



FAO SSA Training

Session 6 - Handout 1

5 Steps

You are preparing the SSA that will start on day 4 of this course with a field visit to an area or village(s) close to where the course is taking place (the facilitators will inform you before you start this group work).

In **40 minutes** your group needs to implement all of the following tasks; however Group 1 will lead the presentation on Task 1; Group 2 on Task 2, Group 3 on Task 3 and Group 4 on Task 4... so please spend most of the time on your task and think how to present it. Spend less time on the other tasks; but enough to be able to add to the work of other groups with additional ideas (not to repeat existing ideas on the flipchart!)

Group 1 / Task 1 - Work on the first step, preparation of the Assessment.

- Define the objectives of the Assessment
- Define a possible sample for data and information collection

Group 2 / Task 2 – Methodologies and Information Sources.

- Outline the methodologies/approach/tools you wish to use
- Select relevant sources of information

Group 3 / Task 3 –Training and Logistics

- Pre-assessment training: quick outline of the basic training needed
- Prepare a check list of the basic logistics you will need for the assignment

Group 4 / Task 4 –Check-list of issues and Themes

Prepare a check list of issues and themes that will allow your team to have a better knowledge and understanding of how the agricultural and seeds system works in normal conditions (before the disaster).

You can use slides 5, 6 & 7 of this session to find inspiration.

Please remember that you have 40 minutes for discussion and for any internet searches (into tools, for example). You will have 10 additional minutes for a presentation in plenary. Therefore, work efficiently using the flipcharts and/or cards from the very beginning. If you write clearly, you can first let people quietly read what you have written (instead of repeating it out loud, which can be slow and uninteresting). In that way, you can use your oral presentation to develop and go in depth on some selected items on your list.

Please make your plenary presentations short, clear and visual.