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 CourseYouTube | [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 strategiesProgram 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%3A//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 | HR60 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/MyCRSF2F library link | Maria1.5 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)