

RECORD-KEEPING WORKSHOP

AGRITERRA TRAINING PROGRAMME ● ● ● ● ●



INTRODUCTION

This training is designed to strengthen an organisation's and its members record-keeping and the objectives are to:

- Raise awareness among management, board members, extension officers and lead farmers about the importance of record-keeping, and to show gains of record-keeping at member level, primary cooperative level and at the level of the apex organisation;
- Improve data registration and analysis at farmer level;
- Improve data registration and analysis at cooperative level to improve services, business operation and planning;
- Improve data registration and analysis at apex organisation level to improve services and input for

lobby and advocacy and positioning towards third parties incl. banks.

Main components of the training are: the “why, what, and how” of record-keeping and practical examples of record-keeping at farm level and data analysis at cooperative level.



PARTICIPANTS

Per training three cooperatives can participate.
Per cooperative the management, board members, extension officers and lead farmers are invited to participate.

Preparation is key. The following preparations are requested from each participating organisation:

- Existing records kept at farm and cooperative level.

In preparation for the workshop, Agriterra's business advisor will meet the management of the cooperative and discuss what records are already kept and what they want to get out of it. In other words, what is the motivation of the cooperative to improve on record-keeping.



OBJECTIVES

The aim of the record-keeping training is to collect information at three levels.

First, there is the level of the farmers. Record-keeping gives farmers insight in their production and production costs, their sales income and their profits.

At the second level, the level of the primary cooperative, record-keeping gives insight in business operations and planning, and more transparency in member's prices.

In addition, it gives insight in the cumulative costs of production and opportunities to lower costs by common purchase of seed, fertiliser etc.

At the level of the apex organisation, record-keeping gives insight in the value chain and offers opportunities for a more conducive environment.



COSTS

Available on request.



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REQUIREMENTS FOR PARTICIPATION

The selection of attendees for any training course is essential for its success. Therefore, to obtain the best results from these sessions, the cooperatives invited to the training course should keep in mind the following criteria when proposing the course to their members:

- Select those members who have (or may hold in the near future) a post of responsibility.
- Include lead farmers and staff who regularly meet and communicate with members and who can disseminate the information among membership.
- Try to respect a gender balance by promoting a balanced male-female representation. Also, try to involve young members if possible.



WHAT'S IN IT FOR YOU?

When the workshop has been completed, the participants will:

- realise and understand the importance of record-keeping and are ready to start keeping records at their own farm.
- know the principles of motivation (awareness training) and the knowledge of how to keep records.
- be trained / coached in passing on the knowledge about recordkeeping to farmer group leaders and farmers and prepare realistic action plans at individual level of the participants.
- develop a simple format of record-keeping and know how to fill in and use the data.
- formulate actions per farmer for the start of the record-keeping.
- discuss actions for the follow-up / next phase: analysing the data/records.



PROGRAMME

Agriterra's record-keeping workshop is part of its financial management training package.

The record-keeping module focuses on Business Development for the cooperative and consists of three parts:

- A workshop to develop a strategy on record-keeping: why, what and how of a record-keeping system;
- A tool for actual implementation of this record-keeping system;
- A toolbox for data registration.

At the end of the 3-day workshop, the cooperative will elaborate a concise action plan with SMART goals for record-keeping.

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Agriterra is an agri-agency founded by the Dutch agricultural sector that professionalises farmer organisations and cooperatives worldwide in order to better serve the needs and interests of their member farmers.

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