



## Information and Communication survey Part 1: What is being produced at NAFRI and NAFES



### Why are we conducting this survey?

NAFRI and NAFES have recently established, a Working Group on Agriculture Information Management (January 2006) in order to improve research-extension linkages and how information is produced and communicated particularly in relation to how farmers and provincial and district staff access information. AIM has initiated this survey in order to better understand the role information services at NAFRI and NAFES can play to improve sharing and learning between the organizations as well as to provide better information support to provincial and district staff and farmers.

### How the survey will be conducted?

The Survey has been divided into three parts. Each part focuses on a different aspect of information and communication and is geared toward different targets group:

1. What technical information (both publications and actual techniques currently being produced by key actors in the agriculture and forestry sector
2. What capacities currently exist to carry out information activities at key organizations and how they relate to one another (NAFRI, NAFES, MAF)
3. What are the information needs of users (particularly at province and district staff)

This part of the survey, Part 1, looks at the current information being produced by different projects, centers, or units under NAFRI and NAFES and how this is currently being disseminated to different actors, particularly at the provincial and district levels.

Part 1 is divided into two sections 1) inventory of information, technologies and approaches your project/center has produced which you think would be useful for provincial and district staff 2) questions to help improve communication between NAFRI and NAFES.

### What are the outputs of the survey?

It is expected that the results of this survey will be returned back to all participants as part of **workshop scheduled for mid-June**. In addition, all **documents collected will be compiled on a CD and distributed widely**. The documents, tools and technologies collated in this assessment will be also be used during the information needs assessment of district and provincial staff (in order to understand the gaps in current information being produced).

### Who should fill in the questionnaire

Respondents should be working for a center/division/unit of NAFRI/NAFES and/or a project working with them. Ideally, the respondent should be the manager or project leader and/or directly responsible for information production and management.

The survey has been tested by programme managers of LSUAFRP and LEAP (see examples attached). It took them approximately XX hours to complete.

We ask that you complete this form (either by hand or on computer) and send it in by **May 15, 2006**

### Please send to:

**NAFRI: Mr. Bandith Ramangkoun, [bandith@nafri.org.la](mailto:bandith@nafri.org.la)**

**NAFES: Mr. Phouthasinh, [linkages@laoex.org](mailto:linkages@laoex.org)**

**1. Respondent Information**

Name of Respondent (s):			
Position:			
Division/ Project/Unit			
Organization:	<input type="checkbox"/> NAFRI	<input type="checkbox"/> NAFES	
Address:			
Office Tel:		Mobile:	
Email:		Fax:	

**SECTION 1. Inventory of information, technologies, methods and approaches**

*1.1 What information has your organization produced that is useful for provincial and district staff?*

Please provide a list of materials that your project/center/unit has produced (see example of information in table below). **The main criteria to choose materials should be that they are useful or relevant for provincial and district level staff (and farmers if farmer based materials have been produced).** This can include technical reports, booklets, videos, extension materials, CDs, posters, leaflets, etc.

We would like to compile a list of all materials so please also provide any digital files that you might have of the materials you list. If possible please provide all materials on a CD. You can also use the excel sheet that comes along with this questionnaire to enter in your response.

At the back of this questionnaire space has been provided to fill in the following two questions. An excel sheet is also attached or available so you can write your results directly into the computer.

Title	Year	Organization/ Project	Who is target group	What will the product provide to intended audience?	Type of material	Language	Digital copy
-------	------	-----------------------	---------------------	---	------------------	----------	--------------

*2.2 What technologies, methods, tools and/or approaches are you currently developing/testing which might be of interest to provincial and district staff.*

Name of technology/ method/ approach/ process	Briefly describe the purpose or objectives	What are the intended benefits	Who is it targeted for (women, poor, landless, farmers with land, production groups, district staff, etc)	Where is this being tested/ applied	Expected date of finalization
---	--	--------------------------------	---	-------------------------------------	-------------------------------

**SECTION 2: IMPROVING INFORMATION AND COMMUNICATION BETWEEN NAFRI AND NAFES**

*NAFRI and NAFES have recently established a Working Group on Agriculture and Information Management. What can NAFRI and NAFES information services do to improve dissemination of information as well communication between different levels.*

*2.1 What information do you currently receive from NAFRI and NAFES and how useful do you think it is?*

Type of Information	Receive (y/n)	Very useful	Useful	Somewhat useful	Not useful
NAFRI Newsletter					
NAFES Newsletter					
NAFRI Journal					
SNV NTFP E-letter					
NAFRI Website					
NAFES website					
NAFRI, NAFES, NUOL Sourcebook					
Wisdom bag:					
Others (specify):					

*Other comments:*

*2.2 What types of activities do you think could assist to improve linkages between NAFRI and NAFES?*

Type of activity	Very useful	Useful	Somewhat useful	Not useful
Informal sharing opportunities (i.e. monthly mini-presentations from different projects/individuals)				
Regular workshops on "hot topics"				
Regular planning meetings				
Information markets/fairs				
Development of joint website				
Writeshops to produce joint material (specify types of writeshops):				
Others, specify				

*Other comments:*

2.3 How can NAFRI-NAFES improve communication/information dissemination, particularly to district and province levels

Type of activity	Very useful	Useful	Somewhat useful	Not useful
Provide a regular list of materials and technologies				
Establishment of library or information resource at the provincial level				
Information markets/fairs				
Use Radio				
Use TV				
Use Web/internet				
Carry out information and communication survey/assessment				
Others: Please specify				

Other comments:

2.4 What can NAFRI-NAFES do to improve information sharing between and among provinces?

Type of activity	Very useful	Useful	Somewhat useful	Not useful
Regular meetings at province level				
Establishment of library or information resource area				
Information markets/fairs				
Regular exchange or study tours				
Produce provincial directories of staff or resources				
National extension meetings				
Others: Please specify				

Other comments:



