



EC/FAO Food Security “Information for Action” Programme

National Training Course:

**“Producing Food Security Products that Result in Action”
Phnom Penh, Cambodia, 9-12 October 2006**

**Organized by the Ministry of Agriculture, Forestry and Fisheries
(MAFF) and FAO, with financial support from the European Union**

TRAINING REPORT AND DOCUMENTATION

**PREPARED BY: Francoise Trine (Food Security Analyst, FAO), Monique Trudel
(Consultant, FAO) and Bun Thol (National Food Security Officer, FAO)**

TABLE OF CONTENTS

Executive summary

Acknowledgements

1. Introduction
2. About the Training Course
 - 2.1. Training Course Objectives and Expected Outcomes
 - 2.2. Profile of the Training Participants
 - 2.3. Training Curriculum
 - 2.4. Training Methods
3. Training Activities Day by Day
 - 3.1. Activities on Day 1
 - 3.2. Activities on Day 2
 - 3.3. Activities on Day 3
 - 3.4. Activities on Day 4
4. Results Achieved and Follow Up

List of Annexes

1. Training Facts Sheet
2. Note for Participants
3. List of Participants
4. List of Documents in Participants' folder
5. Training Course Agenda
6. Summary of the Presentations of FSIPs by Participants
7. Factors Influencing the Impact of FSIPs on Action
8. Results of Group Work: Understanding Users' Information Needs
9. Instructions for the Preparation of the Plan of Action
10. Training Evaluation Form
11. Plan of Action for Improving FSIPs
12. Opening Speech by H.E It Nody, Under Secretary of State, MAFF
13. Opening Remarks by Mr. Sao Sopheap, Assistant to the FAO Representative in Cambodia

14. Opening Remarks by Mrs. Francoise Trine, Training Organizer, Food Security Analyst, FAO
15. Closing Remarks by Mrs. Francoise Trine, Training Organizer, Food Security Analyst, FAO
16. Training Course Evaluation by the Participants – Summary of Responses

ABBREVIATIONS

CARD	Council for Agriculture and Rural Development
CSES	Cambodia Socio-Economic Survey
CMDG	Cambodia Millennium Development Goals
DoM	Department of Meteorology
EC	European Commission
FAO	Food and Agriculture Organization of the United Nations
FSIPs	Food Security Information Products
FSNIS	Food Security and Nutrition Information System
FIVIMS	Food Insecurity and Vulnerability Information and Mapping Systems
IPM	Integrated Pest Management
MAFF	Ministry of Agriculture, Forestry and Fisheries
MOH	Ministry of Health
MOP	Ministry of Planning
MRD	Ministry of Rural Development
MOEdu	Ministry of Education, Youth and Sport
NIS	National Institute of Statistics
VAM	Vulnerability Analysis and Mapping
WFP	World Food Program of the United Nations

Acknowledgements

A number of individuals from the national institutions and NGOs involved in food security in Cambodia have contributed to the success of the training course. The Training Organizers would like to address their special thanks to H.E It Nody, Under Secretary of State, Ministry of Agriculture, Forestry and Fisheries (MAFF), for his contribution to the preparation of the training course and the Opening Speech, Mr. Tout Saravuth, Director of International and Cooperation Department (MAFF), for his Closing Remarks and his participation in the delivery of the certificates to the participants, Mr. Mak Soeun, deputy director of Agriculture Extension (MAFF), for his valuable contribution to the training course, Mr. Sao Sopheap, Assistant of the FAO Representative in Cambodia, for his Opening Remarks, Mr. Peter Kaufmann, CARD Advisor, for providing guidance for the preparation of the training. The Training Organizers would also like to sincerely thank the staff of the FAO Representation in Cambodia for their support in addressing administration and logistics issues, Ms Chheach Monyda, FIVIMS staff, for her continuous logistics support to the participants during the training course and Mr. Bun Thol, National Food Security Officer, FAO, for effective and efficient conceptual, organizational and operational assistance before and during the training course. Most importantly, the Training Organizers would like to thank all participants for their interest and motivation in achieving the training objectives.

Executive Summary

The training course was jointly organized by the Ministry of Agriculture, Forestry and Fisheries and the Food and Agriculture Organization of the United Nations (FAO) with financial support from the European Union, through the EC/FAO Food Security “Information for Action” Programme. The objectives of the training were to: (i) strengthen the capacity of national institutions in producing demand-driven, relevant and credible food security information products (FSIPs) to support food security policy formulation, programming and targeting; and (ii) prepare a Plan of Action (PA) for developing effective FSIPs.

The training was successful and achieved its objectives. The training was attended by twenty one participants from a wide range of national institutions and two NGOs. The preparation of the PA was an important activity during the training. It encouraged participants to apply new knowledge and skills acquired during the training to identify practical follow-up actions to which they could personally contribute to improve their products. It should be stressed that the PA only reflects the view of the training participants. It should therefore be solely considered as a reference document for the trainees, to progress along the lines discussed together during the training.

The evaluation shows that participants found the training course much relevant to their job, well organized and delivered. Progress in improving the FSIPs from an “Information for Action” perspective will be assessed in six month time, considering the actions that were identified in the Plan of Action by the participants. The EC/FAO Food Security “Information for Action” Programme will consider rewarding the participants if significant progress is made in improving FSIPs.

The EC/FAO Programme will continue to provide support for the development of effective food security information products in Cambodia, in close collaboration with all institutions and partners involved, in particular the National Cambodia FIVIMS Secretariat (MAFF), CARD, NIS, WFP and other FAO initiatives (FIVIMS Asia Project and FNPP).

Introduction

The reduction and eradication of poverty and hunger is high on the agenda of the Royal Government of Cambodia. Support to achieve the targets established under the Cambodian Millennium Development Goals and other policy reference frameworks is provided by a number of development partners through a broad range of initiatives, including the EC/FAO Food Security «Information for Action» Programme.

The EC/FAO Programme aims at strengthening national capacity in generating, managing and using food security information from different sectors to support food security policy formulation, programming and targeting. This training course assists countries in producing demand-driven, relevant and credible food security information products (FSIPs) that result in action, leading to greater food and nutrition security. FSIPs are materials (such as reports, bulletins, website releases, and maps) that include food security-related information that are produced to support decision-making.

The training course was jointly organized by the National Cambodia FIVIMS Secretariat, MAFF, and FAO in Phnom Penh, Cambodia, 9-12 October 2006. The purpose of this report is to document the process and the results achieved during the training course for reference.

1. About the Training Course

The training course is being developed by FAO under the EC/FAO Food Security Programme. It was the first time it was delivered in a country. It will be conducted in four other countries covered by the Programme: Mozambique, Haiti, Cape Verde and Burkina Faso, after taking stock of the Cambodia experience.

The training course is based on the experience acquired in a number of countries that shows that the use of information for action depends to a large extent on the quality of communication between users and producers of information. Communication is essential for establishing and maintaining an on-going dialogue that will allow for better understanding and response to evolving information needs for decision-making. The Training Facts Sheet and the Note for Participants are provided in [Annexes 1 and 2](#).

2.1. Objectives and Expected Outcomes of the Training Course

The objectives of the training course are two-fold:

- Strengthen the capacity of national institutions at central and decentralized levels to produce FSIPs that result in action for improving food security, through improved communication with users.
- Prepare a Plan of Action for improving and creating effective FSIPs with a communication strategy that will improve dialogue and collaboration between information users and producers and a calendar for implementation.

By the end of the training, participants are expected to have acquired the skills and knowledge to:

- Assess FSIPs based on a country specific “Food Security for Action” framework, developed during the training course, to identify and analyse the factors influencing the impact of FSIPs on action.
- Assess users’ information needs for decision -making.
- Establish and maintain a productive dialogue between users and producers of information.
- Improve and design FSIPs that are relevant for decision-making and support action.
- Identify the priorities to be addressed for improving FSIPs in their country.

The main expected outcomes of the training are the following:

- A set of country-specific criteria for assessing FSIPs.
- A plan of action presenting participants’ recommendations for producing FSIPs that have more impact on action with a suggested calendar for implementation.
- Recommendations for post-training follow-up and reinforcement; FAO, in collaboration with partner institutions, will monitor the implementation of the plan of action until the end of the programme.

2.2. Profile of the Training Participants

The training is designed for professionals from a discipline related to food security: technical analysts, policy formulators, planners and programme managers from national institutions, with various fields of expertise including agronomy, statistics, nutrition, social and economic sciences. Participants are expected to be currently involved in the preparation of FSIPs on a regular basis or to be involved in the preparation of FSIPs soon after the training. The training was delivered in English.

The training was attended by 21 participants who belong to a wide range of organizations involved in food security: Ministries of Agriculture, Health, Education, Women Affairs, Water Resources and Meteorology, the Council for Agriculture and Rural Development (CARD), the National Institute of Statistics (NIS) of the Ministry of Planning, World Vision (WV) and Helen Keller International (HKI). The list of participants is provided in [Annex 3](#). The training offered an excellent opportunity for participants to exchange on subjects of common interest and start networking across organizations.

2.3. Training Curriculum

The training curriculum includes 9 units which are structured in three parts:

- (i) Reviewing the country-specific context: the objective is to ensure a common understanding among participants of food security concepts and framework,

food security situation and actions undertaken for improving it; users' information needs; existing food security information products.

- (ii) Assessing food security information products: the objective is to identify country-specific factors affecting the impact of food security information products on action; assess decision-making needs (provision of a method and tools for assessing needs); develop effective communication between users and producers; improve reporting; assess existing FSIPs.
- (iii) Preparing a Plan of Action for improving food security information products: the objective is for participants to identify practical actions to which they can personally contribute to improve their products, in a "Food Security Information for Action" perspective, directly applying new knowledge and skills acquired during the training.

Participants were provided with a folder including reference materials most relevant to the training: PowerPoint Presentations, Specific Fact Sheets, lessons prepared by the FAO Distance Learning Programme, relevant literature documents, exercises, etc. The list of Documents included in the participants' folder is provided in [Annex 4](#).

2.4. Training Methods

Several learning methods have been used during the training course: formal and information presentations delivered by trainers, key informants and participants, facilitated discussions in plenary and group works. The active involvement of all participants was encouraged by the two trainers during all sessions (more than half of the sessions consisted of group works and presentations by participants), ensuring that participants learned not only from trainers but also from exchanges between themselves.

3. Training Activities Day by Day

The trainers arrived in Phnom Penh a week before the training to prepare and adapt the training course to the country's specific situation and assist key informants and participants in preparing their presentation. A description of day-by-day activities during the four day training course follows below. The final agenda of the training is provided in [Annex 5](#).

3.1. Activities on Day 1

The first day of training focused on reaching a joint understanding among participants of a series of issues (Part 1 of the Curriculum).

- (i) Opening Speeches by H.E. It Nody, the Representative of FAO and the training organizer.
- (ii) Key informants review of the food security concepts and definitions in Cambodia, the food security situation in the country, the action undertaken in the country and country-specific decision making needs:

- The food security situation and integrated pest management (IPM) activities in Cambodia as well as information needs for implementing food security interventions. *Presentation by the Deputy Director of Agronomy Department (MAFF), Mr. Gnin Chay*
- Food security concepts and definitions in Cambodia, situation, challenges, actions undertaken and food security and nutrition information needs. *Presentation by the CARD Advisor, Mr. Peter Kaufmann*
- Cambodia on-line atlas of food security, information needs and recommendations to information producers. *Presentation by the WFP/VAM officer, Mr. Kim Rotha*

(iii) Introduction of the participants, establishment of ground rules to ensure productive work and participation, review of the agenda, housekeeping items.

(iv) Participants' presentations of their respective FSIPs according to pre-defined structure (as per guidelines): 1. General information; 2. Methods used to prepare FSIPs and communicate information to users; 3. Use of the FSIPs:

- Presentation by the Department of Meteorology Officer, Ms Chhun Sokunth, of the meteorology bulletin.
- Presentation by the Chief of Agriculture Planning & Statistics Office (MAFF), Ms Meas Sopheavy, of information on agriculture statistics produced by MAFF.
- Presentation by the Vice Chief of the Statistics Office (MAFF), Mr. Men Sothy, of the FIVIMS Initiative and the first newsletter produced.
- Presentation by the Director of the Food Security and Nutrition Information System (FSNIS) Department (CARD), Mr. Heng Vichea, of FSNIS in Cambodia (Website).
- Presentation by the Deputy Director of the Economic Statistics Department (NIS), Mr. Pich Pothy, of health and access to medical care in Cambodia.

These presentations were essential to establish a common understanding of participants' main activities in terms of production of FSIPs and physically showing these products. A summary of the presentations of FSIPs is provided in [Annex 6](#).

3.2. Activities on Day 2

The second part of the curriculum (Assessing FSIPs) was delivered on Day 2 and the morning of Day 3.

The activities during the morning session were the following:

- (i) Review of the recommendations made by key informants to participants to improve their FSIPs in their presentations on Day 1. These recommendations provided an excellent starting point to raise participants' awareness of the

factors that influence the impact of their FSIPs on action. Recommendations were discussed in plenary session, translating them into issues to be addressed by participants in the next sessions.

- (ii) Group work (5 groups) to identify the main factors influencing the impact of FSIPs on action and present them to all participants; each group was asked to identify five priorities based on the previous discussion and participants' own experience. This session was key for reaching the training objectives. For most participants, the themes were new but the results already demonstrated a good understanding of the issues.
- (iii) Plenary session to classify the factors identified during group work by category. The categories reflect the priorities identified by participants:
 - Extent to which data are up-to-date;
 - Data accuracy and reliability;
 - Capacity of producers to provide relevant information;
 - Quality of report writing;
 - Capacity of users to understand the information;
 - Collaboration and coordination between users and producers;
 - Funding to produce and share information with users;
 - Channels for dissemination.
- (iv) Presentation and discussion of the draft Fact Sheet prepared by the training organizers summarizing the factors influencing the use of FSIPs for action. This sheet is provided in Annex 7. Many of the factors listed in the Sheet had already been identified by the participants, others were not (in particular the factors related to information users) and raised new questions and discussions.

The activities during the afternoon were the following:

- (i) PowerPoint Presentation of the lesson prepared under the EC/FAO Food Security Programme by the Distance Learning Programme (DL) (Lesson 6.1): "Understanding users' information needs". This lesson explains the importance of understanding users' information needs for producing effective FSIPs and the steps to be taken to analyse them.

Most participants had limited contacts with users (who are often confused with supervisors) in the past and the session contributed raising awareness of the importance of communication and dialogue with users, focusing the debate on information needs of those who are expected to make a difference in terms of action.

- (ii) Group work (4 groups organized around 4 selected information products) for participants to apply what was learned in the DL presentation to their own products, focusing on the following questions:
 - What are the reasons for producing FSIP?
 - What do you want the users to do with the information?
 - Who is your target audience: primary and secondary audiences?
 - What decisions do users have to make?

- When is the information needed? (timing & frequency)

This session highlighted the difficulties met by participants to understand the concept of target audience and apply it to identify the target audience of their respective products. To the question: "Who is your target audience", all groups answered by a list including a wide range of stakeholders like: national institutions, donors, NGOs, private sector, which was not useful for our purpose. It was therefore decided to organize an additional session the day after on Stakeholders' analysis to further discuss this issue. There was unfortunately no time to organize a group work to apply the concept to respective FSIPs.

All group work sessions onwards focused on the same four selected food security information products (a condition for selecting the FSIPs was that at least one of the participants played a key role in its production)^{1,2}:

- the Food Security and Nutrition Information System (FSNIS), CARD;
 - Meteorological Bulletins, Ministry of Water Resources and Meteorology (MoWRAM);
 - Agricultural Statistics Reports (MAFF);
 - (Future) Food Consumption Report, National Institute of Statistics (NIS).
- (iii) Presentation and discussion of the results obtained by the two first groups..
- (iv) Learning of the Day session: allowed participants to select and share the most important and interesting learning of the day.

3.3. Activities on Day 3

Activities during the morning session were the following:

- (i) Presentation and discussion of the results obtained by the two remaining groups. The results obtained by the four groups are provided in Annex 8. A short presentation of the principles of stakeholders' analysis was made by the trainers as participants met obvious difficulties in identifying the target audience of their FSIPs.
- (ii) PowerPoint Presentation of the lesson prepared under the EC/FAO Food Security Programme by the Distance Learning Programme (DL) (Lesson 6.2): "Reporting for Results". The objective of this presentation is to present the

¹ The Cambodia Atlas prepared by WFP was not among the products analyzed as WFP/VAM staff could unfortunately not participate in the training, due to other commitments. WFP however kindly accepted to present the on-line atlas to the participants at the beginning of the training.

² The FIVIMS Newsletter was presented by Mr. Men Sothy together with the other products at the beginning of the training course but it was decided that he would join the group working on the meteorological bulletin, with the intention of building group spirit with the leader of this group (Ms Chhun Sokunth) for the future production of crop yield forecasts in the context of another activity supported by the EC/FAO Programme, in close collaboration with the Asia FIVIMS Project.

factors that contribute to aligning food security reporting with the goal of producing results. The evaluation shows that participants much appreciated the practical suggestions made in the presentation for producing effective reports.

- (iii) Review of the factors influencing the communication between users and producers of information. More time could have been usefully devoted to the analysis of the specific situation in Cambodia regarding the communication between users and producers but it was decided to give priority to other more important sessions.

The preparation of the Plan of Action started in the afternoon of Day 3 and ended with the presentation of the results in the afternoon of Day 4. Participants remained grouped like for the previous group work. Each group was led by the participant responsible for the concerned FSIP and the other members supported the leader in the identification of priorities and actions that should be included in the Plan of Action. Each group was asked to fill a questionnaire to help identify the elements of their Plan of Action. The questionnaire is provided in [Annex 9](#). The last part of the afternoon was dedicated to the presentations of group work. Participants worked very hard to identify priorities and concrete actions. Many questions were raised and discussed. Only 3 of the 4 groups were able to present the results of group work on Day 3.

The preparation of the PA was an important activity during the training. It encouraged participants to apply what they had learned and identify practical follow-up actions to which they could personally contribute to improve their products.

3.4. Activities on Day 4

The activities were the following:

- (i) Presentation of the elements of the Plan of Action by the last group.
- (ii) Plenary discussion to identify priorities to improve FSIPs that are common to all groups and decide on the adoption of two of them, combining the findings of the four groups. Some of the groups had continued to work the day before after the course ended to improve their findings on the basis of the discussions held the day before, demonstrating their interest in producing the best results for the PA.
- (iii) Preparation of a PowerPoint Presentation summarizing the Plan of Action by the participants with assistance from the trainers.
- (iv) Completion of the Training Evaluation Form by the participants. The form is provided in [Annex 10](#).
- (v) Presentation of the Plan of Action by the Group Leaders.
- (vi) Delivery of the certificates to the participants.
- (vii) Closing of the training course by the Director of the International Cooperation Department, (MAFF), Mr Tourt Saravuth.

4. Results Achieved

The training was successful in spite of important constraints and achieved its objectives. The evaluation shows that the training was much appreciated by the participants: participants highly valued the relevance of the training course to their job, its organization and delivery. More details on participants' evaluation are provided in [Annex 16](#). Twenty one participants completed the course and obtained a certificate. Participants continuously demonstrated their interest in the issues raised during the different sessions and worked hard to meet the objectives of the training, in particular to:

- (i) Identify the main factors affecting the use of their products for action;
- (ii) Prepare a Plan of Action (PA) for improving their respective food security information products. The Plan of Action is provided in [Annex 11](#).

It should be stressed that the PA only reflects the view of the training participants and has not been (and will not be) validated by the institutions and organizations to which they belong to. It should therefore be solely considered as a reference document for the trainees, to progress along the lines discussed together during the training.

The Plan of Action consists of two parts:

- Part A: Priorities to be addressed by participants to improve their own information product and practical follow-up actions to which they can personally contribute (4 products analyzed during the training - 3 priorities identified by product)
- Part B: Priorities and actions to be taken to improve food security information products in general (2 priorities selected on a consensual basis among those suggested by the 4 working groups)

Main constraints for the preparation and delivery of the training were:

- The fact that no financial incentives were offered to the participants for attending the training course, which is a common practice in Cambodia, contributing to late confirmation of participation.
- The low level of understanding of English and therefore the need for frequent translation that slowed down the exchanges between trainers and trainees.
- Limited familiarization of the participants with the issues raised during the training course (food security concepts, communication and dialogue with users, policy-making related issues) and the methods used during the training course to ensure participation.
- The fact that the participants did not know each other and were unaware of what each other were doing contributed to a slow start-up (only one participant, apart from CARD participants, had ever visited CARD Website).

Progress in improving the FSIPs from a “Information for Action” perspective will be assessed in six month time, considering the actions that were identified in the Plan of Action by the participants. The EC/FAO Food Security “Information for Action”

Programme will consider rewarding the participants if significant progress is made in improving FSIPs.

The EC/FAO Programme will continue to provide support to develop effective food security information products in Cambodia, in close collaboration with all institutions and partners involved, in particular the National Cambodia FIVIMS Secretariat (MAFF), CARD, NIS, WFP and other FAO initiatives (FIVIMS Asia Project and FNPP).

**ANNEX 1: Training Facts Sheet, EC/FAO Food Security “Information for Action”
Programme Training Course: “Producing Food Security Information Products that
Result in Action”, 9-12 October 2006**

Overall Goal

Reduce food insecurity through the production of country specific demand-driven, action-oriented, relevant and credible food security information products (FSIPs) to support food security policy formulation, programming and targeting. FSIPs are materials (such as reports, bulletins, website releases, maps) that include food security-related information and are being produced to support action.

Training course objectives

- Strengthen the capacity of national institutions at central and decentralized levels to produce FSIPs that result in action for improving food security, through improved communication with users.
- Prepare a Plan of Action for improving and creating effective FSIPs with a communication strategy that will improve the dialogue and collaboration between information users and producers and a calendar for implementation.

Participant’s learning objectives

By the end of the training, participants will have acquired the skills and knowledge to:

- Assess FSIPs based on a country specific “Food Security for Action” framework, developed during the training course to identify and analyse the factors influencing the impact of FSIPs on action.
- Assess users’ information needs for decision-making.
- Establish and maintain a productive dialogue between users and producers of information.
- Improve and design FSIPs that are relevant for decision-making and support action.
- Identify the priorities to be addressed to improve FSIPs in your country.

Expected outputs

- A set of country-specific criteria for assessing FSIPs.
- A plan of action presenting participants’ recommendations for producing FSIPs that have more impact on action with a suggested calendar for implementation.

Recommendations for post-training follow-up and reinforcement; FAO, in collaboration with partner institutions, will monitor the implementation of the Plan of action until the end of the Programme.

ANNEX 2: Notes for the Participants



EC/FAO FOOD SECURITY PROGRAMME - 'INFORMATION FOR ACTION'

Training Course: Producing Food Security Information Products that Result in Action

Note for the Participants

« Food Security exists when all people, at all times, have physical and economic access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life ». (World Food Summit, 1996, Action Plan).

Overview

The EC/FAO Food Security «Information for Action» Programme aims at strengthening national capacity in generating, managing and using food security information from different sectors to support food security policy formulation, programming and targeting. This training course will assist countries in producing demand-driven, relevant and credible food security information products (FSIPs) that result in action, leading to greater food and nutrition security. FSIPs are materials (such as reports, bulletins, website releases, maps) that include food security-related information produced to support decision-making.

This training course is based on the assumption that the use of information for action depends to a large extent on the quality of communication between users and producers of information. Communication is essential for establishing and maintaining an on-going dialogue that will allow for better understanding and response to evolving information needs for decision-making.

During the training, we will review together the FSIPs being produced in your department or organization and identify priorities to be addressed, taking your country's specific circumstances into account, to ensure greater impact on food security planning.

Training course objectives

- Strengthen the capacity of national institutions at central and decentralized levels to produce FSIPs that result in action for improving food security, through improved communication with users.
- Prepare a Plan of Action for improving and creating effective FSIPs with a communication strategy that will improve dialogue and collaboration between information users and producers and a calendar for implementation.

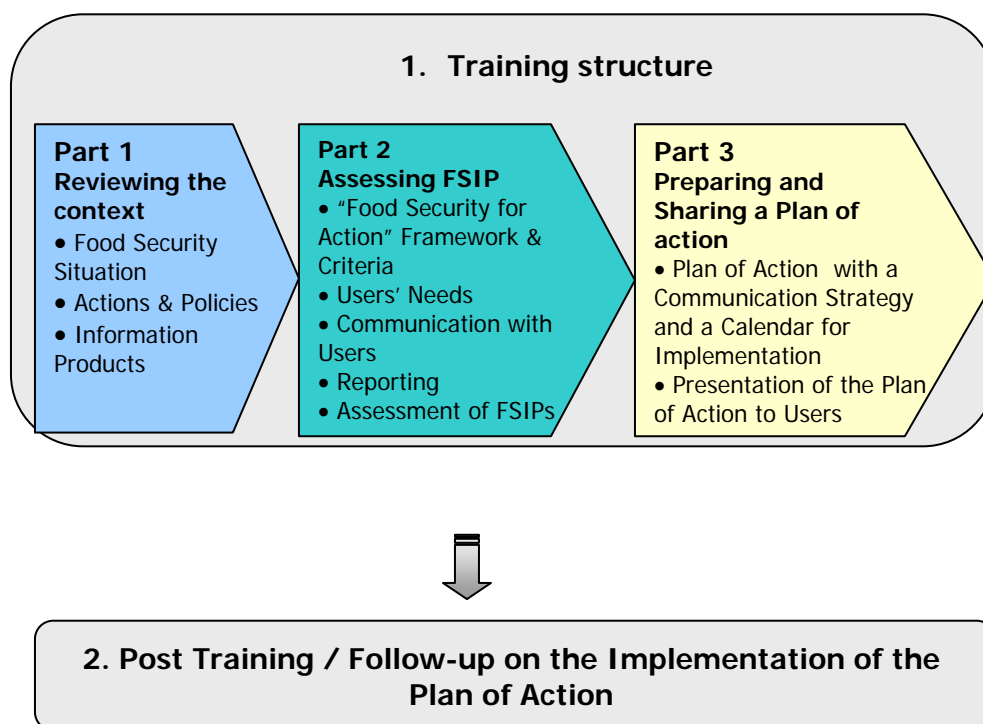
Participant's learning objectives

By the end of the training, you will have acquired the skills and knowledge to:

- Assess FSIPs based on a country specific “Food Security for Action” framework, developed during the training course, to identify and analyse the factors influencing the impact of FSIPs on action.
- Assess users’ information needs for decision -making.
- Establish and maintain a productive dialogue between users and producers of information.
- Improve and design FSIPs that are relevant for decision-making and support action.
- Identify the priorities to be addressed for improving FSIPs in your country.

Expected outputs

- A set of country-specific criteria for assessing FSIPs.
- A plan of action presenting participants’ recommendations for producing FSIPs that have more impact on action with a suggested calendar for implementation.
- Recommendations for post-training follow-up and reinforcement; FAO, in collaboration with partner institutions, will monitor the implementation of the plan of action until the end of the programme.



Training methods

Active participation in the learning and training process is the key to success. We will encourage learning not only from the trainers but also from other participants. Various learning methods will be used: brief introductory lectures and presentations, plenary discussions and group work. Your own experience in producing FSIPs is a core element of the training. The training will be delivered in English, with limited support for translation in Khmer. Experienced facilitators will encourage participation and cooperation among all participants.

Before the course, you will be asked to prepare a short presentation of your work related to FSIPs. Guidelines will be provided. This presentation will contribute to reaching a common understanding of the context regarding the food security situation, actions needed for improving it and information needs for decision-making.

The participation of selected representatives from national institutions and partner organizations will help (a) articulate specific information needs into a more clearly identified demand for particular FSIPs, and (b) receive preliminary feedback on the workshop’s findings and recommendations (Plan of Action).

Participants’ profile

- Professional discipline related to food security: technical analysts, policy formulators, planners and programme managers from national institutions, with various fields of expertise including agronomy, statistics, and nutrition, social and economic sciences.
- Current involvement in the preparation of FSIPs on a regular basis or expected involvement in the preparation of FSIPs soon after the training.
- Good knowledge of English.

Provisional Agenda

<i>Day 1</i>	Reviewing the Context <ul style="list-style-type: none"> • Review of FS concepts and definitions, situation and action undertaken in the country • Review of country-specific decision making needs • Review of existing FSIPs
<i>Day 2 & 3</i>	Assessing FSIP <ul style="list-style-type: none"> • Developing a “Food Security Information for Action” framework • Assessing decision-making needs • Developing effective communication with users • Improving reporting
<i>Day 4</i>	Preparing a Plan of Action for Producing FSIPs that Result in Action <ul style="list-style-type: none"> • Identifying priorities • Developing a communication strategy • Establishing a calendar for implementation

ANNEX 3: List of Participants

EC/FAO Food Security “Information for Action” Programme
Training Course:
“Producing Food Security Information Products that Result in Action”

N ^o	Name and Surname	Organization	Tel. Number	E-Mail Address
1	Mr. Pos Saroeung	HKI	012 527 525	hki.agriculture@online.com.kh
2	Mrs. Hou Sopor	DAE, MAFF	012 605 445	H_sopor@hotmail.com
3	Mrs. By Sokunthea	WV	012 704 743	NA
4	Ms. Khlok Peng Thol	MWA	012 662 343	pengchanthol@yahoo.com
5	Mr. Men Sothy	DPS, MAFF	011 704 264	sothy_men@yahoo.com
6	Mr. Heng Vichea	FSNIS, CARD	012 888 922	foodsecurity@everyday.com.kh
7	Mrs. Ney Sokhim	FSNIS, CARD	016 949 733	NA
8	Mr. Chek Pheakdey	NIS, MoP	012 995 508	NA
9	Mr. Haing Leap	DFish, MAFF	012 922 224	hleap@mobitel.com.kh leap_ad@yahoo.com
10	Mr. Khiev Sothy	MoH	011 970 325	sothy_khiev@yahoo.com
11	Mr. Pich Pothy	NIS, MoP	012 789 873	pich_pothy@yahoo.com
12	Mr. Now Theavy	MoEYS	012 397 390	theavy_now@yahoo.co.uk
13	Ms. Meas Sotheavy	DPS, MAFF	011 833 115 012 366 877	meas_sotheavy@yahoo.com vy_meas@hotmail.com
14	Ms. U Sirita	DIC, MAFF	012 914 764	sirita53@yahoo.com
15	Mr. Sok Sovathra	FSNIS, CARD	016 876 347	s.sovathra.card@everyday.com.kh
16	Mr. Chy Sochenda	DPS, MAFF	012 886 166	NA
17	Mr. Sok Samait	FSNIS, CARD	016 369 470	soksamait@yahoo.com s.samait.card@everyday.com.kh
18	Mrs. Mann Mara	DAALI, MAFF	012 842 308	NA
19	Mr. Pich Sovathara	DAE, MAFF	012 300 632	thara_0206@yahoo.com
20	Ms. Chhun Sokunth	MoWRAM	012 527 707	sokunth11@yahoo.com
21	Mrs. Peou Vanny	SPFS, MAFF	012 586 764	peouvanny2003@yahoo.com

ANNEX 4: List of documents in Participants' folder

EC/FAO Food Security “Information for Action” Programme

Training Course:

“Producing Food Security Information Products that Result in Action”

GENERAL INFORMATION	
<ol style="list-style-type: none"> Notes for participants Summary of Training Course Distance Learning Course «Reporting Food Security Information» Fact sheet, CD. 	
<ol style="list-style-type: none"> Opening speech from H.E It Nody MAFF Opening Speech from Sopheap Sao, FAO Opening speech from Françoise Trine_EC-FAO 	
<p><u>Unit 1 Reviewing the Country context</u></p> <ol style="list-style-type: none"> Fact sheet: What is Food Security and Nutrition from CARD WEBSITE? (Links to CARD Website http://www.foodsecurity.gov.kh). DFID Policy planning and implementation Food Security Key sheets. 	1
<p><u>Unit 2 Reviewing country-specific decision making needs</u></p> <ol style="list-style-type: none"> PPP WFP – Food Security & Vulnerability Analysis Mapping PPP CARD – Food Security in Cambodia – Situation, Challenges and Actions PPP IPM MAFF – Food Security and IPM Experiences in Cambodia 	2
<p><u>Unit 3 Reviewing existing FSIPs</u></p> <ol style="list-style-type: none"> Food Security Atlas Food Security and Nutrition Information System Cambodia CARD Leaflet Agricultural Statistics MAFF Food Balance Sheet MAFF FIVIMS Bulletin Meteorological Bulletin PPP: Food Security and Nutrition System FSNIS Cambodia – CARD Department of Meteorology MoRaM NIS Health Care seeking behaviour and its predictor variables in Cambodia 	3
<p><u>Unit 4 Developing a «Food Security Information for Action» Framework</u></p> <ol style="list-style-type: none"> Jeremy Shoham “Information is a prerequisite, not a luxury”. Humanitarian Exchange, March 2006, Number 33, pp 5 to 7 HPG Brief 13 Humanitarian needs assessment and decision making ODI Rapid briefing Paper – Bridging Research and Policy in 	4

International Development 4. UNIT 4 Factors influencing the Use of Food Security Information Products for Actions	
Unit 5 Assessing users' needs 1. Mozambique user need assessment p.39, 2. Georgia evaluation questionnaire September 2006 3. DL lesson 6.1 Understanding the User's Information Needs: Power Point Presentation, learners notes, exercises	5
Unit 6 Developing effective communication with users 1. IFPRI Guidelines on "Communicating Food Policy Research", pp 1 to 50	6
Unit 7 Improving reporting 1. Fact sheet Reporting Agrometeorological bulletins 2. Fact sheet Reporting for Results 3. Distance learning L 6.2 Reporting Results: Power point presentation, learners notes, Establishing a common understanding with the reader 4. Example of Publications: Press release FSAU, Kenya Food Security Update January 2006; Food Security and Nutrition monthly brief December 2005; Fews Net Africa Wewatger Hazards benefits Assessment Sep. Oct. 2006; FSAU Montly Nutrition Update February 2006 5. Distance learning L 6.3 Writing Effective Reports: Power point presentation, learners notes, Writing readable sentences 6. Distance learning L 6.4 Reporting Formats for Food Security Power point presentation, learners notes	7
Unit 8 Assessing existing FSIP 1. Smart Tool kit : Swot analysis	8
Unit 9 Preparing a Plan of Action for Producing FSIPs that Result in Action 1. Fact sheet : preparing a Plan of Action	9

ANNEX 5: Training Course Agenda

EC/FAO Food Security "Information for Action" Programme

Training Course: "Producing Food Security Information Products that Result in Action"

9-12 October 2006

Agenda

Day 1	Part 1 Reviewing the Context
8.30 – 9:00	<i>Registration and National Anthem</i>
	<i>Opening</i>
9.00 – 9.30	MAFF (H.E. It Nody): Introduction of the Training Course
9.30 – 9.45	FAO (Mr. Sopheap Soy and Ms Francoise Trine): Objectives and Expected Results of the Training Course
9.45– 10:00	<i>Coffee Break</i>
10.00 – 12.00	Reviewing FS concepts and definitions, FS situation in Cambodia, action undertaken in the country and country-specific decision making needs (Units 1 and 2) Questions and Clarifications
12.00 – 14.00	<i>Lunch</i>
14.00 – 15.00	Presentation of the participants - Review of the Agenda – Housekeeping Items
15.00 – 16.45	Reviewing existing FSIPs Presentations by Selected Participants of Existing Food Security Information Products (Unit 3) Questions and Clarifications
16.45 – 17.00	<i>Learning of the day</i>

Day 2	Part 2 Assessing FSIP
8.30 – 8.45	<i>Summary of what was learned in the previous day and Objective of the Day</i>
8.45 – 0915	Presentations of existing FSIPs by participants continue...
09:15 – 10:15	Factors that influence decision making, based on key informants' presentations
10.15 – 10.30	<i>Coffee Break</i>
10.30 – 12.00	Factors that influence Decision Making (Facilitation) (Unit 4) <ul style="list-style-type: none"> • Group work 15 minutes • Presentation and discussion of the results by group • Fact sheet - Factors that influence decision making
12.00 – 14.00	<i>Lunch</i>
14.00 – 14:45	Presentation of DL Unit 6.1: Understanding User Information Needs (Unit 5)
14.45 – 15.30	Group Work
15:30	<i>Coffee</i>
15.45- 16.45	Group Work

16.45 – 17.00	<i>Learning of the day</i>
Day 3	<i>Part 2 Assessing FSIP (continues)</i>
8.30 – 8.45	<i>Summary of what was learned in the previous day</i> <i>Objective of the Day</i>
8.45 – 10.00	Group Work: presentation of findings
10.00 – 10.15	<i>Coffee Break</i>
10.15– 11.00	Presentation of DL Unit 6.2. Improving Reporting (Unit 7)
11:00 – 12:00	Factors influencing communication between Users and Producers (Unit 6)
12.00 – 14.00	<i>Lunch</i>
14.00- 15.45	Preparing a Plan of Action for Producing FSIPs that Result in Action (Units 8 and 9) Group Work on specific FSIP
15:45 – 17:00	Presentation of Group Work – suggestions for improvement

Day 4	<i>Part 3 Preparing a Plan of Action – continued</i>
8.30 – 8.45	<i>Summary of what was learned in the previous day</i> <i>Objective of the Day</i>
8.45 – 11:15	Preparing a Plan of Action for Producing FSIPs that Result in Action (Unit 9) Group work continues
11:15 – 12.00	Evaluation of the Training Course (Unit 10)
12.00 – 14.00	<i>Lunch</i>
14.00- 15.30	Presentation of Draft Plan of Action for Producing FSIPs that Result in Action to all participants (Unit 9)
15.30	<i>Closing ceremony</i>

ANNEX 6: Summary of the Presentations of Food Security Information Products

Name of Presenter	Mrs. Meas Sotheavy
Institution	Department of Planning and Statistics, MAFF
1. General information	
Title of the Food Security Information Product	Agriculture Statistics
Name of the institution producing it	Department of Planning and Statistics, MAFF
Objective	- Evaluation of all activities according to planning and analysis - Improving agricultural policy sector
Structure (main sections)	Departments of MAFF
Frequency	Annually
Number of copies distributed	400 copies distributed during annual conference, including agriculture statistics and food balance sheets
2. Methods used to prepare FSIP and communicate information to users	
Preparation process	- Baseline Survey - Collection and collation of data - Reporting - Dissemination and Distribution
Communication with users	For exchange of information at different stages
3. Use of the FSIP	
Target audience	- Government Institutions - NGOs/IOs - Academics - Researchers
Actions expected	- Promotion of agriculture food production - Decisions related to marketing and trade
Effective use of the FSIP- Evidence	- Statistics office of Department of Planning and Statistics - Department of Agricultural Extension - Department of Agronomy - Department of Animal Health and Husbandry - Forestry Administration - Fisheries Administration - Other Ministries, especially, Ministry of Planning
4. Other	

Name of Presenter	Mr. Heng Vichea
Institution	CARD

1. General information	
Title of the Food Security Information Product	Food security and Nutrition Information System.
Name of the institution producing it	CARD with support from FAO-FNPP.
Objective	To facilitate the exchange of up-to date information among FSN agencies.
Structure (main sections)	-FSN in Cambodia, Project database management; -FSN document library displayed as FSN-web.
Frequency of the production	-FSNIS website updating everyday; -FSNIS CD-Rom (produced twice a year)
Number of copies distributed	500 CD, and over depending on budget available
2. Methods used to prepare FSIP and communicate information to users	
Preparation process	- Data and information collected from available sources and uploaded to FSNIS-web - FSNIS-web linkage with NGOs, and line ministries-webs
Communication with users	Dissemination through: (1) Training, (2) Workshop/Seminar, (3) Food Security-forum, (4) Technical Working Group on FSN, and (5) Solicit user feed-back through FSNIS-web communication
3. Use of the FSIP	
Target audience	- Policy-makers and interested people, NGOs/IOs and other donor agencies - Academics - Researchers
Actions expected	- Widely FSN sharing such as innovative approach, lesson learned, best practices - Data and information obtaining for action plans
Effective use of the FSIP- Evidence	- Recently, 11,500 visitors per month - More and more visitors
4. Other	
	Need to strengthen analytical skill and capacities to write articles/comments of FSNIS-team

Name of Presenter	Mrs. Chhun Sokunth
Institution	Department of Meteorology (DoM).
1. General information	
Title of the Food Security Information Product	Climatologic Bulletin

Name of the institution producing it	Department of Meteorology, MoWRAM
Objective	- Collecting, Preparing, Collating and Processing Data - Serving all concerned sectors
Structure (main sections)	- Internal concerning Offices of DoM - Provincial Department of MoWRAM
Frequency of the production	- Daily Climate Forecasting (Rainfall) - Warning letter released in advance - Web-site: WWW.dom.com.kh - everyday update
Number of copies distributed	3000 copies – dissemination materials
2. Methods used to prepare FSIP and communicate information to users	
Preparation process	- Secondary data collection from several provinces - Processing and Collating data -Coordinate activities to meet users' needs
Communication with users	-Meeting, Seminar/Workshop -Training Courses
3. Use of the FSIP	
Target audience	- Private sectors - Government institutions - School, University - Mass media - People
Actions expected	- Recommendation for MRC (Mekong River Commission) - Forecasting climate conditions for taking action - Reducing impact of disasters on people
Effective use of the FSIP- Evidence	- Offices of DoM - Provincial Department of MoWRAM - Line Ministries - Public and Private sectors
4. Other	Need to strengthen technical and analytical skills

Name of Presenter	Mr. Pich Pothy
Institution	National Institute of Statistics (Ministry of Planning)
1. General information	
Title of the Food Security Information Product	Health Access to Medical Care.
Name of the institution producing it	National Institute of Statistics of the Ministry of Planning.
Objective	Justification of socio-economic activities.

Structure (main sections)	National Institute of Statistics with support from some selected provincial offices and networking with selected groups
Frequency of the production	Mass media and extension materials released quarterly, every six months and annually
Number of copies distributed	Not available
2. Methods used to prepare FSIP and communicate information to users	
Preparation process	<ul style="list-style-type: none"> - Baseline survey - Data collection - Reporting - Data dissemination
Communication with users	<ul style="list-style-type: none"> - Primary data collection and Questionnaire - Data sheet production - Publishing and distribution
3. Use of the FSIP	
Target audience	<ul style="list-style-type: none"> - Governmental institutions - NGOs/IOs - Private and Public sectors - Academics and students
Actions expected	Improving health care sector and reducing risk of improper uses of medicine
Effective use of the FSIP- Evidence	<ul style="list-style-type: none"> - Ministry of health and WHO - Line ministries and stakeholders
4. Other	

Name of Presenter	Mr. Men Sothy
Institution	Department of Planning and Statistics, MAFF.
1. General information	
Title of the Food Security Information Product	FIVIMS Newsletter
Name of the institution producing it	National FIVIMS secretariat
Objective	Promotion, Awareness and Understanding of food security issues
Structure (main sections)	<ul style="list-style-type: none"> - Contribution to the users - FIVIMS operational framework and methodology - General information on agriculture provided
Frequency of the production	<ul style="list-style-type: none"> - Production of extension materials - Newsletters
Number of copies distributed	20,000 copies
2. Methods used to prepare FSIP and communicate information to users	
Preparation process	<ul style="list-style-type: none"> - Data and information collected from partners - Line ministries
Communication with users	- Dissemination through workshop/Seminar

	-Manual of Operations
3. Use of the FSIP	
Target audience	<ul style="list-style-type: none"> - Governmental institutions - Policy makers - NGOs/IOs - Private and Public sectors - Academics and researchers
Actions expected	<ul style="list-style-type: none"> - FIVIMS information available to the users - Data and information used to support action
Effective use of the FSIP- Evidence	<ul style="list-style-type: none"> - Departments of MAFF - Line ministries and stakeholders - Other interested users

ANNEX 7

EC/FAO Food Security “Information for Action” Programme

Training Course:

“Producing Food Security Information Products that Result in Action”

UNIT 4: - Factors Influencing the Use of Food Security Information Products for Action - Fact sheet – Draft – (FAO, October 2006). *Not to be quoted*

Factors	What often happens	What to do
1. Factors associated with users of food security information products (FSIPs)		
Political factors	- Political factors determine to a large extent resources allocations	- Forward FSIPs to the media - Support lobbying of civil society in favour of food insecure groups
Policy priorities of decision makers	- Food Security (FS) is not a priority objective for the country; other objectives prevail, such as poverty reduction and economic growth	- Support streamlining of FS into the country reference policy frameworks - Support advocacy activities (organization of advocacy events, dissemination of advocacy documents, pamphlets, etc.) - Make explicit the relationship between FS and country priority objectives - Demonstrate the importance of hunger reduction for poverty alleviation and economic growth
Attitude of decision-makers towards information	- Decision-makers do not base their decisions on evidence e.g. because they do not believe in it information or do not understand it	- Establish a long term strategy to change decision-makers’ attitude towards information
2. Factors associated with FSIP		
Relevance of information	Information provided: - Does not meet actual needs for decision-making - Not action-oriented, merely descriptive - Is not updated - Covers only one sector (agriculture, health)	- Understand users’ needs by e.g. sending questionnaires, interviewing them, organizing a user needs assessment
Credibility	- Authors are not considered impartial	- Support mechanism for involving stakeholders in the collection and analysis of FSIPs

	<ul style="list-style-type: none"> - Methods used are not transparent, not understood, not validated with users 	<ul style="list-style-type: none"> - Document the methods used to collect and analyse information and validate them during technical meetings with stakeholders
	<ul style="list-style-type: none"> - Information provided contradicts other sources of information or previous recommendations 	<ul style="list-style-type: none"> - Coordinate with other producers of information, avoiding (apparent) contradiction - Explain the reasons for which information is in contradiction with other sources of information or previous recommendations - Ensure consistency overtime
	<ul style="list-style-type: none"> - Data/information is not (considered) reliable 	<ul style="list-style-type: none"> - Indicate your degree of confidence in the information provided and explain the implications of limited confidence for decision-making
	<ul style="list-style-type: none"> - No reference to sources of information 	<ul style="list-style-type: none"> - Systematically indicate the sources of data/information
Relevance of recommendations in FSIPs	<ul style="list-style-type: none"> - Recommendations made in FSIPs are not relevant for the goals of the target audience 	<ul style="list-style-type: none"> - Understand policy agenda and priorities regarding food security
Readability	<ul style="list-style-type: none"> - The language used in the FSIPs is difficult to understand for target audience (e.g. too technical), - Not well written, e.g. incoherence, repetition, lack of structure, etc. - Too long for the target audience, with plenty of irrelevant or too detailed information - Data is provided rather than information 	<ul style="list-style-type: none"> - Adjust language used to target audience - Have the document edited by a professional or strengthen staff's skills in reporting - Shorten the document - Include half a page summary with the main recommendations - Give meaning to the information provided
Timeliness, momentum	<ul style="list-style-type: none"> - FSIPs are not released in a timely way for policy formulation, programming or targeting - Production of FSIPs is not influenced by decision-making process and existing momentum 	<ul style="list-style-type: none"> - Assess when information is needed in policy and decision-making processes and adjust the calendar of production of FSIPs - Schedule the production of FSIPs to provide information at key moments (e.g. annual planning exercise), when there is momentum - Keep the design or your FSIPs simple

		<ul style="list-style-type: none"> - Don't wait for the latest data - Simplify the editing and approval process
3. Factors associated with communication between users and producers of information		
Communication between users and producers of information	<p>Limited dialogue between users and producers of information with the following consequences:</p> <ul style="list-style-type: none"> - Information producers produce information that are not used - Information users do not take advantage of existing capacity in providing information and make decisions that do not have much impact in terms of reducing food insecurity 	<ul style="list-style-type: none"> - Develop and implement a communication strategy to establish and maintain an on-going dialogue that will allow for better understanding and response to evolving information needs for decision-making
Coordination for producing information	<p>Insufficient coordination leads to:</p> <ul style="list-style-type: none"> - Insufficient community of practices: no common language on concepts, definitions of indicators, analytical frameworks, etc. - Release of contradictory information by different sources creates confusion and can cause loss of credibility - Duplication, leading to non rational use of resources - Limited cross-sectoral analysis 	<p>Support the creation or strengthening of mechanisms with appropriate institutional setting to coordinate the production of information by line ministries and development partners, with sufficient human and financial capacity</p>
Coordination for using information	<p>Insufficient coordination leads to:</p> <ul style="list-style-type: none"> - Decision-makers having different agenda, not aligned with country priorities; this limits potential impact of FSIPs - No agreement between decision makers on when to act and how 	<p>Support creation or strengthening of mechanisms to coordinate the use of information, e.g. by</p> <ul style="list-style-type: none"> - Developing donors' platforms with the objective of harmonizing their policies and aligning them with country priorities - Standardizing thresholds of interventions and coherence in implementation of interventions

Accessibility of FSIPs	- FSIPs are not easily accessible, taking into account target audience	- Review dissemination strategy, taking into account your target audience and make access easier, e.g. by diversifying the means of dissemination (website postings, distribution of hardcopy documents, media releases)
------------------------	--	--

ANNEX 8: Understanding Users' Information Needs

EC/FAO Food Security “Information for Action” Programme Training Course: “Producing Food Security Information Products that Result in Action

Group Work Instructions

Please answer the following questions:

1. What are the reasons for producing FSIP?
2. What do you want the users to do with the information?
3. Who is your target audience?
4. What decisions do they have to make?
5. When is information needed? (timing & frequency)

Group formation:

Group 1 Web-site	Group 2 Meteorology	Group 3 Agriculture	Group 4 NIS
1.Mr. Heng Vichea 2.Ms. Poeu Vany 3.Mr. Now Theavy 4.Mr. Haing Leap	1.Ms. Chhun Sokunth 2.Ms. Hou Sopor 3.Mr. Pos Saroeung 4.Mr. Sok Sovathra 5.Ms. Man Mara	1.Ms. Meas Sotheavy 2.Mr. Chy Sochenda 3.Mr. Chek Pheakdey 4.Ms. U Sirita 5.Mr. Sok Samait	1.Mr. Pich Pothy 2.Ms. By Sokunthea 3.Mr. Khiev Sothy 4.Ms. Ney Sokhim 5.Ms. Khlok Peng Thol

GROUP WORK FINDINGS

Group 1: FSNIS (website)

1. What are the reasons for producing FSIP

- Gather FSN information from other institutions
- Facilitate the exchange of updated information among FSN agencies, development and widespread dissemination of knowledge
- Provide links to website with relevant FSN data
- Provide a repository for FSN documents for the long term
- Support the monthly National FS-Forum, TWG-FSN and other committees

2. What do you want the users to do with the information?

- Disseminate information to others
- Educate those unfamiliar with FSN
- Make plan base
- Provide feedback to improve FSNIS
- Share FSN information with the FSN community

3. Who is your target audience?

Primary Audience

- Government
- Donors
- NGOs, INGos, IOs
- Private sector

Secondary Audience

- Researchers
- Students
- Community

4. What decisions do they have to make?

- Making Plan / policies
- Release of funds
- Implementation of FSN activities
- Communication with others relevant purposes at different levels

5. When is the information needed? (Timing & frequency)

- News and events: daily
- Job announcement: daily
- Farmers' magazine: monthly
- Annual Report

Group 2: Meteorology Bulletin

1. What are the reasons for producing FSIP ?
 - For different purposes, especially for the agricultural sector as climate affects crops, livestock, fishery
 - Early warning of disasters
 - Health
2. What do you want the users to do with the information?
 - Increase production
 - Cultivate on time
 - Prepare in advance different steps of cultivation
3. Who is your target audience?

Primary Audience:

 - Media
 - MRC
 - Researchers
 - Government Sectors

Secondary Audience:

 - Private sectors
 - NGOs
 - Institute
4. What decisions do they have to make?
 - Making Plan
 - Financial and technical support
 - Communicate with other agencies to coordinate actions
5. When is the information needed? (Timing & frequency)
 - Daily forecast
 - 10 days report
 - Monthly report
 - Quarterly report
 - Annual report
 - Warning on ad hoc basis

Group 3 Agricultural Statistics

1. What are the reasons for producing FSIP?
 - Make information accessible
 - Increase data available for actions
 - Decide on policies, action plan and strategy
 - Provide accurate information

2. What do you want the users to do with the information?
 - Use information for extension services
 - Take action
 - Support action plan and strategy of the agricultural sector
 - Provide recommendation to data producers
 - Obtain financial support from donors

3. Who is your target audience?
 - Primary
 - National
 - NGOs
 - Governments
 - Stakeholders
 - Secondary
 - Business
 - Researchers
 - NGOs
 - Donors

4. What decisions do they have to make?
 - Policies
 - Action Plan & Strategy

5. When is the information needed? (Timing & frequency)
 - On a seasonal basis, following the crop calendar
 - Annual Reports before Conference

Group 4: NIS Report “ Diet Diversity of FCSES”

1. What are the reasons for producing FSIP?
 - Collect data related to the situation food intake of Cambodian people (quantity, quality)
 - Reduce malnutrition & improve health status, prediction of food consumptions (country level/ year)
2. What do you want the users to do with the information?
 - Governments establish the appropriate strategy to improve the nutrition status
 - NGOs and agencies develop appropriate development programmes and projects
 - Consumer communities change behaviour
3. Who is your target audience?
 - Primary
 - Government
 - NGOs
 - Development agencies
 - Secondary
 - Students
 - University
 - Researchers
4. What decisions do they have to make?
 - Disseminate the result of research finding to all levels (provincial, district, commune, villages)
 - Take actions for developing appropriate programmes & national Policy
 - Build capacity of VHV's Health Centre
 - Train villages on health care & appropriate consumption of foods
 - Trigger relevant emergency responses, especially for mothers & children under 5
5. When is the information is needed? (Timing & frequency)
 - Annually (evaluation report)

ANNEX 9: Instructions for Plan of Action

EC/FAO Food Security “Information for Action” Programme

Training Course:

“Producing Food Security Information Products that Result in Action”

UNIT 9: - Preparing a Plan of Action - Fact sheet – Draft – (FAO, October 2006)

Please answer the following questionnaire with the members of your group.

A. Questions related to FSIPs in general

A. 1. What are the two main priorities to improve the impact of FSIPs on action in Cambodia?

(i)

.....

(ii)

.....

A. 2. What do you recommend to do to address these priorities?

Priority (i)

What actions should be taken?	What are the main expected outputs?	Who should do it?	When should it be done?

How can you personally contribute?

.....

Priority (ii)

What actions should be taken?	What are the main expected outputs?	Who should do it?	When should it be done?

How can you personally contribute?

.....

.....

.....

B. Questions related to specific FSIPs

B. 1. What are the three priorities to improve the impact of your FSIP on action? Explain why it is important to address them.

(i)

.....

.....

.....

.....

(ii)

.....

.....

.....

.....

(iii)

.....

.....

.....

.....

B. 2. What do you recommend to do to address these three priorities?

Priority (i)

What actions should be taken?	What are the main expected outputs?	Who should do it?	When should it be done?

How can you personally contribute?

.....

.....

.....

Priority (ii)

What actions should be taken?	What are the main expected outputs?	Who should do it?	When should it be done?

How can you personally contribute?

.....

.....

.....

.....

Priority (iii)

What actions should be taken?	What are the main expected outputs?	Who should do it?	When should it be done?

How can you personally contribute?

.....

.....

.....

Comments on the learning objectives and content of the training course:

6. What part of the training program did you find most useful?

Reviewing:

- FS situation and action undertaken in the country
- Country-specific decision making needs
- Existing FSIPs

Assessing FSIP

- Factors that influence Decision Making
- Factors influencing communication between Users and Producers
- Understanding User Information Needs
- Improving Reporting

Preparing a Plan of Action for Producing FSIPs that Result in Action

- Preparing a Plan of Action

Explain why?

7. What part of the training program did you find least useful?

Reviewing:

- FS situation and action undertaken in the country
- Country-specific decision making needs
- Existing FSIPs

Assessing FSIP

- Factors that influence Decision Making
- Factors influencing communication between Users and Producers
- Understanding User Information Needs
- Improving Reporting

Preparing a Plan of Action for Producing FSIPs that Result in Action

- Preparing a Plan of Action

Explain why?

8. Will this training course help you in your job?

Please explain

III. METHODS

9. Were the methods used for the training appropriate to reach the objectives?
1 2 3 4 5

10. Did the methodology help you to share your own knowledge and experience?
1 2 3 4 5

11. How useful did you find the following methods used during the training course?

- PowerPoint Presentations by facilitators: 1 2 3 4 5
- Presentation by participants: 1 2 3 4 5
- Group work: 1 2 3 4 5
- Facilitated discussions: 1 2 3 4 5

Suggestions for improving the methods:

IV. TRAINING MATERIALS

12. Were the two Power Point presentations (“Understanding Users’ Information Needs” and “Reporting for Results”) clear and easy to follow? 1 2 3 4 5

13. How useful were the reference documents in your folders: 1 2 3 4 5

Suggestions for improving the materials:

V. LOGISTICS

14. Was the meeting venue adequate? 1 2 3 4 5

15. Was the timing of the agenda comfortable? 1 2 3 4 5

16. Was the organization efficient? 1 2 3 4 5

17. Any Additional comments:

ANNEX 11: Plan of Action for Improving Food Security Information Products

Priorities to be Addressed	Actions Required	Outputs	Responsibility	Timeframe
Part A: Priorities to be addressed by participants to improve their own information product and practical follow-up actions to which they can personally contribute				
1. Food Security and Nutrition Information System (FSNIS)/CARD-Website				
1: Building capacity of both FSN information users and producers in using FSNIS Website	Organize training courses on the use of FSNIS website at central and decentralized levels	Number of people trained	FSNIS Staff	from November 2006 to December 2007
2: Building capacity of the FSNIS Team in preparing web releases	Train FSNIS Staff in summarizing and analyzing the materials provided by FS stakeholders in Khmer and English in such a way that the releases are attractive to website users	Number of days of training attended by FSNIS staff	FSNIS Director	from January to December 2007
3: Improving the use of the FSNIS website	Obtain feedback from website users on the FSNIS website (questionnaires, interviews)	Number of questionnaires sent/filled and number of users interviewed	Director of FSNIS	December 2006
2. Meteorological Bulletins /MoWRAM				
1. Identifying the purpose of the users and their information needs	Organize a meeting with the Department of Meteorology (DOM) and donors to discuss their needs	Meeting report	Director of DOM	February 2007
2. Improving the quality of the meteorological data	Meeting with MoWRAM (DOM) and donors to get funding for increasing the number of meteorological stations	Number of stations increased from 16 to 24	Director of DOM	February 2007
3. Disseminating the results on time	Increase number of telephone lines for sending data by fax	Number of telephone lines increased from 1	DOM	February 2007

	machines	to 2		
3. Agricultural Statistics Reports Department of Planning & Statistics (MAFF)				
1. Improving data collection	Test new questionnaire with extension agents	Department of Planning and Statistics/MAFF	Department of Planning & statistics (MAFF)	From November to March each year
2. Networking with extension agents	Organize events for sharing information between central and decentralized levels	Number of meetings, workshops, seminars involving staff from central and decentralized levels	Department of Planning & statistics (MAFF)	From April-June each year
3. Training staff on a continuous basis	Provide training to staff on a continuous basis to ensure stable capacity	Number of training courses provided at decentralized level and number of trainees	Department of Planning & statistics (MAFF)	From August-Sep each year
4. Food Consumption Report (NIS)				
1. Understanding from users what would be most useful in terms of analysis for policy making	Conduct a two day workshop to discuss with the users their needs	Recommendations from users on what they need	NIS working group	December 2006-January 2007
2. Coordinating with the institutions involved in the preparation of the report	Write to institutions involved in the preparation of the report, asking them to designate a focal point	Letter or message sent to institutions	Director of NIS	November 2006
3. Providing incentives to institutions involved in the preparation of the report	Ask FAO for additional resources to provide incentives to institutions involved in the preparation of the report	Request to FAO for additional resources	Director of NIS	November 2006
PART B: Plan for Action regarding food security information products in general				
1. Improving communication and collaboration between FSIPs users & producers& amongst producers	1. Identify <u>primary</u> and secondary users for better targeting of FSIPs 2. Work closely with the institutions responsible for coordinating FSN	1. List of primary and secondary users 2. Number of events involving both users &	FSIPs producers CARD	From now on

	information to identify concrete actions to strengthen the collaboration between FSIPs users and producers & amongst producers, including the organization of workshops and meetings to exchange on concepts, methods and results	producers or producers from different institutions 3. Progress made in implementing actions agreed upon		
2. Improving the Quality of Food Security Data & Analysis	<p>1. Define training needs of those who collect and analyse information</p> <p>2. Prepare and conduct trainings</p> <p>3. Monitor/assess trainees' capacity in food security data collection and analysis</p>	<p>1. Training programme for data collection & analysis established</p> <p>2. Training materials with methods and tools for data collection & analysis developed</p> <p>3. Capacity of data collectors and analysts assessed</p>	Line ministries in collaboration with FSIPs producers and support from donors	February 2007

ANNEX 12: Opening Speech by H.E. It Nody, Under Secretary of State, MAFF

Excellencies

Representatives of FAO in Rome and in Cambodia

Distinguished National and International guests, Ladies and gentlemen

Dear all participants

Today I have the great pleasure and honor to participate as chairman in the national training course on “Producing Food Security Information Products that Result in Action”. On behalf of the MAFF, I am pleased to welcome Excellencies, the distinguished national and international guests and ladies and gentlemen for their participation in this event. I would like in particular to thank FAO for jointly organizing this training course together with MAFF. My special thanks are also addressed to the European Commission for their financial support.

The main purpose of this training course is to assist countries in producing demand-driven, relevant and credible food security information products (FSIPs) that result in action, leading to greater food and nutrition security. FSIPs are materials (such as reports, bulletins, website releases, and maps) that include food security-related information produced to support the process of food security policy formulation process, programming and targeting.

This training will provide an opportunity to both users and producers of information, coming from different sectors of government and NGOs, to identify the reasons for which the use of information is limited and come up with recommendations in order to increase the impact of information on decision-making. Communication is an essential ingredient for establishing and maintaining an on-going dialogue that will allow for better understanding and response to evolving information needs for decision-making.

The training course has two main objectives:

- Strengthen the capacity of national institutions at central and decentralized levels to produce FSIPs that result in action for improving food security through improved communication with users.
- Prepare a Plan of Action for improving and creating effective FSIPs with a communication strategy that will improve dialogue and collaboration between information users and producers and a calendar for implementation.

MAFF/FIVIMS has already made a lot of efforts into building staff capacity in data collection, analysis, sharing and dissemination. This training course is expected to complement these efforts, with expected synergy and positive outcomes in terms of reducing food insecurity and vulnerability of the most affected groups in the country. These efforts have received and continue to receive support from a number of partners, including FAO through the Asia FIVIMS Project, the FAO-Netherlands Partnership program and the EC-FAO Food Security Programme. We are very happy to organize this 4 day training course which focuses on producing food security information products that result in action.

We expect the results to be useful to both users and producers in the Cambodia government and NGOs and assist in improving decisions related to food security with a beneficial impact on food security.

Ladies and gentlemen, dear all participants

I take this opportunity to stress how important it is for all stakeholders, policy makers, government institutions, financial and technical partner agencies to closely collaborate and coordinate their activities, in particular in the area of food security and nutrition information to achieve the objective of the National Strategy Development Plan (NSDP) related to the reduction of hunger and eradication of extreme poverty. I would like to thank the international donor's community members for their continuous technical and financial support to MAFF/FIVIMS. I am confident that this training course will not only contribute to faster progress in terms of reduction of food insecurity and hunger but also to poverty alleviation and economic growth in Cambodia.

Finally, and once again on behalf of the Ministry of Agriculture, Fisheries and Forestry, I would like to express my sincere thanks to the European Commission and FAO for providing the technical assistance to MAFF/FIVIMS for organizing this training course.

I wish our training participants a productive training course, and I wish you all, Ladies and Gentlemen, the best health and success.

I am very glad to declare the training course on "Producing Food Security Information Products that Result in Action" open.

THANK YOU!

ANNEX 13: Opening Remarks by Mr. Sopheap Sao, Assistant FAO Representative (Programme)

**Excellency It Nody, Under Secretary of State, MAFF
Ms. Francoise Trine,
Dear Participants,**

On behalf of the FAO Representative in Cambodia, I am pleased and honoured to participate in the opening session of this training course on “Producing Food Security Information Products that Result in Action”, which is jointly organized by the FIVIMS Secretariat in MAFF and FAO. The training course is one of the EC/FAO FSP’s three major activities in Cambodia which programme is financially supported by the European Commission.

All recent evidence suggests that Cambodia has made considerable progress in reducing food insecurity and malnutrition in the last decade. This has also been proved by the preliminary results of the analysis of food consumption data, from the 2004 Cambodia Socio-Economic Survey, conducted last week by the National Institute of Statistics (NIS) with the same supports of EC/FAO FSP. Cambodia appears to be on track to achieve the hunger reduction targets of the Cambodia Millennium Development Goals (CMDGs) if the trends are confirmed.

This is indeed very good news for all of us but I wish to stress the importance of our continuing efforts towards the reduction of hunger, as a large part of the population remains affected. Moreover, it is worthwhile to note that recent analyses demonstrate that fighting against food insecurity and malnutrition is an effective and efficient way to contribute to poverty reduction and economic growth which are two key objectives of the RGC. In connection with this, I would like to underline three facts as follows:

- ⇒ A recent FAO study demonstrates that it takes longer for economic growth to have an impact on hunger than for improved nutrition to stimulate economic growth. This highlights the interest of addressing food security and nutrition issues as an entry point to support economic growth.
- ⇒ Food insecurity and malnutrition have a high economic and social cost. An analysis of the cost of hunger carried out by FAO in 2004 concluded that the loss of productivity over the lifetimes of people whose physical and cognitive capacities are impaired by lack of access to sufficient and nutritious food and its consequences (low birth weight, malnutrition, diseases) represents between 5 to 10 percent of GDP in the developing world.
- ⇒ Without rapid progress in reducing hunger, achieving all other MDGs, including poverty reduction, will be more difficult as persistent hunger slows progress towards most other MDGs (hunger and malnutrition lead e.g.

to reduced school attendance and learning capacity, weakened immune systems, rising child mortality, vulnerable to/spread of diseases).

In many countries, one of the main constraints for designing and implementing better policies and interventions is the lack of reliable and accurate information on the population groups affected by food insecurity and malnutrition: Who are they? Why they are in this situation and what can be done to address it? are key questions that often remain without answer. But many of us also know that existing data and information tend to be poorly used for decision-making. The use of existing information is far from optimal. In the case of Cambodia, many efforts have been made recently by the Royal Government of Cambodia (RGC), with support from development partners including FAO, for improving the analysis and access to information. There are several information systems such as the VAM-Food Security Atlas of WFP, CamInfo in the Ministry of Planning, Food Security and Nutrition Information System in CARD and Food Insecurity and Vulnerability Information and Mapping System in MAFF. However, the use of information for guiding policies and interventions remains rather low.

In view of the above, the objective of this training is to identify together with the participants the factors that influence the use of the information contained in reports, website and database as well as to determine recommendations for producing relevant and credible information products that have more impact on food security policy formulation, programming and targeting.

I will close my remarks by expressing my sincere gratitude to His Excellency It Nody, Under Secretary of State and National FIVIMS Focal Point in MAFF, who has spent his valuable time to join this opening session of the training course. I wish to take this opportunity to convey my thanks to those who have worked hard to make this training course happened.

Last but not least, I wish the participants fruitful exchanges and discussions that will lead to not only the identification of solutions but also, in the near future, to concrete actions for improving the use of information for reducing food insecurity and malnutrition in Cambodia.

Thank you very much.

ANNEX 14: Opening Remarks by Mrs. Françoise Trine

**Excellencies,
Representative of FAO
Distinguished guests
Ladies and Gentlemen
Dear Participants**

The training course on “Producing Food Security Information Products that Result in Action” has been developed by the EC/FAO Food Security “Information for Action” Programme, under the umbrella of the International Secretariat of the FIVIMS Initiative based in FAO in Rome. The Programme is implemented by FAO with funding from the European Union.

The Programme aims at strengthening national capacity in generating, managing and using food security information from different sectors to support food security policy formulation, programming and targeting.

The training course is new and quite innovator. To my knowledge, FAO has never provided assistance to information producers in the past with the specific objective of supporting the use of information. FAO and other partners involved in improving food security information have traditionally focused on issues related to data collection, management, analysis, access and dissemination. But, there is increasing consensus on the fact that producing information offers no guarantee that it will be used for reducing food insecurity! The challenge from the information producers’ perspective is to produce the right information at the right moment and to communicate it to the right people in the right way.

The training course will be conducted in four other countries covered by the Programme. The content of the training course has been developed by taking stock of the experience of a number of FAO and non-FAO FS information specialists working in different countries. It is based in particular on the following lessons:

1. The quality of the decisions made for policy-making, programming and targeting, (measured in terms of impact on hunger), depends on available information but also on the effective use of this information for decision-making.
2. In most countries, (the lack of reliable, timely and disaggregated information is a main constraint that needs to be addressed but) the use of existing information for guiding the planning and implementation of policies, projects and programmes is much below potential.
3. FSIPs can be an important means of communication between the producers and the users of information, especially in countries with a high number of FS stakeholders and problems of coordination.

The objectives of the training course are:

1. Strengthen the capacity of national institutions to produce FSIPs that result in action for improving food security.
2. Prepare a Plan of Action for improving and creating effective FSIPs

Expected Results

At the end of the training course, we expect that the participants will have:

(i) Identified the main criteria influencing the use of information and FSIPs for action in Cambodia,

(ii) Applied these criteria to assess their FSIPs and

(iii) Prepared a plan of action for producing more effective FSIPs, with a suggested calendar of implementation. This plan of action will focus on a few products that will be selected together with the participants. The plan of action will be presented by participants at the end of the training course, Thursday at 14.00 in this room. We will invite the institutions involved in the production of these products to participate and comment on the results obtained.

FAO will follow-up on the implementation of the Plan of Action and provide support and incentives, within its limited budget.

The training course will be conducted by Ms Trudel, a consultant specialized in communication and myself, an FAO FS Analyst. A certificate will be delivered jointly by MAFF and FAO to participants who will have attended all the sessions.

Excellencies, Representative of FAO, Distinguished guests, ladies and gentlemen and participants, I thank you very much for your interest in the training course. I take this opportunity to address my special thanks to all those who have contributed to the organization of the training course. I wish the participants a pleasant and productive training course.

ANNEX 15: Closing remarks by Ms F. Trine

**Mr. Tuot Saravuth, Director of International Cooperation Department,
Participants,**

We have now arrived at the end of this four day training course. It has been for me a very interesting and nice experience to work with you all and I believe we have achieved the objectives of the training course. You have worked very hard and came up with excellent results, including a Plan of Action with the priorities to be addressed and practical actions that you will take for your respective reports and website to have more impact on action.

In the long term, I hope your increased awareness of the issues related to information, information products, decision-making needs and factors influencing the use of information will contribute to changing attitudes towards the use of the information in Cambodia. We know that this is a long term process and it will take time to see concrete changes in Cambodia. But in the meantime, I hope that you will apply the skills and knowledge you have acquired during this training course in your daily work to progressively improve the impact of your products on food security planning, in line with the Plan of Action.

We, in FAO, will monitor the progress you make in implementing the Plan of Action. In six months time, we will assess the results and produce a report. So don't forget to keep track of any action you take that (based on what you have learned during the training) will contribute to improve your information product, from a "Information for Action" perspective.

This training course will take place in four other countries and we envisage rewarding the country where those who have participated in the training course will have made more efforts for implementing the Plan of Action. We will keep you informed of our decision on this issue.

Thank you very much for your interest, your hard work and all the enjoyable moments we spent together during these four days. I wish you every success in your work.

ANNEX 16: Training Course Evaluation by the Participants

There were 17 responses out of the 21 participants.

1) Participants rating of the course (scale of 1-5, where 1=poor and 5 = excellent)

The course received a very positive feedback from participants. The two learning objectives that were highest rated were (1) assess FSIPs based on factors influencing their impact on action and (2) establish & maintain effective user-producer dialogue. There were also positive responses to the quality of the course content, the learning materials and the facilitation process.

Category	1	2	3	4	5
Overall course objectives achieved			6%	82%	12%
Specific learning objectives achieved:					
• Assess FSIPs based on factors influencing their impact on action			10%	88%	2%
• Assess users' information needs for decision-making			17%	65%	8%
• Establish & maintain effective user-producer dialogue			6%	70%	24%
• Improve & design FSIPs that support action			20%	65%	15%
• Identify priorities to improve FSIPs in your country			17%	53%	30%
Content of course: • relevant				41%	59%
• well structured				41%	59%
• clearly presented				65%	35%
Quality of learning materials				82%	18%
Methods (facilitation and presentation of the training)				59%	41%

2) Which parts of the workshop were most useful?

Overall, the second part on methods and tools for assessing FSIPs were seen as most useful. Participants explained these helped them to appreciate the impact information products and to learn how to improve upon these based on a clearer understanding of the demand and factors influencing the uptake of information by decision-makers.

<i>Thematic units covered:</i>		
Reviewing:	• FS situation and action undertaken in the country	35%
	• Country-specific decision making needs	29%
	• Existing FSIPs	35%
Assessing FSIP:	• Factors that influence Decision Making	29%
	• Factors influencing communication between Users and Producers	59%
	• Understanding User Information Needs	41%
	• Improving Reporting	47%
Preparing a Plan of Action for Producing FSIPs that Result in Action		8%

Comments of why participants regarded these parts were useful:

- learned to do a Plan of Action x 7
- understand importance of knowing users' demand and getting their feedback x 5
- increasing report writing skills x 7
- sharing and learning views and experience from other participants x 4
- identifying clear target audience for FSIPs x 3

- understanding factors influencing communication between users and producers x 2

3) How could the training be improved?

- receive electronic copies of all training materials (incl. presentations by key informants) x 4
- best practices and recommendations in developing a plan of action x 3
- provide brief guidelines for writing a report x 3
- longer duration of the course x 4
- repeat course and extend participation for other line ministries and NGOs for improving networking and information sharing x 1
- more exercises and group work using practical on-the-job examples x 2
- more opportunity to meet decision-makers from other line ministries x 1
- send any updates of the training course via email x 1

