

**Summary Report of the district level training workshop
on monitoring of the adaptive learning and community
fisheries project (June 2000)**

MRAG/RDC July 2000

Introduction.....	3
Workshop objectives	4
Proposed workshop outputs.....	4
Workshop preparation.....	4
Workshop format.....	6
Session 1: Overview & presentation	6
Session 2:Village Form design	6
Session 3:District Form design.....	6
Session 4:Sampling Programme	7
Session 5:District Form design (part II)	8
Session 6: Overview of methods & forms	8
Session 7:Logistics & time-tabling.....	8
Adaptation of session plans	8
Summary of results	9
Session 1: Overview & presentation	9
Session 2:Village Form design	9
Session 3:District Form design.....	9
Session 4:Sampling Programme	10
Session 5:District Form design (part II)	10
Session 6: Overview of methods & forms	11
Session 7:Logistics & time-tabling.....	11
Conclusions	12
Appendix I Monitoring programme suggested outline.....	14
Appendix II - Data collection using the village form	19
Appendix III Village form	20
Appendix IV Sampling form.....	21
Appendix V District form.....	22
Appendix VI Monitoring timetable	26
Appendix VI Monitoring timetable	27
Appendix VI Monitoring timetable	28
Appendix VI Monitoring timetable	29
Appendix VI Monitoring timetable	30
Appendix VII Stocking timetable.....	31

Summary Report of the district level training workshop on monitoring of the adaptive learning and community fisheries project (June 2000)

Introduction

This report provides a summary of the monitoring design & training workshop held at RDC, Savannakhet. This workshop followed on from the village level workshops that were held in May and June 2000 in which villages agreed to participate in the project and discussed experiences and monitoring ideas (see RDC Activities 8557, 8562, 8563 and 8564). In total, participants from 12 districts in which the project would be active attended the workshop. This report outlines

- workshop objectives,
- workshop preparation, training, and materials used
- the major outputs

The 12 district staff came from eight districts in Savannakhet Province (Sonbuli, Champon, Songkhon, Xayaputong, Outhomphone, Atsaphantong, Khantabouli, & Xayabouli) and four districts in Khammouane (Thakek, Yomolad, Xe Bahn Fai, & Hinboun).

Villages within these districts had been involved in the exploratory 'survey' carried out by MRAG/RDC staff in September - December 2000 (see RDC Activity 8555) when 39 villages and 61 waterbodies were surveyed. Results of this data collection exercise can be found in the RDC/MRAG District data analysis workshop report, RDC Activity 8552. The vast majority of these villages were also involved in the village workshops mentioned above.

The participating district staff had between one and six villages within their district that would be participating and for which monitoring systems would be developed.

Workshop objectives

Members of MRAG/RDC identified four main objectives of the district monitoring training workshop. These were:

1. To provide overview of what has been done so far.
2. To explain exactly what needs to be monitored.
3. To design forms and guidelines for data collection and train staff how to use them.
4. To make a monitoring timetable for the following year.

To achieve these objectives, it was decided that the following outputs should be aimed for in each workshop:

Proposed workshop outputs

1. Three data monitoring forms, a village form, a district form and a sampling form .
2. Guidelines on how to use forms and do test-fishing.
3. Timetable for district staff monitoring and sampling programme and a stocking timetable that covered all the districts.

Workshop preparation

It was considered important that the district staff should be involved in the development of the monitoring systems and associated forms rather than being presented with them. If they were given the opportunity to help develop the ideas then apart from a sense of ownership, they would be more familiar with them and

have a better understanding of how they should be used. Also relevant to the design were ideas from the village workshops where suggestions about how monitoring might be conducted were also collected. In these workshops it was concluded by villagers that there was scope for collecting a lot of data through routine village records.

As they would be conducting the sessions it was thought that it was important that the RDC trainers should develop the session plans. After having discussed the objectives, outputs and activities for the intended workshop, the RDC staff produced a detailed time-table and session plans based on a suggested outline. This outline is presented in Appendix I. The activities were proposed by the MRAG staff and developed together with staff from RDC. There was three days given to the preparation of the district monitoring workshop which was held over two days. During this time the trainers, developed the timetable and session plans for each of the activities, and translated relevant workshop materials.

It was decided that the activities that would make up the sessions should be varied, partly to keep the interest of the participants and partly because each required different skills and were of different levels of complexity. Several activities, for example the role-play, were new to the trainers and this also was an opportunity for them to develop their training skills. The session outline is given below (details in Appendix I and subsequent sections).

- *Session 1* Overview & presentation (Objectives 1 & 2)
- *Session 2* Village Form design (Objective 3 & outputs 1 & 2)
- *Session 3* District Form design (Objective 3 & outputs 1 & 2)
- *Session 4* Sampling Programme (Objective 3 & outputs 1 & 2)
- *Session 5* Overview of methods & forms (Objective 3 & outputs 1 & 2)
- *Session 6* Logistics & timetabling (Objective 4 & output 3)

Workshop format

The workshop was held over two days at the RDC building in Savannakhet. Two trainers from the Provincial Offices of Savannakhet & Khammouane were employed, whilst several other Provincial staff helped as facilitators and recorders. The workshop, based on the activities above, was comprised of the following steps:

Session 1: Overview & presentation

The first session was a presentation of the main objectives and outputs of the previous workshops. The presentation was done using large paper forms and diagrams and each one was explained to the participants. After explaining the objectives and outputs, there was a presentation on what data needed to be collected over the next year. This included information on how it would be collected (i.e. village record books, district survey form or sampling). Following the presentation there was an opportunity for questions and answers.

Session 2: Village Form design

In this session, participants were separated into groups and given a list of data that was to be collected by the village using village record books. (Information required is shown in Appendix II). Each group, facilitated by the trainers, designed a form that could be used by the villages to collect the required data. The groups then presented their form to the whole group and answered questions on the design. The whole group considered the designs and, facilitated by the trainers, tested the designs using sample data. Following from this, selected elements from each of the designs were taken and combined to produce a single village form that could be used in the following year.

Session 3: District Form design

The third session concentrated on the design of the form to be used by district staff to collect information about

- communal waterbody management,

- problems encountered in managing the waterbody,
- checks on village records and
- district staff opinions on the monitoring process.

A preliminary version of the district form was designed before the workshop and was used by pairs of participants in a role play session. In the role play, one group played the role of district staff. They were trained in the use of the form and then sent of to interview 'the villagers', played by the remaining participants. They had been given individual roles each with a different type of waterbody management and set of problems associated with it. Part of the task of the 'villagers' was to fill in a village form that would be checked by the 'district staff'. The two groups were brought together and worked in pairs with the 'district staff' asking questions of the 'villagers' and completing the form accordingly. A role play approach was used to highlight omissions in the form and difficulties associated with its use so that the form could be refined. Following the role play, pairs of participants discussed the form and its use and identified parts of the form that should be changed or improved. This session was also useful in giving the participants experience in the use of the form. Lists of potential problem areas were prepared that would be used in a later session to improve the form.

Session 4: Sampling Programme

The fourth session, which started the second day, was centred on the sampling programme and the use of the pre-prepared sampling form. The participants were taken through the steps of the sampling programme including the recording of test fishing results, water quality sampling and the preservation of fish samples using formalin. As they performed each activity, they would fill in the relevant part of the sampling form. Any problems encountered in understanding the form would be highlighted and the form improved accordingly. At the end of the session participants formulated guidelines on conducting the sampling and completing the form.

Session 5: District Form design (part II)

Following from the results of the role play exercise, the district form had been altered to include some of the major changes suggested. In this session, the participants discussed the lists of problem areas that they had made in session 3 with the trainers. A presentation was then given on how the form should be used and completed. Participants were again asked to suggest improvements to the design that could be incorporated into the final version of the form.

Session 6: Overview of methods & forms

The sixth session sought to encapsulate the experience that the participants had in developing and using the three forms through the development of guidelines for using each of the forms. The participants were split in to three groups, one for each of the forms. They then prepared a presentation including the objectives of the form, how to fill in the form and things to remember. Following each presentation there was a group discussion and each participant then noted the key points as guidelines for using the forms.

Session 7: Logistics & time-tabling

The final session was used to introduce the timetable for the monitoring programme and to discuss when the monitoring was to be conducted and when each form should be used. This was done through a presentation by the trainers and subsequent question and answer session. The last part of the workshop was the development of the stocking timetable. Facilitated by the trainers, the district staff discussed when stocking should be conducted in their district and a stocking timetable was formulated.

Adaptation of session plans

In the original plan for the workshop it was thought that the district form could be finalised at the end of the role play session. It became clear that this was not going

to be possible so the sampling form session was relocated to the RDC building and the time saved was used to provide an additional session in which to go through the district form and finalise it. The order of the sessions was therefore changed to the one above.

Summary of results

The results of the workshop are discussed in terms of each of the sessions outlined above.

Session 1: Overview & presentation

This session was successful and provided a useful reminder to district staff of the process that the project had been going through over the last 6 months. The conceptual diagram was very useful in highlighting how the data collection was aiming to get a picture of the whole management system and the context in which it was being run.

Session 2: Village Form design

The second session was also well received. The participants, in groups, were able to think about the information required and how it might be collected using a simple and straightforward form. Each group developed a form that could be written in to a book and used by villagers. The designs were tested with sample data and the best aspects of each were taken to create the final version of the village form, which is shown in Appendix III.

Session 3: District Form design

In the third session, the participants tested a preliminary version of the district form using a role play exercise. It was clear from this exercise that there were parts of the form that needed to be changed because of the difficulties that were encountered in completing it. This was not unexpected and, in fact, was one of the reasons that it was decided to use this type of activity for this session. The session was also useful in providing the participants with experience of the format of the

form. Because of the importance of getting the district form right, it was decided that a further session the next day would be used to go through a revised version of the form with the participants so that they were more familiar with it and how it was to be used.

Session 4: Sampling Programme

The fourth session centred on the sampling form and the activities associated with the sampling programme. The idea that there were two types of sampling, one day and three day, the latter involving fish preservation, was introduced during this session. The participants weighed samples of fish and recorded the species and weights on the sampling form. They then went out to a nearby water source and measured depth and Secchi depth, again recording these on the sampling form. Any difficulties associated with the use of the form were noted and changes made to the form accordingly. Following these activities the participants were shown how to preserve fish and label containers correctly. The participants then practised labelling containers and preserving fish using the fish samples. All participants felt by the end of the session that they would be confident about the sampling and the use of the sampling form. An example of the final sampling form can be seen in Appendix IV.

Session 5: District Form design (part II)

This session followed on from the role play session and was used to discuss difficulties that the participants had experienced using the preliminary version of the district form and to introduce an improved version. Many of the questions that the participants had concerning the form were straightforward to resolve and a number of the participants suggestions were incorporated into improvements. It is believed that the resulting improved version of the district form was much easier to use. An example of the final district form can be found in Appendix V.

Session 6: Overview of methods & forms

By this stage of the workshop, participants were getting quite tired and were saturated with information. This session therefore gave them some opportunity to reflect and try and develop guidelines for the forms that had been discussed over the previous day(s). This was done. The results were not as inclusive as had been hoped and this was probably due to the 'workshop weariness' of the participants. However, the session did bring up some further points that helped to clarify certain areas that were still rather unclear and participants made notes about how the forms should be used based on these presentations and comments made by the trainers.

Session 7: Logistics & time-tabling

The final session was used to introduce the monitoring timetable (see Appendix VI). The trainers presented the timetable to the workshop and answered questions that the participants had about it. Following from the monitoring timetable, a timetable for the stocking of community waterbodies was developed with the participants. This timetable only covered the stocking of those community waterbodies that were to be stocked in June and July based on the information received at the village workshops. The final timetable is presented in Appendix VII. Because of the over-running of earlier sessions, this session was too short to achieve all that had been hoped. In particular, there was not sufficient time to fully discuss with participants the details of the sampling programme (1 day sampling or 3 day) for the waterbodies in their district. This instead would be done during the next step of the process, the stocking programme.

In addition, no participant evaluation was conducted at the end of the workshop and this was a major omission. The comments that were received from participants after the workshop were generally positive. However, a number of participants thought that there had not been enough time in the workshop and/or that too much had been attempted.

Conclusions

The workshop was, on the whole, considered to have been successful in meeting the specified objectives. Participants understood what information it was that should be collected and why it would be useful. The forms had been developed and the participants were aware of how they should be used and how the sampling programme should be conducted. Participants understood when each type of monitoring was to be conducted and when stocking would occur in their district. Having the district staff discuss the monitoring and issues associated with it was considered valuable.

Having said this, throughout the workshop there were serious time pressures and it is believed that the workshop could have been more successful if more time had been available. More time should also have been given to preparation for the workshop, especially given the variety of activities, some of which were new to the trainers.

With more time there would have been greater opportunities to ensure fully that the participants fully understood when and how each of the forms should be used. There was some concern that some of the participants were still slightly unclear on some issues and in order to resolve this issue it was decided that during the stocking phase MRAG/RDC staff would talk individually with each of the district staff to ensure that they were aware of how the forms were to be used and to answer any queries that they might have. At the same time the district staff would be given a timetable covering each of the waterbodies in their district that had to be monitored and when the forms should be filled out. This timetable covered the type of sampling (one day or three day) that was to be conducted in each waterbody.

In addition to this it was decided that there might be a follow up workshop later in the year to resolve issues associated with the monitoring if deemed necessary. This would depend on how the monitoring progressed over the first few months.

Following from the monitoring workshop, the next step of the process is the stocking of individual community waterbodies. This is to proceed according to the

timetable developed at this workshop and involves stocking in ten of the twelve districts, eight in Savannakhet and two in Khammouane. A second stocking phase will be conducted in October/November for the remaining waterbodies that are flooded until then. District staff are to begin the first part of the monitoring in the second half of July when they will undertake sampling, introduce the village records and complete the district form for the first time.

Appendix I Monitoring programme suggested outline

Session 1 - Overview & presentation (Objectives 1 & 2)

Major method - Presentation & whole group questions & answers

Major steps

1. Report on what we've done before
 - a. District workshop - main objectives & outputs
 - b. Village workshop - main objectives & outputs
 - c. Individual village plans - summary of all villages
2. Provide overview of data collection - use a diagram (main types of information/main types of data collection)
3. Whole group questions & answers
4. Presentation of exact data to be collected and which method?
5. Discussion in pairs - any questions do not understand?
6. Group questions & answers

Materials required (already prepared)

- District workshop objectives & outputs
- Village workshop objectives & outputs
- Summary of individual village plans
- Diagram of overview of information required
- List of data to be collected

Session 2 - Village Form design (Objective 3 & outputs 1 & 2)

Major methods – small group discussion & presentations
whole group discussion

Major steps

1. Split in groups and give them list of information for village forms
2. Group discussion; they must design a form that
 - a. Contains this information
 - b. Is simple for villagers to use
3. Group presentations of forms
4. Whole group discussion on different designs (good points / problems)
5. Combine ideas of small groups to make 1 form (whole group ?) & put finished forms in village books
6. Write guidelines on use

Materials required (already prepared)

- List of information that should be collected on village forms

Session 3 District Form design (Objective 3 & outputs 1 & 2)

Major methods – ROLE PLAY
Pair discussion
Group discussion

Major steps

1. Split into two groups for ROLE PLAY
 - Roles; group 1- district staff (enumerators)
 - group 2- villagers

2. Give the two groups *different* tasks
 - Group 1 - enumerators - Read questionnaire - discuss and ask questions
 - Group 2 - villagers - Read a description of 'their village', discuss & ask questions
3. Conduct Interview in pairs (1 'villager', 1 district staff member)
4. Discussion in pairs (what were problems with forms?)
5. Whole group discussion
6. Redesign form
7. Write guidelines on use

Materials required (already prepared)

- District form/questionnaire
- Roles for 'villagers' - (type of management, whether you are happy with project, position in village)

Session 4 - Sampling Programme (Objective 3 & outputs 1 & 2)

Major methods - Fieldwork (or if not enough time because of day 1 - could do it at the office)

Major steps

1. Sort fish from test fishing
 - a. Method 1 without formalin (all districts all waterbodies)
 - b. Method 2 - with formalin (all districts, all waterbodies)
 - c. 5 day test fishing pre-stocking (4 districts, approximately 6 waterbodies)
2. Secchi depths
3. Practice filling out form
4. Write guidelines on how to do test fishing & how to fill in form

Materials required (already prepared)

- Sampling programme form

Session 5 - Overview of methods & forms (Objective 3 & outputs 1 & 2)

Major methods - Small group presentations (if not enough time could be presented by trainers)

Major steps

1. Split in to three groups - 1 for each form (village form, district form, sampling programme)
2. Each group should present an overview of the form
 - a. Objectives of form
 - b. How to fill in form
 - c. Things to remember
 - d. Write guidelines on how to do test fishing & how to fill in form
3. Group presentations (each district staff member should have handout of the form)
4. Group discussion after each presentation & final alterations

Materials required (already prepared)

- All three re-designed forms

Session 6 – Logistics & time-tabling (objective 4 & output 4)

Major methods –presentation & whole group discussion

Major steps

1. Present timetable for
 - a. Stocking
 - b. First round of monitoring
 - c. Next 5 rounds of monitoring
 - a. Any other special activities (e.g. interviews, procedures for fish catching days etc
2. Whole Group discussion
3. Any other business

Materials required (already prepared)

- Suggested timetable

Appendix II - Data collection using the village form

Design a village form - Session 2

Group Task

In your group,

1. Design a form to put in a village record book, for villagers to keep records
2. Write some simple guidelines on how to use the form (to help villagers)
3. **DO NOT** think about special cases
 - Fishing days
 - Subsistence fishing

The form must

- Be simple for villagers to use
- Contain the following information



Every time fish is taken from the waterbody

- Number of fishermen
 - Gear used & number of gears
 - Time spent fishing
 - Stocked fish or wild fish
 - If stocked fish, which species?
 - Number of fish
 - Total Kg
 - Purpose of fishing
 - Guests
 - Community work
 - For fishermen/sellers
 - Selling
 - Price per kg
 - Income (kip)
 - Who bought fish (household in village, household outside village, trader, other)
 - Funeral
 - Price per kg
 - Income (kip)
2. Other information
 - Total fish caught by poachers (or estimate!)

Appendix V District form

District Monitoring Form

COMPLETE 1 FORM FOR EACH WATERBODY IN OUR STUDY

Section A - DETAILS OF INTERVIEW

Date	
Monitoring period	
Village	
Waterbody name	

Enumerator's name	
Respondent's name	
Respondents's position	

Section B - MAIN MANAGEMENT SYSTEM

- B1. Do you plan to have, (or have you already started) a community fishery ?
- B2. Do you plan to (or have you already) rented the waterbody ?
- B3. Do you plan to (or have you already) have a fishing day ?
- B4. Do you plan to (or already have) another system of management

Yes/No?

District staff guidelines

If answer to B1 is "yes"	Fill in	Section C	& G, H, I
If answer to B2 is "yes"	Fill in	Section D	& G, H, I
If answer to B3 is "yes"	Fill in	Section E	& G, H, I
If answer to B4 is "yes"	Fill in	Section F	& G, H, I
If there is more than 1 "yes" answer	Fill in	both sections	
(e.g - If B1 is "yes" & B2 is yes)	Fill in	C & D	& G, H, I

Section C - COMMUNITY FISHING

C0. Have they started fishing for selling yet ? (Y/N)

	If "yes"	Go toC1
	If "no"	Go to C9

Fishing & selling

C1. How many people are there each time ?

C2. Is it the same people each time ? (Y/N)

C3. How do they select the people ? (code)

C4. Do they get paid (code)

Fishers	Sellers

Marketing

C5 Does the village take the fish to the market to sell (Y/N)

C6 Do fishermen wait for buyers before they fish (Y/N)

C7 Do fishermen catch fish first & then wait for buyers (Y/N)

C8 If traders come, where do they sell the fish

Monitoring

C9. Who monitors the waterbody (code)

C10. How do they monitor

C11. Do they get paid ? (code)

Sanctions

C12. What are the regulations for illegal fishing?

Since the last interview

C13. Has illegal fishing occurred (code)

C14. Was anybody caught (no of people)

C15. What sanction was given ?

Costs of management since last interview

C16. Have you used pumps? (Y/N)

C17. How many pumps?

C18. How many days

C19. How much gasoline

C20. Any other costs for management ?(Y/N)

What for ?

	If "yes", C17	If "no", C20
	Cost (kip)	
	Cost (kip)	
	Cost (kip)	

SECTION D - RENTING

If "yes"	Go to D2
If "no"	Go to D9

D1. Have they rented yet ? (Y/N)

D2. How many people rented

D3. What is/was rental price (Kip)

--

Marketing

D4. Have the renters started fishing for selling yet ? (Y/N)

D5. Do the renters take the fish to the market to sell (Y/N)

D6. Do renters wait for buyers before they fish (Y/N)

D7. Do renters catch fish first & then wait for buyers (Y/N)

D8. If traders come, where do they sell the fish

Monitoring

D9. Who monitors the waterbody (code)

D10. How do they monitor

Sanctions

D11. What are the regulations for illegal fishing?

--

Since the last interview

D12. Has illegal fishing occurred (code)

D13. Was anybody caught (no of people)

D14. What sanction was given ?

Costs of management since last interview

D15. Have you used pumps? (Y/N)

D16. How many pumps?

D17. How many days

D18. How much gasoline

D19. Any other costs for management ?(Y/N)

What for ?

	If "yes" D16	If "no" D19	
		Cost (kip)	
		Cost (kip)	
		Cost (kip)	

SECTION E - FISHING DAY

E1. Have you had a fishing day yet ? (Y/N)

	if " yes" answer E2
	If "no" answer E3

E2. What was the income

Gear	Ticket Price	Number of people	Total income (Kip)

E3. When do you plan to have a fishing day ?

	Ask them to please tell us before
--	-----------------------------------

Monitoring

E4. Who monitors the waterbody (code)

--

E5. How do they monitor

--

E6. Do they get paid ? (code)

--

Sanctions

E7. What are the regulations for illegal fishing?

--

Since the last interview

E8. Has illegal fishing occurred (code)

--

E9. Was anybody caught (no of people)

--

E10. What sanction was given ?

--

Costs of management since last interview

E11. Have you used pumps? (Y/N)

	If "yes" E12	If "no" E15
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E12. How many pumps?

--

Cost (kip)

E13. How many days

--

--

E14. How much gasoline

--

Cost (kip)

--

E15. Any other costs for management ?(Y/N)

What for ?

--

Cost (kip)

--

SECTION F - OTHER TYPE OF MANAGEMENT

F1. What do you use the waterbody for ?

--

Monitoring

F2. Who monitors the waterbody (code)

--

F3. How do they monitor

--

F4. Do they get paid ? (code)

--

Sanctions

F5. What are the regulations for illegal fishing?

--

Since the last interview

F6. Has illegal fishing occurred (code)

--

F7. Was anybody caught (no of people)

--

F8. What sanction was given ?

--

Costs of management since last interview

F9. Have you used pumps? (Y/N)

--

F10. How many pumps?

--

Cost (kip)

--

F11. How many days

--

F12. How much gasoline

--

Cost (kip)

--

F13. Any other costs for management ?(Y/N)

What for ?

--

Cost (kip)

--

SECTION I - DISTRICT STAFF EVALUATION

115. Do you think the village is managing its waterbody well (why/why not?)

116. Are the villagers keeping records well?

117. Other remarks. Is there any other information from this interview that you think is interesting for our study?





Enumerator signature

Provincial staff signature

Appendix VI Monitoring timetable

Proposed monitoring timetable and outputs

Month	Week 1	Week 2	Week 3	Week 4
June				
July	stocking	stocking	stocking	stocking
August				
September				
October				
November				
December				
January				
February	interviews	interviews	interviews	interviews
March	interviews	interviews	interviews	interviews
April	interviews	interviews	interviews	interviews
May				

Code	Outputs	Who	
	preliminary sampling in 4 districts	District, MRAG and provincial staff	
	district forms, sampling forms and preserved fish	District staff	
	district forms, sampling forms	District staff	
	monitoring fishing day harvests	MRAG, district and provincial staff	
<table border="1" data-bbox="130 1131 379 1164"><tr><td>interviews</td></tr></table>	interviews	interview data from villages	MRAG, district and provincial staff
interviews			

Appendix VII Stocking timetable

Monday	Tuesday	Wednesday	Thursday	Friday
3 Sonbuli	4 Sonbuli	5 Sonbuli	6 Sonbuli	7 Songkhon Xayaputong Khammouane
10 Champon Khammouane	11 Champon	12 Khantabouli	13 Outhomphone	14 Outhomphone
17 Atsaphantong Outhomphone	18 Xayabouli	19 Xayabouli	20	21