African Highlands Initiative

Acacia II: Improved Access to Information for Development - Research component

Documentation of Operationalising the Collective Planning Framework for information sharing and communication strategy

29th September - 7th October 2005

Process design, facilitation and documentation is by
Win26- Action Research Peer Learning Group,
Makerere University

Win26- Action Research Peer Learning Group, Makerere University Team Members for Operationalising the Collective Planning Framework for information sharing and communication strategy
29th September – 7th October 2005

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This document is meant to serve as a point of reference for all stakeholders in the agricultural sector in Kabale district and probably others. It is intended to provide details of the process as well as the outcome/content of the workshop on information sharing strategy. All presentations, outcome from working groups as well as plenary sessions are documented. Direct phrasings of individuals and photographs have been inserted for originality of the work

1.0 Background

The African Highland Initiative (AHI) – Acacia II project seeks to find avenues through which communities in Kabale district can be in a better position to contribute more effectively to their own development and enhance the development process. An improved system and strategy in communication and information flow is one of the avenues. Provision and availability of communication and links with information sources will assist communities in operationalzing their plans related to enterprise development and Natural Resource Management. The hypothesis is that improved communication and information will step up use of available technologies, decision making and hence improve the livelihoods of the communities. People will be vigilant in looking for and using information provided they know what to get from where when needed. Improving on the efficiency of information management through a "portal" where various actors can readily deposit and access information, and providing a "clearing house" for well-organized "best" practices and information, will enhance efficient search and use of information. The challenge then becomes *'What system and strategies would lead to improved communication and information flow that support enterprise development, natural resource management and therefore well-being of rural communities?'*

As a step towards finding answers to this challenge, an Action Research component of the AHI – Acacia II project was initiated and is being implemented by **Win26 Action Research Peer Learning Group** (a loose grouping of facilitators based in the Faculty of Agriculture, Makerere University) in three phases over a period of two years. Phase 1 involved developing a planning framework for the development and conceptualisation of an effective information sharing/communication strategy from ideas collected during needs assessment) and Phase II involved discussions with stakeholder representatives, clarifying their roles and responsibilities; seeking their commitment and choosing a team to champion the planned framework).

Phase III of the research component implementation was initiated 29 September – 6 October 2005:

- ⇨ Reviewed progress so far made in phase I and II and discussed any emerging issues
- ⇨ Deliberated on how to operationalize the cornerstones on the wheel and get insights into Monitoring & Evaluation indicators
- ⇨ Decides and planned testing the different methods in disseminating information to the different audience

2.0 Review of progress so far made in phase I and II and any emerging issues

This was done on 29th and 30th September 2005 and documented as "Information and communication Strategy development Steering committee Meeting" minutes, White Horse Inn, Kabale 29 – 30th September 2005, which are attached.

Expectations of the steering committee members

- Design a model for collection of relevant information
- Develop a work-plan (tentative) to address the TOR
- Way forward, at least 2 things to work on in the next 2 months
- Assign roles and responsibilities to sub-committees
- Time management (keep time)
- Members expect to be more informed and focussed about information sharing strategy.

3.0 Operationalising the Collective Planning Framework

For each of the 12 cornerstones, the core elements, key strategies and ways of implementation were identified in an iterative process, building on the collection of available information and experience-based knowledge, using the guidelines below. The format is open ended, allowing the addition of new strategic elements.

Guidelines for Operationalising the Collective Planning Framework

1. Analyze each cornerstone with regard to:
   - What the cornerstone requires (elements)
     i. What you have in place
     ii. What is missing
   - List all the gaps and prioritize what needs to be done most urgently "to make the wheel turn" (strategy)

2. Ways to implement (ways and tools)
3. Inter-linkages with other stakeholders (existing linkages or mechanisms to create and maintain linkages)
4. What will show that we have done and achieved this cornerstone (Monitoring and Evaluation)

3.1 Active and effective information coordination system (Updated)

3.1.1 What does the cornerstone require?

- Steering committee with TOR
- Working plan and budget
- Business plan
- Long term strategic plan
- Resources (institutional home, information in whichever form, financial resources, equipment, personnel)
- Capacity to give/share, manage, use/collect information at grass roots and centre (repackaging, information dissemination, feedback mechanisms)

3.1.2 What we have in place?

- Steering committee and executive with developed terms of reference
- Tentative office space and some equipment
- Acacia II project support

3.1.3 What is missing?

- Working plan and budget (being developed)
- Business plan
- Long term strategic plan

- Resources (institutional home, information in whichever form, financial resources, equipment, personnel)
- Assessment of available capacity to give/share, manage, use/collect information at grass roots and centre (repackaging, information dissemination, feedback mechanisms)

3.1.4 Prioritise what needs to be done most urgently to make the wheel turn (strategies)

- Complete drafting working plan and budget
- Recruitment of information coordinator
- Obtain an inventory of equipment and resources available within the existing AHI telecentre(s)
- Obtain an inventory of information available within the district
- Enhance the capacity of the steering committee to effectively manage the system

3.1.5 Ways to implement the strategies (Methods and tools)

3.1.5.1 Coordination system management

The centre will be called Kigezi Information Resource Centre and will have:

- Permanent secretariat (address, location, staff, office and facilitation)
- Steering committee to organise the initial running of this system. The steering committee will put up the secretariat. The committee will make advertisements, select people to hold offices. The number of people will depend on the volume of work available. The secretariat is accountable to the executive, and then the executive is accountable to general assembly. There should be constitution for the committee.

The steering committee consists of 9 members, of which 3 are the executive:

James Mwesigye	Patron (RDC Kabale)
1. Peter Matsiko	Chairperson (Kabale DLG, Deputy CAO)
2. Imelda M. Kashaija	Vice chairperson (NARO, Centre Manager)
3. Clare Kyasiimire	Secretary (AHI, Project Manager)
4. Magara Nathan	Member (Kigezi Priv. Sector Promotion Centre, Fin. & Admin Manager)
5. Tom Ssengalama	Member (Nature Uganda, Project Manager Echuya Project)
6. Sadres Twinomugisha	Member(Bishop Barham University, Librarian/IT officer)
7. Mugabi Moses	Member (UCC- Kabale, Agricultural Officer)
8. Rutaro Charles K	MemberNAADS –Kabale Chairman Farmers' Forum
9. Silver Baguma	Member (Vice – chairperson, Kabale Local Council V)

Ms. Clare Kyasimiire is the Secretary in the absence of a person to be recruited as information centre coordinator, who once recruited will be the secretary to the steering committee and ex-officio of the executive.

3.1.5.2 What will be the role of the coordination system (Terms of reference)?

1. Developing a work plan for activities to be done
2. Identify relevant stakeholders and develop TORs to collaborate together.
3. Assist mobilization of resources
4. Ensure that information is collected from the stakeholders who generate it.
5. Develop the mechanism for operationalisation/management of the system

3.1.5.3 Links to other stakeholders

- Periodic meeting with those partners to share issues of information sharing and communication; come with a written brief about working area, opportunities and challenges; the proceedings of such meetings should be recorded.
- Having a link person in each stakeholder organisation
- Where there is more than one organisation in a particular location, the contact person in a stakeholder organisation can link with those organizations to collect and share information with them in that location
- A general assembly of all stakeholders will be held once a year to renew commitment, roles and responsibilities, to be briefed about what has so far been done by the steering committee/secretariat, receive, review and approve work-plans, policies and budgets

3.1.5.4 Identification of stakeholders:

What should be done?

1. Update the identified list
2. Market the strategy to and encourage other stakeholders and a wider community to participate in information sharing
3. Update the stakeholders of the progress of the strategy development
4. Develop an initial letter of commitment which would lead to a memorandum of understanding between the steering committee and the stakeholders

This should be an on-going activity. However, given the nature of the task, it requires a full time responsibility – implying recruitment of a person

*3.1.5.6 Assist mobilization of resources (*Institutional home and space, Personnel, Equipment, and Information).

Action: Committee should know what resources AHI is committing in real terms to this activity and establish what other resources are available within the district and with other stakeholders?

Institutional home establishment:

- There is need to lobby for a home from the district. This requires that we know space requirement for the centre and we have a developed Memorandum of Understanding agreed to and signed between the centre and the district. It also requires that the centre has recognition of its existence by the district and a wider community. Therefore the steering committee has to work on how to have the centre's existence recognized (legal entity, unit of the district, etc?).
- In the short run, the centre will be housed within premises occupied AHI

Personnel

There is need to recruit personnel for the centre to (**roles**):

- Update lists of partners regularly
- Disseminate information
- Package information
- Coordinate stakeholder training
- Carry out collection and collation of information
- Periodically (quarterly) update management team and stakeholders of progress

- Resource management
- Work closely with partners to integrate information activities in their work plans
- Identify other staffing needs
- Develop plans and strategies for growth and expansion

The personnel should have the following **skills**:
Information coordinator:

- Social management
- good skills in partnership building
- mobilization skills
- lobbying skills
- strategic planning,

Information officer (to deputise Information coordinator):

- Writing proposals
- Human resource management skills
- Information & Communication Technology literate
- Finance management and administration skills
- Keep centre open, clean and run errands

Action: One person initially could be recruited to the centre to commit him/herself to operationalising the system. S/he will then identify additional staffing needs for the centre.

Equipment
What is needed?

- Vehicles/motorcycles/bicycles
- Computers and internet connectivity
- Office furniture for library set up
- Photocopiers and printers
- Overhead projectors
- Flip stands
- Digital and video cameras
- Soft boards
- Standby generators
- Telephones/telephone booths

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Mwesigwa Isaac

Action: The committee should obtain an inventory of equipment and resources available within the existing AHI telecentre(s) and develop a business plan and budget to run the system.

Information

- Ensure that information is collected from stakeholders who have it
- Develop a model to collect relevant information
- Source and sink characteristics
- Information needs of the stakeholders at different levels
- Capacity to manage information at different levels

- What information is relevant?
    - Accurate
    - Current and up to date
    - Serve a purpose
    - Accessibility
    - Processed and packaged (including translating) to suit user
- Collection and collation of information available with the stakeholders
- Knowing what information is needed, and in what form and by who (information dissemination)?
- Subscribe to other international or national information centres to regularly receive information
- Internet connectivity

3.1.5.7 Training to improve capacity to give/share, manage, use/collect information at grass roots, centre (repackaging), information dissemination, feedback mechanisms (most focused)

- At Grassroots: community groups
- At Parish level: for management of information; work with the CBOs but think of how to coordinate their efforts;
- At Sub-county: Integration of information, computerize and form data banks;
- At District: strengthen the centre; strengthen the capacity of collaborating stakeholders to pilot in the areas of operation; share experiences regularly; the coordinator is for all stakeholders benefit

3.1.5.8 Developing mechanisms for operationalisation/management of the system

- Develop an organogram of the overall system
- Information coordinator by end of this year
- Information from stakeholders in any form to sift through
- Partners are aware and understanding the system
- Partners submitting information
- Inflow and outflow of information
- Mechanisms encouraging people proactively seeking information
- This system is opening challenges; calls for calling on many stakeholders to invest in the venture
- Quarterly steering committee meeting
- Long term plans including business/strategic plans; need to create viable linkages and networks with other organisations and institutions, e.g. NAADS

3.1.6 What will show that we have done and achieved the cornerstone (M & E indicators)?

- Management team in place; minutes of meetings (quarterly management meetings and annual general assembly)
- Workplan, budgets, business and strategic plans in place
- Operational secretariat in place
- Inventories of resources: Institutional home and space, Personnel, Equipment, and Information

3.2 Ownership of the system by all stakeholders for sustainability

What are the elements of the cornerstone?

- The system will be owned by partners/stakeholders. However, the district takes the overall charge to oversee the system. The Information coordinator will be directly linked with the district.
- After AHI is out, the management committee shall consult with the CAO's office
- Partners are to manage the system in partnership with the district. However, when the district owns the system, there is a concern that the district may not prioritise this system and therefore not allocate resources, especially financial to run the system. There is need to recruit a competent coordinator who is accountable to the steering committee but with good advocacy and lobbying skills to work with the district. The district may want to have a greater say and have control over the resources of the centre. There is a need to develop clear guidelines of working together.

What is in place?

- The willing district to oversee the system
- Office space
- Willing partners

What are we missing?

- Guidelines for governing the centre
- Need a minute of LC V council consenting to participate and oversee the system

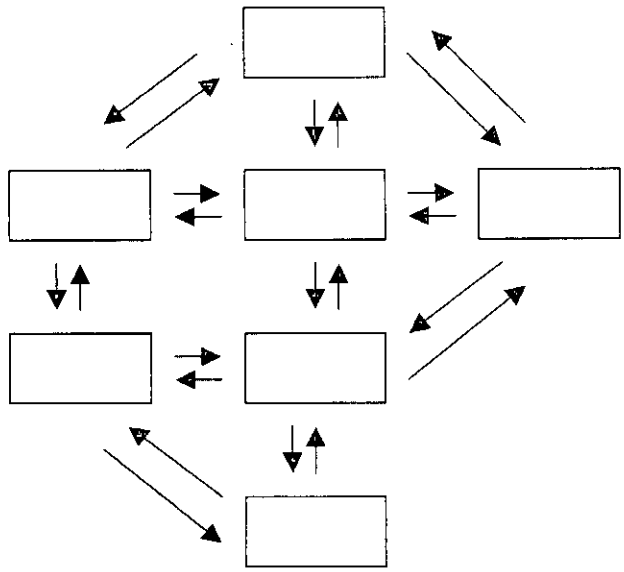
What needs to be done urgently?

- Getting the council minute to legitimise our existence – to be championed by Clare, Peter and Nathan
- Partners should operationalize the system activities. However, this requires:
    - development of guidelines on and values of working together
    - writing a brief reminding stakeholders of their roles and responsibilities and what we have so far done
    - **Action**: call a stakeholders' meeting by the steering committee

What will show that we have done and achieved this cornerstone (Monitoring and Evaluation Indicators)?

- Partners' participation and involvement
- Partners volunteering information
- Having a minute passed by District LC V

Proposed Inter-linkages between stakeholders and Kigezi Information Resource Centre (KIRC)



3.3 Willingness and commitment of all partners to share information

Who are the potential partners?

- District
- NGOs and CBOs
- Community
- Every person/organization that works with community in Kabale district

What does it require?

a) How to recruit several partners and how to retain them
b) How to keep them actively involved and participating
c) Make partners appreciate the importance of sharing
d) Make sure that there is added value/benefit of belonging to such an organization/ system
e) There should be resource contribution (in different forms)

What is in place?

a) There are potential partners
b) Real partners like AHI, district, farmers, researchers who are willing to work with or through the system.
c) In the long run there is a need to develop a culture that will compel all the potential partners to be committed partners to the system. For example the courtesy calls to the district authorities or leave a copy of their information document as a minimum basis of involvement.

What is missing?

a) Methods and guidelines of identifying potential partners
b) Mechanism of subscribing to the association/system

c) What are the guiding principles for the system (rules of the game)
d) Write MoUs with the various partners?
e) Spell out the conditions of involvement if you are
    - Individual
    - Research institution
    - Academic institution
    - Communication company
    - Government
    - NGO/CBO

Priorities/ Strategies

a) Publish and circulate a list of existing members (both potential and real)
b) Letter of commitment to partners
c) Create awareness of the existence of the system to the communities. Can be done through brochures, talk shows on radio, council, etc.
d) Develop guiding principles of the system and mechanisms of subscription.

Ways to implement

a) For guiding principles and mechanisms of subscriptions there is need for case studies including exchange visits (adapt and adopt)/working constitutions.
b) Creating awareness in council should go together with ensuring legal recognition

Linkages to other stakeholders

a) Make the system to evolve by including all the partners at the beginning and including their views. Design a questionnaire for partners.
b) Keep all the members updated with the progress on the ground

M & E indicators

a) Minutes of meetings of the management committee
b) List/inventory of resources contributed by the partners
c) Minute of the council
d) Approved and consented guiding principles

3.4 Functional, accessible and well equipped information centres

What is required (elements)?

a) Sub-centres at sub-county
b) Sub-info data bank at the sub-county to complement
c) Information display boards: the information posted on notice boards, walls, etc
d) Register of partners at the sub-county
e) Focal person at the sub-centre: because it is proposed to work with a willing stakeholder at the sub-county, the kind of person at the sub-county for the contact person, for example Community development worker, Extension officer,
f) Find ways/mechanisms of integrating and harmonizing information collection and dissemination at the sub-county

What is in place/is available
Information display boards at sub-counties

What is missing?

a) General space/centre where information is accessible/displayed
b) No computers at the sub-counties
c) Some information is not collected, e.g. Lorries of potatoes leaving an area, is not collected
d) Mechanisms of collecting and disseminating the relevant information
e) Data collected is not processed to a level to be used in decision making and policy formulation
f) The capacity to collect and collate information at the sub-county

Challenges

- Resources
  - Financial
  - Human resources
  - Space
  - Security
- Appreciation of information (capturing) at the sub-county level
- This would have a negative implication to volunteering information
- Attitude
- Diversify / decentralise information management at sub-county to partners

Priorities

- Sell the idea of sub-county sub center to partners especially those who may be having similar ideas. The partner can as well be the community. Develop a system below sub-county level.

What is the structure of Kabale District Farmers Association (KDFA)?

- District committees
- Sub-county committees
- Parish level committees
- Village level Commodity groups

Proposed: radio listeners group[1] and provide opportunity for discussion of the content

What is the structure of Kabale District Farmers Forum

- District – executive
- S/county farmers fora with executive and procurement committees
- Parish Coordination Committees (PCCs)
- Village farmer groups (commodity-based)

How?

[1] Manually-powered radios to improve awareness among farmers; getting the same information to farmers at the same time; information that would otherwise have remained at district or sub-county level gets to the farmers; it would be a two-way system through which farmers would also give feedback on how to improve the message. what they would wish to hear over the radio; co-ownership programme is being thought of.

- During the feedback to all stakeholders[2] – we highlight the progress and proposals for the way forward.
- The stakeholders determine how to do it
- What is available
- How to improve on them
- Identify champions

Interlinkages
District center for the different partners to share experience and lessons

M&E Indicators
- Having different information coming to the centers.
- Number of people seeking information from centers.
- Number of centers being developed by the different partners.
- Number of meetings to share experiences.

3.5 Effective feedback mechanisms to and from the source and sink of information

What is in place
- Scattered and uncoordinated information.
- Have planning unit at district – it is the info center but does not have all info from the district
- The diff sources of info e.g. NGOs and comm. Exist at local level from the district, the information is owned at individual level.
- Have community form whom information is generated – usually does not get feedback after giving information.
- Media for dissemination.

What is needed
- To develop a coherent systematic and coordinated approach to collect, process, store and disseminate information.
- The will of all the stakeholders to share information.

What is missing
- Information coordination centers for collecting, processing, storage and dissemination of information.
- Lack of awareness creation about information and information sharing – lack of commitment to share information.
- Illiteracy.
- Poverty e.g. some people do not have capacity even of owning radios.
- There is unwillingness to value information – most people in community (farmers) now want to tag a cost to information. Seeking payment. Tangible outcome of having that info.
- Coordination of stakeholders at all levels.

[2] Widen stakeholders list to include sub-county politicians; civil leaders and technical staff so as to enhance participation and ownership

Threats and challenges

- Unwillingness to value information.
- Unwillingness to give out information.
- Contradictory information.
- Some information that may conflict with government policy and interests.

Linkages

- District center and centers at all other levels should receive info from stakeholders and give feedback to all the parties.

Prioritising needs

- Strengthening coordination among stakeholders.
- Encourage a culture of record-keeping by all stakeholders – develop a formats / guides for information collection.
- --each groups writes report
- Study appropriate methods of information dissemination and package to suit modes and methods of information dissemination.
- Need for sensitisation of producers and users of information so as to create hunger for information – create demand for information.

How to do it?

Stakeholder involvement at all stages of the process

- Keep them informed all the time
- Sharing roles and responsibilities
- Credit-sharing system[3]

M & E

- Established centers with records or info
- Users reporting that they have been receiving information or using information
- Statistics of information users
- Number of people attended sensitization meeting
- How many used info on periodic basis
- Two organizations working together and sharing information
- Evident demand for information particularly district planning unit
- District plans showing NGO activities
- NGOs and other partners to participate in district budgeting activities

3.6 Appropriate strategies for mobilizing resources (Finances, Human and Physical resources)

Transport

What is available?

- Nothing at the moment but AHI is available to supplement in the short run (1 year)

What is needed?

- Vehicle for sub-county coordination to manage Kabale terrain

Strategies

[3] Revisit feedback when dealing with credit-sharing.

- Lobby for a vehicle from the district
- Partners contribution (in long run for sustainability)
- Look for donors (write proposals/concept notes)
- Continued working with AHI for extension

Finances
What is available?

- Have none so far but AHI is available to supplement in the short run (1 year)

How to get (strategies)?

- Hire competent personnel skilled in lobbying and proposal writing
- Subscription by partners for use and membership
- Fundraising?
  - Develop services which would interest private sector for direct investments
  - Look out for opportunities to provide services to the private/public sector for generating income
  - Interesting the district, and other organisations to support KIRC, e.g. Rotary International

Challenge:

- Resources at local government level have continued to dwindle
- The short term support from AHI may end before the gestation period of the system. What is the strategy of AHI to extend/renew support to the system after the current support? (*The onus will be on the management committee to work hard and well so as to attract additional funding from the current donor or any other donor who may be interested.*)

What is needed?

Strategies

- Write proposals for funding
- Hire competent personnel skilled in lobbying and proposal writing
- Develop mechanisms for generating funds internally (subscription by partners, user fees and membership, secretarial services, internet services, sale of materials[4])

Personnel/human resources
What is required?

In the meantime, the management shall recruit by end of 2005 an Information coordinator and an information Officer

Challenges:

- What is the commitment of AHI in the project and for how long? Any possibility of extension of support?
- If the legal status of the centre changes into a company limited by Guarantee, it requires a continued period of support from AHI for the company growing into a self sustaining. However,

[4] May require consent from the source of information when a material is packaged for sale

this may discourage other stakeholders getting involved in the running of the centre, since it will be like them contributing resources to another competing NGO
- When AHI winds up, where will the centre be handed over to?
- If it is to the management committee, what is the legal status of the management committee? Is it a committee of the district? Where does it fit in the district structure? Is an answerable to AHI?

Monitoring and Evaluation Indicators
- Information Coordinator and Information Officer in place by end of 2005
- Running and operational centre by March 2006

3.7 Proactive seeking of information and dissemination by all partners

What is there?
- Some processed/raw information at the district
- Information amongst partners
- Willing partners
- Community will/need for information

What do we need?

A mechanism to adequately supply imformation

Centre
- Funds
- Seminars/workshops for partners
- Information processing unit; soft ware and equipment
- Programmes in media for dissemination of information (TV, Radio, etc)
- Develop and share communication materials and products
- Pre-testing and evaluation with communities
- Monthly briefs/bulletins/magazines to partners at different levels with a feedback mechanisms
- Create awareness: Public lectures, Filed visits, Shows

Sub-centre
- Notice boards at different strategic points
- Radio programmes
- Farmer magazines at this level
- Partners to share with communities through public lectures
- Peer group learning (e.g. CBO – CBO, farmer visits, farmer twining)

Priorities
- Information processing unit at the centre with equipment and personnel
- Stakeholder meeting on progress and way forward
- Radio programmes and brochures/briefs
- Develop and pretest products
- Monthly briefs/magazines/bulletins

Threats/Challenges

- Many farmers are illiterate
- Some farmers depend on NGO initiatives but are not self driven
- NGOs have their own differences which might pose a challenge
- Farmers and communities have their own differences which may hinder their participation

Monitoring and evaluation indicators (within the pilot period)

- Number of partners responding to the idea of piloting
- Number of programmes and people responding to those programmes
- Fully equipped information centre
- Farmer magazines developed by partners an d demanded by farmers and partners
- Peer learning group learning lessons organized
- Materials and products developed
- At least 2 workshops held for the partners

3.8 Adequate capacity to manage dissemination and use information

What is in place?

- Trainable personnel
- Media houses
- Responsive and organisable community willing to learn and use information
- Government will and openness to initiatives that empower communities to access and use information

What is needed?

- Training those involved in generation and use of information
- Consolidating a programme in which we share information with participation of the community

What is missing?

- Mechanisms for information sharing
- Agreed approach to process and disseminate information
- Planning unit does not have comprehensive information on district programmes (has not effectively coordinated the collection and processing of information)
- An indifferent community in adopting information that is disseminated

Threats and challenges

- Reluctance of information users to take it up and use (though the system may be in place)
- Perception that information centre may take over the roles and responsibilities of the planning unit of the district and other information collection, collation and synthesis units of partners
- Organizations involved may not be willing to release all the information in their possession

Priorities

- Training of the people involved in collection, processing and dissemination of information within partner organizations and the community
- Equip the information management centres with all the necessary equipment required for information processing and dissemination

Monitoring and Evaluation indicators

- Number of operational centres
- Frequency of new information generated and disseminated, e.g. pamphlets, radio programmes
- Number of stakeholders trained
- Number of training sessions on information management

3.9 Regular monitoring and update of information used

What is in place?

- District monitors information from sub-counties
- Monitoring the progress based on reports given to the district (e.g. mid term reviews)

What is needed?

- A vibrant and effective information centre that is ably working with partners
- Mechanisms/formats for guiding monitoring and updating of information
- Regular workplan ? varying according to projects and partners or programmes

What is missing/Gaps?

- There are no comprehensive and regular reports
- Partners are not sharing out information
- No resources to facilitate the monitoring and evaluation

Threats and challenges

- The team at the centre having no capacity to win confidence of partners
- Shortage or absence of resources to facilitate monitoring and evaluation
- Inconsistent, irregular and inaccurate information

Priorities

- Have a monitoring and evaluation system in place

Monitoring and evaluation

- Reports of management committee
- On-spot visit by management committee

3.10 Provision of information in simple, understandable and usable form

What we have?

- Raw data / some processed information.
- Media houses (Voice of Kigezi, *Orumuri* Newspaper, *Entasi* Newspaper, Community Mulimedia Centre).
- NARO ARDC – Kachwekano has the mandate for research and technologies to share.

What do we need?

- Information that is wholesome – covering agriculture, health, commerce, education, etc.
- A well-stocked information-processing unit.
- Expert personnel (in language and visualization).
- Translation of information and repackaging for the different consumers.
- Funds (cross-cutting for all the cornerstones).

Gaps

- Expertise (personnel) linking with existing service providers.
- Equipped information processing unit.
- Funds (cross-cutting for all cornerstones).

Challenges

- Language and illiteracy.
- Provision of relevant information in relation to seasonality and activities.
- People's lack of awareness.
- Lack of appreciation / valuing information.

How?

- Host talk shows on radio.
- Repackage and produce materials (posters, briefs, magazines) and pre-test.
- Public lecture, workshops, learning sessions.
- Work together with communities to evaluate materials.
- Utilization of village notice boards by posting information on them and see how many people use it.
- Translate information and package for users.
- Evaluation of the products for relevance by partners.

Priorities

- Identify expertise to help in the design, repackaging and organizing the information.
- Information processing unit in place.

Monitoring and Evaluation indicators

- Number of materials / products produced.
- Information processing unit in place.
- Number of users requesting for what information – categorise callers and their requests.
- Feedback got from partners and users.
- Number of callers during the radio talk shows.
- Number of people buying the printed products e.g. magazines.

3.11 Appropriate policies and guidelines on information sharing and dissemination

What is in place?

- The constitution and other laws guide on freedom of speech, association and expression.
- Local Government Act: Cap 213 empowers districts to plan on basis of information gathered.
- District executive committee is mandated to coordinate activities of NGOs in the district (Section 18 of Local Government Act).

What is needed?

- Need to develop guidelines to guide partners in information generation, dissemination and use - operational manual of KIRC.
- Solicit for Memoranda of Understanding (MoUs) for commitment.
- Consultation with legal experts to develop operational manual and address operational legalities.
- Allocating partners to specific areas of operation. Interest NGOs that are already based / operating in certain areas to take up KIRC activities in those areas.

What is missing / Gaps

- No guidelines in place.
- Lack of information on partners' operation areas.

Threats / challenges

- Fear by partners of being policed.
- Conflicting with government policies / conflicting with government policies.
- Partners fearing to lose independence / autonomy.
- Partners fearing that they may be out-competed.
- The information shared may exclude what is seen as a cutting edge for the partners' survival.

Priorities

- Develop guidelines (operational manual of KIRC).
- Solicit for review of national policy to compel NGOs especially to disclose information; need to account to the public (in terms of service delivery).

Monitoring and evaluation indicators

- Having the guidelines in place.
- Number of partners that are sharing information.

3.12 Credit sharing and acknowledgement of the different existing information sources

What is there?

- Inventory of partners both at AHI and district.
- Some information but we do not know the source.

What do we need?

- To know the source of what information.
- Categorise the information.
- Good record keeping.
- A good documentation system.
- Storage facilities / software.
- Systematic way of capturing information.
- Partner inventory.
- Funds.
- Involve partners in planning for information sharing.

Gaps

- We do not know all the sources of information.
- No personnel in place.
- No documentation system in place.
- Funds.
- Involvement of partners in information sharing and dissemination.

Threats / challenges

- The developing / evolving technology.
- Partners might / are not free with certain information.
- Winding up of NGOs and projects – limiting the information source.
- Coordinating the information and source is very hectic.

How / method

- Involve partners in planning for information sharing.
- Create a pigeonhole for each partner at the KIRC.
- Update and uphold the partners' inventory.
- Share / develop a systematic way of capturing information.
- Involve partners and communities in pre-testing.
- Acknowledge the source of information when it is used.
- Ask for permission from the source before reproducing or using information or product.
- Put / install suggestion boxes.

Priorities

- Know all the sources of the information.
- Start on a clear systematic documentation system in place.
- Share with partners on repackaging strategies and get feedback.
- Get staff / personnel and train them in information management if there is need.

Monitoring and evaluation indicators

- Sources of available information identified.
- Rate at which information is coming in and being used from / by partners.
- Documentation system in place.
- Personnel in place.
- Good records and information categorized.

4.0 Way forward – our next steps