

## The Tools and How to Use Them

### Fish Landing Record Book

#### Description

A record book is maintained by either the community fishery co-operative, a committee established for that purpose if no co-operative exists, a representative of the community selected by the community, or a paid fishery worker. The Fish Landing Record Book is used to record what the insiders feel is important information. This may include cost accountability, a record or technical information, species preferences, labour inputs etc.

DISTRIBUTION RECORD					
DATE	NAME OF FISHER	LOCATION	LANDINGS	SALE PRICE	REMARKS
			No. SPECIES		

OPERATING COST RECORD				
DATE	ITEM MATERIAL	QUANTITY	COST	REMARKS

LABOUR RECORD			
DATE	NAME	ACTIVITY	HOURS

#### Purpose

- Assists and improves fishery administration
- Retains valuable information about new fishing efforts, fishing methods and fish stocks
- Keep track of fish catches
- Keep cost accounts

#### Benefits

- This tool helps insiders with new or untested fishery practices.
- Can identify fishery research needs.
- Helps to establish effective fishing techniques.

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### *Using the Fish Landing Record Book Tool*

1. Meet with insiders and/or the fishery committee to discuss which information to collect and to choose a person responsible for record keeping.
2. Set up the record book according to the information needs discussed and agreed upon.
3. Provide follow up and assistance as required.
4. Hold periodic larger meetings to provide feedback to the community.

### **Precaution**

Outsiders should ensure that they do not force their own information on insiders.

### Community Financial Accounts

#### Description

This tool utilises basic single entry book keeping techniques (receipts, input/output columns, etc.) to record and monitor financial information.



#### Purpose

- Monitors the finances of small scale fisheries enterprises
- Provides accountability to the community
- Assists in evaluating the inputs/outputs

#### Benefits

- Helps insiders identify financial problems quickly
- Assists insiders by providing information on which to base financial management decisions
- Develops and/or strengthens insider record keeping skills

#### *Using the Community Financial Accounts Tool*

1. Meet with insiders to discuss which information they need, identify the probable inputs and outputs, where the information will come from and who will be responsible for the accounts.
2. Design a record keeping system that will easily provide the information needed.
3. Follow up and assist with record keeping for ongoing accounts, balancing and reporting results to the community.

#### Precaution

The book keeping should be kept as simple as possible.

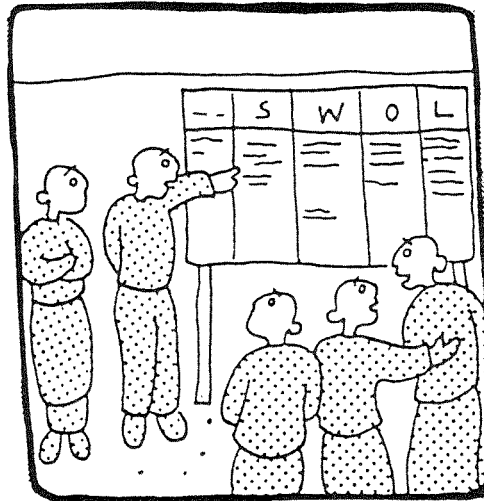
### Strengths, Weakness, Opportunities and Limitations (S.W.O.L.) Analysis

#### Description

This tool provides a framework which allows for group analysis and/or evaluation of issues. Four categories (Strengths, Weaknesses, Opportunities and Limitations) in the framework are used to examine, define, discuss and record the issues.

#### Purpose

- Provides a framework for analysis of a given situation
- Encourages input from many people
- Facilitates discussion of potential solutions (opportunities) and constraints (threats)
- Gathers qualitative information



#### Benefits

- Field staff have found the S.W.O.L. Analysis easy to explain, easy to use, and easily understood by communities.
- This tool can be used in information gathering and analysis for Assessment, Monitoring and Evaluation.
- The best thing about this tool is that it recognises that there are usually two different sides (positive and negative) to any given issue or situation and it encourages discussion of both. It helps to set the basis for negotiations and trade-offs.
- Open, in depth, focused and frank discussions are facilitated because agreement must be reached to identify what is a strength and what is a weakness. What is seen as a strength to one person may be a weakness to another.
- Encourages thinking about the creation of opportunities, considering strengths and weaknesses and the limitations that might be present.
- This tool allows for ALL ideas around a specific issue to be discussed. Used consistently over time, this tool can record changes in attitude and perception.

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### Using the S.W.O.L. Tool

1. Approximately two hours will be needed to explain the tool to participants, allow them to go through the exercise, then analyse and synthesise the information.
2. Materials required are large paper or newsprint pads and big pens, or chalk and a blackboard.
3. Explain the purpose of the tool. Decide on the issue or situation that will be discussed, which can be broad or narrow. S.W.O.L. analysis can handle most issues, as long as they are clear and understandable.
4. Explain the categories to participants. Description of categories is as follows:

Strengths	Strengths are those things which have worked well, the things that you are proud to tell others, that you like to "brag" about! Strengths are the best aspects of any given situation, issue or persons
Weaknesses	Weaknesses are those things that have not worked so well, the things that you would rather others didn't know about! Weaknesses are the inferior aspects of any given situation, issue or persons.
Opportunities	Opportunities are the possibilities for positive change, given both the strength and weaknesses. Opportunities are the chance to change things for the better.
Limitations	Limitations are the things that stop us from realising the opportunities. Limitations stop change from happening. Some limitations can be overcome, others cannot.

TOPIC:			
TOPIC: EVALUATION OF VILLAGE FISHERIES			
STRENGTHS	WEAKNESSES	OPPORTUNITIES	LIMITATIONS

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5. As the four categories are being explained, write them at the top of the columns across the top of the page. Leave space to insert the main points of discussion as shown in the sample below.
6. There are two ways to approach the S.W.O.L. analysis, depending on the specific situation or issue. Either go through all the strengths first, then all the weaknesses, all the opportunities, and all the limitations. Or identify each strength, then each "matching" weakness and so on. A small "test" of the tool use will help you to know which approach is going to work best in each instance.
7. Some points may be discussed at length before agreement is reached. Each point is written on the framework only after agreement has been reached.

### Precautions

Sensitive subjects may arise. The facilitator may wish to change the topic and return to the sensitive point later on. This can reduce the chance of possible problems.

Some of the group may dominate discussion. The facilitator can ask specific persons for input, or the exercise can be done with different focus groups.

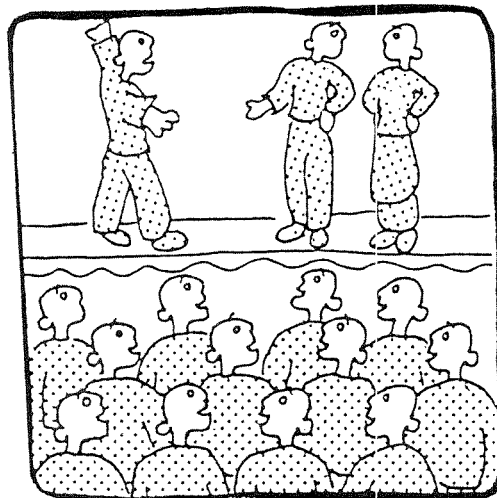
Synthesising discussion into a few words may be difficult. The facilitator should always check to see that the audience agrees with the reporting.

### Popular Theatre

#### Description

This is a tool to develop awareness through the use of local media such as dance, song, drama and mime. Popular Theatre is different than traditional theatre because rather than mirror and mimic the culture it shows the contradictions, leaving the audience with unanswered questions upon which to reflect and hopefully seek answers.

Popular Theatre is not meant to produce a masterpiece, it is a tool to better understand a situation.



#### Purpose

- Express feelings, tell a story, or bring up community concerns around an issue
- Use the potential of theatre as a "rehearsal for life" helping to overcome fears and build confidence
- Encourage the audience to reflect upon and seek answers to community problems

#### Benefits

- This tool is multipurpose. It can be used for Assessment, Evaluation and Monitoring. It can be used often throughout a project to build a story. It can be used to present the "results" of analysis and have those results verified by a wider audience. It can be used to present (through video, slide tapes or tape recordings) information to other communities, other decision makers and/or other interested parties.
- This tool encourages a high degree of community/ beneficiary participation, identifying community concerns and working towards solutions.
- Overcomes fears and builds confidence.

### *Using the Popular Theatre Tool*

1. For a fairly elaborate presentation this tool requires some time. However, if the community is familiar with local theatre as a chosen form of communication, it may be done fairly quickly and easily. Expenses are minimal if locally available costumes and props are used. If recording is done (photographs, slides, video, tape recording) it can be more expensive.

2. Training in the use of Popular Theatre is recommended. Experience has shown that once a group is presented with the idea, they enthusiastically proceed. An outside popular theatre group may be used to facilitate presentation if local expertise is not available.

3. There are four basic steps involved in producing popular theatre:

- Taking in:  
Create an atmosphere in which insiders and outsiders can feel free to talk openly of experiences or problems which are painful, difficult or taboo to discuss. Most people begin by exploring their own experiences and later being to study experiences of others.
- Analysing Material:  
Analysis is done by discussions between insiders, outsiders and animators/actors/ facilitators. In discussions the information about the issue is examined in its wider social, economic or political context. This approach brings to light the relationships and contradictions between problems.
- Creating material:  
Convert the major issues into entertainment. This entertainment can be in the form of a series of workshops, or a play. Activities can be structured into entertainment by: Asking people to take on the role of a group or community unfamiliar to them and to feel and reflect on the experience. For example, an urban group may be asked to experience, or act the part of members of a rural group, or men may be given roles as women. When people take on very unfamiliar roles they are forced to learn and explore new feelings and experience.

Building the new thoughts and emotions that are learned into stories or scenes for a play. This can be done by incorporating ideas into the narrative for a drama or shaping it into a discussion between the actors and the audience.

Reflection leads people into the next and important stage, "rehearsal for life" where there is the opportunity to create a theatre situation where people "practice" change and new perceptions emerge.

The participant audience is asked to intervene to solve a problem or resolve a contradiction. By resolving the contradiction, the drama reaches a new phase and becomes a new drama. This new drama may have new contradictions built into it and so the process becomes continuous.



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All of these stages can take place in the natural setting. They do not require a traditional theatre nor all the trappings of a theatre such as scripts, sets, costumes and lighting.

- Organisation:

A vital part of Popular Theatre is organisation of a small group of people that work well together, and understand the community of people. This group is responsible for developing ways for the community to participate in the analysis and decision making that is central to the work. The group guarantees that resource people/animators and writers remain in touch with the feelings of the groups with whom they work and vice versa.

### Precautions

It may be difficult to record the process and the outcome, especially if there is a great deal of audience response. Tape recordings, photographs, or videos may be useful for recording.

In the absence of electronic recording devices a team of human recorders can be used. The recording team must be literate. They should each be stationed in a different place around the audience and make their notes independent of the other members of the recording team. Later they can attempt to combine their notes, thus building a composite record of the proceedings.

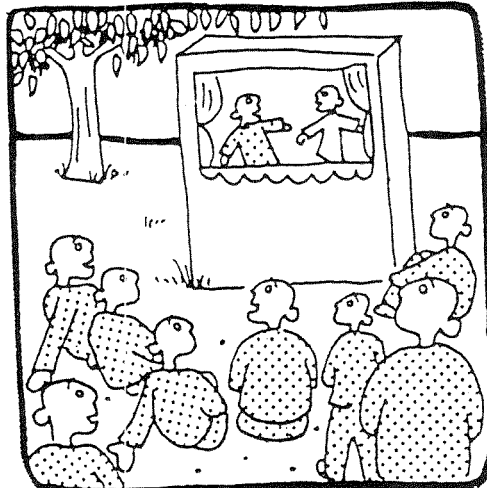
Actors have to "create" quickly, based on audience response.

The entertainment value should not outweigh the learning value.

### Puppet Theatre

#### Description

Puppets are used to represent characters which act out the issues and/or story determined by insiders. If an outside professional puppet group is used, the assistance of insiders to develop scripts around the issues is required.



#### Purpose

Puppet Theatre has the same purpose as Popular but because the puppets are not viewed as "real people", they can often deal with sensitive situations and more easily obtain feedback from the audience.

#### Benefits

- Puppet theatre has high entertainment value in some cultures and can reach and receive feedback from a wide audience.
- This tool is multipurpose: it can be used for assessment; for collection of qualitative information; as an extension tool; for presentation and, for the communication of results.
- By using this tool continually, an ongoing process of audience feedback exists. This strengthens the group analysis.

#### *Using the Puppet Theatre tool*

1. Meetings of insiders/outside and the puppet group (if applicable) will be needed to identify key issues and design a presentation that will encourage response. After the messages and key issues to be communicated are identified it should be determined how this can best be done. For example the puppets can tell a story or act out a drama.

The puppet group will require manual dexterity, voice and story telling abilities. If local people are going to be the puppet group, they may require some training and rehearsal.

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2. Construct puppets and stage if not available. To build the puppets and the stage, local materials should be sought. Gourds can be used for puppet heads, stages can be made of local cloth and scrap wood, and lighting systems can be constructed from old tin cans. Often, however, these are not of good quality and materials have to be purchased.
3. Select characters and begin designing the script.
4. Rehearse the shows with a small group playing the role of the audience.
5. Present the puppet show to the larger group. Record responses so that they can be used to develop the message and story in the future. See Popular Theatre for further suggestions.

### **Precautions**

Puppeteers must handle a variety of unexpected and often sensitive responses.

Recording the responses for future use may be difficult. A tape recorder can help or a number of people can take notes.