

## VOLUNTEER REPORT FORMAT

*To be submitted to CRS at the end of volunteer assignment and shared with the Host*

### 1.1 Assignment information

- a) Volunteer Name: **Rose Miller**
- b) Host Organization: Pakanyi United Farmers' Cooperative Society LTD.
- c) Assignment: UG33: Organizational Development, Human Resource Planning and Management
- d) Dates of Assignment: May 8 – May 29
- e) Number of days worked: 22 days

1.2.1 Objective 1 in your SOW Streamlining the human resource planning and management system for PUFCO (setting strategic direction, establishing HR policies, processes, procedures and best practices, determining the required work force, assessing and sustaining the competencies and performance required)

- a) Progress with the objective: Objectives achieved. Workforce needs assessed; HR policies and practices developed; HR Manual created; PUFCO leaders trained; best practices recommended; continued progress suggested. Project successfully completed.
- b) Expected impacts/results: PUFCO Board members and future board members will be able to implement and sustain successful human resource planning and management
- c) Recommendations<sup>1</sup> Read, periodically review and work to ensure Ugandan Labour Laws are observed. Continue and improve HR recordkeeping. Encourage gender sensitivity and equality in human resources. When possible: Continue HR training.  
Continue Teamwork Building. Continue developing leadership skills especially “people skills.”

### 1.3 Action Plan

| Recommendation  | Specific Action  | Responsible person                                   | By when           |
|---|--|--|-------------------|
| 1. Work to ensure all Ugandan Labour Laws are observed. | Read, periodically review & work to ensure Ugandan Labour Laws are observed in PUFCO human resource actions. | Entire PUFCO BOARD and all staff/employees           | Begin immediately |
| 2. Continue & improve human resource recordkeeping      | Keep personnel records   | Appropriate PUFCO Board or appointed staff member/s. | Begin immediately |

<sup>1</sup> **Note:** Only make not more than 6 recommendations. The most useful recommendations for hosts are ones that they can implement themselves with minimal expense. For example, a cooperative might change its financial reporting procedures or hold more regular meetings of its board. Broad recommendations on tax or credit reform, changes in government policy, or investment in large-scale equipment, are usually not within the host organization's reach.

|   |   |   |                   |
|---|---|---|-------------------|
| 3. Encourage gender sensitivity and equality in human resources.      | Rethink personal and cultural gender attitudes, strive towards gender equality and support female board members as well as all female members of PUFCO and community. | Entire PUFCO Board and staff/employees.                 | Begin immediately |
| 4. Continue HR training   | Obtain information, invite speakers, do Internet searches, etc.   | Appropriate board member/s or appointed staff member/s. | When possible     |
| 5. Continue team building   | Activities, discussions, etc.   | Entire PUFCO Board                                      | When possible     |
| 6. Continue developing leadership skills, especially "people skills." | Activities, discussions, speakers, etc.   | Entire PUFCO Board                                      | When possible     |

#### 1.4 Number of people Assisted

- a) Through formal training 15
- b) Through direct technical assistance (Do not double count)
- c) Out of these above, number of host staffs 2
- d) Training/assistance by field

| Category           | Total | Males | Females |
|--------------------|-------|-------|---------|
| Board Members      | 12    | 8     | 4       |
| Employees          | 3     | 2     | 1       |
| Clients/ Suppliers |       |       |         |
| Family Members     |       |       |         |
| Total              | 15    | 10    | 5       |

#### 1.5 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment?  
 How?  
 Because my project involved human resources- and Ugandan Laws now prohibit discrimination based on gender- gender issues was an important concern. All Board members were polite and respectful to me (I am female) during the training.



The last day of training, the Extension agent/host, asked me to provide Gender Issues training to the PUFCO Board. I had already touched on the subject in previous HR topics during training but did not focus on the matter until the last day. Initially, all were quiet and listened. Eventually, it resulted in the most heated and emotional discussion of the training. While some of the men stayed quiet and listened, some voiced strong opinions to which the female members of the board gave very definite, and equally strong, opposing opinions. After both the Extension Agent (Paul Tumusiime) and I shared gender issues facts and information with the group, stories were shared and many concerns were raised by both males and females. At one point, one man stated that Ugandan men already treat women as equals. Two women in the group immediately spoke up and said that is not true. One said he was lying. Some women used body language and hand gestures to get their opinions across.

One woman gave an example of inappropriate treatment she experienced because of her gender. Personal opinions were shared long after the pre-planned allotted time for the discussion expired. At the very least, it could be described as a good venting session for the PUFCO Board members- especially for the women. I encouraged all male members of the board to support the female board members in their roles as PUFCO board members and as women. I made suggestions and hope the information and discussions will have a positive impact, if not now, in the future.

How might CRS or the host organization improve opportunities for the women in this host or host community?

Consider including Erivaida Kugonza in all future programs, activities or planning for women in this community. She is a PUFCO Board member.

She attended the training. During the training she impressed me as being very wise and thoughtful and wanting to learn. She is 58 years old.

Her attitudes and actions to help all others- especially women- are impressive. She invited me to come to her home and farm. I saw the impressive efforts of her hard work. I also noticed that she is able to mobilize women in the area. Many came at her request to welcome me as a visitor. Many children wore traditional grass skirts and sang and danced as entertainment for me.

Among other efforts towards improvement, Erivaida showed me not only her farm and crops but the improved grain storage area she built for area farmers along with the help of the Joseph Initiative.

After Erivaida achieved some success as a farmer, she built a school, making it possible for over 200 children in the area to obtain an education. I don't know how many years ago that was but the government has since closed the school. It was built of mud and branches with a thatch roof. She was told that it is no longer safe for the children to attend school in that building. Those who now go to school, have to walk a long distance to get an education.

I was also shown some crafts the women and men in the area make which Erivaida has on display in her home in hopes of selling for the craft makers.

Erivaida is very innovative. She clearly enjoys learning and improving and seems to have attended as many area training programs as possible. I was shown a complete demonstration of how she makes coal from the products of her farm. She told me that two years ago she took training concerning how to make coal and now makes her own fuel, stores some and sells some.



Erivaida showed me her bull. I also saw a box of baby chickens she is raising. Her home is clean and decorated and her farm is organized compared to many I have seen in the area. Meeting women like Erivaida gives one hope for the future of Uganda and the world. Please work with her in the future concerning any programs to help women. She may even have some ideas of her own concerning how to help women in her area.

Also, concerning helping women in the area- Paul Tumusiime, the PUFCO Extension worker- understands the importance of this issue. He can provide help or support in this matter.

1.6 Value of volunteer contribution: **\$ 921.25**

Hours volunteer spent preparing for assignment. 10 - 15, approximately (**\$ 881.25**)

Estimated value of all material contributions volunteer contributed to host during assignment. Approximately **\$40 US**. Thirty for materials listed above and for the last day's celebration, the Co-op and I sponsored a celebration for the group which included food brought in. I donated 30,000 UGX to this event. The Co-op donated 10,000 UGX. **\$ 30 US** approximately (Ring binder for HR manual, small calculator, pencils, pens, photocopies of laws, appendix of suggestions and recommended HR practices, etc.)

1.7 Value of hosts' contribution in \$ (Please consult the host as well): **\$ 338.34**

- a) Meals and Refreshments for volunteer and participants: \$ 160.43
- b) Transportation for training participants: \$ 24.48
- c) Lodging
- d) Translation: \$ 32.64
- e) Other (Specify) Airtime for Mobilization of participants: \$ 6.53, Hire of training venue: \$ 114.26

1.8 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it. No.

1.9 Recommendations for CRS: