

GENERAL GUIDELINES/INSTRUCTIONS ON THE CONDUCT OF OVER-ALL PROJECT OF OPERATIONS

SUBJECT/ITEM	ACTIVITIES/CONCERNS	TIME FRAME	RESPONSIBLE AGENCY
1) Schedule of Training	- National Field coordinators of both BAI and BAS shall coordinate/confirm with AIC and RASO the definite schedule.	- It shall be a 3-day training including travel time - At least one day allotted for training proper - Time frame 2nd level - May 31- June 16, 2006 3rd level - June 26 - 30, 2006	BAI BAS
2) Team of Trainers	- Team of trainers (BAI and BAS) shall meet and finalize travel plan, training materials and training programme; - The training programme shall be made in consultation with AIC.		BAI, BAS, AIC
3) Linkage with DILG - re: participation of Provincial and City Veterenarians	- A memo from DA secretary to DILG secretary to enjoin the cooperation of Provincial/City Veterinarian and other LGU officials to cooperate on this project. - Such memo shall be in pursuant to the existing MOA between DA and DILG		BAI, LDC & RFU
4) On the training proper	- Make clear of the approach of the survey- "Key Informant in conjunction with " Snowball Approach"; - Data collectors shall gather as many informants as possible; if responses have wide variations, he should exert efforts to further validate;		Team of Trainers

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On the training proper (cont'n)	<ul style="list-style-type: none"> - Data collectors shall edit all entries and check completeness of returns; the number of filled up questionnaires shall correspond to number of barangays assigned/covered; - AIC should make use of the GPS provided them for mapping operation; - PVO shall retrieve all accomplished and edited questionnaires from Provincial/City Vets with proper endorsement indicating number of barangays corresponding to number of accomplished questionnaires including issues and problems encountered. 	<ul style="list-style-type: none"> - Dedline of submission of Survey Returns - August 4, 2006 	RFU-AIC PVO/CVO
5) Survey materials	<ul style="list-style-type: none"> - Delivery of survey materials to respective provinces; - Provide supply of CDs/diskettes and other materials needed in operations to respective provinces. 	<ul style="list-style-type: none"> - On or before June 13 but not later than June 23 via fastest means 	BAI BAI & RFU
6) Data Validation	<ul style="list-style-type: none"> - Provincial and regional data validation activity after the survey operation is a must; make use of AI monthly meetings in the provinces and regions if possible (refer to the guidelines on Validation Process and techniques of data review); - RFU AI to mobilize participation including invitation of stakeholders as validators; - BAS PASO, RASO and National Management Team - Technical Staff should take the lead in the technical aspect of validation. 		Technical - BAS Mobilization - RFU/ LGU

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7) Provision of advance results to BAI	<ul style="list-style-type: none"> - Upon special request and approval of the Chairman and Co-Chairman, BAS shall provide preliminary provincial consolidated results in soft copy to BAI headquarter for their advance reference only; caveat: BAI to keep guard of the confidentiality of the data; Submit final Validation Sheets #1 & #2 to BAS-C.O. cc PVO, BAS-RASO and RFU-AIC as preliminary advance results - Package results shall be made available to all stakeholders. 	<p>On or before August 30, 2006</p> <p>deadline: August 4, 2006</p> <p>- On or before October 31, 2006</p>	BAI, BAS
8) Establish linkage with Poultry Associations (PABI, UBRA and Egg Board)	<ul style="list-style-type: none"> - BAI and BAS national management team members and technical staff shall establish linkage/coordinate with Poultry Associations at their headquarters in Manila in order to facilitate gathering of data especially on contract growers. An endorsement letter would help. Likewise the RFU management team may do the same with the regional Poutry Associations 		
9) Core Trainers Assignment	<ul style="list-style-type: none"> - The core of trainers assigned to cluster of regions shall serve as "contact persons" of respective regional management team members, hand in hand with field coordinators; - In consultation with the Chairman or Co-Chairman, the core trainers shall also facilitate resolutions of technical and administrative problems and issues that may crop up during and after the survey operations and in the validation of reports in their respective regional assignment. 		
10) National Validation and Presentation of Results	<ul style="list-style-type: none"> - The national management team shall convene a national validation workshop participated in by the whole team and invited validators - Presentation of results 	<p>- Last week of September 2006</p> <p>- 3rd week of October 2006</p>	<p>- BAS - Technical LDC/BAI - Mobilization</p> <p>- BAS - Technical LDC/BAI - Mobilization</p>