

Department of Agriculture and Rural Development (DARD)
Extension Centre, Cao Bang Province, Vietnam

PTD Field Manual for Extensionists

Find new things....



Try new things...



Spread new things...



In this manual you find

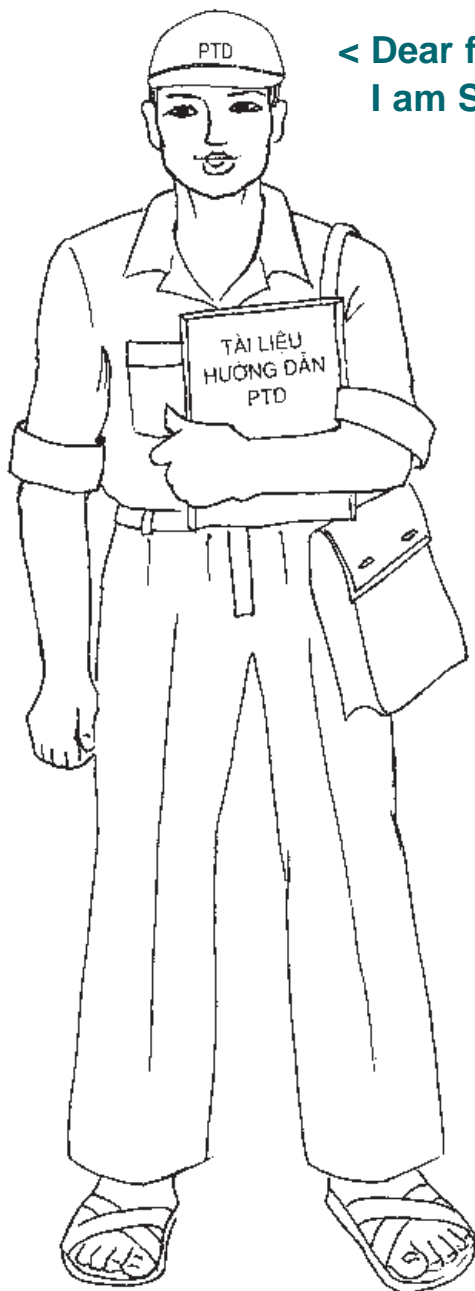
- A chapter "What is PTD"
- How to do PTD step by step
- How to disseminate new things
- Practical tools and suggestions for conducting your extension work

This PTD Field Manual for Extensionists was put together three years after introducing the idea of Participatory Technology Development (PTD) in the Cao Bang Development and Cooperation Programme.

The manual reflects the experiences and inputs of farmers, extensionists, researchers, staff members and consultants engaged in PTD within the Cao Bang Programme. Its content is based on the results of PTD workshops and experiments, supported by Helvetas, and organised and carried out by Extension Services on Province, District, Commune and Village level, and by the villagers involved.

The editor

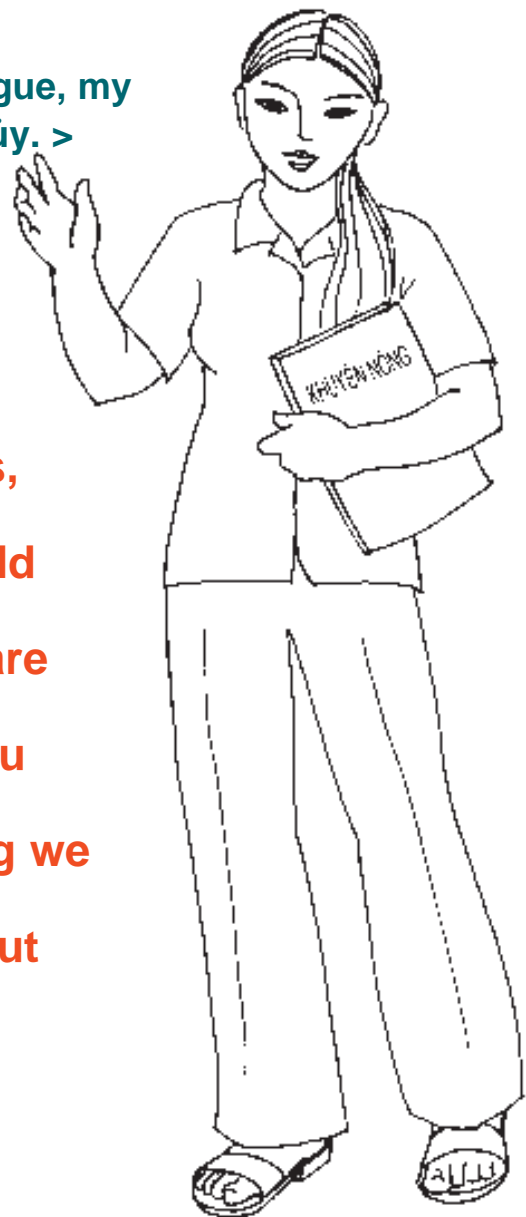
June 2002



< Dear fellow extensionist,
I am Son. >

< Dear colleague, my
name is Thủy. >

< We are
Commune
Extensionists,
and we would
like to share
with you
everything we
can about
PTD. >



PTD is the abbreviation of Participatory Technology Development

Participatory Technology Development means that

- Farmers, specialists and extensionists work together
- They look for new ways to do things - be it in agriculture or other commune activities
- They carry out experiments - for example on rice, maize, fruit trees, animals, mushrooms, etc.

- PTD contributes to rural development. Successful PTD benefits the farmers
- PTD is based on villagers' interests, needs and innovation
- PTD brings people together and makes them share knowledge and experiences
- PTD experiments which prove to be useful are spread to many villages
- PTD IS AN EXCELLENT TOOL FOR DOING GOOD EXTENSION WORK!

This Manual is for YOU!

Extensionists and farmers have tried out PTD in various communes and villages. This manual contains their collected experiences.

In this manual you can read

- What PTD is
- How it works
- How to put it in practice

Use your manual to

- Know what is PTD
- Carry out PTD in your commune
- Learn by doing experiments with farmers in selected villages



You are not alone

- You have this **Manual** as your friendly guide.
- You can form a PTD interest group with some other **Commune Extensionists** in your district.
- The **District Extensionists** are there to assist you while you do PTD. In case this is not possible for them, ask them to refer you to the **Province** Extension Services or contact the latter directly.
- While working at a village, the **Village Extensionists** play an important role. Involve them as much as possible - and learn from each other.
- The **Farmers** are at the core of PTD. They choose what experiment to do. They carry it out and they document it together with you. If you assist each other and learn from each other throughout a PTD experiment it will work.
- PTD has been done successfully in many villages and on many topics. You can do it as well!



< We think that in order to do PTD with the farmers, the way we feel about each other and the way we talk together is very important. For example you could say

*Explain us your situation instead of
Tell us your problems.*

*Let's try to find a common solution instead of
We find the solution for you.*

*How can we work together instead of
How can we help you. >*



What is PTD?



< Hello, colleagues, here we talk about PTD. >

- PTD is a method for finding and trying out new things.
- PTD is done by local people for their own benefit. Also poor farmers can do it.
- PTD is used in many parts of the world. In Vietnam it is applied in Cao Bang province as well as in other regions.

"New things" are

Technical novelties and new forms of organisation, be it in agriculture, forestry, raising animals, etc. (see page 8).



< Can the PTD method be used everywhere and with everything? >

< Basically, yes! But I think to use PTD we have to be flexible. We have to adapt it to each place, to the people there, to new activities. And we have to learn by doing! >



Who does what in PTD?

PTD combines the knowledge of **Farmers** with those of **Specialists** and **Extensionists**.

Farmers contribute their local knowledge and skills.

They are the driving force of PTD and carry out the experiments in their villages.

Specialists can be Scientists/Researchers from universities or specialised staff at District or Province level. They have access to scientific resources and contribute their specific knowledge on relevant topics.

YOU, the **Extensionist**, contribute your own knowledge and your experiences.

You bring together the farmers' and the specialists' ideas. (If no specialist is available for PTD in a village, you can ask for their input and communicate it to the farmers yourself.)

You assure that each PTD experiment is well documented.

You disseminate the results of an experiment to others - through Farmer Exchange Visits or Farmer Field Schools.



PTD stimulates the creativity of farmers. It strengthens the exchange and the bond between indigenous and specific topical knowledge.

PTD also combines the knowledge of women and men. Both their ideas are equally important in PTD.

When to do PTD?



< In PTD we try out "new" things. So here we talk about what is really new and when to do PTD. And also about how to spread "known" things to many people. >

Do PTD if there is

- ***A real novelty***

This can be a new crop, a new variety, a new way to plant, a new breed of animal, a new machine, a new tool, a new processing method, etc.

- ***A new way to organise things***

This can be a new way to organise the free grazing, to distribute water, to manage forests, to market products, to communicate, and more.

- ***A new thing in your locality***

If something is successful in a far-away place but is completely new to your working area: You can do PTD on the same topic.

(But if farmers want to do a PTD experiment on something which others in a nearby village already did: Don't do PTD on the same thing. Instead organise a farmer exchange visit so they can learn from each other.)

The differences between PTD and spreading known things

PTD finds, develops and tries out new things. If a PTD experiment is successful, then various valid methods of spreading the now known things can be used, such as

Farmer Field Schools (FFS), Farmer Exchange Visits, etc.

In PTD extensionists and scientists work together with farmers, but farmers lead the experiments.

In FFS Extensionists are trainers who facilitate. Farmers are active participants.

In PTD there are many different types of small experiments.

Each FFS usually has one specific topic.

In PTD only few farmers, usually only in one village of the same commune, are involved in conducting an experiment.

FFS involves as many farmers in as many villages as possible.

**< Exceptions from the rule are possible:
We said, that usually, in a commune, a PTD experiment is done in one village only. But sometimes villages are very different. For example: A low-lying village with rice terraces does a PTD experiment, which serves as an example for the surrounding villages. But for farmers from the highland in the same commune, where they graze cattle and grow maize, the experiment done in the lowlands is not relevant. So you can do PTD in one high-lying village also. And people from other upland villages can visit and see how it is done. >**



What about money in PTD?



< Questions regarding material inputs and money in PTD will certainly come up. So be prepared. >

It is important to clarify money issues with all the people involved before starting any PTD: With your extension service, with the village authorities, the village extensionist, with the farmers wanting to do PTD.

Since PTD has to be done flexible from case to case, the questions regarding material or money input have to be treated flexible as well.

However, experiences so far showed that the best PTD is one that functions without any subsidies.

Suggestions how to handle money matters in PTD:

- Search for PTD experiments that benefit farmers and can be implemented with the resources they can themselves organise and afford.
- Also poor households have to be able to participate in PTD. If a PTD experiment proves to be costly, leave it. Think instead of some other experiment a poor farmer can do. And which, if successful, many poor farmers can put into practice.
- If farmers say they need financial compensation in case an experiment fails then it is too big for them. It has to be cut down to a size, where, if it fails, it is not a serious loss for a farmer.
- In case some really new material is needed for an experiment, and it is absolutely impossible for farmers to organise it themselves, it could be provided by the extension services. But only once, only for the experiment. Farmers, who will replicate it, will have to organise the material themselves.
- Maybe a special PTD or training on "How to organise money and material" has to be done with the farmers.

< Here an example of how farmers and extensionists can organise PTD and the follow-up:

In a village, PTD is done with a new type of grafted fruit trees. The trees are brought from a neighbouring district and provided free of cost to the farmers conducting the experiment. The experiment is a success, and many people in the commune want to plant these trees. It is decided that some farmers learn how to produce the respective seedlings in order to sell them to other farmers later. The extensionist assists the farmers to find a place to be trained in seedling production. >



Extensionists: Let us start PTD

Launching PTD in a village

The reason for extensionists to start PTD can be

- Some farmers (or a whole village) want to try out something new. They ask for your collaboration, or
- The District Extension Service asks commune extensionists to look for farmers who are interested in finding new things and ways to do them

In both cases, it is important for extensionists to learn as much as possible about the living conditions of the farmers.

Take into account their

- Social and cultural situation in the village
- Farming practices
- Specific locality (lowland or upland , climate, soil, etc.)

PTD - step by step

By now you have read the introduction and the chapter "What is PTD". So you know a lot about PTD already.

*On the next page you find an **Overview** of all the 11 Steps to be taken in PTD - from the start to the end. Then every step is described in detail. You will also find different "tools" (such as formats for idea sheets, experiment sheets etc.) to be used during your PTD work. If necessary, adjust the tools to fit the conditions of your working area.*

Out of the 11 steps described, 7 are led by the commune extensionists, and they take place at Commune and/or Village level. 4 steps are organised by District Extension Services, and they take place at District level.

Overview of PTD - step by step

What is the content of the step	Who is responsible for the organisation? Which tools are used?	Who are the participants?	What are the main outcomes of the step?	
First planning meeting at District	District extension staff Tool: Overview PTD	- Commune extensionists - District authorities	- The PTD process is set in motion - People are informed - Next steps are planned	Step 1
First meeting at Commune	Commune extensionist	- Commune authorities - Village leaders - Village extensionists	- People are informed - A "PTD village" is selected	Step 2
Search for ideas (at the village)	Commune extensionist Tool: Idea Sheet	- Village extensionist - Villagers, women, men, young people	- "New things" are found - Idea sheets are available	Step 3
Separate new things from known things (at the village)	Commune extensionist	- Village extensionist - Villagers, women, men, young people	"Known" and "new things" are identified	Step 4
Second planning meeting at District	District extension staff	Commune extensionist	New and suitable ideas are identified	Step 5
Planning experiments and exchange visits (at the village)	Commune/Village extensionist Tool: Experiment Sheet	- Households of the village - Commune/Village authorities - Village extensionists	- The PTD experiment is planned/organised - Exchange visits are listed	Step 6
Implement the experiment (at the village, place of experiment)	Commune/Village extensionist Tool: Farmer Diary	The selected household(s)	The PTD experiment is conducted	Step 7
Third planning meeting at District	District extension staff Tool: Result Sheet	Commune extensionists	The final evaluation of the experiment is planned/organised	Step 8
Evaluation in the village	Commune/Village extensionist	- Villagers - Village extensionists of the commune - People from other villages - Other guests	The findings of the experiment and lessons learnt are presented by the farmers	Step 9
Take stock-Look out (at the commune)	Commune extensionist Tool: Final Report	Village extensionists	The final report is elaborated and results are spread out	Step 10
Final Assessment (at the district)	District extension staff	Commune extensionists	New things are disseminated widely	Step 11

First planning meeting at the District

To the District Extensionists

You hear from farmers that they are interested in doing PTD...

Commune Extensionists want to do PTD experiments in the villages...

You consider PTD a useful method for your District Extension work...

...so you include PTD in your Annual Plan and set the PTD process in motion!

To start with you could organise a 1 - 2 day PTD planning meeting with the Commune Extensionists!



< This chapter is addressed to the district extensionists.

But commune extensionists should also read all about Step 1 in order to go to the planning meeting well prepared. >

The purpose of the meeting is to

- Introduce the Commune Extensionists to the PTD method and process
- Advise the extensionists on how to use this manual
- Discuss the extensionists' comments and questions regarding PTD
- Plan and practice what to do next, and how and when to do it

The way to do it

Preparation

- Invite the commune extensionists who want to learn about PTD and how to apply it to the meeting.
- Give them this manual before the meeting. Ask them to read it and to note down their comments and questions.
- Also invite the district authorities in order to familiarise them with PTD.
- A checklist with everything you need for the meeting helps you to prepare it well.

Suggested agenda

The day of the meeting could be structured as follows: After the introductions

- **Talk about the main objectives of PTD**

Highlight that the extensionists, together with the farmers, will conduct PTD experiments in the villages.

- **Give an overview of the PTD process**

To do this, show and explain the graphic "Overview of PTD - step by step" you find on page 13 of this manual.

- **Discuss about money in PTD** (see page 10)
- **Discuss the comments and questions the extensionists have**



Step 1

- **Plan the next steps (2-4)**

- Step 2/"First meeting at the commune":

Explain and go together through the procedure to be followed.

Prepare material:

Let the extensionists write the "Overview" on large sheets of paper to be used at their commune meeting.

- Step 3/"Search for ideas":

Go through the procedure.

Let the extensionists practice how to "collect" ideas from farmers and how to make idea sheets.

Practice:

This can be done as a role-play. The district staff plays the "extensionist" and the extensionists are the "villagers". The "villagers" now talk about all the new things they want to do. The "extensionists" write the idea sheets. Then change the roles and do the same exercise once more.

- Step 4/"Separate new things from known things":

Go through the procedures.

Let the extensionists practice how to distinguish between new and known things.

Practice:

Each extensionist looks individually at the idea sheets collected during the role play and notes down what she/he thinks is new and what is known. Afterwards compare and discuss it in the group.

- **Make a timetable**

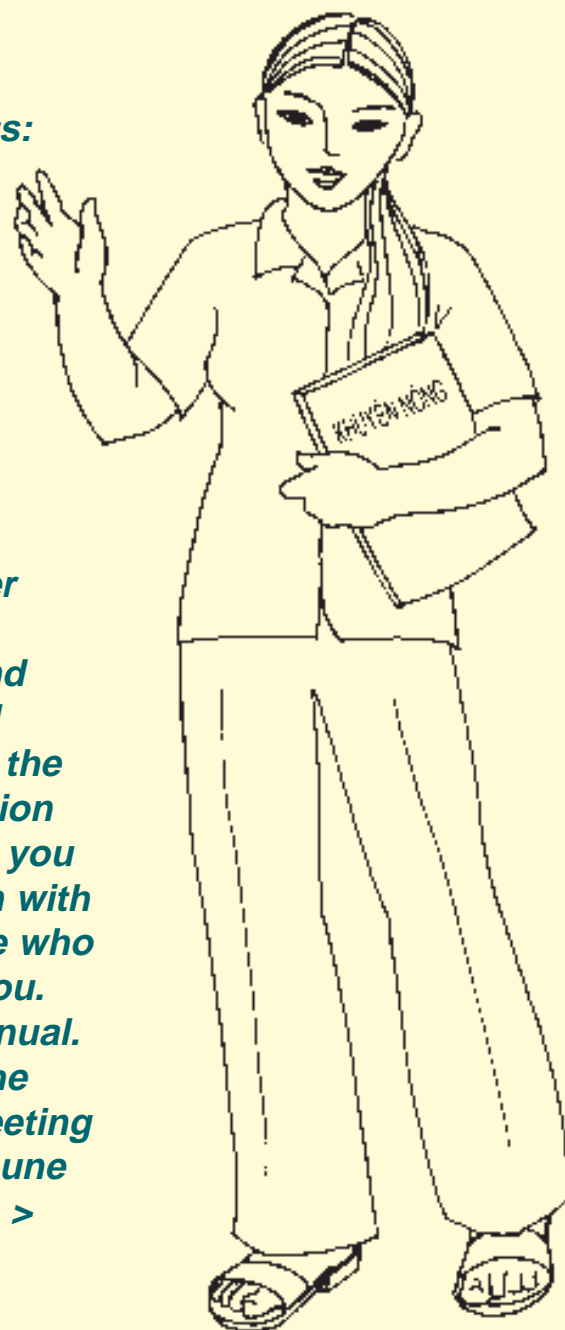
Discuss how much time is needed to carry out steps 2-4. Then fix a date for the second meeting at the District (Step 5).

- **To end the meeting make sure everybody feels confident about starting PTD in his or her commune.**



**< Well, extensionists:
After that first
meeting at the
District, you are
ready to start your
own PTD work.**

**In case the District
cannot hold such a
meeting, you can
still do PTD. Get
together with other
interested
extensionists and
get organised
yourselves. Ask the
District Extension
Service to help you
to find a person with
PTD experience who
will assist you.
Study this manual.
And plan the
information meeting
in your commune
(see Step 2). >**



First meeting at the Commune



< Extensionists: The first meeting at the commune is very important - go well prepared! You have to get the commune authorities, the village extensionists and the village leaders interested to do PTD experiments >

The purpose of this meeting is to

- Introduce the PTD method to the participants
- Brief them about how to carry out PTD with selected farmers
- Select the village for the first PTD experiment

The way to do it

Preparation

- Contact the commune authorities and fix the date and the place for a 1-2 day meeting.
- Invite all village extensionists, village leaders and the commune authorities, especially those responsible for agriculture, animal husbandry and forestry to the meeting.
- Prepare the agenda.
- Prepare the material you need for the meeting (like the “Overview”, the list “Differences between PTD and spreading known things” from page 9).

If possible, get manuals from the District to give to the village extensionists who attend the meeting.

< Extensionists: Before the meeting go over the agenda and the points you want to make once more. >



Suggested agenda

- **Give a brief introduction about what is PTD**

Highlight that PTD means finding out new things that are good for the farmers.

Discuss the difference between an experiment (trying out something new) and spreading something already known.

Put the sheet “The differences between PTD and spreading known things” on the wall. Encourage participants to take notes.

- **Explain the steps to be done in PTD**

Show and discuss the sheet “Overview”.

- **Talk about the experiment**

Highlight that

- You start with one experiment in one selected village only
- The people in the selected village will decide which experiment they want to do
- Only one or a few farmers will implement the first experiment. All the others are invited to observe and discuss it
- The results of the experiment will later be spread through farmer exchange visits to other villages.

- **Stress the importance of learning-by-doing**

Explain that the village extensionists, the farmers and you first have to learn how to actually do a PTD experiment.



Step 2

- **Talk about the role of the village extensionists**

Say that they will have to observe the whole experiment, and that they will later be responsible for spreading the results of it by organising farmer exchange visits. Later on they should lead experiments in their home village on their own.

Hand out one manual to each village extensionist. Tell them that you will jointly put in practice the steps described in this manual.

- **Answer any questions** the participants might have. If you cannot answer one, try to ask a specialist at the District and inform the interested persons later.

Write down all the questions people have. It's useful for your future work.

- **Select the first village where the first experiment will take place**

Answer the following questions together with the meeting attendants:

- *Do you feel comfortable to work with the farmers in the village?*
- *Are the village authorities and extensionists really interested to do PTD?*
- *Are they willing to spread the result from their experiment to other villages?*
- *Is the village easily accessible so that other farmers can come and observe the experiment?*

If the answers are "yes" - select the first village.



< Extensionists, do not try to do the impossible! The working situation in the first village should be as favourable as possible to ensure a successful first experiment. Once you have some practical experience, you can move on and do PTD experiments in remote villages and under more difficult conditions. >

- **Fix a date with the leaders of the selected village for talking to the farmers and "Searching for ideas" (see Step 3).**

After the meeting

- **Write a short report (or write minutes) describing the outcome of the meeting. Keep one copy at the Commune and send one to the District Extension Centre.**

**< And now you can
look forward to
the really
exciting day
when you start
“collecting” the
farmers’ ideas
on new things
to do. Read all
about it under
Step 3. >**



Search for ideas

Takes place at the village selected at the Commune Meeting (Step 2)



< The following are some suggestions on how to conduct your first meeting in the village. It shows you how to search for new things with the farmers. >

The purpose of Step 3 is to

- Find new things which can be tried out in the village
- Collect as many ideas as possible from the farmer families

The way to do it

Preparation

- Prepare for a village meeting together with the Village Extensionist. You probably fixed the date during the commune meeting already. Check once more if it is a good day for the villagers to meet.
- Invite everybody - women, men, and young people - in the village to take part in the meeting.
- Also invite the other village extensionists of your commune.
- Prepare the material to take to the village like the “Overview”, the list “Differences between PTD and known things” and idea sheets (see format and example “Idea sheet”).
- Attention! Decide if you want to do Step 3 and 4 during the same meeting or if you want to have two separate ones (If possible, do Steps 3 and 4 the same day!). Plan and inform the participants accordingly.

< It is a good idea not only to hold a meeting but also to walk through the village. Visit some households and talk to people informally about this search for new ideas! At their homes, their gardens, their fields or forestland, the pigsty, the cowshed, the water tank or the market place, people might find more new ideas. >



Suggested agenda

- First make everyone feel welcome - then it's your job to lead through the meeting
- Explain briefly what PTD is

For example:

- Say that PTD is a method for finding and trying out new things - be it about agriculture, animals, forestry or other things.
- Explain what a new thing is (see page 9: A real novelty, A new way to organise things, A new thing in your locality).
- Say that farmers, the village extensionist, you, and may be some specialists work together, but that the farmers are the real important people who do the experiment in their village.

- Search for ideas

- Ask the villagers what new things they would like to try out and why.
- Tell them that every idea is a good idea. That also ideas, which seem strange or funny at first, can lead to something interesting.
- Give people time to talk among each other or to think quietly for themselves before they answer.

< Try to make the search for new ideas enjoyable for everybody. Let the villagers get the feeling that to find new things is fun and brings benefits for the future. >



Step 3

● Collect the ideas

Explain that now you are collecting all the ideas. And that later you discuss them and choose the ones to be tried out. Encourage participants to speak up.

Tip:

If people have not yet found ideas, you may add further questions like

- *What have you seen somewhere else that you could try out here?*
- *What did you hear from friends or relatives that could be interesting?*
- *What would you like to find out for the sake of your children?*
- *What would you like to try out that makes your lives easier?*

● Note down each idea which is mentioned

- Use a separate idea sheet for each idea. Fill it out under **Topic/ What do we want to find out?/ Why do we want to find it out?/ Persons involved in developing the idea/ Date and Place.**
- If possible, also draw a simple picture of the idea on the sheet. That makes it easier to remember for people who are not fluent in reading Vietnamese.
- Stick each idea sheet to the wall.



● Group work

- After you have collected the first few ideas from the plenum, split up the participants into small groups. Give them some time to brainstorm and to find at least two additional ideas.

Tip:

It could be interesting to have mixed groups and also one women-only and one men-only group. Maybe also one for children or young people.

- Write the additional ideas on idea sheets as well and stick them to the wall too.
- Read them out so that everybody can understand them.

● What's next?

- When the brainstorming is finished, tell the farmers that the next step (Step 4) is to "Separate new things from known things".
- According to what you planned earlier, you do Step 4 right now or during a next meeting.

After the meeting

- The village extensionist keeps all the idea sheets in the village.
- The commune extensionist copies the idea sheets and keeps this list with him.

Format	Example of a filled out
Idea Sheet	Idea Sheet
Topic	<p><i>Try out some new vegetable varieties, namely cabbage, kohlrabi and onions.</i></p> <p>What do we want to find out?</p> <ul style="list-style-type: none"> - <i>Cabbage: Does the new variety result in big cabbage heads? Are the leaves of the cabbage heads bound tightly together?</i> - <i>Kohlrabi: What is the size of the kohlrabi?</i> - <i>Onions: Is Lung Rao a suitable place to plant onions? What about the size of the onions?</i> <p>Why do we want to find it out?</p> <ul style="list-style-type: none"> - <i>Lung Rao is a good place to grow and sell vegetables because it has access to the market, but</i> - <i>Local cabbage and kohlrabi have derogated and</i> - <i>Onions have not been planted before</i> <p>Names of persons involved in developing the idea</p> <p><i>Giao, Lua, Tong, Phin, Kinh, To, Son, Khuon, Kinh, Phin, Sinh</i></p> <p>Date and Place</p> <p><i>January 1999, Lung Rao, Thai Hoc</i></p>

Separate new things from known things

Takes place at the village



< To remember how to identify “new” and “known” things, check again pages 8-9 in this manual. >

The purpose of Step 4 is to

- Identify new things, which could be suitable for a PTD experiment in the village.
- Identify known things, which the villagers have heard to be successful somewhere else, and which can be spread through farmer exchange visits.

The way to do it

Preparation

- Read carefully through all the idea sheets you collected during Step 3.
- If you find the same or a very similar idea on several sheets, make only one idea sheet out of them.

Suggested agenda

- Explain that you are going to separate really new things from already known ones.
- Put two headings on the wall. One says “**new**”, one says “**known**”.
- Read out the first idea sheet and ask:
Do you know if this idea has been successfully carried out somewhere else?
- If the answer is no, write “**possible experiment**” on the sheet and stick it under “new”.
- If the answer is yes, let the farmers speak about where they have seen it or heard about it. Write the answer on the idea sheet and stick it under “known”.

Important:

Try to find out exactly what the participants have heard from other farmers, relatives, radio or TV about a successfully carried out idea. Note down the names of the villages where this happened and the names of the farmers who were involved.

- Read out the following idea sheets and proceed in the same way until finished.
- Separate the idea sheets under “known” into two columns “**near**” and “**far**”.

Under “near” you put ideas, which were successful in a village in your commune, which can be reached easily.

Now explain to the participants that ideas listed under “**near**” will **not be used for experiments**. Farmers can learn from the experience in the neighbourhood village. They can visit and learn from their colleagues. They can go individually or have the village extensionist organise a village to village farmer exchange visit. Write “**village farmer exchange**” on these idea sheets.

Ideas that are listed under “**far**” away are considered to be “new” for their village and could be used for experiments. Note “**possible experiment**” on those sheets also.

- Now you read out each idea sheet on which you have written “**possible experiment**”.

Ask who would like to try this out.

Write down the names of the people interested in doing an experiment on the very sheet.

Before closing the meeting

- Inform that at a next meeting all of you will
 - Decide which ideas will first be implemented as an experiment
 - Decide which farmers will do the experiment
 - Do the actual planning of the experiment
- Say that you will have another meeting at the District where you will discuss the idea sheets marked “possible experiment” with your colleagues from other communes.

After the meeting

- The village and commune extensionists discuss the results of the meeting. The commune extensionist notes down any questions that arise to be asked at the next District meeting.
- The commune extensionist updates his list according to all the idea sheets. He will present the ideas marked with “possible experiment” at the 2nd district meeting.
- The village extensionist keeps the original idea sheets. He will assist farmers to go for exchange visits to nearby villages according to the idea sheets marked “village farmer exchange”.

Format

PTD Experiment Sheet

Village:

Commune:

Date:

1. **Topic** (what kind of experiment)

2. **Place**

3. **Persons involved**

Farmers		Supporting persons	
Group:	Group:	Name:	Position:

4. **What will be done?**

5. **Reasons for doing this experiment**

6. **Which questions should be answered?**

7. **Expected results**

8. **Assessment and Evaluation**

a) Criteria measured (what is measured or counted, etc.)

b) General evaluation

9. **Action Plan**

No.	Activities	Persons involved	Timetable (Lunar calendar)	Material needed	Remarks
1					

Example of a filled out

PTD Experiment Sheet

Village: Lung Rao

Commune: Thai Hoc

Date: 1999

1. Topic (what kind of experiment)

Trial: Growing some new vegetable species

2. Place

At interested farmers' gardens in Lung Rao village, Thai Hoc commune, Nguyen Binh district

3. Person involved

Farmers		Supporting persons	
Group: Cabbage and Onions	Group: Kohlrabi	Name	Position
Hoang Quay Giao	Hoang Dao To		
Hoang Dao Lua	Hoang Phu Son		
Ly Dao Tong	Hoang Dao Khuon		
Hoang Dao Phin	Hoang Van Kinh		
Hoang Van Kinh	Hoang Dao Phin		
Hoang Dao Tong (head)	Hoang Sinh B (head)		

Example Experiment Sheet (continued)

4. What will be done?

- Plant vegetables at the farmers' gardens in May (lunar calendar) and harvest them in September 1999
- The households sow the seeds; they transplant the plants 40 days after sowing
- Helvetas supports the trial by providing the seeds; the head of each group distributes the seeds to the group members

5. Reasons for doing this experiment

- Local cabbage and kohlrabi are no longer good. The kohlrabis are too small; the yield of the cabbage is low.
- Farmers want to try out onion
- Lung Rao is a good place for growing vegetables and there is a market for them

6. Which questions should be answered?

- Is it possible to grow big cabbage heads; is the yield high or not?
- Is it possible to produce bigger kohlrabi?
- Is it possible to grow onions in Lung Rao? What about their size?
- Can farmers produce cabbage and onion seeds in Lung Rao?

7. Expected results

Cabbage

- Big heads, greater yield
- Less affected by pests and diseases
- Good selling price
- Everybody in the village could grow cabbage
- Farmers can produce seeds for at least 5 years

Kohlrabi

- Big kohlrabi
- Less pests
- High price
- The whole village can grow it

Onions

- Onions grow well in Lung Rao
- Big onions
- Farmers can produce seeds

8. Assessment and Evaluation

a) Criteria measured (what was measured or counted, etc.)

- Count the number of plants which carry cabbage/kohlrabi/onions; and count the number of plants which carry big ones
- Weigh the vegetable
- Count how many times pesticides were applied; note if there are pests and diseases

b) General evaluation

- Group members and other farmers in the village visit each garden in order to see the results (good or bad), to learn from them and to gain experience
- Evaluate the market chances; see if the products can be sold at a good price
- How many households would like to plant these new species?

9. Action Plan

No	Activities	Involved persons	Time (lunar calendar)	Material needed	Remarks
1	Form three groups according to the interest of the farmers	3 groups: - Cabbage - Onion - Kohlrabi	May		3 interested groups
2	Look for seeds	Project staff	May		Funds, bills
3	Prepare soil for sowing at small gardens	The three groups and their group heads	Mid May	Seeds	Farmers prepare manure, fences and materials to cover seed beds
4	Prepare soil in big gardens, make fences	Every household of the groups	Mid June		
5	Evaluation nursery gardens	Households, group heads, village heads, Helvetas project staff	End of June	Note books, pens	Group heads will note down comments and observations
6	Begin to transplant vegetable		End of June	Young plants	
7	Look after the vegetables (water, fertiliser, pesticide)	Households	From June to November	Manure, fertiliser, pesticides	Each household will do it by themselves
8	Pre-harvest evaluation	Households, villagers, commune, Helvetas project staff	September	Pens, notebooks	Some products
9	Harvest	Households	Sept-Nov	Manure, fertiliser	Roots of some cabbage with big heads
10	Production of seeds for next crops (cabbage, onion)	Households	November 1999 to March 2000	Supporting pole	

Second planning meeting at the District



< Commune extensionists: Step 5 is again organised by the District. But read it too and go to the meeting well prepared. Bring along the list of idea sheets you collected from the farmers in your commune. >

To the District Extensionists

The second planning meeting addresses all the Commune Extensionists of your District whom

- participate in the PTD exercise
- collected idea sheets from the farmers in a village of their commune

This meeting is organised and facilitated by you.

The purpose of this meeting is to

- Discuss the idea sheets that have been collected by the commune extensionist in your district
- Decide
 - which ideas are new and therefore are suitable for experiments in the villages
 - which ideas are known and therefore are suitable for farmer exchange visits
- Plan how to start the experiments in the village
- Plan farmer exchange visits

The way to do it

Preparation

- You already fixed the date for the second meeting when you met for the first time (Step 1). But send a reminder to the commune extensionists to attend the meeting and to bring their lists of idea sheets.
- Prepare the material you need for the meeting, especially enough cards and pens.

Suggested agenda

- Inform participants about the objectives of the meeting. Explain that first you will sort out all the ideas together and then plan how to proceed.
- Let the commune extensionists check their idea lists. Tell them to write each idea marked “possible experiment” on a separate card.

Note:

Each card should contain

- *what farmers would like to try out (= topic) and what they want to find out*
- *the name of the commune/commune extensionist*

- Stick the cards to the wall.

Attention:

It is possible that the same idea originated in more than one commune/village. If this same idea proves to be a "possible experiment", and if during Step 6 more than one village wants to carry it out - the commune extensionists have to discuss who does it. It should only be done once.

- Sort out the ideas: Put two headings on the wall. One says “**new**”, one says “**known**”.

Note:

Now you find ideas on the wall that are “new” to the extensionists who put them up. But others might already know them.

- Read out each idea and ask the participants if this idea is known by somebody somewhere in the district.
 - «If the idea is not known in the district - put it under heading “**new**” and mark it with “**possible experiment**”.
 - If somebody already knows the idea somewhere in the district - put it under heading “**known**” and mark it with “**possible exchange visit**”.
 - Also ask for the name of the village/commune where this idea has been carried out and write it on the card as well.

Step 5

- **Discuss possible exchange visits:**

- Mark the ideas under “known” a, b, c. etc.
- Read out idea “a”
- Ask the extensionists to refer to their lists. Tell them that each one should check how many people at the village meeting in their commune said they wanted to try out idea “a”. Put the number of interested people on card idea “a”.
- If several farmers (approx. 6/7 households) are interested in idea “a”, it is suitable for an exchange visit. Write YES on the card already labelled “possible exchange visit”.
- Continue with ideas “b”, “c”, etc. in the same way until all idea cards under “known” are discussed.

Note:

During the district meeting you only guide the participants to identify the ideas which are suitable for an exchange visit. The commune extensionists will do the actual planning of the visits.

< Commune extensionists. During this meeting you realise how useful it is to keep an exact list of the idea sheets made in the village. Only if you have a complete list you can fill out the cards correctly and identify the ideas for exchange visits and the ones for experiments. >



Experiments and exchange visits



- **Discuss possible experiments:**

- Number the idea cards on the wall 1, 2, 3 etc.
- Read out idea 1
- Ask the extensionists to refer to their lists. Let them check how many people in their commune said they wanted to try out idea 1. Put the number of interested people on card idea 1.
- If at least 3 people of one commune are interested in idea 1, it is suitable for an experiment. Write YES on the card already labelled “possible experiment”.
- Continue with ideas 2,3, etc. in the same way until all cards under “new” are discussed.

Note:

Only identify the ideas that are suitable for an experiment. The planning of the experiment will be done in the selected village.

- Tell the commune extensionists to copy all the cards with all the remarks for their own list. Allow enough time for this. Make your own list, which you keep in the District.

Before closing the meeting

- Discuss the following three steps (6-8) briefly. Encourage the commune extensionists to re-read them and proceed accordingly.

< At the end of the district meeting you know exactly which exchange visits can be made from and/or to your commune and which experiments could be started. Get ready to prepare them! >



Planning exchange visits and experiments

Takes place at the elected village (the same village as in Step 3 and 4)



< This is an important planning step. It needs good preparation together with the village extensionist. But it is not complicated to do because you made a list of the idea sheets at the first village meeting and updated it at the district meeting. Such you have all the necessary information. >

The purpose of the village planning meeting is to

- Organise farmer exchange visits between the communes
- Select the experiments to be done together with the farmers
- Decide which households will take part in the experiments
- Prepare the Experiment Sheet (see example pages 28-31)

The way to do it

Preparations

- Prepare the planning meeting in close collaboration with the village extensionist.
- Invite all the households in the village. Everybody is welcome, but the participation is voluntary.
- Also invite the commune authorities, especially the ones in charge of agriculture, animals and forest.
- Invite all the other village extensionists of your commune.

Before you start the meeting

- Transfer the additional information you noted down at the district meeting to the village extensionist's idea sheets. If necessary re-write the sheets to make them look nice.
- Number the sheets so they can be easily identified.
Suggestion for numbering:
Village (Thon) farmer exchange T1, T2, T3, etc.
Possible Commune (Xa) exchange visits: X1, X2, X3, etc
Possible experiments: 1, 2.
- Stick the idea sheets to the wall and group them under three headings:
 - **"Village farmer exchange"**: You decided already at the first village meeting that such visits are organised by the village extensionist.
 - **"Possible Commune exchange visits"**: These are the ideas that you thought to be "new" at the first village meeting. At the district meeting you learned, that they have already been done successfully in another commune. Farmer exchange visits and not experiments should take place.
 - **"Possible experiments"**. This is a really new thing. A PTD experiment should be done to find out if the idea works and benefits the farmers.

Suggested agenda

- Introduce the purpose of the meeting.
- Explain that only a few households will conduct an experiment but that they will do it for the whole village.
- Explain that it is important to concentrate on one, maximum two experiments in the beginning.
- Make clear that there will be no subsidies for conducting an experiment.
To explain why there are no subsidies, see page 10
- Go through the three groups of idea sheets. Read out the idea sheets one by one:
 - **"Village farmer exchange"**
 Mention once more that the farmers themselves and their village extensions are responsible for organising this kind of visits.
 - **"Possible Commune exchange visits"** (to communes within the district):
 For each idea ask who would like to participate in an exchange visit. Count how many there are. If a certain number (maybe a minimum of 5 persons) are interested, tell them you will organise such a visit and will let them know.
 Invite commune authorities and village extensionists to participate in the visits too.
Attention:
Carefully write the name of each person interested in a particular exchange visit on the respective idea sheet.

"Possible experiments"

- **Choose the experiment**

- Discuss the idea sheets under "possible experiments" one by one. Talk about potential benefits and risks of each "possible experiment".



< Let the farmers present the "possible experiments". It is more interesting if the people who had been involved in developing the idea explain it to their fellow villagers. >

- Ask each villager to choose the ideas she/he thinks would make a useful experiment.
- Explain that each farmer - women and men - can choose two ideas each.
- Tell them to mark their two favourite idea sheets.

Note:

If you would like to know how women and men voted, distribute different colour markers, for example red for women, black for men.

- Count the marks on the idea sheets.

The one with the most marks will be **the first experiment to be conducted in the village**. If there is much interest for a second idea, you could do a second experiment.

- **Choose the households**

- Ask which households would be interested and willing to conduct the selected experiment(s). Per experiment 3 to maximum 8 households should be involved.

Attention:

It is important that the households who are interested in conducting the experiments are really in a position to do so. For instance, they should have enough land, labour and financial resources. They also must be able to cope with an eventual failure of the experiment.

< If people are shy to come forward but you feel that they are interested and have the capacity, encourage them. If too many people want to conduct an experiment, tell them that everybody can be involved by watching and discussing it. Also tell them that PTD is an ongoing process, and that there can be more and other experiments later. >



- The participants choose the households who will conduct the experiment. When everybody is satisfied with the choice, explain that you will plan the experiment(s) directly with the selected households and the village extensionist.
- Repeat that all the villagers will be invited to see and discuss the experiment in progress. And that, at the end, everybody will be invited again to see the final results and discuss them.

Right after the meeting

- Write your list of exchange visits according to the idea sheets - copy the ones on the wall. (The village extensionist of her/his respective village keeps the original idea sheets with her/ him for further reference.)
- Sit together with all the village extensionists who attended the meeting and check if they fully understand the ongoing process. (This is most important since later they should use the same method in their own villages.) In addition ask them to identify and list the households in their village, which would profit by watching the experiment and could be invited to do so.
- Arrange a get-together with the selected households to develop the Experiment Sheet (see pages 28 to 31).

Note:

To develop the experiment sheet

- *Discuss and clarify the content and the logical sequences of the experiment.*
 - *Get the input/knowledge regarding the topic of the experiment from specialists in the district or other information sources.*
 - *Make sure, all the farmers understand the Experiment Sheet, and how and why the experiment is implemented.*
- Make a copy of the Experiment Sheet for your own record. The original one stays in the village, either with the village extensionist or with one of the households involved in the experiment.
 - Send a copy of the Experiment Sheet (and also the list of exchange visits you made during the meeting) to the District Extension Centre and the Commune authorities.



Looking how it is done

Implement the experiment

The experiment is conducted

- In the selected village
- On the topic/on topics identified at the village meeting (Step 6)
- By households identified at the village meeting

Note:

The experiment can be conducted

- Separately and at any time that is convenient for the particular topic, or
- As a special topic integrated during a Farmer Field School. (For example: If you carry out a PTD experiment on the suitability of different maize varieties, this can be done during a FFS introducing Integrated Pest Management on maize.)



< Now the practical PTD experiment starts. Try your best to support the households conducting it. But remember that the farmers are the actors and you are the facilitator. Assist them with ideas, encouragement and helpful tips. Discuss with them how to do things - but let the farmers do them! >

The purpose of Step 7 is to

- Have the selected farmers conduct the experiment according to the experiment sheet
- Get the villagers to follow and discuss the experiment in progress
- Let farmers from outside, extensionists from other communes and from the district visit the site of the experiment and comment on it
- Document the experiment carefully to be able to evaluate it
- Draw lessons from the experiment

The way to do it

- **Help the farmers to begin the experiment**

- Make a schedule of the visits planned by you and others (specialists, district extensionist, etc.)
- Be present on the site when the farmers start the experiment

- **Visit the experiment site according to schedule.** Add more visits if needed.

During these visits you

- Provide the farmers with updated information (the specialist comes to the field or you pass on his information to the farmers)
- Assist the farmers to solve any technical or organisational problem they might have
- Discuss all the questions the farmers might have. If necessary, review the experiment plan and adjust it.



- **Organise meetings at the experiment site:**

- Invite all the villagers to come and discuss the experiment
- Invite all the village extensionists in your commune. Ask them to bring the name list of interested households in her/his home village (You can invite these households for the final evaluation).

Step 7

- **Arrange for the district staff to visit the experiment site**

During this visit they

- Look at the Experiment Sheet
- See the experiment
- Meet the participating farmers
- Discuss all the pending ideas and questions and how to continue.

Reminder:

In order not to forget any upcoming ideas or questions, keep your own question/notebook up-to-date.

- **Before the final evaluation**

- Help the farmers to develop the criteria for “measuring” their experiment
- Make sure the result of the experiment can be demonstrated during the final evaluation (for instance: If the PTD experiment was done on a certain crop, leave it, at least partly, in the field for all the farmers to see and to evaluate it on the spot).

- **Record and document the whole process from the beginning to the end**

- Show the group of farmers who conduct the experiment how to keep a Farmer Diary (see pages 44/45). Decide which farmer is responsible for it. (May be several persons wish to share this responsibility). Check if she/he can manage the diary well. If there is a problem, explain again how to do it.



- Tell the farmer to keep a record of all the details happening during the ongoing experiment in the village.
- Assist them to take notes of the comments and suggestions made by the visitors (farmers, extensionists, specialists, and district staff).
- Continuously check on the Farmer Diary for accuracy and discuss the recording with the farmers involved.
- Keep up your own records. Regularly copy from the Farmer Diary to your notebook. Add any suggestions made to you by the visitors. Also add your own remarks and ideas.



< Dear colleague: It is very important to document the experiment well. Take great care that farmers and everybody else involved keep a good record. >



Starting a PTD experiment in the field. Farmers and extensionists in action

Suggestion how to write a

Farmer Diary

Name of Diary Recorder:

Topic of Experiment:

Name(s) of Farmers conducting the experiment:

Place where the experiment is conducted:

Special remarks about the

- Social/cultural standing of the farmers involved
- Location (for example upland/lowland, climate, etc.)

The above could serve as the cover page

Put a copy of the

Experiment Sheet

at the beginning of the Diary to see the layout of the experiment.

Write a detailed

Diary about the whole experiment:

Activities

List each activity of the experiment and the date it took place as well as the names of the farmers involved.

For example an experiment with a new rice variety could read as follows:

Activity	Date Farmer 1	Farmer 2	Farmer 3
Sowing	Day/Month/Year	Day/Month/Year	Day/Month/Year
Transplanting	Day/Month	Day/Month	Day/Month
First fertiliser	etc.	etc.	etc.
First weeding			
Find pests			
Second weeding			
Second fertiliser			
Harvest			
Evaluation			

Field Visits

Observations made and solutions suggested during each visit

For example:

Visit No.	Date	Name of farmer doing experiment	Name of visitor/ position	Observations/ solutions by visitor
1				
2				
3				

Criteria for Evaluation

List all the criteria you defined before the experiment, like what to count, measure, weigh.

For example for a new rice variety it could read as follows:

Field area

Kilo of seeds

Average length of 10 corn-unit

Number of seeds/10 corn-unit

Number of gnh/500 m²

Labour involved

Investment for fertiliser and pesticides

Evaluation

Evaluate all the points listed under criteria with the farmers involved in the experiment and other interested persons.

For example for the rice variety it would be:

Growth and duration of the plant

Yield

Economical results

To end the evaluation note down the lessons learnt (what was successful, what was not successful, what has to be improved?).

Third planning meeting at the District

To the District Extensionist

This planning meeting addresses once more the commune extensionists of your district who have been conducting a PTD experiment with selected farmers in a selected village.

The meeting is facilitated by you.

< This meeting takes again place at the District. All commune extensionists have to bring along the data collected from the experiment(s). It is good to read Step 9 “Final evaluation” carefully before the meeting. >



The purpose of this meeting is to

- Prepare the final evaluation of the experiments in the villages
- Prepare the commune extensionists on how to carry out the evaluation

The way to do it

Preparation

- Invite the commune extensionists to the meeting
- Inform each commune extensionist to make a copy of the data recorded in the Farmer Diary of the village she/he is doing the experiment
- Tell them to bring this data to the meeting to share with the other extensionists

Suggested agenda

- **Review each experiment**

Questions to be asked and answered:

- Is all the data ready to finalise this experiment?
- If data is missing, can it still be finalised, and how?
- What is the best way to organise and present the data?

- **Prepare the final evaluation**

- Go with the extensionists through Step 9 “Final evaluation in the village”. Discuss and clarify every possible question.
- Make a schedule for final evaluations in all the villages of the district where an experiment is under way. District extensionists should attend each final evaluation. So fix the timetable carefully.
- Decide which officials and other guests will be invited to attend a particular evaluation and by whom.

Before ending the meeting

- Make sure the procedures of the final evaluation are clear to every commune extensionist.
- Make sure the commune extensionists are ready to organise and present the data.

Evaluation in the village

The purpose of the evaluation is to

- Make villagers and visitors from the commune discuss and understand the lessons that can be learnt from the experiment
- Be able to formulate recommendations on the further use of this technology

The way to do it

Preparations

- Pre-evaluate the experiment with the farmers who conducted the experiment. Review the Experiment Sheet and compare with the actual results.



< It is important that during the final evaluation the farmers who conducted the experiment present the findings themselves. Prepare with them how to do the presentation. Help them to feel confident. >

- Discuss with the farmers how to present the findings of the experiment to the visitors during the evaluation. It is important that the farmers **inform the visitors** but also that they **show the visitors the experiment site**.

Suggestions what to present and what to prepare:

- *The farmers should inform the plenary about what they wanted to achieve and what were the criteria for “measuring” the experiment. They can explain what makes a new thing a success, or what to avoid so it does not prove to be a failure.*

*Prepare a **Result Sheet** (see page 52), which the farmers can fill out and present to the audience during the final evaluation*

- *Write the Experiment Sheet and the Result Sheet on big sheets of paper to show to the visitors during the evaluation.*

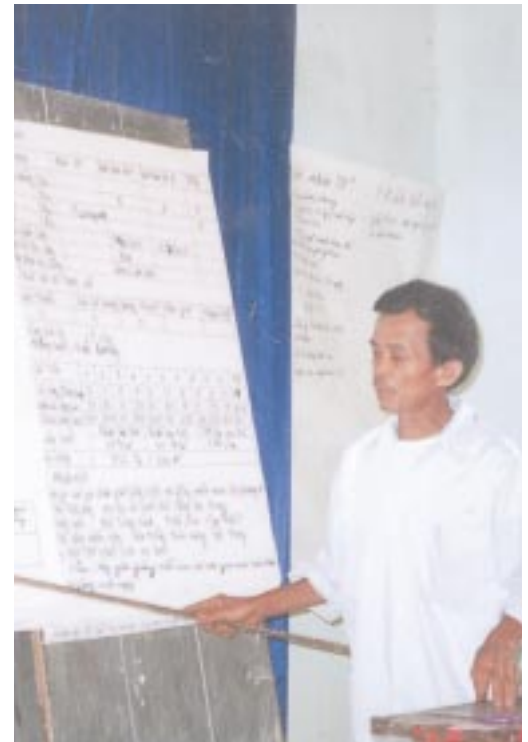
- Invite people to the evaluation

Suggested invitation list:

- All the farmer from the village where the experiment took place
- All the village extensionists of the commune
- Three interested villagers from each of the other villages of the commune (identified by the village extensionists, see Step 6)
- The commune authorities, particularly those responsible for agriculture, livestock and forests
- District extensionists
- Officials interested to see the outcome of the experiment
- If possible the media (newspaper, radio, TV)

Decide who invites whom.

- Prepare the logistics of the day with the villagers, and if necessary with the commune authorities.





Conduct the evaluation

The programme of the day could look as follows:

- The village leader greets everybody present and explains the programme of the day
- The villagers who conducted the experiment present their findings based on the information of the Farmer Diary, the Experiment Sheet and the Result Sheet.

Presentation:

Hang the Experiment Sheet and the Result Sheet on the wall or another place for everybody to see and compare.

Copy the Result Sheet for your Final Report (see page 53).

- Visit the experiment site. Let people see the result and discuss it.
- To conclude the discussion at the experiment site, let all the people have a question-and-answer session with the farmers who conducted the experiment.

Note down all the questions and answers for your “Final Report”.

- Have a final plenary session led by you. This is to find out if the farmers consider the new thing to be useful. If they want the experiment to spread out to many farmers. If they themselves want to apply the technology used during the experiment for their agricultural or other rural income generation activities.
- Ask the questions (see next page) and write down all the answers for your Final Report.

Tip:

Because it is not so easy to lead a discussion and record all the answers at the same time, ask one of your colleagues to write down the answers as well. After the session you can compare your notes with her/him and see if there is something missing.

List of possible questions:

- Is this “new thing” for which we carried out the experiment useful for the village? Is it useful for other villages? Why? Why not?
- What exactly is the benefit of this new thing? Economically? Otherwise?
- Which farmers can benefit from this new thing? Why?
- Which farmers can not benefit from this new thing? Why not?
- Explain that not every experiment benefits all the people, because they live under different conditions (socially, economically, type of land, etc.). If some farmers say that they do not benefit from the experiment, ask them why. Ask them if they would like to look for a different experiment that is suitable to their situation.
- If the outcome of the experiment is not yet clear, ask if a follow-up is needed to clarify open questions. What are these questions?
- Who of the people present would like to implement the new thing?
- What would be the procedure for implementing it?
- Have new ideas come up? (If there are some new ideas, write them down on idea sheets and copy them into your list. Let the village extensionist keep the new idea sheets for future use.)

< The final evaluation is the moment for you to ask many questions. Allow enough time for people to think about them, to discuss and to come forward with their answers. >



Before you close the evaluation session

- Explain that you are going to write a final report based on the experience of the experiment and this evaluation.
- Thank all the farmers who conducted the experiment and all the participants for their contribution.

Suggestion for the

Result Sheet

of a PTD Experiment

Fill out your Result Sheet according
to the Experiment Sheet and the Farmer Diary

Village:

Commune:

Date:

1. Topic
2. Place
3. Persons involved
4. What was done?
5. Reasons for doing the experiment in such a way
6. Which questions could be answered?
7. Achieved results
8. Assessment and Evaluation
 - a) Criteria measured (results of measuring)
 - b) General evaluation (remarks)
9. Conclusion
 - Farmers conclusion
 - Extensionists' conclusion
 - Visitors suggestions/conclusions

Suggestion for the

Final Report

Written by the Commune Extensionist

- **Name:**
- **Topic**
- **Place**
- **Date (start and end of experiment)**

The above is the cover page

The cover page should be followed by the filled out copies of the

- **Experiment Sheet**
- **Result Sheet**

because these two sheets contain all the important information regarding the layout of the experiment, the activities and the outcome.

Now you add

- **Your own observations**

You are free to write the observations and suggestions in your personal way. Try to be clear and brief without leaving out anything important. The following are a few ideas what could be mentioned in the report:

- *Compare the Experiment Sheet with the Result Sheet. Analyse what you wanted to achieve and what you achieved.*
- *List the problems you faced before and during the period of the experiment.*
- *List the solutions you found to overcome problems.*
- *Are there any unsolved problems?*
- *For each of the steps you did during the experiment, make a note what worked well, what didn't work well. Add your own ideas for improvement.*
- *What is the most important lesson you learnt during the experiment?*
- *What do you think are the most important lessons learnt by the farmers involved in the experiment?*
- *What would you recommend regarding further PTD planning and experiments on district, commune and village level?*

- **The observations of the village extensionist**

Ask the village extensionist to answer some of the above questions as well. He can give it to in writing or you talk to him and write down his answers yourself.

- **Dissemination Plan**

Note down what will be done to spread the results of the experiment.

- **In addition**

To make your Final Report livelier, you could add an example of an idea sheet, some photos if available, or write down some remarks made by visitors during the experiment or the evaluation.

Take stock - Look out



< This is the moment to write and distribute the Final Report of the first experiment, and to plan the spreading of the new things tested by the first experiment. And it is time to move on and start new experiments. >

The purpose of Step 10 is to

- Write a final report on the first experiment conducted in the first selected village
- Organise the spreading of the new things based on the experiment conducted throughout your commune
- Plan PTD experiments in remote villages
- Start new experiments in the first village according to the idea sheets already collected

The way to do it

The final report

- Put together the Final Report. The report has to be based on the data collected during the experiment and all the information gathered at the final evaluation.
- One copy of the Final Report stays in the village and is attached to the Farmer Diary. One copy you keep for your documentation. Send one copy each to the commune authorities responsible for agriculture, animals and forest, and to the District Extension Centre.

Spread the new thing

- Organise a meeting with the village extensionists of your commune to plan the spreading of the “new thing” (the result of the experiment) to other villages.
- Make it clear that the village extensionists are responsible for assisting farmers in their villages to implement the new thing. They should organise exchange visits, help farmers find necessary material and support them while they apply the “new thing” in their village.
- Write down your plans in a note called “Follow up of the experiment”. One copy stays with the respective village extensionist, one with you. Send one to each to the Commune authorities and the District Extension Centre.

Plan experiments in remote villages

- Plan to start a PTD experiment in two remote villages of your commune. Proceed like you did during the first experiment. Together with the extensionists of the two villages write a note called “Starting PDT in new/other villages”.

Suggestion:

If your first experiment was on rice, choose a different type of village (for example one whose main crop is maize) for your next experiments.

- One copy of this note stays in the respective village, one you keep for your records, one you send to the commune authorities and one to the District Extension Services.

Start new experiments in the first village

- Based on the collection of idea sheets from the village where the first PTD experiment took place, the village extensionist will start new experiments with the farmers. She/he has gathered experience during the first PTD and will proceed in the same way as learnt before.
- You will only support and help this new PTD experiment if really necessary. The actual responsibility is with the village extensionist.



< With the writing of the final report, a PTD experiment comes actually to an end. Now you have already started more new things. But it is still good to have an assessment of your first experiment at District level. The next and last step in this manual talks therefore about this final assessment. >



Start new experiments in remote villages



Final Assessment

Takes place at the District Centre

To the District Extensionist

This Final Assessment meeting is addressed to all the Commune Extensionists in your district who

- Participated in PTD experiments
- Will spread the method/the lessons learnt
- Want to start new PTD experiments

The meeting is organised and facilitated by you.



< Step 11 is an opportunity to meet once more at the District in order to jointly assess the first experiments carried out in the different communes. >

The purpose of the meeting is to

- Find out which commune extensionists are fully capable of conducting PTD (and which might still need some assistance)
- Decide which “new thing” can serve as a model for a number of villages in the district and can be disseminated widely
- Decide if and what kind of extension material will be produced

The way to do it

Preparation

- Read all the final reports the commune extensionists submitted to the district:
 - Check if they are complete
 - If you find something is missing or unclear, ask for additional information from the extensionist
- Study the results of the experiments:
 - Look out for new things which look like a promising model for villages throughout your district.
 - If you do not find clearly promising results, think about what could be done to answer pending questions. This might lead to new experiments.
- Invite interested officials to attend the meeting.

Suggestion:

It is a nice idea to organise a small “graduation” for the Commune Extensionists who successfully conducted their first PTD experiments. If you plan to organise a graduation, prepare a certificate for each successful Extensionist.

Suggested agenda

- Open the session
 - Welcome the participants and stress the importance of this meeting.
- Present an overview of all the experiments done so far and their results.
- Thank the commune extensionists for implementing the experiments.
 - Hold a small “graduation” ceremony for the commune extensionists who have successfully conducted PTD experiments and have submitted satisfactory reports.
- Plan your PTD Extension Work
 - Present the new things/successful PTD experiments that will be used as “models”.
 - Together with the commune extensionists identify the villages where the new things seem to be useful to most of the households.

Note: Put a district map on the wall. Draw/mark the identified villages on the map.

Step 11

- Discuss the extension material you need for spreading the new things to the identified villages.
 - Identify which material from the reports is suitable for making leaflets, posters, etc.
 - Decide how the material is produced and who will produce it.
- Now identify all the villages where, so far, no new thing seems to be useful for most of the households.

Draw/mark these villages on the map as well.

- Discuss about the two remote villages of each commune where new PTD experiments are planned.

Mark them on the map.

Note:

At the end of the discussion you have a complete map showing

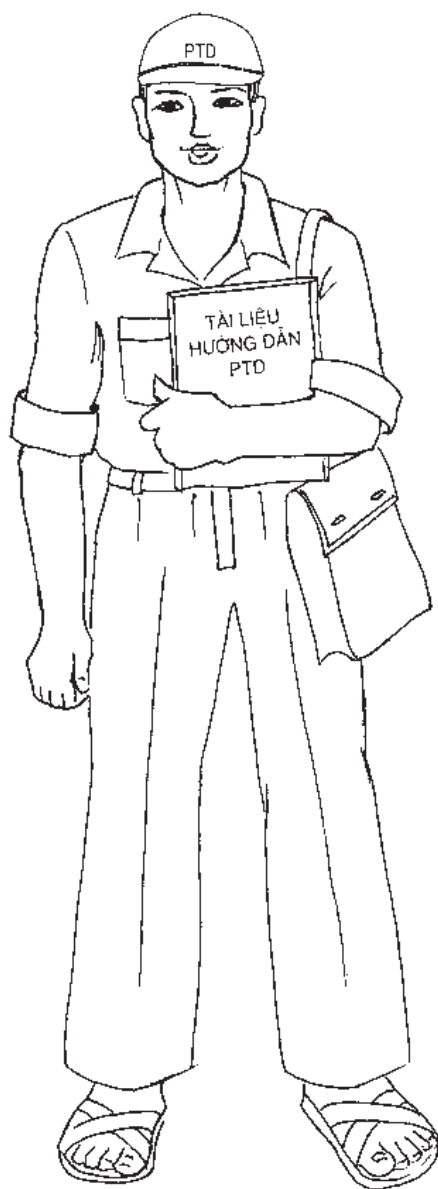
- *which new things can be applied in which villages*
- *which villages are still without any such thing*
- *which villages will start new PTD experiments*

- Close the meeting by mentioning that the initial process is terminated. But add that this is actually just the start for a continued search for new ideas and PTD experiments for the benefit of all the villagers in the District.

After the meeting

- Write a Status Report describing the whole PTD process in your district.

Keep one copy at the District Centre and send one copy each to the District authorities and the Province Extension Centre.



**< Dear Colleagues:
Congratulations!**

***You have done a good job
together with the farmers.
We hope that your first
successful PTD
experience motivates
you to carry on.
Continue to act as a
facilitator and bring
together the ideas of
specialists and
farmers. Try out new
things and make
them work!***

***We hope this manual
helped you to do your
work. If you have any
comments regarding
the manual, send
them to your
Extension Centre.***

***Thank you. And all the
best for your
future work! >***



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