StewardFish Training of Trainers Workshop Report, Codelivery of ICT4G Training & Support for Trainers

CNFO, Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia and St. Vincent and the Grenadines

Specifically:
1. Training of trainers workshop report, including methodology and evaluations
2. Codelivery (with participants of Training of Trainers workshop) of training on ICT for Governance to CNFO and NFO leads in 6 countries; and support for trainers in their role in this training
3. Set up and configuration of the online training modules on the CNFO's cloud infrastructure for delivery through the Leadership Institute; demonstration and guidance notes

Kim I. Mallalieu
Caribbean ICT Research Programme (CIRP)
December 2020

PROJECT TITLE: Developing Organizational Capacity for Ecosystem Stewardship and Livelihoods in Caribbean Small-Scale Fisheries (StewardFish)

Component 1: Developing Organizational capacity for fisheries governance

Output 1.1.2: Information and communication technologies (ICT) used for good governance

Activity 1.1.2.3: Develop ICT best practices for NFOs, along with ICT training to meet NFO proficiency standards
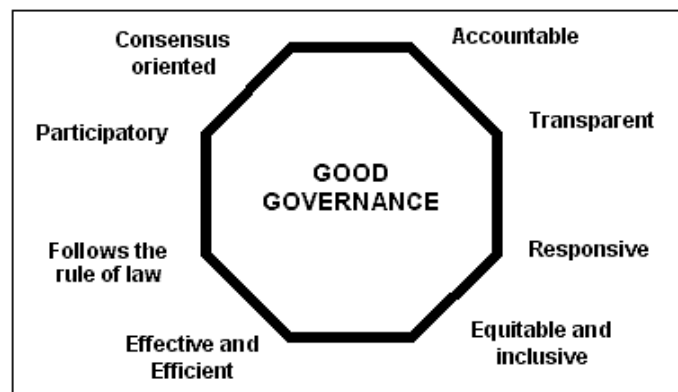

Image source: UNDP (2009)

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Acknowledgments

Background

This third interim progress report of the Caribbean ICT Research Programme (CIRP) for the *Developing Organizational Capacity for Ecosystem Stewardship and Livelihoods in Caribbean Small-Scale Fisheries (StewardFish)* Project covers deliverables g – i that fall under Activity *1.1.2.3: Develop ICT best practices for NFOs, along with ICT training to meet NFO proficiency standards* in the <u>Amendment to the</u> Letter of Agreement (LOA), fully signed 9 September 2020:

g) Training of trainers workshop report, including methodology and evaluations

h) Codelivery (with participants of Training of Trainers workshop) of training on ICT for Governance to CNFO and NFO leads in 6 countries; and support for trainers in their role in this training

i) Set up and configuration of online training modules on the CNFO's cloud infrastructure in readiness for ongoing delivery through the Leadership Institute

Activity 1.1.2.3 falls under StewardFish *Output 1.1.2 Information and Communication Technologies (ICT) used for good governance* of *Outcome 1.1 Fisherfolk have improved their organization capacity to meet objectives that enhance well-being*. It was preceded by Activity 1.1.2.1: Analyse NFO capacity in ICT and share exemplary best practices, under which the following were delivered:

a) Instrument to conduct a gap analysis of the NFOs use of ICT in governance, using a participatory approach.

b) Report, including the methodology, results of the gap analysis and recommendations for improving the use of ICT in governance by NFOs and their members. Among the results and recommendations, will be the identification of local best practices, NFO proficiency standards, and technologically constrained NFOs, noting the minimum requirements of ICT hardware and software that should be provided to them.

c) Report on considerations for selection of ICT equipment and services, research technical specifications, prices and local support for equipment and services; consultation with NFO representatives and resources persons; specific recommendations for equipment procurement under StewardFish.

Previous deliverables under Activity 1.1.2.3 are:

d) Four online training modules with assessment exercises and performance monitoring tools as persistent, reusable resources for training of NFO board members and other key personnel to proficiency standards in ICT for Governance.

e) Training plan for training of 7 trainers (from CNFO, Antigua and Barbuda, Barbados, Belize, Saint Lucia, and St. Vincent and the Grenadines, and Jamaica) to deliver training to NFO leads

f) Training of 7 trainers (from CNFO, Antigua and Barbuda, Barbados, Belize, Saint Lucia, and St. Vincent and the Grenadines, and Jamaica) to deliver training to NFO leads

Activity g. Training of Trainers Workshop Report

Training of trainers workshop report, including methodology and evaluations

Objectives

The key training objective for the trainers workshop was to prepare participants to support NFO leads to navigate through, engage with, and learn from the Information and Communications Technology (ICT) for Governance ("ICT4G") training. This involves the course material platform (either the web edition[1] or the Android app edition[2], as well as Google Classroom, which is the home to all class aspects of any delivery cycle.

Methodology

In accordance with the Training Plan for Trainers to Deliver Training to NFO Leads submitted as Deliverable e under Activity 1.1.2.3, the methodology employed to train ICT4G trainers comprised:

- Specification of the training objective
- Specification of trainer requirements
- Specification of trainer role
- Trainer selection
- Estimation of trainer load
- Development of workshop coverage
- Specification of the delivery model – and the adjusted model due to COVID-19 restrictions
- Trainer briefing
- Consultation on, and finalization of, the delivery schedule and web conferencing platform
- Delivery of the online workshop over 3 days.

Appendix 1 provides details of the Plan.

Beyond the structured 3-day workshop, trainer activities included a closure session at the end of an ICT4G pilot co-delivered with the CIRP team. The request of the StewardFish Regional Project Coordinator, trainers were asked to share their plans for delivery of downstream training at this session. This report on the training of trainers activities extends beyond the workshop itself to cover:

- Trainers Briefing
- The 3-day ICT4G Training of Trainers workshop
- Training of Trainers' closure session

Summary of Attendance by Trainers

The summary of *trainer* and potential trainer attendance at the training of trainers activities is shown in Table 1. The eleven trainers from countries specified in CIRP's StewardFish LOA are identified by a superscripted asterisk. Though not from LOA countries, the other three attendees are potential ICT4G trainers.

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[1] http://courses.coi-csod.org/SFict4FFO/
[2] http://courses.coi-csod.org/SFict4FFO/apk/ICT4GFFO.apk

Table 1 Summary of Attendance: TOT workshop and Trainers Closure Session

Name	Country	Briefing	Day 1	Day 2	Day 3	Closure
Jamie Herbert*	Antigua and Barbuda	✔	✔	✔	✔	✖
Mercille Earle*	Barbados	✔	✔	✔	✔	✔
Adriel Jackman*		✔	✔	✔	✔	✔
Therese Moore*		✔	✔	✔	✔	✔
Nadine Nembhard*	Belize/CNFO	✔	✔	✔	✔	✔
Adrian La Roda	CNFO	✔	✖	✖	✔	✖
Earl George	Dominica/CNFO	✖	✔	✔	✖	✖
Pamashwar Jainarine	Guyana/CNFO	✖	✔	✔	✔	✖
Marsha Reid*	Jamaica	✖	✔	✔	✔	✔
Dowen Wynter*		✖	✔	✔	✔	✔
Nadine Estephen-George*	Saint Lucia	✖	✔	✔	✔	✔
Hardin Jn Pierre*		✔	✔	✔	✔	✔
Hanisen St Rose*		✖	✔	✔	✔	✖
Kwesi Cato*	St. Vincent and the Grenadines	✖	✔	✔	✔	✔

Note: Asterisk identifies trainers from target countries under CIRP's LOA.

Trainers Briefing

A trainers briefing session was conducted to explain the origin, concept, model and other particulars about the workshop with prospective participants, and to solicit their feedback. Particulars of the briefing session, including the link to the recorded session, are shown in Table 2. Participants of the briefing session for ICT4G trainers are shown in Table 3. The key outcome was finalization of the number of trainers as well as agreement on the schedules for the ICT4G Training of Trainers Workshop and ICT4G Pilot course.

Table 2 Particulars of Trainers Briefing Session

Purpose	To nominate participants for the Training of Trainers training programme to precede the ICT4G training of NFO leads

Agenda	1. ICT4G background and context
	2. Role of the trainer as facilitator
	3. Introduction to Google Classroom
	4. ICT4G curriculum and modules
	5. Hands-on activities
	6. Setting up the modules
	7. Navigating the modules on different devices: phone, tablet, PC
	8. Familiarization with module contents
	9. Google Classroom template
	10. Facilitation (face-to-face & online)
	11. Facilitator's Guide (Manual)
	12. Learner data collection
	13. Mentorship and community
	14. Preparing for Learner orientation
	15. Hands-on activities
	i. Setup Google classroom
	ii. Weekly sessions
	iii. Learner monitoring
	16. Trainer plans and proposed schedule to deliver all 4 ICT4G modules to outstanding NFO Board members: preparation, presentation and discussion.
Date	Friday 11th September 2020
Start Time	10:00 a.m. Trinidad and Tobago time
End Time	11:00 a.m. Trinidad and Tobago time
CIRP Team Members	Kim Mallalieu
	Maurice McNaughton
	Amanda Suraj
Channel	Zoom - Meeting ID: 873 1171 8790
Meeting Recording (Video)	https://youtu.be/vVaBogKWDKY

Training of Trainers (TOT) Workshop Delivery

Registered participants of the workshop are captured in Table 4 and their demographics in Figure 1. Though the original plan was to deliver the trainers workshop in person in Trinidad, COVID-19 restrictions required that the workshop be conducted entirely online, as follows:

1. Trainers Workshop Day 1: Monday 5th October 2020, 9:00 a.m. - 1:00 p.m. GMT-4
2. Trainers Workshop Day 2: Tuesday 6th October 2020, 9:00 a.m. - 1:00 p.m. GMT-4
3. Trainers Workshop Day 3: Wednesday 7th October 2020, 9:00 a.m. - 1:00 p.m. GMT-4

All training resources and trainer submissions are accessible in the ICT4G Trainers Workshop Google Classroom, invite link: https://classroom.google.com/c/MTQ1ODY3OTc0MjIw?cjc=o6rt5zj, class code: o6rt5zj. The classwork is structured as shown in Appendix 2. Key resources for the workshop were of course the ICT4G course Web edition (http://courses.coi-csod.org/SFict4FFO/) and Android app edition (http://courses.coi-csod.org/SFict4FFO/apk/ICT4GFFO.apk).

Table 3 Participants of the Briefing Session for ICT4G Trainers

No.	Country/ Partner	Name	Organization	Role	Phone Number	Email	Gender	Age Group
1.	Antigua and Barbuda	Jamie Herbert	Antigua and Barbuda Fisheries Division	Fisheries Officer	1268-7755846	jamie.herbert86@gmail.com	Male	30-34
2.		Mercille Earle	The Barbados Fisheries Division, Ministry of Agriculture	Data Collector	1246-2501780	mercille.earle@gmail.com; mercille.earle@barbados.gov.bb	Female	55-59
3.	Barbados	Adriel Jackman		Fisheries Assistant	1246-2304038	adrieljackman@gmail.com; Adriel.Jackman@barbados.gov.bb	Male	45-49
4.		Therese Moore		Data Collector	1246-2483833	Theresejm10@gmail.com; Therese.Moore@barbados.gov.bb	Female	55-59
5.	Belize/CNFO	Nadine Nembhard	Caribbean Network of Fisherfolk Organisations	Administrative Officer	501-6245364	nadine_nem@yahoo.com; nembhardnadine@gmail.com	Female	35-39
6.	CNFO	Adrian La Roda		Deputy Chairman	1242-4272441	alarodabahafish@gmail.com	Male	55-59
7.	Saint Lucia	Hardin Jn Pierre	Department of Fisheries	Fisheries Extension Officer	1758-4870058	hottyute@gmail.com; hardin.jnpierre@govt.lc	Male	35-39

Table 4 Participants of the ICT4G Training of Trainers Workshop

No.	Name	Country/ Regional	Organization	Role	Phone Number	Email	Gender	Age Group
1.	Jamie Herbert	Antigua and Barbuda	Antigua and Barbuda Fisheries Division	Fisheries Officer	1268-7755846	jamie.herbert86@gmail.com	Male	30-34
2.	Mercille Earle	Barbados	The Barbados Fisheries Division, Ministry of Agriculture	Data Collector	1246-2501780	mercille.earle@gmail.com; mercille.earle@barbados.gov.bb	Female	55-59
3.	Adriel Jackman			Fisheries Assistant	1246-2304038	adrieljackman@gmail.com; Adriel.Jackman@barbados.gov.bb	Male	45-49

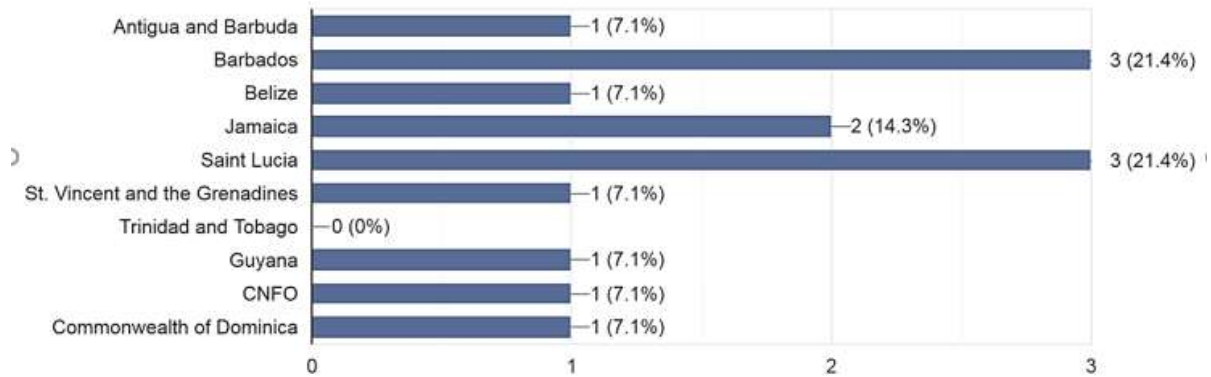|								
4.	Therese Moore			Data Collector	1246-2483833	Theresejm10@gmail.com; Therese.Moore@barbados.gov.bb	Female	55-59
5.	Nadine Nembhard	Belize/CNFO	Caribbean Network of Fisherfolk Organisations	Administrative Officer	501-6245364	nadine_nem@yahoo.com; nembhardnadine@gmail.com	Female	35-39
6.	Adrian La Roda	CNFO		Deputy Chairman	1242-4272441	alarodabahafish@gmail.com	Male	55-59
7.	Earl George	Dominica/ CNFO	Police Officer/Fisherman	President	1767-2854304	ersean04@gmail.com	Male	45-49
8.	Pamashwar Jainarine	Guyana/CNFO	National Fisherfolk Organisation, Co-operative Society	President, Chairman	+592-6447817	pjainarine@gmail.com	Male	50-54
9.	Marsha Reid	Jamaica	Ministry of Industry, Commerce, Agriculture and Fisheries/National Fisheries Authority MICAF/NFA	Data Operation	1876-5689364	marshagorken@gmail.com	Female	30-34
10.	Dowen Wynter			Chief Fisheries Instructor	1876-3506391	wynter391@gmail.com	Male	40-44
11.	Nadine Estephen-George	Saint Lucia	Ministry of Agriculture, Fisheries, Physical Planning, Natural Resources and Co-operatives	Regulation and Supervision of Service Cooperatives	1758-7148707	gnadine451@gmail.com	Female	35-39
12.	Hardin Jn Pierre		Department of Fisheries	Fisheries Extension Officer	1758-4870058	hottyute@gmail.com; hardin.jnpierre@govt.lc	Male	35-39
13.	Hanisen St Rose		Dennery Fishermen's Co operative	President	1758-7125292	hanisen29@gmail.com	Male	25-29
14.	Kwesi Cato	St. Vincent and the Grenadines	Co-operative Department/Ministry of National Mobilisation; Social Development; etc.	Chief Inspector	1784-4959749	kwesicato76@gmail.com	Male	35-39

Country
14 responses

Country	Responses
Antigua and Barbuda	1 (7.1%)
Barbados	3 (21.4%)
Belize	1 (7.1%)
Jamaica	2 (14.3%)
Saint Lucia	3 (21.4%)
St. Vincent and the Grenadines	1 (7.1%)
Trinidad and Tobago	0 (0%)
Guyana	1 (7.1%)
CNFO	1 (7.1%)
Commonwealth of Dominica	1 (7.1%)

Age (years)
14 responses

Age (years)	Responses
Less than 20	0 (0%)
20 - 24	0 (0%)
25 - 29	1 (7.1%)
30 - 34	2 (14.3%)
35 - 39	4 (28.6%)
40 - 44	1 (7.1%)
45 - 49	2 (14.3%)
50 - 54	1 (7.1%)
55 - 59	3 (21.4%)
60 - 64	0 (0%)
> 65	0 (0%)
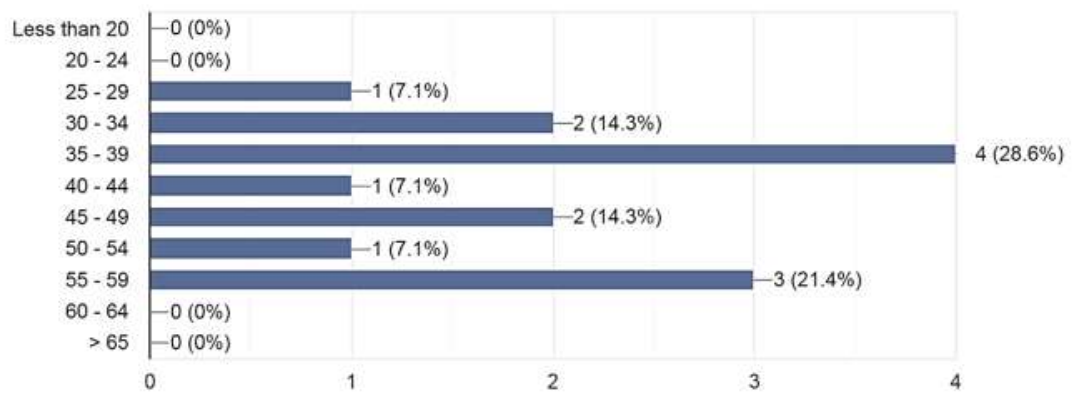
Gender
14 responses
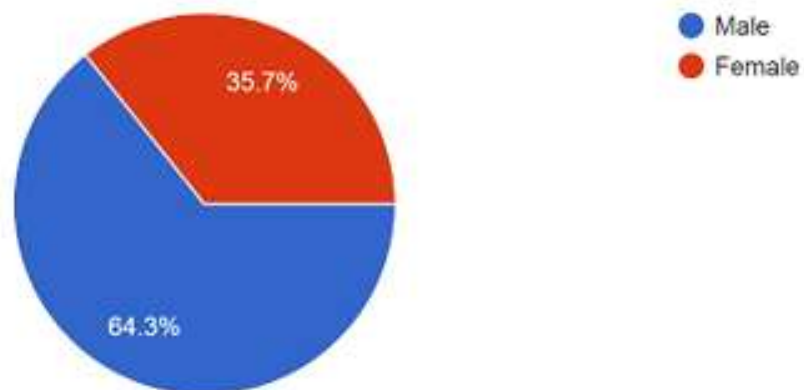
Male 64.3%
Female 35.7%

Figure 1 Training of Trainers Workshop Participant Demographics

Particulars of the workshop for Days 1, 2 and 3 are summarized in Table 5, Table 7 and Table 9; and participants for the respective days are shown in Table 6, Table 8 and Table 10.

Table 5 Day 1 Training of Trainers Particulars

Purpose	To train trainers to deliver ICT for governance (ICT4G) training to FFO leads in Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia, St. Vincent and the Grenadines and the CNFO
Agenda	1. ICT4G background & context 2. ICT4G curriculum and modules 3. Learning model 4. Role of facilitator | mentorship and community 5. ICT tools: Google Classroom, web course & mobile app 6. Hands on with ICT4G course Module 1: Intro to ICT for FFO Governance
Date	Monday 5th October 2020
Start Time	9:00 a.m. Trinidad and Tobago time
End Time	1:00 p.m. Trinidad and Tobago time
CIRP Team Members	Maurice Mc Naughton (Host)
	Kim Mallalieu (Co-host)
	Amanda Suraj
	Daniel Goitia
Channel	Zoom - Meeting ID: 857 5218 4450
Meeting Recording (Video)	https://youtu.be/MLNEqRA46nY

Table 6 Day 1 Training of Trainers Participants

No.	Name	Country/ Regional
1.	Jamie Herbert	Antigua and Barbuda
2.	Mercille Earle	Barbados
3.	Adriel Jackman	
4.	Therese Moore	
5.	Nadine Nembhard	Belize/CNFO
6.	Earl George	Dominica/ CNFO
7.	Pamashwar Jainarine	Guyana/CNFO
8.	Marsha Reid	Jamaica
9.	Dowen Wynter	
10.	Nadine Estephen- George	Saint Lucia
11.	Hardin Jn Pierre	
12.	Hanisen St Rose	
13.	Kwesi Cato	St. Vincent and the Grenadines

Table 7 Day 2 Training of Trainers Particulars

Purpose	To train trainers to deliver ICT for governance (ICT4G) training to FFO leads in Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia, St. Vincent and the Grenadines and the CNFO
Agenda	1. Hands-on with ICT4G Course Module 2: Information Management & Record keeping 2. Hands on with ICT4G Course Module 3: Meeting Management 3. Student Evaluation & Progress Tracking
Date	Tuesday 6th October 2020
Start Time	9:00 a.m. Trinidad and Tobago time
End Time	1:00 p.m. Trinidad and Tobago time
CIRP Team Members	Maurice Mc Naughton (Host)
	Kim Mallalieu (Co-host)
	Amanda Suraj
	Daniel Goitia
Channel	Zoom - Meeting ID: 857 5218 4450
Meeting Recording (Video)	https://youtu.be/uEMFCFf6M1Y

Table 8 Day 2 Training of Trainers Participants

No.	Name	Country/ Regional
1.	Jamie Herbert	Antigua and Barbuda
2.	Mercille Earle	Barbados
3.	Adriel Jackman	
4.	Therese Moore	
5.	Nadine Nembhard	Belize/CNFO
6.	Earl George	Dominica/ CNFO
7.	Pamashwar Jainarine	Guyana/CNFO
8.	Marsha Reid	Jamaica
9.	Dowen Wynter	
10.	Nadine Estephen- George	Saint Lucia
11.	Hardin Jn Pierre	
12.	Hanisen St Rose	
13.	Kwesi Cato	St. Vincent and the Grenadines

Other participants: Joslyn Lee Quay.

Table 9 Day 3 Training of Trainers Particulars

Purpose	To train trainers to deliver ICT for governance (ICT4G) training to FFO leads in Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia, St. Vincent and the Grenadines and the CNFO
Agenda	1. Hands on with ICT4G Course Module 4: Advocacy & Engagement 2. Preparing for learner orientation (launch) & Delivery 3. Trainer plan template 4. Workshop Evaluation and Next Steps
Date	Wednesday 7th October 2020
Start Time	9:00 a.m. Trinidad and Tobago time
End Time	1:00 p.m. Trinidad and Tobago time
CIRP Team Members	Maurice Mc Naughton (Host)
	Kim Mallalieu (Co-host)
	Amanda Suraj
	Daniel Goitia
Channel	Zoom - Meeting ID: 857 5218 4450
Meeting Recording (Video)	https://youtu.be/On2tmJuPzrE

Table 10 Day 3 Training of Trainers Participants

No.	Name	Country/ Regional
1.	Jamie Herbert	Antigua and Barbuda
2.	Mercille Earle	Barbados
3.	Adriel Jackman	
4.	Therese Moore	
5.	Nadine Nembhard	Belize/CNFO
6.	Adrian La Roda	CNFO
7.	Earl George	Dominica/ CNFO
8.	Pamashwar Jainarine	Guyana/CNFO
9.	Marsha Reid	Jamaica
10.	Dowen Wynter	
11.	Nadine Estephen- George	Saint Lucia
12.	Hardin Jn Pierre	
13.	Hanisen St Rose	
14.	Kwesi Cato	St. Vincent and the Grenadines

The ICT4G training of trainers course comprises a number of interactive components such as:

a. About Me: Introductory activity in **Google Classroom**
b. Poll Activity: What do we mean by Governance? - **Slido Wordcloud**
c. Daily Check-in Activity: Review of previous Day- **Google Classroom**
d. Guided Walkthrough of four (4) ICT4G Modules and feedback through **Google Forms**
e. Data Collection / tracking exercise of Learner Analytics – **Dashboard Reports**
f. Brainstorming on Learner Outreach and Orientation Strategies for the downstream ICT4G course – **Slido**

All workshop outputs are stored in the Google Classroom container (ICT4G Trainers Workshop: StewardFish | Class code o6rt5zj), including presentations, session recordings, instructional videos, participant exercise outputs and comments.

As an example, an interactive word association activity was the focal point to introduce the concept of ICT Governance. The prompt for the Slido Wordcloud poll was *"What governance means to you and your FFO"*. The auto-generated word cloud is shown in Figure 2.

Figure 2 Word Cloud for Governance Completed by ICT4G Trainers

Participant Feedback on Guided Walkthroughs of ICT4G Modules

At the completion of each guided walkthrough of the four (4) ICT4G Modules, participants provided feedback on the module through Google Forms. Samples are shown for Modules 1 and 2 in Figure 3 and Figure 4.
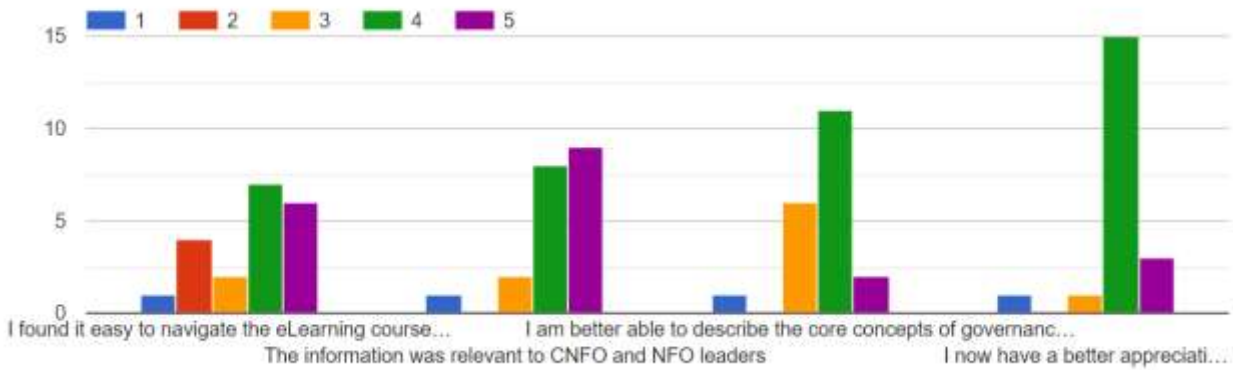

Figure 3 Participant Feedback on Guided Hands-On Session Module 1 - Introduction to ICT4G for FFOs
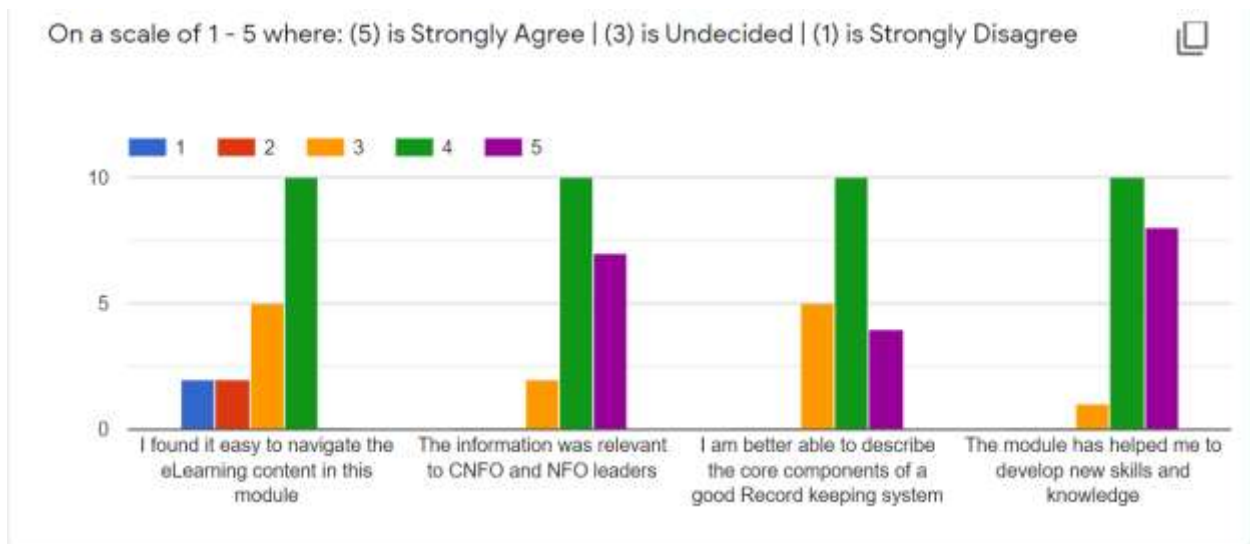
Figure 4 Participant Feedback on Guided Hands-On Session Module 2 - Information Management & Record-keeping

Participant Feedback Through Daily Check-Ins

At the beginning of each day of the workshop, participants were invited to reflect on the previous day's activities by responding to three (3) questions on Google Classroom:

1. One new thing that you accomplished or learned in Day 1?
2. What challenges or concerns did you have, if any?
3. What do you anticipate for Day 2?

Sample verbatim responses include:

- I learnt the true meaning of governance in particular good governance. Also what constitutes poor governance. My main challenge is with the weather and also multi- tasking, but all will be well. I anticipate a very smooth day 2. the learning platform seems to work. However i am concerned about the weather we are currently being affected by a tropical wave and hoping the internet holds up.

- I learnt of the potential that Google Class has in terms of being a learning tool. I had a slight challenge with my laptop yesterday, but sorted it out for today. My anticipation for Day 2, is to further explore Google Classroom and its utility.

- The importance of Google class .This new technology is super good for obtaining information and education. I had no challenges .I AM ANTICIPATING TO OBTAIN A FAIR KNOWLEDGE ON INFORMATION TECHNOLIGY IN TERM OF GOOD GOVERNANCE AND RECORD KEEPING.

- I learned how to split the screen

- The google classroom is a new experience for me and ''m excited to learn more about the program. In day 2 i plan to continue to learning more about google classroom to expand my knowledge on the program

- What was good for me, was to learn more about the online storage Google drive and becoming more comfortable with Google classroom.

- I learned about google classroom, and the importance of good governance in my organization, my greatest challenge was moving between the classroom and zoom day should be interesting it covers record keeping which is so important

- I learn about ICT tools (Google Classroom) which can connect with other google apps to organise meetings and disseminate information. My challenge was navigating between the different windows I had opened I anticipate that on day 2 I will learn addition information on how to use some of these apps

- Learned about governance in fisherfolk organisations. Navigating the different apps and ensuring I was answering in the correct application. More interesting and good ICT information using google classroom.

Feedback on the Training of Trainers Workshop

A sample of comments from participants at the end of the 3-day workshop and closure is as follows:

- President and Chairman of the National Fisherfolk Organisation, Co-operative Society of Guyana said "For me it was so good that I wish it could have gone on for another day, I learnt a lot and I thank you (Kim) and the Professor (Maurice) for having so much patience with us because there were many times when we asked Maurice to go back over and he did willingly, without looking upset. He was very patient with us. I am glad for this opportunity to follow my ICT knowledge and I hope that what I learn here I will be able to share with my peers. Thank you so much".

- Fisheries Officer of the Antigua and Barbuda Fisheries Division said "I just want to express my gratitude and say thank you to Kim and Maurice for conducting this 3-day workshop, I am sure that the other participants shared the same sentiment. It was very educational on my part because I have never dealt with Google Classroom before and I am looking forward. I am trying to see how we are going to apply that in Antigua because of all these issues that we are having with the cooperatives etc. It has been very educational and I want to say once again thank you for having us and showing us, imparting your knowledge into us".

- Chief Fisheries Instructor for the Northeastern section of Jamaica said "It was very useful, all the information that we have gotten. It's a whole lot of information. Most of it is new to me but I have taken in all that I can and I know that I will be taking in more over the times to come. This is a very good Programme and I do hope that it will continue and that we soon to be trainers will do justice with those that we would be training. I look forward to meeting like this again soon. I thank Maurice and Kim for their kind efforts and time, as we are all busy, busy people. Thanks for the opportunity to share and to be a part of this. Thank you very much".

- The Administrative Officer of the Caribbean Network of Fisherfolk Organisations (CNFO) said "the four hours in 1 day goes by so quickly and I mentioned that to the CNFO executive: the time flew so quickly and I could not believe that I have spent four hours already on this training when it comes to the end of each day".

Trainers Closure Session

The TOT closure was conducted on Wednesday 25 November via Zoom. Particulars of the activity are summarized in Table 11 and the list of attendees in Table 12.

Table 11 Trainers Closure

Purpose	ICT for Governance (ICT4G) Pilot course for NFO Leads Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia, St. Vincent and the Grenadines and the CNFO
Agenda	- Trainers' experience sharing: challenges, rewards and recommendations - Resources used, and needed, by trainers - Trainers' Plans for Delivery: # participants - any particular recommendations? - Est start date - Est duration between modules

	• Other recommendations e.g.:
	• Mode for group check-ins with facilitator
	• Multi-country plenaries or independent in-country courses?
	• Any additional learner resources required?
	• Can promote course for first cycle or require CNFO's assistance?
	• Are there local matters that impact course delivery & planning?
	• Anything else needed or to consider?
Date	Wednesday 25th November 2020
Start Time	7:00 p.m. Trinidad and Tobago time
End Time	9:40 p.m. Trinidad and Tobago time
CIRP Team Members	Maurice Mc Naughton (Host)
	Kim Mallalieu (Co-host)
	Amanda Suraj
	Daniel Goitia
Channel	Zoom - Meeting ID: 857 5218 4450
Meeting Recording (Video)	https://youtu.be/JTQocZXgl54

Table 12 Trainers Closure Participants

No.	Name	Country/Regional
1.	Mercille Earle	Barbados
2.	Adriel Jackman	
3.	Therese Moore	
4.	Nadine Nembhard	Belize/CNFO
5.	Marsha Reid	Jamaica
6.	Dowen Wynter	
7.	Nadine Estephen- George	Saint Lucia
8.	Hardin Jn Pierre	
9.	Kwesi Cato	St. Vincent and the Grenadines

Trainer Evaluations

Survey Responses

The evaluation of the ICT4G trainers programme comprised responses to a structured evaluation survey as well as open-ended comments from participants. The survey instrument is shown in Appendix 3 and the responses in Figure 5. Of particular note is that all respondents either agree or strongly agree that the ICT4G course is useful to NFOs and that all found that the training of trainers workshop was a valuable use of their time.
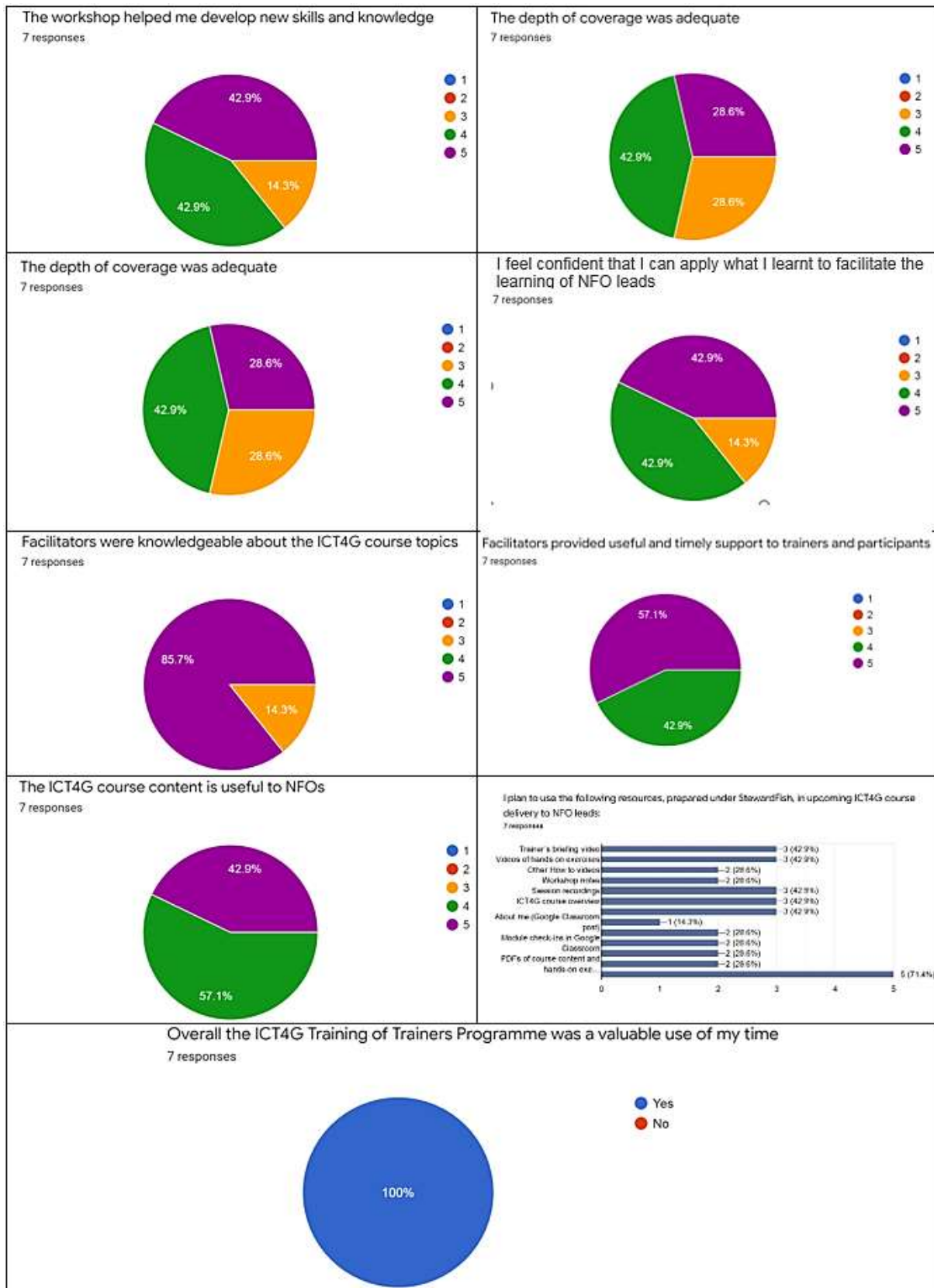
Figure 5 Trainers Programme Evaluation Responses

The single open-ended question in the survey was "Are there any further resources that are essential to support in-country ICT4G course delivery?". Verbatim responses were as follows:

1. With support from external facilitators if the need arise along with videos and pdf files, resources should be adequate
2. (i) Location of workshop (ii) Facilitating refreshment, etc.
3. None
4. Not at moment
5. Don't know
6. Standby assistance
7. Laptops for in-person delivery

Open-ended Comments from Trainers
A sample of closing comments from participants at the end of the trainers' closure session is as follows:

- Fisheries Extension Officer of the Department of Fisheries Saint Lucia said, "I for one will continue encouraging people to use the platform and to get into it because it does make the work even better".

- A representative of the Regulation and Supervision of Service Cooperatives of Ministry of Agriculture, Fisheries, Physical Planning, Natural Resources and Co-operatives in Saint Lucia said "definitely it was a rewarding experience … For me as a Cooperative Officer this training here is all so important because this is what we do on a daily basis … when I spoke to the registrar concerning the training … the other Cooperative Officers would have to receive that kind of training because I am only assigned to a few of them and this goes way beyond not just fisher corporations I'm already telling you that we are going to use it for all the cooperatives. I am definitely sure that this is something that will be incorporated in our work program. This lays a perfect platform because the challenge has been directors leaving, directors coming and we have always been establishing these basics … This is something definitely that can be incorporated to make it part of the requirements if you want to serve on a board you have to go through this training".

- Data Collector from the Barbados Fisheries Division, Ministry of Agriculture said "I just want to say thanks to Maurice and to you Kim and to Amanda who was checking in every day, almost every day. The training was well received and we're still learning but it was really a very useful tool and not only to be used for fisher folk but you can see how I can use it in my personal life and in my other organization which I belong to so I just want to say thanks very much and we look forward to continuing on to the next phase!"

- Chief Fisheries Instructor for the Northeastern section of Jamaica said "Yes I would like to say thanks for this training it was very useful and very informative … I've really learned a lot from this".

- The Administrative Officer of the Caribbean Network of Fisherfolk Organisations (CNFO) said "I want to say that I am very advanced because of the many trainings I have received in the past from CIRP so when we were introduced to this I felt that I already knew but it's only because CIRP

was so willing to share with me all the time throughout the years that I know most of the use of these technologies … I know that I have easy access to you Dr. Kim … you have always given excellent and quality and relevant work like I said everything I know in technology for the CNFO is because of the assistance I've received from CIRP … I will understand it [Google meet] more so I can also help other members outside of the project countries".

- A Data Collector from the Barbados Fisheries Division, Ministry of Agriculture said "In the beginning it was very challenging for me trying to move between different uh platforms and things like that and I was finding it hard to keep up but after I had the opportunity to go over it on my own at my own pace then I realized that it was very easy … and I'm in love with this … a very, very good program".

Trainers' Plans for Future Delivery

Trainers were asked to share the key aspects of their proposed downstream training plans covering:

- The number of participants and recommendations on particular participants, if any
- Planned start date
- Planned duration between modules
- Mode for group check-ins with facilitator
- Any local matters that might impact course delivery & planning
- Other recommendations, as appropriate, e.g.: additional learner resources required & anything else needed to consider

Trainers were given the latitude to structure as they wished. Responses are as follows:

Antigua and Barbuda
The downstream training will be delivered to the secretary of one of the Associations. It will be face to face held at the Fisheries Division but the dates are yet to be confirmed.

Barbados
Target Group: Local Fisherfolk Organisation Board members

Number of Participants: Five (5)

Number of facilitators: Three (3)

Dates of Delivery:

Date	Session	Mode	Time
Feb 9, 2021	Orientation & Module 1	Face-to-face	9:00 a.m. – 1:00 p.m. (break included)
Feb 16, 2021	Module 2	Face-to-face	1:30 p.m. – 3:30 p.m.
Feb 23, 2021	Module 3	Face-to-face	1:30 p.m. – 3:30 p.m.
March 2, 2021	Module 4	Face-to-face	1:30 p.m. – 3:30 p.m.
March 11, 2021	Closing session	Via Zoom	To be determined

Matters that may impact delivery:

- It must be noted that the dates and times are not set in stone and will be flexible to accommodate the learners as the proposed dates are in the height of the local fishing season.

- Consultation will take place with the President of the National Organisation of Fisherfolk in order to identify learners.

Venue for training: Fisheries Division's Training Room

Module delivery: Face-to-face learning is recommended and persons will be encouraged to complete the practical component, end-of-module exercises and assessment questions at the conclusion of each Module; this would eliminate the need for group check-ins. However, learners will be encouraged to practice the practical components on their own in order to reinforce learning. Facilitators will be available to assist if needed.

Tools: A multi-media projector will be used by the main facilitator. Each facilitator and learner will have access to a desktop or laptop (personal or provided by Fisheries Division)

Closing Session: A multi-country session is proposed for the closing session. We are aware that the proposed date may change based on other countries' schedules.

Belize
ICT4G training to NFO Leads in Belize

- 3 BFCA Leaders. BFCA is an umbrella organisation with representation from the 3 fishing cooperatives in Belize.

- Face to face every Tuesday with 2 BFCA leaders, the third leader will join by Zoom because of location.

- 16th Feb, 23 Feb, 2nd March and 9th March (Date is set right at the end of Lobster season)

Jamaica

Activity	Date	Participants	Mode	Time
Overview	March 15, 2021	Members of several	Zoom	10:00 am- 2:00pm
Module 1	April 5, 2021	fisherfolk organization	Zoom	10:00 am- 2:00pm
Module 2	April 19, 2021		Zoom	10:00 am- 2:00pm
Module 3	May 3, 2021	and	Zoom	10:00 am- 2:00pm
Module 4	May 17, 2021		Zoom	10:00 am- 2:00pm
Closure	May 31, 2021	Members of the FFOs	Zoom	10:00 am- 2:00pm

Notes:

- 8 participants to be trained
- There were some delay in planning to deliver this course such as a busy work schedule, trouble accessing the internet, bad weather and the other trainer took maternity leave
- Participants must own tablets, have access to WiFi, memory stick, notepad, pen and willing to complete all modules

Saint Lucia

Participants:

- Dannie James – President of St. Lucia Fisherfolk Cooperative

- Devon Stephen – Vice President of St. Lucia Fisherfolk Cooperative

Orientation – virtual – February 2nd

1. Overview of programme;

   - Welcome and introduction
   - Learning outcomes

2. Structure of the course

3. Schedule and logistics

4. Navigating through google classroom

   - Exploring tabs stream, classwork, people
   - Calendar tasks, drive

Module 1 (face to face) – February 17 and February 18th

Module 2 (face to face) – February 23rd and February 24th

Module 3 (face to face) – March 2nd and March 3rd

Module 4 (face to face) – March 16th and 17th

St. Vincent and the Grenadines

1. All sessions are intended to be held face to face

2. Participants will primarily be the President and Secretaries/Administrative Assistants of the NFO and PFOs numbering between 2-9 total participants

3. Session times will be held on the same schedule as NFO meetings

4. Follow-ups will also be in person, at participant discretion in between modules

Activity	Date	Participants	Output	Outcome
Overview	28.1.2021	Presidents and Secretaries		Participants gain knowledge and understanding of ICT4G Training and Modules
Module 1	11.2.2021			Fuller understanding of the role that ICT can play in organization governance

Module 2	25.2.2021		New and more efficient filing system in place	More efficient file storage and retrieval
Module 3	11.3.2021		Alternative way of sending, receiving and conducting meetings using ICT	ICT used for meeting alerts and conducting meetings
Module 4	25.3.2021		Draft Advocacy and Engagement Plan developed	Advocacy and Engagement efforts become strategic and targeted
Close	22.4.2021			

Activity h: Codelivery of ICT4G (Pilot) Training and Support for Trainers

Overview

The ICT4G course comprises four modules, informed by the Gap Analysis of NFO Use of ICT in governance conducted by CIRP under StewardFish:

- Module 1 Introduction to ICT for FFO Governance
- Module 2 ICT for FFO Governance – Information Management and Record-Keeping
- Module 3 ICT for FFO Governance - Meeting Management
- Module 4 ICT for FFO Governance - Advocacy and Engagement

As per the LOA, CIRP codelivered a 2-module Pilot ICT4G programme with trainers. Summaries of these modules are provided in Appendix 4.

The Pilot comprised:

- Launch and Orientation: 7:00 – 8:30 pm (EC), Wednesday 14 October (entirely online)
- Module 1 Overview Plenary: 7:00 – 8:30 pm (EC), Wednesday 21 October (entirely online)
- In-country check in on Module 1
- Module 2 Overview Plenary: 7:00 – 8:30 pm (EC), Wednesday 11 November (entirely online)
- In-country check in on Module 2
- ICT4G Pilot Closure: 7:00 – 7:45 pm (EC), Wednesday 25 November (entirely online)

The Pilot kicked off with a Launch and Orientation session to, among other things, acquaint participants with the delivery model and all ICT tools that would be used in course delivery. The Pilot Closure was used to provide an overview of the activity, review key points and share experiences and perspectives. A blended learning model was used for the actual course delivery. This entailed overviews of Modules 1 and 2 delivered in plenary across all participating countries, followed by self-paced learning on the respective module. Participants opted for either the Web or Android editions of the course, according to their preference. Interaction with peers, in-country trainers and the CIRP team, was facilitated through the Google Classroom. All resources are captured in these classrooms, codes shown in Table 13.

Table 13 Codes for Sample ICT4G Google Classrooms as Performance Monitoring Tools

Google Classroom	Class code	Google Classroom	Class code
ICT4G Pilot: Antigua & Barbuda	khriepo	ICT4G Pilot: Jamaica	vtaghdq
ICT4G Pilot: Barbados	owbaqmb	ICT4G Pilot: Saint Lucia	xt7adcr
ICT4G Pilot: Belize	dm2va6c	ICT4G Pilot: St. Vincent & the Grenadines	gfuihs3
ICT4G Pilot: CNFO	cb4ux4t	ICT4G Trainers Workshop	o6rt5zj

In-country check-ins for each Module were scheduled by trainers in consultation with their local ICT4G course participants. These sessions were in turn facilitated entirely by in-country trainers, with support as necessary from CIRP. All other activities were delivered by CIRP as a means of in-situ training for trainers.

Participants

Registered participants of the ICT4G course are shown in Table 14 and demographics in Figure 6.
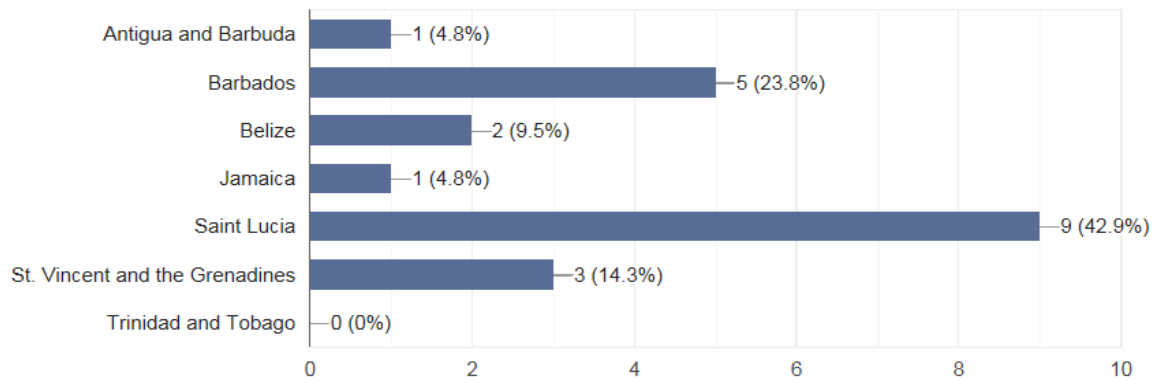
Table 14 ICT4G Pilot Participants

No.	Name	Country	Organization	Role	Phone Number (WhatsApp)	Email	Gender	Age Group
1.	Garry Gore	Antigua and Barbuda	Antigua & Barbuda Fishermen Co-operative Society Ltd.	Secretary	1268 464 7140	garrygore@gmail.com	Male	50 - 54
2.	Andrea Belgrave	Barbados	Barbados National Union of Fisherfolk Organizations (BARNUFO)	Public Relations Officer	1246 241 5253	doubleaa81@gmail.com	Female	50 - 54
3.	Sheena Griffith			Membership Officer	1246 249 8259	aishiagriffithsheena@gmail.com	Female	35 - 39
4.	Vernel Nicholls			President	1246 235 2423	vernel.nicholls@gmail.com	Female	55 - 59
5.	Christina Pooler			Secretary	1246 261 6277	zantarea@gmail.com	Female	30 - 34
6.	Sylvia White			Vice President	1246 250 9924	michellebarrow581@gmail.com	Female	50 - 54
7.	Sydney Fuller	Belize	Belize Fishermen Cooperative Association	Execute Director	501 620 8064	bzfishcoop@gmail.com	Male	> 65
8.	Armando Ramirez			Chairperson	501 600 8062	ramirezmandy90@gmail.com	Male	40 - 44
9.	Milton Salmon	Jamaica	Gillings, Gully Fishermen Co-operative	Vice Chairman	1876 340 8207	miltonsalmon12345@gmail.com	Male	> 65
10.	Leslie Alexander	Saint Lucia	Goodwill Fisherman Co-operative	President	1758 724 7430	lesliealex128@gmail.com	Male	30 - 34
11.	Yvonne Barthelmy		Laborie Fishers & Consumers Co-operative Ltd.	Vice President	1758 714 8455	ybarth9@gmail.com	Female	50 - 54
12.	Francillia Brown			Supervisor	1758 724 9397	francilliabrowne58@gmail.com	Female	60 - 64
13.	Kaygianna Toussaint Charlery	Saint Lucia	Goodwill Fishermen's Co-operative	Operations Manager	1758 722 2746	kaygitc362@gmail.com	Female	30 - 34

14.	Dannie James		Goodwill Fishermen's Co-operative	Past President	1758 718 1712	dannij929@gmail.com	Female	40 - 44
15.	Trudy Jn Baptiste		Castries Fishers Co-operative Society Ltd	Secretary	1758 284 6114	trudyjnbaptiste@gmail.com	Female	40 - 44
16.	Peter Celsus Joseph		East Coast Fishers and Consumers Cooperative	Chairperson	1758 720 2291	petercj230@gmail.com	Male	50 - 54
17.	Devon Stephen		St. Lucia fisherfolk society limited	Vice President	1758 720 8688	devonstephen612@gmail.com	Male	25 - 29
18.	Justina Toussaint		East Coast Fishers	Manager	1758 719 7716	justinatoussaint@gmail.com	Female	> 65
19.	Winsbert Harry	St. Vincent and the Grenadines	National Fisherfolk Organization (NFO)	President	1784 497 8798	winsbertharry@yahoo.com	Male	35 - 39
20.	Raoul Lewis			Vice President	1784 455 5638	raoullewis60@gmail.com	Male	45 - 49
21.	Eldon O'Garro		Goodwill Fishermen's Co-operative Society Ltd.	Secretary /Treasurer	1784 493 5314	mizpahdon@gmail.com	Male	60 - 64

Country

21 responses

Antigua and Barbuda	1 (4.8%)
Barbados	5 (23.8%)
Belize	2 (9.5%)
Jamaica	1 (4.8%)
Saint Lucia	9 (42.9%)
St. Vincent and the Grenadines	3 (14.3%)
Trinidad and Tobago	0 (0%)

Age (years)

21 responses

Less than 20	0 (0%)
20 - 24	0 (0%)
25 - 29	1 (4.8%)
30 - 34	3 (14.3%)
35 - 39	2 (9.5%)
40 - 44	3 (14.3%)
45 - 49	1 (4.8%)
50 - 54	5 (23.8%)
55 - 59	1 (4.8%)
60 - 64	2 (9.5%)
> 65	3 (14.3%)
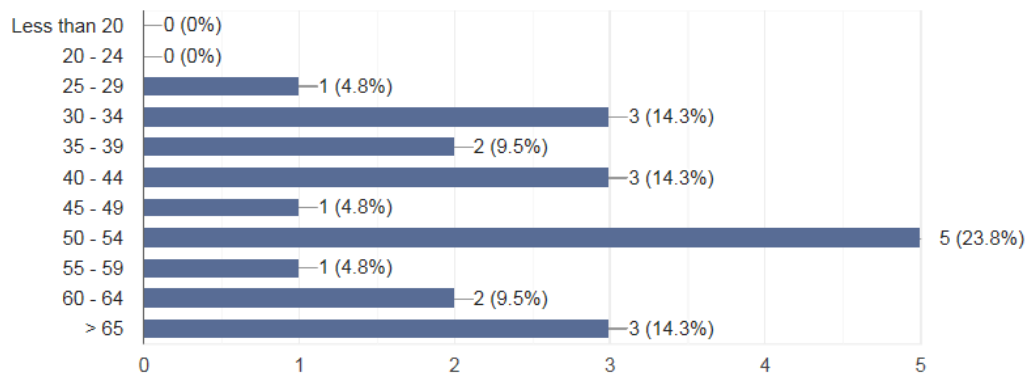
Gender

21 responses

Male
Female

47.6%

52.4%
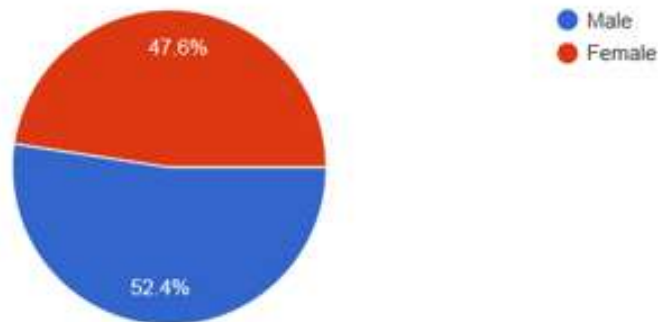
Figure 6 ICT4G Participant Demographics

Launch and Orientation Session

Particulars of the Launch and Orientation Session are shown in Table 15 while learners in attendance are shown in Table 16 and trainers in attendance shown Table 17.

Table 15 Particulars of the Launch and Overview Session

Purpose	ICT for Governance (ICT4G) Launch & Orientation Pilot programme for NFO boards members Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia, St. Vincent and the Grenadines and the CNFO
Agenda	1. Overview • Welcome and Introductions • All about the 2-module ICT4G Pilot and the full 4-module Course • Learning outcomes 2. Structure of the Pilot Overview 3. Schedule of the Pilot Overview 4. Hands-on • Accessing the Course Aa from your device • Accessing, and navigating through, Course resources 5. Self-assessments and Course Assessment 6. Q&A
Date	Wednesday 14th October 2020
Start Time	7:00 p.m. Trinidad and Tobago time
End Time	9:00 p.m. Trinidad and Tobago time
CIRP Team Members	Maurice Mc Naughton (Host)
	Kim Mallalieu (Co-host)
	Amanda Suraj
	Daniel Goitia
Channel	Zoom - Meeting ID: 857 5218 4450
Meeting Recording (Video)	https://www.youtube.com/watch?v=CBETKLIiOYM

Table 16 Launch and Overview Session Participants: ICT4G Learners

No.	Name	Country
1.	Garry Gore	Antigua and Barbuda
2.	Sheena Griffith	Barbados
3.	Vernel Nicholls	
4.	Christina Pooler	
5.	Sydney Fuller	Belize
6.	Milton Salmon	Jamaica
7.	Leslie Alexander	Saint Lucia
8.	Francillia Brown	
9.	Kaygianna Toussaint Charley	
10.	Trudy Jn Baptiste	
11.	Devon Stephen	

12.	Justina Toussaint	
13.	Winsbert Harry	St. Vincent and the Grenadines
14.	Raoul Lewis	
15.	Eldon O'Garro	

Table 17 Launch and Overview Session Participants: ICT4G Trainers

No.	Name	Country/ Regional
1.	Jamie Herbert	Antigua and Barbuda
2.	Mercille Earle	Barbados
3.	Adriel Jackman	
4.	Therese Moore	
5.	Nadine Nembhard	Belize/CNFO
6.	Pamashwar Jainarine	Guyana
7.	Marsha Reid	Jamaica
8.	Dowen Wynter	
9.	Nadine Estephen- George	Saint Lucia
10.	Kwesi Cato	St. Vincent and the Grenadines

Plenary Overview Sessions

Module 1

Particulars of the ICT4G Pilot Module 1 Overview Session are shown in Table 18 while attendance is shown in Table 19 and Table 20.

Table 18 Particulars of the ICT4G Pilot Module 1 Overview Session

Purpose	ICT for Governance (ICT4G) Pilot programme for NFO boards members Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia, St. Vincent and the Grenadines and the CNFO
Agenda	1. Check-in / Review 2. Introduce Google Calendar 3. Exercise: Defining Governance 4. Overview of ICT4G Course: Module 1 – Introduction to ICT for Governance 5. Hands-on with ICT4G Course: Module 1 – Introduction to ICT for Governance
Date	Wednesday 21st October 2020
Start Time	7:00 p.m. Trinidad and Tobago time

End Time	8:30 p.m. Trinidad and Tobago time
CIRP Team Members	Maurice Mc Naughton (Host)
	Kim Mallalieu (Co-host)
	Amanda Suraj
	Daniel Goitia
Channel	Zoom - Meeting ID: 857 5218 4450
Meeting Recording (Video)	https://youtu.be/oFEJI_pr7mE

Table 19 Participants of the ICT4G Pilot Module 1 Overview Session: ICT4G Learners

No.	Name	Country
1.	Garry Gore	Antigua and Barbuda
2.	Sheena Griffith	Barbados
3.	Vernel Nicholls	
4.	Christina Pooler	
5.	Sylvia White	
6.	Sydney Fuller	Belize
7.	Milton Salmon	Jamaica
8.	Leslie Alexander	Saint Lucia
9.	Yvonne Barthelmy	
10.	Francillia Brown	
11.	Kaygianna Toussaint Charlery	
12.	Dannie James	
13.	Trudy Jn Baptiste	

Table 20 Participants of the ICT4G Pilot Module 1 Overview Session: ICT4GTrainers

No.	Name	Country/Regional
1.	Mercille Earle	Barbados
2.	Therese Moore	
3.	Nadine Nembhard	Belize/CNFO
4.	Marsha Reid	Jamaica
5.	Dowen Wynter	
6.	Nadine Estephen- George	Saint Lucia
7.	Hardin Jn Pierre	
8.	Kwesi Cato	St. Vincent and the Grenadines

Module 2

Particulars of the ICT4G Pilot Module 2 Overview Session are shown in Table 21 while attendance is shown in Table 22 and Table 23.

Table 21 Particulars of the ICT4G Pilot Module 2 Overview Session

Purpose	ICT for Governance (ICT4G) Pilot programme for NFO boards members Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia, St. Vincent and the Grenadines and the CNFO
Agenda	1. Check-in / Review 2. Overview of the ICT4G Course: Module 2 – Information Management & Record Keeping 3. Hands-on with ICT4G Course: Module 2 – Information Management & Record Keeping
Date	Wednesday 11th November 2020
Start Time	7:00 p.m. Trinidad and Tobago time
End Time	8:30 p.m. Trinidad and Tobago time
CIRP Team Members	Maurice Mc Naughton (Host)
	Kim Mallalieu (Co-host)
	Amanda Suraj
	Daniel Goitia
Channel	Zoom - Meeting ID: 857 5218 4450
Meeting Recording (Video)	https://youtu.be/cncke7Vtz9A

Table 22 Participants of the ICT4G Pilot Module 2 Overview Session: ICT4G Learners

No.	Name	Country
1.	Garry Gore	Antigua and Barbuda
2.	Sheena Griffith	Barbados
3.	Sylvia White	
4.	Milton Salmon	Jamaica
5.	Yvonne Barthelmy	Saint Lucia
6.	Francillia Brown	
7.	Trudy Jn Baptiste	
8.	Justina Toussaint	
9.	Winsbert Harry	St. Vincent and the Grenadines

Table 23 Participants of the ICT4G Pilot Module 2 Overview Session: ICT4GTrainers

No.	Name	Country/Regional
1.	Mercille Earle	Barbados
2.	Adriel Jackman	
3.	Therese Moore	
4.	Nadine Nembhard	Belize/CNFO
5.	Dowen Wynter	Jamaica
6.	Nadine Estephen- George	Saint Lucia
7.	Hardin Jn Pierre	
8.	Kwesi Cato	St. Vincent and the Grenadines

In-country Check-ins

Module 1
In-country check-in reports for Module 1 are shown in Table 24 - Table 29; and for Module 2 in Table 30 - Table 35.

Table 24 In-country check-in for Module 1: ANTIGUA AND BARBUDA

Module 1 Check In: ANTIGUA AND BARBUDA ICT4G Pilot Google Classroom Code: khriepo			
Date	Wednesday 26th October		
Time	10:30 am		
Duration	10 minutes		
Mode	Phone call		
Comments In the in country meeting Mr. Gore explained that he had no issues navigating through the google classroom and the other programs since he is very familiar with them. Mr. Gore has also completed module 1 and shows a keen sense of understanding on that module which can be seen from his results for the test and responses to the reflection questions. During the discussion Mr. Gore highlighted the importance of improving the use of ICT in FFOs here in Antigua and Barbuda, especially in these current times, he also expressed his disappointment in the lack of participation by FFO leaders in workshop as important as this current workshop and hope that more can be done to increase the level of participation and outreach in Antigua and Barbuda.			
Attendance Register			
		YES	NO
Trainer	1. Jamie Herbert	✓	☐
Learner	1. Garry Gore	✓	☐

Table 25 In-country check-in for Module 1: BARBADOS

Module 1 Check In: BARBADOS ICT4G Pilot Google Classroom Code: owbaqmb			
Date		November 10, 2020	
Time		2:00 - 4:30pm	
Duration		2 ½ hrs	
Mode		In person	
Comments We went through this module in-person with Andrea Belgrave and Vernel Nicholls while the others completed on their own.			
Attendance Register			
		YES	NO
Trainer	1. Mercille Earle	✓	☐
	2. Adriel Jackman	✓	☐
	3. Therese Moore	✓	☐
Learner	1. Andrea Belgrave	✓	☐
	2. Michelle Barrow (Sylvia White)	✓	☐
	3. Sheena Griffith	✓	☐
	4. Christina Pooler	✓	☐
	5. Vernel Nicholls	✓	☐

Table 26 In-country check-in for Module 1: BELIZE

Module 1 Check In: BELIZE ICT4G Pilot Google Classroom Code: dm2va6c	
Date	10 November 2020
Time	9am to 10 am
Duration	1 hour
Mode	Face to face, WhatsApp
Comments Ms. Nadine Nembhard and Mr. Sydney Fuller met face to face. Mr. Fuller does not own a computer and his phone cannot hold alot of apps. So the CNFO's computer was used. Mr. Fuller understands the concept of governance well. We quickly went through the information just to test the efficiency	

of the module we found it to be useful and easy to use. We spoke to Armando by WhatsApp to discuss module 1. We enjoyed working with module 1 and look forward for more engagement.

Attendance Register			
		YES	NO
Trainer	1. Nadine Nembhard	✓	☐
Learner	1. Sydney Fuller	✓	☐
	2. Armando Ramirez	✓	☐

Table 27 In-country check-in for Module 1: JAMAICA

Module 1 Check In: JAMAICA ICT4G Pilot Google Classroom Code: vtaghdq			
Date	October 31,2020		
Time	6:00pm		
Duration	30mins		
Mode	WhatsApp		
Comments **N/A**			
Attendance Register			
		YES	NO
Trainer	1. Marsha Reid	✓	☐
	2. Dowen Wynter	☐	☐
Learner	1. Milton Salmon	✓	☐

Table 28 In-country check-in for Module 1: SAINT LUCIA

Module 1 Check In: SAINT LUCIA ICT4G Pilot Google Classroom Code: xt7adcr	
Date	10th November 2020
Time	5:00 pm
Duration	55 minutes
Mode	Zoom
Comments	

The participants who attended the meeting indicated that they do not have problems with module 1. I am not able to give much feedback from the other students/participants because of their unavailability. Information is disseminated via WhatsApp, emails and google platform but not much input is given. We will continue trying to reach participants to find out what the issues are preventing them from submitting the work/ doing the exercises.

Attendance Register			YES	NO
Trainer	1.	Nadine Estaphane-George	✓	
	2.	Hardin JnPierre	✓	
	3.	Hanisen St Rose		✓
Learner	1.	Peter Celsus Joseph		✓
	2.	Justina Toussaint	✓	
	3.	Trudy Jn Baptiste	✓	
	4.	Francillia Brown	✓	
	5.	Devon Stephen		✓
	6.	Leslie Alexander		✓
	7.	Dannie James		✓
	8.	Yvonne Barthelmy		✓
	9.	Kaygianna Toussaint Charlery		✓

Table 29 In-country check-in for Module 1: ST. VINCENT AND THE GRENADINES

Module 1 Check In: ST. VINCENT AND THE GRENADINES ICT4G Pilot Google Classroom Code: gfuihs3	
Date	November 10th, 2020 (O'Garro) November 23rd, 2020 (Harry)
Time	10:30 am (O'Garro) 1:50 pm (Harry)
Duration	45 mins. (O'Garro) 40 mins (Harry)
Mode	In-person
Comments: Attempts were made to set an earlier date than the one indicated through the CNFO SVG WhatsApp Group Chat and material posted in the Google Classroom. However, Mr. Harry indicated that he would have been unavailable until the 11th of November. Due to his fishing activities, he was unable to meet that date as well. I subsequently met with Mr. Harry on the 23rd of November. He indicated that a major reason why he was not able to meet before now, was because of how busy he was. I also	

discovered that he was not clear on the questions that he was supposed to be responding to. He was under the assumption that the question(s) he was to be answering were the questions posted in the G-Classroom and not the questions under the Modules of the course. I did a very quick crash course/review of the modules and highlighted the questions that he would be required to answer.

Mr. O'Garro stated that he had replied through the Google classroom, however I did not see that response, and only found out when he contacted directly that he had responded through the posted material. He indicated that in order to make it easier on myself that he would also meet with me along with Mr. Harry on the 11th. I requested that the date be brought forward to the 9th and for him to pass that message on to Mr. Harry. I was contacted by Mr. O'Garro indicating that he had passed on the message but did not get an actual commitment from Mr. Harry as to the date in question. Therefore, he requested for us to have a meeting on the 10th. At that meeting he indicated that he was having no issues with completing the module and in fact the only reason that he had not completed the module was that he had a minor accident with his laptop, but he had a workaround and would continue work until he completed.

No contact was able to be made for Mr. Lewis for this module.

Attendance Register			
		YES	NO
Trainer	1. Kwesi Cato	✓	☐
Learner	1. Raoul Lewis	☐	✓
	2. Winsbert Harry	✓	☐
	3. Eldon O'Garro	✓	☐

Module 2

Table 30 In-country check-in for Module 2: ANTIGUA AND BARBUDA

Module 2 Check In: ANTIGUA AND BARBUDA ICT4G Pilot Google Classroom Code: khriepo	
Date	Monday 23rd November
Time	10:00 - 10:30am
Duration	30 minutes
Mode	Zoom
Comments	

Mr. Gore explained during the meeting that he had no issues following and navigating through the Google Classroom because he is very familiar with the program and other ICT related programs. Mr. Gore went on to say that the Module was very detailed and explained very critical parts of management and record keeping using ICTs. He continued by mentioning that the FFO that he is associated with would benefit greatly from this module on the use of ICTs for management and record keeping due to the lack of transparency, accountability and effective management by the FFO.

He also commended the contents of the Module stating it was put together very well and he hope to see most of the contents being implemented by FFOs here in Antigua and Barbuda.

Attendance Register		YES	NO
Trainer	1. Jamie Herbert	✓	☐
Learner	1. Garry Gore	✓	☐

Table 31 In-country check-in for Module 2: BARBADOS

Module 2 Check In: BARBADOS
ICT4G Pilot Google Classroom Code: owbaqmb

Date	24th November, 2020
Time	2:00 - 4:30pm
Duration	2 ½ hours
Mode	In person

Comments

The NFO leads completed the module at different times at their own pace. Vernel Nicholls and Andrea Belgrave came in and went through the material and exercises in Module 1 and 2 face to face with the facilitators. However they had not completed the questions, assessments and valuation for module 2 due to time constraints at the time. They had indicated that they would have completed by November 30, 2020.

Attendance Register		YES	NO
Trainer	1. Mercille Earle	✓	☐
	2. Adriel Jackman	✓	☐
	3. Therese Moore	✓	☐
Learner	1. Andrea Belgrave	✓	☐
	2. Michelle Barrow (Sylvia White)	✓	☐
	3. Sheena Griffith	✓	☐
	4. Christina Pooler	✓	☐
	5. Vernel Nicholls	✓	☐

Module 2 Check In: BELIZE
ICT4G Pilot Google Classroom Code: dm2va6c

Date	4 December 2020
Time	1:00pm
Duration	2 hours
Mode	In Person

Comments

Information Management and Record keeping. The BFCA has one flash drive and no equipment. All the information for the past 3 years is on that. Everything prior to that is locked up in the office of the BFCA in filing cabinets and disk and flash drive. The BFCA organised folders on the google drive (the way the training suggested) this is a very important step as they do not have anything saved on the cloud prior to this session. Trainer will continue to work with BFCA to organise files. BFCA has some sensitive files and not anyone they would want viewing their information and so they want to learn to handle it themselves until they can get a secretary and office staff.

Attendance Register		YES	NO
Trainer	1. Nadine Nembhard	✓	☐
Learner	1. Sydney Fuller	☐	☐
	2. Armando Ramirez	☐	☐

Module 2 Check In: JAMAICA
ICT4G Pilot Google Classroom Code: vtaghdq

Date	November 24,2020
Time	6:00pm
Duration	1 hour
Mode	WhatsApp
Comments	

Attendance Register		YES	NO
Trainer	1. Marsha Reid	✓	☐
	2. Dowen Wynter	☐	✓
Learner	1. Milton Salmon	✓	☐

Table 34 In-country check-in for Module 2: SAINT LUCIA

Module 2 Check In: SAINT LUCIA
ICT4G Pilot Google Classroom Code: xt7adcr

Date	23rd November 2020
Time	5:00pm
Duration:	58 minutes
Mode	Zoom

Comments:
Participants have indicated that although they have had challenges with getting time to do the modules. They are willing to make the time this week to complete modules left out. We still have many participants who have not taken part in the in- house session. The trainers have stressed the importance of taking the time off to do the modules and how useful those tools could prove to helping the participants and their organizations in improving their daily operations.

Attendance Register		YES	NO
Trainer	1. Nadine Estaphane-George	✓	
	2. Hardin JnPierre	✓	
	3. Hanisen St Rose		✓
Learner	1. Peter Celsus Joseph		✓
	2. Justina Toussaint		✓
	3. Trudy Jn Baptiste	✓	
	4. Francillia Brown	✓	
	5. Devon Stephen		✓
	6. Leslie Alexander		✓
	7. Dannie James		✓
	8. Yvonne Barthelmy	✓	
	9. Kaygianna Toussaint Charlery	✓	

Table 35 In-country check-in for Module 2: ST. VINCENT AND THE GRENADINES

Module 2 Check In: ST. VINCENT AND THE GRENADINES
ICT4G Pilot Google Classroom Code: gfuihs3

Date	November 23rd, 2020
Time	1:50 pm
Duration	40 mins.
Mode	In-person
Comments:	

I was able to meet with Mr. Harry on the 23rd of November, where it became apparent that he had misunderstood the questions that he was to answer. I was able to do a recap of module two with him, and highlighted the questions that he was required to answer. He pointed out that he had a problem in terms of the equipment available to him, but did commit himself to attempting to complete both modules by Wednesday.

I was to meet with Mr. O'Garro on the 23rd, however he indicated that he had a doctor's appointment and as such would be unable to meet on this date. I was also made aware that he had been in the hospital and only came out as of Thursday the 19th of November, and therefore was unable to do any work on the questions for Module two up to current time.

Attendance Register			
		YES	NO
Trainer	1. Kwesi Cato	✓	☐
Learner	1. Raoul Lewis	☐	✓
	2. Winsbert Harry	✓	☐
	3. Eldon O'Garro	☐	✓

Participation and Evaluations

Each ICT4G course module closes with ten self-assessment exercises and three reflective questions. Table 36 captures the three reflective questions for Modules 1 and 2, as well as participants' responses, with names excluded for privacy. The end of course evaluation instrument is provided in Appendix 5 and responses shown in Table 37 . The completion status for self-assessments and end of course evaluation is shown in Table 38 while Table 39 notes extenuating circumstances for various participants.

MODULE ONE - Introduction to ICT for Governance			MODULE TWO - Information Management & Record-Keeping		
5f07a2f6b4908304e8be824f	5f07a2f6b4908304e8be823d	5f68735489e820061cb54233	5f78004889e820061cb56b39	5f78005089e820061cb56b3d	5f781b2a89e820061cb56bce
Q1 - Reflections from module one	Q2 - Reflections from module one	Q3 - Reflections from module one	Q1 - Reflections from module two	Q2 - Reflections from module two	Q2 - Reflections from module two
1. Think about the day-to-day operations of your own FFO. What are some of the areas where you think ICT could be used to make the operations more efficient and effective?	2. What are some of the factors that you believe contribute to current weaknesses in FFO governance?	3. Which members of your FFO do you believe would most benefit from being exposed to this course?	1. Think about the day-to-day operations of your own FFO. How are manual (paper) and electronic records currently being managed?	2. What do you think are the benefits and risks of storing organizational records in the cloud?	3. Which of the following aspects of good governance do you think will benefit most from having an effective record keeping system: efficiency, transparency, accountability. Explain why.
There are two primary areas I believe ICT could help in furthering the objectives of my FFO: in the areas of advocacy and communicating with the general membership. Currently, ICT is used widely in the administrative processes and meetings.	I speak only within the national context of Antigua/Barbuda based on my personal experience. Nefarious actors within leadership positions of the FFO. Hence, the possibility of subscribing to the principles of good governance becomes unlikely.	Board of Directors, committee members, management and staff. However, it is always helpful to build the capacity of the general membership, especially the younger members within the organization. This contributes to prudent succession planning.	Manual files are currently filed in cabinets, whereas, electronic files are stored locally on a computer server, and backed up daily to an external portable drive. The use of cloud storage will now be introduced and utilize going forward.	Cloud storage offers secured permanent file storage which can be access from any place in the world via an internet connection. However, if the internet infrastructure is down, access to electronic files are not possible.	All three aspects will benefit. Efficiency: A BCS filing system will allow speedy access to files, which improves efficiency. Transparency: An efficient filing system contributes to a transparent audit. Accountability: BCS accounts for all FFO info.
helping member to increase skills and to develop new skills	lack of participation from members.	board members and members under 35 year of age			
Everything ICT governance stands for.	A lack of transparency and inclusion.	Every one in the FFO. We should always have people at the ready to fill any open spaces on the broad and keep everything running smoothly.	1. Don't have access to records. 2. Easy access to records and information by authorized persons. 3. Efficiency: Easy access to information to make decisions in a timely matter. Transparency and accountability: Clear records are easy to defend	Easy access to make	
communication keeping proper records taking and keeping minutes	the factors that contribute to weak fisherfolk org lack of accountability, transparentcy the need to follow the rule of law and more participation.	The board members and some members because some members assist the organization to move forward			
Pretty much all areas we could improve on as a a FFO. We do not work efficiently as a cohesive group. All	Lack of the use of ITC tools and participation.	All	Operations most are done manually. However some things like course registration, surveys, and some meetings could be done online. We are getting there slowly but surely.	It will make for a better filing system and will enable for faster searches when time is crucial. The system is only as good as the users. Training is necessary to ensure there is good security.	Transparency. We don't have meetings regularly enough to know what is going on with the organization. The board finds out after the fact.

MODULE ONE - Introduction to ICT for Governance			MODULE TWO - Information Management & Record-Keeping		
5f07a2f6b4908304e8be824f	5f07a2f6b4908304e8be823d	5f68735489e820061cb54233	5f78004889e820061cb56b39	5f78005089e820061cb56b3d	5f781b2a89e820061cb56bce
Q1 - Reflections from module one	Q2 - Reflections from module one	Q3 - Reflections from module one	Q1 - Reflections from module two	Q2 - Reflections from module two	Q2 - Reflections from module two
1. Think about the day-to-day operations of your own FFO. What are some of the areas where you think ICT could be used to make the operations more efficient and effective?	2. What are some of the factors that you believe contribute to current weaknesses in FFO governance?	3. Which members of your FFO do you believe would most benefit from being exposed to this course?	1. Think about the day-to-day operations of your own FFO. How are manual (paper) and electronic records currently being managed?	2. What do you think are the benefits and risks of storing organizational records in the cloud?	3. Which of the following aspects of good governance do you think will benefit most from having an effective record keeping system: efficiency, transparency, accountability. Explain why.
In my organisation it would definitely help with the organisation of data and dissemination of information e.g the demographics for the individual members. It would also help with storage of minutes for meetings and financial records.	The slow dissemination of information to the wider body. Poor leadership is also a factor, members are not given the opportunity to participate this therefore leads to lack of transparency. It is not inclusive enough.	All members should be exposed to this training, because it would help to build capacity for good governance and the grooming of good leaders.	They are currently being stored in filing cabinet but now we electronic storage we will scanned and save enter the EDRM	By storing them on the cloud it better because authorized person will be able to access them better, they will be able to be shares quickly.	All will benefit but efficiency will be the key factor for the operations of the organisations
	More training is needed in advocacy.	All members		The benefit is that it can be accessed even when your computer changes the information is backup to the cloud and other people can access it from the same organisation. The problem people can hack into it if it is high security info.	Accountability you will have documents to account for different actions and decisions.
All team members and departments	Poor leadership and poor communication train which stop vital information for reach all members	Everyone	It can be better in terms of getting access to it	They can be accessed anywhere at any time by authorized persons.	All three because there will be a clear mandate for all yo meet
	Here in my organization.. literacy is a big issue. Most times those appointed to serve in the bod can't properly read or write. They don't have any leadership skills or training which also hinders their ability to take proper decisions.	The younger members would benefit more. Most of them are more tech savvy which would make it easier to get to them....			

MODULE ONE - Introduction to ICT for Governance		
5f07a2f6b4908304e8be824f	5f07a2f6b4908304e8be823d	5f68735489e820061cb54233
Q1 - Reflections from module one	Q2 - Reflections from module one	Q3 - Reflections from module one
1. Think about the day-to-day operations of your own FFO. What are some of the areas where you think ICT could be used to make the operations more efficient and effective?	2. What are some of the factors that you believe contribute to current weaknesses in FFO governance?	3. Which members of your FFO do you believe would most benefit from being exposed to this course?
This training would be very effective if more staff members could be exposed to the training and apply it to the day to day task.	Not enough training. The Board of Directors, management and staff change constantly. For instance, a Board member gets trained, then their term in office is done in a couple of months or weeks, their replacement would have to start fresh.	Managers, Assistant managers, Board of Directors Office Assistant, Accountant, supervisory committee members.
ICT can be used in recording all information on Fishermen, their Bio-data, vessel info, fishing-style and any necessary details which would be beneficial to the organization.	Some of the factors- are: lack of necessary equipment and facilities, inadequate qualified personnel, proper channeling to reach and educate fishers, etc	Extension Officers, Board Members and Staff of the Fisher's Office.
Generally, those elements are vital and are core to the success of any organisation or business.	Lack of process mechanisms	Board of Directors

MODULE TWO - Information Management & Record-Keeping		
5f78004889e820061cb56b39	5f78005089e820061cb56b3d	5f781b2a89e820061cb56bce
Q1 - Reflections from module two	Q2 - Reflections from module two	Q2 - Reflections from module two
1. Think about the day-to-day operations of your own FFO. How are manual (paper) and electronic records currently being managed?	2. What do you think are the benefits and risks of storing organizational records in the cloud?	3. Which of the following aspects of good governance do you think will benefit most from having an effective record keeping system: efficiency, transparency, accountability. Explain why.
Manual paper filed in a Filling-cabinet and electronic records stored and saved in basic apps like Word & Excel.	Benefit it is organized and structured in a explicit process for easy access, however the risk is if there's hackers or dishonest employees data can be tampered and altered.	Efficiency- makes it proper and for ease of access and use,Transparency- allows for organizations and their members to be open to information and data that is free for all concerned to see equity, fairness and honesty, Accountability:- responsibility
Our manual (paper) records need to be organised in a more structured filing system. Our electronic records are mostly stored on computers and external storage devises.	the benefits are: that it can be access from any location and computer with internet enable working in a virtual environment Risks: unauthorized access	All of the above would benefit from an effective record keeping system. an efficiency system will enable the smooth and hassle free access to information, it would be clear and transparent and individuals would be held accountable.

MODULE ONE - Introduction to ICT for Governance		
5f07a2f6b4908304e8be824f	5f07a2f6b4908304e8be823d	5f68735489e820061cb54233
Q1 - Reflections from module one	Q2 - Reflections from module one	Q3 - Reflections from module one
1. Think about the day-to-day operations of your own FFO. What are some of the areas where you think ICT could be used to make the operations more efficient and effective?	2. What are some of the factors that you believe contribute to current weaknesses in FFO governance?	3. Which members of your FFO do you believe would most benefit from being exposed to this course?
1) Record keeping, information sharing 2) Lack of capacity in key organizational posts. 3) Chairperson, Secretary	weaknesses in the core structure of the FFO	EVERYONE
1. For meetings: covid has affected the ability to bet with members on a quarter basis, record keeping (financial management) 2. Lack of trained volunteers, reluctance to serve (loss of volunteerism) 3. Volunteers and managers	I answered all the questions in #1	1. Volunteers (board and supervisory committee) 2.management 3. Regulators
In order to help fisherfolk improve (personally or otherwise) it is important for them to adopt a businesslike approach to the fishing industry. There should greater participation and collaboration in the affairs of the organization	Lack of effective and efficient communication between the Board and fishers, which leads to non participation by the fishers. The organization should also be more accountable to its members	Members of the Board and the Manager. Some Boat owners also to help them understand how an organization works so they are better able to choose/elect members to carry out the work of the FFO

MODULE TWO - Information Management & Record-Keeping		
5f78004889e820061cb56b39	5f78005089e820061cb56b3d	5f781b2a89e820061cb56bce
Q1 - Reflections from module two	Q2 - Reflections from module two	Q2 - Reflections from module two
1. Think about the day-to-day operations of your own FFO. How are manual (paper) and electronic records currently being managed?	2. What do you think are the benefits and risks of storing organizational records in the cloud?	3. Which of the following aspects of good governance do you think will benefit most from having an effective record keeping system: efficiency, transparency, accountability. Explain why.
1) Not so organized as it should be. Manual records are passing through the cracks. No existing electronic storage.	Benefits of storage in cloud include vast storage; easy retrieval and dissemination to persons both within and outside your organization; It can be accessed from any device.	I believe that all three areas are of utmost importance in a record keeping system. For efficient management of the FFO, one needs those records to guide decision making. Will ensure transparency and accountability.
Meeting notes are written on a notebook and minutes stored electronically and e-mailed to members(on a private computer). Other records eg. members, fishing vessels, activities are also recorded in a notebook	Storing information in the cloud enables easy access to upload, share and store documents. Information can be seen by anyone who has access to the files and so security is important	I think Transparency. If there is transparency everything else falls into place, you show accountability and efficiency . Members will feel more confident in the organization

MODULE ONE - Introduction to ICT for Governance			MODULE TWO - Information Management & Record-Keeping		
5f07a2f6b4908304e8be824f	5f07a2f6b4908304e8be823d	5f68735489e820061cb54233	5f78004889e820061cb56b39	5f78005089e820061cb56b3d	5f781b2a89e820061cb56bce
Q1 - Reflections from module one	Q2 - Reflections from module one	Q3 - Reflections from module one	Q1 - Reflections from module two	Q2 - Reflections from module two	Q2 - Reflections from module two
1. Think about the day-to-day operations of your own FFO. What are some of the areas where you think ICT could be used to make the operations more efficient and effective?	2. What are some of the factors that you believe contribute to current weaknesses in FFO governance?	3. Which members of your FFO do you believe would most benefit from being exposed to this course?	1. Think about the day-to-day operations of your own FFO. How are manual (paper) and electronic records currently being managed?	2. What do you think are the benefits and risks of storing organizational records in the cloud?	3. Which of the following aspects of good governance do you think will benefit most from having an effective record keeping system: efficiency, transparency, accountability. Explain why.
1 training for all board members in ICt tools lock of understanding about good governance with in FFO organisations 3 executive board of all FFO	Lock understand about ICT training Not taking part in workshops about governance and do not understand what is means	Executive Committee or board	It was not easy for me but show me it good keeps record	You can go back at any time	Have good knowledge information about your organisation records keeping and governance
Email address. Internet A/c. Members Whats App Call Group Face Book A/c Members Data Base - list non fishing competencies. Asset register. Point of sales Cash register.	Lack of participation by rank and file members. Poor record keeping that leads to perceptions of accountability issues and a general lack of transparency. The feeling that the FFO is not helping to increase the income of its members. Lack of advocacy	Board Members. Supervisory Committee Members Members of the various Sub Committees. Vibrant vocal members of the F.F.O. who are computer literate.			

Table 37 End of Course (ICT4G) Evaluation Responses

Relevance of topics				Facilitator support				Self-paced learning				Overall Assessment			Comments	
Topic interest	New skills & knowledge	Coverage	Practical	Supportive	Knowledgeable	Stimulating	Assistance	Easy to Navigate	Convenience	Reference Materials	Question difficulty	Useful learning experience	Valuable	Recommended	Are there any factors that could adversely affect your ability to complete this program?	Do you have any other comments about this Course or any of the Modules?
5	3	4	5	5	5	4	5	5	5	4	3	Yes	Yes	Yes	At present I have no challenges. I have been doing e-learning with blended learning for quite some time now, and have really gotten use to the delivery and methodology.	I have experienced some minor bugs and glitched with module 2 progress reporting, which was reported to the course host. A pdf download of the course materials should be made available to aid self study away from the electronic device. Thank you all!
2	4	5	4	4	4	3	5	3	5	5	3	Yes	Yes	Yes	Time availablilty. Time was quite limited for me so I decided to do it all one time. I'm am currently doing 3 other online courses.	No
5	5	5	5	5	5	4	5	4	5	4	3	Yes	Yes	Yes	No not at all my computer was an issues at the beginning but i got it sorted	All of the modules are adequate for our FFO
5	5	5	3	5	5	5	4	3	5	5	3	Yes	Yes	Yes	The BFCA currently does not have office computer. With a computer it will be easier to manage a course like this and get through the content faster.	The course is a good foundation for any organisation...
5	5	5	4	5	5	5	3	5	5	5	3	Yes	Yes	Yes	No bit i have a few things to look over just to strengthen my understanding	I was very informitive
4	5	5	4	5	5	4	5	3	5	5	3	Yes	Yes	Yes	Time constraints..	
5	5	5	5	5	5	4	5	5	5	5	2	Yes	Yes	Yes	Due to busy schedule finding the time to complete for me personally is a challenge, but since ICT is my field of work I eventually always try to factor in the time so that I can follow the course, because technology is ever evolving.	The Course is a very valuable one, lots of content and information relative to each Module. The only disadvantage for busy individuals, you don't get enough time to appreciate the Course in its entirety. As there's material you never get time to read
5	5	5	5	5	5	5	5	5	5	4	3	Yes	Yes	Yes	no reason at all. course can be done in my own time and pace	Thank you for taking the time to introduce and guide us the students during this course.

															Comments	Comments
5	4	4	4		4	4	4	3		4	4	3	3	Yes	Yes	Yes	this course has been very informative. It was quite a challenge initially due to the fact that I was late for the first session (course overview.) with the coaching from Daniel(I hope I got his name right) things became smoother.	This course has to be made available to all fisher folk managers, directors and also cooperative members who have been identified by fishermen's cooperatives as having the capacity to lead the organizations.
5	5	4	3		4	4	5	3		4	5	5	3	Yes	Yes	Yes	The time factor. Sometimes one is overwhelmed with other activities but the effort can be made for interesting courses like this one	I found exercises in module2 a little challenging but also helps you to understand what the course is about
					4	5	5	5		5	5	4	3	Yes	Yes	Yes	You have to be in training sessions to be to bate	It takes back school about learning about good governance records keeping as a fisherf0lk leader
4.6	4.6	4.7	4.2		4.6	4.7	4.4	4.4		4.2	4.9	4.5	2.9					

Evaluation Questionnaire (On a scale of 1 - 5 where 1=(Strongly Disagree) and 5 = (Strongly Agree)

The course topics were of interest to me	Facilitator was supportive and encouraged me to participate	I found it easy to navigate the eLearning course materials	Overall the course was a useful learning experience
The course has helped me to develop new knowledge and skills	Facilitator was knowledgeable about the course topics	I like the convenience of self-paced learning	The Course was a valuable use of my time
The depth of coverage was adequate	Facilitator helped to stimulate my thinking and learning	I found the additional Reference links useful and informative	I would recommend this course to my colleagues
I am now able to apply the learning in a practical way	I was able to contact the facilitator whenever I needed assistance	The in-course Questions were: 1=Too easy ; 5=Too difficult	

Are there any reasons that could prevent you from doing elearning courses such as this?	Do you have any other comments about this course or any of the modules?

*Averages are boxed in red.

Table 38 Completion Status: ICT4G Self-Assessments (Modules 1 and 2) and End of Course Evaluation

✓ submitted | ✗ not submitted

ICT4G Country	Learner	Module 1 Self-Assessments	Module 1 Reflections	Module 2 Self-Assessments	Module 2 Reflections	End-of-course Evaluation
Antigua and Barbuda	1.	✓	✓	✓	✓	✓
Barbados	2.	✓	✓	✗	✗	✗
	3.	✓	✓	✓	✓	✓
	4.	✓	✓	✓	✓	✓
	5.	✓	✓	✗	✗	✗
	6.	✓	✓	✓	✓	✓
Belize	1.	✗	✗	✗	✗	✗
	2.	✓	✓	✓	✓	✓
Jamaica	1.	✓	✓	✓	✓	✓
Saint Lucia	1.	✓	✓	✗	✗	✗
	2.	✓	✓	✓	✗	✗
	3.	✓	✓	✓	✓	✓
	4.	✓	✓	✓	✓	✓
	5.	✓	✓	✗	✗	✗
	6.	✓	✓	✓	✓	✓
	7.	✗	✗	✗	✗	✗
	8.	✗	✗	✗	✗	✗
	9.	✓	✓	✓	✓	✓

St. Vincent and the Grenadines	1.	✖	✖	✖	✖	✖
	2.	✓	✓	✓	✓	✓
	3.	✓	✓	✖	✖	✖

Table 39 Learners with extenuating circumstances

Participant	Country	Module affected	Circumstance
1.	Barbados	Module 2 Assessments and Reflections	Unable to complete as she is currently doing her Master's and with projects, online quizzes and upcoming exams, she could not find the time to complete
2.		Module 2 Assessments and Reflections	Unable to complete due to her busy work schedule
1.	Belize	Modules 1 and 2 both Assessments and Reflections	Unable to complete as he was busy fishing
1.	Saint Lucia	Module 2 Assessments and Reflections	Unable to complete due to his busy work schedule
2.		Module 2 Reflections	Unable to complete due to her busy work schedule
3.		Module 2 Assessments and Reflections	Unable to complete due to her busy work schedule
1.	Saint Lucia	Modules 1 and 2 both Assessments and Reflections	She was unable to start the course because she had to return to the hospital for a second surgery since she's already nursing a broken leg. However she expressed her interest to participate at a later time
2.		Modules 1 and 2 both Assessments and Reflections	He was unable to start the course as there was a ban on fishing by the Government and he was busy with meetings
1.	St. Vincent and the Grenadines	Modules 1 and 2 both Assessments and Reflections	Amanda was unable to make contact with Raoul since she was told that he lost his phone
2.		Module 2 Assessments and Reflections	Eldon was sick and had to be hospitalized

Closure Session

Particulars of the ICT4G Pilot Closure Session are shown in Table 40 and attendance in Table 41

Table 40 Particulars of the ICT4G Pilot Closure Session

Purpose	ICT for Governance (ICT4G) Pilot course for NFO Leads Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia, St. Vincent and the Grenadines and the CNFO
Agenda	ICT4G Pilot Flow 1. Program Launch Oct 14th 2. Module 1 Overview Oct 21st 3. Module 2 Overview Nov 11th 4. Pilot Closure Nov 25th
Date	Wednesday 25th November 2020
Start Time	7:00 p.m. Trinidad and Tobago time
End Time	9:40 p.m. Trinidad and Tobago time
CIRP Team Members	Maurice Mc Naughton (Host)
	Kim Mallalieu (Co-host)
	Amanda Suraj
	Daniel Goitia
Channel	Zoom - Meeting ID: 857 5218 4450
Meeting Recording (Video)	https://youtu.be/JIBtr6fOtmw

Table 41 Participants of the ICT4G Pilot Closure Session

No.	Name	Country
1.	Garry Gore	Antigua and Barbuda
2.	Sheena Griffith	Barbados
3.	Christina Pooler	
4.	Sylvia White	
5.	Milton Salmon	Jamaica
6.	Yvonne Barthelmy	Saint Lucia
7.	Francillia Brown	
8.	Kaygianna Toussaint Charlery	
9.	Trudy Jn Baptiste	
10.	Justina Toussaint	
11.	Winsbert Harry	St. Vincent and the Grenadines

Open-ended Comments from ICT4G participants include:

- A learner from Antigua and Barbuda said "Well I've been through Module 1 and Module 2 and I think I'm halfway with Module 3 and so far I think the course offers all the basic tenets of good governance. I think it's a template and once the fisher folk organizations can follow it, I think

they will be on very, very solid ground. In reference to manoeuvring through the course I had no particular challenge … it is something that I would really recommend to other fisher folk organization and to other NGO community groups and anything of that nature because the basic principles are the same. I really appreciate being a part of this this training and I look forward to completing both Module 3 and Module 4. Thank you".

- A learner from Saint Lucia said "Okay so for me the content was very good, timely and very useful content. Timely in the sense that COVID 19 has challenged us to accelerate putting our information into that electronic format of having things electronically … the challenge for me in terms of the course was the fact that you're basically doing two things in one because you were learning to use the Google Classroom and at the same time learning the content".

- The vice president of fisheries in Laborie (Saint Lucia) said "There's so much to say about this course … thankfully and luckily we're getting this course free because as an IT person who has spent a lot of money in getting trained in getting my Master's, I know courses like that do not come just freely so you know I want to say kudos to all of you who had a hand in making this possible … there's so much you know you want to read, you want to get the information but at the same time you know you want to complete the module, you want to go to that question there is so much it's so enriching and fulfilling that by the time I personally will be done with the course I think I will start going back and starting to read more of the material. With the Google Classroom I'm familiar with it because of my work but then there's still certain things that I learned. I just want to say thanks again".

- A learner from Barbados said "It's been really a good course for fisherfolk organizations and leaders like myself that wasn't privy to the online training before. I had a little technical issue in the beginning with moving away from the smartphone to the laptop because I found that the laptop was a better way for me to operate … but I got the gist of that and I got into gear. For me the time getting to work on it was a little difficult because work wise I was pressed … overall the course is good … for me all of the course subjects were very important … it's really taught me a lot and I'm really glad that I stick it right through the course".

Activity i: Handover of Online Training Modules to CNFO

The deliverables for Activity i require: set up and configuration of the online training modules on the CNFO's cloud infrastructure for delivery through the Leadership Institute; demonstration and guidance notes.

Set up and configuration of the online training modules on the CNFO's cloud infrastructure

Google Classrooms have been created for downstream delivery to the CNFO and all countries included in CIRP's StewardFish LOA: Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia and St. Vincent and the Grenadines. They are configured as follows:

> Name: ICT for Governance Classroom
> Description: This is the home for learner-facilitator engagement through your ICT4G class journey. You can access a number of general ICT4G course resources, including links to the Wed edition and Android editions of the course, as well as resources specific to your class.
> Section: <country or CNFO>
> Room: CNFO Leadership Institute
> Subject: ICT4G 2021

A Gmail account has been created specifically for the CNFO to manage the ICT4G Google classrooms. The credentials are as follows, with the password shared independently with the CNFO Admirative Officer

> Name: Nadine Nembhard
> Email address: ict4gcourse@gmail.com
> Recovery email: kim.mallalieu@sta.uwi.edu

Access to the classrooms is as follows:

> **Antigua and Barbuda**
> Invite link: https://classroom.google.com/c/MjE1NzY3NjQxOTcz?cjc=jf3npkm
> Class code: jf3npkm
>
> **Barbados**
> Invite link: https://classroom.google.com/c/MjE1NzY3ODMzNjkx?cjc=blztrpf
> Class code: blztrpf
>
> **Belize**
> Invite link: https://classroom.google.com/c/MjE1NzY3ODMzNzYz?cjc=qzcfcfq
> Class code: qzcfcfq
>
> **CNFO**
> Invite link: https://classroom.google.com/c/MjE1NzY3ODMzODQz?cjc=jwurv6v
> Class code: jwurv6v
>
> **Jamaica**
> Invite link: https://classroom.google.com/c/MjE1NzY3ODMzOTI2?cjc=tooizqx
> Class code: tooizqx

Saint Lucia
Invite link: https://classroom.google.com/c/MjE1NzcxOTYyNjI2?cjc=djbizqv
Class code: djbizqv

St. Vincent and the Grenadines
Invite link: https://classroom.google.com/c/MTg1MjkxMjg1MjA5?cjc=znrb4sn
Class code: znrb4sn

Demonstration

The demonstration was conducted by CIRP in the form of a video tutorial for the CNFO Administrative Officer on 22 December 2020. As she is familiar with Google Classroom and has participated both in the Training of Trainer Workshop and in the ICT4G Pilot, this demonstration was brief with a focus on access credentials and supporting resources when needed. Explicit reference is made to the "Guidance Notes for ICT4G Google Classrooms" which is the key reference resource to be used during ICT4G deliveries.

Programmatic Generation of Progress Reports for Future Delivery Cycles

Interaction data generated from the learners' engagement with the ICT4G course are captured and stored in an online Portal for Reporting and Analysis. This data is captured only for built-in quizzes and surveys in the course. The data is also captured by the Mobile edition of the courses and once learners are connected to the Internet, the data is also transmitted to the online Portal. Facilitators and administrators are able to monitor the online portal to keep track of students' progress through the courses.

To monitor the online Portal:

1. Go to: http://csodata.caribbeanopeninstitute.org/
2. Enter your credentials provided to the CNFO under confidential cover
3. The screen in Figure 7 is displayed:
4. Click on "**Interactions**" to view the user interactions as shown in Figure 8
5. To review data for a specific user, enter the email address in the Search box. Facilitators and administrators only see interactions for their assigned learner cohort/s.
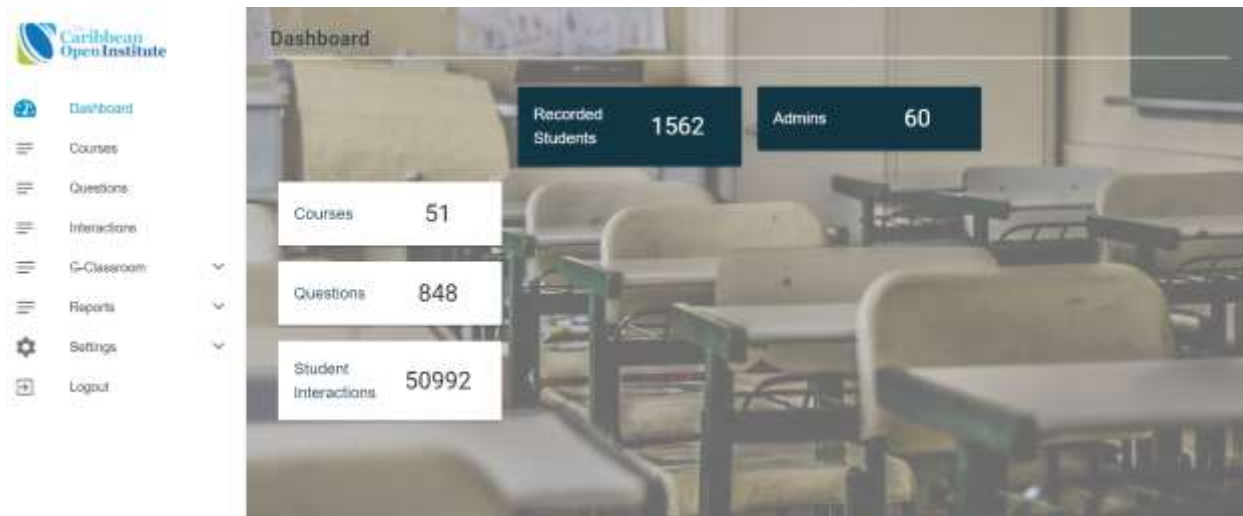
Figure 7 Learner Interaction Data Portal

Figure 8 ICT4G Learner interaction Monitor

Reporting Dashboard

The interaction data captured is aggregated into a Report Dashboard that provides management and oversight reports of the ICT4G Course delivery. The "**ICT4G Cohort Progress Report**", sample shown in Figure 9 allows administrators and authorized users to retrieve and review each learner's progress through the course modules and the commentary from their "Reflections", for a specified Cohort. The Report Dashboard may be accessed via: https://datastudio.google.com/s/i08IaQqgZJE

Figure 9 Sample ICT4G Learner Progress Report

Guidance Notes

The "Guidance Notes for ICT4G Google Classrooms" is provided as a companion document to the current report as it is over 100 pages and is a standalone resource document for the CNFO. It is structured as shown in Appendix 5.

Appendix 1 Training Plan for Trainers to Deliver Training to NFO Leads

The plan for ICT4G training of trainers sought to identify persons who, by virtue of their regular work portfolios as well as basic command of standard ICT tools, are positioned to sustain ongoing training of NFO leads in the area of ICT for governance.

Training Objective

The key training objective for the trainers workshop was to prepare participants to support NFO leads to navigate through, engage with and learn from the ICT4G course – either the web edition or the mobile app edition. At the centre of the trainers workshop, therefore, was the blended learning model which is motivated by the resource constraints characteristic of several NFOs and the challenges associated with scheduling synchronous meeting sessions.

The blended learning model, shown in Figure 10, integrates facilitated face-to-face sessions with self-paced learning and learning analytics to track learner progress.

- Overview
- Progress review & support
- Data Collection

Facilitated Sessions

- Self-paced modules
- Multimodal access including mobile phone
- Built-in quizzes

- Synchronous and asynchronous data capture
- Learner dashboards

Learning Analytics

Self-Paced *e*Learning
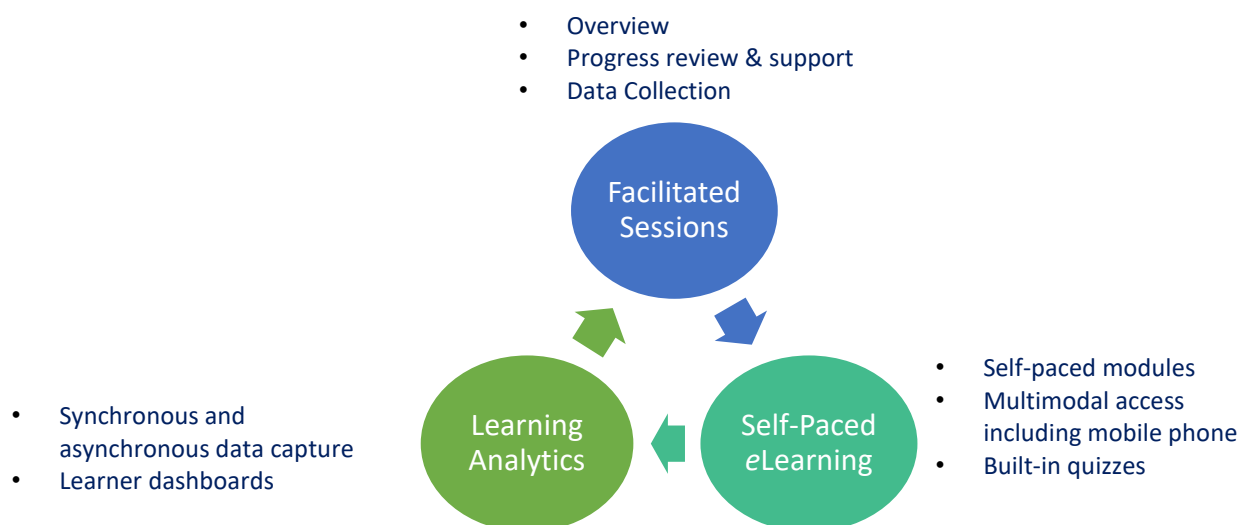
Figure 10 Blended Learning Model

Trainer Requirements

ICT4G trainers are required to:

1. be employed in a role which calls for training and/ or mentorship of FFO leads
2. possess basic competence with information and communications technology: Web browser, mobile phone, social media and standard Office applications
3. have regular access to a communications device with Internet access
4. be enthusiastic to support FFO lead capacity building with the support of ICTs
5. participate richly in the training programme
6. preparation of a proposed plan, with schedule, to deliver 4 modules of ICT4G to NFO leads.

Trainer Selection

Trainers were identified through a mix of relevant activities of the Gap Analysis of NFO Use of ICT in Governance and direct engagement with Fisheries Authorities in the countries of interest (Antigua and Barbuda, Barbados, Belize, Jamaica, Saint Lucia and St. Vincent and the Grenadines) and the CNFO.

Role

In accordance with the blended learning model, trainers are *facilitators*. The target was to train at least one local facilitator per country. The local facilitators play a very important role in maximizing the effectiveness of the course delivery. They complement self-paced, autonomous learning with interaction, timely feedback and early interventions in the event of any impediments to learning or commitment.

Facilitators support the learning of participants in their country through weekly meetings. These sessions are used to encourage peer-to-peer interactions among learners, clarify matters and review progress as well as identify and mitigate challenges. They are an important touchpoint for engagement and interaction with the support community including mentors and other resource persons. Though facilitator support is best provided face-to-face, this is not possible. In such cases, synchronous sessions are conducted online.

The role of the facilitator comprises technical, administrative and mentorship tasks as follows:

- Google Classroom support
- Familiarization with course content and learning objectives for each module
- Provision of guidance, and responding to questions, on content and the use of Google Classroom as well as the web and mobile access options
- Conduct regular, structured facilitation sessions with learners (face-to-face or online according to choice or circumstances)
- Provide end-of-course report on learner performance
- Follow up on learner performance to proactively identify issues and minimize attrition
- Overseeing of summative assessments

Load

The nominal load of the trainer per **ICT4G course module** delivery is as follows:

- 1.5 hours (synchronous): ICT4G course launch
- 2 hours (synchronous): viewing of the Module Overview presentation and materials
- 2 hours (asynchronous): online support to local virtual community of learners
- 4 hours (synchronous, max): Face-to-face in-country support
- 2 hours (asynchronous): completion of the online Facilitator's Report and related administration

The nominal load of the trainer for the **Trainers workshop** is as follows:

- 4 hours (synchronous): Day 1 Trainers workshop
- 4 hours (synchronous): Day 2 Trainers workshop
- 4 hours (synchronous): Day 3 Trainers workshop
- 1 hour (asynchronous): Preparation of a proposed plan, with schedule, to deliver 4 modules of ICT4G to NFO leads.
- 1.5 hours (synchronous): closure sessions for ICT4G pilot and then for trainers.

Workshop Coverage

The trainers workshop agenda was as follows:

17. ICT4G background and context
18. Role of the trainer as facilitator
19. Introduction to Google Classroom
20. ICT4G curriculum and modules
21. Hands-on activities
22. Setting up the modules
23. Navigating the modules on different devices: phone, tablet, PC
24. Familiarization with module contents
25. Google Classroom template
26. Facilitation (face-to-face & online)
27. Facilitator's Guide (Manual)
28. Learner data collection
29. Mentorship and community
30. Preparing for Learner orientation
31. Hands-on activities
     iv. Setup Google classroom
     v. Weekly sessions
     vi. Learner monitoring
32. Trainer plans and proposed schedule to deliver all 4 ICT4G modules to outstanding NFO Board members: preparation, presentation and discussion.

Delivery Model

Though the original plan was to deliver the trainers workshop in person in Trinidad, COVID-19 restrictions required that the workshop be conducted entirely online.

Trainer Briefing

The training plan included a briefing session to explain the origin, concept, model and other particulars about the workshop with prospective participants; and to solicit their feedback. The recoding of the Briefing session is available at https://youtu.be/vVaBogKWDKY.

Delivery Schedule

An intentional outcome of the Briefing Session with prospective trainers was agreement on the workshop schedule:
4. Trainers Workshop Day 1: Monday 5th October 2020, 9:00 a.m. - 1:00 p.m. GMT-4
5. Trainers Workshop Day 2: Tuesday 6th October 2020, 9:00 a.m. - 1:00 p.m. GMT-4
6. Trainers Workshop Day 3: Wednesday 7th October 2020, 9:00 a.m. - 1:00 p.m. GMT-4

Another intentional outcome of the Briefing Session was agreement on the proposed mode of engagement: Zoom video call.

Further particulars are included in the Training of Trainers Workshop Report, a component of CIRP's StewardFish Deliverable 3, to be submitted with the Third Interim Progress Report, due 31 December 2020.

Appendix 2 Structure of ICT4G Training of Trainers Google Classroom

Background

ICT4G Training of Trainers Briefing 11 September 2020 Video: 1 hour 2 minutes

ICT4G Trainers' Workshop - Day 1

Three- Day Workshop Program

About Me...

What do we mean by Governance?

Guided Hands-On Session Module 1 - Introduction to ICT4G for FFOs

Workshop Notes - Day 1

Session recording - Day 1

Split-screen feature on your tablet to view 2 applications

ICT4G Trainers' Workshop - Day 2

Check-In - Day 1

Guided Hands-On Session Module 2 - Information Management & Record-keeping

Module 2 Exercise 1 Video (3 mins)

Module 2 Exercise 2 Video (9 mins)

Module 2 Exercise 3 Video (7 mins)

Module 2 Exercise 1, 2 and 3 Integrated (1 hour, 5 mins)

Guided Hands-On Session Module 3 - Meeting Management

Module 3 Exercise 1 Video (6 mins)

Module 3 Exercise 2 Video (4 mins)

Module 3 Exercise 3 Video (12 mins)

Module 3 Exercise 4 Video (7 mins)

Workshop Notes - Day 2

Session recording - Day 2

ICT4G Trainers' Workshop - Day 3

Check-In - Day 2

Guided Hands-On Session Module 4 - Advocacy & Engagement

Module 4 Exercise 1 Video (7 mins)

Guided Hands-On Session - Additional Resources

ICT4G - Progress Tracking your students

Preparing for learner orientation

Workshop Notes - Day 3

Session recording - Day 3

Wrap up discussion

ICT4G Pilot

Participant Progress Tracking

Module 1 Check In Reports

ICT4G Pilot & Trainers Closure - Notes & Session recording

StewardFish - ICT4G Online Course

Web Edition

Mobile Edition (apk)

ICT4G Course Review (Teachers only)

How To Videos

Google Classroom from a Phone (6 mins)

Google Classroom from a Browser (4 mins)

ICT4G Course on a Phone (4 mins)

ICT4G Course from a Browser (3 mins)

Creating Google Meet Session (20 mins)

Appendix 3 Trainers Evaluation Instrument

Thank you for participating in the ICT for Governance (ICT4G) Training of Trainers Programme comprising (i) the 3-day workshop (ii) co-delivery of the 2-module Pilot and (iii) discussions around your plans for in-country ICT4G course delivery. We would appreciate your feedback.

3-DAY WORKSHOP
On a scale of 1 - 5 where 1 = (Strongly Disagree) and 5 = (Strongly Agree):
1. The workshop helped me develop new skills and knowledge

    Mark only one oval.
    1
    2
    3
    4
    5

2. The depth of coverage was adequate
    Mark only one oval.
    1
    2
    3
    4
    5

3. I feel confident that I can apply what I learnt to facilitate the learning of NFO leads

    Mark only one oval.
    1
    2
    3
    4
    5

CO-DELIVERY OF THE 2-MODULE PILOT WITH STEWARDFISH FACILITATORS
On a scale of 1 - 5 where 1 = (Strongly Disagree) and 5 = (Strongly Agree):

4. Facilitators were knowledgeable about the ICT4G course topics
    Mark only one oval.
    1
    2
    3
    4
    5

5. Facilitators provided useful and timely support to trainers and participants

Mark only one oval.

1
2
3
4
5

6. The ICT4G course content is useful to NFOs
   Mark only one oval.

1
2
3
4
5

IN COUNTRY ICT4G COURSE DELIVERY

7. I plan to use the following resources, prepared under StewardFish, in upcoming ICT4G course delivery to NFO leads:
   Check all that apply.

   - ☐ Trainer's briefing video
   - ☐ Videos of hands on exercises
   - ☐ Other How to videos
   - ☐ Workshop notes
   - ☐ Session recordings
   - ☐ ICT4G course overview
   - ☐ My country's 2021 Google Classroom
   - ☐ About me (Google Classroom post)
   - ☐ PowerPoint presentations of Module Overviews
   - ☐ Module check-ins in Google Classroom
   - ☐ ICT4G online course (Web or Android version)
   - ☐ PDFs of course content and hands-on exercises
   - ☐ All of the above

8. Are there any further resources that are essential to support in-country ICT4G course delivery?
   _____

9. Overall the ICT4G Training of Trainers Programme was a valuable use of my time
   Mark only one oval.
   Yes
   No

<div align="center">Thank you for your valuable feedback</div>

Appendix 4 Summaries of Pilot Modules

Module 1 Introduction to ICT for FFO Governance - Overview

The purpose of Module 1 is to introduce CNFO and NFO fisherfolk leaders to the role that ICT can play in enabling and enhancing good governance in FFO organizations at every level; and to identify key required competences.

The introductory module to the ICT for Governance course for fisherfolk organizations (FFOs) describes the context, organizational scope and structure of the Caribbean Network of Fisherfolk Organisations (CNFO) as a demonstrative focal point to highlight the role of good governance as a means of efficient and well run FFO organizations at every level. Key CNFO governance artefacts and digital assets are considered. The module emphasizes the role that ICT can play in enabling and enhancing good governance, and identifies key competences required to use ICT effectively for this purpose. Three (3) key FFO governance activities that can be significantly enhanced using ICTs are introduced and covered in the remaining modules of this course.

On successful completion of Module 1, learners will be able to:

1. Discuss the core concepts of governance and its role in efficient and well run FFO organizations
2. Identify key governance documents and digital assets
3. Discuss how ICT can strengthen three key FFO governance functions
4. Describe key competences required to effectively use ICT for Governance

Module 1 topics are as follows:

1. About FFOs ~ vision, mission, aims & objectives
2. About governance ~structure, processes & relational mechanisms
3. Key governance documents and digital assets
4. ICT best practices in support of good governance
5. Core competences required to use ICT for governance
6. Key governance activities ~ information management and record-keeping; meeting management; advocacy & engagement

Module 1 closes with the following reflection prompts:

1. Think about the day-to-day operations of your own FFO. What are some of the areas where you think ICT could be used to make the operations more efficient and effective?
2. What are some of the factors that you believe contribute to current weaknesses in FFO governance?
3. Which members of your FFO do you believe would most benefit from this course?

Module 2 ICT for FFO Governance – Information Management and Record-Keeping: Overview

The purpose of Module 1 is to introduce CNFO and NFO leaders to various types of record-keeping activities in FFO governance and to the use of key ICT tools to support them.

Record-keeping is central to good FFO governance. CNFO procedures, for example, require that "all records, regardless of format (written or electronic) in which they are collected, created or generated should be stored and maintained in an efficient record-keeping system". Records may include membership information, financial records, meeting minutes and reference documents, and detailed records of all equipment.

The effectiveness and efficiency of record-keeping can be significantly enhanced with the use of ICT tools. This module introduces the learner to various types of record-keeping activities in FFO governance and to key ICT competences necessary to manage data, information and digital content. Learners apply these competences to create and manage a hierarchical folder structure with standardized file-naming conventions and to manage an FFO membership directory. These practical exercises are used to reinforce skills, techniques, standards, tools and procedures associated with ICT best practices for record-keeping.

On successful completion of Module 2, learners will be able to:

1. Describe various record-keeping activities required for effective FFO Governance
2. Explain the concepts of data and information and differentiate between various types of structured and unstructured data
3. Use Google Drive to create and manage a hierarchical folder structure and standardized file-naming conventions
4. Use basic spreadsheet functions for common data formatting and organization activities required to maintain an FFO membership directory
5. Identify key data management policies and procedures necessary for good governance

Module 2 topics are as follows:

1. Record-keeping activities required for effective FFO Governance
2. Concepts of Data, Information and Knowledge
3. Categories and Characteristics of Data
4. Components of a Record-keeping system
5. Using Applications for Record-keeping
6. A Recordkeeping exercise using Google Drive and Google Sheets
7. Data management policies and procedures for good governance

Module 2 closes with the following reflection prompts:

1. Think about the day-to-day operations of your own FFO. How are manual (paper) and electronic records currently being managed?
2. What do you think are the benefits and risks of storing organizational records in the cloud?
3. Which of the following aspects of good governance do you think will benefit most from having an effective record keeping system: efficiency, transparency, accountability? Explain why.

Appendix 5 ICT4G Course Evaluation Instrument for Learners

Course Assessment

You have now completed all of the modules of the course "ICT for GOVERNANCE", which was designed for CNFO and NFO leaders who are being introduced to ICT best practices for FFO Governance. You learned a range of practical skills for effectively using ICT tools, templates and procedures for enhancing three (3) key Governance Activities ~Information Management & Record keeping; Meeting Management; Advocacy & Engagement. In this Course Evaluation, we invite you to complete a brief questionnaire on the course content, facilitator support, and your experience with the self-paced aspect of the course. This will help us to assess the effectiveness of the learning experience in order to improve both the content and the way the course will be delivered for future cohorts.	

The purpose of this brief survey is to help us understand how effective the delivery of this course has been in enabling your learning. Each one of the statements below asks about your experience over the period of the course delivery. There are no 'right' or 'wrong' answers; we are interested only in your opinion. Please be assured that your individual responses will not affect any other assessment, and will be used to help us improve both the content and the way this course is delivered in the future, so please be candid in your responses. Thanks very much.

Relevance of topics

This question component requires you to select the matching answer from a drop down list below. When you have selected your answers select the submit button.
On a scale of 1 - 5 where 1=(Strongly Disagree) and 5 = (Strongly Agree)
The course topics were of interest to me
> Click to select:
> 1
> 2
> 3
> 4
> 5

The course has helped me to develop new skills and knowledge
> Click to select
> 1
> 2
> 3
> 4
> 5

The depth of coverage was adequate

Click to select
1
2
3
4
5

I am now able to apply the learning in a practical way
Click to select
1
2
3
4
5

Which module did you find most interesting / useful?
Click to select
Introduction to ICT for Governance
Information Management and Record keeping
Meeting Management
Advocacy and Engagement

Which module did you find least useful?
Click to select
Introduction to ICT for Governance
Information Management and Record keeping
Meeting Management
Advocacy and Engagement

Facilitator support
This question component requires you to select the matching answer from a drop down list below. When
you have selected your answers select the submit button.
On a scale of 1 - 5 where 1=(Strongly Disagree) and 5 = (Strongly Agree)
Facilitator was supportive and encouraged me to participate
Click to select
1
2
3
4
5

Facilitator was knowledgeable about the course topics
Click to select
1
2
3
4
5

Facilitator helped to stimulate my thinking and learning

    Click to select
- 1
- 2
- 3
- 4
- 5

I was able to contact the facilitator whenever I needed assistance

    Click to select
- 1
- 2
- 3
- 4
- 5

Self-paced elearning

This question component requires you to select the matching answer from a drop down list below. When you have selected your answers select the submit button.

On a scale of 1 - 5 where 1=(Strongly Disagree) and 5 = (Strongly Agree)

I found it easy to navigate the eLearning course materials

    Click to select
- 1
- 2
- 3
- 4
- 5

I like the convenience of self-paced learning

    Click to select
- 1
- 2
- 3
- 4
- 5

I found the additional Reference links useful and informative

    Click to select
- 1
- 2
- 3
- 4
- 5

The in-course Questions were:

    Click to select
- (1) Too easy
- (2) Rather easy
- (3) Adequate

(4) Rather difficult
(5) Too difficult

Overall Assessment
This question component requires you to select the matching answer from a drop down list below. When you have selected your answers select the submit button.
Select yes or no for each statement
Overall the course was a useful learning experience
       Click to select
       Yes
       No

The Course was a valuable use of my time
       Click to select
       Yes
       No

On average, I spent ____ hrs per week on the course
       Click to select
       1-4 hrs
       5-8 hrs
       9-12 hrs
       more than 12 hrs

I would recommend this course to my colleagues
       Click to select
       Yes
       No

Appendix 6 Structure of Guidance Notes on Google Classrooms

List of Figures

List of Tables