

CETDU

Central Extension Training and
Development Unit
NAFES



TOOL BOOK

for agriculture extension staff

Village Extension Worker Exchange Meetings

" VES Go "



1. Introduction to the tool

The **VES – go** tool is used in areas where the Village Extension System (VES) is already operational. The first learning project has been completed and EVES, the final event of introducing VES, has taken place. During EVES the village authorities have appointed a Village Extension Worker (VEW) to be responsible for spreading positive results throughout the village. You - the DAFEO extension staff - will from now on work through the VEWs. You are responsible for coaching and supporting them in their implementation.

The VEW exchange meetings are important for networking, experience exchange among the VEWs and information flow. The objective of the meeting can be stated as follows

- To exchange experiences and expand lessons learnt
- To establish a strong VES in each village
- To support the VEW and VA in implementing their extension activities

The VES-go tool will help you to facilitate those exchange meetings. It allows you to keep track of the activities of the production groups. You can consequently provide the external support needed.

You are responsible for the preparation and the conduction of the first meeting. During the following meetings you should slowly step back and act as an observer and resource person rather than the main actor. The intension is that the exchange forum for VEWs is entirely managed by the VEW and based on their interest and needs.



2. Detailed steps for application

2.1 Preparation

Step	Time <i>estimated</i>	Activity	Comments and suggestions
1	2 h	Visit the host village and prepare the visit with the village extension worker and the village authorities	<ul style="list-style-type: none"> • Inform about time and participants of meeting • Explain content • Explain program and the task of the VA and VEW • Identify successful farmer to be visited and do a dry run • Decide together with the VEW on suitable meeting place (next to the visiting area) • Arrange for food, transportation, etc
2	1 h	Send an invitation letter to all other VEWs of the cluster	<p>The letter should include the exact time, place, objective and content of the meeting.</p> <p>Furthermore inform the VEW to be prepared for a short presentation about extension activities after being appointed officially as VEW in his or her village.</p> <p>Hand over the attached checklist for the VEW presentation.</p>
3	30 min	Prepare material for the meeting	<p>Prepare the following inputs on 3 different flipcharts:</p> <ol style="list-style-type: none"> Objective of the meeting Time schedule Reporting format for summarising the VEW reports. <p>Prepare your self for presenting the importance of the VES.</p>

2.2 Implementation in the village

Step	Time estimated in minutes	Activity	Who	Comments and suggestions	Material
1	5	Welcome and introduction	VA	The village head of the host village welcomes all participants and check the attendance.	
2	10	Explain objective & time schedule of the meeting and the importance of VES	DAFEO	Explain the objective and time schedule of the meeting Explain the importance of VES based materials provided during the trainings	<ul style="list-style-type: none"> ▪ Chart 1: objective ▪ Chart 2: Time schedule ▪ Leaflet VES, Booklet after EVES, CD
3	30	VEW review past experiences	Each VEW	Explain to the VEWs to report on activities after spreading (success, failure and further plans) Make notes during the report on the flipchart	<ul style="list-style-type: none"> ▪ Checklist for VEW ▪ Chart 3: Reporting Format
4	60	Visit a successful farmer of the learning project in the host village	PG farmer VEW	Like mentioned in the preparation steps it is very important to prepare with the successful farmer how to explain the improvements. The meeting place should not be too far away from the production place. It is important to note open questions and important issues for the further discussion in the plenary.	
5	60	Discuss open questions Each VEW establishes a plan for the future Summarise findings of the meeting	DAFEO	Facilitate the discussion on open questions. Summarise each VEW's activity plan on the flipchart you used during step 3 Analyse all information and make a joint SIFT. Summarise the agreements of the meeting.	<ul style="list-style-type: none"> ▪ Reporting Format (continue from step 3) ▪ SIFT
6	10	Fix content, time and place for the next meeting	DAFEO	The meetings shall take place on a rotating base. So the participants select another village for the next exchange. Organisational arrangements (transport, food, etc.) should be discussed as well.	
7	5	Closing the meeting	VA	The VA of the host village closes the meeting. Probably a joint lunch will take place and opens time for more informal discussion.	

2.3 Follow up on the village meeting

Step	Time <small>estimated</small>	Activity	Comments and suggestions
1	30 min	Summarise the results	Check and finalise the reporting sheet. Add information, which you might have noted on a separate piece of paper. Make sure all the information collected during the meeting is mentioned on the form sheet.
2	30 min	Make the results available to other DAFEO and PAFEC staff	Send one copy of the reporting sheet to PAFEC. Discuss results of the meeting with your colleges in DAFEO
3	1 h	Plan for support requested by the VEWs	Based on the requirements of the VEWs prepare for information, training, material or others requested. Coordinate with your DAFEO colleges, the PAFEO technical units, political authorities, researchers or other organisation related to the support asked for.



3. Reporting Format

How do you use the reporting sheet?

Reporting Format

Reporting Format for VEW meetings

No.	Name of VEW	Village	Production group	Success of Expansion				Plan for future activities	Related requests
				S	I	F	F		
				No. of families	What has been done?	Failures	Why?	T	T
1									
2									
3									
4									
5									
6									

Next meeting:

Date:

Place:

Content:

To fill in the reporting format properly step 3, 5 and 6 are important. Keep the following steps in mind and you will be able to use the format easily.

Step 3:

- Explain to the VEWs to report on activities after officially establishing the VES (success, failure and further plans)
- Make notes during the report on a flipchart, which you have prepared in advance.

Name of village & Production group	Activities done and number of participants	Failures and reason	Activity plan VA support needed
<i>Fill in during step 3</i>	<i>Fill in during step 3</i>	<i>Fill in during step 3</i>	<i>Fill in during step 5</i>

Step 5:

- After the field visit add the activity plans of each VEW on the flipchart and mention the support needed from the DAFEO (column 4)
- Make a joint SIFT to visualise the successes, failures and plans for the future.
- The information of the table and the SIFT should be summarised on the reporting format after the meeting.

Step 6:

- During this step the VEW agree on the topic, place and time of the next meeting. Note this information on the bottom of your form sheet.

4. Form Sheets

Framework for VEW Exchange meetings

Step	Time estimated in minutes	Picture	Activity	Who	Material
1	5		Welcome and introduction	VA	
2	10		Explain objective & time schedule of the meeting and the importance of VES	DAFEO	<ul style="list-style-type: none"> ▪ Chart 1: Objective ▪ Chart 2: Time schedule ▪ Leaflet VES, Booklet after EVES, CD
3	30		VEW review past experiences	Each VEW	<ul style="list-style-type: none"> ▪ Checklist for VEW ▪ Chart 3: Reporting Format
4	60		Visit a successful farmer of the learning project in the host village	PG farmer VEW	
5	60		Discuss open questions Each VEW establishes a plan for the future Summarise findings of the meeting	DAFEO	<ul style="list-style-type: none"> ▪ Reporting Format (continue from step 3) ▪ SIFT
6	10		Fix content, time and place for the next meeting	DAFEO	
7	5		Closing the meeting and informal event	VA	

Flipcharts and checklists to be prepared

Checklist for VEW

- handed over during preparation -

You, the VEW, should report the following during the VEW exchange event:

- Your name
- Your village
- Your production group
- Number of participants (total and women included)
- Activities you have launched after officially getting appointed VEW of your village
- Your successes (qualitative and quantitative)
- Your failures and the reason why

- Your plans for the future (activities, new participants,...)
- Support you need from DAFEO staff

Chart 1: Objective of the meeting

- used during step 2 -

The objective of the meeting is threefold

- To exchange experiences and expand lessons learnt
- To support the VEW and VA in implementing their extension activities
- To establish a strong VES

Chart 2: Timetable

- used during step 2 -

1. Welcome
2. Objective
3. VEW reports
4. Visit production area
5. Discussion and planning for the future
6. Next meeting

Chart 3: Format for record the VEWs reports

- used during step 3 and 5 -

Name of village & Production group	Activities done & numb. of participants	Failures and reason	Activity plan VA support needed

Reporting Format for VEW Exchange Meetings

No.	Name of VEW	Village	Production group	Success of expansion				Plan for future	Related requests
				No. of families	What was done?	Failures	Why?		
1									
2									
3									
4									
5									
6									

Next meeting:

Date:

Place:

Content: