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**Quarterly Progress Report
Caribbean Agricultural Extension Project
US/AID Phase II Project #538-0068
Letter Contract #LAC-0068-C-00-2054-00
January 1, 1983 - December 31, 1983**

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Caribbean Agricultural Extension Project
Quarterly Progress Report
October 1 - December 31, 1983

This Quarterly Progress Report follows the format of the Annual Plan of Work developed during the July, 1983 staff meeting. Each numbered item refers to a corresponding numbered item in the Annual Plan of Work.

1. National Planning Committees. National Planning Committees continued to meet in all participating countries. The work of National Planning Committees during this quarter focused on preparing procurement specifications for equipment to be provided under the project. For example, the National Planning Committee in Belize was particularly active in deliberating on the most appropriate transportation mix to serve the needs of Belize. Based on their input, certification documents for Belize were forwarded to RDO/C this quarter specifying progress in implementing the Belize National Extension Improvement Plan.
2. Annual Plans of Work. During this quarter the UWI Project Director and the Mucia Team Leader prepared a draft plan of work for CAEP for 1984. That plan of work will be reviewed and finalized at the CAEP staff meeting in Trinidad January 10-12, 1984. The 1984 Plan of Work will then be submitted to RDO/C early in the next quarter in accordance with contract requirements.

CAEP staff continued to work with participating countries in developing an annual plan of work for each country. A particularly important development in this regard took place this quarter when, for the first time in the Caribbean, the chief agricultural officers and the chief extension officers from participating countries came together for a three day working session aimed at improving their own professional performance and improving the effectiveness of their organizations. This professional staff development workshop was held in Dominica November 17-19 with technical assistance from Dr. Eugene Pilgram of the University of Minnesota and Dr. Fred Nunes from the University of the West Indies Management Program. Drs. Pilgram and Nunes worked with the CAOs and CEOs on their annual plans of work. They emphasized that the senior staff must set examples for junior staff both in terms of job descriptions that are meaningful and followed, and in terms of performance based on an annual plan of work. Following the workshop CAEP staff worked with workshop participants back in their home countries to follow through in completing the annual work plan format developed during the workshop. For the first time all participating countries will have an annual plan of work in 1984. The administrative work plan model developed in Dominica is attached as an appendix to this report.

3. Linkage of Research and Extension. On November 23 the second meeting of the Technical Joint Action Committee was held. The TJAC session brought together representatives from major research organizations in the Caribbean with CAEP extension staff to coordinate efforts. The meeting was held in St. Lucia and included the Director of CARDI's Multiple Cropping Project, Calix George, as well as representatives from WINBAN and the French Technical Assistance Project to the Windwards. Also participating in TJAC was William Baucom from RDO/C. The TJAC meeting focused on sharing of information and discussing ways of increasing collaboration. There was a report on the new Phase II of CARDI and

reports on CAEP's plans for producing technical materials for use by extension agents based on research in the region. The next meeting is scheduled for the second quarter of 1984 in Trinidad at the University of the West Indies so as to include greater participation from faculty of UWI.

The CAEP staff meeting in January will include a half-day session devoted to Farming Systems Research and Extension. Materials from the University of Florida will be used to introduce all CAEP staff and invited UWI faculty to FSR/E concepts and purposes.

In early February of 1984 the University of Minnesota will be conducting a three day training session in Farming Systems Research and Extension. At the January staff meeting we shall determine who will participate in that training from CAEP and participating countries. Michael Patton, Project Campus Coordinator at the University of Minnesota, has been named to Chair the University of Minnesota Farming Systems Research and Extension Research Committee. This will help insure a regular flow of information to CAEP staff on FSR/E developments, particularly as the U.S.AID-sponsored Farming Systems Support Project continues to expand through the activities of the University of Florida.

In Antigua St. Clair Barker is working with CARDI and Ministry personnel on a pilot project to incorporate farming systems and farm management approaches into extension.

4. Women in Agriculture. During this quarter CAEP sponsored workshops in the Leewards and in the Windwards focusing on women in agriculture. The Leewards workshop was held in Montserrat November 7-8 and the Windwards workshop was held in St. Lucia November 10-11. Each of the three participating countries in the Leewards sent a representative from Extension and a representative from the Ministry of Agriculture concerned with women in agriculture. The same representation pattern formed the basis for the Windwards workshop. Participants in each workshop identified concrete activities which their Ministries could undertake to provide greater support to women in agriculture as well as strategies for sensitizing people to the importance of the role of women in agriculture.

5. Reorganization of Extension Services. Basic reorganization along the lines specified in National Extension Improvement Plans has been completed in all countries except Antigua. The separation of regulatory and educational functions in Antigua is moving forward, but the redeployment of personnel and the reorganization necessary to accomplish the separation of regulatory and educational functions represent such a substantial change in Antigua that the process has turned out to be a slow one. We expect Antigua to complete their process of reorganization thoroughly in the new year.

In Belize major progress was made in making decisions about the National Agricultural Communications Unit. The location of that communications unit and staffing for the unit have been determined. Activity is continuing in Belize in moving extension personnel into assignments in the decentralized zones. Rehabilitation of district housing and the provision of transportation are needed to support this decentralization. Substantial progress in both these areas was made in Belize during this quarter.

Organizational charts have been completed in all the participating countries

that have completed their reorganizations. Progress in reorganization of extension services contributed to meeting RDO/C requirements for certification to purchase vehicles in Belize, Montserrat, St. Kitts/Nevis, St. Lucia, and St. Vincent.

6. Increased Supervision. The workshop for CAOs and CEOs in Dominica included training in supervision. The Phase II project paper observed that there were major weaknesses in supervision at the most senior levels in extension. There have been several changes in personnel at senior levels in the past year. CAEP staff believe that these changes have contributed to increased professionalism at senior levels in extension. The CAOs and CEOs were highly responsive to the program provided in Dominica including training in supervision. CAEP staff continued to work with district officers in each of the participating countries to implement their annual plans of work and to carryout the programs of increased supervision and staff development.

CAEP staff have also been holding "coaching" sessions with CEOs in helping them develop and conduct performance evaluation conferences with their subordinates. Extension supervisors were given a form to use in summarizing individual personnel conferences including performance evaluation and setting short-term (3 months) goals for performance improvement. CAEP staff report great personal satisfaction in progress they have seen among CEOs in improved supervision.

7. In-service Training. As already noted CAEP sponsored in-service staff development training for CAOs and CEOs during this quarter. In-service opportunities on a regional basis were also directed towards enhancing support for women in development as reported under Item 4. In Antigua Dr. Pilgram provided two days of in-service training with extension staff on farm management and development as extension approaches.

CAEP staff have been working in each country to identify in-service training needs as part of the development of a full in-service training program for 1984. This in-service training program in each country will be part of the annual plan of work for extension in each country. At the January staff meeting CAEP staff will review in-service training plans and requests for technical assistance under project support.

8. Increased Farmer Support. Increased farmer contact is tied to increasing mobility of extension agents and increased use of group methods and more effective mass media techniques. In-service workshops on group methods of extension are planned for February, 1984 using CEAP staff and short-term technical assistance from the University of Minnesota. The Model Farmer approach based on Minnesota's Master Gardener Program will be presented as a way of increasing farmer contacts and reaching more farmers. During this quarter RDO/C approved the ten Minnesota Extension agents who have been selected to work in Antigua, Dominica and St. Lucia in this pilot effort. A team will work in each country for a week including presentation of a full day in-service training session on the Model Farmer/Master Gardener approach. The effectiveness of the training will be evaluated and, based on the evaluation, adapted for expansion into the other participating countries. Dr. Patton, Minnesota Campus Coordinator, held a training session for the ten Minnesota agents on December 27.

(Additional information on progress in increasing farmer contacts as a result of

increased mobility of extension agents will be discussed under section 12 on vehicle procurement.)

9. Increasing Communications Ability. This quarter has seen additional progress in making the Regional Agricultural Extension Communications Unit fully operational in the Department of Agricultural Extension at the University of the West Indies. Professor John Behrens of the University of Illinois spent two weeks in Trinidad at UWI during October consulting with MUCIA communications specialist Ray Woodis and UWI extension specialist Joe Seepersad on the final steps necessary to make the Regional Communications Unit fully functional. Professor Behrens was the Phase I communications consultant who prepared the equipment list and project specifications for the Regional Communications Unit. His return visit in October was extremely helpful in updating the equipment lists, in reviewing final changes needed in the new Extension building to adapt it to program needs, and in drawing up specifications for equipment installation.

The Diploma in Extension program also got under way this quarter with eight project-supported participants, five of whom have major communications responsibilities in their home extension services. A major emphasis in the first quarter of the Diploma in Extension program was on increasing communications ability. Diploma participants had courses related to communications, one taught by Joe Seepersad and one taught by Ray Woodis. Professor Behrens also participated in the Diploma teaching during the time he was at UWI.

Activity in producing communications materials got under way this quarter. St. Clair Barker began writing extension brochures which will be reviewed at the January staff meeting. Diploma participants designed farmer brochures on tomato production, mango blight, and rabbit housing. Faculty at the University of the West Indies have agreed to undertake preparation of technical bulletins. Arrangements have been made with Professor Inyat Hosein, the Caribbean's leading expert in tree crops and citrus, to prepare four technical bulletins on plant propagation and citrus during the next quarter. Minnesota will provide an agricultural photojournalist to work with Professor Hosein in developing slide/tape shows in support of the technical bulletins. Tom Perry from the University of Minnesota was approved by RDO/C for this assignment during the first quarter of 1984.

Neal Paul, communications officer for St. Lucia, completed his undergraduate degree in communications at the University of Illinois this quarter with support from CAEP. He returned to St. Lucia as this quarter ended to take up his responsibilities in St. Lucia and to apply his new training to improving extension communications in St. Lucia.

Mimeograph machines and scanners were procured for all communications units and are being shipped to the National Communications Units as CAEP staff report they are able to use that equipment in an appropriate fashion and according to a specified plan of work. Camera equipment has also been procured for the national units and is being delivered in like fashion. Sophisticated tape recording equipment is planned for the University of the West Indies Regional Communications Unit; however, delivery of this equipment has been delayed pending U.S.AID approval of necessary source and origin waivers. The request for source and origin waivers for communications equipment was submitted in

August, 1983.

10. Regional Activity. The meetings of the Technical Joint Action Committee and the sub-regional Women in Development groups have been described elsewhere in this report.

11. Search for Excellence. From October 3-7 Anthony Philgence, the representative of the Outstanding Extension Agents in the Caribbean, participated in the Annual Conference of the University of Minnesota. He was accompanied by Dr. Henderson, UWI Project Director. They participated fully in all aspects of the Annual Conference including three different awards banquets: Epsilon Sigma Phi Extension Honorary Society; the Department of Agricultural Extension Annual Recognition Banquet; and the Association of Minnesota Extension Agents Annual Awards Banquet. They also participated in staff development sessions and plenary presentations.

Both Mr. Philgence and Dr. Henderson reported that participation in the Minnesota Annual Conference was very helpful and productive. Anthony Philgence expressed a commitment to work with other outstanding agents to form a professional organization of extension agents in the Caribbean. Philgence and Henderson also made presentations to Minnesota agents, and subsequently visited the University of Illinois where they made presentations and participated in field visits.

CAEP staff have begun the process of revising selection criteria for outstanding agents.

12. Training Scholarships. During this quarter the first group of participants in the UWI Diploma in Extension program began their work under project scholarship support. In addition to their course work Diploma participants developed project proposals to be carried out in each of their participating countries when they return for their field work from January through March of 1984. The field projects are aimed at gathering information to increase extension effectiveness in some area of endeavor. The topics selected by the Diploma in Extension participants are as follows:

1. Mr. Elvin B. Bailey, Nevis: "Profile of the Nevis Farmer: A Socioeconomic and Agricultural Survey"
2. Mr. W. Elloy De FREITAS, Antigua: "Evaluation of the Annual Plot-by-Plot Farmer Competition"
3. Mr. Michael Parry Didier, Dominica: "A Time Management Profile of Extension in the Banana Growers Association"
4. Ms. Denise Peters, Grenada: "Effectiveness of Radio in Supporting Extension"
5. Mr. Conrad Sayers, St. Vincent: "Youth and Communications Strategies in Agriculture"
6. Mr. Kerde Severin, St. Lucia: "The Effects of Subsidies on Farmer Production"

7. Mr. Tedbert R. Theobalds, St. Lucia: "The Effectiveness of Extension Communications with Banana Farmers"
8. Mr. Urban Zamore, Dominica: "Vegetable Production Extension Strategies"

In December Drs. Henderson and Patton met with all Diploma participants with Professors Woodis and Seepersad to review these field projects and student progress at UWI. Outstanding field project reports will be published and distributed by the UWI Department of Agricultural Extension.

The four ECIAF scholarship recipients and the six Belize School of Agriculture trainees also began their long-term, formal training this quarter.

As noted earlier, Neal Paul, Communications Officer for St. Lucia, completed his undergraduate degree with project support this quarter and returned to St. Lucia to undertake his duties there.

13. Procurement. Vehicles: during this quarter we submitted certification documents to RDO/C for vehicle procurement for Belize, Montserrat, St. Kitts/Nevis, St. Vincent and St. Lucia. As this quarter ended those certification authorizations have not yet been acted upon by RDO/C, but we expect certification authorization early in the new year so that vehicle procurement can proceed.

Action from RDO/C approving source and origin waivers for motorcycle procurement, procurement of a communications vehicle for UWI in Trinidad, and communications equipment have not yet been received as this quarter closed. We did have word that progress was being made in Washington in approving the source and origin waivers and that we could expect notification of action early in the new year. Bids have been procured on vehicles in those countries for which certification has been requested and we expect to deliver project vehicles to those participating countries as soon as certification is received early in the next quarter. Only Antigua has not yet completed the requirements for certification. As this quarter ended the documents for Antigua were being prepared and we expect to submit certification documents for Antigua early in the new year.

A draft memorandum for the St. Vincent loan scheme was prepared by a St. Vincent lawyer under contract to the project. That draft memorandum lays out the conditions under which loans can be obtained and the role of the Ministry of Agriculture and the bank in the loan scheme. That draft memorandum was reviewed by RDO/C and a revision has been drafted based on that review. Final negotiations with the Ministry of Agriculture and the Agricultural Development Bank in St. Vincent are being completed and we expect to submit the loan scheme contract to RDO/C for formal approval early in the new year.

Agricultural Equipment: Lists of agricultural equipment have been completed for all participating countries. While some of the procurement is being done locally as described in the last quarterly report, much of the equipment will have to be procured in the United States because it is not available locally. The procurement is underway for agricultural equipment.

Some initial communications equipment was delivered to UWI this quarter and some communications equipment has been procured for National Extension Communications

Units. That equipment is being delivered as communication staff prepare annual plans of work and are deemed by project staff as ready to receive the equipment. During this quarter professional tape recorders were provided to Dominica and Belize, slide projectors were provided to several countries, and mimeograph machines and scanners were procured for all communications units. Additional communications equipment was also delivered to outreach offices in the project.

14. Special Thrusts. The UWIDITE Sattelite Communications project became operational this quarter and is facilitating staff conferences between Trinidad, St. Lucia and Dominica. These staff conferences are held twice a month.

On December 27 Campus Coordinator Michael Patton provided a full day of training and orientation for the ten Minnesota agents who will be providing technical assistance in the Caribbean in February. The training included a review of project purposes and progress, organization of the workshops to be provided in the Caribbean, a discussion of issues to be studied by these technical assistance consultants for future recommendations, and cross-cultural preparation. This training is a fulfillment of MUCIA's commitment to fully prepare technical assistance consultants before they take up short-term or long-term assignments. The technical assistance participants were also provided with copies of the National Extension Improvement Plans for the countries in which they will be working and other project documents.

15. Summary. During this quarter CAEP completed first year plans for reorganization of National Extension Services, preparation of job descriptions, and preparation of work plans. Thus, documents were submitted to RDO/C this quarter certifying that substantial progress has been made in implementing National Extension Improvement Plans in Belize, Montserrat, St. Kitts/Nevis, St. Lucia and St. Vincent. Dominica was certified last quarter. Antigua will be certified next quarter. Working with the countries to attain certification of progress and implementing National Extension Improvement Plans is a major contract obligation of the project and, as noted in this report, is an obligation that is being fully realized. Certification of progress is a prerequisite for vehicle procurement, with vehicle procurement representing one of the major inputs into the National Extension Services to increase mobility and communications capability.

Formal training began in the Diploma in Extension program and ten frontline agents began their two year technical training at ECIAF and the Belize School of Agriculture.

Substantial progress was made in increasing professionalism in Extension in the Caribbean through participation of Anthony Philgence and Dr. Henderson in the Minnesota Annual Conference and activities related to that participation.

Of special importance this quarter was the three day staff development meeting of CAOs and CEOs. The opportunity for the senior staff to come together for staff development, rather than simply participating as decisionmakers in some conference, is an important and unusual opportunity. It was clear during that workshop that CAOs and CEOs are anxious to increase their own professional skills and are appreciative of a forum where they can frankly share views and discuss problems. We believe that bringing together this group for staff development and professional growth is a major project contribution.

Finally, a new project manager at RDO/C took up his position this quarter. The addition of Don Harrington to the RDO/C staff and his assignment as project manager for the Caribbean Agricultural Extension Project is a significant event in the life of the project in as much as early indications are that this will increase coordination between RDO/C and project staff and will contribute to an even better working relationship in the collaborative U.S.AID, MUCIA, and UWI efforts to contribute to the improvement of Agricultural Extension in the Caribbean. We are already appreciative of the efforts of the new project manager on behalf of the Project during this first full quarter of his work.

Postscript: As a matter of historical record it should be noted that this quarter also saw U.S. military action in Grenada in conjunction with members of the Organization of Eastern Caribbean states, Barbados, and Jamaica. That military action, following the assassination of Prime Minister Maurice Bishop in Grenada, has changed the political situation in the Caribbean in ways which may well have consequences for the Project at some point in the future.

APPENDIX

SUPPLEMENT

ADMINISTRATIVE WORK PLAN

Model of an administration
work plan element:
Developed at Workshop in
Dominica, November 17, '83

Country _____

Year _____

ELEMENT: Managing the Program Development Process

SITUATION: With CAEP assistance the government of _____ has a National Extension Improvement Plan in progress. Government policy, organizational structure and leadership roles are being changed to meet extension improvement goals. A national annual work plan for extension including planning, implementing and evaluating educational programs is being done

A key to effective, successful extension programs throughout the year is in the leadership provided by those responsible for the Program Development Process. The CAO and CEO are responsible to see that a strategy is developed and carried out to assure an effective extension program. Extension and related agricultural staff need to know clearly what's expected and when. Communications, coordination, delegation must be provided under assertive, enthusiastic leadership, of the CAO and CEO.

GOAL: CAO/CEO leadership assuring an optimum annual extension program.

OBJECTIVES: For the CAO/CEO to:

1. Develop and communicate Program Development strategy;
2. Insure completion of work plan for all officers;
3. Insure involvement of staff and relevent others;
4. Assure that supervisors and staff implement the scheduled activities;
5. Provide for two way communications - administration vs farmers.

TASKS OF MANAGERS IN Extension Programs to be implemented in 1985* (84-85**)

* Based on a January 1 fiscal year

** Based on a July 1 fiscal year

<u>Item</u>	<u>Adm. Resp</u>	<u>Delegated to</u>	<u>Month</u>
<u>Program Planning Phase</u>			
- Orient self and administration staff - government policy, plans	CAO		Sept (Mar)
- Write and present situation statement to staff	CAO	CEO	Sept (Mar)
- Strategy development meeting, CAO,CEO & CAEP staff	CAO		Sept (Mar)
- Develop strategy, calendar for program development for next year	CAO	CEO	Sept (Mar)

<u>Item</u>	<u>Adm. Resp</u>	<u>Delegated to</u>	<u>Month</u>
- Meet with all staff - explain process & calendar	CAO		Oct (Apr)
- Written calendar of Program Development Process to Minister, others	CAO		Oct (Apr)
- Training meeting for Senior Field Officers and Department Heads on planning	CAO		Oct (Apr)
- Write and distribute work plan forms	CEO/CAO		Oct (Apr)
- Assure that Senior Field Officers conduct clientele planning with Extension Officers	CEO		Oct/Nov (Apr/May)
- District Work Plan - written and submitted	CEO		Nov (May)
- Specialist, Project Officers - Work Plans written	CAO		Nov (May)
- National Work Plan assembled, written	CEO		Nov (May)
- National 12 month plan to P.S., Minister, Advisory Committee	CAO		Dec (June)
- Establish schedule of specialist activities in field	CAO		Dec (June)

Program Implementation & Coordination Phase

- Organize subject matter training meeting	CAO		Dec (June)
- Provide support (travel, supplies) for Work Plan	CEO		All year
- Conduct national media info. program	CEO	Info Officer	All year
- Arrange activity coordinating meetings	CEO	SFO	quarterly
- Assure that field officers evaluate some activities	CEO	SFO	all year
- Coordinate new or emergency program opportunities	CEO	SFO	all year
- Request any needed assistance from CAEP	CAO	CEO	all year
- Ascertain that key influentials observe program	CAO	CEO	all year

Program Evaluation Reporting Phase

- Write specific work plan objectives to be evaluated			Oct/Nov (Apr/May)
- Request assistance CAEP staff on evaluation			Oct (Apr)
- Develop reporting forms			Nov (May)
- Present forms & plans & requirements to staff	CEO	SFO	Dec (June)
- Collect & summarize quarterly reports	CEO		quarterly
- Do 1 or more specific evaluations in depth	CEO		Sept '84 (Mar '85)
- Discuss, present written report to P.S., Minister staff, Advisory Committee	CAO		Jan '85 (July '85)
- Prepare national/newspaper/radio summary	CAO		
- Call meeting - CAEP staff, National Committee, to analyze evaluation report			Jan '85 (July '85)

Caribbean Agricultural Extension Project
Quarterly Progress Report
July 1 - September 30, 1983

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This Quarterly Progress Report will follow the format of the new Annual Plan of Work developed during the July CAEP Staff Meeting. Each numbered item refers to a corresponding numbered item in the Annual Plan of Work.

1. National Planning Committees.

National Planning Committees met in all participating countries during this quarter. National Planning Committees were particularly active in selecting for each country the extension agent who had most contributed to agricultural development in his or her extension activities. More will be said about that selection process under Item 11. Senior Ministry of Agriculture personnel are still learning how to involve National Planning Committees in a meaningful way. In most countries such committees have not existed, or at least have not been active, in the past. Thus, the National Planning Committees are still in a process of figuring out what role they can play to contribute to extension improvement and agricultural development. Project staff discussed this problem during the July staff meeting in Dominica. Some participating countries have begun to draft a frame of reference to provide guidelines for the work of National Planning Committees. Guidelines from each country will be shared with other countries to facilitate the exchange of information and help each country prepare a set of guidelines that are comprehensive and meaningful. It has been increasingly clear that a succinct frame of reference for National Planning Committee operations must be developed and supported by each Ministry of Agriculture if the process of using advisory committees is to be institutionalized. CAEP is working towards that end.

2. Annual Plans of Work. From July 15 - 17 all CAEP staff met in Dominica to revise the Annual Plan of Project Work. We adopted a format for the plan of work which parallels the evaluation plan. This will facilitate cross referencing evaluation criteria with project activities and performance. This quarterly report follows that format.

The Dominica staff meeting was an important time for reviewing project progress to date and establishing clear targets for upcoming work. Staff members shared their successes and their frustrations. Morale among staff members was high and the staff group of five UWI extension professionals (Henderson, Gomes, Campbell, Barker, and Aldana) and four MUCIA extension professionals (Saksa, Smucker, Woodis, and Patton) congealed into an effective working group.

Annual Plans of Work have now been drafted for all participating countries. Some plans of work still lack details. This is particularly true with regard to the scheduling of in-service training sessions. These sessions are proving difficult to plan well in advance. The process of producing a systematic and detailed annual plan of work is new to all of the participating countries. This year represents a learning period for extension professionals. Having modeled and worked with the annual plan of work this year, CAEP staff expect the annual plan in each country to be much more developed and much easier to write next year. The main breakthrough in this area is that many of the extension officials have indicated that they see the value of an annual plan of work.

The greatest success in preparation of annual work plans has taken place at the level of the individual field agents. This is a direct result of the workshops held from February - June in all countries to teach field agents how to prepare plans of work. For the first time the agents in participating countries have their own plans of work to follow in carrying out their extension responsibilities. These plans of work are based upon job descriptions which have also been prepared at the various levels of extension or are in the final stages of preparation, in all countries.

3. Linkage of Research and Extension. During this quarter the request for proposals to carry out Phase II of CARDI was published. As CARDI moves to Phase II and out of the recent period of limbo it will be considerably easier to carry out concrete activities jointly and collaboratively. In the meantime we have focused our research and extension efforts at the national level rather than the regional level. Representatives of CARDI, WINBAN, CARDATS, and National Research Units are represented on national planning committees. WINBAN has a participant in the UWI Diploma in Extension program under project support.

The long term potential for the linkage between research and extension is perhaps best expressed by the Farming Systems Research/Extension (FSR/E) approach as being developed by the Farming Systems Support Project (FSSP) at the University of Florida. During this quarter a FSR/E group was formed at the University of Minnesota. FSR/E groups have been formed at two sister MUCIA institutions, Michigan State University and the University of Illinois. The CAEP campus coordinator, Michael Patton, is a member of the FSR/E group at the University of Minnesota. Staff members of CAEP have been added to the FSSP newsletter list and will be receiving Farming Systems Research newsletters and materials. The University of Minnesota is preparing a training program in FSR/E. Parts of that program will be presented to CAEP staff at the January, 1984, staff meeting of CAEP in Trinidad. A slide/tape show prepared by the University of Florida FSSP to introduce FSR/E will be a part of that staff meeting.

In August of this quarter Dean Lawrence Wilson participated in a three day FSR/E training program at Michigan State University under the auspices of CAEP. Dean Wilson, Dean of the Faculty of Agriculture of UWI, represents a key position in the research and extension linkage in the University of the West Indies system. Dean Wilson is also a member of the board of CARDI. Dean Wilson visited MUCIA institutions throughout the month of August. He visited extension and experiment station operations at Ohio State University, the University of Minnesota, the University of Illinois, and Michigan State University. Part of Dean Wilson's trip was also devoted to reviewing the latest technical literature in various agricultural areas so that books can be purchased at both national and regional levels as envisioned in the project paper to increase the information available to backstop extension officers in the field. Dean Wilson also had an opportunity to discuss ways of increasing applied agricultural research in university and non-university settings with faculty and experiment station staff at the Universities which he visited. At the same time, MUCIA faculty gained new insights into the problems and strengths of the University of the West Indies. Dean Wilson's visit helped focus attention on ways in which MUCIA faculty can help support project efforts as well as more general agricultural development efforts in the Caribbean.

4. Women in Agriculture. During this quarter Dr. Thomas Henderson, UWI Project Director, joined the board of the Women in Development Unit in the Caribbean. This will increase the linkage between the project and WID. CAEP staff also met with WID staff and representatives of women's units in various countries to plan a workshop on Women in Agriculture. At this workshop a representative from each country will attend a planning session to develop strategies for increasing staff awareness of women in agriculture.

During this quarter the UWI outreach professional on St. Lucia, Dunstan Campbell, participated in a workshop in Dominica focusing on women and community development. Dr. Campbell represented CAEP at that three day workshop and reported on the activities and outcomes of the workshop at the CAEP staff meeting in Dominica.

Three of the four ECIAF scholarships presented by the Project to frontline extension agents went to women. (See the list at the end of this report.)

5. Reorganization of Extension Services. Participating countries have been making excellent progress in their reorganization efforts. The details of these reorganization efforts are contained in documents being provided to RDO/C in Barbados as part of the certification process for vehicle procurement. It is important to note, in this regard, that the reorganization efforts in individual countries are not following precisely the organizational reforms anticipated in national extension improvement plans. Some deviations from the original plans were to be expected because the plans were over two years old in many cases before Phase II of the project actually became operational. Many of the reorganization schemes in the national extension improvement plans were developed during the summer of 1981. As conditions have changed since that time, some details of proposed reorganization plans have become less relevant. Moreover, the plans were developed prior to clear specification of the amount of resources that would be available to support implementation of national extension improvement plans. Thus, once Phase II funding became concrete, it was clear that some aspects of proposed reorganizations could not be accomplished without additional funds. For example, the national directorate for extension proposed in the Dominica plan would have required substantial additional funding to implement.

The preceding does not mean that the countries have abandoned reorganization plans. Quite the contrary all participating countries are proceeding with various kinds of proposed reorganization activities. However, CAEP's mission and intention is to implement recognized principles of organization not simply to follow particular particular structures. Thus, we havenot pushed countries to implement reorganizations in routine fashion. Rather, working with the National Planning Committees and the Ministries of Agriculture, CAEP staff have been working to explain the principles of organization that make sense if extension effectiveness is to be increased. Primary among these extension principles are the separation of educational functions from regulatory and service functions. Another key element is clear delegation of responsibility at various levels of the organization. (In the past too much responsibility has centered on the chief agricultural officer or the chief extension officer). Another aspect of the reorganizations is related to annual plans of work in linking the organizational structure

to the annual program development cycle. In all countries, CAEP staff have been working to train staff in these principles. These principles were key features of the technical workshops provided under CAEP auspices during the previous quarter. These principles will also be the focus of attention for the technical assistance workshop being planned for next quarter to be attended by chief extension officers and chief agricultural officers, the first time this group has been assembled in the Caribbean for a specific in-service activity aimed at their needs and responsibilities.

6. Increased Supervision. During this quarter CAEP sponsored in-service workshops on supervision in all participating countries. Six such workshops were held in Belize alone in order to hold the workshops in the different regions of Belize. The emphasis in these workshops was on understanding how to use job descriptions for performance review, the different kinds of roles to be played by supervisors at different levels, and the relationship between the annual program development cycle and supervisory tasks. CAEP staff have followed up these workshops with individual consultations with senior extension officials. For example, in Dominica the CAEP team leader helped the chief extension officer prepare for performance review conferences and then participated in those conferences to provide feedback and consultation. The workshops on supervision have been very well received by extension personnel in participating countries.
7. In-service Training. As noted in the previous item, CAEP sponsored in-service training on supervision during this quarter. In addition, CAEP staff worked with chief extension officers in each of the countries to develop an annual program of ongoing in-service training. Developing such an ongoing program is proving to be a very difficult process. The frequency with which key staff members are away for additional training, the difficulty of knowing when technical assistance personnel will be available in advance, and the wide variety of areas in which in-service training is needed have each contributed to difficulties in developing concrete and detailed in-service training plans. CAEP staff will review requests for technical assistance in offering in-service training at the January, 1984, staff meeting so that personnel to conduct such training can be located and prepared.

Plans were also laid this quarter for ten Minnesota extension agents to offer in-service training on the implementation of Master Gardener and Model Farmer approaches during January and February in the Leewards and Windwards.

Because of staff shortages countries are reluctant to appoint training officers. One of the outstanding issues, still unresolved, in most countries is precisely who has responsibility for organizing and implementing an annual program of in-service training. This will be a topic for discussion at the workshop for CAOs and CEOs in Dominica in November.

8. Increased Farmer Contact. Increased farmer contact is tied to increasing mobility of extension agents and increased use of group methods. In-service workshops on group methods of extension are planned for

February, 1984 using CAEP staff and short-term technical assistance from the University of Minnesota. The Model Farmer approach based on Minnesota's Master Gardener Program will also be presented as a way of increasing farmer contacts and reaching more farmers.

Details of vehicle procurement to increase extension agent mobility will be dealt with in greater detail under Item 13, "Procurement." Basically, the project has developed, in collaboration with RDO/C Barbados, a format for certifying that countries have made sufficient progress in implementing their national plans that vehicle procurement can proceed in accordance with implementation letter number 1. During this quarter documents were presented to RDO/C certifying that Dominica had made progress and requesting authorization to procure vehicles for Dominica. This initial submission permitted us to test the process and make sure that we knew exactly what was needed for approval by U.S.AID. At the end of the quarter RDO/C did authorize procurement of vehicles for Dominica. Next quarter authorization will be requested for most, if not all, of the remaining islands and participating countries.

Belize has been reassessing their mobility needs and is preparing a plan for procurement of vehicles that differs substantially from the initial plan. In particular, Belize has proposed increasing the number of motorcycles allocated to extension agents. This is the best way, in the opinion of agricultural officials in Belize, of maximizing the mobility of individual agents. Thus, rather than spending limited resources on several four wheel drive vehicles, Belize proposes to reallocate those resources and increase the number of motorcycles obtained. In that regard the project submitted to RDO/C a request for Source and Origin Waivers to purchase up to 30 motorcycles of 250cc size. No American manufacturer makes such vehicles.

In St. Vincent the National Improvement Plan focuses the mobility issue on providing low interest loans to extension agents to purchase their own vehicles. Details of the loan scheme have been presented to U.S.AID for approval. Those details have been discussed and RDO/C has requested the drafting of a legal loan document that would encompass all details of the loan scheme. During the next quarter that legal document will be presented to U.S.AID for approval.

9. Increasing Communications Ability. There are several activities covered under this part of the project. This quarter has seen substantial progress towards making the Regional Agricultural Extension Communications Unit in the Department of Agricultural Extension at the University of the West Indies operational. Work has been done to make the dark room "truly" dark and therefore functional as a support unit. Work has also been proceeding on wiring properly the radio production room. During this quarter Joe Seepersad returned to UWI to take up his position in the Department of Agricultural Extension with responsibility for communications. Joe has just completed his doctorate in adult education with emphasis on communications at the University of Illinois. His thesis was entitled: "Identification, Analysis, and Implications of Factors Related to the Job Satisfaction of Agricultural Field Staff in Trinidad." The results of Joe's dissertation will be shared with senior extension officials throughout the Caribbean.

Ray Woodis, MUCIA Communications Specialist, and Joe Seepersad have been working with project co-director P.I. Gomes to prepare for the first group of diploma in extension postgraduate students. These students arrived at UWI in September, and much of that program will focus on communications in extension. More will be said about that program under the training section of this report.

During this quarter Ray Woodis completed his visits to all participating countries to assess the current status of their national communications units. His assessment indicates that there will be substantial problems in creating operational units in several of the countries. In Belize it is not clear where the communications unit will be located and who will staff it. The government of Montserrat wants a unit to serve all of government rather than a unit exclusively devoted to Agricultural Extension. Such an arrangement is not in accordance with project expectations and operations. In several countries the key communications officer is away for training and little has been done or can be done until that person returns, while in other cases the communications officer will be entering the Diploma in Extension Program at UWI. In these small countries one or two individuals can make the difference to a communications unit. Thus, the project is focused on identifying competent personnel with clear responsibility for the communications aspect of extension work. Given personnel shortages and the need for training, identifying the appropriate people is proving difficult. Thus, developing viable communication units in each participating country is necessarily a long range effort. We have placed training needs as a priority so that many units will not become operational until the fall of 1984 when trainees in communications return to their units. In the interim equipment inventories are being conducted so that the appropriate equipment will be on hand for use by communication units with project support and initial supervision.

Plans have also been developed this quarter for production of the first project-supported technical manuals, materials, and slide/tape shows. However, full productive capability in this regard must await the arrival of additional equipment for the communications unit in Trinidad. During this quarter a Source and Origin Waiver request was submitted to RDO/C for purchase of tape recording equipment. This equipment will make it possible to produce slide/tape shows and radio programs for use throughout the region. We expect such equipment to be in use during the first quarter of 1984.

10. Regional Activity. The proceedings of the Regional Agricultural Extension Committee were edited and printed this quarter, and distributed to all participants. A primary request of participants in RAECC was that the proceedings be made available in a timely fashion so that participants could follow-up their commitments made at RAECC.

The next meeting of the Technical Joint Action Committee will take place in November, 1983, in Dominica with particular focus on coordinating the production of communications materials, bulletins, and audiovisual materials.

11. Search for Excellence. Major progress has been made in this area during this quarter. August 25-27 in Trinidad the first workshop for "Outstanding Extension Agents in the Caribbean" was held. This workshop consisted of those extension agents identified in each country as having made significant contributions to Agricultural Extension and Agricultural Development during the past year. CAEP worked with National Planning Committees in each country to establish a selection process for identifying outstanding extension personnel. Each country sent one representative to the workshop in Trinidad. That three day workshop involved discussions of ways to increase professionalism among extension personnel in the region, sharing of extension ideas and techniques, and field visits in Trinidad to agricultural demonstration sites. The highlight of the workshop was presentations by each extension agent on his own program of excellence. Following those presentations the participants selected a single representative of Excellence in Extension for the Caribbean. The person selected was Anthony Philgence from St. Lucia. The agenda for the Excellence in Extension workshop is attached.

A news release was prepared by Ray Woodis, MUCIA Communications Staff Member, outlining Anthony's selection and contributions. (A copy of that news release is attached.) The news release was picked up by newspaper and radio programs throughout the Caribbean. This is the first time the Caribbean has had an Outstanding Extension Agent. This activity has generated a great deal of goodwill for Extension and has focused attention upon the need for excellence in Extension endeavors. Anthony Philgence will participate in the Annual Conference of the Minnesota Agricultural Extension Service in early October. A major focus of that participation will be learning about the professional associations of extension agents in the United States. The participants in the Excellence in Extension Workshop decided that they want to work together to form an association of extension agents in the Caribbean. This is precisely the kind of professional development that was envisioned in the Project paper as an outgrowth of this activity. The excellence in extension process has been one of the most successful project activities to date.

12. Training Scholarships. During this quarter selection of extension personnel for long term training was completed at two levels. First, personnel for ECIAF and the Belize School of Agriculture were selected. These are frontline extension agents to be given two years of basic agricultural technical training and training in extension methods. Secondly, extension personnel were selected for participation in the the Diploma in Extension Program at UWI in Trinidad. These participants are senior officers with experience who will be participating in a post-graduate training program.

To make the best possible use of limited training resources, CAEP worked extensively with participating countries to make sure full use of other training resources had been accomplished before support was provided by CAEP. For example, there are Commonwealth Scholarships and Canadian Assistance Scholarships available for ECIAF which have not been fully used in the past. In addition, ECIAF only has a limited number of places available for new trainees each year. As a result of this effort, CAEP is supporting only four ECIAF trainees this year but was able to

make sure that all the Commonwealth and Canadian Scholarships were used for the first time. In addition, CAEP is supporting six trainees to the Belize School of Agriculture.

The selection process for the Diploma in Extension Program was undertaken for the first time by UWI. A great deal of work went into the selection process by the Faculty of Agriculture at UWI. UWI faculty were concerned that the program maintain high standards. As a result, eight participants were identified for the Diploma in Extension Program.

A list of scholarship recipients from CAEP for ECIAF and UWI is attached including countries of origin and positions within extension. As noted in that list, CAEP worked particularly hard to include participants from non-governmental extension organizations, e.g., the WIBAN and the Dominica Banana Growers Association.

Also of note with regard to long-term training is support provided by CAEP to Neil Paul, the Communications Officer in the Agricultural Extension Service of St. Lucia. Neil began an undergraduate degree in Agricultural Communications at the University of Illinois with U.S.AID funds in 1982. Those funds provided for only one year of work. In order to complete his program, Neil needed another semester of work. With RDO/C approval, CAEP provided tuition support for Neil Paul to complete his undergraduate degree at the University of Illinois. Neil will be returning to St. Lucia to take up his Communications Officer responsibilities in January, 1984.

13. Procurement. Vehicles: during this quarter we collaborated with RDO/C to develop a format for certification that countries are making progress in implementation of their National Improvement Plans so that vehicles can be procured. The documents for certification on Dominica were prepared and forwarded to RDO/C. At the end of this quarter we received authorization from RDO/C to proceed with procurement in Dominica. The Dominica experience has provided us with the model that can now be used in other countries. In the next quarter we expect to certify most, if not all, other countries for vehicle procurement.

Where Source and Origin Waivers have been granted we are procuring vehicles within the countries. Thus, we solicit bids based on specifications of the kind of vehicles desired from all vehicle dealers on each island. The lowest bid meeting the specifications is then selected. Those bids are forwarded to the University of Minnesota where they are reviewed, and where the funds have been reserved for payment. The advantages of local vehicle procurement are substantial. The costs are substantially lower than procuring in the United States and then shipping to the Caribbean. Warranty and service are locally available. Parts are locally available. In addition, we have found that this whole process of soliciting bids is a new one to the Caribbean and one that we are encouraging governments to employ in other areas.

Agricultural Equipment: This is proving to be the most difficult area of procurement. The agricultural equipment needs of each country are different. Agricultural suppliers are few, their inventories are small,

and their catalogs are inadequate. In each country a list of desired agricultural equipment has been developed in cooperation with Agricultural Extension staff. Our staff has then contacted potential local suppliers of agricultural equipment to solicit bids and determine if they could order the needed equipment. The principle we are following here is an important one. It would be easier for us to purchase the equipment in the United States and ship it to the Caribbean. The more difficult road we have taken is to try to build up suppliers in the Caribbean so that needed agricultural equipment will be available over the long term. This has turned out to be a difficult and time consuming task, but one that we think will pay large dividends in the future. Approaching the problem in this way has delayed the actual delivery of agricultural equipment and has created some frustration among our own staff as well as participating countries. Nevertheless, if equipment is to be available in the long-term, if repairs and replacements are to be made, and if linkages between private suppliers and government are to be created, then we believe this is the appropriate path to take. As a result, to date no agricultural equipment has been delivered.

The delivery of communications equipment is also taking time. The assessment of the communication needs in each country by the MUCIA Communications Specialist has been a time consuming process. In many cases extension staff was not aware of what communications equipment was available because no one was in charge of using the equipment. Some equipment need simple repairs, in some cases as simple as a bulb replacement. Sometimes only batteries are needed. It is clear, then, that the parallel responsibility to delivering equipment is creating a new climate in which equipment is properly used and cared for. As a result, then, no communications equipment has been delivered although some tape recorders, mimeograph machines, scanners, slide projectors, screens, and cameras have been ordered. We expect substantial delivery of communications equipment in the next quarter to those countries able to use such equipment.

CAEP Outreach offices have been equipped with slide projectors, overhead projectors, and screens. This equipment has been used in the presentation of in-service workshops throughout the Islands and Belize. Additional office and communication equipment has been ordered for the Outreach offices, and all offices should be fully equipped by the end of next quarter.

A major obstacle in the operations of the Regional Extension Communications Unit at UWI developed this quarter when the government of Trinidad and Tobago refused permission to import a left hand drive van for use in communications production and in transporting postgraduate students in the Diploma in Agriculture Program into the field. We have been attempting to put a vehicle into Trinidad since January, 1983. In August we received official word from the Cabinet that our request had been denied. Trinidad has decided to crack down on the importation of left hand drive vehicles. There is no appeal to that ruling. Therefore, we have forwarded to RDO/C a request for a Source and Origin Waiver so that a communications van can be procured in Trinidad, i.e., a right hand drive van for transporting people and equipment. Even with purchase in Trinidad it may take four

to six months to obtain the vehicle. This has placed an extreme burden on the MUCIA Communications Specialist in Trinidad.

14. Special Thrusts. CAEP staff are working particularly hard to establish close working relationships with agricultural officials in both the public and private sector in participating countries. At the national level, CAEP staff members are also working at establishing closer linkages with CARDI staff members. Those relationships are developing in positive directions and as Phase II of CARDI comes on stream we believe there will be a sound foundation of cooperation and collaboration at both National and Regional levels.

The UWIDITE Sattelite Communications project sponsored by U.S.AID/ Washington is not yet operational in Trinidad, so the hoped-for staff consultations using that system have not been realized.

We believe that it is worth noting in this quarterly report that the CAEP staff members are functioning particularly well as a team. Separated by distances that are considerable and communications linkages that are often nonoperational, CAEP staff members are making special efforts to keep each other informed of their respective activities and progress. Each staff member files a monthly report. Those reports are distributed among all staff members. In addition, the Eastern Caribbean team meets monthly to coordinate activity. These meetings have been highly productive and have helped maintain focus and discipline in the face of a great deal of work to be accomplished in a short time. The two team members in Belize are also working closely together and have established a mutually supportive relationship which has made them effective in working with the government of Belize on behalf of the Project. In Trinidad, the staff members there have formed a closely knit team providing support for staff members in the field. The travel schedules of all staff members have been heavy. Henderson, Saks, and Woodis have been in almost constant motion getting the respective countries oriented towards the activities of the Project and implementing the work plan. Campbell and Barker move throughout their respective territories on a monthly basis maintaining close contacts with National Extension staff. Smucker and Aldana have been to all districts of Belize for workshops and consultation. Thus, behind the overall activities of the Project we are developing supportive relationships and networks that will bear fruit in the long run in helping participating countries understand and meet their commitments. It was clear in the discussions at the Dominica Staff Meeting that all CAEP staff members place a high degree of importance on the basic background work of explaining project activities and goals, developing relationships with Senior Agricultural Officials, getting into the field to support front-line extension workers, and maintaining project visibility to keep the work plan on schedule. As expected, the procurement of equipment is proving to be difficult and time consuming, but all other aspects of the Project are on schedule.

During this quarter a special issue of the MUCIA Newsletter was produced featuring the Caribbean Agricultural Extension Project. That newsletter will be widely distributed.

Finally, this quarter, the Evaluation Plan drafted after the RAECC meeting was revised and formally submitted to RDO/C for approval. RDO/C has approved the Evaluation Plan including the Evaluation Team: Marvin Alkin, Kay Adams, Jerry West, and Marlene Cuthbert. RDO/C has agreed to participate in the evaluation field work with Mission personnel. The campus coordinator will now develop contracts with the evaluators and prepare the details of the Evaluation Plan for implementation in the spring of 1984 in order to have the evaluation ready for the next RAECC meeting in November, 1984.

15. Summary:

After four quarters of Phase II the Project is essentially on schedule. Procurement and delivery of equipment is proving time consuming and is approximately one quarter behind schedule. This delay is due to the care being taken in developing local procurement capabilities so that equipment can be obtained and repaired on a continuing basis. This approach is a deviation from the Project paper which had anticipated procuring all equipment in the United States. This revised approach is less expensive and, in the long run, will create less dependency on the Project and U.S. contributions. There are fewer participants in ECIAF training supported by the Project this year than originally anticipated because the Project was able to make sure that other sources of scholarship funds were used first, because of the limited number of ECIAF places available, and because of limitations on the number of personnel governments can afford to have gone at any one point of time. The dominant theme of this quarter and the major accomplishment of this quarter has been the focus on "Excellence in Extension." The selection of outstanding extension agents in each country and a single outstanding agent representing the Caribbean focuses attention on the potential contribution of extension when excellence and professionalism are emphasized. Those themes of excellence and professionalism undergird all the activities of the Project and will be carried forward into the next quarter.

APPENDIX: CAEP Training Participants

1. Diploma in Extension Participants, UWI

T. Theobalds, St. Lucia, WINBAN, Communications Officer
M. Didier, Dominica Banana Growers Assn., Banana Development Officer
K. Severin, St. Lucia, Ag. Information Officer, Ministry of Agriculture
U. Camore, Dominica, Sr. Agricultural Asst., Ministry of Agriculture
E. Defraites, Antigua Information & Training Officer, Ministry of Agriculture
C. Sayers, St. Vincent, Communications Officer, Ministry of Agriculture
Elvin Bailey, St. Kitts/Nevis, Sr. Agricultural Officer, Ministry of Agriculture

Monsterrat and Belize did not have qualified participants.

2. ECIAF Participants, Trinidad

J. Elwen, Dominica
Anthia Joshua, St. Lucia
Rhoda Small, St. Lucia
Idona Nisbett, St. Kitts/Nevis

3. Belize School of Agriculture Participants

Roberto Harrison, Ignacio, Cayo District
Lucio Canto, Yo Creek, Orange Walk District
Ted Ogaldez, Aguatate, Toledo District
Edwin Martinez, Pueblo Ziejo, Toledo District
Nelson Lewis, Roaring Creek, Cayo District
Juan Tzib, Bulletry Falls, Cayo District

UNIVERSITY OF THE WEST INDIES
(FACULTY OF AGRICULTURE)
CARIBBEAN AGRICULTURAL EXTENSION PROJECT

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FOR PRESS RELEASE

ST. LUCIAN EXTENSION OFFICER NAMED BEST IN REGION
AT FIRST "EXCELLENCE IN EXTENSION" WORKSHOP AT UWI

CARIBBEAN AGRICULTURAL EXTENSION PROJECT, ST. AUGUSTINE

Anthony Philgence, senior agricultural assistant in the Ministry of Agriculture, Lands, Fisheries and Cooperatives, St. Lucia, will represent Agricultural Extension workers from throughout the Caribbean at an Extension Service Conference at the University of Minnesota in early October.

Philgence was selected at the close of a three-day workshop on "Excellence in Extension" organized by the Caribbean Agricultural Extension Project (CAEP) and held on the University of the West Indies' St. Augustine campus.

CAEP is a collaborative project of the University of the West Indies, the Midwest Consortium for International Activities (MUCIA) of the U.S.A., and the Agricultural Ministries of Antigua, Belize, Dominica, Grenada, Montserrat, St. Kitts/Nevis, St. Lucia, and St. Vincent and the Grenadines.

The Workshop brought together Extension officers from each of the participating countries who had already been named national "Excellence in Extension" winners for 1982-83. The Workshop participants selected Philgence as their representative to the Minnesota conference.

Other country winners were: Keith Joseph, Antigua and Barbuda; Elide Valencia, Belize; Lifford Castor, Dominica; Samuel Joseph, Grenada; Eugene Skerritt, Montserrat; Trevor Payne, St. Kitts/Nevis; and Lennie D. Adams, St. Vincent and the Grenadines.

T.H. Henderson, CAEP director, challenged the group to serve as models for all Extension workers in the region.

"As the first group of Extension Officers of Excellence in the Caribbean, you are creating history," Henderson said. "You are also taking on a great responsibility to bear this mantle with pride. One of the objectives behind this award is to create a model of a good Extension worker for others to follow."

- MORE -

FOR IMMEDIATE RELEASE

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A Collaborative Project of the University of the West Indies,
the Midwest Universities Consortium for International Activities, and the Agricultural Ministries of
Antigua, Belize, Dominica, Grenada, Montserrat, St. Kitts/Nevis, St. Lucia and St. Vincent/Grenadines

23

CARIBBEAN AGRICULTURAL EXTENSION PROJECT

ST. LUCIAN EXTENSION OFFICER -- 2

Philgence has worked in the St. Lucian Extension Service since 1972 and has held his present position since 1978. He serves as Agricultural Supervisor in the Eastern Agricultural Extension District of his country, where he is responsible for staff training and for formulating alternative enterprises for rural families.

Philgence derives personal satisfaction from his work and particularly enjoys "the opportunity to assist people in helping themselves. In the process of teaching, I am learning other things."

He describes the following situation as an example of how Agricultural Extension education can help a rural family improve its standard of living:

"The family consisted of a mother with four sons, ranging in age from 25 to 16, and one daughter, nine years old. The sons worked at outside jobs once in a while, but none of the family members was regularly employed except in subsistence farming. Their land was family land and they had no capital to invest. The family lived on their holding, two miles from the nearest urban village."

That was four years ago.

Today, the family dwelling has been moved to the village, an extension has been added, and the home has electricity, pipe-borne water, and a refrigerator. The family has rented additional land, raise poultry, and have contracts to produce vegetables on land where they formerly practised subsistence farming.

To help the family, Philgence encouraged the brothers to group forces and assisted them in developing a project that could be funded by the area's Community Development Youth Project. He also involved the family in Extension educational activities, including demonstrations, meetings and seminars, and directed them to other divisions and agencies that could provide material assistance.

Philgence considers the task of "convincing people -- all people -- that agricultural extension is a profession" and, in general, upgrading the image of agriculture as the biggest challenges facing Extension workers in the Caribbean today.

CAEP Director Henderson sees signs that the situation is changing.

"It's a very great day for me when we can talk about Extension Officers of Excellence in the Caribbean," he said. "To me, it is an indication that Extension is beginning to take its place as a profession in the region."

- 30 -

FOR IMMEDIATE RELEASE

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24

QUARTERLY PROGRESS REPORT
CARIBBEAN AGRICULTURAL EXTENSION PROJECT
US/AID PROJECT #5380017
APRIL 1, 1983 - June 30, 1983

ISN 33193

Regional Agricultural Extension Coordinating Committee

The Regional Agricultural Extension Coordinating Committee (RAECC) met on St. Vincent, April 27-29. Representatives to RAECC included chief agricultural officers, directors of extension, farmer representatives, participants from regional and international organizations, and project staff. In addition, the external evaluation team consisting of Marv Alkin from UCLA, Kay Adams from Ohio State University, Marlene Cuthbert from the University of the West Indies-Jamaica, and Jerry West from the University of Missouri participated. A copy of the program for RAECC is attached. The sessions focused on evaluation criteria for the project, contributions to project success to be made by various participants in the project, and discussion of critical project components and activities. All cooperating countries were fully represented at RAECC. A summary report of RAECC proceedings was produced immediately following the meetings. That summary report is attached. Also attached is the evaluation plan which emerged from RAECC.

CAEP staff were very pleased with the high level of participation and discussion, and the great enthusiasm shown by host country participants. This was a major launching point for Phase II of CAEP. This was the time to re-establish momentum, to bring participants up to date on the Phase II project plans, to make clear their responsibilities, and to engender commitments to project success. This was also an opportunity for CAEP staff to meet the participants from various countries, and for those participants to meet our staff.

All aspects of RAECC went very smoothly. The University of the West Indies support staff did an excellent and efficient job handling finances in support of participant travel and per diem. The evaluators were well received and the evaluation focus provided an important mechanism for dealing with project expectations and requirements. The only disappointment in RAECC was the relatively low level of US/AID participation. US/AID was represented by a temporary duty officer who was not well informed about either the project or other RDO/C activities. US/AID lost an opportunity to see firsthand how participants are reacting with enthusiasm to this extension project, and participants in RAECC lost the opportunity to hear from informed US/AID officials about US/AID efforts and concerns in the Region.

Implementation of National Extension Improvement Plans

The National Extension Planning Committees are all active. Every participating country held a meeting of the National Planning Committee this quarter and in several countries the Committees are meeting monthly to get the project off to a firm start.

In conjunction with technical assistance workshops on program planning sponsored by CAEP (the technical assistance component is described below), all participating countries engaged in the processes of reorganization according

to their national plans, the writing of job descriptions, the preparation of annual work plans for individual agents, and planning for in-service training. It is expected that early in the next quarter all participating countries will have completed job descriptions and annual work plans. Most countries will have completed their reorganization. CAEP staff have prepared a format for officially reporting to US/AID on the implementation of National Extension Improvement Plans on a country-by-country basis in accordance with project implementation letter #1 specifying that progress in implementing National Extension Improvement Plans must be certified before procurement of vehicles can proceed. Early the next quarter we expect to submit to US/AID documentation certifying that at least five of seven participating countries have met the requirements for implementation of their National Plans so that vehicle procurement can proceed.

A major activity of this quarter was identification of candidates for participation in long-term training at ECIAF for front-line extension agents and the University of the West Indies for postgraduate Diploma training. To preserve and to make the best use of project resources, project staff have been working with participating countries to make sure that other sources of funding for ECIAF scholarships are fully used before CAEP supports such training. In particular, a concerted effort has been made to have countries fully use CIDA scholarships for ECIAF before CAEP support is requested. This approach takes on added importance because of substantial increases in the tuition costs at UWI for the coming year. These tuition increases of more 40% will substantially increase the costs of the postgraduate Diploma program. CAEP staff at UWI are still in the process of negotiating the actual costs of the postgraduate Diploma program and are seeking a reduction in costs for CAEP-sponsored participants.

A cloud hanging over the long term training component of the project as this quarter ends is the possibility that the government of Trinidad and Tobago will close ECIAF or will temporarily suspend admissions until a full review of ECIAF finances and purposes is undertaken. An announcement was made by the Minister of Agriculture of Trinidad and Tobago that a review of ECIAF by the Cabinet was eminent, and that such a review might lead to the closing of ECIAF either permanently or temporarily. Since the Jamaica School of Agriculture has already closed for financial reasons, the closing of ECIAF would present severe problems in efforts to provide high quality training for frontline agricultural agents. CAEP staff, therefore, are reviewing alternative training possibilities elsewhere in the Region, in the United States, and in Central America.

Linkage Between Research and Extension

At the end of the RAEECC the first meeting, officially, of the Technical Joint Action Committee occurred. That meeting included representatives of CARDI, CARDATS, UWI, TEJAC and CAEP. The first meeting was devoted to discussing the purposes of TJAC and outlining the expectations of participants. The minutes of that meetings are attached to this report.

In addition to this formal linkage, research subcommittees of National Extension Planning Committees have been established to guarantee collaboration at the national level between research and extension. In addition, CAEP participated in discussions with technical staff involved in preparing the

Project Paper for Phase II of CARDI. In Trinidad the CAEP and CARDI staff are now interacting more often as a result of increased activities and the sharing of the new building on the UWI campus.

The linkage between research and extension was much in evidence at the Annual Extension In-Service Workshops held in April and May in the Windwards and Leewards. These annual in-service workshops bring together extension staff for refresher sessions with researchers. In the Windwards CARDI, WINBAN, and UWI faculty made technical presentations. In the Leewards, CARDI and UWI staff made presentations. MUCIA staff also made presentations in collaboration with UWI/CAEP participants.

Technical Assistance

During May and June consultant Eugene Pilgram provided technical assistance on program development and administration to extension services in the Windwards and Belize. This followed the sessions he had done in February and March in the Leewards. Program development workshops were conducted in St. Vincent, Dominica, and St. Lucia. All extension staff participated in these workshops which focused on workplans, job descriptions, and program development. Pilgram also worked with key extension officials and staff in each country prior to and following the formal workshops. In June similar workshops were offered in Belize in three different areas of the country. In total there was approximately 20 days of formal workshop training with nearly 250 participants averaging two days per participant. Formal evaluations were collected from all participants at each workshop. The evaluation results were highly favorable. Eugene Pilgram's full report is attached as an appendix to this quarterly report.

Communications Units

By the end of this quarter MUCIA communications specialist Ray Woodis had visited all participating countries. In each country he made an assessment of the national communications situation. Woodis was also involved in completing the production facilities and capabilities at UWI in Trinidad. He has updated a list of needed communications equipment and will make recommendations for national communications and regional communications procurement at the July staff meeting of CAEP. Woodis also assisted with development of the post graduate Diploma program and recruitment brochures. CAEP co-director P.I. Gomes and Ray Woodis have outlined a schedule for production of extension technical brochures through the end of 1983. These bulletins will be produced in the 3rd and 4th quarters of this year.

The UWIDITE satellite communications project is not yet operational in Trinidad. The Trinidad connection has been plagued by technical problems. A representative from the US/AID project funded out of Washington spent six weeks in Trinidad attempting to solve the problem. It is expected that the system will become operational during the next quarter and that CAEP staff will begin using the system for staff meetings and long distance teaching. CAEP has agreed with US/AID-Washington and the UWIDITE program director in Jamaica on a plan of collaboration for the use of the system by extension and the faculty of agriculture in Trinidad. Unfortunately, the system will not be

of optimal utility to CAEP because hookups will not be available in either Antigua or Belize.

Excellence in Extension

During this quarter all participating countries undertook a program to identify and recognize excellence in extension. The initiative for this program came from CAEP. In each country the National Planning Committee developed criteria and implemented a selection procedure for nominating and selecting the single extension person who has contributed most during the year to agricultural development through excellence in extension. By the end of this quarter all selections had been made. In August the identified extension agents will meet at UWI in Trinidad for a three day workshop. That session will lead to the selection of a single representative of excellence in extension for the Region. The person selected will be featured in the UWI newsletter of the Department of Agricultural Extension, will participate in the Annual Conference of the Department of Agricultural Extension at the University of Minnesota, and will participate in RAECC in 1984. The purposes of the excellence in extension effort are to increase professionalism among the extension agents, recognize professional contributions, and develop role models of extension work that are performance-based.

Procurement

Vehicles for CAEP staff were procured and delivered in Belize, Dominica and St. Lucia. The communications van for Trinidad has not yet been shipped because of difficulties obtaining permission to import a left hand drive vehicle. New restrictions have been placed on the importation of left hand drive vehicles by the government of Trinidad and Tobago. The procedure for obtaining permission for importation required action by Cabinet. It is expected that this matter will not be resolved until well into next quarter. This delay is creating considerable difficulty for the MUCIA communications specialist in Trinidad who is handicapped by lack of transportation. The first communication equipment has been procured and delivered including slide projectors, overhead projectors, and screens.

CAEP staff has spent a considerable amount of time working in each country to develop a current list of needed agricultural equipment and communications equipment. The target for beginning procurement for participating countries is following the July staff meeting. At that time procurement plans will be reviewed and the procurement process will be outlined in detail. With the source and origin waivers for vehicles it is expected that the vehicle procurement will proceed rapidly since it is possible to purchase vehicles locally.

During RAECC the project campus coordinator representing MUCIA had a very fruitful conversation with US/AID representative Don Yemen on procurement issues. Yemen emphasized the desirability of purchasing as much equipment as possible locally in order to guarantee warranties and to establish direct linkages between the countries and supplies. These direct linkages will increase the possibility that equipment will be replaced and spare parts will be available as needed. In that regard, the procurement procedures will

emphasize local purchases. This will be particularly helpful and useful with regard to vehicle procurement and the procurement of agricultural equipment.

In April MUCIA Team Leader George Saksa wrote to US/AID with a proposal for the St. Vincent vehicle loan scheme. To date no reply has been received. This innovative and important component of the project urgently needs RDO/C action to permit implementation.

Evaluation

As noted at the beginning of this report, four external evaluators participated in the RAEC meeting. The evaluators also met with US/AID officials RDO/C in Barbados prior to RAEC. Based on those discussions the evaluators, under the direction of Chair Marvin Alkin, developed an evaluation proposal. That proposal will be reviewed at the July staff meeting. It has been sent out to all RAEC participants for comments. Following those reviews and any final revisions, the proposal will be officially submitted to US/AID for approval. The major evaluation fieldwork will take place in May and June, 1984.

Plans for the Next Quarter, July-September, 1983

All CAEP staff will meet in Dominica July 15-17. This meeting will permit reports on project progress from each staff member and will allow the annual workplan to be updated. A new workplan format has been developed based on the evaluation plan. That revised plan will be submitted to US/AID following the July staff meeting.

The excellence in extension workshop will be held at UWI in Trinidad in August.

The Diploma in extension will be finalized so that the curriculum can be fully implemented as students arrive in the fourth quarter.

CAEP will continue to work with participating countries in implementing their National Extension Improvement Plans.

Procurement of agricultural equipment, communications equipment, and vehicles will begin in earnest as individual procurement plans for each country are completed.

Evaluation plans for Phase II will be submitted to US/AID for approval.

Dean Lawrence Wilson, Faculty of Agriculture, UWI, will visit four MUCIA institutions to help identify potential technical assistance collaborators under CAEP.

Action Needed

RDO/C needs to respond to the proposal for the St. Vincent loan scheme.

Trip Report
Campus Coordinator Support and Inspection Visit
July 14-19, 1983

Meeting with RDO/C (US/AID Barbados)

On July 14 I met with US/AID officials in Barbados to review project progress. Jim Hughes had recently returned from medical leave but was about to leave for six weeks of home leave. Bill Baucom had returned in mid-June from several weeks of home leave. Thus, it was an opportune time to refocus attention on CAEP because the key US/AID staff had been away for sometime. As noted in our March-June Quarterly Report to US/AID, no permanent US/AID staff participated in the RAEC meeting in St. Vincent during April. One of the items we discussed was the extent to which US/AID missed an opportunity in this regard.

Other items that were discussed were the evaluation proposal for Phase II; the format for certifying individual country progress in implementing National Extension Improvement Plans so that procurement can take place as required in Implementation Letter #1; the details of the St. Vincent loan scheme and US/AID requirements for such a scheme; the status of the CARDI Phase II proposal; and an agenda for the staff meeting to be held in Dominica.

Bill Baucom seemed pleased with project progress. I reported that we were on schedule with all aspects of the project. Jim Hughes had been invited to participate in our staff meeting, but would be unable to do so due to his home leave. Baucom reported that he would have two additional staff in the fall and with the addition of new staff, he hopes that RDO/C would be able to be more supportive of the project and more active in project activities.

Dominica Staff Meeting

All CAEP staff met in Dominica July 15, 16, and 17. George Saksa and Tom Henderson had developed a new format for the CAEP workplan. We went through that workplan item by item to fill in the details of all aspects of project progress and responsibilities. The new workplan format follows the items identified in the evaluation plan. Thus, each element of the evaluation is dealt with in the workplan.

Morale among all staff is very high. It has been a very busy time, but a productive time. As the quarterly report indicates, things are moving well in the project. It appears likely that five of seven countries will have sufficiently implemented their National Plans by the end of July the vehicle procurement can proceed.

One of the delights of the staff meeting was the high quality of interpersonal relationships among all of the staff. The Belize staff, both MUCIA and UWI, are getting along very well. The MUCIA team leader and UWI project director in Dominica are working well together. The UWI co-director and MUCIA communications specialist in Trinidad are working well together. As near as I can tell there are no areas of friction in interpersonal or working relationships. In addition, reports from MUCIA staff are that their families have settled in and are doing very well.

I wrote the Quarterly Report for submission to US/AID following this trip. That report provides the details of project progress so I won't repeat them in this trip report.

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CARIBBEAN AGRICULTURAL EXTENSION PROJECT

EVALUATION DESIGN

FOR

PHASE II

SEPT. 1983 - DEC. 1984

Submitted to:
CAEP, University of Minnesota
and AID, Barbados

May 23, 1983

Evaluation Design Team:
Marvin C. Alkin, Chair
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Jerry G. West

INTRODUCTION

The Caribbean Agricultural Extension Project (CAEP) has as a goal the improvement of the economic and social well-being of the small farm households within the region. Ultimately, they anticipate that these improvements will be reflected in increases in the value of agricultural production, in the generation of agricultural employment, and the like. The project seeks to attain these goals by increasing the effectiveness of national extension systems, both public and private, within the seven included countries. Also, a part of the proposal is an attempt to increase the effectiveness of regional institutions which provide backstop support to national extension services and to improve the extension linkages between the countries and various regional organizations, such as CARDI.

In order to determine the extent to which the project activities of Phase II have been successful and to provide feedback for mid-course corrections within the program, provision has been made for an external, technical evaluation of the Phase II activities. It is anticipated that the evaluation related to the Phase II plan will be completed prior to the November 1984 meeting of the RAECC. Thus, this portion of the evaluation must focus on the extent to which program implementation has taken place, changes in the operating system of national extension services, communication units, backstop agencies, etc. It is

only to a lesser extent that the impact of the program on farmers may be determined.

PROCEDURES FOR DEVELOPING THIS PLAN

The four members of the evaluation design team were invited to participate in the April 1983 meeting of RAECC in order to have a basis for the preparation of the evaluation design plan. The design team members were provided with a variety of project materials, including the Phase II proposal, to read.

Prior to attending the RAECC meeting, the Evaluation Design team met with officials at AID Barbados to discuss their evaluation concerns and to otherwise obtain their suggestions. Present at that one-half day meeting were: William Wheeler, AID Director; Ed Bergells, Project Officer; Don Yemen, Acting Agriculture Section Director; Terry Liercke, Project Officer and Darwin Clark, Evaluation Officer. Their concerns were incorporated into this document.

At the RAECC meeting, held in St. Vincent, the team members met with representatives of the different interests assembled at the meeting in order to obtain a variety of points of view on the kinds of evaluation information that might be provided. The design team members were provided with the opportunity of each leading a discussion group for a full half-day of the meeting in order to systematically obtain the thoughts of the participants on the nature of their evaluation information needs and the possibilities for data collection within their countries and agencies. Following these discussions the team met over a day-and-a-half

period to formulate a draft design proposal. An oral report summarizing the basics of the proposal was presented at the final session of the RAECC meeting. Following the presentation of the draft design proposal participants had an opportunity to provide further feedback on the tentative plans for the evaluation design. Subsequent to the meeting, and based upon materials developed by the evaluation design team, the design team chairman has developed this proposal.

Prior to examining the specific aspects of the evaluation plan to be completed by November 1984, it is appropriate to consider the place of this evaluation within an overall evaluation rationale for the project. This discussion is to be found in the following two sections.

OVERALL EVALUATION PURPOSE

The overall purpose of the evaluation is to assess how well the project is helping Caribbean nations make progress towards meaningful and self-supporting agricultural activities. An evaluation plan for this project must ultimately address three major questions:

- I. To what extent have self-supporting, effective national and regional extension programs been built?
- II. What is the impact of the project on farm families?
- III. Under what conditions is agricultural extension more or less successful in the Caribbean Region?

While these questions define the long term evaluation objectives to be served, a portion of the evaluation can be performed during the period prior to December 1984. Nonetheless, it is appropriate to define the general criteria applicable to the complete longer term evaluation of this project.

GENERAL EVALUATION CRITERIA

I. Building National and Regional Extension Programs

A. National level extension

Are the National Extension Improvement Plans operating?

- e.g. - functional?
- realistic?
- integrated into a total agricultural strategy?
- institutionalized within individual countries?

Has the effectiveness of extension staffs increased?

- e.g. - clear roles, functions, and relationships?
- wholistic knowledge and skills?
- positive work attitudes and morale?

Has the role of women in agriculture been clarified and enhanced?

- e.g. - extent to which extension services oriented to women?
- women involved in extension services?

B. Communication units

Are the National communication strategies being implemented?

- e.g. - quality training taking place?
- equipment present, maintained, and used?
- relevant newsletters, radio programs, and slide tape programs?

C. UWI backstopping

Have UWI capabilities for providing backstop assistance in extension and communication been more fully institutionalized?

- e.g. - outreach offices established?
- programs established and university approved?

D. Regional linkages

Are appropriate regional research linkages established and functional?

- e.g. - RAECC providing guidance and direction?
- TJAC established and functioning?
- two-way information flow with CARDI?

E. Training

Are Regional training plans for extension staff being implemented?

- e.g. - participants attending a certificate program?
- participants attending diploma program?
- frequent, well-attended regional and sub-regional workshops on relevant topics?

F. Equipment

Is necessary equipment (vehicles, demonstration kits, farm equipment) available?

- e.g. - operable?
- maintained?
- frequently used?

II. Impact on Farm Families

To what extent have farm families been reached through extension activities?

- e.g. - type of farms reached?
- level of outreach through newsletters and radio?
- number and distribution of client contacts?
- number and distribution of group contacts?

What are the ways in which farm families use the information provided through extension services?

- e.g. - type of information?
- patterns of use?
- extent of use?

What has been the impact of extension services on farm families?

- e.g. - self-sufficiency?
- yield?
- income?
- reduced costs?
- diversification?
- reduced market gluts?
- quality of rural life?
- role of women in farm families?

III. Successful Extension Programs

What strategies for building extension programs are more or less effective?

- e.g. - training focus and methods?
- communication strategies?
- agricultural structure and role functions?
- extension methods?
- linkages?
- back stopping?

What conditions are most critical to successful national/regional extension programs?

- e.g. - economy of scale?
- national policy?
- regional cooperation?

What factors inhibit successful national and regional extension programs?

PLAN OF ACTION:
1983-84

The plan of action for the evaluation report of November 1984 goes a considerable way towards fulfilling the general evaluation criteria spelled out in the prior section. We are able to properly reflect each of the issues raised within category I (Building National and Regional Extension Programs)--and, indeed, the plan which follows adequately measures the issues presented in that category.

Needless to say, it is not possible at this time to determine the full impact on farm families (category II) of the changes effected by the CAEP project. Certainly it is possible to obtain data on the extent to which farm families have been reached through extension activities and this general issue is reflected in the plan.

An examination of the ways in which farm families use the information provided by extension services and the extent to which agricultural and financial impacts are attained is yet another question. One reason for this, of course, is that Phase II of the project would only be a little over one year old at the time of completion of this evaluation study and it is not likely that the kinds of impacts called for could be detected at such an early point. In fact, changes on practice and subsequent changes on the nation take many, many years.

However, we feel it is possible to examine a related aspect of impact. Within the research literature on impact, the notion of "utility" has been put forth (Alkin et al, 1982). In essence, these writings present an alternate way of considering impact in those instances where it is not feasible to use a traditional definition, either because a project or activity has not had opportunity to be conducted for sufficient time or because resources are not available for systematically sampling all (or a reasonable sampling of) project participants and components. The alternate approach proposes that "utility" may be examined. In this instance we refer to the utility of extension services as the extent to which the extension services have the potential for impact. Thus, one may examine best case instances in order to determine whether something like the extension services, when operating in ways in which its advocates feel are effective, do have impact. We will describe this procedure later on in the proposal.

Some insights into the nature of successful extension programs (category III -- successful extension programs) will be obtained from the farmer impact studies and other interviews. Generalizations about these regional programs and such things as appropriate models for regional cooperation are beyond this study but will hopefully be examined at another point in time.

SUMMARY OF PROCEDURES

Starting with the general evaluation criteria described in the preceding section we derived specific evaluation questions for investigation. For each evaluation question we further indicated the most appropriate data collection procedures given the time and fiscal constraints. These steps are described in Table 1 which provides the general evaluation plan for the November 1984 study, including the instrumentation for each question.

For example, under National Level Extension in Table 1, there is an expected outcome statement (number 1) dealing with the activities of the national planning committee in each country. This expected outcome, in turn, has four related evaluation questions related to the extent to which there is a functioning committee, the manner in which they operate, and the nature of inputs from other sectors. In the third column of Table 1 are listed the data sources related to each of the evaluation questions. In this instance these sources include project documents such as minutes of meetings that would be sent to the evaluation team, information collected by CAEP and provided on their monthly report to the evaluation team, and interviews conducted during the course of the in-country site visit.

In Table 2 we have taken the evaluation data listed in the last column of Table 1 and arranged it by instrumentation type. Thus, for the in-country interviews, we have arranged by respondents or data sources each of the evaluation questions presented in the previous table. In this way, it is easily seen which evaluation

Table 1
**CARIBBEAN AGRICULTURAL EXTENSION PROJECT:
 Evaluation Issues**

NATIONAL LEVEL EXTENSION

<u>Expected Outcome</u>	<u>Evaluation Question</u>	<u>Data Source</u>
1. Active national planning committee in each country providing guidance to and evaluation of extension services with significant private input	a. Is there a functioning committee? b. How do they guide extension services? c. What is the private sector input to the committee? d. How has the committee linked to other government agencies (e.g., marketing boards, commodity associations, etc.) for action?	a. Monthly CAEP report/Chief Ag Officer Interview/UWI Outreach Interview b. In-country interview with committee members and Extension Staff c. Attendance at Committee Meetings/minutes d. Interviews: CARDI Rep, Chief Ag Officer, Private Sector Assns.
2. Seven annual extension program workplans each year for each country, to guide and direct national extension efforts at implementing national plans	a. Does a plan exist? b. To what extent was the plan implemented at each level of the extension service? c. If not, what factors inhibited implementation? d. In what ways are farmers' needs taken into consideration in developing and revising work plans? e. Do the plans suggest realistic programs, projects, and linkages for action?	a. Document review b-e. Monthly CAEP report and in-country interviews
3. Effective coordination and involvement between private sector extension services (commodity associations, farmers, groups, etc.), CARDI National Team, and national extension services so that both public and private services are working towards similar goals and objectives	a. What private sector extension services exist? b. What is the nature of coordination between private sector and national extension services? c. What linkages have occurred between CARDI and National Extension Services? (i.e., both research results and feedback on field practices)	a-b. CAEP Data Report and follow-up during in-country interviews: Chief Ag Officer, UWI Outreach Staff c. CARDI National Rep. Interview/UWI Field Staff Interview/Chief Ag Officer Interview

Table 1 (cont)

NATIONAL LEVEL EXTENSION

<u>Expected Outcome</u>	<u>Evaluation Question</u>	<u>Data Source</u>
4. Increased recognition of women in agriculture	<ul style="list-style-type: none"> a. Are there increased numbers of women represented as extension agents? b. Do extension prepared materials reflect women's role in the farm partnership? c. Have extension agents made efforts to address their programs to "farm families?" 	<ul style="list-style-type: none"> a. Data Work Sheet b. Document Review and Interviews c. Interviews: Extension Agents, Farmers
5. Job descriptions for extension staff at all levels in each country with emphasis on educational activities and removing all regulatory functions	<ul style="list-style-type: none"> a. Is there an organization chart? Are there clear roles and reporting relationships? b. Are there job descriptions for Extension Staff? c. Do the job descriptions emphasize educational activities and remove regulatory functions? d. Are the job descriptions being followed? e. Is there a mechanism for reviewing and updating job descriptions? f. How has the role of the Extension Agent changed? 	<ul style="list-style-type: none"> a-f. In-country document review. Interviews: Chief Ag Officer, Extension Agents, UWI Outreach Staff
5. Increased supervision of field staff by district officers, each of whom receives a minimum of 40 hours of supervisory training per year	<ul style="list-style-type: none"> a. Have district officers received supervisory training? How much? b. What type of supervision have district officers provided to field staff? 	<ul style="list-style-type: none"> a. CAEP Periodic Report. UWI Outreach and Chief Ag Officer Interviews. b. Review of performance evaluation reports and organization charts/ Interview: Extension Agents, District Officers

12

Table 1 (cont)

NATIONAL LEVEL EXTENSION

<u>Expected Outcome</u>	<u>Evaluation Question</u>	<u>Data Source</u>
7. Increased competence and technical skill of extension agents (and other extension personnel) due to a minimum of 96 hours a year of in-service training	<ul style="list-style-type: none"> a. What is the nature and extent of training provided to extension agents (other extension staff)? (e.g., topics, number of participants, training hours) b. What changes in knowledge, skills, and attitudes have resulted from training? 	a. Data Work Sheet to Training Officer (follow-up with in-country interviews)
8. An increase of more than 300% in farmer contacts due to use of a group approach and greater mobility from project vehicles	<ul style="list-style-type: none"> a. What is the number and distribution of direct farmer contacts? b. What is the number and participation of farmers in group meetings? 	a-b. Ag Officer Data Work Sheet/ Interviews: Extension Agents, Farmers

43

Table 1 (cont)

COMMUNICATION UNITS

Expected Outcome	Evaluation Question	Data Source
9. National communications units integrated into the ministry structure and functioning effectively	<ul style="list-style-type: none"> a. Is the national communications unit integrally placed in the ministry structure? b. What are the sources of information for developing communication features? c. What are the linkages with relevant communications units (e.g., WINDBAN, UWI, CARDI)? 	<ul style="list-style-type: none"> a-c. In-country interview: Communications Officer c. Interview: Private Sector Assn.; CARDI National Rep.
10. National extension newsletters published at least quarterly with distribution to at least 25% of all farm households. (Newsletters focus on agricultural production techniques, not "gossip" about people in agriculture.) This is a 500% increase in farmer coverage	<ul style="list-style-type: none"> a. Is a newsletter published? b. How frequently? c. How many copies are distributed? d. What is the quality of the newsletter? e. How are farm families using newsletter information? 	<ul style="list-style-type: none"> a-c. Data Work Sheet and in-country interview with Communications Officer d. Newsletter review by evaluation staff expert e. Interview: Farmers, extension agents/case studies
11. Adequately equipped national communication units to produce at least three slide programs a year on technical topics of importance to local farmers	<ul style="list-style-type: none"> a. What AV equipment is available? b. How many slide/tapes have been produced? c. What is the frequency of their use? 	<ul style="list-style-type: none"> a-c. Data Work Sheet and interview: Communications Officer
12. Regular agricultural, production-oriented radio programs in all countries, effectively doubling the mass media outreach in Caribbean LUCs. Radio air time devoted to agricultural production will be doubled on a daily basis and weekly half-hour features will be added in all countries	<ul style="list-style-type: none"> a. How much <u>daily</u> radio air time is devoted to agricultural topics/announcements? b. What is the nature, extent, and source of <u>weekly</u> radio features? c. How do the features relate to work plans? 	<ul style="list-style-type: none"> a-c. Data Work Sheet and interview: Communications Officer

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Table 1 (cont)

UWI BACKSTOPPING

<u>Expected Outcome</u>	<u>Evaluation Question</u>	<u>Data Source</u>
13. The quality, appropriateness, and technical impact of radio programs will be substantially increased. UWI will produce and distribute to all countries ten half-hour radio features each year to support and enhance national efforts	<ul style="list-style-type: none"> a. What radio features has UWI produced? b. What features have been distributed to each country? c. What is the extent of in-country usage of UWI features? 	<ul style="list-style-type: none"> a-b. UWI Data Work Sheet and Interview c. Data Work Sheet and Interview with Chief Communications Officer
14. Increased backstopping capability of UWI to support national extension units in communications and extension methodology	<ul style="list-style-type: none"> a. In what ways has the UWI backstopping capability in communications and extension methodology increased? b. What changes in extension methodology training have occurred? 	<ul style="list-style-type: none"> a-b. UWI Interview including document review and observation
15. Three UWI outreach offices established and functioning in the region	<ul style="list-style-type: none"> a. Have outreach offices been established? b. What services have been provided? 	<ul style="list-style-type: none"> a-b. CAEP monthly reports and UWI Interviews
16. Diploma in Extension Program, UWI established as an ongoing, permanent course in the Faculty of Agriculture	<ul style="list-style-type: none"> a. Is the diploma in Extension Program established as a permanent course? b. What is the quality of the diploma program? c. What changes in trainees' skills, knowledge, and attitudes have resulted from participation in the diploma program? 	<ul style="list-style-type: none"> a. UWI interview b-c. Trainee questionnaire with follow-up interviews
17. Regional Extension Communication Unit organized and established in Department of Agriculture Extension, UWI	<ul style="list-style-type: none"> a. Is the regional Extension Communication Unit established as a permanent unit? 	<ul style="list-style-type: none"> a. UWI interviews

5

Table 1 (cont)

REGIONAL LINKAGES

<u>Expected Outcome</u>	<u>Evaluation Question</u>	<u>Data Source</u>
18. Regional Agricultural Extension Coordinating Committee (RAECC) organized to provide direction to CAEP and to monitor its success	a. What representatives from each country participated in RAECC? b. How has input from RAECC improved project direction? c. Has the RAECC recognition program been initiated?	a. Participant minutes b. Interviews with project leaders c. CAEP Director list of recipients
19. Technical Joint Action Program, UWI established to link research and extension	a. Has TJAC been established? b. What were the meeting dates and topics of discussion? Who were the participants? c. How has TJAC fulfilled its regional linkage objectives?	a-c. CAEP Director/Committee minutes
20. Two-way information flow with CARDI	a. Have relationships been established with CARDI which provide a two-way information flow?	a. Interviews: CARDI Regional Staff/CAEP Project Directors

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Table 1 (cont)

TRAINING

<u>Expected Outcome</u>	<u>Evaluation Question</u>	<u>Data Source</u>
21. A sixty-five percent (65%) increase in the number of Diploma trained frontline agents. (28 will be trained)	a. What is the number and distribution of 2-year trainees?	a. CAEP Director/Trainee List
22. Increased managerial and organizational effectiveness of 18 UWI Diploma in Extension graduates, an increase in managerial expertise at senior levels of both public and private extension organizations	a. What is the number and distribution of 1-year trainees?	a. CAEP Director/Trainee List
23. Seven knowledgeable and effective national communications unit senior officers with one year's intensive Diploma training in communications at UWI. None currently exist	a. Is one person from each country trained in communications?	a. CAEP Director/Trainee List

EQUIPMENT

<u>Expected Outcome</u>	<u>Evaluation Question</u>	<u>Data Source</u>
24. Has equipment been delivered? Is it being maintained? Is it in use?	<p>a. What equipment is available in the following categories? (e.g., AV, vehicles, demonstration kits, etc.)</p> <p>b. What date was it acquired?</p> <p>c. Is it operational? maintained?</p> <p>d. What is the frequency of use?</p>	<p>a-d. Interview: Chief Agricultural Officer</p> <p>c-d. Interview: Extension Agents (See also Data Sources 11a-c)</p>

47

Table 1 (cont)

FARMER IMPACT

<u>Expected Outcome</u>	<u>Evaluation Question</u>	<u>Data Source</u>
25. Skilled, knowledgeable farmers making wise decisions, using resources efficiently and farming profitably	<ul style="list-style-type: none"> a. What types of farms have been involved? b. What technologies have been stressed in educational activities? (e.g., intercropping, improved storage) c. What are some of the ways that extension can be effective in impacting farmers? d. What have been the impact on farm families? (e.g., increased yield, cost saving, increased income, improved standard of living) e. What has been the impact on national goals? (e.g., increased self-sufficiency, greater crop diversity, import reduction, improved health standard, reduction of market gluts) 	<ul style="list-style-type: none"> a-c. Interview Chief Ag. Officer/ monitoring activities a-d. Farmer case studies e. National data base (deferred for future study)

GENERAL ISSUE

<u>Expected Outcome</u>	<u>Evaluation Question</u>	<u>Data Source</u>
26. What factors contribute to success or failure in each of the above areas?	<ul style="list-style-type: none"> a. What is working well? What factors contributed to success? b. What is not working? What factors inhibited success? 	<ul style="list-style-type: none"> a-b. All interviews related to each of the areas of evaluation study

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Table 2

CARIBBEAN AGRICULTURAL EXTENSION PROJECT
Evaluation Instrumentation Specifications

Evaluation Technique.	Respondent/Data Source	Evaluation Questions Addressed	Date of Data Collection
<u>INTERVIEWS</u>			
<u>In Country</u>	o Chief Ag. Officer	1a-d;2a-b;3a-c;4b,c;5a-f; 24a-c;25a,b,e	May-June '84
	o Communications Officer	10a-e;11a-c;12a-c;13c	May-June '84
	o Training Officer	7a,b	May-June '84
	o District Officer	2b,c,d;6b;4b,c	May-June '84
	o Extension Agents	2b,c,d;5b-f;6b;7a,b;8a,b; 10e;17b;24c	May-June '84
	o Farmers	8a,b;10e;25c,d	May-June '84
	o Private Sector Associations	1c,d;2a,b;9c	May-June '84
	o CARDI National Rep	1d;3c;9c;19c	May-June '84
	o CAEP Proj. Directors	18b;19a-c;20a;21a;22a;23a	May-June '84
	o UWI -Outreach Staff	1a-d;2a-d;3a-c;5a-f;6a;15a,b	May-June '84
	-Administration	14a,b;15a;16a;19c	May-June '84
	-Communications	13a-c;14a;17a	May-June '84
	-Diploma Students	16b,c	May-June '84
<u>Regional</u>	o CARDI Regional Staff	20a	May-June '84
	o Chief Ag. Officer	4a	
<u>DATA WORK SHEET</u>	o Communications Officer	10a-c;11a-c;12a-c;13c] Mailed April 1984
	o Training Officer	7a	
	o Extension Officer	8a,b;25a,b	
	o UWI -Communications Unit	13a,b	

49

Table 2 (cont)

Evaluation Technique	Respondent/Data Source	Evaluation Questions Addressed	Date of Data Collection	
<u>DOCUMENTS</u>	Needs Assessment	Various evaluation questions (document needs to be reviewed);	May 1984	
	Questionnaire Results (Pre and Post)			
	Work Plans	2a	As soon as available	
	<u>Periodic Reports</u>			
	o CAEP	1a; 2b,c; 15a,b] At site visit	Monthly
	o Chief Ag. Officer	1a		
	o Dist. Officer	2b,c		
	o Extension Officer	2b,c		
	o UWI Outreach Officer	15b		
	<u>Organizational Charts</u>			At site visit
	<u>Job Descriptions</u>			At site visit
	<u>Newsletters</u>			When available
	<u>Minutes</u>			
	o National Extension Committees	1d] When available	
	o RAECC	18a		
o TJAC	19b			
<u>Lists</u>				
o RAECC recognition recipients	20a		When available	
o CAEP -2yr. dip. in agri.	21a] When available		
-1 yr. dip. in ext.	22a			
-Community Training	23a			
Phase 1 National Plans		Various questions	As soon as possible	
<u>QUESTIONNAIRES</u>	UWI 1-yr. Extension Diploma Students	16b,c	Administered prior to site visit	

50

questions are to be addressed to the Chief Agricultural Officer during the course of the in-country interviews. The information on Table 2 is particularly handy in that it may be readily converted into instrumentation. Thus, in subsequently developing an in-country interview guide we need only to note the evaluation questions to be addressed within those interviews (column 3), revise them slightly into an interview format, and to list them sequentially. Then, each question may be coded in terms of those individuals who are to respond. Consequently, the information on Table 2 is readily converted into the instrumentation necessary for the conduct of this evaluation.

Also shown in Table 2 is the data collection schedule for the project. This schedule includes the full period of this study. In some instances (e.g., newsletters) information will be sent to the evaluation team whenever available. In other instances (e.g., CAEP periodic reports) information will be sent to the evaluation team on a monthly basis. The data worksheets will be mailed to the respondents in April of 1984, allowing respondents ample time to aggregate data which will be a topic of discussion during the on-site interviews in May-June 1984.

SUMMARY OF DATA COLLECTION SCHEDULE

While most of the data collection activities are reasonably self-explanatory, it may be helpful in this proposal to present some indication of the amount of data collection time involved for various activities.

We will not discuss the time requirements related to the collection and analysis of data in the form of

documents or questionnaires but will focus on the amount of time required for the various interviews. The anticipated time for the various interviews is as follows:

- o In-country interviews. Each country will be visited by one evaluation team member who will conduct the full range of interviews, an examination of the data work sheets, organizational charts, job descriptions, etc. Evaluation team members will be guided in their work by a previously developed interview guide. The evaluation team member will spend one week interviewing within each country. This process will be facilitated by CAEP field staff who will have assisted in making appointments, arrangements, etc.
- o Farmer impact interviews. We intend to conduct farmer impact interviews in order to determine the utility (potential for impact) of the national extension services as discussed in a previous section. One impact study will be conducted in a Windward island, one in a Leeward island, and one in Belize. In each study the Chief Agricultural Officer will be asked to identify a single exemplary extension agent who, in turn, will be asked to identify five farm households that have been significantly impacted by the extension services. During a three-day period subsequent to the one-week country visit, the evaluation team member will interview the indicated farmers in order to determine the nature of the extension service impact and the factors which are related to that impact.

- o UWI backstopping. One evaluation team member will conduct an evaluation related to the extent of UWI backstopping. This evaluation will also be guided by an interview schedule developed prior to the visit and by other sources of information including diploma student questionnaires that will have been administered prior to the visit. We anticipate that this portion of the data collection will require four to five days in Trinidad and one to two days at an outreach office.
- o Regional linkages. The examination of regional linkages, particularly with CARDI, will be examined partially within the course of the in-country interviews. However, the major source of data for this examination will be meetings with representatives of regional agencies. Thus, it will be necessary to spend one to two days in Barbados meeting with CARDI regional office staff and others.
- o Meeting with AID. Near the conclusion of the in-country visits the chairman of the evaluation team will meet with AID officials to provide feedback on data collection progress and to obtain additional inputs. The nature of these inputs may relate to a variety of the evaluation questions addressed within this study. This phase will necessitate one day of meetings in Barbados.

5¹³

REPORT FORMAT

The general format for the final evaluation report is as follows (page estimates for each section are provided):

- o Executive Summary (five pages)
- o I. Individual country reports (seven reports of approximately 10-15 pages each)
- o II. National Extension Services Summary (estimated at 12 pages)
- o III. National Communications Summary (estimated at 10 pages)
- o IV. UWI Backstopping Capability (estimated at eight pages)
- o V. Regional linkages (estimated at five pages)
- o VI. Training summary (estimated at five pages)
- o VII. Equipment (estimated at four pages)
- o VIII. Summary of utility: Farmer impact case studies (estimated at 10 pages)
- o Appendix: Fifteen farmer case studies--five each in Windwards, Leewards, and Belize (estimated at three pages per case study)

The above outline reflects the final report that will be presented to AID at the conclusion of the evaluation. However, we are currently considering the possibility of presenting to individual countries a "tailored" evaluation final report which includes only their own individual country report and not the reports of the other six countries.

EVALUATION BUDGET

The project budget reflects the activities discussed on the previous pages and, in addition, provides a breakout budget for a four-person team. This budget assumes the division of responsibilities for team members in the following manner:

o Team Member A--evaluation expert (chair):

--Visits

- UWI backstopping
- Regional linkages
- 1 country

--Report Sections

- UWI backstopping
- Regional linkages
- 1 country report
- Training
- Equipment
- Executive summary

o Team Member B--evaluation expert:

--Visits

- 2 countries
- 1 set of five farmer impact case studies

--Report Sections

- 2 country reports
- 1 set of five farmer impact case studies
- Summary of utility: farmer impact case studies

o Team Member C--communications expert:

--Visits

- 2 countries
- 1 set of five farmer impact case studies

--Report Sections

- 2 countries
- 1 set of five farmer impact case studies
- National communications summary

o Team Member D--agricultural small farms system expert:

--Visits

- 2 countries
- 1 set of five farmer case studies
- 1 day assistance in examining UWI backstopping

--Report Sections

- National extension services summary
- 2 country reports
- Five farmer case studies
- Assists on summary of farmer case studies

o AID Evaluation officer

We request that the AID Evaluation officer participate in the field visits by accompanying Team Member B

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ISN 33497

April 21, 1983

Quarterly Progress Report
Caribbean Agricultural Extension Project
US/AID Project #538-0017
January 1, 1983 - March 31, 1983

Contract Action

On January 20, 1983, the contracts for Phase II of the Caribbean Agricultural Extension Project were signed in Trinidad. The contract between MUCIA and US/AID was signed. The contract between UWI and MUCIA was signed with US/AID approval of the MUCIA/UWI contract. Subsequently, the contract between the University of Minnesota and MUCIA was signed. The finalization of the contracts for Phase II took place after four months of negotiations and working together to reach agreement on the precise wording of the necessary documents. The signing ceremony at the University of the West Indies in Trinidad included the Principal, Lloyd Braithwaite; MUCIA Executive Director, William Flinn; and MUCIA Treasurer, Sidney Stafford. The Dean of the Faculty of Agriculture, UWI, and CAEP Project Staff also participated in the ceremony. There was a great deal of enthusiasm manifest as Phase II activities could finally begin officially.

Field Staff Developments

The primary development in this quarter was the arrival in the field of all Phase II staff. The MUCIA Communications Specialist, Ray Woodis, took up his assignment in Trinidad on January 7th. The MUCIA Team Leader, George Saksa, took up his assignment in Dominica January 10th. The MUCIA Belize Extension Professional, Don Smucker, took up his assignment in Belize February 21st. The UWI Outreach Professional for the Windwards, Dunstan Campbell, took up his position in St. Lucia on February 1st. The UWI Outreach Professional for the Leewards, St. Clair Barker, arrived in Antigua in mid-February. The UWI Project Director, Dr. Thomas H. Henderson, took up his new position in Dominica on March 1st. The Belize Outreach Professional for UWI was identified in March and will take up his position officially on April 15th, although he is already in Belize preparing to take up his assignment. Thus, all field staff positions are filled and operational.

A major activity of this quarter involved field staff getting settled into their new countries of assignment. While housing is a particularly difficult problem, by the end of the quarter all field staff had found housing. Families arrived, schooling was begun where necessary, and some personal effects had arrived. There were difficulties in each of the sites in obtaining personal effects, getting the necessary government papers and visas, and making the adjustments to

57

the new locations. However, by the end of the quarter most of these difficulties had been overcome and field staff were turning their attention full-time to project activities and workplans.

Short Term Personnel

As called for in the Project Paper, the first short term technical consultation took place during this quarter. Professor Eugene Pilgram, University of Minnesota, worked in the Leeward Islands from February 16 through the end of this quarter to assist the staffs in Antigua, Montserrat, and St. Kitts/Nevis in the development of workplans, job descriptions, and the implementation of an annual program development process. Dr. Pilgram worked closely with UWI Outreach Professional St. Clair Barker and MUCIA Team Leader George Saksa in reviewing the National Extension Improvement Plan with the staff in each country and helping them begin the process of implementing their plans. In addition to working individually with the staffs in each country, a sub-regional professional developmental workshop for the Leewards was held in Antigua, March 21-22, to train senior extension personnel in program development. Twenty (20) senior officers from the Leewards participated in the workshop. Dr. Pilgram prepared a report summarizing the situation in the Leewards with recommendations for the next phases of Project activity in those countries. During the next quarter he will work in the Windwards and Belize.

Annual Work Plans

In January and February staff meetings were held with all field staff and the University of Minnesota Campus Coordinator, Michael Patton, to develop the first annual work plan for the Project. The contract calls for submission to US/AID of an annual work plan within 60 days of the arrival in the field of the MUCIA Team Leader. That work plan was submitted to the US/AID Project Manager in the Barbados mission in early March.

During this quarter UWI Project Director Thomas Henderson and MUCIA Team Leader George Saksa visited all participating countries to discuss implementation of National Extension Improvement Plans with Ministry of Agriculture and Agricultural Extension officials and staff. These meetings also served as an occasion to notify participating governments of upcoming Project activities including: (1) the Regional Agricultural Extension Coordinating Committee meeting in St. Vincent, April 27-29, in which each country is invited to send the Chief Agricultural Officer, the Director of Extension, and a farmers' group representative; (2) the availability of support for the training of Extension staff in the two-year diploma program at ECIAF and the one-year diploma in Extension at UWI; (3) upcoming program development workshops being conducted by Professor Pilgram; (4) the Annual Excellence in Extension award program; (5) the activities that must be undertaken prior to ordering equipment and vehicles in each country; (6) the composition of National Planning Committees for Phase II; and (7) the timetable for Project activities. In each country, during these meetings and subsequent meetings with National Planning Committees, the National Extension Improvement Plans were reviewed with particular emphasis on organizational changes and the development of annual workplans, job descriptions, and national in-service training programs. In the Leeward Islands UWI Outreach Professional St. Clair Barker participated in these sessions and in the Windwards UWI Outreach Professional Dunstan Campbell participated in these

sessions. By the end of the quarter, National Planning Committees had been convened in all countries to review the implementation process for the National Extension Improvement Plans.

The Research Extension Linkage

During each month this quarter UWI Department of Agricultural Extension staff members and CARDI staff members met in Trinidad to keep each other informed of their respected activities and to help establish what is to become continuing close cooperation between CARDI and Extension. CAEP Director Thomas Henderson and MUCIA Team Leader George Saksa will participate in the review of CARDI's Phase II proposal in early April. The end of April will also see the first formal meeting of the Technical Joint Action Committee on Research which includes representatives from CAEP, CARDI, UWI Faculty of Agricultural, and CARDATS. In addition, during this quarter CAEP field staff have been assessing and reviewing research activities currently going on in each of the participating countries so as to increase linkages between research and extension at both national and regional levels.

Communications

MUCIA Communications Specialist Ray Woodis has been working with UWI Department of Agricultural Extension staff to establish the needs for equipment, resources, and personnel for the Regional Agricultural Extension Communications Unit in Trinidad. During this quarter the Department of Agricultural Extension became fully established in the Extension/CARDI building on the UWI campus. Moving into that building has revealed some of the inadequacies of the communications area, particularly the darkroom area, so Ray Woodis has been working with staff there to determine how best to use the communications space and to determine what kind of communications equipment is needed. Bulbs were procured during this quarter so that machinery already owned by the Agricultural Extension at UWI could again be used. The initial equipment list for the campus is expected to be established early the next quarter.

During this quarter Ray Woodis began visiting the participating countries to meet with Communications Officers and to review the activities that are to take place to strengthen national communications units. He visited the Leeward Islands and participated in the Leeward Islands program development workshop conducted by Gene Pilgram with St. Clair Barker and George Saksa. During the last week of March he spent a week in Belize working with staff there.

Procurement

Procurement of Phase II equipment has been initiated. Vehicles for project staff have been ordered and are expected to be delivered early next quarter. All of the countries have been involved in reviewing equipment needs so that the procurement anticipated in the Project Paper can be carried out. The April meeting of CAEP staff will be devoted in part to finalizing the first procurement order.

Other Activities

On February 22 a briefing on the Project was held with the US/AID mission Director in Barbados, William Wheeler. In addition to US/AID personnel present, participants included Bill Flinn, Michael Patton, Gene Pilgram, and Kim Wilson (Campus Coordinator, TSM).

On March 13th Henderson, Gomes, and Patton conducted a full-day workshop for Extension staff in Belize. At that time MUCIA Outreach Professional Don Smucker was introduced to the group and CAEP staff held interviews with potential UWI Outreach Professional candidates. Efrain Aldana was selected to fill the Belize post. He is an experienced Extension professional in Belize, and will assume his responsibilities as UWI Outreach Professional for CAEP in mid-April. During this quarter we also made official contact with the US/AID representative in Belize, Neboisha R. Brashish.

A major activity during this quarter was planning for the Regional Agricultural Extension Coordinating Committee (RAECC) to be held in St. Vincent, April 27-29. During January and February staff meetings the agenda for RAECC was established and invitations were sent out to potential participants from Project countries as well as to international organizations and international donor institutions.

Project Evaluation

During this quarter external evaluators were identified and approved by US/AID. Four evaluators have been chosen to participate in the RAECC meeting April 27-29 to develop an evaluation design for the project. The evaluation team consists of: Dr. Marvin Alkin, Director, Evaluation Center and Professor in the Graduate School of Education, University of California, Los Angeles; Dr. Jerry West, Professor of Agricultural Economics, University of Missouri; Dr. Kay Adams, Director of Evaluation, National Center for Research on Vocational Education, Ohio State University; and Dr. Marlene Cuthbert, Department of Communications, University of the West Indies, Jamaica. The evaluation team will meet with US/AID-Barbados officials on April 25. They will participate in the CAEP staff meeting on April 26. They will then participate in the RAECC meetings with prime responsibility for facilitating discussions of evaluation options and proposing an evaluation plan to RAECC, CAEP, and US/AID.

Official End of Phase II

On March 31, 1983, Phase I of the Caribbean Agricultural Extension Project officially ended. Since the signing of the letter contract between MUCIA and US/AID in August, 1982, Phase I and Phase II have overlapped. This period of overlap was anticipated in the original Project Paper developed in 1980 in as much as it was expected that as Phase I analysis and planning activities were completed it would be important to maintain momentum by beginning implementation with some Phase I funds. The transition from Phase I to Phase II has been unusually smooth because it was possible to carry on initial implementation activities under Phase I while contract negotiations were being completed for Phase II. Without this period of transition the Project would not be demonstrating as much progress in this early period of the second phase. Because of the transition period, Phase II activities have been undertaken very rapidly since the signing of the contract in January, 1983. As this quarter ends, Phase II is fully operational and all anticipated activities are underway.

Workplan for the Coming Quarter

The Regional Agricultural Extension Coordinating Committee will meet in St. Vincent April 27-29.

Professor Gene Pilgram, University of Minnesota, will continue his short term technical consultation on the program development cycle in the Windwards and Belize.

CAEP staff will complete identification of extension staff to participate in the two-year ECIAF diploma and the UWI diploma in Extension.

The initial procurement order of agricultural equipment will be finalized and the procurement process begun.

All countries will complete their work on job descriptions, annual workplans, and the initial plan for ongoing in-service training.

The first set of production activities in the Communications unit will be undertaken.

The first official meeting of the Technical Joint Action Committee aimed at increasing the linkage between research and extension will take place. This group will work to coordinate efforts at disseminating research information.

All CAEP staff will receive their project vehicles to facilitate their work.

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