



Norway's International
Climate and Forest Initiative
(NICFI)

"Application – Provision Strategy" for Training and Extension Activities

March 2018

PLANNING

Provision of Adequate Tree Seed Portfolios (PATSPO)

**Strengthening the Development of
the Green Economy in Ethiopia**

**A Guide to
“Application - Provision Strategy” for
Training and Extension Activities.**

**World Agroforestry Centre (ICRAF)
March 2018**

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FOREWORD

One of the important aims of the project Provision of Adequate Tree Seed Portfolios (PATSPPO) is to strengthen the Regional Tree Seed Centres (RTSC) and the TSC under Central Ethiopia Environment and Forest Research Centre (CEEFRFC).

This guide is meant as a help for all staff at the centres to improve their performance and to raise awareness about the training and extension activities and their importance to the success of the centres.

The guide is specifically developed for the management group and for the professional and technical staff at the seed centres, but it is the hope, that the guide can be useful also for other institutions engaged in advisory and extension services.

Addis Ababa, March 2010



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1. Introduction

The project ‘Provision of Adequate Tree Seed Portfolios (PATSPo)’ is aiming at strengthening the National Tree Seed Sector with focus on the four Regional Tree Seed Centres (RTSC) and the Tree Seed Centre under the Central Ethiopian Environment and Forest Research Centre (CEEFRc) in Addis Ababa. One of the major activity areas of PATSPo is Human Resource/Capacity Development (HRD).

In order to provide the right training to the right person at the right time, PATSPo has adopted a participatory approach and developed the so-called “Application-Provision Strategy”.

The guideline describes in short terms the principles behind the “Application - Provision Strategy”, as prepared by PATSPo to guide implementation of training and extension activities.

The primary target groups for the HRD-activities of PATSPo and thus also for this guideline are: The four Regional Tree Seed Centres (RTSC) and the Tree Seed Centre (TSC) CEEFRc in Addis Ababa and the national PATSPo staff working at the ICRAF Office in Addis Ababa.

The guideline is meant as help to target institutions and to individual staff members to understand the strategy, and to make use of the modality in the right way.

PATSPo hopes, that the method will stimulate the collaboration between the project staff and the staff of the target institutions, and that it will be regarded as an invitation to participate in the working processes of designing and implementing training and extension activities.

Based on obtained experience the guideline shall be revised accordingly, and PATSPo shall be grateful to receive comments to the current guideline.

The PATSPo is looking forward to a creative and stimulating process.

2. Background

A main issue with regard to forest tree seed in Ethiopia has been identified as lack of awareness at all levels with regard to the importance of using good quality tree seed for planting activities in the country.

It is well known, that training and extension activities can directly influence the awareness of both target groups at different levels and the public, and one of the major components of the PATSPO is therefore the training and extension component.

PATSPO will provide training, in terms of: Courses, workshops, seminars, professional attachments, study tours and fellow ships. The primary target groups are the staff members of the four RTSCs in Bahir Dar, Mekele, Awasa and Sebeta, the TSC in Addis Ababa and the national PATSPO staff at the ICRAF Office in Addis Ababa. Selected staff members from other major stakeholders within the tree seed sector will be invited to participate in selected activities.

In addition, PATSPO will support development and provision of extension materials of all kinds within the overall scope of tree seed procurement. The major part of the extension material will be made available through the four RTSCs and the TSC in Addis Ababa.

The RTSCs will be the core institutions in the future as far as knowledge about tree seed procurement at regional level is concerned. The centres are thus expected to be able to provide seed collectors, seed users and seed dealers with appropriate advice and information about all issues within the overall scope of tree seed procurement. The PATSPO consequently regards the role of the TSC in Addis Ababa and the four RTSCs to be a cornerstone in the National Tree Seed Supply Scheme. PATSPO will by means of training and extension and other inputs emphasise support to the TSC in Addis Ababa and the RTSCs to enable them to fulfil the above, described functions.

The PATSPO intends to initiate the training and extension activities in close collaboration with the target groups (institutions and individuals), and want to start a participatory, demand-driven and user-oriented

process which can ensure the development of appropriate activities, where the users have great impact on design and implementation.

The aim for the PATSPO is to:

“Get the right person attend the right course in due time”

“Provide the right target group with appropriate extension materials in due time”

The “Application-Provision Strategy” as described in chapter 4 has the aim to ensure the participatory process .

3. Training and Extension Theory

Training is regarded as a “Life long participatory process”, the responsibility for which rests not only with the training institution/provider but also with the trainee and the employer (institution e.g. RTSC). The responsibilities of the training provider are well known, but it is necessary here also to stress the responsibility of the trainee and the employer respectively. Both parts have to be concerned, to show initiative, to assess needs and to follow up upon all training activities, and both parts are expected currently to be updated and aware of all relevant training possibilities and extension materials available. Furthermore it is the responsibility of the employer (institution) to make plans for staff training, to provide funds and equipment and to ensure full use of newly gained skills when trainees return from courses etc.

The overall keyword is quality, and PATSPO will focus more on quality than on quantity.

Written materials will in principle be developed in English and Amharic language.

The development of the courses shall be subject to the normal procedure for course arrangements (“The Training Cycle”) which implies:

- Assessment of training needs according to actual tasks (performance problems)
- Design of course
- Development and provision of appropriate manuals, handouts, tools and materials according to actual number of trainees
- Identification of trainers
- Planning the course
- Inviting participants with almost the same needs – to form a homogeneous group
- Implementation of course
- Assessment of results
- Modifying the next course.

4. The “Application-Provision Strategy”

PATSPPO wants to initiate a participatory process in close collaboration with the target institutions and to allocate a maximum of responsibility to the RTSCs and TSC in Addis Ababa. PATSPPO therefore intends to implement a part of its training and extension activities by means of the “Application-Provision Strategy”, which in short terms implies, that the target institutions (individuals) apply for support followed by assessment of application and provision of support by PATSPPO. PATSPPO will call for applications with regular intervals (semi-annual) and include accepted activities in its work-plans.

The philosophy behind the strategy is to motivate, stimulate, supervise and support all professional staff and by means of the application procedure to involve target groups as much as possible in the working processes. The PATSPPO wants currently to be in dialog with the target groups and in collaboration with them design the training and extension activities. It is well known that common tasks will further and stimulate collaboration, and that this again will ensure a higher degree of sustainability in the longer run.

In the medium term, PATSPPO expects the target institutions in their own regimes to propose and design courses and other training activities and to design, develop and eventually produce extension materials. Individual staff members are expected to apply for support to appropriate activities such as participation in individual courses etc.

The PATSPPO will on its side evaluate the proposals (applications) and provide support to activities accepted and include these in its work plans.

The Application Procedure – List of likely subjects suitable for application and support from PATSPPO:

Training activities:

- Participation in courses, seminars and workshops

- Preparation and design of courses etc. for seed producers, dealers and seed users.
- Participation in study tours etc. in Ethiopia and abroad.
- Fellow-ships.

Extension work. (Design, preparation, production and dissemination):

- Brochures
- Posters and flip-overs (printed)
- Handouts, articles and manuals
- Newsletters
- Overheads, photos, slides
- Registration and description of local demonstration plots, already existing
- Establishment of new demonstration plots
- Handbook library
- Translation of written materials.

5. Use of “Application Forms”

According to its “Application - Provision Strategy”, PATSPO will periodically and probably two times a year call for applications for support to training and extension activities from the target institutions.

The support in terms of technical or financial assistance may be given to institutions or to individual staff members depending on subject and situation. All applications shall be subject to approval by the PATSPO.

A special “Letter of Invitation” will periodically be sent to target institutions calling for applications, and they will include a selected number of the actual “Application Forms”.

- List of likely Application Forms:
 1. Participation in Training Courses
 2. Individual Course
 3. Participation in Group Study Tour
 4. Individual Study Tours
 5. Production of Extension Materials
 6. Production of Newsletters
 7. Design and preparation of Courses, Workshops and Seminars
 8. Other Subjects.
- Each part of the application form has to be considered and filled in carefully by the applicant. A detailed description of purpose and its importance related to the target institution or to the actual tasks of the individual staff member is required.
- The questions: What? Where? When? With whom? Shall be answered.
- A detailed description of background and reasons for the application are required.
- A detailed budget might be attached, and it shall be clarified whether or not the activity gets support from any other source.

- In case more space on the forms is needed for the specific statement, additional pages might be attached.
- The recommendation from the head of the target institution is expected to explain and document the importance of the activity to the target institution.

Upon request, PATSPO will provide support in filling in the application forms.

APPENDICES.

1. Application Form for PATSPO funded “Participation in Training Courses”

Introduction: The term “Participation in Training Courses” covers individual participation in courses relevant for the PATSPO target groups.

Name of applicant.....

Institution.....

Address.....

Phone, fax, e-mail:

I hereby apply for PATSPO support to attend the below mentioned course:

1. Course title.....
2. Course provider:.....
3. Course is scheduled.....
4. Course Description / brochure is attached to this application.....

5. Personal Background and reasons for participation with reference to actual job description.

6. Budget:

7. Recommendation from Head of Centre.....

8. Place, date and signature (applicant).....

2. Application Form for PATSPO funded “Individual Course”

Introduction: The term “Individual Course” covers individual participation in courses provided by e.g.: Universities, schools or other course providers. The subjects shall be within the scope of the PATSPO objective.

Name of applicant.....

Institution.....

Address.....

Phone, fax, e-mail:

I hereby apply for PATSPO support to attend the below mentioned course:

1. Course title.....

2. Course provider, name, address and phone.....

3. Course is scheduled.....

4. Course Description / brochure is attached to this application.....

5. Personal Background and reasons for participation with reference to actual job description.

6. Budget:

7. Recommendation from Head of Centre.....

8. Place, date and signature (applicant).....

3. Application Form for PATSPO funded “Participation in Group Study Tour”

Introduction:

Group study tours will be planned and conducted by PATSPO and other study tour providers (projects, universities). The PATSPO will periodically call for applications among staffs of target groups.

Name of applicant.....

Institution.....

Address.....

Phone / fax / e-mail:.....

I hereby apply for PATSPO support to participate in the below mentioned tour:

1. The title of the tour.....
2. The tour is arranged by.....and scheduled from.....to.....

3. Description of my personal background and the reasons for applying with reference to my actual position and tasks.

4. Expected output (benefit).

5. Budget (if any)

6. Recommendation from Head of Centre.....

7. Place, date and signature.....

4. Application Form for PATSPO funded “Individual Study Tours”

Introduction: The term “Individual Study Tour” covers individual participation in tours arranged by e.g. organisations, universities and other course providers or study tours arranged by the staff member himself in collaboration with a course provider.

The tour shall be relevant to the identified training needs.

Name of applicant.....

Institution.....

Address.....

Phone / fax / email:.....

I hereby apply for PATSPO support to undertake the below mentioned tour:

1. Subject to study / Title.....
2. Host country.....
3. Host institutions.....
4. Time and duration.....

5. Institutions and people to visit, by names:

6. Objective of study tour:

7. Subjects to study

-

-

8. Background and reasons for the study tour with reference to actual job description:

9. Expected output (benefits)

10. Budget, (to be specified):

Travel costs (tickets):.....

Allowance:.....

Other costs:.....

Total budget:.....

11. Recommendation from Head of Centre.....

12. Place, date and signature (applicant).....

5. Application Form for PATSPO funded “Production of Extension Materials”

Introduction.

Target institutions need extension materials as a means to transfer skills. Some materials can be provided from various channels, others can be produced at the institution itself.

Name of applicant.....
 Institution.....
 Address.....
 Phone / fax / e-mail.....

I hereby apply for PATSPO support to produce or obtain the below mentioned extension materials:

1. Title / item:.....
2. Responsible person:.....

3. Target group and number of persons to be reached by the activities.

4. Activities, timing and work plan:

5. Inputs required e.g. materials, artist/designer, photographer, translator etc.

6. Detailed budget:

7. Recommendation from Head of Center.....

8. Place, date and signature.....

6. Application Form for PATSPO support to “Production of Newsletters”

Introduction.

Institutions often need to inform target groups by means of Newsletters. The PATSPO intend to support the development of Newsletters by mean of supervision and eventually funds.

Name of Applicant.....

Institution.....

Address.....

Phone / fax / e-mail.....

I hereby apply for PATSPO support to produce a Newsletter:

1. Title / item:.....

2. Responsible person:.....

3. Target group and number of persons to be reached by the Newsletter.

4. Activities, timing and work plan:

5. Inputs required: E.g.: materials, artist, photographer, translator etc.:

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6. Detailed budget:

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Place, date and signature.....

7. Application Form for PATSPO support to “Design and preparation of Courses, Workshops and Seminars”

Introduction.

Transfer of skills is to a great extent accomplished through training. The RTSCs and TSC in Addis Ababa are expected to offer courses etc. within the scope of seed procurement to seed producers, dealers and seed users eventually in collaboration with the forestry training centres (BLK).

The PATSPO will plan and implement courses to train the BPTH-staff, but the PATSPO also wants to facilitate the RTSCs and TSC in Addis Ababa to design and prepare courses for their target groups in their own regimes.

(Please notice, that PATSPO can not finance operational costs).

Name of applicant:.....

Institution.....

Address.....

Phone, fax, e-mail.....

I hereby apply for PATSPO support to design and prepare the below mentioned course (workshop, seminar):

1. Title of course.....
2. Responsible person.....

3. Target group:

4. Objective:

5. Subjects:

Place, date and signature.....

8. Application Form for “Other Subjects”

Introduction.

This application form is regarded as a general form, which can be used in case the forms 1 - 7 prove not to be appropriate.

Name of applicant:.....

Institution.....

Address.....

Phone / fax / e-mail.....

I hereby apply for PATSPO support to the below mentioned:

1. Title / item:

2. Responsible person:.....

3. Target group and number of persons to be reached by the activity.

4. Activity, timing and work plan:

5. Inputs required: E.g.: materials, artist, photographer, translator etc.:

6. Detailed budget:

7. Recommendation from Head of Center.....

8. Place, date and signature.....

Subjects for training courses and study tours.

The training courses and study tours to be arranged by PATSPO will be within the following subjects (and likely more):

1. Forest Genetics
2. Training of trainers
3. Extension work, theory, methodology and techniques
4. Seed sources
5. Seed procurement
6. Organizational and managerial aspects of tree seed supply
7. Information and documentation systems for forest reproductive materials
8. Species reproductive biology and genetics
9. Seed zoning systems



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