learnt in school. The student's field supervisor in CWCS taking into consideration the Project's activity program and the student's area of specialization designs the field-training program.

**Article 2 Duration of Internship**

The internship training starts from .....and ends on the.....

**Article 3 Discipline**

3.1 Students on internship are required to respect the internal rules and regulations governing the functioning of CWCS.

3.2 Any student who exhibits a lot of indiscipline shall have his/her internship agreement terminated by the Programme Administration. Before such a termination is effected, the authorities of the Student's Institution of learning must be notified.

**Article 4 Insurance**

- 4.1 Students and their school of origin are solely responsible for any claim(s), loss(es), damage(s) or any other liability incurred in connection with this agreement
- 4.2 CWCS is not liable for acts of third parties; any accidents, sicknesses or loss of any kind but shall however have right to first aid treatment during field activities.

**Article 5 Remuneration**

- 5.1\* The student on internship shall be paid a monthly stipend of ..... (CFA) to take care of his/her subsistence during the period of training. CWCS shall be responsible for your in-forest field expenses and transportation within the Project area as prescribed by the internal regulations of the Project
- 5.2 CWCS is may provide very limited student's lodging in its Mouanko Centre

**Article 6 Applicants'/Students' obligations**

- 6.1 You shall be required to present a copy of your research dissertation/thesis to CWCS at the end of the training program.
- 6.2 You shall ensure that data gathered during field trips is placed at the disposal of CWCS
- 6.3 You shall also benefit from the use of CWCS logistics (Library, Computers, etc) in the production of your report.
- 6.4\* Upon submission of a copy of internship report, you shall be paid the rest of your outstanding allowances due from the Project.

**Article 7 Copies of the Agreement**

This agreement shall be established in four (4) copies and distributed as follows:  
 1 copy to CWCS  
 1 copy to the Conservation Douala-Edea or any other institution (where applicable)  
 1 copy to the student and  
 1 copy to the students' school of origin

SIGNED

<b>Applicant</b>	<b>Supervisor in Student's Institution of origin</b>	<b>For CWCS Mouanko</b>	<b>The Conservator or any other institution (where applicable)</b>
.....	.....	.....	.....

\*Subject to the resources and means of CWCS



# CONVENTION DE STAGE

CWCS/MKO/STAGE/ 20

## Article 1 La convention

1.1 Le présent document est une convention de stage entre :

La CWCS, Programme de Conservation des Forêts Côtières et de Mangrove ou Projet de Gestion des Zones Humides du Haute Nyong représenté par son Coordinateur National, Dr Gordon N. AJONINA.

Et le stagiaire .....  
Adresse (de l'institution) .....

B.P.....  
Tél.....Fax.....Email.....

1.2 Nature du stage:  
Professionnel  Académique  de vacances

1.3 Le thème de recherche approuvé par l'encadreur académique du stagiaire est  
.....  
.....

1.4 Identification de l'encadreur académique du stagiaire:  
Nom.....  
Adresse.....  
Tél...:.....Fax: .....Email:.....

1.5 Identification de l'encadreur technique du stagiaire (au niveau de CWCS) :  
Nom .....  
Poste occupé..... Téléphone.....Email.....

1.6 L'objectif de la CWCS à travers les différents stages est d'aider les jeunes Camerounais et les autres à développer sur le terrain les connaissances théoriques reçues dans leurs institutions. L'encadreur technique du stagiaire, désigné en fonction de sa compétence et de la spécialisation du stagiaire, établit le programme de stage

## Article 2 Durée du stage

2.1 Le stage commence le ..... et s'achève le .....

## Article 3 Discipline

3.1 Les stagiaires sont soumis aux lois et règlements de la CWCS pendant toute la durée du stage.

3.2 Tout stagiaire qui s'affiche par des actes/attitudes d'indiscipline verra sa convention de stage annulée par l'Administration du Programme. Dans cette perspective, la décision de CWCS est notifiée aux responsables académiques du stagiaire.

#### **Article 4 Assurance**

4.1 Le stagiaire et son institution d'origine du stagiaire répondent de toute revendication, toute perte, tout dommage et de toute plainte survenu au cours du stage. La CWCS ne peut être responsable des actes des tiers, d'accidents, de maladies ou de pertes qui surviendraient au cours du stage. Cependant, en cas d'accident ou de maladie, elle peut apporter les premiers soins nécessaires pour parer au plus urgent.

#### **Article 5 Rémunération**

5.1\* Le stagiaire aura une indemnité mensuelle de ..... qui couvre ses besoins courants durant le stage. La CWCS prend en charge les frais de terrain et de transport au sein de zone du projet dans les limites prescrites par les lois et règlements du Projet.

5.2 La CWCS peut dans les limites des ses possibilités héberger des stagiaires dans son Centre à Mouanko.

#### **Article 6 Les obligations du stagiaire**

6.1 A la fin du stage, le stagiaire doit laisser une copie de son rapport/mémoire à la coordination de CWCS à Mouanko.

6.2 Le stagiaire doit laisser les données scientifiques collectées durant le stage à la disposition de CWCS.

6.3 La logistique du Projet est à la disposition du stagiaire pour la rédaction, la saisie, l'impression et la reproduction de son rapport/mémoire de stage.

6.4\* Après soumission du rapport/mémoire de stage, le stagiaire perçoit le reliquat de son indemnité de stage déterminé par l'administration du Projet.

#### **Article 7 Les copies de la convention de stage**

7.1 La présente convention est établie en quatre (04) exemplaires répartis comme suit:

1 copie pour la CWCS

1 copie pour la Conservation de Douala-Edea ou autre institution concernée

1 copie pour le stagiaire

1 copie pour l'institution d'origine du stagiaire

Signée à Mouanko le

Par

**Le Stagiaire**      **L'Encadreur**  
**Académique**

**La CWCS-Mouanko**

**Le Conservateur de**  
**Douala-Edea ou autre**  
**Institution concernée**

.....

\_\_\_\_\_  
\* Dependant des ressources et moyens de la  
CWCS

**DOCUMENT 3: TRIP REPORT/RAPPORT DE MISSION**

**Mission Order/Ordre de mission N° .....**

To A		Copied to Copie à :	
From (Name) De (Nom)		Date of Departure Date de Depart	
Team's members Membres de l'Equipe		Date of return Date de Retour	
Details of meetings/ trip Détails de la Réunion/Descente		Country /Town/Village visited Pays/Ville/Village visités	
People met Personnes rencontrées		Budget implications Implications budgétaires	Code

<b>Objectives of the Meeting/Trip</b> <b>Objectifs de la Réunion/Descente</b>
<b>Outcomes of the Meeting/Trip</b> <b>Issues de la Réunion/Descente</b>

**Action Points and Person(s) responsible**  
**Points d'Action et personne(s) responsable(s)**

**Date of follow-up meeting, where and with whom (if applicable)**  
**Date du suivi de la réunion, où et avec qui ? (selon le cas)**

**Other Comments**  
**Autres commentaires**

Done at Mouanko on the/*Fait à Mouanko le* ..... Verified and approved by/*Vérfifié et approuvé*  
par :

Signature : ..... Signature & date:.....

Name/*Nom*: ..... Name/*Nom* : .....

## **DOCUMENT 4: GUIDELINES FOR PRODUCING FINAL INTERNSHIP/VOLUNTEER ACTIVITY REPORTS**

### **Introduction**

CWCS runs a professional training program aimed at helping young Cameroonian students appreciate the practical aspect of what they have learnt in school. The student's field supervisor in CWCS taking into consideration the Project's activity programme and the student's area of specialization designs the field-training programme.

Upon signature of the Internship Agreement, the student begins work and is required to submit a final/volunteer activity report at the end of his programme (Article 6.4). This report does not only enable CWCS to justify funds used by the student but also an evidence for the student's institution that the student actually passed some time with the NGO. Moreover it may come out with far reaching recommendations and lessons learnt for both partner institutions to implement to improve on the efficiency of such programmes. Finally it also contributes in strengthening the student's capacity in reporting work.

The objectives of these guidelines are: to enable a student produce such a report and to give some consistence and coherence between reports by different students.

### **Definition of terms**

- *Intern*: Any person studying in a different institution of learning and for the sake of meeting his/her institution's requirement undergoes a training or research activity in CWCS
- *Volunteer*: Any person not necessary undergoing studies in any institution of learning who usually has completed such studies but decides to gain practical experience in CWCS
- *Internship/volunteership*: The period of training an intern or volunteer undertakes in CWCS.
- *Trip report*: A report of any trip undertaken in CWCS following a particular format available at the CWCS Secretariat. A combination of trip reports over the period of training usually facilitates the production of the final report.
- *Project*: Any package of endeavours undertaken by an intern or volunteer in CWCS with agreed defined objectives and time frame covering the period of internship/volunteership. This is normally research work leading to the writing of a thesis/dissertation for the award of a degree or diploma in the intern's institution of learning.
- *Final internship/volunteer report*: A report of activity an intern or volunteer submits to CWCS at the end of his/her programme in CWCS.
- *Thesis/dissertation*: Research report following a defined scientific format which the intern also submits to CWCS after defence in his/her institution of learning for the award of a degree or diploma.

## Structure of the Final Report

The final internship/volunteer activity report is expected to conform to the following format.

### Cover page:

Consists of:

- CWCS logo and programme title available at the secretariat
- Title: Report of internship/volunteer activities from.....to.....in CWCS Coastal Forests & Mangrove Conservation Programme OR Upper Nyong Wetlands Conservation Project
- Your name beginning with your Surname
- Your qualifications (diplomas after A' levels)
- Title of degree/diploma and your institution e.g. B.Sc., M.Sc., DESS, Research Student University of Yaounde, Buea, etc
- Month and year e.g. October 2006
- Name of supervisor in CWCS

### 1. Introduction (maximum 1 page)

- Situate the objectives of internship/volunteership within your institutional objectives
- Link the objectives of CWCS with that of your institution
- Give the scope and organisation of your report. This will normally follow the format described in sections 2-7.

### 2. Field Activities (maximum 3 pages)

Describe briefly the field activity undertaken within the framework of your project (details put as annexes)

### 3. Other activities (maximum 2 pages)

Describe briefly other (field) activities you participated in which do not necessarily fall within the framework of your project.

### 4. Problems and constraints (maximum 1 page)

Identify and group the problems and constraints encountered in the course of executing your project.

### 5. Conclusions and recommendations (maximum 1 page)

- Draw some conclusions from the execution of your project
- State and group for CWCS and/or your institution necessary recommendations, lessons learnt for future activities.

### 6. References

Produce a list of any reference cited in the text using a consistent format (see Document 7).

### 7. Annexes

## **DOCUMENT 5: RULES OF CONDUCT FOR INTERSHIP AND VOLUNTEERS/REGLES ET CONDUITES POUR LES STAGIAIRES ET VOLONTAIRES**

### **1.0 INTRODUCTION**

The following regulations shall apply to all inter/volunteer coming to the CWCS.

### **2.0 DEFINITION**

In these rules, the following words shall have meaning assigned to them as follows:

**a) Hostel**

Place where intern/volunteer stay.

**b) Supervisor**

Person responsible for the hostel and relevant of NGO.

**c) Intern**

A person who is registered as an intern of the NGO.

**d) Householder**

Holder of the house.

### **3.0 THE CONDUCT OF INTER AND VOLUNTEER**

The following provisions shall apply with respect to the conduct of inter/volunteer at the NGO.

#### **3.1 General Conduct**

All intern/volunteer shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and in particular shall:

- Respect and adhere to the administrative and training rules, procedures and structures established for the control, governance and operations of the NGO.
- Respect the rights and privileges of the members of the NGO community at all times.
- Refrain from any conduct that might bring the NGO thereof into disrepute.
- Carry themselves in all public places or flora with such humility and dignity as benefits their status as mature and responsible persons.
- Avoid such drunken behaviour as would constitute a disturbance to other trainees and staff of the NGO e.g. desist from drug abuse and totally refrain from the use of drugs and possessions of which is prohibited by the Law. CWCS will take serious steps against any drug abusers and the Law may likewise take independent steps against such.
- Staff office and the Secretariat are strictly out of bounds to trainees, only in case of invitation.
- Smoking is not allowed in the Conference Room, Dinning Hall, Library and toilets.

### **3.2 Residential Conduct**

All inter/volunteer shall conduct themselves with responsibility and maturity while in residence at the NGO and in particular shall strictly observe the following:-

- a) Share rooms where necessary in addition to other facilities of common use.
- b) Admit visitors to their rooms only between the hours of 08.0 a.m. and 8.00 p.m. and in so doing shall pay due consideration and regard to the convenience of their roommates.
- c) Remove no furniture or equipment from classrooms, their rooms or any other part of the hostels or premises within the NGO except by permission from the Supervisor and must undertake to return the items to the original place after use.
- d) Not to cook or conduct illegal business/trade in the hostels like hawking. This may result to expulsion from the Institute.
- e) Report to Supervisor in case of sickness for further assistance.
- f) In addition, the trainees and visitors shall be required NOT to:
  - Smoke or take alcohol in the rooms
  - Put posters in the rooms
  - Hang wet clothing in the rooms or bathrooms
  - Remove keys from holders
  - Iron in the rooms
  - Remove cloth hangars or other items from the rooms
  - Spit on the walls or floor
  - Write on the walls
- g) Basic laundry facilities are provided in the hostels for washing and ironing cloths.
- h) Adopt a respectful attitude with the householder.
- i) In case of any matters arising, report to the Supervisor who will inform CWCS Administration.

### **3.3 Institute Properties**

Inter/volunteer shall take care of Institute properties and shall be held responsible, for loss or damage to any such property.

### **3.4 Noise and Nuisance**



It shall be an offence to create an unreasonable noise or to behave in an unruly or rowdy manner to the disturbance or annoyance of other occupants of hostel. Acts of hooliganism and harassment of other Institute occupants shall not be tolerated.

### **3.5 Emergencies Cases**

In the event of any of the following emergencies, trainees and visitors shall be required to act as indicated.

Sickness: Report to the Supervisor for assistance. In case the Supervisor is absent, inform CWCS Administration.

### **3.6 Trespass**

Intern/volunteer shall be expected to walk along provides foot paths only and desist from any form of trespass.

### **3.7 Penalty for Indiscipline**

The CWCS Management shall have power to impose disciplinary measures and penalties (according to article 6.....of the intern rules of CWCS) and this may include:

- a letter of warning or reprimand
- suspension from the NGO for a specific period
- expulsion from the hostels or the NGO

The NGO reserves the right to change, add to, amend or otherwise vary these regulations and rules at any time without notice.

## **REGLES ET CONDUITES POUR LES STAGIAIRES ET VOLONTAIRES**

### **1.0 INTRODUCTION**

Les règles suivantes s'appliqueront à tous les stagiaires / volontaires qui arrivent à CWCS.

### **2.0 DEFINITION**

Les mots suivants devront avoir les significations qui leur sont assignées comme il suit :

**a) Foyer**

Logement des stagiaires/volontaires.

**b) Superviseur**

Personne responsable du foyer et qui relève de l'ONG.

**c) Stagiaire**

Personne enregistrée comme stagiaire à l'ONG.

**d) Volontaire**

Personne enregistrée comme volontaire à l'ONG.

**e) Bailleur**

Propriétaire du logement.

### **3.0 CONDUITE DES STAGIAIRES OU AUTRES VISITEURS**

Les dispositions suivantes devront s'appliquer avec respect à la conduite des stagiaires/volontaires pendant leur séjour à CWCS.

#### **3.1 Conduite générale**

Tous les stagiaires et volontaires devront se conduire eux-mêmes en accord avec les hautes valeurs d'intégrité, de discipline personnelle et de moralité et doivent en particulier :

- Respecter et adhérer aux règles, procédures et structures administratives et de formation mises en place pour le contrôle, la gouvernance et les opérations de l'ONG.
- respecter en tout temps les droits et privilèges communautaires des membres de l'ONG
- s'abstenir de toute conduite qui puisse discréditer l'ONG
- adopter eux-mêmes sur tous les lieux publics une telle humilité et intégrité comme il convient à leur statut de personne mature et responsable
- éviter des comportements de saouards pouvant constituer une perturbation ou dérangement des autres stagiaires et staff de l'ONG ; exemple : cesser tout abus de drogue et s'abstenir d'utiliser ou de posséder des drogues qui sont prohibées par la loi. CWCS prendra de sérieuses mesures contre tout abus de drogue et la loi pourra prendre des mesures indépendantes contre une telle attitude.
- Les bureaux du staff et le Secrétariat sont strictement interdits d'accès aux stagiaires, sauf en cas d'invitation. .
- Il n'est pas permis de fumer dans la salle de conférence, salle à manger, bibliothèque et toilettes.

#### **3.2 Conduite de résident**

Tous les stagiaires et volontaires doivent se conduire avec responsabilité et maturité pendant leur séjour à l'Institut et doivent en particulier strictement observer les instructions suivantes :

- a) partager les chambres en cas de nécessité et les autres facilités d'utilisation commune
- b) admettre les visiteurs dans leurs chambres entre 8 h et 20 h et le faire en considération et respect de la convenance de leurs co-chambriers
- c) ne retirer ni meuble ni équipement des salles de classe, de leurs chambres ou de tout autre part du foyer ou local à l'intérieur de l'ONG excepté avec la permission du Superviseur et doit entreprendre de retourner les articles à leur place originale après utilisation
- d) ne pas préparer ou conduire des affaires illégales dans les locaux tels le colportage. Cela peut entraîner l'expulsion de l'ONG
- e) signaler au Superviseur en cas de maladie pour ample assistance
- f) en plus, les stagiaires et les visiteurs sont tenus de ne pas :
  - fumer ou boire de l'alcool dans les chambres

- coller les posters dans les chambres
  - suspendre les vêtements mouillés dans la chambre ou la salle de bain
  - retirer les clés des supports
  - repasser dans les chambres
  - retirer les cintres ou tout autre élément de la chambre
  - écrire sur les murs
- g) le minimum des facilités de blanchisserie est fourni au foyer pour le lavage et repassage des habits
- h) se conduire de manière respectueuse à l'égard du bailleur
- i) tenir informé le Superviseur de tout problème survenu ou rencontré au foyer et ce dernier se chargera de le rapporter l'Administration de CWCS.

### **3.3 Les biens de l'ONG**

Les stagiaires/volontaires doivent prendre soin des biens de l'ONG et peuvent être tenus pour responsables, de la perte ou dommage de l'un de ces biens.

### **3.4 Bruits et nuisance**

Ce serait une offense de faire de bruits déraisonnables ou de se comporter de façon tapageuse et indisciplinée à l'encontre des autres occupants des locaux du foyer. Les actes d'hooliganisme et d'harcèlement sur les autres occupants de l'Institut ne seront pas tolérés.

### **3.5 Cas d'urgence**

En cas de survenance des cas d'urgence ci-après, les stagiaires/volontaires sont appelés à agir comme il suit :

Maladie : signaler au Superviseur pour assistance. Dans le cas où le Superviseur est absent, saisir l'Administration de CWCS.

### **3.6 Violations**

Les stagiaires/volontaires doivent s'abstenir de toute forme de déviances et/ou violations.

### **3.7 Pénalités pour indiscipline**

L'Administration de l'ONG a le pouvoir d'imposer des mesures disciplinaires et pénalités (en vertu de l'article 6...du règlement intérieur de CWCS) et cela peut inclure :

- une lettre d'avertissement ou de réprimande
- suspension de l'ONG pour une période déterminée
- expulsion du foyer ou de l'ONG

L'ONG se réserve le droit de changer, ajouter, amender autrement dit varier ces règles en tout temps sans notification.

**DOCUMENT 6: EVALUATION FORM FOR VOLUNTEERS, INTERNSHIP STUDENTS AND STAFF ON PROBATION/FICHE D’EVALUATION DU STAGIAIRE/VOLONTAIRES ET EMPLOYEES A L’ESSAI**

Name/*Nom*: \_\_\_\_\_

Nature of service/*Nature de service*:

- a) Volunteership/*Volontariat*
- b) Internship/*Stage*
- c) Probation/*Essai*

Period/*Periode*: \_\_\_\_\_

s/n	Evaluation criteria	Score	Observations
1	Professional consciousness/ <i>Conscience professionnelle</i>		
	a) Punctuality/ <i>Ponctualité</i>	/2	
	b) Assiduity/ <i>Assiduité</i>	/2	
	c) Commitment/ <i>Engagement</i>	/2	
	d) Practical application of concepts/ <i>Application pratique des concepts</i>	/2	
	<b>Subtotal/Sous total</b>	<b>/8</b>	
2	Professional competence/ <i>Compétence professionnelle</i>		
	a) Intelligence/ <i>Intelligence</i>	/2	
	b) Imagination/ <i>Imagination</i>	/2	
	c) Efficiency/output/ <i>Efficacité/rendement</i>	/2	
	d) Organization/ <i>Organisation</i>	/2	
	<b>Subtotal/Sous total</b>	<b>/8</b>	
3	Personality/ <i>Personnalité</i>		
	a) Interaction with peers/ <i>Aspect socio-professionnel</i>	/2	
	b) Public relation/ <i>Relation publique</i>	/2	
	<b>Subtotal/Sous total</b>	<b>/4</b>	
	<b>Total</b>	<b>/20</b>	

Other observations and comments/*Autres observations et commentaires*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of evaluator/*Non de l’Evalueateur*: \_\_\_\_\_

Designation/*Poste*: \_\_\_\_\_ Tel: \_\_\_\_\_ E-mail \_\_\_\_\_

Done at/*Fait à*: \_\_\_\_\_ on the/*Le* \_\_\_\_\_

Signature

## DOCUMENT 7: CITATIONS IN RESEARCH REPORTS

### Citations in Research Reports

By  
*Gordon Ajonina (PhD)*

#### Introduction

#### Importance of scientific Research in Natural Resource Management

There is a general consensus in natural resource management circles that research holds a very pivotal position. This is because of its contribution in solving most of its management problems. It seeks to answer key questions in natural resources management whose resolution could lead to significant changes and improvements in our understanding of the structure and functioning of the various ecosystems supporting this natural resource base. It also paves the way through to sustainable exploitation and improvements of livelihoods and lives of those who depend on these resources.

#### Structure of Scientific Research

Usually, research problems are expressively stated and resolved through rigorous scientific methods. In natural resource research, key questions or issues to be answered or addressed are generally expressed as a statement of hypothesis that has to be verified or disproved through experimentation or field surveys. These hypotheses are usually suggested by past experiences, observations, and at times by theoretical considerations.

Once a hypothesis is framed, the next step is to design a procedure for its verification. This is the experimental procedure which usually consists of four phases:

- i- Selecting the appropriate materials to test,
- ii- Specifying characters to measure (parameters),
- iii- Selecting the procedure to measure these characters, and
- iv- Specifying the procedure to determine whether the measurements made support the hypothesis.

According to Day (1988), scientific writing can be summarized into 4 main parts the **IMRD-approach** as follows:

- i- What question (problem) was studied? The answer is **Introduction**.
- ii- How was the problem studied? The answer is **Methods**.
- iii- What were the findings? The answer is **Results**.
- iv- What do these findings mean? The answer is **Discussions**.

At a given level, there is always the review of the state-of-the-art (**literature review**) to elucidate the current knowledge and the rationale and extent of your own contribution. Your contribution is such that the existing stock of knowledge in the field is modified or extended.

The choice of any topic for research should necessarily be guided by the answer to many questions including:

- Is the problem researchable?
- Can it be finished within the required time limit?
- Are the facilities available?
- Do you have the funds to carry out the research?
- Above all, do you have the required capacity to do the research?

### **Importance of citations**

During all the phases of the research, there are always contributions of other researchers and this must be properly acknowledged through citations. Citations enable the reader to know who contributed, where he can find the information to read more. You could be guilty of a crime called **Plagiarism** when you use ideas, words, etc that are not yours.

### **Citing Contributions**

Most young researchers still find it difficult to cite sources. The following table will help overcome such problems. There is a particular format for citing authors. This scientific formatting must be scrupulously followed. The following are elements of scientific citations.

Author's family name, Initials separated by full stop year of publication (can be in brackets). Title of contribution. Source of contribution (journal, Report, etc.). Publisher. Place of publication. Number of pages.

NB: All handwritten underlined text in citations must be typed with italics type faces. For example: *et al*, scientific names (*Lophira alata*), Journal names (*Journal of Forestry*), etc.

### Examples

#### (a) Journal papers

##### Method 1

Clutter, J.L. 1963. Compatible growth and yield models for loblolly pine. *For Sci.* 9:354-371.

##### Method 2

Clutter, J.L. (1963). Compatible growth and yield models for loblolly pine. *For Sci.* 9:354-371.

(b) Text books

Method 1

Hush, B. 1963. *Forest Mensuration and statistics*. Ronald Press, New York. 422pp.

Method 2

Hush, B. (1963). *Forest Mensuration and statistics*. Ronald Press, New York. 422pp.

(c) Reports

Method 1

CWCS 2001. *CWCS Douala-Edea: Activity Report/rapport d'activités 1999-2000*. Cameroon Wildlife Conservation Society, Cameroon. 132pp.

Method 2

CWCS (2001). *CWCS Douala-Edea: Activity Report/rapport d'activités 1999-2000*. Cameroon Wildlife Conservation Society, Cameroon. 132pp.

(d) Conference Proceedings

Method 1

Moses, B.S.1990. Distribution, ecology and fisheries potentials of Nigerian Wetlands. *In Akpata, T.V.I. and Okali, D.U.U. (Eds)(1990). Nigerian Wetlands. Proceedings of Man and the Biosphere Workshop. Nigeria p35-46.*

Method 2

Moses, B.S.(1990). Distribution, ecology and fisheries potentials of Nigerian Wetlands. *In Akpata, T.V.I. and Okali, D.U.U. (Eds)(1990). Nigerian Wetlands. Proceedings of Man and the Biosphere Workshop. Nigeria p35-46.*

(e) Newspapers

Method 1

Mbunwe, C.2003. Mbororos to set up para-legal offices. *The Post Newspaper* N° 0514 October 20, 2003.

Method 2

Mbunwe, C.(2003). Mbororos to set up para-legal offices. *The Post Newspaper* N° 0514 October 20, 2003.

(f) Internet

Method 1

Anonymous. 2002. *The world Ecotourism Summit-Quebec*.  
[http://www.ecotourism](http://www.ecotourism.org/anglais/indexa.html) 2002. org/anglais/indexa.html (accessed 26 October 2009)

Method 2

Anonymous. (2002). *The world Ecotourism Summit-Quebec*.  
[http://www.ecotourism](http://www.ecotourism.org/anglais/indexa.html) 2002. org/anglais/indexa.html (accessed 26 October 2009)

(g) Personal Communications

All unpublished works, communications may be included in this category. It is usually cited as a foot note at the base of the page containing the text which the author has cited. For example: Peters, S.G. 2003. (pers com.)

**Table I: Scientific Citations**

Category	Number of authors	Inside text	Reference list
(a) Journal Papers	Single	<p><u>Method A :</u></p> <p>Cluster (1963) stated that tree growth typifies an s-curve.</p> <p><u>Method B:</u></p> <p>Tree growth typifies an s-curve (Cluster, 1963).</p>	<p><u>Method 1</u></p> <p>Cluster, J.L. 1963. Compatible growth and yield models for loblolly pine. <i>For. Sci.</i> 9:354-371</p> <p><u>Method 2</u></p> <p>Cluster, J.L. (1963). Compatible growth and yield models for loblolly pine. <i>For. Sci.</i> 9:354-371</p>
	Two	<p><u>Method A:</u></p> <p>Long and Smith (1988) have proved that there is a direct relationship between leaf area and sapwood content in a lodge pole pine.</p> <p><u>Method B:</u></p> <p>A direct relationship exists between leaf-area and sapwood content in lodge pole pine (Long and Smith, 1988)</p>	<p><u>Method 1</u></p> <p>Long, J.N. and Smith, F.W. 1988. Leaf area-sapwood area relations in lodge pole pine as influenced by stand density and site index. <i>Can. J. For. Res.</i> 18: 247-250</p> <p><u>Method 2</u></p> <p>Long, J.N. and Smith, F.W. (1988). Leaf area- sapwood area relations in lodge pole pine as influenced by stand density and site index. <i>Can. J. For. Res.</i> 18: 247-250</p>



	Three or more	<p><u>Method A:</u></p> <p>According to Husch <i>et al</i> 2003, quadratic mean stand diameter is more useful in determining a tree of average basal area than mean stand diameter.</p> <p><u>Method B:</u></p> <p>Quadratic mean stand diameter is more useful in determining a tree of average basal area than mean stand diameter (Husch <i>et al</i>, 2003)</p>	<p><u>Method 1</u></p> <p>Husch, B., Beers, T.W. and Kershaw, Jr, J.A. 2003. Measures of stand density. <i>Forest Science</i> 20:200-256</p> <p><u>Method 2</u></p> <p>Husch, B., Beers, T.W. and Kershaw, Jr, J.A. (2003). Measures of stand density. <i>Forest Science</i> 20:200-256</p>
(b) Text books	Single	<u>Same</u>	<p><u>Method 1</u></p> <p>Husch. B. 1963. <i>Forest mensuration and statistics</i>. Ronald Press, New York.422pp.</p> <p><u>Method 2</u></p> <p>Husch. B. (1963). <i>Forest mensuration and statistics</i>. Ronald Press, New York.422pp.</p>
	Two	<u>Same</u>	<p><u>Method 1</u></p> <p>Penfold, A.R. and Willis, J.L. 1961. <i>The Eucalyptus-botany, cultivation, chemistry and utilization</i>. Leonard Hill, London. 412pp.</p> <p><u>Method 2</u></p> <p>Penfold, A.R. and Willis, J.L. (1961). <i>The Eucalyptus-botany, cultivation, chemistry and utilization</i>. Leonard Hill, London. 412pp.</p>
	Three	<u>Same</u>	<p><u>Method 1</u></p> <p>Husch, B., Beers, T.W. and Kershaw Jr, J.A.2003. <i>Forest mensuration</i>. John Wiley and sons, Inc. New York, 443pp</p> <p><u>Method 2</u></p> <p>Husch, B., Beers, T.W. and Kershaw Jr, J.A.(2003). <i>Forest mensuration</i>. John Wiley and sons, Inc. New York, 443pp</p>
(c) Reports, conference proceedings, newspapers and internet	Single Two Three	<u>Same</u>	See sections on citing contributions and adapt it accordingly.

(d) Personal communication		<p><u>Method A:</u></p> <p>According to Peters (<i>pers. Comm.</i>)</p>	<p>Peters, S.G. (personal communication) put it at the base of the page</p>
(e) All category	All	<p>Multiple Contributions</p> <p><u>Method A:</u></p> <p>According to Cluster (1963), Long and Smith (1988), Husch <i>et al</i> (2003), Trees grow fast at early stages</p> <p><u>Method B:</u></p> <p>Trees grow fast at early stages (Clutter, 1963; Long and smith, 1988; Husch <u>et al</u>, 2003). That is, arrange them according to the seniority (year of publication beginning with the earliest) of authors.</p>	<p>list them in alphabetical order</p> <p><u>Method 1</u></p> <p>Cluster, J.L. 1963. Compatible growth and yield models for loblolly pine. <u>For. Sci.</u> 9:354-371</p> <p>Husch, B., Beers, T.W. and Kershaw Jr, J.A.2003. <i>Forest mensuration</i>. John Wiley and sons, Inc. New York, 443pp</p> <p>Long, J.N. and Smith, F.W. 1988. Leaf area sapwood area relations in lodge pole pine as influenced by stand density and site index. <i>Can. J. For. Res.</i> 18: 247-250</p> <p><u>Method 2</u></p> <p>Cluster, J.L. (1963). Compatible growth and yield models for loblolly pine. <u>For. Sci.</u> 9:354-371</p> <p>Husch, B., Beers, T.W. and Kershaw Jr, J.A.(2003). <i>Forest mensuration</i>. John Wiley and sons, Inc. New York, 443pp</p> <p>Long, J.N. and Smith, F.W. (1988). Leaf area sapwood area relations in lodge pole pine as influenced by stand density and site index. <i>Can. J. For. Res.</i> 18: 247-250</p>

**NB:** Any of the two methods (method 1 and method 2) can be used to compile reference list but you must be consistent with any chosen method. However in the text, the two methods (method A and Method B) can be freely used with no consistency.

**Other notes**

- There should be considerable consistency in the style chosen.
- If an author publishes many articles in the same year, they should be distinguished by the letters of alphabet. e.g. Nwoboshi (1970a), Nwoboshi (1970b), Nwoboshi (1970c), or simply Nwoboshi (1970 a, b, c) and similarly at the reference list as follows:

### Method 1

Nwoboshi, L.C. 1970a. A glimpse of Malayan silviculture. *Obeche* 6: 14-30.

Nwoboshi, L.C. 1970b. Notes on industrial wood growing techniques in Australia. *Nig. J. For.* 2(2): 22-27

Nwoboshi, L.C. 1970c. Studies on forest soil fertility II. Changes in forest soil fertility following a crop of nursery stock. *Proc. Inaug. Conf. For. Assoc. Nig.* 335-342.

### Method 2

Nwoboshi, L.C. (1970a). A glimpse of Malayan silviculture. *Obeche* 6: 14-30.

Nwoboshi, L.C. (1970b). Notes on industrial wood growing techniques in Australia. *Nig. J. For.* 2(2): 22-27

Nwoboshi, L.C. (1970c). Studies on forest soil fertility II. Changes in forest soil fertility following a crop of nursery stock. *Proc. Inaug. Conf. For. Assoc. Nig.* 335-342.

- All references cited in the text must be included in the reference list. The reference list should be arranged in alphabetical order.
- All references to figures, tables, plates, annexes and appendices should capitalize the first letter. For example: There were more men in Yoyo than in Manoka (Table 2). We use Figure 6 to illustrate the relationship between leaf area and stand density see also Plate 4 in Annex 1 or Appendix 1.

### **Conclusion**

The importance of scientific citations cannot be over emphasized. It is a matter of necessity for all researchers to cite/quote appropriately otherwise their papers or contributions will have little value. The quality of research papers is largely determined by the number of sources acknowledged and consistency in style.

### **Reference**

Day, R.A. 1988. *How to write and publish a scientific paper*. Third Edition. Phoenix AZ: the Oryx Press. 211pp.