

REPORT ON THE RURAL INFORMATION SYSTEM KICK OFF WORK SHOP



Held at Green valley hotel, Gaba

28th to 30th March 2010

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LIST OF ACRONYMS

ACE	Area Cooperative Enterprise
BIC	Bwera Information Centre
CO-OP	Co-operatives
eWRS	electronic Warehouse Receipt System
ICT	Information and Communication Technology
IICD	International Institute for Communication and Development
MTTI	Ministry of Tourism, Trade and Industry
RIS	Rural Information System
UCE	Uganda Commodity Exchange
WRS	Warehouse Receipt System

INTRODUCTION

The Rural Information System (RIS) is an ICT enabled system developed by UCE in 2002 to support the collection, storage, retrieval and dissemination of information on the agricultural commodity markets.

The vision of the RIS program is a Uganda with a vibrant agricultural sector where farmers in rural communities play a key role, produce for the market, and earn relatively competitive incomes from their produce as a result of using ICT for decision-making.

RIS operates at two levels i.e. at UCE where a website to manage commodity information has been established, and at the organized farmers' groups in the rural areas. For the later, IT equipment and other office equipment are deployed, and Internet connectivity established to facilitate management and exchange of commodity, price, markets and other relevant information.

The “Rural Information System (RIS)” program has already been established in 21 centers in Kayunga, Bushenyi, Soroti, Kapchorwa, Bundibugyo, Kamwenge, Nebbi, Apac, Ntungamo, Moyo, Adjumani and Kasese, Kitgum, and Mbale districts

The Institute for International Communication and Development (IICD), Ministry of Tourism, Trade and Industry(MTTI) and Uganda Commodity Exchange (UCE) are in partnership to make market information more available to Co-operatives. consequently, a kickoff workshop was held in March 2009, bringing together selected beneficiaries from 13 districts to learn more about how they can easily access market information using ICTs and share experiences with one another.

Participants

In the workshop that was held from 28th to 30th March 2010 in Green Valley Hotel in Kampala.

The participants were drawn from 13 districts: Bushenyi, Masaka, Gulu, Pader, Kaliro, Mityana, Mukono, Soroti, Iganga, Namutumba, Mityana, Iganga, Mbale and Wakiso. There were 67 participants in total who included beneficiary Co-operative leaders, and managers ,District Commercial Officers, L.Cs, I-network staff, IICD Country Manager and UCE and MTTI staff. The participants joined hands to find ways of successful use of ICTs to facilitate the day-to-day activities in Co-operatives. The workshop was facilitated by professionals from I-Network, UCE and MTTI.

Opening Remarks

Mr. Richard Okuti (the moderator) welcomed participants to the workshop and asked them to introduce themselves. Participants were given an opportunity to set ground rules that included the following;

Ground Rules Set By the Participants

1. Phones to be in silence
2. Respect for one another.
3. Speak one at a time.
4. Manage time well
5. Their should
6. One meeting in the hall.
7. Avoid unnecessary movements

Objectives and Outputs

The moderator stated the objectives of the workshop as follows;

- To develop a shared understanding of “market Information and its application.
- To introduce the RIS model.
- To understand and master the objectives of the RIS model, the overall work plan and develop specific action plans for the different centers
- To discuss and agree upon the following:
 - Activity plan per district including timelines.
 - Incorporating RIS activities within the organization activities.
 - Roles and responsibilities of stakeholders.

The workshop Agenda

DAY I Sun. 28 th March 2010		
Time	Activity	Responsible Person(s)
4:00pm	Arrival of participants	Hotel management
	Hotel Check-in	Green Valley Hotel Gaba
DAY II Mon. 29 th - March 2010		
8:00am-8:30am	Registration	Hassan/MTTI
8:30am-8:45am	Welcome, introductions & Housekeeping	Moses/Richard
9:00am-9:30am	opening remarks	Commissioner/Co-op Devt / MTTI
9:30am-10:00am	overview of the workshop objectives, expected output & agenda	Okuti/ I-Network
10:00am-10:30am	Market information and its application	Moses/I-network
10:30am-11:00am	<i>TEA BREAK</i>	
11:00am-12:00pm	Discussion on Collective Marketing (what needs to be done for collective marketing to work)	Fred Ahimbisibwe/MTTI
12:00pm-12:30pm	Introduction of the RIS Concept	Deborah/UCE
12:30pm-1:15 pm	e WRS (Electronic Warehouse Receipt system)	Denis/UCE
1:15pm-2:30pm	<i>LUNCH BREAK</i>	
2:30pm-2:45pm	Experience sharing by the beneficiary Co-op	Tweyambe
2:45pm-3:00pm	Experience Sharing from Bwera information Center	Coordinator/BIC
3:00pm-3:20pm	Sustainability of RIS and lessons learnt over time:	Deborah /UCE
3:20pm-4:00pm	Assignment of work plan/ action plan by the beneficiaries-	Moses/Okuti
4:00pm-4:15pm	<i>TEA BREAK</i>	
DAY III Tuesday 30 th March 2010		
8:00-8:30am	Review of previous day	Fred Ahimbisibwe/MTTI
8:30-11:00pm	Presentation of the Action Plans; Responsibility & Timelines	Beneficiary co-ops
1:00-11:15am	<i>TEA BREAK</i>	
11:15-12:30pm	Presentation of the Action Plans;	Beneficiary co-ops

	Responsibility & Timelines	
12:30 - 1:00pm	Roles of different actors, Wrap Up and Way Forward	
1:00 - 1:30pm	Presentation: Workshop Closure By the Guest of Honour	
1:30- 2:30pm	<i>LUNCH BREAK</i>	
2:30pm	Departure	

Participants' expectations

1. Knowledge
2. understanding the RIS concept and its application
3. understand clear roles of each other
4. share market information system ideas
5. experience sharing
6. change of life for the better
7. How farmers are going to benefit.
8. Expect to leave with RIS package e.g. equipment, money, etc.
9. Farmers will be able to devise means of controlling market
10. Role of local leaders in the Rural Information system project
11. Learn and know one another from the different 13 district.
12. Sustainability knowledge and plan.

MARKET INFORMATION AND ITS APPLICATION BY MOSES KISEMBO

Moses informed the participants that market information facilitates production and trade. He defined market information as information exchanged by different actors that is producers, consumers, buyers, sellers, people who add value, etc. he noted that its information beyond prices, it includes the following;

- simple techniques that are ignored by the farmer that are affecting production,
- Existing and potential market demand (type of commodities, required volumes, packaging, market place, buyers etc.)
- Existing and potential supply (competition, gaps in supply etc.)
- Existing opportunities

- Risks
- Market trends
- Seed varieties
- Pest and disease control
- Farming tips
- Warehousing

Market information is generated and consumed by transporters, buyers, producers, Service providers (financing institutions, transportation, storage, marketing), buyers, Consumers, etc.

Market Information application

Facilitates decision making process by producers, traders, value addition etc in the following ways;

- Goal setting
- Enterprise selection
- Value chain development
- Production methods
- Activity scheduling
- Marketing

Questions and comments

The ministry should put up all the information in their website.

Answer: the ministry has a website that has information about what it does and information about all the departments and agencies . its website is located at www.mtti.go.ug

What is the location of the site where we can find daily weather information?

Answer: The website can be accessed by visiting www.weather.com or by visiting www.yahoo.com

Participants wanted to know the validity information passed on by politicians.

Answer: They were informed that politicians are also sources of information. However, the information they provide shouldn't be final.

DISCUSSION ON COLLECTIVE MARKETING

(What needs to be done for collective marketing to work) led by Fred Ahimbisibwe

Mr. Fred Ahimbisibwe asked participants what was meant by collective marketing. They defined collective marketing as aggregating to produce in bigger quantities to attract better prices. This definition was however, refined by the facilitator thus; The management process responsible for *identifying, anticipating* and *satisfying* customer requirements profitably together as organized members of the community.

Those farmers have to be brought together before you can talk about collective marketing. They then decide on growing a certain product on a large scale, adding value where possible and market together. They added that enterprise selection is key if you are to undertake marketing and that they needed to produce to satisfy the market with profitability in mind.

Steps to collective marketing

1. Mobilization and sensitization of members about the need for collective marketing and building of trust
2. Participatory planning where farmers agree on enterprises to grow, quantity, quality, marketing plan and control systems to ensure quality compliance, Have a market plan
3. Plant and harvest at the same time
4. Procurement of quality seeds and farm inputs (e.g. fertilizers) to have a good harvest that confirms to the same quality.
5. establish the source for finances
6. Make use of extension services (agricultural officers, DCOs) to get information. This should be continuous.
7. Ensure Commitment and compliance from members: how? By laws, supply agreements
8. Appoint inspectors to ensure supervision and compliance
9. Post harvest plan, Transport facilities
10. Proper storage facilities at cooperative level and household level
11. System managing the quality at the warehouse to manage quality
12. information is key through the process

13. Register with the warehouse

How to ensure that members conform to bylaws

Participants were advised to show the following;

- Show practical benefit of market information,
- Look for financing opportunities so that farmers can meet their immediate needs after harvesting. The finances will help in the procurement, production and marketing.

OPENING REMARKS BY MRS DEBORAH MWESIGYE, PROJECT MANAGER

Ms Deborah Mwesigye informed participants that the RIS project was the brain child of Uganda Commodity Exchange. UCE's mandate is to provide market information and services to buyers and sellers of agricultural commodities by establishing and operating a commodity exchange, and to facilitate the procurement and marketing of any commodity provided or desired by any consenting parties through the auspices of the exchange. RIS has an ICT component that supports the collection, storage, retrieval and dissemination of information on agricultural commodity markets which UCE adopted.

UCE also regulates and licences warehouses to ensure they are doing the right thing. UCE partners with stakeholders like SNV, NAADs and MTTI who work with farmers to see to it that market information goes to where it is needed.

IICD has been funding the RIS activities from the start. She thereafter invited the country manager of IICD.

SPEECH BY HANNA GOORDEN, IICD COUNTRY MANAGER

Ms Hanna Goorden welcomed the participants. She briefly mentioned what IICD does. She said that IICD helps organizations to improve their performance using ICTs. Their intervention is in the health, education, governance and livelihood sectors. A round table workshop in 2002 with the theme "e-governance to promote e-commerce" was held in Jinja, organized by the Ministry of Tourism Trade and Industry [MTTI] and the International Institute for Communication and Development [IICD.]

3 pilot centres set up in 2005-6 to test the system. After the successful implementation of the pilot centres, IICD and UCE discussed with other partners to upscale the concept. 18 centres to date have been set up in collaboration with SNV and 2 centers set up in partnership with the Co-operative department in the Ministry of Tourism, Trade and Industry.

She wished the participants the best in the implementation of the RIS concept in their respective co-operatives.

SPEECH BY MR. JOSEPH KITANDWE, THE ASSISTANT COMMISSIONER CO-OPERATIVE DEVELOPMENT

In his speech, the commissioner welcomed the development partners, the LC iii Chairpersons, the DCOs and all the beneficiaries Present

He congratulated them on being selected as beneficiary co-operatives because selection criteria were tough and the competition was also stiff.

He encouraged them to acquire all the necessary information for eventual successful implementation of RIS project.

He informed the participants that the history of co-operatives in Uganda is long, and the contribution of the co-operatives to the economy of Uganda over time, cannot be overemphasized.

He said that it is well known and documented that co-operatives played a big role in the marketing and processing of cotton, coffee, tobacco and other crops. Co-operatives were also involved in financial services delivery. This means that co-operatives at that time had a big contribution to the economy.

The economic decline and political upheavals of the 1970's and early 1980s had a big effect on the productive sectors of the economy. This marked the beginning of the decline of the Co-operative Movement in this country.

The liberalization of trade sector has resulted into the entry of many players especially in the marketing of agricultural produce. These players are organized and strong and, usually collude to underpay the farmers for their produce. This means that the farmers

who most often produce on a small scale and are scattered across the countryside have no capacity to individually negotiate with the produce dealers at the market place largely because they are not equipped with Market Information that is accurate, relevant and timely.

Therefore, he said there was a need to help farmers who are already members of co-operatives to access accurate, relevant and timely information to bargain for prices of their commodities from an informed point of view.

This was in line with the objectives of the Ministry of Tourism, Trade and Industry particularly, Department of Co-operative Development which inter-alia, include assisting organized farmers (co-operatives) with relevant and timely information regarding markets and marketing in order to enable them to increase volumes of marketable produce and improve their bargaining power so as to increase their incomes to at least Ugsh.20 million per annum. Hence helping to realize the dream of PROSPERITY FOR ALL

He said that it should be noted that one of the initiatives the Ministry is promoting is the Rural Information System (RIS) for which the participants were selected and invited to embrace for greatest benefit to the individual households.

Finally, he said the Government is committed to the promotion, revival and development of a vibrant co-operative sector. He wished the participants a successful RIS kick off workshop.

THE RIS CONCEPT: A PRESENTATION BY MRS DEBORAH MWESIGYE, PROGRAMME MANAGER, RIS PROJECT

The RIS project was formulated to support a two way information exchange that would provide reliable and timely market information to stakeholders in the commodity markets i.e. farmers, traders, processors, commodity brokers and exporters with particular emphasis on rural farmers who lack reliable and timely information to enable them make informed decisions in the production and marketing of their produce.

The program is currently implemented by the Uganda Commodity Exchange (UCE) in collaboration with the International Institute for Communication and Development (IICD), I-Network Uganda, the Netherlands Development Organization (SNV), the National Agricultural Advisory Services (NAADS) and the Department of Cooperatives - Ministry of Tourism Trade and Industry.

RIS to date

- A round table workshop in 2002 with the theme "e-governance to promote e-commerce" was held in Jinja, organized by the Ministry of Tourism Trade and Industry [MTTI] and the International Institute for Communication and Development [IICD.]
- 3 pilot centres set up in 2005-6
- 17 centres to date set in collaboration with SNV
- 2 centres set up with Co-operative dept MTTI
- RIS website

General Objective

The development objective of the project is to empower organized farmer groups to access relevant markets and marketing information, by putting in place a system that supports the management of information on agricultural commodity production and marketing using appropriate modern communication technologies.

Specific objectives

- To support the development of the capacity of farmers' institutions (cooperatives and associations) to access market information.
- To provide reliable production and market information to enable farmers to access markets.
- To improve farmers' bargaining power in the market place for better prices, and making informed choices on when to sell thus increasing household incomes;

Structure of the RIS Concept

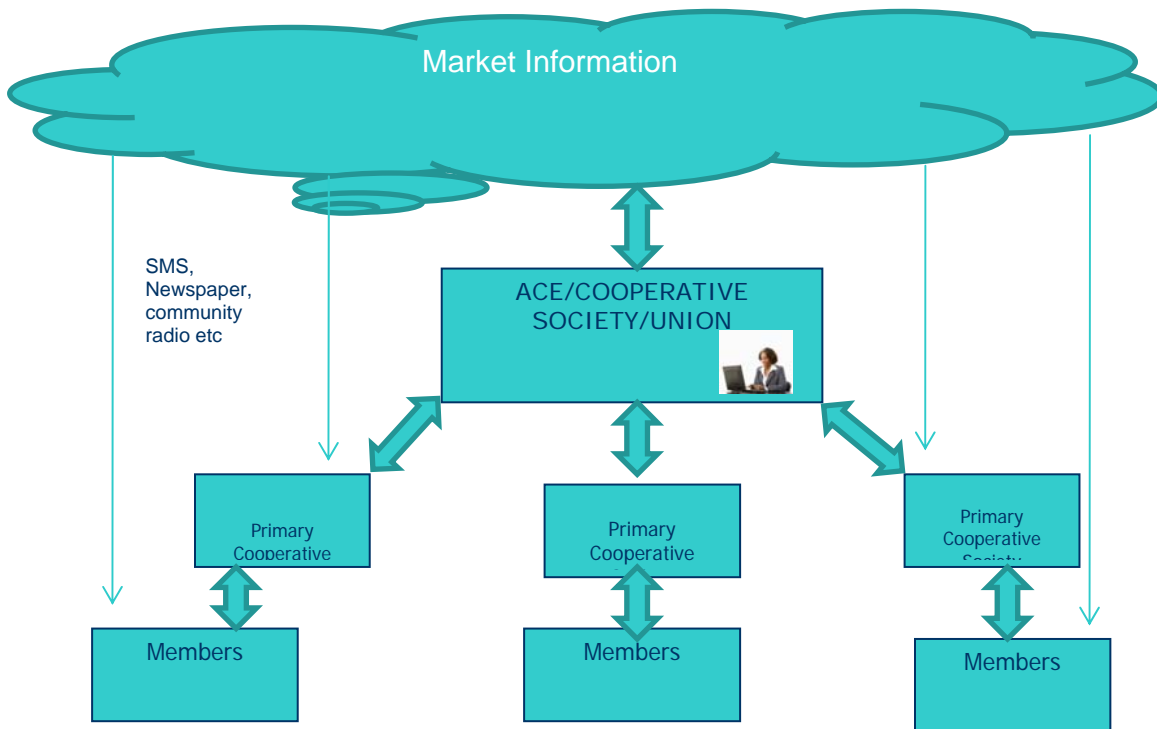


Figure 1: Shows the flow of market information from different sources to members in the cooperatives and vice versa

The cloud means a sea of different sources of information

The ACE/ Cooperative Society/Union receives the information, repackages the information according to the needs of the organization and make it relevant to their members.

The ACE/ Cooperative Society/Union have different primary societies and below are the members. The information flow is two way. UCE sends information to the centres but they are also supposed to collect information from different sources.

Marketing information needs to be embedded into the organization. It could become part of the agenda in meetings so that the people directly responsible can report about it.

Information sent to farmers through their associations/groups

No.	Information type	How it can be used
1.	Commodity prices in local and regional markets	<ul style="list-style-type: none"> • bargaining power • Select commodities that fetch more profits compared to what they grow. • Identify markets where to sell their produce
2.	weather forecast	When to plant, harvest, dry and transport their produce
3.	Pest and disease control	To easily identify pests and diseases and control them before they spread to the entire farm.
4.	Post harvest handling	Ensuring that farm produce gets from where it is harvested to where it is to be eaten in good condition. That is; its not spoilt or damaged.
5	Farming tips	How-to-guides to get a better yield
6.	Value addition	adding value is the process of changing or transforming a product from its original state to a more valuable state. value of a changed product is added value, such as processing maize into flour.
7.	seed varieties	Different seed varieties give different yield and the time in which the crops grow also varies. Farmers always look out for varieties that mature fast, are resistant to drought and diseases and give good yields.
8.	Certified warehouses	Storage facilities where farm produce wont be damaged as they look for market

Information sent to different stakeholders

- Projected/expected yields: E.g. the current bumper harvest: if the project yields for maize had been known Government should have planned in order to lose.
- Actual yield& sales

Other (interaction with the Cooperatives department)

- Membership information

- Share capital level updates
- Statutory annual reports/returns
- Pick application forms registration requirements
- Submit draft application
- Ask questions online and receive feedback

Benefits of RIS to farmers

General Benefits

- better bargaining power, leading to better prices for the produce.
- informed about the development in the markets.
- Access to information on best practices, weather forecast, etc.
- providing options for farmers who can now make informed decision on what to produce
- access to the market instead of relying on middle men.

Pitfalls and success factors for the concept

- Good governance/leadership
- Farmer's willingness to own the system and sustain it. Project pays for internet subscription for a few months. Farmers have to support the centre by contributing some fees
- Collective bulking and marketing
- Adherence to the selection criteria

Selection criteria

- Co-operative society with at least 200 members to create a sense of ownership
- Must have been in existence for at least two years
- Must be doing or willing to carry out collective/Bulk marketing
- Up-to-date leadership
- Up to date financial statements
- Must be willing and able to employ qualified manager of at least a diploma in business studies or financial management, marketing, cooperatives
- Must be willing to employ and pay for the office administrator who is computer literate. It could be one of the existing staff.

- Ready to cost share for the RIS equipment
- Must be having office premises connected to electricity. Running a generator is very expensive
- Must be located in very well mobile telephone network covered area, preferably MTN, Zain and Mango. They are to use GPRS modems which can work in locations where there is network coverage.

It is a tool which should help them do their day-to-day activities.

Comments and Questions

- Filtering information from the ACE to the members might be a problem. MTTI should take up the role of filtering the information.
- Cooperatives should select relevant information from what is sent to assist in marketing. The information from UCE or other sources goes to the Cooperative society who then repackage it and send it to the members..
- Capture participants' email addresses so that presentations can be sent to them.

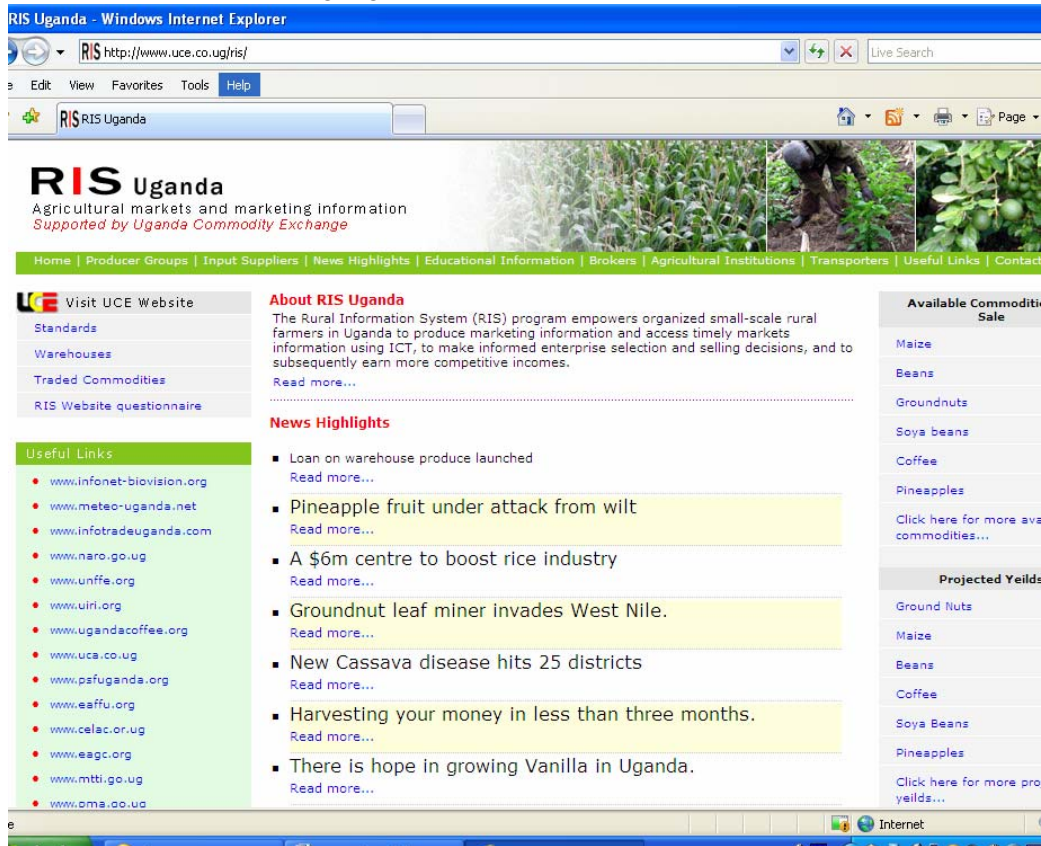
PRESENTATION OF THE RIS WEBSITE BY MR. LAWRENCE BANGIRANA, PROJECT SUPPORT OFFICER

The website is located at www.uce.co.ug/ris. The website was set up as a tool to enable farmer groups access market information and also act as a publicity tool for RIS centers

The different sections on the site are as follows,

- useful links,
- news highlights,
- Available commodities for sale and
- projected yields for the different organizations
- We display the information that is sent to us
- Education information
 - How-to-guides
 - Success stories
 - Market trends

o News highlights



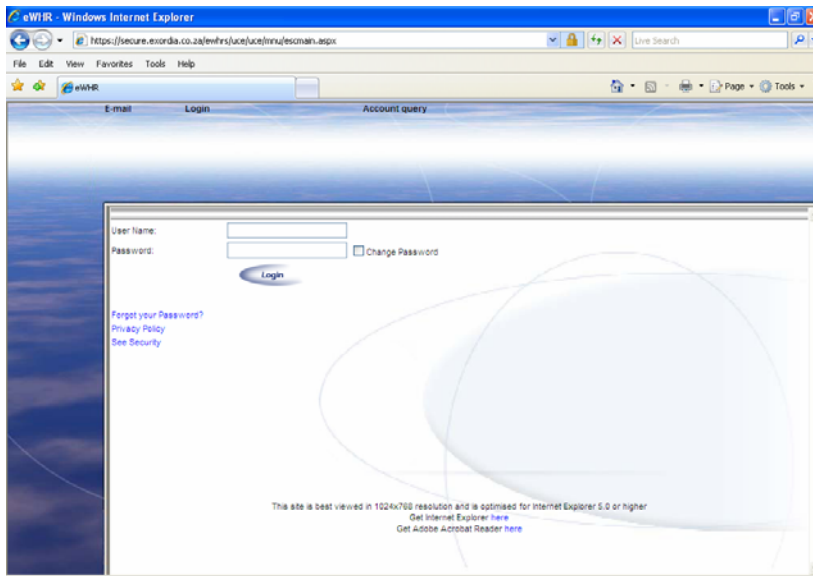
THE ELECTRONIC WAREHOUSE RECEIPT SYSTEM (EWRs): A PRESENTATION BY DENIS LEE OGUZU, THE IT AND MARKETING OFFICER, UCE

Background to WRS

WRS have a long history of facilitating trade & financing in agricultural commodities. It is an arrangement where depositors take commodities to licensed warehouses. The Commodity is then graded and the depositor is issued with transferable electronic receipts. The arrangement was built on a legal framework (WRS Act 2006) where UCE was appointed as a regulatory Authority.

The eWRS is an electronic register which can be accessed using a computer that is connected to the internet. The eWRS combines usernames, passwords and other security features to ensure login only made by the person who knows all those details. When someone deposits his produce, he is issued with an electronic receipt The receipt is a proof of ownership for the commodities and defines their weight and the official grade at the time of storage in the licensed warehouse house. The owner of the receipt can use it to prove the existence of stock to a potential buyer or to a finance institution for collateral. RIS helps bridge this connectivity gap.

The eWRS site is located at www.uce.co.ug/ewrs



Comments and questions on eWRS

What is splitting a receipt?

It is dividing the receipt into parts where someone can sell part of his produce in the warehouse to meet the immediate needs.

Can SACCOS register with UCE as money lenders?

SACCOS have to write a proposal and submit it to UCE.

Is it possible for some farmers in a group to sell part of their produce that was deposited in the warehouse?

Yes it is possible. The grade that was deposited by the group is the same grade that those particular farmers can sell but in quantities that were agreed upon by the entire group

EXPERIENCE SHARING: MANAGER OF RUHINDA AREA COOPERATIVE ENTERPRISE

Mr. Johnas Tweyamba gave a presentation on the experience of Ruhinda Area Co-operative Enterprise (ACE) with sharing market information. The ACE is located at Mitooma Trading Centre along Ishaka – Rukungiri Road via Kashenshero Town Council. It was formed in 2001 and registered in 2002. The ACE is operating in two sub-counties.

Vision

A strong farmer based Co-operative with economically empowered members.

Mission

“To provide high quality marketing services to our members on sustainable basis”

Objectives Of the ACE

- a) To mobilize and sensitize farmers and members to make joint decisions in production and marketing.
- b) To procure inputs jointly.
- c) To bulk members’ products and find better markets.
- d) To gather, analyze and disseminate market information to members to enable them make correct production and marketing decisions.
- e) To provide adequate agricultural extension services to members.
- f) To add value to selected enterprises for better markets and increased prices.
- g) To develop, promote and implement savings and credit programmes.

Membership

Membership of ACE include; Primary Cooperative Societies, Parish Farmers Association (PFAs). The total current membership is 7 Affiliate members, 2 Parish Farm Associations totaling up to 2500 members

No. of males 1630, No. females 837, No. youth 33 with share capital 4,300,000= (four million three hundred thousand only).

Selected Enterprises Of Ace

Selection of priority enterprises was participatory right from member organizations up to ACE level. At ACE, Executive Committee assisted by technical staff from UCA came up with 3 major enterprises that they bulk;

- a) Coffee – from 280-300 metric tons per year
- b) Honey – from 4-7 tons/season
- c) Banana wine – from 1500-2000 litres/season

Other Enterprises For Food Security

- a) Bananas
- b) Beans

Why should Small Scale Farmers Should Access Market Information?

- It facilitates production, processing, storage and marketing decisions,
- Facilitates the spatial and temporal distribution of products and can strengthen the bargaining power of producers.

- Farmers gain confidence in their organization since they access market information and other related information transparently – mobilization becomes easy.
- Use of study circle methodology – 49 study circles in ACE.
- Assists members/farmers from being exploited by middle men.
- Helps an organization to access donor funds through proposal writing for example, FLO, GVC from Italy.

Sources of information

- They use phones to access coffee price information, stakeholders e.g. Government (DCO's office), Fair Labelling Organization (FLO), Ankole Coffee Producers Co-operative Union Ltd. (ACPCU), Uganda Co-operative Alliance (UCA) Regional Office.

Challenges

- Some information can't reach in time due to lack of information equipment facilities like computers and internet, making decision making become a problem.
- Some farmers may easily sell their produce directly since they are updated on prices.
- Middlemen can easily disorganize and exploit some members eg. use of faulty weighing scales.

How can marketing information be maintained?

- Accurate, appropriate and timely marketing information regularly be disseminated.
- Organizations must have accountable and transparent leaders.
- Members must patronize the organization.
- Proper and up-to-date record keeping must be in place.

Conclusion

From experience, marketing information plays a major role in raising farmer's income, assists organizations to achieve its vision, mission and some objectives and has enabled us compete globally.

EXPERIENCE SHARING: BWERA INFORMATION CENTRE BY MASEREKA MAPOZE SELVEST

Background of Bwera Information centre

Bwera Information Centre (BIC) is registered as a company limited by guarantee N0.65332 and also as a CBO by Kasese District development network in 2004. Since July 2007 to date, Bwera information centre has been implementing the RIS program/tool in collaboration with SNV, IICD (through the I - Network policy group) and Uganda Commodity Exchange (UCE) with the overall

goal of strengthening market access of organized high level farmer producer groups by improving access to and use of markets and marketing information for production and trading decision making supported by information communication technologies. (ICT).

Vision

A society where information is readily available and utilized for sustainable development

Activities

- Identifying, listing and strengthening of low level farmer producer organizations.
- Identification of viable crop enterprises to be enhanced in terms of its productivity and marketing.
- Sensitization of the different stake holders about the RIS program and its validity to the low level farmer groups, local government departments, exporters, processors, potential buyers and high level producer organizations
- Data collection, analysis and entry into the computerized systems on the key enterprises
- Creating and identifying the marketing linkages for the already identified products

Output

- Four marketing associations were formed from the identified farmer producer groups.
- We were able to register 675 farmers from producer groups.
- Pineapples, coffee, cotton, Maize, Soya beans and G.nuts were identified as the viable crops for enhanced productivity.
- 16 Trainings were conducted for the farmer producer groups on better productivity and collective marketing.
- Weekly market prices are availed to the farmers.
- Farmers' produce is being bulked at kyondo, Kitholhu, Kyambogho Ikongo and Karughe stores for collective marketing.
- Producers are able to sell at better prices without incurring many costs.
- Coffee farmers were linked to *Kawa com* and *consta* a coffee buyer in Kasese town, G.nut farmers linked to *Rwabogo*.

Impact

- **To the farmers**
- Better prices and hence improved household incomes
- Quick and easy access to both production and marketing information

- Easy access to market.
- Improved crop productivity at farm level.
- Farmers informed of the quality of products needed in the market.
- **To BIC as an Organisation**
- Improved networks with other key stakeholders and development partners
- BIC was hired as a LCB by SNV to initiate and capacity build four new RIS centers in the Rwenzori region i.e. AMA in Bundibugyo ,KABECOS in kamwenge Town, kahunge in kamwenge, Nyakatonzi cooperative union in Kasese District.
- We are receiving weekly marketing prices from UCE.
- We are able to respond to market needs towards farmers
- Capacity building for BIC staff through trainings.

Challenges faced

- IT challenges associated with mechanical break down of machines
- Illiteracy and conservativeness of the farmers
- Post harvest losses.
- Lack of transport means for the produce to the stores.
- Inadequate storage and rural financial services.
- Low production leading to failure to meet the market demand.
- Insufficient funds

Suggestions and recommendations

- Identifying IT technicians within the region who can occasionally service the machines.
- Provision of stores and preserving machines for the produce.
- Linking up with the financial institutions and convince them to provide farmer loans.
- Stakeholders should lay strategies of fundraising for the RIS centers.

Concluding remarks

- The community has benefited from the RIS tool
- because of collective marketing which brings arise in price, hence leading to increased incomes.

Comments

Arrange study visits

What tools do you use to disseminate information?

Bwera Information Centre

- Use notice boards at the sub county level.
- Progressive farmers take the information to farmers in their locality
- Tape record the information
- Word of mouth
- Through meetings

Ruhinda Area Cooperative Enterprise

- They use notice boards
- They use the study circle methodology where they form small groups of 15 – 20 people. The group then elects a leader who often passes on the information to his members.

SUSTAINABILITY OF RIS AND LESSONS LEARNT OVER TIME BY MRS DEBORAH MWESIGYE, PROJECT MANAGER FOR THE RIS PROJECT

- Incorporate market information in the organization's day-to-day activities collection
- Find out what information you need to look for market information.
- Look for it from different sources.
- Organize and package it in a way that members will understand.
- Dissemination:
- Identify who will disseminate the information.
- Include the dissemination activity in other planned activities.
- Follow up to verify that members use the information and benefit from using it.
- Preparation of reports
- Raising awareness about the use of market information in their day-to-day activities
- Include market intelligence as an agenda item
- Stimulate discussion for market information to raise demand for information
- Financing opportunities

Centres should focus more on the project objectives

There is a tendency for new centres to be taken up by the internet connection and business element of the project and put little emphasis on data collection and dissemination instead of focusing on the objective of project.

Data collection and dissemination

Centres seem to be finding data collection and dissemination a problem.

Whereas the project supports collection and dissemination to and from the centres, the framework that should be in place (information officers , group leaders, etc.) to collect and disseminate

Information to farmers and back to centre is rather weak.

Management

- Internet connection
- Commitment by centres to have their members contribute to the above obligations.
- Capacity building
 - training from scratch not feasible
 - Staff turnover.
 - Centres to find computer literate admin who would then be trained on the RIS.

Connectivity

There is need for proper assessment before commitment. A testing period of about 2 weeks is recommended.

PLENARY DISCUSSION

One participant said that there was one ingredient that was missing and that is the equipment. It is at that stage that participants were told to concentrate more on the RIS objectives and not equipment and that it was possible to successfully run the RIS project without a computer. The cooperators were requested to meanwhile collect data from farmers and that equipment would be delivered after the phase I activities have been completed and a report submitted to the Cooperatives department in the Ministry of Tourism, Trade and Industry. Participants were advised to use the equipment as a tool to facilitate collective bulking and marketing.

Linkages between UCE and the local government

Participants wanted to know the linkage between UCE and the local government because one participant believed that it could be hard to get members of the cooperatives to respond positively if they don't get any official communication from UCE to the Local Government.

UCE works in partnership with the cooperative department in the Ministry of Tourism, Trade and Industry a department that works directly with Commercial officials thus the gap between UCE and the local Government is bridged through the ministry who work closely with the DCOs.

Awareness creation

Cooperatives fear calling for meetings because they are costly in terms of communication, paper work, and feeding. They were advised to call for meetings that take a short time. Districts without

DCOs could use community leaders or CAOs who will table their ideas during the executive meetings. Cooperatives needed to engage the planning units to get support to make the implementation a success.

For Mubende and Mityana, they do have a radio program on Wednesdays. They promised to share the idea with the communities and also get feedback from members through phone calls.

Participants wanted to know where progressive reports from the beneficiary cooperatives were to be channeled.

They were informed that the reports be addressed to the

Attn: Registrar of cooperatives

Those who are going to send them by email can have them sent to the emails below;

Name	Email address	Telephone number
Fred Ahimbisibwe	ahimbisibwe@mtti.co.ug	077258863
Deborah Mwesigye	deborahm@uce.co.ug	0772519906
Lawrence Bangirana	lbangirana@uce.co.ug	0772499902

Workshop closure

The workshop was closed by Mr.Olaunah Emmanuel, Undersecretary Ministry of Tourism Trade and Industry.

In His speech, he thanked the participants for attending the workshop, the organizers for having selected the cooperatives which were represented in the workshop, the facilitators for the work well done and the sponsors who funded the different activities without necessarily looking at the direct beneficiaries.

He emphasized the need to share information and apply the knowledge acquired in the respective cooperatives.

He said the ministry will ensure viable and sustainable market information systems. He argued the cooperatives to take up the initiative to help them do heir day to day activities. He noted that coops should share information pertaining the groups they are working with. The initiative can only be successful if cooperators bulk and sell collectively.

APPENDIX 1: ACTIVITY WORK PLANS FOR DISTRICTS

Activity plan for Kaliro district

Activity	When	How will you carry out the activity?	Who will be responsible?
Phase 1			
To facilitate production and marketing	Jan - Mar	Through meetings	Manager
Need for decision making	Jan - Mar	meetings	Board
Goal setting	Nov - Dec	meetings	Board
Enterprise selection	Jan - Mar	meetings	Members/stakeholders
Value addition	July - Sept	meetings	Board and Members
Call for a meeting where we talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	April	meetings	Chairmen/DCOs/manager
Train staff in the organization who directly interact with members e.g. field staff, loan officers, front staff, etc.	May	Training	DCO/Manager
Assign roles and responsibilities to designated staff and ensure that they are clear.	April	Meetings	Manager/board
Include market intelligence in membership training	April	meetings	Board/member
Agree on strategies for the sustainability of the agreed activities	On-going	Monitoring and Evaluation	Board/manager
Agree on strategies to sensitize the membership with a view to enlist participation and to create ownership.	April	Regular meetings	Board/manager
Financial and non-financial support	April	Linkage to development partners	Board/manager
Provision for additional required resource. (Furniture data clerk) where necessary .			
Agree & Select core enterprises (1 to 3) to focus on in collective marketing.	April	Meetings	General Membership
Collect basic production information on the identified enterprises			
Prepare profiles for cooperatives which can be displayed on the RIS website.	April	Meetings	Board/manager
Report on progress made to enable preparation for installation of equipment			

Phase 2			
Delivery and installation of equipment	April	Meetings/site inspection	Board/manager
Training of administrator at site	April	Training	UCE/MTTI
Search for relevant data repackage and disseminate it to members of the organization. (email, internet newspaper, reports etc)			
Use the framework on how to organize, manage and disseminate information			
Collect relevant organization and member information so as to disseminate it to UCE for display on the RIS website (www.uce.co.ug/ris)	On-going	Noticeboards, website, emails	Site administrator

Activity plan for Bushenyi district

Activity	When?	How will you carry out the activity?	Who will be responsible?
To facilitate production and marketing	15 th April 2010	Meeting for board, management and general membership	Chairman DCO
Need for decision making	15 th April 2010	Meeting for board, management and general membership	Chairman DCO
Goal setting	21 st April 2010	Staff meeting	DCO
Enterprise selection	21 st April 2010	Staff meeting	Chairman DCO
Value addition	21 st April 2010	Meeting	DCO Manager
Call for a meeting where we talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	21 st April 2010	Meeting	DCO,Chairman
Train staff in the organization who directly interact with members e.g. field staff, loan officers, front staff, etc.	21 st April 2010	Meeting	Chairman
Assign roles and responsibilities to designated staff and ensure that they are	7 th April	Contact stake holders(potential financers)	DCO,Chairman

clear.			
Include market intelligence in membership training	7 th April	Contact stake holders(potential financiers)	DCO,Chairman
Agree on strategies for the sustainability of the agreed activities	5 th May 2010	Meetings	Chairman
Agree on strategies to sensitize the membership with a view to enlist participation and to create ownership.	5 th May 2010	Meetings	Chairman
Financial and non-financial support	5 th May 2010	Meetings	Chairman
Provision for additional required resource. (Furniture data clerk) where necessary.	Done	Done	Done
Agree & Select core enterprises (1 to 3) to focus on in collective marketing.	Done	Done	Done
Collect basic production information on the identified enterprises	15 th may	Identify trainers	UCE,Chairman
Prepare profiles for cooperatives which can be displayed on the RIS website.	5 th April 2010	Searching, reading newspapers and internet	Manager, DCO
Report on progress made to enable preparation for installation of equipment		Notice boards, and study circles	Manager
18	12 th April	Survey interviews	Manager

Activity plan for Gulu District

Activity	When?	How will you carry out The activity?	Who will be responsible?
Explain the need for market information and its prominence in the organizations day-to-day activities to executive committee /board to create a	April 2010	Call for a board Meeting	Manager, Chairman

buy-in.			
Call for a meeting where we talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	April 2010	Call for a General meeting	Manager Chairman
Train staff in the organization who directly interact with members e.g. field staff, loan officers, front staff, etc.	Mid April 2010	Organize training on MIS	DCO,Manager,Chairmann
Assign roles and responsibilities to designated staff and ensure that they are clear.	May	During Staff training, MEETINGS	Manager
Include market intelligence in membership training	2010	During the planning process training or staff meeting	Chairman, Manager
Agree on strategies for the sustainability of the agreed activities	April 2010	Through the planning process	Board Management
Agree on strategies to sensitize the membership with a view to enlist participation and to create ownership.	May	Call for SGM to sensitize the members	Manager
Look for support	Unlimited	Development partners	Board Management
Provision for additional required resource. (Furniture data clerk) where necessary.	May - June	Own Furniture and source for a clerk source	Chairman, Board
Agree & Select core enterprises (1 to 3) to focus on in collective marketing.	Mar –Apr 2010	A clerk, Meeting for all members	Board Management
Collect basic production information on the identified enterprises	Mar - Apr 2010	Collaboration with relevant development partners	Board Management
Prepare profiles for cooperatives which can be displayed on the RIS website.	Jun – Jul 2010	Capture core activities of the selected enterprises	Board Management
Report on progress made to enable preparation for installation of equipment	April 2010	Provision of necessary space furniture, security etc	Board Management
Phase 2			
Delivery and installation of equipment.	April	Inform MTTI about availability of space	MTTI
Training of administrator at	April	Invite MTTI to	MTTI

site.		conduct onsite training	
Search for relevant data repackage and disseminate it to members of the organization. (email internet newspaper reports etc.	April – Dec	Newspapers, Radio, internet	Management
Use the framework on how to organize manage and disseminate information	Quarterly	Mobilize and sensitise members on roles and benefits of RIS	Board Management
Collect Relevant organization and member information so as to disseminate it to UCE for display on RIS website	April -Dec	Capturing members or organization activities	Board management

Activity plan for Kasese District

Activity	When?	How will you carry out the activity?	Who will be responsible?
Explain the need for market information and its prominence in the organizations day-to-day activities to executive committee /board to create a buy-in.	2 nd week April	Meeting	Staff and RIS Admin
Call for a meeting where we talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	2 nd week April	Staff meeting	Staff members and progressive farmers
Recruit and train staff in the organization who directly interact with members e.g. field staff, loan officers, front staff, etc.	3rd week April	Meeting	RIS Admin
Assign roles and responsibilities to designated staff and ensure that they are clear.			
Include market intelligence in membership training			
Agree on strategies for the sustainability of the agreed activities			
Agree on strategies to sensitize the membership with a view to			

enlist participation and to create ownership.			
Look for support	4 th week		
Provision for additional required resource. (Furniture data clerk) where necessary.			
Agree & Select core enterprises (1 to 3) to focus on in collective marketing.			
Collect basic production information on the identified enterprises		weekly	Field staff
Prepare profiles for cooperatives which can be displayed on the RIS website.	1 st week May	Writing and designing	IT officer, RIS Administrator
Report on progress made to enable preparation for installation of equipment			
Phase 2			
Delivery and installation of equipment			
Training of administrator at site			
Search for relevant data repackage and disseminate it to members of the organization. (email internet newspaper reports etc	On-going	Surf on internet	Field staff and Administrator
Use the framework on how to organize manage and disseminate information			
Collect Relevant organization and member information so as to disseminate it to UCE for display on RIS website	2 nd week	Go to the field ,internet	RIS Admin

Soroti District Activity Plan

Activity	When?	How will you carry out the activity?	Who will be responsible?
Explain the need for market information and its prominence in the organizations day-to-day activities to executive committee /board to create a buy-in.	08/04/2010	Meeting	Chairman

Call for a meeting where we talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	22/04/2010	Special Meeting	General	Chairman DCO UCE
Recruit and train staff in the organization who directly interact with members e.g. field staff, loan officers, front staff, etc.	May 2010	Workshop Interviews		Chairman DCO UCE
Assign roles and responsibilities to designated staff and ensure that they are clear.	May 2010	Do		Chairman
Include market intelligence in membership training	22nd April 2010	Special Meeting	General	DCO, Manager,UCE
Agree on strategies for the sustainability of the agreed activities	8 th April 2010	Meeting		Board
Agree on strategies to sensitize the membership with a view to enlist participation and to create ownership.	8 th April 2010	Meeting		Chairman
Look for support	On going	Proposals		Board
Provision for additional required resource. (Furniture data clerk) where necessary.	On going	Proposals		UCE, MTTI
Agree & Select core enterprises (1 to 3) to focus on in collective marketing.	22 nd April 2010	Special meeting	general	Chairman
Collect basic production information on the identified enterprises	ongoing	Survey		Manager
Prepare profiles for cooperatives which can be displayed on the RIS website.	Ongoing			Manager
Report on progress made to enable preparation for installation of equipment	May 2010	Board Meeting		Chairman
Phase 2				
Delivery and installation of equipment	June 2010			UCE,MTTI
Training of administrator at site	June 2010	Hands on training		UCE
Search for relevant data repackage and disseminate it to members of the organization. (email internet newspaper reports etc	On-going	Survey, radios		Manager DCO
Use the framework on how to organize manage and disseminate information	On-going			Manager

Collect Relevant organization and member information so as to disseminate it to UCE for display on RIS website	On-going	surveys	Manager
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Masaka Distict Activity Plan

Activity	When?	How will you carry out the activity?	Who will be responsible?
Explain the need for market information and its prominence in the organizations day-to-day activities to executive committee /board to create a buy-in.	21 days	meeting	Chairman and Board
Call for a meeting where we talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	1 st week May	Workshop	Management MTTI/DCO
Train staff in the organization who directly interact with members e.g. field staff, loan officers, front staff, etc.	Immediately after training	Writing to the concerned	management
Assign roles and responsibilities to designated staff and ensure that they are clear.	Immediately after training	Writing to concerned	Management
Include market intelligence in membership training	To be incorporated in the training of leadership of members	As in number 3 above	Management
Agree on strategies for the sustainability of the agreed activities	Continuous regular	Regular meetings Regular dissemination of information	Board Management
Agree on strategies to sensitize the membership with a view to enlist participation and to create ownership.	Monthly basis	Continuous meetings	Management Members leadership coop office
Look for support	June	meeting	Management civic leadership Coop office
Provision for additional required resource. (Furniture data clerk) where necessary.	After training selected staff	procurement	Management MTTI
Agree & Select core enterprises (1 to 3) to focus on in collective	After training of leaders	Meeting	Management

marketing.	members		
Collect basic production information on the identified enterprises	Immediately after selecting)	survey	Management coop Agricultural officer
Prepare profiles for cooperatives which can be displayed on the RIS website.	End of June	Writing and posting the profile	Management coop office
Report on progress made to enable preparation for installation of equipment	First week of July	Preparation of delivery report	management
Phase 2			
Delivery and installation of equipment	2 nd week of July		UCE
Training of administrator at site	Immediately after installation	Computer literacy, On job training	MTTI
Search for relevant data repackage and disseminate it to members of the organization. (email internet newspaper reports etc	monthly		Management
Use the framework on how to organize manage and disseminate information	Regularly	Contact Group Leader Display notebook on	Management
Collect Relevant organization and member information so as to disseminate it to UCE for display on RIS website	August	reports	Management

Mityana Distict Activity Plan

Activity	When?	How will you carry out the activity?	Who will be responsible?
Explain the need for market information and its prominence in the organizations day-to-day activities to executive committee /board to create a buy-in.	Mid April	Call for a board meeting, DCOs and chairperson LCVs	Chairman and Board
Call for a meeting where we talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	End of April	Holding Zonal district meetings	Chairman and Board
Train staff in the organization who directly interact with members e.g. field staff, loan officers,	May 2010	One day sensitization workshop	Manager and DCO

front staff, etc.			
Assign roles and responsibilities to designated staff and ensure that they are clear.	It will be done immediately after training	Issuing duty assignment letters	Chairperson and Board
Include market intelligence in membership training	To be done in all training sessions	As in number 3 above	Chairman, and manager
Agree on strategies for the sustainability of the agreed activities	To be agreed upon when board meets	By incomes from information gadgets	Board Management
Agree on strategies to sensitize the membership with a view to enlist participation and to create ownership.	End of April	In zonal meetings	Chairperson and Board
Look for support	May	Initiated in board meetings	Manager
Provision for additional required resource. (Furniture data clerk) where necessary.	When need arises	Local procurement	Chairman and Board
Agree & Select core enterprises (1 to 3) to focus on in collective marketing.	May	Agreed upon in Zonal meetings and ranking	All members
Collect basic production information on the identified enterprises	Immediately after selecting enterprises(May)	Two way traffic from farmers and Board, UCE NAADs	General Manager
Prepare profiles for cooperatives which can be displayed on the RIS website.	Immediately	Collecting and updating data	DCO
Report on progress made to enable preparation for installation of equipment	Done	Technical staff from MTTI	MTTI
Phase 2			
Delivery and installation of equipment	Done		MTTI
Training of administrator at site	Done	On-job training	MTTI
Search for relevant data repackage and disseminate it to members of the organization. (email internet newspaper reports etc	Immediately	Newspapers, Radio, internet UCE and MTTI	Administrator
Use the framework on how to organize manage and disseminate information	immediately	Displaying gathered information	Administrator
Collect Relevant	immediately	Sending to	General management,

organization and member information so as to disseminate it to UCE for display on RIS website		website	Administrator
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Mubende Distict Activity Plan

Activity	When?	How will you carry out the activity?	Who will be responsible?
Explain the need for market information and its prominence in the organizations day-to-day activities to executive committee /board to create a buy-in.	Early April	Call for a board Meeting with Members	DCO
Call for a meeting where we talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	Mid April	Call meeting with board members	Chairman, DCO
Train staff in the organization who directly interact with members e.g. field staff, loan officers, front staff, etc.	End of April 2010	One day sensitization workshop	DCO
Assign roles and responsibilities to designated staff and ensure that they are clear.	It will be done immediately after training	Issuing duty assignment letters	Chairperson and Board
Include market intelligence in membership training	To be done in all training sessions	As in number 3 above	Chairman, Manager
Agree on strategies for the sustainability of the agreed activities	To be agreed upon when board meets	By income from information gadgets	Chairman, Board and manager
Agree on strategies to sensitize the membership with a view to enlist participation and to create ownership.	End of April	Workshops, training	DCO
Look for support	May	Lobbying and advocacy	Chairman and Board
Provision for additional required resource. (Furniture data clerk) where necessary.	When need arises	Local Procurement	Chairman,Board
Agree & Select core enterprises (1 to 3) to focus on in collective marketing.	May	Participatory planning and ranking	All members
Collect basic production information on the identified	Immediately after enterprise	Two way traffic: farmers, Board UCE	Board CP

enterprises	selection	NAADS,	
Prepare profiles for cooperatives which can be displayed on the RIS website.	Immediately April	Collecting data and updating it	Board and DCO
Report on progress made to enable preparation for installation of equipment	continuous	Report writing	Board and Chairman
Phase 2			
Delivery and installation of equipment	July 2010	Launching	MTTI
Training of administrator at site	July	On job	MTTI
Search for relevant data repackage and disseminate it to members of the organization. (email internet newspaper reports etc.	Immediately	Newspapers, Radio, internet, NAADS	Administrator, Board Chairman
Use the framework on how to organize manage and disseminate information	April	Following coop principles	Board, Chairman and DCO
Collect Relevant organization and member information so as to disseminate it to UCE for display on RIS website	Immediately	Sending it to website	Board Chairman and ,Manager

Mukono Distict Activity Plan

Activity	When?	How will you carry out the activity?	Who will Be responsible
Explain the need for market information and its prominence in the organizations day-to-day activities to executive committee /board to create a buy-in.	09/04/2010	Reporting to the board Lobby subcommittees	ACE representation trained here
Call for a meeting where we talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	09- 16/04/2010	Explain advantages challenges and solutions Convice the most active members first Show where you want the organization to be in future,vision,rich picture	Chairman, Board And Lcs
Train staff in the organization who directly interact with members e.g. field staff, loan officers, front staff, etc.	09- 16/04/2010	Identify needs, objectives facilitators, venue etc	Board and DCO
Assign roles and responsibilities to designated staff and ensure that they are clear.	18/03/04/10	Identify staff skills Form subcommittees	Board

Include market intelligence in membership training	May	Explain why it is necessary Introduce it in the coop	Marketing committee Board
Agree on strategies for the sustainability of the agreed activities	On-going	Encourage member contributions Annual subscriptions Making commissions on sales Increase membership shares	Members Board
Agree on strategies to sensitize the membership with a view to enlist participation and to create ownership.	On-going	Strictly observe coo principles Transparency member patronage etc Give out dividends gifts awards to best performers	Chairperson and Board
Look for support	30/05/2010	Write proposals to local leaders, NGO ,Donor agencies	Local Leaders, Board and DCO
Provision for additional required resource. (Furniture data clerk) where necessary .	on-going	Buy office equipment	Board
Agree & Select core enterprises (1 to 3) to focus on in collective marketing.	On-going	Review existing enterprises Identify new opportunities	Board members
Collect basic production information on the identified enterprises	Immediate	RPO reports	RPOs, Board
RIS	June	Production Data Indicate market where to sell	Manager and Marketing officers
Report on progress made to enable preparation for installation of equipment			
Phase 2			
Delivery and installation of equipment	April	location	Board
Training of administrator at site	April	On-job training	MTTI
Search for relevant data repackage and disseminate it to members of the organization. (email internet newspaper reports etc	Monthly	RPO, production reports	Manager RPS Members
Use the framework on how to organize manage and disseminate information	On-going	RPO production reports	Administrator
Collect Relevant organization and member information so as to disseminate it to UCE for display on RIS website	monthly	Sending to website	General management and Administrator

Nyamutamba District Activity Plan

Activity	When?	How will you carry out the activity?	Who will be responsible?
Explain the need for market information and its prominence in the organizations day-to-day activities to executive committee /board to create a buy-in.	April	Meeting	DCO and Board
Call for a meeting where we talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	April	meeting	Manager and DCO
Recruit , Train staff in the organization who directly interact with members e.g. field staff, loan officers, front staff, etc.	April	Meeting	DCO
Assign roles and responsibilities to designated staff and ensure that they are clear.	May	Meetings	Chairman and Manager
Include market intelligence in membership training	May	Meetings	Chairman, Manager
Agree on strategies for the sustainability of the agreed activities	May	Meetings	Chairman, Manager
Agree on strategies to sensitize the membership with a view to enlist participation and to create ownership.	June	Meetings	DCO and Manager
Look for support	June	Meetings	Chairman and Board
Provision for additional required resource. (Furniture data clerk) where necessary .	July	Meetings	Chairman and Board
Agree & Select core enterprises (1 to 3) to focus on in collective marketing.	July	Meetings	Chairman and and DCO
Collect basic production information on the identified enterprises	July	Media	Manager and Chairman
Prepare profiles for cooperatives which can be displayed on the RIS website.	August	Use Technical Staff	Chairman, Manager
Report on progress made to enable preparation for installation of equipment	August	Use Technical Staff	Chairman, Manager

Phase 2			
Delivery and installation of equipment	August	Use Technical Staff	Chairman and Manager
Training of administrator at site	August	Meeting	Manager, Chairman
Search for relevant data repackage and disseminate it to members of the organization. (email internet newspaper reports etc	Sept	Meetings	Manager, Chairman
Use the framework on how to organize manage and disseminate information	Sept	Use Coop Principles	DCO and Board
Collect Relevant organization and member information so as to disseminate it to UCE for display on RIS website	Sept	Meetings	Manager and Chairman

Wakiso District Activity Work Plan

Activity Phase 1	When	How will you carry out the activity?	Who will be responsible?
Phase 1			
To facilitate production and marketing	5/4/2010	-Invite board members -convene meetings -present –.market information .Benefits & needs for market information -discuss way forward	Chairperson and Board
Need for decision making	17/4/2010	-Present: RIS concept, its benefits, Role of members	Chairperson, Board -Chairperson Lc II -DCO & others
Goal setting	As soon as possible	Hands on training	Manager
Enterprise selection	After training	Document staff roles & responsibilities	Chairperson and Board
Value addition	Continuous	-include market intelligence in curriculum -Develop RIS users hand book	-Chairperson Board -Chairperson LcIII -DCO
Call for a meeting where we	Soon after	-Regular review	-Board

talk about the following <ul style="list-style-type: none"> • RIS concept • Its benefits • Role of members 	commissioning RIS tool	meetings Implementation -Achievements -challenges -Way forward -Incorporate RIS in organization activities	-DCO -Political leadership
Train staff in the organization who directly interact with members e.g. field staff, loan officers, front staff, etc.	Continuous	Stakeholders	Chairperson and Board
Assign roles and responsibilities to designated staff and ensure that they are clear.	Immediately after sensitization	-Creating awareness -Lobbying for support -Mobilise Resources -develop RIS marketing plan	Chairperson Board
Include market intelligence in membership training	31/3/2010	-Identify data clerk (process) -Mobilise for funding	Board
Agree on strategies for the sustainability of the agreed activities	17/4/2010	-Involving members in enterprise selection of competitive advantage	Board
Agree on strategies to sensitize the membership with a view to enlist participation and to create ownership.	18/4/2010	-Sampling practicing members of selected enterprises & using interview questionnaire	Board
	30/4/2010	-Develop selection criteria	Board and DCO
Financial and non-financial support	22/4/2010	-Submitting RIS progress report to stakeholders	Board

PHASE II			
Delivery and installation of equipment	As soon as possible	According to equipment and package set up	MTTI and Board
Training of administrator at site	As soon as possible	Hands on	Board
Search for relevant data repackage and disseminate it to	As soon as possible	Net working (internet, papers etc)	Board and Management

members of the organization. (email, internet newspaper, reports etc)			
Use the framework on how to organize, manage and disseminate information	Continuous	Collect Organize and disseminate	Board and management
Collect relevant organization and member information so as to disseminate it to UCE for display on the RIS website (www.uce.co.ug/ris)	Continuous	As above	Board and Management

APPENDIX 2: Roles and responsibilities of stakeholders

Ministry Of Tourism, Trade and Industry

- Participate in the Identification of the beneficiaries (Cooperatives) based on criteria set jointly with UCE
- Providing guidance and support to the co-operatives towards facilitation of:
 - Co-operatives organisation and market information awareness activities
 - Capacity development and strengthening of selected co-operatives at the lower levels
- Ensuring that all co-operatives that are part of the project engage in Participatory Feedback activities
- Supervisory role to see to it that cooperatives to what they are supposed to do.

Uganda Commodity Exchange

- Work with collaborating partners to ensure proper implementation of the RIS model
- Training center staff (they should be computer literate) on the RIS operations.
- Collect information from different sources and disseminate information to centers. Cooperatives too need to search for information. The concept is about a two way information exchange thus cooperatives have to send information to the different stakeholders.
- Follow up activities of the centers.
- Publish information received from the centers on the website.

Co-operatives (Centers)

- Collect, repackage and disseminate market information(Production, Market, Membership, Enterprises, Transport, Input suppliers, Farming tips, Pest and disease control, Seed varieties, Weather forecast, Value addition, Best practices, etc.) from UCE to their members and from the members to UCE. Participants were advised to agree on enterprises that can be bulked and sold collectively.

- Continuous sensitization of members on the use of market information.
- Maintenance of the equipment.
- Maintenance of the Internet connection after a grace period of 3 months.
- Bulk and market on behalf of members.
- Follow up and report on RIS activities during meetings.

Members of the cooperatives

- Be proactive in center activities
- Attend meetings
- Avail required production information: Members need to understand why you want to record their information. The major reason being for planning purposes
- Support center activities especially the internet subscription fee.
- Set individual volumes and revenues targets so that they can work towards that.

District Commercial Officers

- Raise opportunities because they have linkages with government e.g. assisting cooperatives in writing proposals
- Oversee RIS activities of the centers

International Institute for Communication and Development

- Advisory and Technical support.
- Make available some resources towards monitoring and evaluation.

Tasks for the centre Administrators

- Together with the center manager, plan the process for data collection from farmers (data collection templates are provided by UCE). However the administrator can modify templates to suit their needs. The administrators need to print and photocopy them.
- Input and process the data collected. Centre administrator process the data collected in Excel/Word.
- Store and retrieve the data: the administrator needs to know how to save the data in a particular directory/drive. After this, the administrator needs to be able to retrieve the data.
- Disseminate the data to farmers: this is done on paper or it can also be written on the community information boards.
- Using the internet, check emails, download attachments, save, repackage, print, and disseminate the information accordingly.
- Communicate with various stakeholders using email: learn how to compose emails, attach files etc.

- Send information to UCE: production information and other reports.
- Search the internet to read more about their commodities/crops: some links to sites are sent to them, but they are also supposed to search for more information themselves.
- Basic care for equipment e.g. protecting equipment from dust, identify causes and solutions for common problems, like: how to do booting, basic troubleshooting, what to do first when the printer fails (check if there is a paper jam, whether printer is switched on, how to replace and remove cartridges etc), scanning of flash disks in order to prevent viruses, etc.
- Make electronic presentations when necessary.

APPENDIX 3: List of participants

RIS KICK OFF WORKSHOP			
S/N	NAME	ORGANISATION	CONTACT
1	MGAMBE.E	RUHINDA ACE	772894965
2	OYAT SAM	PADER DCO	774358924
3	MAPOZE S	B IC	772997740
4	OYELA VERONICA	AGARU SACCO	77442320
5	LUTALO HENRY	C/MAN ACIE	70235551
6	OGUNIA BA	SOROTI OLG	772377964
7	OKELLO MICHAEL	GAADC	776532016
8	TUMMWE GOERGE	RUHINDA ACE	782373359
9	NAMIREMBE SYLVIA	MUBENDE LG	772314499
10	KAGWERI GEORGE	EASCA	772871317
11	GOBOOLA SAMUEL	NAMUTUMBA	781430160
12	LUTWAMA H SERWANGA	DCO MITYANA	772455225
13	SHEILA KAYEMBE	MASAKA	772587251
14	MAGOMA CHARLES	NABUKKA	773011780
15	OBITA OJOK	GULU	774262605
16	KATENDE JAMES	BUKANGADE	774300805
17	SSALI TAMALE	BULOBA	752612337
18	SSEPUYA S	BULOBA	774682545
19	TSHALIITA AGREY	BUKANGADE	77356201
20	NAIGOBYA SAM	NABUKKA	773392596
21	OKELLO JOHN WILFRED	PACHER	773170300
22	HERBERT KIZZA	LUMALO UNION	772928026
23	OKONGO JOSEPH	KABUSANI	7728925484
24	OLIR WILLIAM	KYERE	773221316
25	ORYEM CHARLES	DCO GULU	70247899
26	OLUKA J	KYERE	777946041
27	OBENYU MOSES	KYERE	777255652
28	BUKENYA FRED	C/ M WAKISO	752322167
29	KAVUMA M	WOMAN UNION	753949867
31	TWEYAMBE J	RUHINDA ACE	782495537

32	KISENYI G	MASAKA	772830871
33	NYENDE A	NAMATUMBA	772456446
34	GODFREY K	MITYANA	78238710
35	MUKUBA M	KALIRO	776552966
36	LUBAMABO J	IGANGA	752562594
37	EMMANUEL S	MASAKA	772615777
38	KIRAWA D	NAMATUMBA	774781649
39	OKOTH OBBO	TORORO	772871520
40	OWINO P	KABASAN	775390788
41	OYANGO OSUNA	TORORO	772571614
42	KAFUMBE B	LC3 C/P	77237465
43	BATULI ALFRED	KALIRO	782194000
44	MUGERWA HASSAN	MTTI	7721944000
45	LAWRENCE B	UCE	772499902
46	F AHIMBISIBWE	MTTI	772568863
47	G.HANNA	IICD	772930823
48	MOSSE KISEMBO	I NETWORK	772725977
49	WASSWA SEMPIJA	C.O	772559823
50	RUHAMA KUTI	I.NETWORK	72725579
51	MWESIGYE D	MTTI	772519906
52	MUGUME	DCO	712220964
53	MUGAMZI STEBVEN	MTTI	782556018
54	OWOR LYDIA MPANJA	MTTI	712311810
55	AMUMPAIRE MARY	MTTI	712665999
56	MOSES OPIO OGEL	AGORA SACCO	773211810
57	KITANDWE JOSEPH	MTTI	752267062
58	BALE M	KASAWO	782025804
61	JUSTINE NANGENDO	UCE	712431055
62	BYAMUKAMA LD	BUSHENYI	772491066
63	NSUNGWA NORA	MUBENDE LG	775229609
64	BAMUTYA AIDAH	MTTI	782957942
65	DENIS LEE	UCE	712377901
66	E.OPOLOT	MTTI	782506350
67	ASIIMWE G	MTTI	702316918
68	MPAKIBI WAISWA	WAKISO	782898879

APPENDIX 4: Snap shots of the workshop.



A participant presenting their district activity plan



A participant sharing experience



Participants out for Group work



Question and answer Time



Closing Ceremony –Under secretary MTTI



A session in progress