



By Anna Sole Amat (a.sole@cgiar.org)

Humidtropics, a CGIAR Research Program led by IITA, seeks to transform the lives of the rural poor in tropical America, Asia and Africa. Research organizations involved in core partnership with Humidtropics are [AVRDC](#), [Biodiversity International](#), [CIAT](#), [CIP](#), [FARA](#), [icipe](#), [ICRAF](#), [ILRI](#), [IITA](#), [IWMI](#) and [WUR](#). humidtropics.cgiar.org

TABLE OF CONTENTS

Executive summary	3
Workshop sessions.....	5
a) Module 1- Governance, group dynamics, leadership and team building.....	5
Objectives.....	6
Overview of session activities.....	6
Reflection and suggestions for improvement.....	7
b) Module 2 - ICT, Communication and documentation.....	7
Objectives.....	7
Reflection on pre-forms.....	8
Overview of session activities.....	8
Reflection and suggestions for improvement.....	10
Workshop materials.....	10
Annex	11
c) Group work – Module 1	11
Mukono/Wakiso Group 1	11
Mukono/Wakiso Group 2	12
Kiboga/Kyankwanzi Group 1	13
Kiboga/Kyankwanzi Group 2	14
d) Group work – Module 2	16
e) Pre forms	19
Social media pre-form.....	19
ICT to improve communication pre form.....	21
Writing a good looking report – preform	22
f) Feedback.....	24
Module 1 – Day 1.....	24
Module 2 – Day 2.....	27
g) Workshop program	29
h) List of participants	30

Executive summary

The CGIAR Research Program on Integrated systems for the Humid Tropics (hereafter Humidtropics) aims to reduce rural poverty, increase food security, improve health and nutrition and stimulate sustainable resource management. It is based on integrative systems approach to agricultural innovation using multi-stakeholder interaction. Innovation platforms (IP) are key to Humidtropics and in Uganda there are two very active IPs in rural and peri-urban areas.

Based on feedback from a needs assessment, on the 20th and 21st of October 2015, with financial support from the Humidtropics capacity development office led by the International Livestock Research Institute (ILRI), a training was organized by the Uganda Humidtropics secretariat composed of the International Institute of Tropical Agriculture (IITA), Makerere University, the National Agriculture Research Organization (NARO) and The World Vegetable Centre (AVRDC).

Informed by the needs assessment, the proposed plan action constituted capacity development for two (2) Humidtropics IPs: Mukono-Wakiso, which is a peri-urban platform focusing mainly on vegetables, and Kiboga-Kyankwanzi platform that is situated in rural settings and focuses mainly on soybean. Both these platforms were formed in February 2014 with Mukono-Wakiso having selected the entry points of vegetables-livestock-banana-Agroforestry while Kiboga-Kyankwanzi focused on soybean-maize-livestock –banana-Agroforestry.

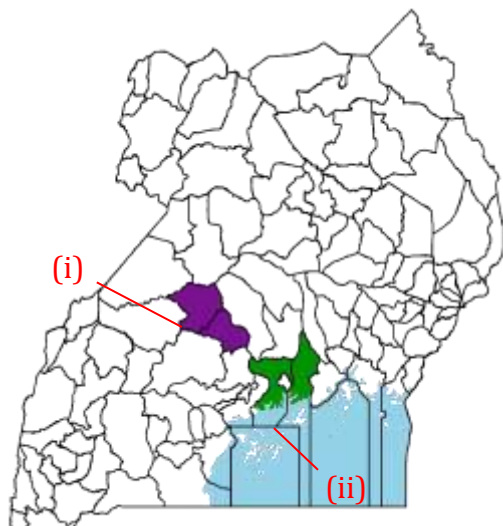


Figure 1. (i) Kiboga/Kyankwanzi district and (ii) Mukono/Wakiso district.

For (i) Kiboga-Kyankwanzi significant progress has been made in terms of overcoming the production constraints related to the entry point, some of the progress steps include: soybean business plan development for seed procurement, soil fertility management, peer to peer promotional horizontal scaling and school porridge enrichment. While this progress is commendable, outstanding gaps still remain and they include IP leadership and innovations for soybean-livestock system integration on a sustainable basis. Similarly, for (ii) Mukono-Wakiso IP significant progress has been made on the entry point of vegetables and some key steps include the introduction of vegetable kits by

AVRDC, varietal evaluation, understanding of marketing constraints, formation of the Uganda Youth Agripreneurs (UYA), institutionalization of Humidtropics in Mukono district planning structures. Some of the outstanding challenges that remain include generating innovations for ensuring full integration of the vegetables -livestock –banana agroforestry system and how to simultaneously manage the ongoing horizontal and vertical scaling sustainably. Therefore this training was designed to respond to the training needs for both IP executives in a demand driven manner. They build on past trainings but target outstanding challenges faced by the IPs. The trainings for the IP executives will take the form of a learning cycle consisting of 2 residential training blocks and interspersed by 2 periods of field experimentation/follow up learning.

The training covered part of the needs raised by the platform members in the pre-assessment form.

Business plan development / Joint Zonal Investment Planning How to develop business plan How to develop joint investment plans with different stakeholders
ICT, Communication and documentation Training on computer tools to improve internal communication Training on computer tools to improve organization Training on social media Training on computer to write reports using different tools Training on making presentations
Resource mobilization/ Writing Proposal How to write proposals Search for calls and how to respond to specific calls
Marketing Market models Linking farmers to input and output market
Financial literacy and functionality of VSLAs Budget writing Record keeping Organizational development of Self Help Groups (SHGs)
Governance, group dynamics, leadership and team building Group dynamics for better teamwork Different techniques to improve team and ownership Conflict management
Value Chain Policies New technologies Links
Agro-processing / Postharvest handling Policy Techniques and new technologies in different farm enterprises Value addition
Adaptation Climate Change What is climate change? How climate change can affect Uganda Climate Change Policy in Uganda Climate-resilient agricultural practices / Climate Smart Agriculture
Soil fertility management Soil fertility tests / Organic and inorganic inputs Soil management techniques

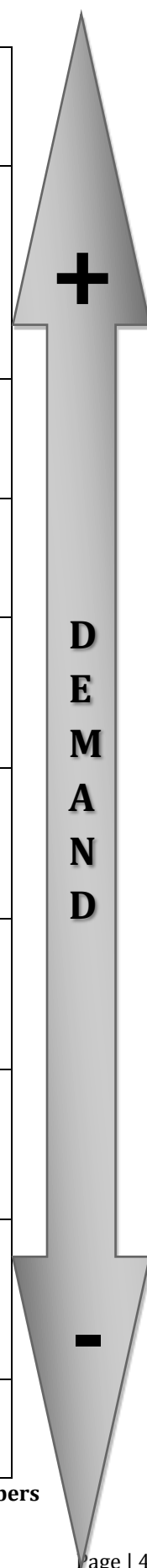


Table 1. Results from the preform filled by the executive committee members from the two IPs in Uganda.

From the needs assessment form, the two blocks with more demand to improve IPs performance and sustainability were Business/Financial trainings and Communication and group strengthening.

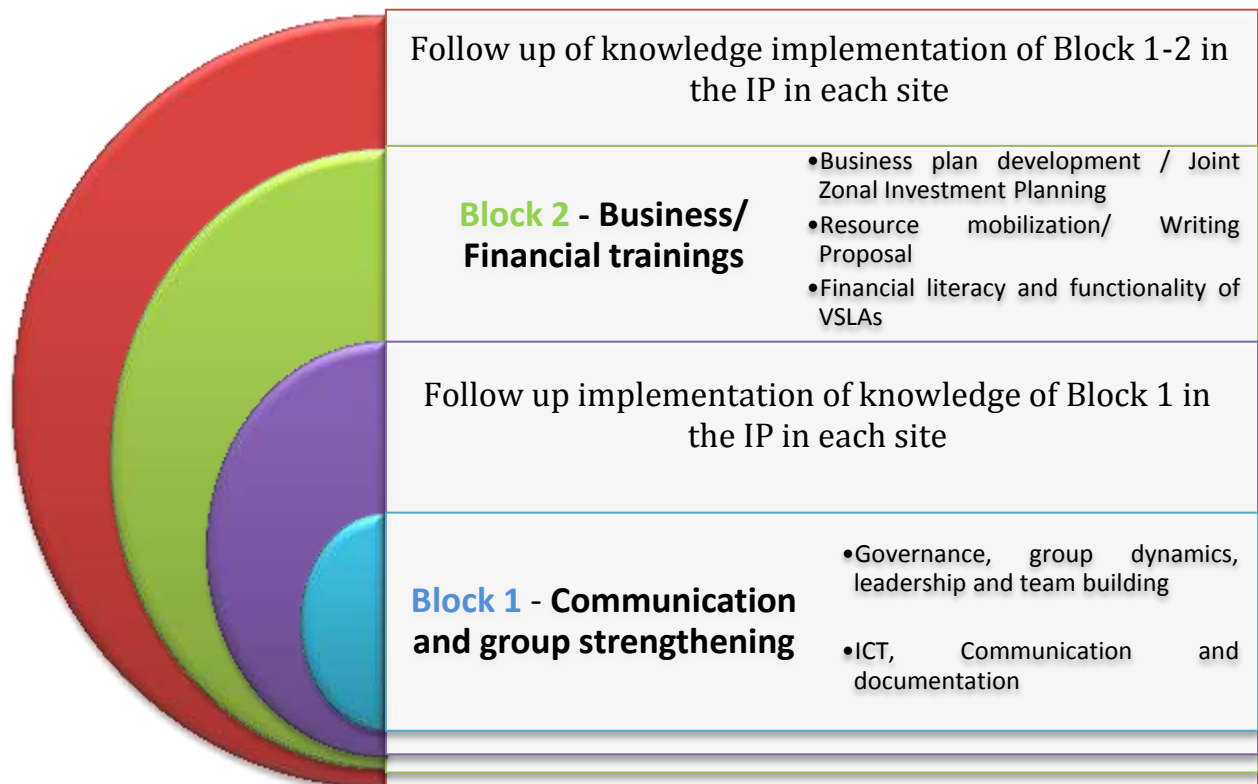


Figure 2. Structure of the training blocks and the follow up activities.

The content of each of these blocks is described in detail in the body of this report, including its objectives, reflection on preforms (if applicable), overview of session activities and reflection and suggestions for improvement (feedback forms review). All the materials and manuals are available in this report as well as the program and other information of interest.

Workshop sessions

a) Module 1- Governance, group dynamics, leadership and team building

Governance, group dynamics, leadership and team building blocks of this module were identified by the executive committee as important issues for the success of the two platforms. This module was designed by Professor Moses Tenywa, Makerere University and Humidtropics national facilitator to improve the performance of the platform. There was need to increase awareness and knowledge on how to deal with conflicts and groups dynamics that any group of people working together can faced. The main objectives of this training module were:

Objectives

- To understand process and participation of a functional platform.
- To understand components of groups and its dynamics.
- To identify which are the critical steps for improving group dynamics.
- To learn the importance of conflict management and decision making for effective performance of the platform.

Overview of session activities

Within Module 1, two sessions were developed. Professor Moses Tenywa led on the Innovation platform management training. His background on multi-stakeholder platform facilitator and the experience and depth knowledge on these two IPs as Humidtropics national facilitator, gave him the chance to develop a hand-fit training on platform management tackling team work and groups dynamics.

As part of his training the group was split in 4 groups and they were tasked to think about how the Integrated Agricultural Research for Development (IAR4D) Principles can be implemented in their platform. The principles they had to work on were:

1. Economic principle
2. Participation principle
3. Globalization principle
4. Institutional principle
5. Structural principle
6. Process principle

The work done by the different groups can be found [in the annex](#).



Picture 1. Different groups working on the assignment and the trainer explaining and comparing results.

In the afternoon session, Professor Charles Muyanja (who has a background of a facilitator in the challenge program) held the training on conflict management. First they were understanding the meaning of team and discussing which are the factors that can create conflict in a group of people working together and also what the best ways are to handle them.



Picture 2. Professor Charles Muyanja discussing the meaning of “TEAM” and conflict management approaches.

Reflection and suggestions for improvement

IP members realized the importance of group work and how handling conflicts in a healthy manner can have a direct impact on the performance of the platform.

Managing the platform, understanding which ways challenges can be faced as a team and working to achieve outcomes jointly were important lessons taken by the participants.

The feedback received from the participants was very positive and many had commented on the importance of this training, at this point in time, as the IPs are evolving towards another phase. This knowledge can be very handy to achieve the objectives of this new phase. Please find feedback document in the [Annex](#).

b) Module 2 - ICT, Communication and documentation

All the IP members identified communication as a critical point within the platform for better functioning. Failing to communicate in a proper way was identified as a possible cause of conflict, disinformation and poor management of activities.

This module includes a joint training to develop a simple communication strategy at internal and external level and two sets of different trainings with different levels on computer tools to improve organization and communication, social media and how to write a good report.

Objectives

- To develop a Communication strategy at both internal and external level.
- A level 0 to learn basic computer tools to improve communication.

- At level 1, to gain knowledge on computer tools that can help organize the platform as at the same time help to improve communication between members.
- To learn basic knowledge in the different and more popular social media tools available.
- To learn the must content of different kind of documentation.
- To learn computer tools to produce quality documents.

Reflection on pre-forms

For the communication strategy training, preforms were not done. However the rest of the communication trainings regarding computer tools, reporting and social media, had preforms to be able to inform better the trainer about the knowledge level of the participants. Therefore the trainers were able to divide the participants in different trainings groups according to their knowledge.

For the computer tools to better organize and communicate within the platform, the results showed that there were two clear group, those that usually use computers in their work, and therefore they have more knowledge and those that access to computer is more limited. Having this in mind two groups were formed according to their knowledge level and different content was passed. The preform information can be find [in the annex](#).

To understand better the knowledge that members have regarding social medial, the preform was filled and the results showed that most members know about Facebook, Whatsapp and Wikipedia however most were used to Facebook, Whatsapp and Skype. However their knowledge was not very deep and most of the members wanted to know more about all tools. To learn more details, please check the [annex](#).

To learn what IP members understand as the must content in certain document but also what level do they have in Microsoft Word to produce good looking documents, a preform was filled and the results showed that they write many different documents but there is need to learn better on how to produce them. To find the full report, please follow to the [annex](#).

Overview of session activities

The morning session consisted in a half an hour presentation to explain the role of communication and how to develop a simple action focus communication strategy at two levels (internal and external).

Each platform was divided into two and one group of the platform worked on the internal communication plan as the other group worked on the external one.

Once the groups presented some comments were raised and it was agreed that the trainer was going to work on some extra feedback on the communication plan and the different members were going to work a bit on it so it can be presented in the next IP meeting.



Picture 3. Different group developing the communication strategy.

In the afternoon session the group was split in three, one group received the social media trainings and the other two trainings were about computer tools for better work organization but for two focused at different levels.

The social media training gave an overview of Internet and social media concept and afterward there was a brief introduction of the most used or practical tools.

The two different level trainings on computer tools were taking place simultaneously, while one trainer was teaching the basic on internet and email, the other was focused on other tools like Google Account and its apps (Calendar, Google Docs, Google groups,...) , Doodle, Dropbox, and so on.



Picture 4. Training about computer tools to improve communication within the platform at two different levels.

Finally the last session was about how to produce a good looking report. First it was explained the must content of important documents as reports, minutes, formal letter and formal emails. Afterwards different tools on Microsoft word were explained to improve writing documents in a more efficient and professional way.



Picture 5. How to write a good looking report training.

Reflection and suggestions for improvement

Overall the training was successful; while most of the platform members are directly engaged with agriculture, they made clear that their communication skills needed to be improved.

The communication strategy helped them to open their mind about the importance of communication and how to better use the tools available to improve communication within and outside the platform.

The other trainings gave the members tools to improve their communication in a more technological way.

The feedback was positive and members were happy to have learnt more about communication in general. Although there is plan to have a follow up meeting in the different IPs to get the impact of these trainings there are some signs already showing that some members are using some of the tools and knowledge gained in these trainings. For example some of the members are using social media, emails and reporting in a better way than before.

Workshop materials

All materials can be found following this link:
<http://humidtropics.iita.org:8080/share/page/guest-access?nodeRef=workspace://SpacesStore/6447eac4-14d8-43a8-b1c3-39f964035c51>

Below the breakdown of each training with the materials given (presentation/manuals):

DAY 1 - <http://humidtropics.iita.org:8080/share/page/guest-access?nodeRef=workspace://SpacesStore/23f87321-d4eb-4054-8076-ca9e0c1fb2ed>

IP management, conflict management, team work	http://humidtropics.iita.org:8080/alfresco/d/a/workspace/SpacesStore/2fec5dbb-a946-402c-9b2d-369a54cf7588/IPmanagement Presentation.pdf
Case study	http://humidtropics.iita.org:8080/alfresco/d/a/workspace/SpacesStore/fe51f7fe-7d72-4eed-a6ef-

	e61de4de87aa/BubaareCasestudy.pdf
--	--

DAY 2 - <http://humidtropics.iita.org:8080/share/page/guest-access?nodeRef=workspace://SpacesStore/862ac6d0-f195-4077-b0db-8bc69919902e>

Communication strategy	http://humidtropics.iita.org:8080/alfresco/d/a/workspace/SpacesStore/abdfb516-7828-4fa2-b41f-dcdd3f444867/CommunicationStrategy_Presentation.pdf
Communication strategy Links of interest	http://humidtropics.iita.org:8080/alfresco/d/a/workspace/SpacesStore/861a45aa-e8f4-4e9d-8a07-24d9aa799530/Communication_Strategy_Links.pdf
Social Media	http://humidtropics.iita.org:8080/alfresco/d/a/workspace/SpacesStore/fd053648-118e-4bbd-ad09-79f36f1bb18a/Presentation_SocialMedia.pdf
Social media links of interest	http://humidtropics.iita.org:8080/alfresco/d/a/workspace/SpacesStore/f35c3a1f-0bdb-4138-ab71-baf4d427b14e/SocialMedia_Links.pdf
Computer tools to better organize and communicate – Level 0	http://humidtropics.iita.org:8080/alfresco/d/a/workspace/SpacesStore/d2139ac7-cf72-42cc-9ab5-4c62628af1e1/Computer_literacy.pdf
Computer tools to better organize and communicate – Level 1	http://humidtropics.iita.org:8080/alfresco/d/a/workspace/SpacesStore/54b0ce30-47af-47f7-a305-172050460439/ICT_TRAINING_TOOLS.pdf
How to write a good looking report	http://humidtropics.iita.org:8080/alfresco/d/a/workspace/SpacesStore/1dc56547-3df0-468e-ad1b-980208c7a26f/How_to_write_a_good_looking_report_using_Microsoft_word.pdf
The must content	http://humidtropics.iita.org:8080/alfresco/d/a/workspace/SpacesStore/2bb0b3e1-ee79-4162-ac4c-67e7870fe35d/Content_of_different_documents.pdf

Annex

c) Group work – Module 1

Mukono/Wakiso Group 1

Principal	IP	Organizational	Institutional
Economic	<ul style="list-style-type: none"> • Signing MoU's. • Improve/clear feedback channels. • PPP (Public, private and 	<ul style="list-style-type: none"> • Participatory /farmer led development of workplans • Regular reviews 	<ul style="list-style-type: none"> • Participatory development of workplans • Strong

	partnership)	and planning • Strong M&E teams	participatory M&E
Participation	Goals should take care of interests of all stakeholders	<ul style="list-style-type: none"> • Creating awareness about the IP approach • Public private partnership 	Documentation of indigenous practices
Globalization	Involve more stakeholders beyond those in our region	Validating success innovations (do they work ?)	<ul style="list-style-type: none"> • Documentation • Exchange visits • Participatory proposal development
Institutional	Involve policy makers at all levels in all meetings	Policy makers giving more to institutions	
Structural	Clear roles		
Process		Integrate the process in the research	Make sure all stakeholders are in

Mukono/Wakiso Group 2

Principal	IP	Organizational	Institutional
Economic	<ul style="list-style-type: none"> • Address production • Mobilization and recruitment of farmers for sustainable production • Strategy/planning • Create backward linkages – networking • Follow up to ensure contracts are met and sourcing credit. 	<ul style="list-style-type: none"> • Plan and strategize • Training • Mobilization and sourcing for product 	<ul style="list-style-type: none"> • Networking • Signing MoUs and contracts • Strategy/Planning • Provide funding • Regulate prices • Set prices
Participation	Facilitate formation of networks and linkages	<ul style="list-style-type: none"> • Mobilization • Facilitate group formation 	Capacity building
Globalization	<ul style="list-style-type: none"> • Networks beyond borders • Source for technologies, markets, business partners,... 	<ul style="list-style-type: none"> • Form partnerships • Ensure sustainability i.e. production and supply 	<ul style="list-style-type: none"> • Signing MoUs • Effecting drafting policies and agreements
Institutional	• Engage government	Implementing – agreed set standards	• Engage government

	and other relevant institutions <ul style="list-style-type: none"> • Regulate/set standards • Facilitate capacity building 	e.g. ensuring quality standards are met	and other organizations <ul style="list-style-type: none"> • Setting quality control measures • Ensuring standards are met • Capacity building
Structural	<ul style="list-style-type: none"> • Ensuring engagement of all relevant stakeholders e.g. buyers and farmers • Encourage formation of cooperatives 	<ul style="list-style-type: none"> • Formation of cooperatives • Engaging farmers on contractual farming 	<ul style="list-style-type: none"> • Signing MoUs • Capacity building • Regulate cooperatives
Process	<ul style="list-style-type: none"> • Sourcing for potential buyers (networking) • Foster innovations in value addition • Source for credit • Engage policy makers to create enabling environment 	<ul style="list-style-type: none"> • Action research • Value addition processing • Source for credit • Capacity building 	<ul style="list-style-type: none"> • Ensuring quality • Rewarding systemness • Regulate policies • Policy advocacy

Kiboga/Kyankwanzi Group 1

Principal	IP	Organizational	Institutional
Economic	<ul style="list-style-type: none"> • Market assurance and quality • Proper ways of introduction in relation to the demand. • Feeds : quality and quantity ratios • Share responsibilities 	<ul style="list-style-type: none"> • Financial support • Strengthen farmer groups by giving group loans • Elimination of middle men. Direct access to farmer groups • Specified market days and establishment of collection centers 	<ul style="list-style-type: none"> • Specific training on feed, row material soybean • Access to good quality feeds and breeds • Veterinary services • Empowerment of extension workers
Participation	<ul style="list-style-type: none"> • Reaction of multistakholders [platforms at the different structure (SNOT)] • Formation of 	<ul style="list-style-type: none"> • Between markets and efficiency and effectiveness • Managing sales • Curriculum change • Financial institution 	<ul style="list-style-type: none"> • Construction and collecting markets • Collaboration/ Networking • Establishing of a demonstration

	specific piggery groups (multistakeholders) <ul style="list-style-type: none"> • Financial management training in VSLA 	given <ul style="list-style-type: none"> • Information current market prices 	center <ul style="list-style-type: none"> • Construction of collection center • Signing MoUs • Licensing/ documentation
Globalization	<ul style="list-style-type: none"> • Learning visits • Organizing and participating in agricultural shows • Field days • Market visits • Information sharing – horizontal and vertical • Actions and other routine meetings 	<ul style="list-style-type: none"> • Radio talks shows • Publications • Website updates • Focus groups discussions 	<ul style="list-style-type: none"> • Monitoring and evaluation • Partnership
Institutional	<ul style="list-style-type: none"> • Sensitization of LCs on the technology • Formation of bye-laws through the existing structures 	<ul style="list-style-type: none"> • Policy awareness • Enforcement of bye-laws 	Influence policy issues
Structural	<ul style="list-style-type: none"> • Proper documentation • Follow up on innovations • Best practices • Trainings 		
Process	HH improvement strategies including youth channels in production		

Kiboga/Kyankwanzi Group 2

Principal	IP	Organizational	Institutional
Economic	<ul style="list-style-type: none"> • Involve stakeholders in income-based research projects, e.g. piggery, poultry and dairy • Having active staff • IP coordinating office. 	<ul style="list-style-type: none"> • Training beneficiaries in more IGAs e.g. Financial mgt • Collaboration with farmers organization in VCM • Strengthening and supporting VSLA into functioning 	<ul style="list-style-type: none"> • LGs collaboration with IPs to stabilize prices, markets – policies/by-laws. • •

Participation	<ul style="list-style-type: none"> • Involvement of LLGs like sub-counties, parishes and village level leadership in IP work • Operationalise sub-committees at all levels. • Promote farmers' participation through strengthening communication and networking 	<ul style="list-style-type: none"> • Active involvement of local NGO, CBOs and other CSOs R4D activities. • Revising the curriculum for high institutions to be result based. • 	<ul style="list-style-type: none"> • Multi-stakeholder partnership e.g. the IP and LGs during planning, implementation and Evaluation
Globalization	<ul style="list-style-type: none"> • Information sharing about the platform work. • Business proposal development and submission 	<ul style="list-style-type: none"> • Involving IP planned activities in the organization budgets • 	<ul style="list-style-type: none"> • Involving other national and international platforms in marketing and value addition • Exchange visits between IPs of different regions
Institutional	<ul style="list-style-type: none"> • Drawing a common understanding of policies that impact on the platforms performance • 	<ul style="list-style-type: none"> • Collaboration of organizations to formulate useful policies for the existing problems • Training extension workers 	<ul style="list-style-type: none"> • Collaborate with policy makers at all levels to understand the existing problems.
Structural	<ul style="list-style-type: none"> • Understanding the framework and functioning of the platform from top to bottom(farmers) 	<ul style="list-style-type: none"> • Organizations need to identify a representative on the IP (e.g. schools) 	<ul style="list-style-type: none"> • Collaborations between the IPs, Organization and LGs to for an institution structure.
Process	<ul style="list-style-type: none"> • Strengthen the new innovations in VCM e.g., vc on agri commodities like soy & maize 	<ul style="list-style-type: none"> • Facilitating new innovation in terms of finance, research and documentation/publication • Insurance of farmers' activities. 	<ul style="list-style-type: none"> • Creating marketing opportunities for IP products. • Extending grants through proposal

			writing
--	--	--	---------

d) Group work – Module 2

Communication strategy for internal and external communication for both IPs:

KIBOGA / KYANKWANZI IP - Internal Communication Strategy

PARAMETERS	INTERNAL
Current situation	Face to face meetings Through phone calls Through internet (Facebook, emails, sms, Whatsapp etc.) Trainings among the IP members
Know your audience	IP staffs Local government representatives NGOs representatives Researchers (international institution and Universities) Farmers' representatives Private sector representatives
Set objectives	Planning for trainings to improve on: Documentation and reporting in the IP Presentations and reporting Planning for the effective way of sharing the reports
Identify right channels and tools	TOOLS Internet Emails Social media like Facebook, Whatsapp, sms Face to face IP meetings to communicate to members Capacity building trainings among the IP staff members Community radios
Realistic action points to implement	Planning to have a coordination office to improve on communication Planning in the next platform meeting to discuss about the recruitment of a communication officer. Planning to develop a data base where information can be kept

Members

Basiita Richard Bolton
Najjemba Anna Maria
Nabongo Yakubu
Namusoke Merab
Takirambudde Nathan

KIBOGA / KYANKWANZI IP – External Communication Strategy

PARAMETERS	EXTERNAL
Current situation	Market visits by IP representatives

	Writing letters to CDOs, CSO, DPOs, identified farmers leaders Phone calls, sms, face-to-face
Know your audience	Local Government Prominent farmers, Partners in development Farmers groups Businessmen
Set objectives	<ul style="list-style-type: none"> • Create awareness to stakeholders as a way forward to gain active participation and involvement. • To empower stakeholders with skills. E.g. Knowledge to achieve high production and improved performance every agricultural season. • To help acquire timely steady/stable markets through ICT systems, sms and phone calls. • Help farmer groups to access financial support at less interest rate to improve production, HH and income. • Easy collective accessibility to farm inputs to improve quality and quantity in produce.
Identify right channels and tools	<ul style="list-style-type: none"> • Internet – Website, emails, mobile phones. • Fairs – Agricultural, trade, exhibitions, posters, brochures. • Local Radio station: radio talk shows, community radios,.. • Farmers' field days: Demonstration garden, lectures, sharing experience, success stories, best practices. • Dialogues/Conferences/Petitions: face to face meeting, citizen hearings, focus groups discussions.
Realistic action points to implement	<ul style="list-style-type: none"> • Establishment an effective communication community. • Acquisition of funds to implement a sms communication system from partners in development. • Establish a relationship with information providers. E.g.: Farmgain

Members

James Wandera
Ronald Denye
Lukwago Patrick
Luwandagga David
Gwaliwa Christine

MUKONO / WAKISO IP – Internal Communication Strategy

PARAMETERS	INTERNAL
Current situation	Email, Whatsapp, SMS and/or phone calls, IP meetings (monthly), trainings, website link
Know your audience	NGOs: VEDCO, LASMOTEC; LG: Mukono & Wakiso, Private sector: Farmgain; NARS: MUZARDI; CGIAR: AVRDC. IITA, ILRI; Farmer federations; Academia: Universities, students; Youth Groups: UYA.

Set objectives	<ul style="list-style-type: none"> • To share and harmonize monthly workplans. • Strengthen the linkages between the IP, individual organizations and secretariat. • To develop specific and/or appropriate common channels. • To improve the capacity of IP members to different channels
Identify right channels and tools	<ul style="list-style-type: none"> • Internet (for Research institutes, private sector) – Email, Google calendar, Dropbox. • Phone (farmer representatives) – SMS, Calls, Whatsapp • Meetings / “Get together” (All members) – Agenda, reports, workplans.
Realistic action points to implement	<ul style="list-style-type: none"> • Review the emailing list, Whatsapp contacts. • Profile (grouping) IP members • Training • Develop joint workplans • Increase facilitation – Update link, maintenance • Streamline the communication structure

Members

Kibuuka Patricia
Mutalya Innocent
Allen Molly
Okalebo Moses
Kigoonya Deoson
Crespo Mubbalya
Winnie UNFFE

MUKONO / WAKISO IP – External Communication Strategy

PARAMETERS	EXTERNAL
Current situation	Emails, publications, mobile phone, telephone, face to face: workshops, trainings, meetings
Know your audience	Buyers, Funders, Press, Facilitators (researchers), Farmers, Processors, Input dealers, CBO;s, NGO's, Government
Set objectives	<ul style="list-style-type: none"> • Information dissemination to relevant stakeholders about IP activities. • To solicited funding from potential donors. • To enhance networking with relevant partners. • To source for technical expertise for capacity building of IP and its partners. •
Identify right channels and tools	<ul style="list-style-type: none"> • Face to face: Meetings, workshops, conferences, Exhibitions, demonstrations. • Internet: Emails, Blogs, Social media (Facebook, Twitter, etc.), publications, website, YouTube,... • Print Media: Newspaper, Journal, publications, magazines, brochures, files, factsheets, business cards, and books. • Press media: Radio shows, TV shows, Press conferences, documentaries, Advertisement, announcements.

Realistic action points to implement	<ul style="list-style-type: none"> • Radio talk shows once every week for one month. • At least 2 proposals & business plans • Trainings at least 4 per year. • IP website developed. • Documentation & Publication of IP activities and success stories. • IP marketing and public relations development • Development IP brochures, fliers, business cards • IP registration to secure address and formal recognition
--------------------------------------	---

Members

Ssemakalu Denis
Ssemaganda Edward
Bamutiire Seppie
Evans Kibirango
Immaculate Mugisha

e) Pre forms

Social media pre-form

Which tools do know?

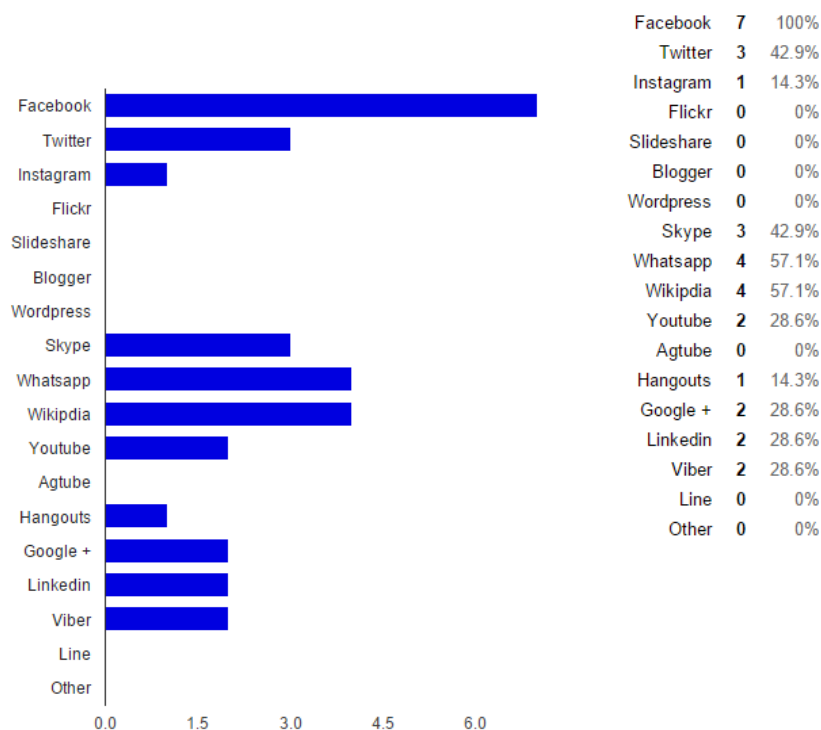


Figure 3. Tools that IP members know about or had heard about them.

Which tools do you use?

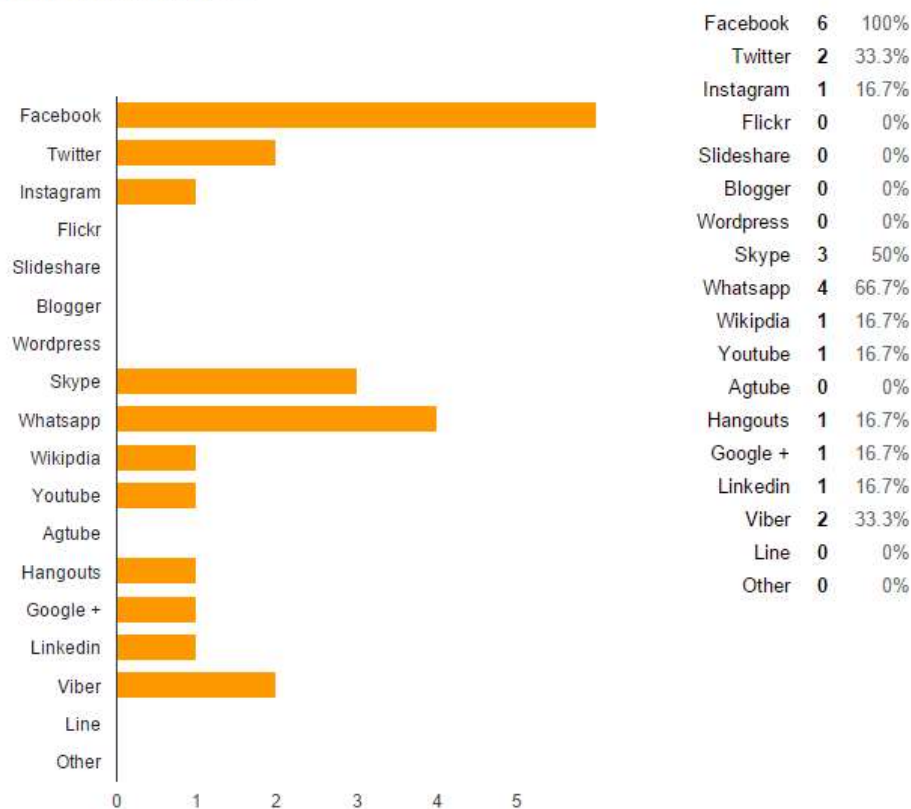


Figure 4. Social media tools that members use.

Which tools do you want to know more about in this training?

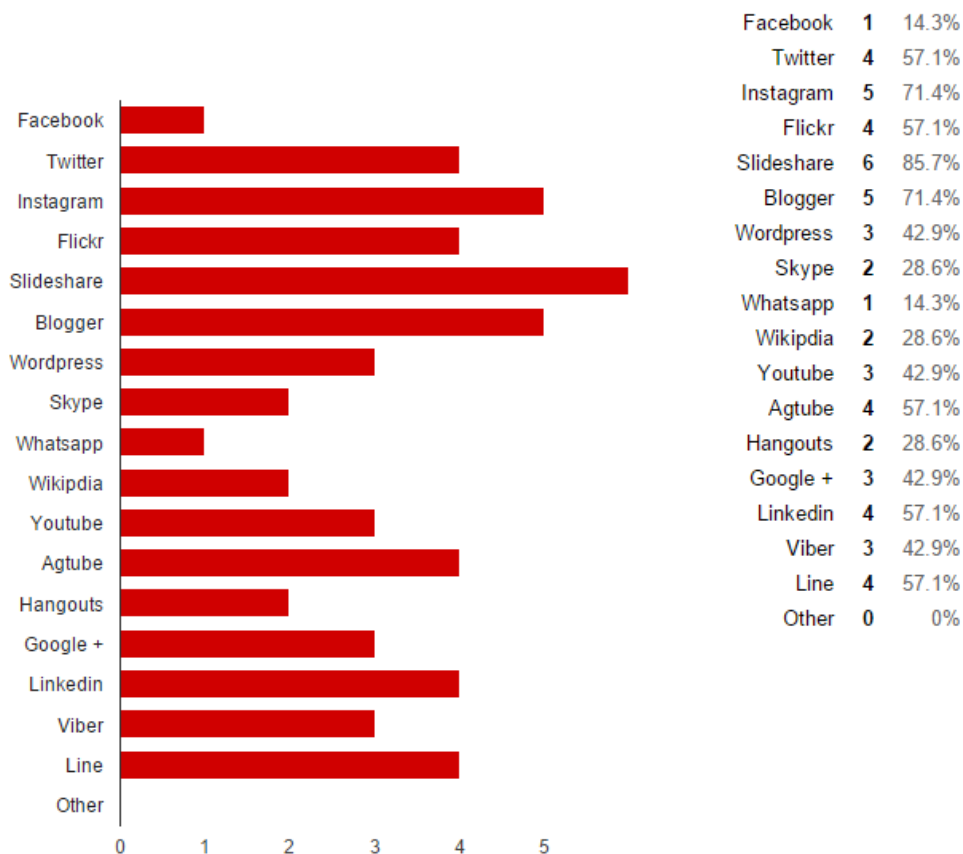


Figure 5. Interest of the different members about the different tools.

ICT to improve communication pre form

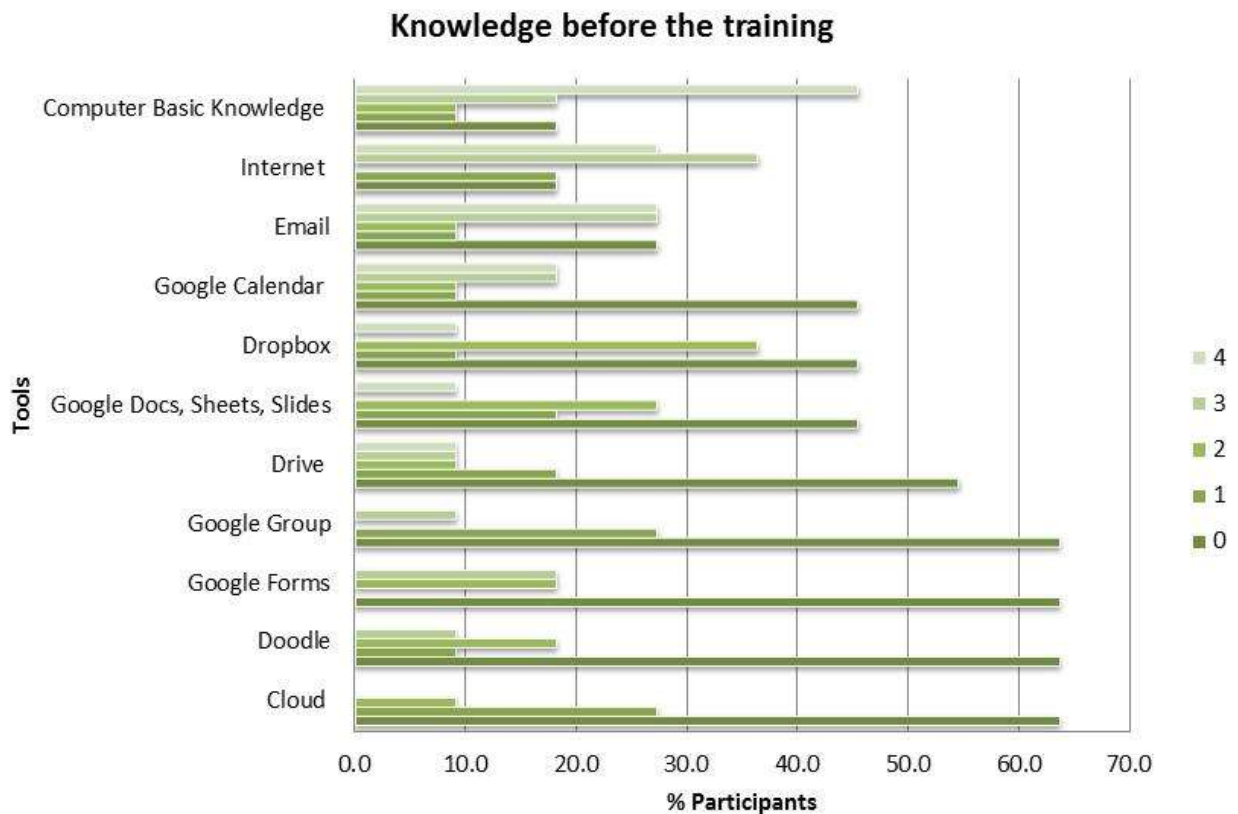


Figure 6. Participants rank their knowledge from 0 no idea at all to 4, I am an expert. In the graphic participants chose what level of knowledge they have depending on the different tools.

Please select 2 tools that you are more interested to learn

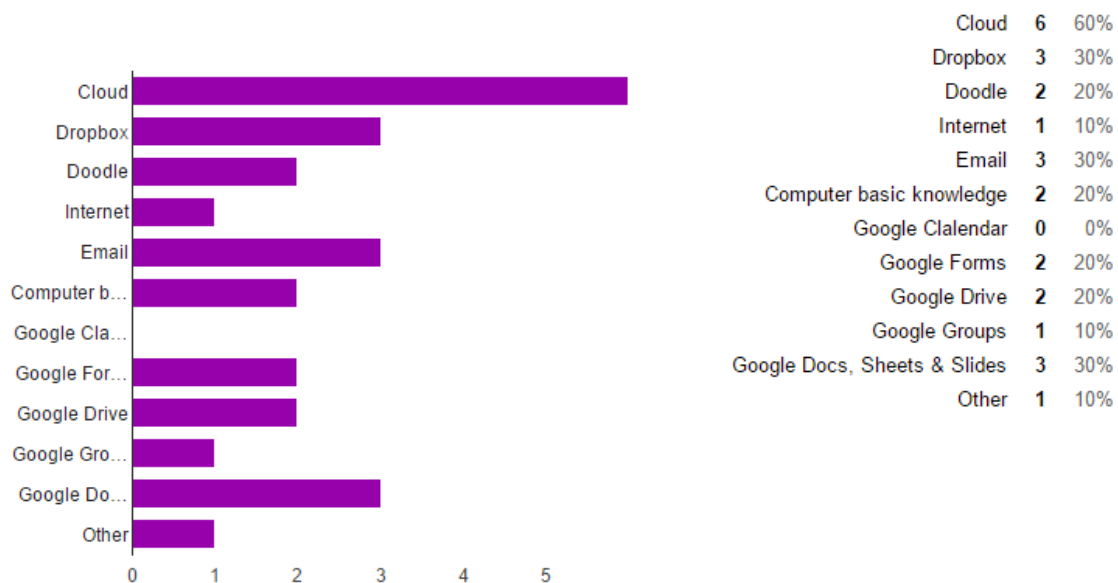


Figure 7. Members selected two tool that wanted to learn more about

What do you expect from this particular training?

To learn how to use cloud, Google forms and many more
learn more on the editing of goggle docs and forms
To aquire more skills
to upgrade my computer skills
building my skills
to gain more knowledge in ICT
Improve my skills in ICT

Figure 8. Expectations from the IPs members about this training.

Writing a good looking report – preform

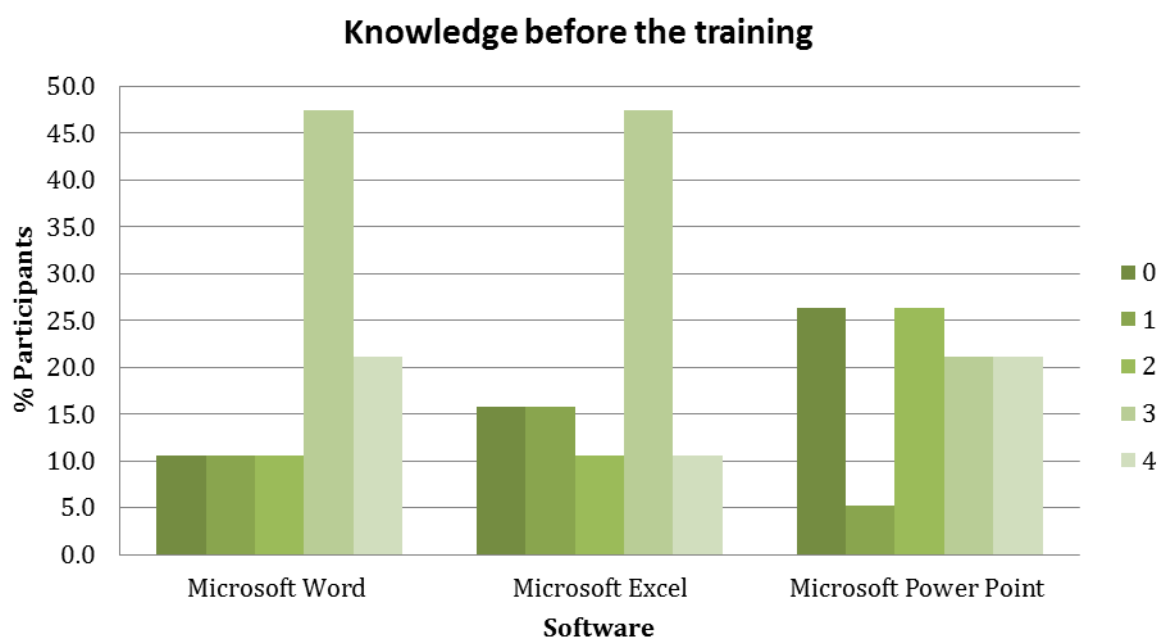


Figure 9. Level of knowledge of IP members in the different packages.

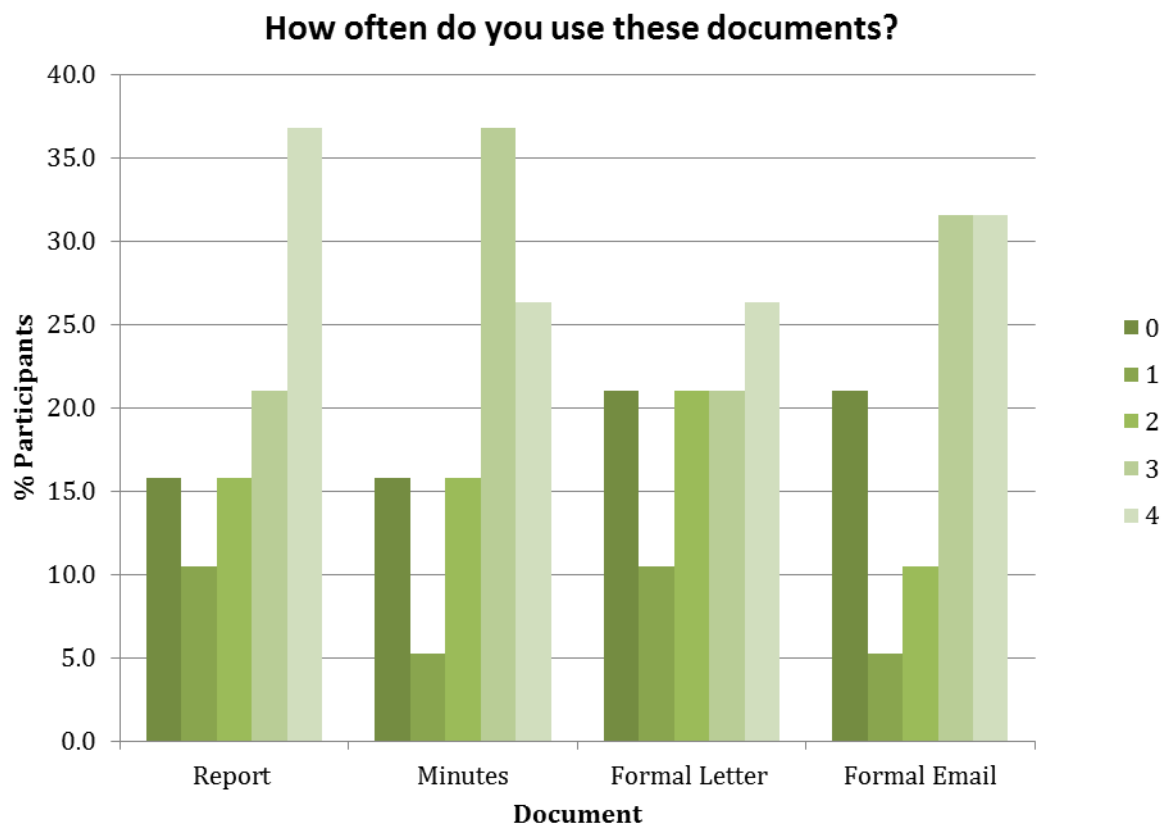


Figure 10. The IPs members selected which are the most common document written.

Microsoft Word: Which commands do you know?

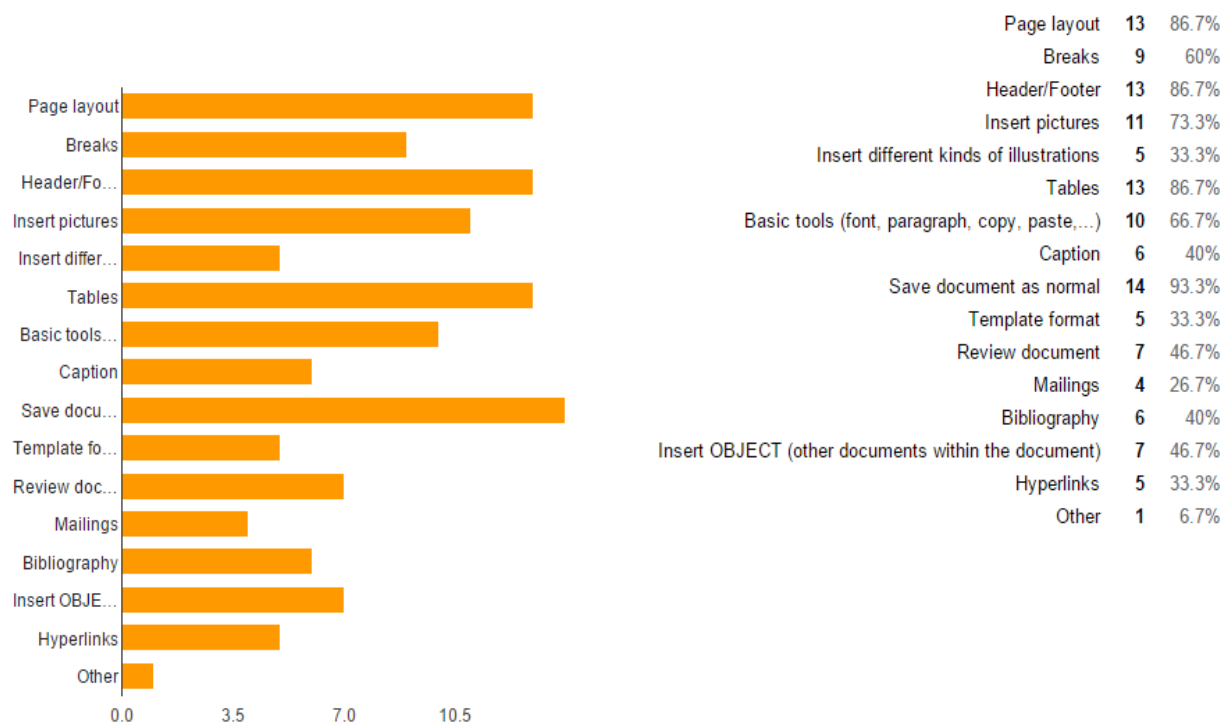


Figure 11. Which commands do you want to learn more?

What do you expect in this particular training

To learn how to use computers in writings
learn how to summarize a fully detailed report
Aquire more skills
to get information abt using madie
I expect to learn more about writing good reports
to be e toolsquiped with more
To improve on my reporting and documentation skills

Figure 12. Comments from the participants about what they were expecting about the training.

f) Feedback

Module 1 – Day 1

Have you found this training useful?



Figure 14. Participants answering if they found this training useful.

Figure 13. Which commands from Microsoft word do you want to learn more about?

Do you think you can apply this new knowledge in the platform?

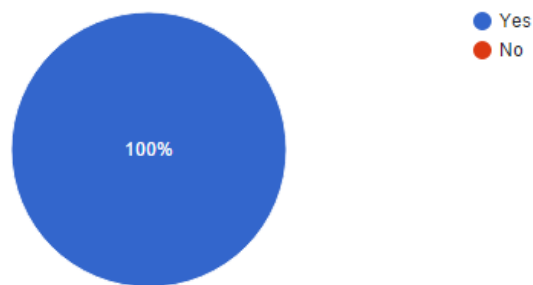


Figure 15. The knowledge that the members acquired, do they think it will be useful to apply in the platform?

If yes, please let us know your ideas (7 responses)

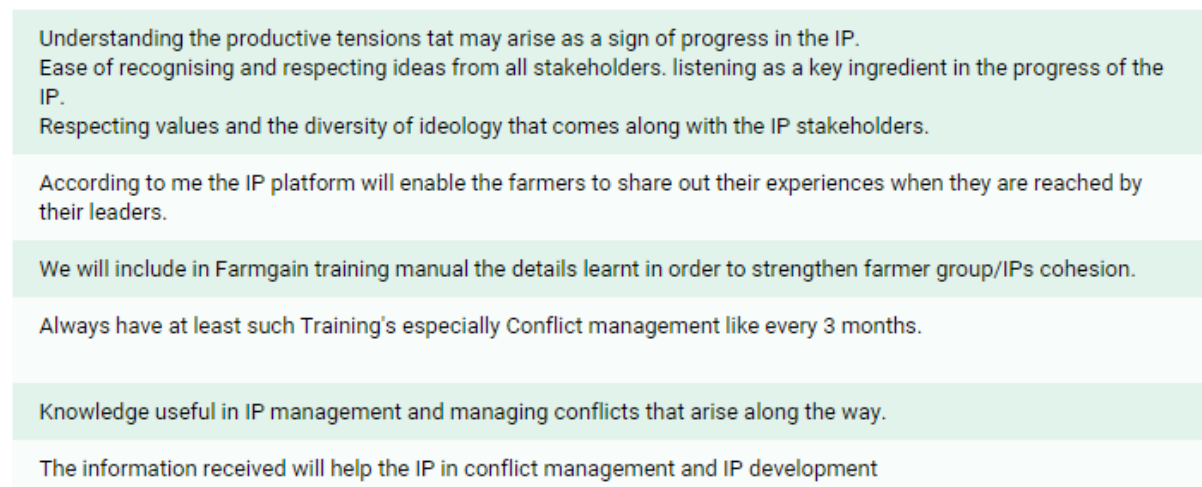


Figure 16. Ideas on how the different members are going to apply the knowledge that they got in the training.

Please evaluate the different points - Morning training (28 responses)

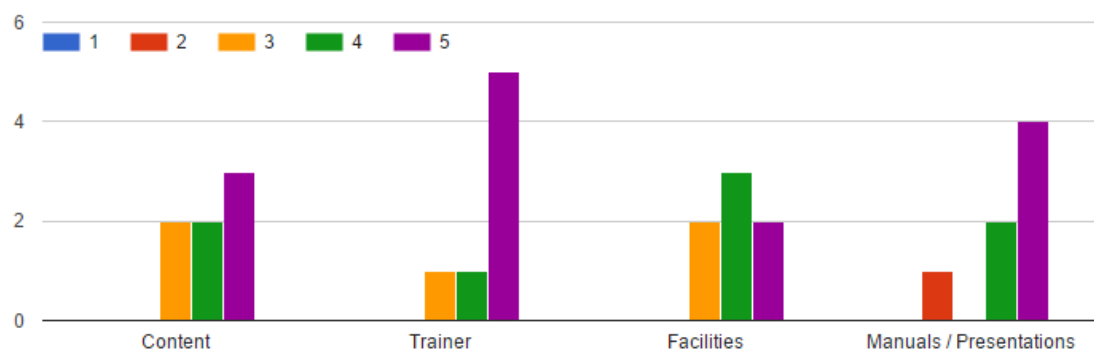


Figure 17. Members evaluated the content received, the trainer, the facilities and the manuals/presentations within the rank 0 very poor to 5 excellent for the morning training.

Please evaluate the different points - Afternoon training (28 responses)

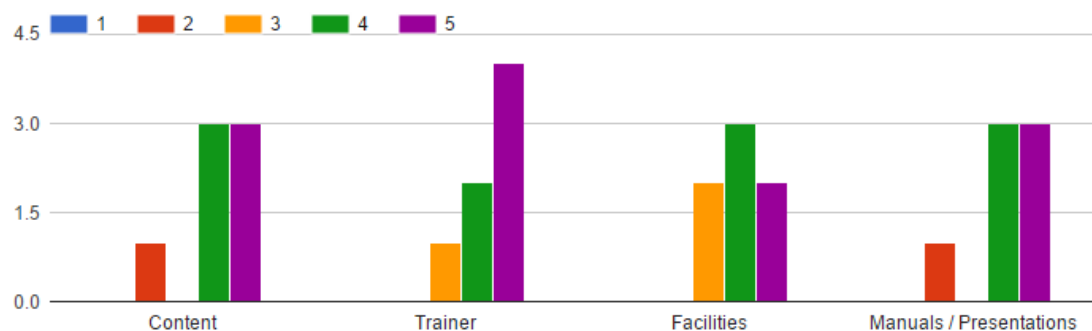


Figure 18. Members evaluated the content received, the trainer, the facilities and the manuals/presentations within the rank 0 very poor to 5 excellent for the afternoon training.

Comments/Feedback (7 responses)

This information will be helpful for both IPs.

The training was overall informative and the practicability was there to be seen.
the engagement and involvement of the audience was ideal and the interactive nature of the trainings made it more interesting.
Initiation exercise made the audience more attentive

Very timely training for the IPs

There was a lot to learn within a short time.

Have learn new ideas of handling Conflicts at ant levels

The training was good coz we were exposed to new people new environment shared ideas and I hope to bring the best out of me. Thanks to the organisers

Module 2 – Day 2

Have you found this training useful? (7 responses)

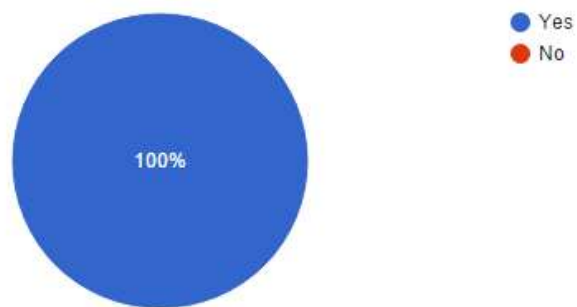


Figure 19. Have you found this training useful as an IP member ?

Do you think you can apply this new knowledge in the platform?

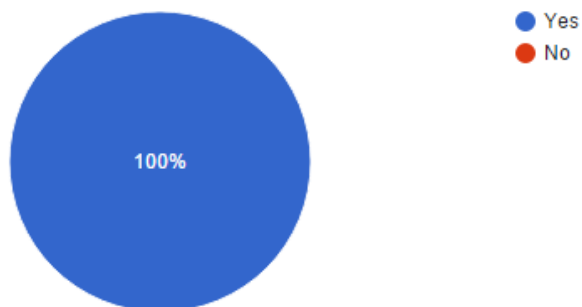


Figure 20. Can you apply this new knowledge in the platform ?

Do you think you can apply this new knowledge in your work?

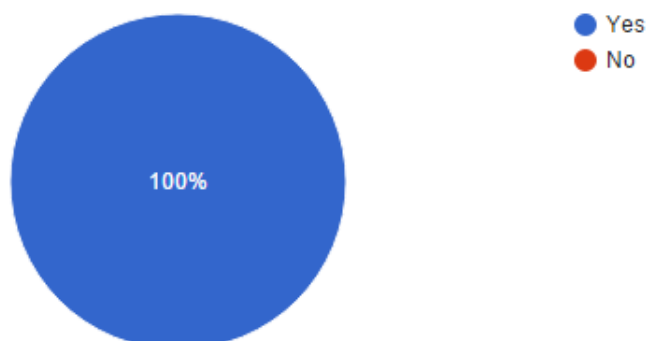


Figure 21. Do you think that the knowledge learnt can be apply at work ?

Please evaluate the different points (28 responses)

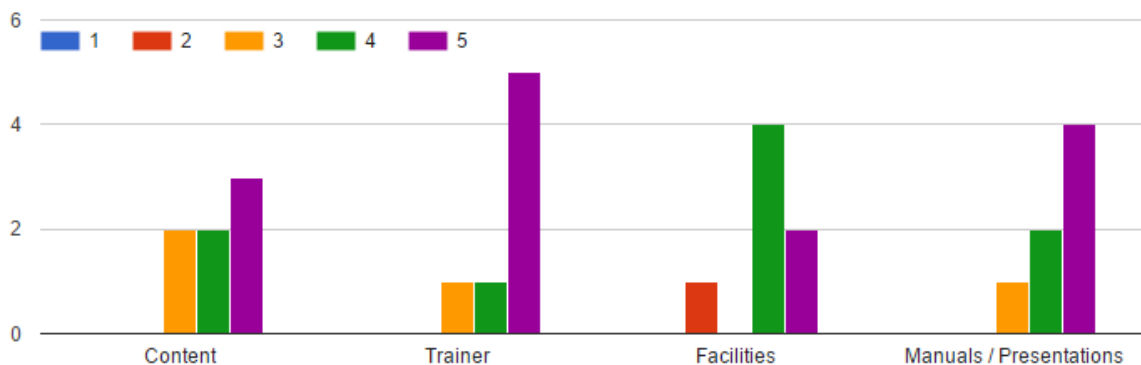


Figure 22. Evaluate the different points from 0 being deficient and 4 being excellent.

Comments/Feedback (7 responses)

The training was generally very good.
Enhanced knowledge on communications and IT. The practical aspect was so good despite the shortage of the computers.
Very good topic selection for partners. Please identify other information needs for IPs in the near future.
I have learn new skills of using different tools in word documents like Track changes, Automatic Table of Content ,Mailing list among others
The training was quite useful.
Great experience learnt.

Figure 23. Comments and feedback from the IP members.

g) Workshop program



RESEARCH
PROGRAM ON
Integrated Systems
for the Humid
Tropics

Day 1 - Block 1 - Communication and Group strengthening	
Module 1	Governance, group dynamics, leadership and team building
8:30	Registration
9:00-10:30	IP management, Conflict Management, Organization Development (OD)
10:30-11:00	Coffee Break
11:00-13:00	IP management , Conflict Management , Organization Development (OD)
13:00-14:00	Lunch Time
14:00-15:00	Option 1: Group dynamics for better teamwork
	Option 2: Different techniques to improve team work and ownership
15:00-15:15	Tea Break
15:15-17:00	Option 1: Group dynamics for better teamwork
	Option 2: Different techniques to improve team and ownership
Day 2 - Block 1 - Communication and Group strengthening	
Module 2	ICT, Communication and documentation
8:30	Registration
9:00-11:00	Communication (Strategy internal and external)
11:00-11:20	Coffee Break
11:20 - 13:20	Option 1: Computer Tools to improve organization
	Option 2: Training on social Media
13:20-14:20	Lunch Time
14:30-15:30	Option 3: How to write good looking reports with Microsoft Word and what is the must content
	Option 4: Making good presentations and body language
15:30-15:45	Tea Break
15:45-17:00	Option 3: How to write good looking reports with Microsoft Word and what is the must content
	Option 4: Making good presentations and body language

h) List of participants

Block 1 – Day 1 – 20 th October - Governance, group dynamics, leadership and team building						
	Name	Organization	Position	Telephone	Email	Gender
1	Ssemaganda Edward	UYA – MW IP	Marketer	0786211899	semaeddy21@gmail.com	M
2	Kibuuka Patricia	UYA- MW IP	Marketer	0781472452	patriciakibuuka@gmail.com	F
3	Wandera James	KK IP	Chairperson	0788214291	wanderajames056@gmail.com	M
4	Ssemakalu Denis	AANISBA (Makerere University)	Trainer	0701339302	dssema@gmail.com	M
5	Okalebo Moses	AVRDC – MW IP	Consultant	0773411602	mokalebo@ymail.com	M
6	Tenywa Moses	Makerere University	ASF	0772827710	tenywamakooma@yahoo.com	M
7	Anna Sole Amat	IITA	Facilitator	0793516597	a.sole@cgiar.org	F
8	Immaculate Mugisa	MUZARDI – NARO	Facilitator	0782957454	immaculatemugisa@gmail.com	F
9	Basiita Richard B.	IITA – KK IP	Soybean coordinator	0773395013	boltonrichardbasiita@gmail.com	M
10	Najjemba Anna Maria	KK IP	Treasurer	0781067140	annamarianajjemba@gmail.com	F
11	Ronald Denye	KK IP	Researcher (ICT)	0701674638	dronnie20@gmail.com	M
12	Nabongho Yakubu	KK IP	Farmer representative	0777220374	yakubunabongho@gmail.com	M
13	Takirambudde Nathan	KK IP	Headmaster	0773152015	nathantakirambudde@gmail.com	M
14	Winnie Aponi	UNFFE – MW IP	Social worker	0782000946	aponwinnie@yahoo.com	F
15	Luihavoaceo Patrick	ARUWE – KK IP	Head of credit	0782924312 / 0753979643	Patricklukwago99@gmail.com	M
16	Mary Nyanzi	UCU – MW IP	Student	0702251687	mary.nyanzi@yahoo.com	F
17	Nsabuga Tony	MW IP	Farmer representative	0774893278	aktonniecruise@gmail.com	M
18	Evans Kitsirango	MW IP	TOT Gocci de vita	0704587300		M
19	Bamutiire Seppie	Wakiso Farmer Forum MW – IP	Farmer representative	0772480838	bamutiireseppie@yahoo.com	M
20	Mwesigwa Kennedy	Makerere University	Humidtropics Student	0779228175	kmwesigwa.km@gmail.com	M
21	Namukose Mebo	Kyankwanzi Women	IP member	0785919187	merabunamukose@gmail.com	F

		Leader – KK IP				
22	Muyanja Charles	Makerere university	Trainer	0772077708	ckmuyanja@gmail.com	M
23	Mutalya J.J.	GDVAC – MW IP	Publicity MW	0775821312	mutalyaj@gmail.com	M
24	Molly Allen	NARO – MUZARDI – MW IP	Facilitator	0775625144	allenmolly82@yahoo.com	F
25	Luwandagga David	Farmgain	MW IP member	0772373093	dluwandagga41@gmail.com	M
26	Sylvia B Namazzi	AVRDC	RA	0754787801	Sylvia.namazzi@worldveg.org	F
27	Awori Moureen	IITA	Consultant	0704888243	moureenawori@gmail.com	F
28	Gwaliwa Christine	Kyankwanzi LG – KK IP	IP member	0782661519	christinegwaliwa63@gmail.com	F
29	George njoya wango	Congress – MW IP	Director	0722717682	georgenjoya@gmail.com	M
30	Jesse W. Gitten	Congress – MW IP	Head of investment	0722915471		M
31	Liz Kizito	UCU, MW IP	IP member	0752141377	lkizito08@gmail.com	F

Block 1 – Day 2 – 21 st October - Governance, group dynamics, leadership and team building						
	Name	Organization	Position	Telephone	Email	Gender
1	Ssemaganda Edward	UYA – MW IP	Marketer	0786211899	semaeddy21@gmail.com	M
2	Kibuuka Patricia	UYA- MW IP	Marketer	0781472452	patriciakibuuka@gmail.com	F
3	Wandera James	KK IP	Chairperson	0788214291	wanderajames056@gmail.com	M
4	Ssemakalu Denis	AANISBA (Makerere University)	Trainer	0701339302	dssema@gmail.com	M
5	Okalebo Moses	AVRDC – MW IP	Consultant	0773411602	mokalebo@ymail.com	M
6	Crespo Mubbalya	VEDCO – MW IP	Advocacy officer	0782582578	crespomubbalya27@gmail.com	M
7	Anna Sole Amat	IITA	Facilitator	0793516597	a.sole@cgiar.org	F
8	Immaculate Mugisa	MUZARDI – NARO	Facilitator	0782957454	immaculatemugisa@gmail.com	F
9	Basiita Richard B.	IITA – KK IP	Soybean coordinator	0773395013	boltonrichardbasiita@gmail.com	M
10	Najjemba Anna Maria	KK IP	Treasurer	0781067140	annamarianajjemba@gmail.com	F
11	Ronald Denye	KK IP	Researcher (ICT)	0701674638	dronnie20@gmail.com	M
12	Nabongho Yakubu	KK IP	Farmer representative	0777220374	yakubunabongho@gmail.com	M
13	Takirambudde	KK IP	Headmaster	0773152015	nathantakirambudde@gmail.com	M

Capacity Development Workshop, Kampala 20th-21st Octobre 2015
Improving IP performance

	Nathan					
14	Winnie Aponi	UNFFE – MW IP	Social worker	0782000946	aponiwinnie@yahoo.com	F
15	Luihavoaceo Patrick	ARUWE – KK IP	Head of credit	0782924312 / 0753979643	Patricklukwago99@gmail.com	M
16	Mary Nanyanzi	UCU – MW IP	Student	0702251687	mary.nanyanzi@yahoo.com	F
17	Nsabuga Tony	MW IP	Farmer representative	0774893278	aktonniecruise@gmail.com	M
18	Evans Kitsirango	MW IP	TOT Gocci de vita	0704587300		M
19	Bamutiire Seppie	Wakiso Farmer Forum MW – IP	Farmer representative	0772480838	bamutiireseppie@yahoo.com	M
20	Namukose Mebo	Kyankwanzi Women Leader – KK IP	IP member	0785919187	merabunamukose@gmail.com	F
21	Kigoonya Deoson	Lasmotec-Ug – MW IP	Project Manager	0782478362	dkigoonya@yahoo.com	M
22	Mutalya J.J.	GDVAC – MW IP	Publicity MW	0775821312	mutalyaj@gmail.com	M
23	Molly Allen	NARO – MUZARDI – MW IP	Facilitator	0775625144	allenmolly82@yahoo.com	F
24	Luwandagga David	Farmgain	MW IP member	0772373093	dluwandagga41@gmail.com	M
25	Sylvia B Namazzi	AVRDC	RA	0754787801	Sylvia.namazzi@worldveg.org	F
26	Awori Moureen	IITA	Consultant	0704888243	moureenawori@gmail.com	F
27	Gwaliwa Christine	Kyankwanzi LG – KK IP	IP member	0782661519	christinegwaliwa63@gmail.com	F
28	George njoya wango	Congress – MW IP	Director	0722717682	georgenjoya@gmail.com	M
29	Jesse W. Gitten	Congress – MW IP	Head of investment	0722915471		M
31	Liz Kizito	UCU, MW IP	IP member	0752141377	lkizito08@gmail.com	F