NARI EUCCR Trip Report

Location, start end date as below – delete this line

Eg Menyamaya 10-15th Dec 2021

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If you ever have problems aligning page numbers in a table of contents?? Try this –

<https://www.youtube.com/watch?v=hgZvERA8kXg&t=4s>

This is a template. Pls delete my offerings.

This section break – layout 🡪 section breaks 🡪 new page, then this page can have different paging. But you need to go to the next section, and unlink to previous.

# A word on the template – delete this section – of course

This report is set to narrow page margins, normal style is arial narrow 11.

This is a template for you to open, then do file save as, then overtype your own information. There may well be areas where you don’t need some of my titles. Fine. Just delete

Remember – to help during writing a report try these steps

* open view document map, or
* view navigation pane so you can see the structure of your report.

I am using specially numbered headings – and shortcut keys to make life easier for me.

Throughout your report – think gender and how NARI can support women’s involvement in all ways.

# Your Action Coordinator

As Action Coordinator I am responsible, with your as delivery agents, to Senior Management for the overall results / delivery of this Action.

|  |
| --- |
| * **How relevant were we?** * **how efficient?** * **how effective?** * **how sustainable?** |

We, together are assessed by external consultants who will use the four big ideas/challenges.

How relevant were we, how efficient, how effective, how sustainable.

Those are four big questions and they are summed up in one question.

So what?

You ran training – so what?

Your report – this report must push towards answers.

DON’T settle for a trip diary. That isn’t enough.

To that end, this document provides you with some big picture priorities around village engagement.

I know, we have survey data and survey priorities. Go for it with those. Add to that the ways in which you can add value.

The external Results Oriented Monitoring report will look for the items I am raising. Take this seriously. Think beyond your narrow focus on crop, fish, food etc.

Some irrelevant headings – delete them.

Bullet points are fine.

Long reports are not the goal. Be as concise as possible.

# Introduction

Provide primary **Purpose and scope** of the trip.

BE BRIEF. THERE are no prizes for length.

# Weather?

Include something of current growing conditions. Rainfall? Who is keeping records? Fire hazards

# Matters arising from previous reports

What was needing to be dealt with, that has, and hasn’t been?

# MOA or MOU matters

Pls describe any matters relevant.

# Gender

Gets its own heading. Key issues around women’s groups, engagement etc.

# NARI technologies

## Watershed and soil management

Comments at ALL sites. This is around mulch, green manures, erosion demonstrations.

We start the body of a report here – Why? Because soil and water are foundational to life. Attitudes in the community?

You should be surveying each time you go – 100 gardens, how many show signs of – mulch and erosion control?

Do we need to raise awareness about fire, too much water- flood/erosion?

## Crops and Food processing, preservation

This is where summary data of plants etc, training provided is captured. The details live in Annex/M&E system.

## Livestock

Refer back to the wishes of the community. Are those wishes changing?

## Fish

## What have I missed in NARI technologies?

# Research

There may be specific research projects to describe. Reason for research, trial plans, protocols agreed, people in change, Location, altitude etc. Supporting documents to link to?

# Infrastructure Deliverables – Nurseries, Poultry Sheds?

Progress report on

## Nursery

Poultry and Incubator

## Water

## Communication

This is where we capture progress around e-platform in village, solar panel to charge phones etc.

# Community Climate Change Resilience

Focus on the big picture. Note any

* steps the community has taken, committees formed, (steps taken to share resources, share responsibility for – eg fire management).
* engagement of local and provincial DAL,
* NGO, church… women’s groups.

Gender?

Progress towards Institutional Resilience

### Progress since last report

# Annual Evaluation

# Visibility

## Local

Record the actions you took locally – poster boards, manuals distributed etc.

## International

This is where you record the stories you wrote and published to EUCC Partners – on facebook, or posts on the gutpela-png-gaden.net website.

# Health and safety

Comments – improvements needed.

# Annex

## People met, key contacts

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Gender | Role | Phone | Email | Comments |
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## Trip Diary

Can you see that this just tidies up a bit about What and where and when. The core details are in other places. Don’t make the diary the key report space.

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| Date/Time | Location | Activity/People met | Comments |
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| Put a photo if large here.  Put a program here? |
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Your trip diary might be in landscape?