



USAID | GHANA
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SUSTAINABLE FISHERIES MANAGEMENT PROJECT (SFMP)

Refresher Training for Community Liason



FEBRUARY, 2017

THE
UNIVERSITY
OF RHODE ISLAND
GRADUATE SCHOOL
OF OCEANOGRAPHY



Development
Action Association

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Ghanalinks.org

<https://ghanalinks.org/elibrary> search term: SFMP

USAID Development Clearing House

<https://dec.usaid.gov/dec/content/search.aspx> search term: Ghana SFMP

For more information on the Ghana Sustainable Fisheries Management Project, contact:

USAID/Ghana Sustainable Fisheries Management Project

Coastal Resources Center

Graduate School of Oceanography

University of Rhode Island

220 South Ferry Rd.

Narragansett, RI 02882 USA

Tel: 401-874-6224 Fax: 401-874-6920 Email: info@crc.uri.edu

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Cover photo: A Community Liaison Officer for DAA (Standing) engaging with other fisher processors. (**Credit:** Development Action Association)

Detailed Partner Contact Information:

USAID/Ghana Sustainable Fisheries Management Project (SFMP)
10 Obodai St., Mempeasem, East Legon, Accra, Ghana

Telephone: +233 0302 542497 Fax: +233 0302 542498

Maurice Knight	Chief of Party maurice@crc.uri.edu
Kofi Agbogah	Senior Fisheries Advisor kagbogah@henmpoano.org
Nii Odenkey Abbey	Communications Officer nii.sfmp@crcuri.org
Bakari Nyari	Monitoring and Evaluation Specialist hardinyari.sfmp@crcuri.org
Brian Crawford	Project Manager, CRC brian@crc.uri.edu
Ellis Ekekpi	USAID AOR (acting) eekekpi@usaid.gov

Kofi.Agbogah
kagbogah@henmpoano.org
Stephen Kankam
skankam@henmpoano.org
Hen Mpoano
38 J. Cross Cole St. Windy Ridge
Takoradi, Ghana
233 312 020 701

Resonance Global
(formerly SSG Advisors)
182 Main Street
Burlington, VT 05401
+1 (802) 735-1162
Thomas Buck
tom@ssg-advisors.com

Andre de Jager
adejager@snvworld.org
SNV Netherlands Development Organisation
#161, 10 Maseru Road,
E. Legon, Accra, Ghana
233 30 701 2440

Victoria C. Koomson
cewefia@gmail.com
CEWEFIA
B342 Bronyibima Estate
Elmina, Ghana
233 024 427 8377

Donkris Mevuta
Kyei Yamoah
info@fonghana.org
Friends of the Nation
Parks and Gardens
Adiembra-Sekondi, Ghana
233 312 046 180

Lydia Sasu
daawomen@daawomen.org
DAA
Darkuman Junction, Kaneshie Odokor
Highway
Accra, Ghana
233 302 315894

For additional information on partner activities:

CRC/URI: <http://www.crc.uri.edu>
CEWEFIA: <http://cewefia.weebly.com/>
DAA: <http://womenthrive.org/development-action-association-daa>
Friends of the Nation: <http://www.fonghana.org>
Hen Mpoano: <http://www.henmpoano.org>
Resonance Global: <https://resonanceglobal.com/>
SNV: <http://www.snvworld.org/en/countries/ghana>

ACRONYMS

CCM	Centre for Coastal Management
CEWEFIA	Central and Western Region Fishmongers Improvement Association
CRC	Coastal Resource Center
CSLP	Coastal Sustainable Landscape Project
DAA	Development Action Association
DFAS	Department of Fisheries and Aquatic Science
DMFS	Department of Marine Fisheries Sciences
DQF	Daasgift Quality Foundation
FtF	Feed the Future
GIFA	Ghana Inshore Fishermen's Association
GIS	Geographic Information System
GNCFC	Ghana National Canoe Fishermen's Council
HM	Hen Mpoano
ICFG	Integrated Coastal and Fisheries Governance
MESTI	Ministry of Environment Science and Technology
MOFAD	Ministry of Fisheries and Aquaculture Development
NDPC	National Development Planning Commission
NGOs	Non-Governmental Organizations
SFMP	Sustainable Fisheries Management Project
SMEs	Small and Medium Enterprises
SNV	Netherlands Development Organization
SSG	SSG Advisors
STWG	Scientific and Technical Working Group
UCC	University of Cape Coast
URI	University of Rhode Island
USAID	United States Agency for International Development
WARFP	West Africa Regional Fisheries Development Program

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SECTION 1: INTRODUCTION

SFMP, as a five year, USAID funded Feed the Future Initiative implemented by a consortium of partners led by URI, with the objective of supporting the efforts of the Government of Ghana to rebuild its marine fish stocks with through the adoption of responsible fishing practices.

URI leads a team of core implementing partners as: Friends of the Nation, Hen Mpoano and SNV Ghana (Netherlands Development Organization) with supporting partners; Central & Western Fish Mongers Improvement Association (CEWEFIA) and Daasgift Quality Foundation, who will focus on diversified livelihood development in targeted fishing communities in the Western and Central Regions, respectively, and DAA as a national women's advocacy organization.

To carry out its community activities, DAA relies on liaison officers in the communities. The officers will have to trained to enable them understand the SFMP and the role of DAA in achieving SFMP's objectives and how they can support to achieve this.

To this end a one-day refresher trained was held for 10 liason officers at Apam in the Gomoa West District of the Central Region.

1.1 Arrival, Registration and Opening Prayer

The training was held on the 24th of January 2017 in Apam in the Gomoa West District Assembly begun at 8.30am with an opening prayer from Madam Grace Bondzie of the Apam Fish Processors Association.

1.2 Training Objectives

The main objective(s) of the training was to;

- Strengthen the capacity of selected community liaison officers
- Build support for the various community fish association groups through close collaboration with DAA
- Enhance the knowledge of the community liaison officers on DAA and the SFMP

1.3 Training Scope

The one-day training was attended by ten (10) community liaison officers in Apam, Winneba, Mumford and Accra, 7 of whom were selected to represent their fish processors groups while the remaining 3 are permanent liaison officers in DAA/ SFMP focus communities in the Central and Greater Accra Regions.

1.4 Training Content

The training focused on building the capacity of the community liaison on their knowledge of

- Development Action Association – DAA,
- the Sustainable Fisheries Management Project (SFMP),
- the procedures of project implementation,
- Funds Requisition and proper accounting of disbursed funds, and

- specific tools which will ease the work of the liaison officers such as sharpening their communication, conflict resolution and reporting abilities.

SECTION 2: PRESENTATION ON DAA AND BACKGROUND

According to the facilitator, Development Action Association (DAA) emerged out of the Freedom from Hunger Campaign / Action for Development FFHC/AD program of the Food and Agriculture Organization (FAO) in the Greater Accra Region of Ghana. The objective of the program was to support community groups to reduce poverty and empowering them to be self-reliant and participate fully in their own development. The FAO/FFHC initiative introduced improved fish smoking and storage technology, vegetable production and cassava processing in 13 villages in the Region.

As a result of the positive development, their growing self-confidence and organizational maturity the groups decided to form a loose federation of grass root associations called the Development Action Association (DAA) or *Noyaa Kpee* in the Ga language. In 1998, the DAA was registered as a farmer based non-profit organization, which seeks to promote self-reliance, participatory and sustainable development.

DAA is now operating in 50 communities in Greater Accra, Central, Eastern Regions of Ghana and 98% of the beneficiaries are rural women with low literacy. Its main areas of operation are food security i.e. Fish processing, cassava production, micro – credit, vegetable production fish production and small animals rearing (Grass cutter, rabbits, snails, fowls, pigs etc).

DAA is a member of Farmers Organisations Network in Ghana (FONG) which is a member of formerly International Federation of Agricultural Producers (IFAP) and the Network of Farmers Organizations and Agricultural Producers in West Africa (ROPPA). Every quarter the executive members meet. Every year, members invite chiefs, assembly members, District chief executives and ministers of state to witness their AGMs. This is indicative of the strong governance of the association and its influence.

2.1 DAA Objectives

The objectives of the association's work are:

- To initiate a process of development which is based on the transfer of skills and competencies as well as financial resources to grassroots communities in order to create a facilitating environment for socio-economic development?
- To contribute to the creation of a favorable and conducive environment for the development of viable grassroots associations.
- To provide support and services, that reinforce member associations.
- To propose and implement sustainable development programs within Ghana.
- To advocate and promote, as well as lobby for development programs that are based on sustainability, empowerment of local community based and grass root association.

SECTION 3: SUSTAINABLE FISHERIES MANAGEMENT PROJECT (SFMP)

The community liaisons were taken through the rationale behind the SFMP. The following were discussed with the participants in the section 3 of the interactions.

3.1 What is the Focus of the SFMP?

In his introduction, the facilitator introduced SFMP, as a five year, USAID funded Feed the Future Initiative implemented by a consortium of partners led by URI, with the objective of supporting the efforts of the Government of Ghana to rebuild its marine fish stocks with through the adoption of responsible fishing practices.

URI leads a team of core implementing partners as: Friends of the Nation, Hen Mpoano and SNV Ghana (Netherlands Development Organization) with supporting partners; Central & Western Fish Mongers Improvement Association (CEWEFIA) and Daasgift Quality Foundation, who will focus on diversified livelihood development in targeted fishing communities in the Western and Central Regions, respectively, and DAA as a national women's advocacy organization,

These local women's organizations are also targeted clients for capacity building and organizational development. As technical supporting partners, SSG Advisors and Spatial Solutions bring added and specialized technical expertise and capabilities to leverage significant additional resources from government and private sector sources. Key government project beneficiaries and partners are The Ministry of Fisheries and Aquaculture Development (MOFAD) and the Fisheries Commission (FC), the University of Cape Coast and the Department of Town and Country Planning in the Central and Western Regions.

The SFMP builds on the gains and lessons learned by the USAID/Ghana ICFG initiative as well as compliments and coordinates closely with the two other sister projects in the USAID Coastal Program Portfolio: The Coastal Sustainable Landscapes Project (CSLP) and the UCC Strengthening Project.

The problem in Ghana's Marine fisheries sector is complex, tragic, and too-common—severely overexploited fisheries put at risk tens of thousands of metric tons of local high quality nutritional food fish supply and threaten the livelihoods of over 130,000 people and many more fisheries resource dependent households. Ghana's open access to fisheries resulted in extreme overcapitalization of fleets, exacerbated by poor governance, weak enforcement of rules and a fuel subsidy.

The SFMP supports the Government of Ghana's fisheries development policies and objectives and aims to assist the country to end overfishing and rebuild targeted fish stocks as a central goal. Adoption of sustainable fishing practices and reduced exploitation to end overfishing is the only way Ghana can maintain the sustainability of its marine fisheries in order to increase its wild-caught local marine food fish supply and bring greater profitability to the fishery, with the potential to benefit two million people indirectly.

3.2 SFMP Goal

In order to achieve the project goal, the SFMP's activities are organized and integrated into the following result areas:

- Improved legal enabling conditions for implementing co-management, use rights, capacity and effort-reduction strategies;
- Improved information systems and science-informed decision-making, and

- Increased constituencies that provide the political will and public support necessary to make the hard choices and changed behaviour needed to rebuild Ghana's marine fisheries sector. These components feed into
- Applied management initiatives for several targeted fisheries ecosystems.

The SFMP is developing nested governance arrangements and management plans for fishery management units at three ecosystem scales, utilizing adaptive co-management approaches tailored to each unit. A focus at the national level are the small pelagic stocks, which are most important to food security and employment and are near collapse. National dialogues will spotlight this crisis and build consensus for quick, early actions such as a closed season, closed areas, moratorium on fishing licenses and/or increased mesh sizes of nets to turn around this fishery. With support of fishers and governments, improvements in fish biomass and yields could increase within the life-of-project.

The design and implementation of the process for developing comprehensive management plans for the small pelagic nationally, and demersal fisheries in the WR, is being carried out through consultations with stakeholders in partnership with the FC and based on an adaptive and iterative process that includes the best available science. The role of civil society will be crucial in this process.

The SFMP is improving the production and use of management-relevant science and technology. It is building public private partnerships to develop sustainable web and mobile-device technologies for improved data collection reporting and surveillance; improving the FC statistical unit's capacity to collect and analyse information on the status of fisheries, and ability to recommend management measures to rebuild and ultimately sustain benefits for the Ghanaian people. The SFMP aims to move Ghana from over-reliance on input controls and to start considering output controls.

3.3 Project Components for DAA

3.3.1 Fisheries Post-harvest

Though the SFMP mainly focuses on rebuilding fisheries stock, one key component in achieving that goal is also to improve the post-harvest fisheries practices in order to reduce post-harvest losses to the barest minimum. Many fish mongers demand more and more fish to process because large number of the fish received from fishermen go bad due to poor post-harvest handling practices. The project uses key activities such as healthy fish trainings and communication campaigns, the introduction of more efficient and healthy fish smoking ovens such as that of the Morison stove, etc. to infuse better and responsible fishing practices to especially fish smokers and fishermen.

Majority of these processors are found in Apam, Winneba and Mumford who work closely with Development Action Association in incorporating these practices.



Figure 1. Inspection of Constructed Morison Oven in Winneba, in the Central Region of Ghana



Figure 2. A finished constructed Morison Oven for fish processors in Winneba in the Central Region of Ghana.



Figure 3. A banner showing a proposed training on hygienic fish handling in a fish processing community



Figure 4. Some facilitators for a hygienic fish handling training



Figure 5, A hygienic fish handling training in progress in Winneba in the Central Region of Ghana.

3.3.2 Child Labor & Trafficking

The second component under the DAA/SFMP that the community liaisons learned was in the area of child labor and trafficking (CLaT). The key objectives of implementing child labor and trafficking activities were explained to the trainees.

The prevalence of child labor and trafficking in fishing has been an issue of public concern, in Ghana and especially in the Central region. To this end, the SFMP embarks on a number of behavioral communication campaigns and public events to make the practice of CLaT socially and morally unacceptable in the various fishing communities.

Key among these communication campaigns are Anti CLaT community video shows, community radio and information centers discussions, community durbars and dramas on CLaT, focus group discussions with various community groups such as churches and mosques and the use of information, education & communication materials (posters, leaflets, etc) to sensitize community fisher folks on the negative effects of engaging the child into hard labor and trafficking especially the worse forms of child labor.

It was also explained to the trainees that, another key strategy that DAA employs in implementing, CLaT activities is using community advocates. The advocates will be trained to serve as volunteers to sensitize the community members on CLaT and serve as a point of call for victims.



Figure 6. A group of fish processors group in Winneba (the Osakem group) who have benefited from a one-day orientation on CLaT



Figure 7: Beneficiaries at CLaT workshop practically identifying the differences between child labor and child work through a picture

3.3.3 Communication Campaigns

The trainees received a summary of the various communication campaigns undertaken by the project. An informal discussion ensued after each communication campaign was mentioned. Their specific roles in supporting each of the communication campaign both at their community level and other partners was also discussed. The following areas were mentioned and discussed as the main focus of communication campaign for the year under review.

Mass Media

Mass media campaigns to draw the public support and political will for implementing early actions intended to rebuild the marine fish stocks.

Support to MOFAD/FC Communications

SFMP supports MoFAD/FC with a media roll-out on the Marine Fisheries Management Plan. They project also supports key focal persons to assess communication needs and subsequent development and production of IEC materials.

Media Engagements towards National Dialogue

Working with the mass media will set the tone for regional/national dialogue.

Hotline Communications Strategy

A special plan for the design and implementation of the proposed pilot 819 Hotline for reporting fisheries infractions will be adopted in collaboration with the MOFAD/Fisheries Commission and the service provider as well as some stakeholder consultations with fisher folks.

Events

Participation in other international day events such as World Fisheries Day in November. DAA will also organize World Rural Women's Day in October.

Farmers Day Celebration

DAA will mobilize the women stakeholders to make pressing statements and issue a communique on Farmers Day in December to raise awareness of fisheries issues affecting the sector and to gradually shift the focus from food crop agriculture to fisheries.

3.3.4 Gender Mainstreaming

It was impressed upon the community liaison the importance of main streaming gender into every activity they help plan, design and even support. Especially when it comes to marginalized groups and individuals in their various fish processing associations and communities.

Sustainable Fisheries Management Project – SFMP
Development Action Association – DAA
One Day Community Liaison/Social Workers Orientation Training

Activity Date: 24/01/2017
 Apam

Venue: Bi First Guest House,

Programme Content

Time	Main Content	Sub Content	Who	Duration
8:30-9.00 am	Introduction	a. Arrival & Registration	Participant	30mins
		b. Opening Prayer	Participant	
		c. Personal introduction	Participant	
		d. Brief comments	Nii Adamafio	
Time	Main Content	Sub Content	Who	Duration
09:00 am	Purpose of Gathering	a. Programme outline	Abraham	30mins
		b. Brief Comments	Abraham	
Time	Main Content	Sub Content	Who	Duration
09:30 am	Development Action Association “Culture of Operation”	a. DAA brief History	Nii Adamafio	45mins
		b. What DAA stands for	Nii Adamafio	
		c. How DAA liaisons function?	Abraham A	
Time	Main Content	Snack Break		Duration
10:30 am	SFMP Implementation	a. Sponsors	Abraham	60mins
		b. Project Goals/Objectives	Abraham	
		c. Slogans/Greetings	Abraham	
		d. DO’s & DON’T’s	Abraham	

Time	Main Content	Sub Content	Who	Duration
		e. Implementing Partners	Abraham	
		f. Project Components (<i>Overview</i>) <ul style="list-style-type: none"> • Fisheries Post-harvest • Child Labor & Trafficking • Communication Campaigns • Gender Mainstreaming 	Abraham	
11.30 am	Liaison Roles & Functions	<ul style="list-style-type: none"> • Expected functions 	Nii Adamafio	30mins
		a. Personal responsibilities (group strengthening and home visits)	Nii Adamafio	
		b. DO'S & DON'T's	Nii Adamafio	
Time	Main Content	Lunch Break		30mins
12:00 pm	Communication	a. Effective communication b. Building interpersonal relationship c. Understanding others d. Conflict Resolution	Abraham	30mins
Time	Main Content	Sub Content	Who	Duration
12:30 pm	Finance & Administration	a. Receipts and Invoicing b. Field activity advance and reporting c. Approval and Spending d. Time Sheet e. Participant Roaster	Abraham	30mins
Time	Main Content	Sub Content	Who	Duration
1:30 pm	SFMP Implementation	a. Project Components (<i>Detail</i>) <ul style="list-style-type: none"> • Fisheries Post-harvest • Child Labor & Trafficking • Communication Campaigns • Gender Mainstreaming 	Abraham	60mins
2.30 pm	Liaison Work plan Implementation	a. Weekly, monthly and Quarterly activity planning <ul style="list-style-type: none"> • 	Nii Adamafio	30mins

Time	Main Content	Sub Content	Who	Duration
		<ul style="list-style-type: none"> b. Supporting action plan of community Anti CLaT liaisons in Apam, Winneba and Mumford c. Success Stories d. Writing Effective Progress Report 		
3.00 pm	Program Recap	<ul style="list-style-type: none"> a. General Q&A b. Training Summary c. Concluding Comments by facilitators d. Closing and Departure 	Abraham & Nii Adamafio	30mins

Section 4: LIAISON ROLES & FUNCTIONS

Community liaison are people who make a positive difference by assisting their various groups and associations within a defined location. These community liaisons assist DAA in carrying out the implementation of its planned activities in the operational communities. As a community liaison, their task is to understand community, groups and fish processor association issues and to utilize the skills, knowledge and resources to make a difference. The facilitator admonished them to apply their unique qualities to bear on any duties assigned them, to enrich the implementation of DAA activities and bring much results to the project and the beneficiaries.

4.1 Expected functions

The facilitator explained to the participants that, to enable them serve effectively, DAA requires them to;

- Serve as a liaison officer for DAA in a specified location.
- liaise between DAA and the community fisher folk groups as assigned
- assist in the planning and execution planned activities with the project officer in charge.
- represent DAA in community level meetings as and when assigned.
- support group strengthening and capacity building initiatives by DAA in the various fishing communities.
- mobilize community members for trainings and other activities
- coordinate meetings of the various groups in the Central Region that comes under DAA project focus and ny other duties that they may be assigned

4.2 Personal Qualities Needed

To be able to perform the functions enumerated above, the facilitator intimated that they need to have certain personal qualities as;

- Self-Confident
- Understand People
- Enthusiastic
- Have good interpersonal skills

SECTION 5: TOOLS FOR EFFECTIVE WORK BY COMMUNITY LIAISON OFFICER

5.1 Finance & Administration

The volunteers were also trained to understand the finance and administration of the project especially on compliance and internal controls. The facilitator explained to them how to prepare invoices and obtain receipts for transactions on behalf of the project. They were taught to observe the following;

5.1.1 Receipts and Invoicing – Requirements

Important requirement on a receipt

- Name of Vendor
- Date
- Address or Location
- Name of recipient - USAID/SFMP/DAA
- Amount clearly written
- Signature of vendor or representative

5.1.2 Field activity advance and reporting

Sample Community Liaison Officer Reporting form

SECTION 6: DAA COMMUNITY LIAISON MONTHLY REPORTING TEMPLATE

Group/Community Details

Community/Group Names
Date/Month
Name of Liaison
Participant(s)
Location

Activities

(The following activities were completed during the month under review)

wk	Date/ Time	Activity (State activity, venue, etc)	Result	Partici pants	
				M	F
1					

6.1.1 General Observations

(Include photos, case studies and quotes to illustrate your points. For inspiration see our article)

6.1.2 Specific Issues & Actions

(List the specific issues / problems that were identified during the visit. Then identify the actions that need to be taken to solve the problem. This should include the specific individual responsible for taking the action, and when it should be completed by)

wk	Issue identified	Actions to be taken
1		
2		

6.1.3 Projections for next month

The details of the next monitoring visit are:

wk	Activity
1	
2	

6.2 Other Issues

(List any other issues that needs to be addressed)

Specific Issues relating to Gender Main streaming

wk	Issue identified	Actions to be taken
1		
2		

Lessons Learnt

1	Issue identified	Actions to be taken
2		

6.2.1 Time Sheet

Sample time sheet shown to the trainees

DEVELOPMENT ACTION ASSOCIATION			
TIME SHEETS			
MONTH: October 2015			
	NAME OF EMPLOYEE	Abraham Asare	
	POSITION	Project Officer	
Day	DATE	ACTIVITY	HRS
Monday	1-Oct-15	Staff meeting	3
Wednesday	2-Oct-15	Dlv project monthly report	3
Friday	3-Oct-15	Rural Women's Day Preparation - Concept Note, project paper, durbar program	3
Monday	4-Oct-15	Travel day to Hohoe for advocacy training/Preparation	8
Tuesday	5-Oct-15	Advocacy training - Hohoe Area/WRWD Preparation	8
Wednesday	6-Oct-15	Advocacy training - Hohoe Area/WRWD Preparation	8
Thursday	7-Oct-15	Advocacy training - Hohoe Area/WRWD Preparation	8
Friday	8-Oct-15	Travel day to Accra afte advocacy training/WRWD Preparation	8
Monday	9-Oct-15	Travel day to Hohoe for World Rural Womens Day (WRWD)/WRWD Preparation	8

Tuesday	10-Oct-15	World Rural Womens Day Durbar at Akpafu Odomi - Hohoe Municipal	8
Wednesday	11-Oct-15	Return from WRWD - Akpafu	
Friday	12-Oct-15	Rural Women's Day Preparation - Project paper, durbar program	3
Tuesday	13-Oct-15	Advocacy Training & World Rural Womens Day Celebration Reporting preparation	3
Wednesday	14-Oct-15	World Rural Womens Day Durbar at Amasaman - Ga West Municipality	8
Thursday	15-Oct-15	Office Meeting/Meeting with Ann Sophie & Mildred Soglo	3
Tuesday	16-Oct-15	Dlv project monthly report	4
		Total	86

.....
EMPLOYEE SIGNATURE

.....
SUPERVISORS SIGNATURE

REMARKS.....
.....

6.2.2 Participant Roaster

Sample participant roster that was used in the training

**SUSTAINABLE FISHERIES MANAGEMENT PROJECT-
SFMP
PARTICIPANTS ROSTER INFORMATION**

Activity:

Date:

Venue:

Length of Course:
longer

Less than three days

Three days or

6.3 CONCLUSION

The training ended successfully with the community liaison officers poised to support the group strengthening activities of DAA.

The liaison will continue to receive refresher and hand on practical training to enable them effectively carry out their work.

First Name	Surname	Organization	Email if available	Phone number	Sex		Do you wish to receive messages on SFMP?		Signature/Tomb Print
					M	F	Y	N	

SECTION 7: APPENDICE

7.1 Participant List

GHANA SUSTAINABLE FISHERIES PROJECT-DAA
 PARTICIPANTS ROSTER INFORMATION
 Required in English
 Please Print

Title of Course: Community Livelihoods Training or Orientation

Activity: Community Livelihoods Training or Orientation

Date: 24/01/17

Length of Course: Less than three days

Three days or longer

First Name	Surname	Organization	Email if available	Phone number	Sex		Do you wish to receive messages on SFMP?		Signature/Thumb Print
					M	F	Y	N	
		A few fish processing		0201893078		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<i>[Signature]</i>
1. Grace	Bondzie	Muwak		0244872343		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<i>[Signature]</i>
2. Florence	Mantely	Fish Pro.						<input type="checkbox"/>	

3. Esther	Siripi		Angene nte de odagani	76362412	✓		
4. Esi	Akyere		Bofo 73 n5	0247960810	✓		
5. Zoficia	Dampson		Osimpan	0244233231	✓		
6. Peter	Edzie		Adome Unsa	0242360505	✓		
7. Ibrahim	Nassam	Data	lyelinnassam@gmail.com	0249888209	✓		
8. Bernard	Verco	DATA	buenco 79@gmail.com	0276001904	✓		

9	Raynolds	John Ayrie	ATA Dunmanman Mumford	responsible for the Goncil. Com	0242278325	✓				John Ayrie Raynolds
	S.F.	Esse			0268143447	✓				
b.										
11	Florence	Arthur	Dunmanman Mumford		0049095222	✓				Arthur Florence
12	Nia Okojie	Ademuyi	DATA		0545303486	✓				Ademuyi Nia Okojie