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| **Topic** | **Launch of the Scaling down of the e- registration for the Ag-extension actors at District level and capturing of case stories** |
| **Implementers** | Uganda Forum for Agricultural Advisory services (UFAAS), the Directorate of Agricultural Extension Services (MAAIF) and Buvuma District Local Government |
| **Main Sponsors** | UFAAS and Buvuma DLG |
| **Selected District/ implementer** | Buvuma District /Buvuma District Production office |
| **Dates** | 23-25th November 2022 |
| **Background to the e-Registration Process** | The National Agricultural Extension Policy (NAEP) 2016 recognizes the importance of putting in place a system to regulate the quality and ensure the delivery of extension services by all providers and meet appropriate standards. For this reason, the Government, through the Directorate of Agricultural Extension Services (DAES) under Ministry of Agriculture, Animal Industry & Fisheries (MAAIF), planned to establish systematic procedures for regulation of extension services provided by the range of service providers under the pluralistic extension system. Among the strategies set to promote professionalism and quality extension services is to develop procedures for registration and accreditation of extension service providers under the pluralistic delivery system. In 2016, the Uganda Forum for Agricultural Services (UFAAS) signed a Memorandum of understanding (MOU) in 2016, aimed at regulation and improvement of extension services provided by the range of agricultural service providers under the pluralistic extension system. Within this MOU, UFAAS agreed to support the implementation of the professionalization activities, one of which was the establishment of the procedures for registration and Accreditation (<https://agriculture.go.ug/wp-content/uploads/2019/04/Process-of-Registration-and-Accreditation-of-Agricultural-Extension-Service-Providers.pdf> ) . The registration of service providers is intended to establish a database that can be used as a reference by both the government and other stakeholders who may need their services. The providers were categorized as: professionals, para-professionals, practitioners and organisations in areas along the Agricultural value chain and related areas environment, forestry, food science, sustainable land management, etc. UFAAS’s major contribution to the above process has been the conversion of the approved forms for registration into a unified e-registration application, which was tested, validated and commissioned by MAAIF in July 2020. It was also proposed that the process of e-registration be rolled down to the district levels. The main objective was to sensitize about professionalism and initiate the process of registering all agricultural extension and advisory services providers in the country and maintain a database of their profiles as a reference for national use. Hence, the proposal to launch the rolling down of both processes , ie the e-registration and e-diary in Buvuma District. |
| **Purpose and Objectives of the launch** | The purpose of the event is to launch a nation-wide roll-down of the e-registration to all districts in Uganda. The objectives will be:1. To sensitize on professionalism and e-extension including (e-registration of AEAS providers and e-diary)
2. To train and commission, the identified District Registrars at different levels. These should be IT literate extension workers with a passion in the process.
3. To capture Climate Smart Agriculture case stories from the District
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| **Expected Outputs / Outcomes** | * Agricultural extension actors in Buvuma sensitized on the value of professionalism and e-extension
* A district team of 2-3 Administrators (IT- leaning AEAS Youths) trained to support the process of e-registration
* Extension actors (both the public and NSA) registered and profiled
* A manageable and sustainable database of NSA actors. At least 3 district based registrars trained, commissioned and linked to the portal to register the Agricultural extension actors in Buvuma.
* Climate change discussed and critical issues identified.
* At least 2 case stories documented.
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| **Participants** | The participants for the launch will be both the public and non-state actor agricultural extension organization and individual actors, district local leaders and any other of that category invited from the neighboring district.  |
| **Facilitators** | The facilitators will come from the UFAAS Communication, Information and Knowledge Management (CIKM), the focal point desk plus representatives from the board and MAAIF. |
| **Resources / materials /Facilities****Required** | The resources required will be:* Accommodation for the Facilitators
* 2-3 selected district registrars (with IT Skills)
* Transport for facilitators.
* Venue with conference Facilities *including clear internet access*
* Materials and Equipment
	+ Training materials
	+ Equipment: 2 Laptops, Camera, Projector
	+ Smart phones by the selected registrar
	+ The e-Registration tool
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**PROGRAMME FOR THE ROLLING DOWN OF THE NATIONAL E-REGISTRATION AND CAPTURING CASE STORIES IN BUVUMA DISTRICT**

***Event Recording/ Rapporteuring –Ms. Elizabeth Asiimwe and Annet Babirye (UFAAS)***

|  **TIME** | **SESSION** | **RESPONSIBLE** |
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| **Day 1 Wednesday 23rd November 2022** |
| 7.00 am | Departure of Facilitators from Kampala | Annet Babirye (UFAAS) |
| 9.00 am | Arrival at Kiyindi Port |
| 11.00 am | Departure for Buvuma by Ferry |
| 12.00 am | Arrival – Buvuma Side |
| 012:30pm | Arrival of participants and Facilitators at training Venue | Representative –Buvuma DLG |
| 1:30 pm | **Lunch and Networking** | Venue Management |
| 2.30 pm | Welcome Remarks | District Official |
| 3.00 pm | Opening Remarks | DPMO-BuvumaMAAIF Official |
| 3.30 pm | Overview of the Professionalization process of the Agricultural Extension System | Beatrice Luzobe (UFAAS) |
| 4.00 pm | Planning for the next day | Elizabeth Asiimwe (UFAAS) |
| 4.30 pm | Case Story/ Video Capture / Meeting and working with the Registrars | Elizabeth and BeatriceDostrim  |
| 6.00-9.00 pm | Meeting and working with the Registrars Continues | Dostrim |
| **Day 2: Thursday 24th November 2022** |
| 8.00 am | Overview of the National e-Registration Process | Beatrice Luzobe (UFAAS) |
| 9.00 am | Introduction and sensitization on the National e-Diary for Ag-Extension Workers | Ms. Consolata Acayo (MAAIF) |
| **10.00 am** | **Break tea and Networking** | Venue Management |
| 10:30 am | Presentation of the e-Registration portal | Samuel Muyinda (Dostrim Ltd) |
| 11.00 pm | Launch of the e-Registration process in Buvuma | MAAIF and District Representatives |
| **12.00 pm** | Practical Session- e-Registration of extension Actors/collection of case story | Dostrim and Registrars Elizabeth and Beatrice |
| **1.00 pm** | Wrap-up and way forward |  |
| **1.30 pm** | **Lunch and Departure** |  |

**List of Facilitators**

1. Madam Consolata Acayo Commissioner-MAAIF Ministry Representative
2. Beatrice Luzobe CEO-UFAAS Overall Coordinator
3. Elizabeth Asiimwe CIKM –UFAAS Case Story Capture
4. George Serwadda ICT-Dostrim e-Registration Facilitator
5. Samuel Muyinda ICT-Dostrim e-Registration Facilitator
6. Annet Babirye UFAAS Membership Administration Issues