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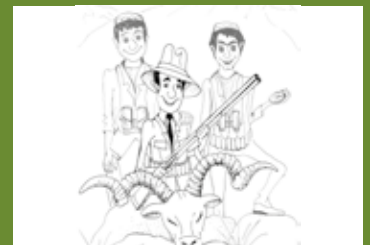
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# Practitioner's Guidebook

## How to Run a Wildlife Management Organization and Conduct Trophy Hunts for International Clients

2nd Revised Edition



**How to Run a Wildlife Management Organization  
and Conduct Trophy Hunts for International Clients: Practitioner’s Guidebook**

2nd Revised Edition

The new revised edition of the Practitioner’s Guidebook contains updated information on the main points of game management and organization of trophy hunting tours, including legal aspects. The Guidebook also includes successful experience of international organizations on sustainable wildlife management, primarily Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (German federal enterprise for international cooperation).

The Guidebook was revised and updated in the framework of the Regional Programme “Sustainable and climate sensitive land use for economic development in Central Asia”, implemented by GIZ on behalf of German Federal Ministry for Economic Cooperation and Development (BMZ) in all countries of Central Asia. The content of this publication is updated in the light of the outcomes of the International Round Table on “Sustainable Use and Conservation of Wildlife in Tajikistan”, which was held 2-3 November 2016 in Dushanbe.

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## Introduction

This handbook is intended for communities, or more generally for people in rural areas in Tajikistan who would like to get involved in the protection and preservation of wildlife and at the same time generate income by establishing a trophy hunting business for international clients. The species sought after by international trophy hunters in Tajikistan are mainly Marco Polo sheep (*Ovis ammon polii*), markhor (*Capra falconeri heptneri*), urial (*Ovis vignei*), Siberian ibex (*Capra ibex sibirica*), and wild boar (*Sus scrofa*). Brown bear (*Ursus arctos isabellinus*) and wolf (*Canis lupus lupus*) are also of potential interest. In addition to attracting hunters, healthy populations of wild animals can also boost ecotourism in a region.

You should be aware, however, that the large sums paid by hunting tourists for shooting a single Marco Polo sheep or an ibex, are misleading in a way, as they do not reflect the actual profit to be made. In managing a hunting ground, you will have to undertake a number of responsibilities and invest in infrastructure (posts, guest-houses, equipment) and in continuous conservation activities. It might take years of hard, unpaid work before you will have your first client. Conducting the hunt itself is also quite complicated and expensive, as you have to organize various documents and permits, transport, lodging, a translator, etc.

If your goal is to make a quick profit, you should probably seek out a different line of business. Wildlife management will only yield revenues if you are in it for the long run. A serious commitment to the protection and conservation of wild animals and the welfare of rural communities are equally important for your success as is a basic understanding of business administration and management skills. Preferably community members jointly establish a non-commercial organization for the management of the wild animals on the lands they use.

If you keep all this in mind, however, you might be able to generate some income and benefits for your community, and at the same time you will ensure that your children and generations to come will be able to observe and enjoy majestic wild animals freely roaming the mountain slopes above your village.

In order to organize trophy hunting you must have a sufficiently large territory and sufficient financial and human resources. This means that you will have to ensure appropriate protection measures for your target species in particular and the habitat in general. How to do this and how to manage your hunting ground in a sustainable way will be explained in Chapter 2 of this handbook. Later on all the necessary steps for actually conducting trophy hunting (and also non-hunting tourism) will be outlined and explained. Some species, like Marco Polo sheep, urial and markhor, are listed in the Red Book of the Republic of Tajikistan as threatened / endangered, which means that only a limited number of permits are issued each year. The procedures for obtaining permits and trophy export papers for these species are also different than for species not listed in the Red Book (Chapter 3). But first, your organization needs to be formed and needs to become registered and apply for the assignment of a hunting ground. You can find out how this is done in Chapter 1.

Of course a little handbook like the present one can only present and explain the most important aspects and necessary measures of wildlife management and trophy hunting in Tajikistan. Also please keep in mind that legislation, administrative procedures, responsibilities and duties of governmental authorities are constantly subject to changes and in the process of refinement. For further and up to date information you should contact the responsible authorities and organizations and try to collaborate closely with existing and already experienced (community based) wildlife management groups.

# Chapter 1

## Getting started

Before you undertake any formal steps to start a wildlife management operation, think about the opportunities but also the challenges of that activity.

### Opportunities:

- conserve and restore populations of charismatic wildlife species
- generate some income through trophy hunts and possibly create hunting opportunities for local people
- generate benefits for the local community
- your jamoat receives 40 percent of trophy hunting permit fees
- generate additional income from ecotourists visiting your area

### Challenges:

- complicated administrative procedures for assignment of the hunting ground, issuance of permits
- good experience needed in organization development, wildlife management and business marketing
- high investment, in particular in terms of working time, and expected revenue only after several years
- activities by other resource users and the land users may disturb your operation, since you will be only granted the right to manage the wildlife, but not the land and all its resources
- dealing with strong competition with established commercial hunting operators

If the above-mentioned challenges did not scare you – let us continue now with the formal aspects of a wildlife management operation.

Depending on the composition and size of your group (people from one village, or a group of villages; a family or a group of individuals with a shared interest in the resource) there are two main legal forms of organization suitable for the management of a hunting ground – a non-commercial and non-governmental organization (NGO) or a commercial Limited Liability Company (LLC). Another option might be the form of a cooperative.

These factors may also influence the choice of size and location of the territory you plan to manage.

## 1.1. Identify your hunting ground

The area that you plan to manage as a hunting ground should meet the following criteria:

- It should be available, i.e., not claimed by another party for wildlife management.
- It should be not far from your village(s) as you have to patrol the area regularly and should maintain close relations with the local population.
- It should be of sufficient size (a minimum size requirement, depending on your main target species, is prescribed in the regulations on tender for allocation of hunting grounds to legal entities).
- It should have clear, easily recognizable boundaries (rivers, ridges, ...) and if possible only few access routes.
- The acceptance of your wildlife management organization by the local authorities (Jamoat, district Hukumat) and the land users (e.g., Leskhoz, Dehqonfarms or any private persons) should be likely.

## 1.2. Setting up your wildlife management organization

One of the main issues when creating a wildlife management and (hunting) tourism organization is the choice of the legal form of the future organization. Basically, you can set up a non-profit organization or establish a business company. Your choice should depend on the general goals of your organization.

### NGO / Public Association (PA)

To register as an NGO you need a minimum of three founding members. The process of registration as a NGO is slightly difficult, but you can get advice from established wildlife management NGOs:

You need to bring together those in your village(s) that might be interested in participating in joint activities for the conservation of wildlife in the chosen area, conduct a founding meeting and prepare a **protocol of the founding meeting**. At the meeting you must draw up a **charter of your organization**. If you cannot prepare these documents by yourselves, you will have to ask somebody to prepare them for you! Examples of charters and protocols can be easily obtained from existing community-based wildlife management NGOs and conservation organizations supporting these!

You should:

- obtain a supportive statement from the district Hukumat for making the registration process easier.

You must also:

- write an application for registration as an NGO in free form;

- pay the official fees for registration (currently TJS 200 for local or 400 for nationwide activities) at any “Amonatbank” branch;
- submit all these documents plus copies of the passports of all founders to the Ministry of Justice in Dushanbe or to the Oblast department of the Ministry of Justice;
- prepare an **official stamp for your organization**. To do this you first need to obtain a permit from the Ministry of Internal Affairs or its oblast department. This will cost about TJS 50-60.

After the registration with the Ministry of Justice or the oblast Department of Justice, you need to register with other authorities:

- Statistical organization for codes (120 TJS).
- Tax committee (to get your Tax number).
- Social Protection Agency.

When all this is done you have to open a bank account in the name of your organization.

#### **Advantages:**

- You can easily involve many people, living in one community, for the achievement of common goals.
- Your organization provides basic democratic decision making and allows participation of all members.
- As your organization is not oriented towards creation of individual incomes but for common benefits you can mobilize members and other villagers to contribute working time as volunteers and combine their wildlife conservation work with other activities.
- If your organization is well founded in the community and supports activities of common interest most villagers will support your work and prevent violations by community members and outsiders.
- You can receive grants.
- You can use profits in the form of salaries for works to achieve the conservation and community development objectives of the organization.
- You do not need a minimum starting capital.

#### **Disadvantages:**

- The Ministry of Justice or oblast Department of Justice will control and regulate all your activities and you will have to report regularly. They will scrutinize your charter and you really have to prepare everything very accurately.
- You will have to prove that you use your income only for the achievement of the objectives of your organization.
- If you want to change your charter - for example add new fields of activities you basically have to re-register and go through the whole process again.

## Limited Liability Company (LLC)

The registration process for Limited Liability Companies is much easier. The minimum number of founders is one. A charter must be drawn up, but is an internal document that needs not to be shown in the registration process. This option is well suited for family businesses.

You need to:

- submit the duly completed application form to the tax committee. There you will get all relevant documents (tax number, statistical code and social number);
- submit passport copies of the founders;
- show a contract on the rent of an office;
- prepare a founding protocol;
- pay the applicable fee at the “Amonatbank” (currently about 1000 TJS + 80 TJS);
- prepare an **official stamp**. To do this you first need to obtain a permit from the Ministry of Internal Affairs. This will cost about 50 -60 TJS;
- prove that you have the minimum starting capital (which is currently TJS 500) within one year of registration.

### Advantages:

- Simple registration process;
- You can carry out all kinds of commercial activities.
- It's easy to obtain licenses for special activities (e.g., touristic activities).
- You can receive (micro)credits.

### Disadvantages:

- An LLC is a commercial organization serving the business interests of the founder(s), but not the interests of the wider community, which may feel excluded from wildlife management.
- It does not involve many people from your village(s) but is established by one or few individuals.
- It does not provide an opportunity for participation in decision making.
- Because of its commercial character mobilization of voluntary support will be difficult.
- In most cases it will be difficult to earn enough income to pay for the work of rangers.
- The perception that you are making a lot of money will let people be indifferent about violations as long as your company is not able to provide substantial support to community development.
- You cannot receive grants.



## 1.3. Organization of the team / Establishment of a General Meeting/ Management Board

For NGOs the minimum requirements comprise:

- general meeting;
- director;
- accountant.



In your charter you must define the responsibilities of the general meeting and the director. Optionally you can establish a Management Board, which must consist of a minimum of three people.

For Limited liability companies the minimum requirements comprise:

- • general meeting;
- • director **or** board of directors;
- • auditor **or** (if your organization has more than 15 members) audit commission;
- • accountant.



The responsibilities of the above are determined by the law.

## 1.4. How to apply for a hunting ground

The legal basis for your wildlife management activities is the **Contract on the assignment of a hunting ground** that you must conclude with the Forestry Agency.

- The right for managing a hunting ground refers only to the animal world within a certain territory but not the land itself – there might be other land owners like Leskhoz, managing the forests or communities using the pastures with full right to do so.
- In case you want to become the only person or organization to use the area and all resources,
- incl. forests and pastures, you have to apply for the land certificate at your local Hukumat. A land certificate, however, does not give you the right to use the wildlife in that area.
- Rights to hunting grounds are assigned on the basis of a tender.
- The contract is initially signed for a period of **10 years**. It can be renewed for a new term (up to 20 years).

## Application process

- In case a tender for the hunting ground you are interested in is announced in the newspaper you have to apply according to the procedure outlined in the announcement.
- If there is no tender announced, you need to write a **letter of interest** to the Head of the Forestry Agency, Hunting Department, and send a copy to the local government (Hukumat). You may hand in the letter at the Agency's office in Dushanbe or at the closest Leskhoz. The local Leskhoz will pass on your application to the Hunting Department of the Forestry Agency, which then will delineate the borders and announce a tender.
- You need to attach copies of your registration documents including the certificate from the Ministry of Justice, your charter and tax documents (tax reference number).
- Additionally you need to attach your strategic vision on how you will develop the hunting ground (See Chapter 2), CVs of your staff proofing their professional background and experiences and list relevant equipment, infrastructure and finances available for the management of the hunting ground.
- After about 4 weeks, a tender commission will assess the applications and may pose you additional questions or require further documents.
- 7 days after the winner has been announced, the Contract on assignment of a hunting ground will be concluded.



## 1.5. How to obtain a license for the use of species listed in the Red Book

In case you want to deal with red book species, you have to apply for a **license to manage wildlife species listed in the Red Book**. This currently concerns only Marco Polo sheep and markhor. The license demonstrates that you are allowed to work with Red Book species. In the current practice this license is not issued separately, but is included within each on-time permits to take a Red Book listed animal from the nature.

Currently you have to apply for a license at the Committee for Environment Protection. The license is initially issued for three years and can be extended thereafter. The fees for obtaining the license currently amount to 2400 TJS.

In your application you have to include the following information:

- name and legal form of your organization;
- legal address and location of the hunting ground;
- account number, bank branch;
- licensed activity;
- period within which you plan to perform the specified activity.

## 1.6. Taxes you have to pay

Irrespective of the legal form of your organization, you will have to pay the following taxes:

- Social fund contribution (for your employees - minimum is for accountant and for director), but in case of non-commercial non-governmental organizations there have been made exceptions from this requirement and part-time or voluntary directors and accountants of NGO have been accepted.
- In case your organization owns immovable property it will be taxed (depending on the size and the use of your buildings, rates differ in the oblasts).
- if you also have land in permanent or temporary use, or leased, you will need to pay ground tax, but not for territories only assigned as hunting ground. Rates differ between oblasts, towns and villages.

Limited Liability Companies additionally need to pay income tax. If your annual net profit is below TJS 500.000, you will have to pay 6% of your profit. If your profit is higher, the procedure is much more complicated and will include the payment of VAT.

## Chapter 2

### Managing your hunting ground

When you have signed your contract with the Forestry Agency on the assignment of a hunting ground, you must prepare a management plan covering at least 5 years and an annual work plan. Without these plans you are not allowed to organize hunting tours. In order to develop those plans you need to acquire a solid knowledge of all relevant aspects of your hunting ground.

#### 2.1. What should you know about your territory?



##### **Wildlife populations and trends:**

To realistically judge which species of game animals might be viable for (trophy) hunting you should have a good estimate of the numbers of game as well as the trends of population numbers over recent years. If the population number is quite low, currently stagnating, or even declining, you should think about the reasons, and whether you can do something about it.



##### **Exact borders of your area and access to the area:**

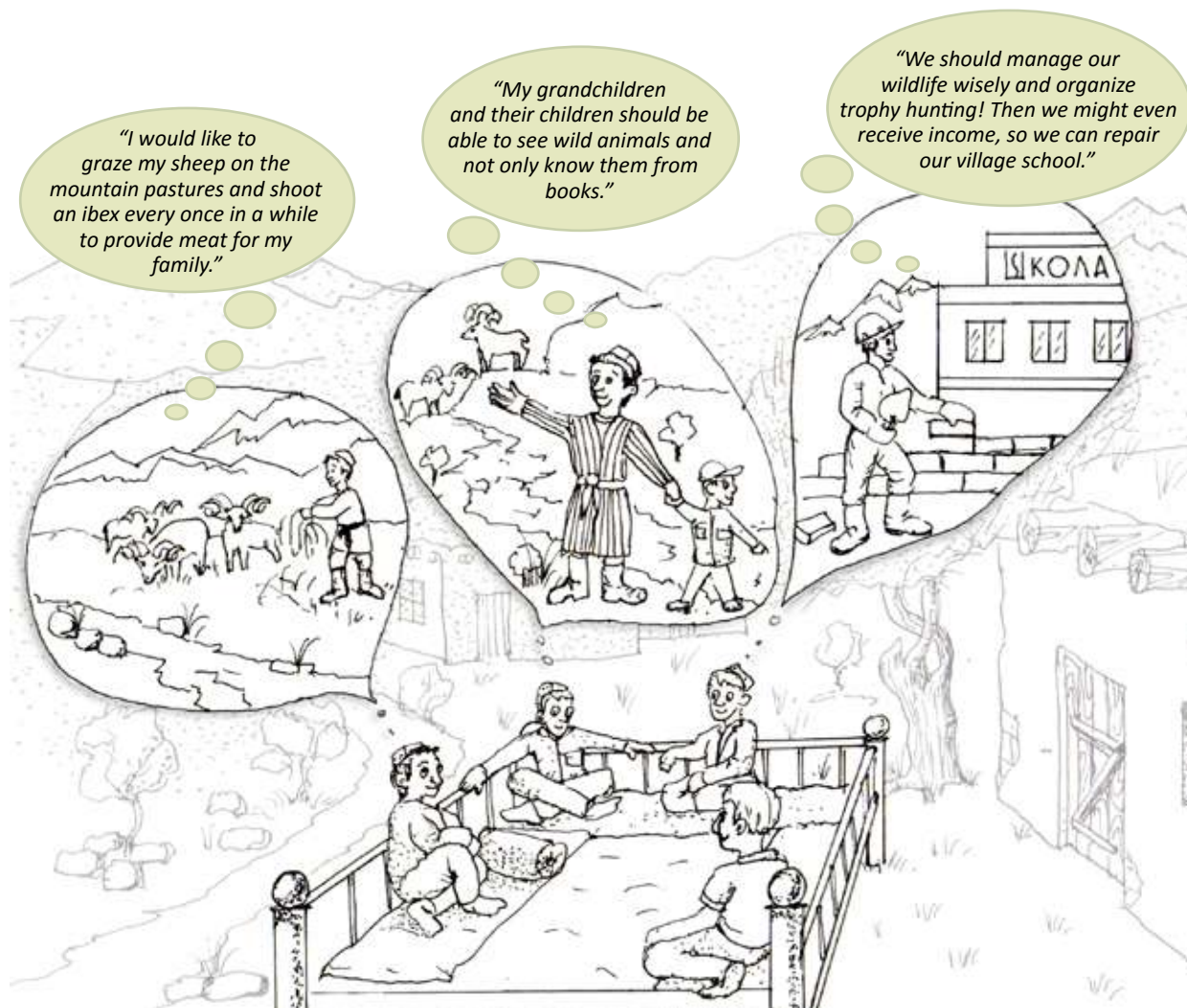
What are the borders of your hunting area – Can they easily be identified in the field? What are the routes of access into the territory of your hunting ground? Who enters the territory along which routes for what reason? The fewer access routes exist, the easier it will be for you to control access.



##### **Other users:**

Who else is using resources in the territory? How many forest or pasture users are there? How many head of livestock are kept? Might the activities of other users, for example, the grazing on summer pastures or fuel-wood collection, disturb the wildlife populations or even destroy habitats or the pasture resources your wildlife is dependent on? Other users should be present as little as possible. If there are other users, it should be assured that they accept your wildlife management operation and will not interfere.

## 2.2. What are your objectives in the management of the hunting ground?



**Develop a common vision!** Keep in mind aspects of biodiversity conservation, the welfare of your community, the interests of future generations, and your obligations to the laws of your country.

## 2.3. What actions are necessary to achieve these goals?

### Zoning & Demarcation



#### Designate the hunting area through signboards

This will inform the local population as well as people passing through the area about the establishment of your hunting ground and its borders.



#### Designate quiet and reproduction zones for game animals

Depending on the size of the territory, the number and distribution of the human population and livestock numbers temporary quiet or reproduction zones can be designated. You have to agree the full or partly restriction of human activities in those zones with the other land users and owners.

**Such complex technical questions should be decided in consultation with experts from the Hunting Department and/ or the Institute of Zoology and Parasitology of the Academy of Science.**

### Game-Count and Proposing of Quotas



#### Annual survey

- It is your obligation to conduct annual surveys of the populations of your target species (and other important species) in November/December or February/March (April) of each year. In late winter, it might be easier, as ungulates come down to feed on the first green.
- There are clear instructions on how the survey should be conducted in of the **Manual for monitoring the status of populations of mountain ungulates in Tajikistan** (available from the Hunting Department of the Forestry Agency).
- You are advised to invite members from scientific institutions, environmental NGOs and state authorities to participate in your surveys.
- You have to report on your survey results in your annual reports to the Hunting Department.





### **Independent monitoring**

- An independent survey of game populations will be carried out **at least every five years** by the State Agency of Forestry, the Institute of Zoology and Parasitology of the Academy of Sciences, and the Committee for Environment Protection.
- It follows the rules established in of the monitoring manual.
- Your members/rangers will also be invited to participate in this survey.



### **Assess use limits for all species**

According to the new Hunting Law, quotas for trophy hunting of Red Book and some other species shall be set annually by a special commission. For remaining animals the calculation of the quota is given in the Hunting Rules.

Nonetheless, you should calculate by yourself the quota for off-take rate for certain species before you apply for the quota at the respective authority. With your application you should provide a sound justification for the requested quota.

#### **Marco Polo sheep, urial, ibex and markhor quota can be calculated according to the following rules:**

- Harvest quotas for trophy hunting should amount to no more than 1% of the total population (i.e., if there are 100 animals, it is possible to remove one animal) and up to 20 % of the number of trophy males (i.e. really old males, at least 8 years old, but preferably older) - if there are five trophy males, you can remove one.
- Hence, the surveyed population must consist of at least 100 individuals, of which five must be trophy males to allow for one off-take by a trophy hunter. For a second permit, a population of 200 including at least 10 trophy males is necessary.
- If it can be justifiably assumed that the population number according to the survey is significantly lower than the actual number, for example, due to adverse weather conditions during the survey, the quota for the off-take of trophy animals can be raised to 1.5% of the counted population.
- If you want to take animals for local subsistence or sport hunting slightly higher quotas and take of other classes of animals might be sustainable. However, this may adversely affect your ability to offer high quality trophy hunting. Thus proposed quotas for other forms of hunting than trophy hunting should be based on advice by experienced scientists.

Such an off-take quota regarding trophy hunting is not detrimental to the number of the species, sex and age and genetic population structure and leaves a sufficient number of animals, taking into account the off-take by predators. Taking only maximum one out of five trophy males is necessary to give the client a real chance to get a good trophy. It also helps that your population has good trophy males over the years and their size does not deteriorate.

For most species, hunting is allowed only during certain times of the year. Those hunting seasons are listed in the Hunting Rules. For wild sheep and wild goats the season is normally from September 1 until March 1 of the next year.

## Protection and Anti-Poaching-Measures

The most important protection measure is to control access to the territory of your hunting ground. Depending on topographic features, it might not be possible to control all access routes, but if you control the main ones, you will most likely immensely reduce potential poaching activities. You should encourage and motivate the local population to actively participate in order to be successful in the effort.



### How to deal with poachers

When confronting a poacher, the task of your rangers is to record the transgression and write a statement, which then will be submitted to the responsible environmental and law enforcement





agencies – inspectors of the Committee for Environment Protection or the Forestry Agency. Your rangers have the right to detain and search offenders, to inspect vehicles and to confiscate weapons and illegally obtained objects/game animals. You may approach the Forestry Agency and ask them to issue a special badge stating your status as voluntary inspectors of the Forest Agency and the rights this status gives to your rangers.



### **Exclusion/Limitation of other resource users** (pasture, firewood)

Preferably the amount of use of other natural resources, especially if this might interfere with your wildlife management activities, should be limited as much as possible. This includes the grazing of livestock and firewood collection in areas used by wild ungulates for grazing. First, check if the resource users have the legal right to use the area. If they do not, you may urge them directly to stop the resource use. If they do, try to negotiate how the resources are used –maybe there are alternative areas that can be used, or the user can restrict the resource use to a certain time and limit so that it does not cause problems to your wildlife populations. You may also negotiate directly with the land owner who allows the resource use.



### **Barriers**

Barriers can be erected at all access points along routes accessible by car, accompanied by signboards stating information about your hunting ground.

However, please make sure with the land owner and/or the organization responsible for the road whether you are allowed to erect such barriers.

## Patrolling



### **How to organize patrols**

- Patrols should be conducted year round on a regular basis. How often you should patrol depends mainly on the possible access routes to your territory and the actual poaching pressure.
- Depending on the size and topography of the area and the number of staff, one option could be to divide the hunting ground into sections according to the number of rangers, so that each ranger is responsible for one section.
- All observations made during patrols should be recorded in a notebook.
- In addition to patrols by the rangers, all members of the local community should be encouraged to report any relevant observations.

## How to gather and store observed data (for future use)



### **Notebooks**

Rangers should always carry notebooks to write down observations made during patrols or private trips in the hunting ground.



### **Systematic collection of quantifiable data**

The information from the notebooks (and gathered from members of the local community) should be copied down into event books or office registers that are kept by the director .



### **What kinds of information should we gather regularly?**

- Wildlife trends, numbers and changes in distribution;
- Removals / mortalities;
- Poaching (number of incidents, type of poaching (firearm, trap), who poached?);
- Off-take by predators;
- Disease outbreaks among wildlife and domestic animals  
Need to be reported immediately;
- Natural calamities (fire, floods, etc.);
- Trophy sizes (also of carcasses found).

## Biotechnical measures

Biotechnical measures include measures to maintain and increase the number of game resources by improving the properties of ecosystems or habitats. Such measures may include improving forage by sowing forage plants, the clearing of natural or creation of artificial watering places, the creation of salt licks, feeding during shortage or unavailability of natural fodder and more.



### Provide salt licks

The creation of summer and winter salt licks can reduce the risk that animals leave the hunting area in search of sources of salt. In addition, observation points can be set up near the salt licks. Create summer salt licks in April-May at places of high concentration of ibex/markhor during summer (if these places are lacking sufficient natural salt reserves). Choose a sandy place or a spot beneath a big rock, close to the ibex/markhor pasture, where there is no livestock. You might also partially bury the rock salt in the ground. Winter salt licks should be set up in a similar way in September and November at places where ibex/markhor congregate during winter. Build a small shelter with stones or other locally available material from which you can hide and observe the ibex/markhor when they approach the salt licks.



### Feeding

During times of exceptionally hard climatic conditions or due to natural pastures being overgrazed by livestock, it can be necessary to provide hay to wild ungulate populations to prevent them from migrating out of the territory. This should, however, not become the rule. It is more important that grazing by domestic animals in areas that are also used by wild ungulates is limited.

**Do not kill wolves or snow leopards, but protect the domestic animals against predator attacks. Fortify livestock enclosures (*kashar*) to prevent attacks by wolves or snow leopards. This can be done by covering the enclosures with mesh wire. The Snow Leopard Program of the NGO Panthera, based in Khorog, can advise and support such measures in case of necessity. Such preventive action is far better than killing predators, which are an integral part of the eco-system. They keep your mountain ungulate population healthy and strong by killing the weakest and ill ones only.**

## Regular Team / Staff Meetings

Regular team meetings are useful to discuss forthcoming activities, to devise new strategies, to make decisions and to assess what has been done so far. They should be held at least **4** times a year. In addition to the regular meetings, an exceptional meeting should be held whenever necessary.

### Agenda

Before each meeting an agenda should be prepared, and the meeting should be organized according to the agenda.

This will help to focus on relevant issues and will underline the official character of the meeting.

### Board / General meetings

You must hold a general meeting or board meeting whenever important decisions need to be made. A protocol must be written and signed by all participants.



## Internal Rules and distribution of responsibilities

You should establish clear rules within your team on who has to do what and assign clear responsibilities. For example, define who is responsible for

- Patrolling which area, or at which time;
- Data storage;
- Guiding hunting or photo tourists;
- Maintenance of salt licks and water places, as well as shelters;
- Communication with authorities (reporting).

and also who has to communicate what and when to whom.

Second, you shall decide on the prices of your hunting and tourism offers and how you distribute the income from that business (see Chapter 3).

## 2.4. How to write a management plan

If you have now developed your vision for your hunting ground, and an idea about the activities that you need to undertake, it will not be a problem for you to write a management plan. Without a management plan approved by the Forestry Agency you are not allowed to hunt or offer hunting tours! A template management plan can be found in the regulations on management of a hunting ground. The structure of a management plan is also indicated in the box below. Your management plan shall be developed for at least 5 years or preferably for the whole period of your contract. The hunting ground will be initially leased for up to 10 years. When renewed, the period of lease can be up to 20 years. The management plan needs to be approved by the Forestry Agency within the first year after concluding your contract. It will be attached to your contract and can only be modified with the mutual agreement of both contract parties.

### Structure of the Management Plan with explanations

- **Legal basis:** make a reference to the contract on the assignment of a hunting ground, the land certificate if you have that as well, or if not indicate the land owner(s) and the documents of the establishment of your organization.
- **Description of the area, physical and geographical characteristics of the territory:** compile all data and information you have that describes the important features of your hunting ground.
- **Basic information about the animal world:** assessment of species composition, the amount and condition of hunting resources.
- **Analysis of the potentials and problems:** for example, current extent of poaching, good or less good conditions of the habitat or even degradation of the habitat; assessment of the possibilities to stabilize and increase the population of several game species and respective business opportunities.
- **Objectives of the wildlife management:** stabilization or increase of the wildlife populations; development of hunting and/or ecotourism or hunting opportunities only for the members of the organization.
- **Actions:** description of key activities aimed at achieving the objectives; they should include all activities related to the conservation of game animals and their habitats, monitoring of species and process of hunting.
- **Basic map of the hunting ground:** basic map of your hunting ground, including the location of areas exclusively used for game management (hunting camps, quiet/reproduction zones, signposts, etc.), either hand written or prepared by a mapping service provider.

The management plan can also be developed with support of experts from the Hunting Department and / or the Institute of Zoology and Parasitology of the Academy of Science, or experienced wildlife managers and mapping or other service providers. Contact data are listed in Appendix 2.

## 2.5. Annual Work Plan

In addition to the management plan, you have to develop an **Annual plan of game management activities** for each year. It must include all types of works, indicating quality, quantity and timing. A template annual plan can be found in the regulations on management of a hunting ground. The annual plan needs to be structured as indicated in the box. Your Annual work plan also needs to be approved by the Forestry Agency.

### Structure of the Annual work plan with explanations

- The Annual work plan should be written in tabular form;
- list all actions;
- times/intervals of their implementation;
- expected results;
- persons responsible.

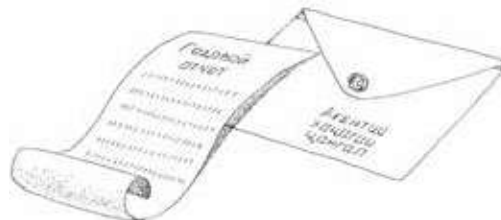
#### Example:

Measure	Time of execution	Result	Responsible
Anti-Poaching measures: - ... - ... - ...	year-round, ...	Absence of poaching incidents, ...	Members of the NGO
Biotechnical activities - ... - ... - ...	Springtime / March, April ...	Animals do not migrate (due to salt deficit), ....	Chairman & members of the NGO
Monitoring - field work - Processing of data - ...	April, November ...	notebooks, standardized forms and other documents, acquisition of field-data, ...	Chairman & members of the NGO
...	...	...	...
...	...	...	...

## 2.6. How to report on your activities to governmental authorities



**Annual report to the Forestry Agency:** You have to report once a year to the Forestry Agency on your activities. A template of the report can be found in the regulations on management of a hunting ground. The report shall follow the structure indicated in the box. The reporting period should cover one hunting season from April to March of the following year. Regular reporting is a prerequisite for the issuance of new permits for hunting.



### Structure of the Annual report

- **Period of Report:** 04/20.. – 03/20.. (April to March of following year);
- **Population data:** provide the results of your annual survey of game species including Red Book species, and list important information from the day to day observations of your rangers;
- **Activity report:** quantity, quality and time-line of biotechnical measures and protection measures undertaken – you may add a column to your annual plan and write down whether the activity has been fulfilled and to what extent;
- **Hunting/Trophy report:** indicate date of hunt, number of permit, species, place of off-take, the approximate age and gender, size of the trophy and any special observations of the hunted animal.





Special report: Immediately report damage to wildlife and their habitats by third parties to representatives of the inspectors of the Forestry Agency and/or the Environmental Committee. Write a statement; have it signed by other witnesses.



Special report: Immediately report the detection of diseases among wildlife to the veterinary and sanitary epidemiological service. Write a statement; have it signed by other witnesses and follow further instructions by the veterinary and sanitary epidemiological service.

**Apart from your obligatory reporting you should try to maintain informal contacts throughout the year with state authorities, members of scientific institutions and other hunting ground managers. This will help you to stay informed and to prevent problems.**

# Chapter 3

## Doing business

### 3.1. How to calculate your expenses



#### How to calculate costs of wildlife management activities

It might take a few years before you actually generate some income through trophy hunting. In this period, however, you will already have expenses for initial investments (erecting signboards, road barriers, buying equipment) and for conducting necessary wildlife management activities (buying salt, transport costs, etc.). You should set clear priorities regarding your expenses and start with the ones that are obligatory according to your contract and are most important for carrying out the activities necessary to achieve your goals.

It will be helpful if you develop an annual cost plan, like the one shown below:

Running Costs			
	Position	Cost/month	Cost/year
Staff	Director		
	Accountant		
	Ranger		
	...		
			<b>Total:</b>
Activities	salt licks		
	transport costs		
	...		
			<b>Total:</b>
<b>Total costs per year:</b>			

Investments		cost/unit	cost/total
	signboards		
	barriers		
	binoculars		
	tents		
	...		
<b>Total investment costs per year:</b>			

**You can apply for grants or credits to cover your initial investments.**



### **How to calculate costs for conducting hunting tours with international clients**

In order to accurately calculate your costs for conducting hunting tours with international clients, you must take into account all services provided to the client while organizing and conducting a hunting tour. In your calculation you should calculate the organization's income that will be used to cover your running costs of the organization and of managing the hunting ground as well as your contributions to projects benefiting your community.

#### **Costs for conducting a hunting tour**

- permit arrangements & necessary documents (hunting permit, firearm import permit, export veterinary certificate, CITES papers);
- car rental (for airport pick-up and transport to and from the hunting ground);
- salary for the interpreter;
- salary for hunting guide(s);
- lodging and meals in the village / hunting camp;
- transportation during the hunt (horses/donkeys);
- trophy skinning and field preparation;
- income of your organization (approx. 25% of the price of the hunting tour) to cover running costs of the organization and of the management of the hunting grounds, investment costs and contributions to community projects;
- unforeseen expenses.

Include in your calculations a sufficient amount for **unforeseen expenses**. This will help you not only in case of actual unforeseen expenses, but might also help to get you through years with only few hunting clients.



### **Establish a price list for trophy hunts on all relevant species**

When you have calculated your costs, you can establish a price-list for hunting tours on the species you plan to market. In order for your business to be competitive, you should regularly check the prices for trophy hunts offered in Tajikistan by international hunting agencies and domestic hunting operators. You should adjust your prices accordingly and if necessary check for opportunities to reduce your costs.

In addition to the prices per hunter and trophy, you should also establish prices for additional hunting activities (2nd trophy of the same or other species) and for non-hunting guests, accompanying the client.

Now you have estimates of your running costs and of the profits you make per hunting tour. With this information you can calculate how many hunting tours you need to conduct per year in order for your business to be viable.



### **How to use income derived from trophy hunting**

Income generated through trophy hunting and other tourism activities should be used for covering the running costs of all activities related to the management of your hunting ground and the organisation of hunting tours as well as for the support of social-economic development in your community. The latter ensures support by the other community members, without which you may have serious problems with illegal hunters and other disturbance.

Your possibilities for distributing revenues among your members depend on the legal form of



your organization. Only cooperatives can divide income according to the shares of members, which are fixed in the charter. In the case of LLC the founder or owner will get all income, but has to pay from this for his staff.

The only way NGOs can provide income for their members is in the form of salaries. Any surplus income generated by NGOs through trophy hunting and other tourism activities must be used for the organization's activities in accordance to the charter. Usually these are wildlife conservation activities and support of the social-economic development of the communities. It can for example be invested into local infrastructure or other projects, or a social fund can be established. LLCs must also think about a fair system of benefit sharing for their community, once they work profitably to ensure support by the communities and to fulfill the requirements set by the agencies in the home countries of the hunting tourists.

### 3.2. How to receive hunting quotas and permits

Permits for species listed in the Red Book are currently issued by the Committee for Environmental Protection. Permits for all other game species are issued by the Forestry Agency. In order to be able to obtain permits for species listed in the Red Book you must have the license to manage such species (cf. Chapter 1).

#### How to apply for permits?

A special commission establishes the annual quotas for Red Book species and other selected species. Based on this quota users can apply for permits (for non-Red Book species, to the Forestry agency, for Red Book species to the Committee for Environment Protection). This should be done in written form on your official company paper.

You, as hunting ground managers, in turn can transfer the right to conduct hunting of game animals on your hunting grounds to hunters by issuing permits for hunting (*putyovka*). The permit issued by the Agency currently consists of three identical parts, one of which remains at the Agency, one remains with your organization and the third serves as the permit for the hunter.

### 3.3. How to acquire clients?

When you have successfully acquired a quota for your target species for the next hunting season, the acquisition of clients can be tackled. Clients for trophy hunts can principally be acquired through direct contacts or through international hunting agencies.

## Through direct contact



### **develop marketing strategies**

In order for potential clients to be able to find out about your business, you must have some kind of advertising in place. Essential is a website with all the relevant information regarding your trophy hunting organization including a price list and good photos. Advertisements in international hunting magazines can draw additional attention to your website. Both options have to be executed in a professional manner in order to show that you are a respectable and reliable company / organization.

**It is strongly advised that you find and collaborate with a contact person based in Dushanbe, who will assist you in the acquisition of clients, the procurement of permits and other documents, the shipping of trophies and other tasks. It would be economically more viable if you 'share' this resource person with other (community-based) hunting management organizations.**



### **How to write competitive offers for hunting tours**

- When you write an offer for a hunting tour, take into account the proposed duration of the hunt and the number of clients arriving together.
- In order to create a more attractive offer, it might be wise to split it into a core offer (consisting of the transport to and from the hunting grounds, the permit, the guided hunt itself including catering and accommodation, and the field preparation of the trophy) and a service charge, that covers the import permit for firearms, the veterinary certificate, if applicable CITES papers, and possibly the shipping of the trophy.
- Costs for international flights, VIP airport services, visa, travel insurance, hotel costs and food in Dushanbe are not included in the offer, and this must be made clear.
- list prices for accompanying non-hunting guests.
- list an amount of refund the client receives, if he does not manage to shoot a trophy animal (usually about 45% of the price of the hunting tour).

### **How to conclude contracts with foreign hunters**

You should conclude a contract with every client, which clearly states all conditions of the hunting tour and the payment procedures. Such a contract is demanded by law, as a precondition for foreigners to conduct hunting in Tajikistan.

An example contract is provided in the appendix 1.

### **Through international hunting agencies**

Most hunting operators work with international hunting agencies to market their hunts. If you work through an agency you do not have to deal with advertisement and the acquisition of clients. However, an agency also wants to make a profit and so your income per hunt will be considerably lower. Usually 15-30% of the total price of the hunting tour is taken by the agent as a commission. The initial task, however, is to find an agency that is willing to work with you.

### **How to establish contacts with international hunting tourism operators / agencies**

- through personal contacts;
- by sending out information brochures about your organization;
- by attending international hunting fairs (attend fairs initially as visitors and try to establish contacts, take some brochures etc.).

### **How to conclude contracts with international hunting agencies**

Once you have established an agreement with an international hunting tourism agency you should conclude a contract, clearly stating the terms of the cooperation and the respective responsibilities. Most International hunting tourism operators / agencies will have standard contracts.

**Collaborate with other Hunting ground managers! In the long run it will make things easier and economically more viable.**

## 3.4. Things you have to do before the arrival of your client(s)

### How to procure the necessary documents for your client(s)



#### **Procedures for obtaining a visa for foreign hunters** (including GBAO permit)

All foreigners entering Tajikistan need to have a valid visa. Although visas can principally be obtained upon arrival at Dushanbe airport, GBAO permits cannot - so in order to avoid delays, clients should be advised to obtain their visa in advance from the Tajik embassy responsible for their home country including GBAO permits (if applicable).

- Procedures may vary for different nationalities.
- For tourist visas, invitations are generally not required.
- Clients must specifically apply for a GBAO-permit covering all districts.
- Clients should be advised to indicate 'tourism' as the purpose of their visit.



#### **Procedure for completing the customs declaration**

Because hunting tourists most likely bring firearms into the country, your clients are obligated to complete the customs declaration form. The Tajik customs declaration, however, is available in Russian language only. Your clients will thus most likely not be able to complete the form by themselves. Your representative who is meeting the client at the airport will most likely not be allowed to enter the arrival zone and assist in completing the form. There are two possibilities to solve this problem:

- You can send a completed customs declaration form to the client when you send/fax a copy of his weapons permit. He should print it out and bring it with him. He then can copy the information to the original form upon arrival.
- If the client makes use of the VIP-service at Dushanbe airport, all necessary documents will be prepared for him.



#### **How to obtain permits for the import and export of hunting weapons**

- The import and export of hunting weapons is regulated by the Law "On weapons" (2013). You must apply for the weapons permits for your client(s) in advance at the Ministry of the Interior. For the application you will need relevant information and copies of documents from your client. The fee currently is about TJS 80. You must send a copy of the permit by e-mail/fax to the client. The person picking up the client at the airport should bring the original as it might be demanded.



For the application you need to supply the following documents:

- The charter of your organization;
- Hunting permit with the name of the client and all relevant information;
- Copy of passport of the client;
- Copy of his firearm license from the client's home country;
- Receipt for the fees (80TJS).

There is no form for the application; you must include the following information:

- Name of the client;
- Make & number of the weapon, caliber, amount of ammunition;
- Travel route of the weapon (for example: Berlin - Dushanbe - Rushan - Dushanbe - Berlin);
- Date of arrival;
- Duration of stay in Tajikistan.

The application must be 100% accurate, any mistake (spelling of the client's name, weapons no., etc.) might lead to serious problems when the client arrives!

#### **CITES Import permit**

If a client wants to hunt species listed in CITES Appendix I or EU or US regulations (Marco Polo sheep, markhor, brown bear, etc.), he has to get in touch with the CITES authority in his home country well in advance to find out about the regulations for importing trophies of species listed in CITES from Tajikistan. These regulations vary for different countries and for different species. They can also be subject to change. If the client has booked his hunt with an international hunting agency (see below) they will obtain the CITES import permit.

### **Lending out weapons to foreign hunting tourists (Minimum standards)**

- If the client does not bring his own weapon, it might be possible to let him use one of your own weapons. This possibility should be checked with the organs of internal affairs in advance to the hunting trip.
- The weapon should meet certain standards regarding caliber and sights. Rifles generally recommended for shooting ibex or argali at long distances are cal. 7 mm Rem., 300 Win Mag with optics 39x or above.
- The use of a range finder is strongly recommended.

### **Supply sufficient information materials to the agency/client**

- Information on the conditions of the hunt, including number of hunting days, distance and time to the hunting ground, expected road and weather conditions, local topography, accommodation and catering, guides, expected trophy measurements, expected shooting distance, etc., must be supplied to potential clients in advance and truthfully! Otherwise you risk discontentment and disappointment on the part of your client, which will negatively affect your business. A happy client is your most important form of promotion.
- Especially if your hunting ground is located above 3000m you must clearly indicate that a hunting trip should only be undertaken by physically strong and well prepared hunters. Medical conditions like high blood pressure, etc., can lead to complications and pose a serious risk in remote mountain regions.
- Packing list including appropriate clothing, and other necessary items.

#### **What to bring:**

Rifles (7 mm Rem. Mag., 300 Win. Mag., 300 Weath. Mag) with good optics, range finder, binoculars, mountain comfort shoes, windproof camouflage suit, a warm sweater, sunglasses and sun lotion, sleeping bag, (altitude sickness medicine, if hunting takes place above 3000m).

#### **How to prepare:**

In some cases horse riding skills might be necessary. Clients can be advised to take riding lessons.

### **Organize a translator**

- Make sure to find a reliable translator early on, who is available during the period of the hunt.
- The translator must be physically able to endure harsh mountain conditions and the strenuous character of the hunt.
- More important is that your guides have basic English language skills, as at the hunt any additional person can jeopardize the success of the hunt.

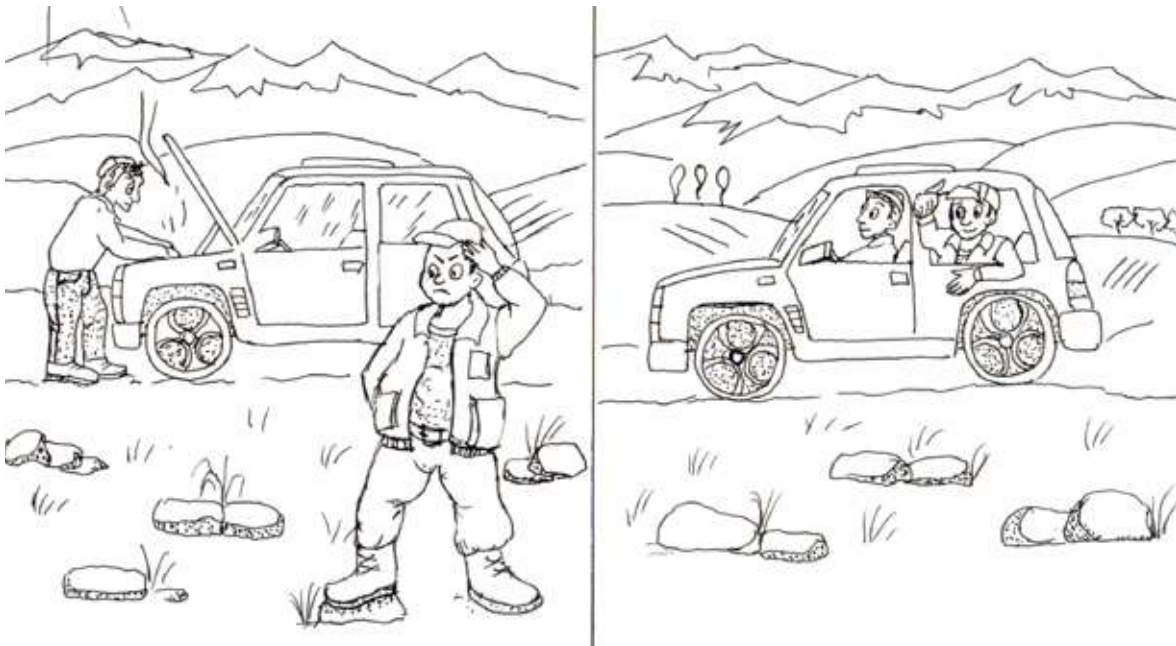
- You might want to locate a back-up translator, in case your first choice drops out for any reason.
- If you cannot find a translator proficiently fluid in the native language of the client an English-speaking translator will be sufficient. Students of philology or other related fields could be hired as translators.
- Translators who have previous experience with hunting are a plus.

**Hunting guides with a sufficient knowledge of English are in principle a viable alternative to hiring an external translator. In this case the person receiving and seeing off the client at the airport and, if possible, the driver must speak English as well!**

**You can include in the information materials that you provide to the client a list of Russian vocabularies, including basic phrases for everyday use as well as relevant terms for hunting.**

### Organize a car

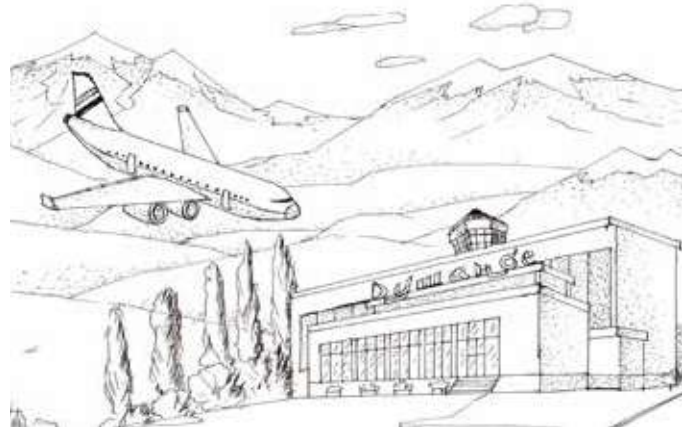
- You should organize a reliable driver with a 4x4 (Jeep) in good condition. There should be a spare tire and a first aid kit on board.
- Extra passengers should only be taken along if the client agrees!



## 3.5. Things you have to do after the arrival of your client(s)

### Picking up your client at the airport

- **Be on time!** - On the day of the arrival of your client(s), make sure to be at the airport together with the translator well ahead of time. It might be advisable to call the airport some hours before the scheduled arrival of the plane to find out about delays or early arrival. If the client arrives in the morning, it is advisable that you (or a representative of your organization) are in Dushanbe the day before.
- Clients should be advised to use the **VIP service** at the airport. This service has to be booked in advance, when booking the flight.
- The person meeting the client should be familiar with customs procedures regarding the import of weapons and should bring the original of the weapons permit.
- You should prepare a sign with the name of your client(s) to make identification easier.
- You must assist the clients in booking a hotel in Dushanbe for the night(s) before their departure.



### Transportation to the hunting ground

- Make sure the car is in good condition.
- Inform your client about the proposed duration of the trip.
- Offer your client the chance to change money and buy some drinks or snacks for the long ride.

### Catering & accommodation for foreign guests

- Lodging: In your village clients could be either be accommodated in home-stays with local families or (if available) in a guesthouse. Although hunters are generally not very demanding, rooms should be clean and basic toilet and washing facilities should be available.
- If the hunting area is far away from the village, it might be necessary to establish a hunting camp close by. Accommodation there could be in a cabin, a tent or a yurt.
- You should try to provide some variety of foodstuffs. Alcoholic beverages are usually not included and must be paid extra. Drinking alcohol while shooting is not to be permitted.

### Conduct test shots

The client might not be accustomed to shooting at the long distances as might be necessary for shooting ibex or argali. It is strongly advised that he conducts some test shots before setting out on the actual hunt. Test shots should cover a range of distances, e.g., 200, 300 & 400 meters. (Test shots are of course absolutely necessary if the hunter does not bring his own weapon.)



## 3.6. Conducting the hunt

### Provide proper guidance and field facilities:

- The hunting guides should determine in advance the location of trophy animals, to have a few options for hunting before the arrival of the hunting tourist. Hunting guides should have good experience in identifying the trophy individuals and should clearly show to the hunting tourist the selected animals.
- The usual duration of a hunting tour depends on the species hunted. For ibex, Marco Polo and markhor, tours usually last about 10-12 days (about 8 hunting days), for wild boar, one week is sufficient (4-5 hunting days).
- Field facilities must include binoculars or spotting scopes as well as a sufficient number of transport animals (horses, donkeys).
- **First aid / emergency care:** There should be at least a basic first aid kit in your hunting base. As foreign hunters might not be used to walking in the steep mountain environment, or horse riding, accidents can happen and you should be prepared.



**How to deal with problems that might arise:** If problems or conflicts arise during or after the hunt, you should always stay calm and professional. All relevant matters should be settled in the contract you conclude with clients or hunting agencies in a precise manner to prevent disputes. It is highly recommended to keep hunting protocols in which all spotted wildlife, distances, hunting attempts and shoots are documented. Use a camera with large zoom to document spotted game!

➡ **What to do in case of dissatisfaction with trophy size:** It might happen that a client is not happy with the trophy size of an animal he has shot. He might ask you to shoot another, bigger one for a bribe or even for free. You should insist that this is not possible as only one animal per permit is permissible. In case you do have a permit for a second animal of the same species, you should refer to your price list (which should include prices for additional animals shot per hunting tour).

➡ **How to deal with difficult or unfit clients:** Foreign trophy hunters are sometimes rather old and not used to high altitudes and mountainous terrain. In your information materials, you should explicitly point out the strenuous nature of the hunt and make clear that reasonable health and fitness are a precondition. If it turns out that a client is nonetheless physically not able to perform the hunt as planned, you should have available an option (Plan B) for an easier way of hunting. For example, you could build a shelter near a salt lick or a well-known **crossing**, where the client can hide and wait for the game to arrive.

During the rut, it is generally easier to shoot trophy males as they are distracted and come down to a lower altitude. Hunting during this time might therefore be preferable for elderly or unfit clients.

Hunting from cars, helicopters and snowmobiles is illegal, and must be discouraged!

➡ **Comply with hunting-related ethical demands of your clients:**

(treatment of wounded animals, etc.)

- Due to the possible inexperience of clients with hunting in high mountain conditions (long distance shots, inexperience in estimating distances, exhaustion because of high elevation and exposure, poor opportunities to hide, etc.) wounding of target animals may occur rather often. Wounded animals have to be searched after by your guides! If an animal was wounded the client is not allowed to shoot a second one, even if the wounded animal cannot be found.



**Therefore, shooting distances of more than 300m should be strongly avoided. Conducting shots at distances exceeding 300m might even contradict basic ethical standards of your client!**

- Foreign hunters might be particularly shocked or annoyed if wounded animals are not killed as soon and as humanely as possible.
- Leaving harvested wild boar in the field after breaking out the tusks is also generally regarded as ethically non-acceptable. If possible, their meat should be used. If this is not possible explain the reasons to the client and show that scavengers like wolves, bears and vultures will use the carcasses within a short time.

**The ethical hunter is a person who obeys the law, does not take anything to which he is not entitled, hunts and kills only that which he can use, has compassion for the animal he is hunting, honors his fellow man, has a love of nature which commands regard and respect from his fellow hunter, his helpers and even from those who are in no way interested in hunting.**

### 3.7. After the successful hunt

#### Documenting the hunt



You should document every instance of hunting, by foreign clients or local hunters alike. How to do this is prescribed in of the Monitoring Manual. It is highly recommended to document as well all unsuccessful hunting attempts.

In case of trophy hunting a hunting protocol is demanded by law. The hunting protocol can be found on the back side of the permit. In addition you have to include information on results of trophy hunts in the annual report that has to be submitted to the Forestry Agency. Some hunting agencies demand that you complete a hunting protocol or that the client completes a hunting protocol (usually the agency will supply a form), on the basis of which you will receive the final payment.

#### **You should record the following information:**

- Number and date of issue of the permit;
- Time and duration of hunting (amount of days spent hunting until off-take);
- The area searched and the exact place of off-take (preferably GPS coordinates);
- Species, gender, age, condition of the animal taken;
- Size of the trophy according to CIC system (CIC form available for wild sheep and goats, Monitoring Manual);



For species listed in the Red Book, a state inspector should accompany the hunt, who should also check the preparation of the documentation.

**Furthermore you should document:**

- all unsuccessful attempts of hunting, including injured animals that are not found;
- other circumstances of the hunt: full name of the guide, habitat of the animal taken, composition of the group from which the animal was taken;
- all cases of poaching, including gender and approximate age of poached animals.

**Tagging / Marking of trophies**

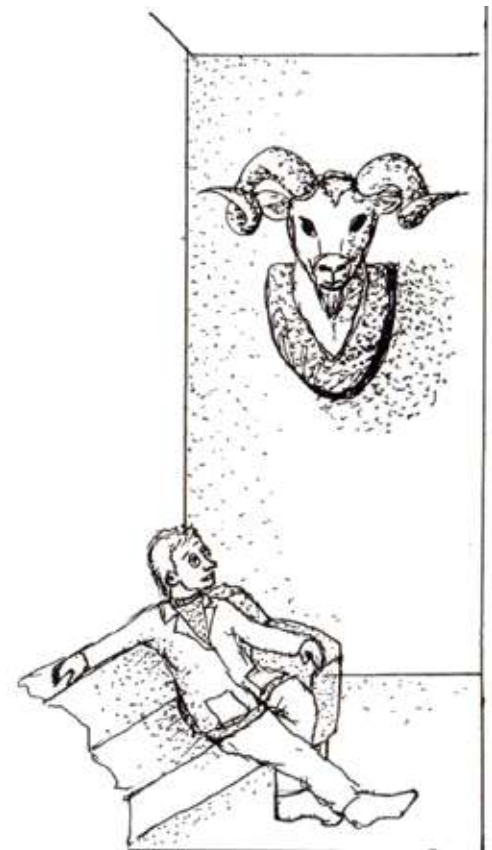
Ungulate species and other species listed in the Red Book shall be fitted on the spot of hunting by a representative of the Committee for Environment Protection or the Forestry Agency with seals (tags, microchips, markings or rings). The representative should bring the tag with him. So far, this is not practiced, but you should ask about this when applying for the permit.

**Field preparation of trophies**

It is your responsibility to prepare the trophy for transport and further processing by a taxidermist. When handling and preparing the trophy you should be most thorough and careful and hand over a meticulously clean and most of all complete trophy!

➡ If the client wishes to take only the skull you should, remove the horns carefully, boil and clean the skull accurately and bleach it using 30% hydrogen peroxide. Make sure no meat remains on the skull.

➡ If the client wishes to take the cape of his trophy animal to have a shoulder mount prepared by a taxidermist in his home country, you must carefully prepare the skin/hide with salt. Likewise, no meat should remain on the hide. It is essential that you leave enough skin for the taxidermist to work with.





## Caping Procedure for Shoulder Mounts



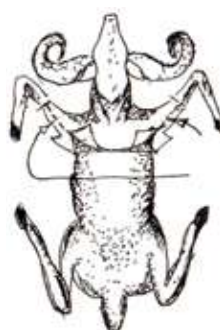
### (First Cut)

With a sharp knife slit the hide circling the body behind the shoulder at approximately the mid-way point of the rib cage about one foot (30cm) behind the front legs.



### (Second Cuts)

Then slit the skin around the legs just above both knees.



### (Third Cuts)

From the underside of each leg, join the two previous cuts.



### (Fourth Cut)

Now peel the skin forward up to the ears and jaw exposing the head / neck junction. Cut into the neck approximately three inches (8cm) down from this junction, Circle the neck cutting down to the spinal column. After this cut is complete, grasp the horn bases and twist the head off the neck.

The skinning of the head is the most crucial and most difficult part. It is hard to explain and should only be done by an experienced person. Especially the delicate nose, mouth, eyes, and ears must be handled with utmost care, as they are invaluable toward producing a quality mount. You should practice when slaughtering domestic goats or sheep. Try to find an expert to show you how it's done!

To salt, lay the cape out in a flat area hair side down and proceed to widen the hide or cape stretching for width only, as length can be accomplished at any time. Use only fine salt, like table salt. Use generously and cover the hide and face well. Put extra salt on the nose pad and eyes on the outside as well as the inside. Change the salt after some days, at least once.

When field dressing a trophy to be mounted, never cut into the brisket (chest) or neck area. If blood gets on the hide to be mounted, wash it off with snow or water as soon as possible. Also avoid dragging the animal out of the woods with a rope. Place it on a sled or 4-wheeler. The rope, rocks or branches can easily damage the fur or puncture the hide. If you need to drag it out with a rope, attach the rope to the base of the horns and drag your trophy carefully. Never leave a hide or a cape unattended. Many predators will not only take the skin but will also destroy it.

**REMEMBER IT IS BETTER TO HAVE TOO MUCH SKIN THAN NOT ENOUGH!**

### Shipping of trophies

- Properly wrap/pack the trophy for transport;
- You must store the trophy in a safe place until you have obtained the necessary documents;
- For the import of hunting trophies into countries of the EU and associated countries (like Switzerland) specific requirements of treatment have to be reflected in the EU veterinary certificate (Annex 5 on the CD), and the indicated exporter has to be registered as trophy exporting facility with the EU TRACES system.

## Necessary documents to procure

### Formalities for the export of trophies

For all trophies you need to obtain a **veterinary certificate**. For trophies of species listed in the Red Book you additionally need to obtain **CITES papers**:

### How to obtain an export veterinary certificate

You must first obtain a veterinary certificate from the responsible **Oblast or Rayon Veterinary authorities**. In Dushanbe you will then need to apply for a **permit for the export of trophies** from the **State Veterinary Authority**. For export to the EU you need to care that you get the EU veterinary certificate with the EU TRACES registered facility indicated in section "I.1. Consignor". For this, in practice you need to submit the following:

- application by the hunting operator (there is no special form for this);
- copy of the permit;
- veterinary certificate from the Oblast Veterinary authorities;
- copies of documents of registration of your organization.

When you have received your permit for the export of trophies you can get an **international veterinary certificate** from the Department of Veterinary Control at the border. You have again to submit the following documents:

- veterinary certificate from the Oblast Veterinary authorities;
- permit for the export of trophies;
- copy of the hunting permit.

If the client takes the trophy with him, you must take the international veterinary certificate and present it to the airport control authorities. If the trophy is shipped at a later date, the certificate must be given to the shipping company (e.g., DHL)



for the export of trophies of Marco Polo sheep, markhor, brown bear and wolf, you need to obtain **CITES papers** that are issued by the Committee for Environmental Protection (CEP). The procedures may vary for different target countries and also for different species (depending if the species is listed in CITES appendix I or II). As the procedures may change, you should regularly check with the CEP. Currently you need to submit the following documents:

- The client or the international hunting agency will have to obtain **in advance** of the trophy shipping a permit from the CITES authority in the country into which the trophy will be imported. This document should be sent directly to the CEP.
- If this permission is granted you must apply to the Committee after the successful hunt for a trophy export permit. The fee for this permit currently amounts to TJS 120.

You should hand out an **evaluation form** for your performance to be filled out by your clients after the hunt. This will help you to identify your weaknesses and improve your service. You can find an example form in the appendix 1. **Happy clients are the best form of promotion you can have!**

# Chapter 4

## Eco-Tourism

In addition to organizing trophy hunting, you should also try to attract tourists and develop ecotourism in your territory. Hunting and Ecotourism might generally not seem compatible, but as hunters mostly come in winter and tourists generally visit in the summer months, this should not be a problem. A good way to initiate touristic activities would be to establish partnerships with travel agencies or organizations like the Pamir Ecological and Cultural Tourism Association (PECTA), in which the existing community-based NGO managing wildlife areas are members and through which they market their eco-tourism offers. First, however, you should, think about the following questions:



### What are the interests of tourists?

- **Nature:** wildlife viewing, photo safari, hiking, trekking, climbing, horse or yak riding, bike & motorbike tours, rafting, canoeing;
- **Local culture:** customs & traditions, way of life, folklore (music, dance, legends, national dress, crafts);
- **History:** Archaeological sites, petroglyphs, shrines, etc.



### What do you have to offer?

- Are there any mountain trails, historical sites, spectacular landscape features (famous peaks, glaciers, hot springs, etc.) or great vantage points close to your territory?
- **Access:** How will tourists be able to get to your area? How far is your village from a main road? How difficult is it to find your village?



### Touristic infrastructure

- **Guesthouse or homestays:** You must provide sufficient capacities for accommodating tourists for one or more nights. There could be a separate guesthouse or homestays (guest rooms in family houses) in your village. There should be basic toilet and washing facilities. Rooms and facilities should be clean.

You should be able to provide warm meals for lunch and dinner and simple breakfasts. A vegetarian option should be provided if requested.

Guesthouse owners or homestay families should have a basic knowledge of English to communicate with their guests.

- **Guides:** Guides should be available to accompany the tourists on hikes. They should be knowledgeable about the territory and its wildlife and plants, about local history and traditions. A basic knowledge of English is necessary.
- **Transport:** If horses or yaks are available, you could offer riding tours. Donkeys (or yaks) should be available as pack animals for hikes. (Off-road) vehicles, which can be rented to reach farther destinations or to bring the tourists to the next town, are a great advantage.
- **Folklore groups:** If you have talented singers and dancers in your village, you should form a folklore group that can perform for tourists in the evenings.



### **Establish a price list and marketing strategies**

- You should establish a clear and transparent price-list for all services you provide. It should include rates for accommodation and meals, daily rates for guides, etc.  
For horses and donkeys you should set rates per day as well as per hour. For vehicle rent you should set a rate per kilometer. The price-list should be put up visibly in the guesthouse or homestays, or should be available to tourists on request.

### **Promotional activities - How can you draw tourists to your territory?**

You should consider erecting a signboard or putting up a banner next to the road advertising your touristic facilities. If you have signboards marking your hunting ground in place, you can use these of course.

You should consider printing brochures or creating a website. This could be done in collaboration with other community based organizations or tour operators.

Check the brochures of existing NGOs on the Wildlife-Tajikistan website (given in Annex).

**The following points might give you an idea of steps necessary for the development of tourism activities:**

- Development of English language skills for guides, drivers and owners of guest houses;
- Development of new travel offers (e.g., guided hikes or horse-riding tours);
- Submission of grant applications for the development of ecotourism;
- Organizing points of sale for handicrafts and souvenirs;
- Organizing folk groups;
- Development of information cards with notes on places of attractions, rest stops, accommodation for nights, etc.;
- Principles for determining prices for all types of services;
- Developing a partnership with PECTA or other ecotourism organizations.



## Appendices

### Appendix 1. Examples of relevant forms and documents (CD)

- Hunting Law.
- Hunting Regulations (Draft).
- Regulations for management of hunting grounds (Draft) and draft standard content of management plan.
- Procedure for tendering hunting grounds and assignment of management rights over hunting grounds to legal entities (Draft).
- Procedure for issuing permits and payment of fees (Draft).
- Decree Nr. 546 on fees for use of natural resources.
- Standard contract on the assignment of a hunting ground.
- Statement on catching poachers.
- Customs declaration form.
- Weapon import/export document > freeform application example.
- Evaluation form for hunters.
- Contract with hunters (in Russian & English).
- Contract with international hunting agencies (in Russian & English).

## Appendix 2. List of important contacts

### Government Authorities:

#### **Agency for Forestry under the Government of Tajikistan**

##### **Hunting Department**

734025, Dushanbe, Bustonstreet 3

Tel.: 225 0814

#### **Committee for Environmental Protection**

734034, Dushanbe, Shamsi Street 5/1

Tel.: +992 (935) 04 95 40; +992 (372) 36 40 59

Fax: +992 (372) 36 13 53

Email: kodir61@mail.ru; flora\_fauna@mail.tj; muhit@hifzitariyat.tj

Website: www.hifzitariyat.tj

#### **Ministry of internal affairs of the Republic of Tajikistan**

Dushanbe, Teheran Street 27

#### **State veterinary Service**

734060, Dushanbe, Rayon Sino, Gandjavi Street 379

Tel.: 238-08-07, 238-05-44

Fax: 221-70-68

### Scientific institutions:

#### **INSTITUTE FOR ZOOLOGY AND PARASITOLOGY, ACADEMY OF SCIENCE OF TAJIKISTAN**

734025, Dushanbe, Tajikistan, 70

Tel.: (99247) 445-30-31

### NGOs and service providers:

#### **Association of Hunting Concessionaires**

Dushanbe, Academy Rajabov Street Nr. 5/18

Email: latifi@rambler.ru

Tel.: (+992) 935752266

#### **Union of Hunters**

Dushanbe, Buston Street Nr.6

Tel.: (+992)927704961

#### **Nature and Biodiversity Conservation**

**Union of Tajikistan**, Dushanbe

Email: nurali.wildlife@mail.ru

Tel. (+992) 934076510

#### **Hunting and Conservation**

**Alliance of Tajikistan (H&CAT)**

Email: info@tajwildlife.com



**PECTA**

Email: info@pecta.tj  
www.pecta.tj  
+992 93 442 55 55

**International NGO with branch registered in Tajikistan, supporting community-based wildlife conservation: Panthera Snow Leopard Programme in Tajikistan**  
2 Azizbek St., Khorog, 736000, GBAO, Tajikistan Email: trosen@panthera.org

**Community-based hunting organizations (there are more!)**

The community-based game management organizations have established the “Hunting and Conservation Alliance of Tajikistan” (www.tajwildlife.com, Email: info@tajwildlife.com, (+992) 907753975) as a joint contact.

Public Association Parcham  
GBAO, Rayon Rushan,  
Administrative Unit Bartang,  
Village Khijes

Public Association Burgut  
GBAO, Murghab rayon  
Administrative Unit Alichur,  
Village Alichur

Public Association Yoquti Darshay  
GBAO, Ishkashim Rayon Administrative  
Unit Shitkharv, village Darshay

Public Association Yus Palang, GBAO,  
Ishkashim Rayon, Administrative Unit Zong,  
Village Zong

**Hotels in Dushanbe:**

Dushanbe Serena Hotel Abulqosim Firdavsi  
Dushanbe 734013  
+992 48 701 4000

Hyatt Regency Dushanbe Hotel  
26/1, Ismoil Somoni Prospekt  
Dushanbe 734026  
Tajikistan  
+992 48 702 1234

Tajikistan Hotel  
Shotemur St 22  
734000 Dushanbe  
+992 372 21 8080

Hotel Twins - Dushanbe  
21 Adkhamova St  
Tajikistan, Dushanbe,  
+992 37 221 3300  
+992 37 221 4414  
www.hoteltwins.tj

Almos Guest House  
6, Mirzo Rizo St  
Tajikistan, Dushanbe,  
+992 (93) 817 72 72  
+992 (93) 525 66 66  
+992 (44) 625 73 73  
E-mail: info@almos.tj

Atlas B&B Guesthouse  
63, Mirzo Rizo St,  
Tajikistan, Dushanbe 734013,  
Tel/Fax +992 37 226 46 28  
Mobile: +992 907 74 64 44  
E-mail: reservation@atlasguesthouse.com  
E-mail: info@atlasguesthouse.com

## Appendix 3. Resolution of the Round Table Sustainable Use and Conservation of Wildlife in Tajikistan (2-3 November 2016, Dushanbe-Tajikistan)

### Resolution

Representatives of the Government of the Republic of Tajikistan, governmental and scientific institutions, private sector and community-based organisations, the United Nations Environmental Program (UNEP), Food and Agriculture Organization of the United Nations (FAO), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), implementing programs on behalf of the German government, international and domestic non-governmental organizations, as well as a panel of experts came together to:

1. discuss the current situation in wildlife management in the Republic of Tajikistan, its potentials and pitfalls for achieving sustainable use and conservation, as well as benefits for local communities;
2. identify ways to strengthen collaboration in wildlife management between different groups of resource users (e.g. private hunting concessionaries and community-based organizations) and other interested national and international stakeholders;
3. advance a common understanding of various international regulatory frameworks (CITES, EU, USA), as well as harmonization of national legislation with the requirements of relevant international treaties, arranging necessary training and seminars, including on the rules and requirements on exporting and importing trophies, benefit sharing schemes, transparency and accountability of wildlife management, sustainable hunting, and monitoring;
4. strengthen general understanding among stakeholders involved in wildlife management in Tajikistan on responsibilities and necessary commitments to the sustainable use of wildlife and contribution to biodiversity conservation and local socio-economic development.

### The participants of the round table:

*Acknowledge* the importance of long-term conservation of wildlife in Tajikistan, including such iconic species as snow leopard (*Panthera uncia*), brown bear (*Ursus arctos isabellinus*), Asiatic ibex (*Capra sibirica*), markhor (*Capra falconeri*), Marco Polo sheep (*Ovis ammon polii*), Severtsov's argali (*Ovis ammon severtzovi*), Bukhara deer (*Cervus elaphus bactrianus*), goitered gazelle (*Gazella subgutturosa*), urial sheep (*Ovis vignei boharensis*), and Ladakh urial (*Ovis vignei vignei*) which are of particular importance for biodiversity conservation worldwide;

*Note* that many of the species concerned are listed on the Appendices of the Convention on Migratory Species of Wild Flora and Fauna (CMS) and under the CMS Central Asian Mammals Initiative (CAMI), and on the Appendices of the Convention on International Trade in Endangered Species of Fauna and Flora (CITES);

*Recognize* contributions of sustainable consumptive (hunting, and in particular trophy hunting and private hunting concessions) and non-consumptive use (tourism) of wildlife to long-term conservation of mountain ungulates and other species, as well as, delivering a range of socio-economic benefits, including support of rural communities in mountain areas;

*Acknowledge* a strong connection of local communities to their environment and wildlife and recognize their role in protecting wildlife and right to derive profits from consumptive and non-consumptive use of wildlife in accordance to the existing regulatory framework;

*Noting* the progress of the government of the Republic of Tajikistan in improving legal and management frameworks for wildlife conservation and hunting, including the accession to CITES, strengthening the role of science in the decision-making and developing a dialogue among national stakeholders involved in wildlife management and conservation;

*Encourage* all interested stakeholders to strengthen the national dialogue on sustainable use and long-term conservation of the wildlife;

*Aware* of further challenges to wildlife conservation and sustainable use of wildlife in the country, such as weak institutional, staff and financial capacities, insufficiencies of the existing legal framework, weak coordination among the involved state institutions, cases of illegal hunting and poaching, as well as habitat degradation as a result of climate change and overgrazing.

**HEREBY the participants of the round table:**

*Express* the will to work together to further improve regulation and management of sustainable use and conservation of wildlife, as well as socio-economic development of the Republic of Tajikistan through further actions:

**General actions:**

- To preserve key species and their habitats in the Republic of Tajikistan on the basis of existing scientific knowledge on wildlife habitat needs and further incorporate this knowledge into land management policies and practices;
- To develop a university programs and short-term training courses for professionals in wildlife management and conservation to ensure incorporation of modern approaches and principles in this field. In relation to this, explore existing regional and international opportunities for cooperation;
- To support scientific research on conservation and sustainable use of wildlife and its habitats, especially mountain ungulates, including biological and socio-economic implications;
- To develop cooperation among interested stakeholders to promote marketing of hunting and other tourist services in Tajikistan at the international market;
- To strengthen implementation of international commitments of the government of Tajikistan under the CITES and CMS conventions, as well as other relevant initiatives;
- Actions specific to hunting and wildlife management:
- To improve procedures of scientifically justified quota definition, as well as transparent quota distribution among all resource users, including allocation of area-specific hunting quotas justified by the monitoring results from the areas managed by the organization;
- To involve experts of national and international scientific and non-governmental organisations in the monitoring of species populations;
- To improve cooperation and capacity of relevant state authorities, including at the local level to combat wildlife crime;
- To ensure exchange of monitoring data and other relevant information among national and international stakeholders;
- To conduct a follow-up round table to check the progress and update priority actions.

## Internet Ressources

### International organizations

<http://iucn.org/>

<http://iucnredlist.org/>

<https://www.panthera.org/>

<http://www.cic-wildlife.org/>

<http://www.wcs.org/>

<http://wwf.org/>

### International Conventions

<http://www.cms.int/cami/>

<https://cites.org/>

<https://www.cbd.int/>

### Information on wildlife and community based hunting organizations

[www.wildlife-tajikistan.org](http://www.wildlife-tajikistan.org), [www.tajwildlife.org](http://www.tajwildlife.org)

### Legislation

[www.mmk.tj](http://www.mmk.tj)

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