CRS Uganda

International Agriculture Education Fellowship Program (IAEFP)



Fellow onboarding & orientation schedule

May-July 2021

**Orientation– the important details**

**Orientation Schedule for IAEFP Fellows (May 10 – July 15, 2021)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Description** | **Orientation medium** | **Resources** | **Person Responsible** |
| May 13 | **Fellows’ cohort introduction**  **Advanced prep for next session:**  **Fellowship prep**   * Review sections 1, 2 & 3 on the [IAEFP fellows page](http://farmertofarmer.crs.org/iaefp-fellows-documents/) | MS Teams meeting  Self-learning | [IAEFP fellows page](http://farmertofarmer.crs.org/iaefp-fellows-documents/) | Priyanka  45 mins  Time varies |
| May 19 | **US logistics Overview and Q&A**   * Required CRS Documents * Medical insurance, vaccinations, and pre -travel medical requirements   **Travel & Visa**   * Booking your flight * How to obtain your Uganda visa * Type of visa, requirements, application process * Work permit process: Requirements (documents to obtain before travel to Uganda)   **Healthcare in Uganda**   * Quick overview on Medical access while in Uganda, CRS Uganda contract with Jubilee insurance * Recommended list of hospitals per host site, process of accessing medical care   **Advanced prep for next session:**  **Intro to CRS (**use your CRS email and password to log in)   * [Vision 2020](https://web.microsoftstream.com/video/e82baea1-6985-4262-8681-a8edc117097e): CRS History Mission Values * [CRS code of conduct and ethics](https://crs.csod.com/ui/lms-learning-details/app/course/284756d9-1a86-4456-8ffc-17f021f9ddc9) * CRS programming in Uganda: [here](https://crsorg.maps.arcgis.com/apps/MapSeries/index.html?appid=4fb9a87701094932a8dc6e5a7a8b4c1f) * Watch video about CRS’ work in Uganda: Previous work on [Vanilla growing in Uganda](https://www.youtube.com/watch?v=eaP5kQh9p9o). Foundation for current VINES project * Watch the [IAEFP launch recording](https://www.dropbox.com/s/n1q7fyxy85rn19z/%5BRecording%5D%20-%20Virtual%20Launch%20of%20the%20USDA-funded%20Vines%20and%20IAEFP%20Projects.mp4?dl=0) | Recording Online Course  YouTube | [IAEFP fellows page](http://farmertofarmer.crs.org/iaefp-fellows-documents/) | Priyanka & Maria  90 mins |
| May 25 | **A brief introduction to CRS and the Uganda country program**   * Brief overview on CRS strategy, guiding principles, mission, vision), relief and development programs, mode of operation * Detailed overview on the Uganda CP * Special virtual welcome of IAEFP fellows to CRS family   **IAEFP Program brief:**  **Goals and objectives of the program, geographical coverage**   * Uganda school system/structure * SOW objectives/Expectations from IAEFP Fellows * School host sites * Fellowship timelines (Gantt chart for key activities)   **Advanced prep for next session:**   * Read an article, watch a movie or watch few reliable YouTube videos about Uganda. |  | CRS agency and country strategies  Program brief, SOW, Uganda Map, areas of IAEFP coverage | CR (Niek de Goeij)  45 mins  Maria  45 mins |
| May 26 | **Life in Uganda**  Chat with a CRS International Development fellow in Uganda  **Advanced prep for next session:**  **Security**   * [IFRC security training on CRS Learns](https://crs.csod.com/ui/lms-learning-details/app/curriculum/22f73784-c807-491d-ac6d-a321220c5388)   Please use your CRS email and password to log in  **Safeguarding**   * [Read the CRS Safeguarding Policy and Code of Conduct](https://www.dropbox.com/s/i6398fuxf3hs6tu/SAFEGUARDING%20POLICY%20_June%202020.pdf?dl=0) * [Ethical Do’s and Don’ts](https://www.dropbox.com/s/5205l5jy8qbralp/Ethical%20Conduct%20Dos%20and%20Don%E2%80%99ts.pdf?dl=0) * [Policy on general workplace conduct](https://www.dropbox.com/s/jmrjuyw81g38fky/GENERAL%20WORKPLACE%20CONDUCT.pdf?dl=0) * PSEA: It’s everyone’s responsibility- [https://www.youtube.com/watch?v=tpUEbZ7sPX4](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DtpUEbZ7sPX4&data=04%7C01%7Cpriyanka.subba%40crs.org%7Ce0f3358a4eae4165df3f08d9146fd737%7Cb80c308cd08d4b07915c11a92d9cc6bd%7C0%7C0%7C637563292860620408%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=qNVOdN3AsSqmtY00bO0FUPhCbQe33ViTWz5uSdMRR0A%3D&reserved=0) | Online Course | Safety and Security  [IAEFP fellows page](http://farmertofarmer.crs.org/iaefp-fellows-documents/)  Section 7: Orientation resources Safeguarding section | Edwin Wong  240 mins estimated time. |
| June 2 | **Getting to know Uganda**   * Uganda perspective - History, culture (acceptable behaviors /dress code), diversity, religion, and politics   **Health, Safety, and Security**   * COVID 19 status (Pandemic spread and vaccination status) * SOPs/Guidelines/requirements for travelers * Guidelines and rules for travel * Tips for travelers to Uganda * Security protocols for various types of emergency incidents: medical emergency, road emergency etc. * gender-specific issues related to safety and security * Communication protocols: Constant companion   **Medical Safety**   * Staying safe and healthy while in Uganda   **Safeguarding**   * CRS compliance   **Advanced prep for next session:**   * Begin to work on your Visa application and work permit requirements |  | [IAEFP fellows page](http://farmertofarmer.crs.org/iaefp-fellows-documents/) Section 4   * CP Visitors guide * security manual * constant companion * Uganda CP Visitors’ guide: | CP Security focal person (Patrick)  Abdoul Aziz |
| **Week of June 10** | **Donor Engagement**  **Engagement session with USDA & FAS: POST**   * Further security briefing and requirements for US citizens * Keeping in touch with US Embassy in Kampala, registering on STEP   **Advanced prep for next session:**   * Review [CRS Social media Policy](file:///C://Users/PRIYAN~1.SUB/AppData/Local/Temp/_POL-HRD-GEN-0015.htm) |  |  |  |
| TBD | **Social Media**  **CRS guidelines/policies/protocols on social media communication,**   * Platforms, Dos and Don’ts, best practices * Creativity for program advocacy and outreach   **Outreach**   * IAEFP outreach * Review outreach guide * Bio and profile sheet   **Advanced prep for next session:**   * Headington Institute [Stress and Resilience Training](https://crs.csod.com/ui/lms-learning-details/app/curriculum/360f308d-7622-427f-af8c-eb454f089ddd) * Review resources on the [Headington site](https://www.headington-institute.org/resources/) * [Visit the Global Staff care page on MYCRS](https://crsorg.sharepoint.com/sites/Human-Resources/SitePages/Global%20Staff%20Care.aspx) |  | Policy documents/ guidelines (CRS) | Melissa Stevens & Jim Stipe  Tom Cox (PSO)  Priyanka/Maria |
| TBD | **Fellow Care and Well-being:**   * Stress management, living in a new environment   **Medical Access:**   * Medical access while in Uganda * CRS Uganda contract with Jubilee insurance, * Recommended list of hospitals per host site * process of accessing medical care   ***Other support services***: Interior formation (counselling, psychosocial services, self-care, work-life balance, vacation, personal development planning)  **Advanced prep for next session:** | In person | Link to CDC website:  [*CDC*](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwwwnc.cdc.gov%2Ftravel%2Fdestinations%2Ftraveler%2Fnone%2Fuganda&data=04%7C01%7Cmaria.nakayiza%40crs.org%7C6ca133f04b004191967608d90eb989c5%7Cb80c308cd08d4b07915c11a92d9cc6bd%7C0%7C0%7C637557012319054470%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PRWCfGu4aufaSaNBMc60rTLCqIDsbxq8UNI4DA8ZedQ%3D&reserved=0)*.*  *Jubilee insurance list*  How to access jubilee hospitals using SOS medical cards | HR  60 mins |
| TBD | **Getting to know your school**  Virtual connection to individual school hosts  **Advanced prep for next session:**  Watch video about CRS’ work in Uganda: [CRRF in Uganda: Dignified, Durable Support for South Sudanese Refugees](https://www.youtube.com/watch?v=REtK7gOJo_I&feature=youtu.be&t=101) |  | School baseline information, profiles (as available)  Links/MyCRS  F2F library link | Maria  1.5 hrs. |
| Week of June 22 | **Preparing for departure**   * Discussion of Fellowship Expectations * Winter break TDY opportunities * Introduction to VINES |  |  |  |
| Week of June 28 | **Open Session** |  |  |  |
| July | **Open session Q&A final prep**   * Recommended Reading List * Recommended packing list (clothing, toiletries, medicine, electronics, school supplies) |  | Link to recommended materials | Adamaah/ Maria/ Priyanka/ Bruce |

Additional sessions to be added:

* Curriculum materials (depending on status of materials approval, this will be done virtually)