

UN-REDD
PROGRAMME



Workshop Follow-Up Report

Participatory Governance Assessments
Data Collection Training Workshop
15-17 April 2014, Da Lat – Viet Nam

1. Background for this meeting

Following the most recent review meeting on the Participatory Governance Assessment for REDD+ (PGA) in Lam Dong in January 2014, a new set of governance indicators has been developed with inputs from Viet Nam's newly formed PGA Expert Group and the Provincial Working Group in Lam Dong province. This data collection training workshop served to facilitate the finalization and understanding of data collection tools (field forms) for the new governance indicators and to develop the capacity of the data collection teams and other country actors to collect forest governance data. The training was delivered in Da Lat, the capital city of Lam Dong province, for 2.5 days from 15-17 April 2014.

2. Objectives and outcomes

This training was designed to build the capacity and data collection skills of the PGA data collection team, consisting of national consultants from Hanoi and Hue, freelance consultants from Lam Dong and members of the Provincial Working Group (PWG), the larger stakeholder platform established in the pilot province of Lam Dong. It was also meant to familiarize participants with the PGA data collection tools/field forms and techniques, and provided the opportunity for the data collection team to develop a workable plan for field data collection, data entry, analysis and reporting. Moreover, the training aimed to ensure that the agreed data collection methods and tools would be used appropriately and consistently throughout the data collection process, and that the data collected and analysed in the scope of the PGA are robust.

The expected outputs of the training were:

1. Revised data collection tools (field forms)
2. Tentative workplan for undertaking PGA data collection, data analysis and reporting for the field test in Lam Dong
3. A training report documenting the program, process, methods, major discussion and feedback from the training (this document)

3. Participants

Altogether, 25 people were present at the training, of which 20 were members of the data collection teams and 5 were organizers/ facilitator¹ and guest of honor – see more details in list of participants in the Annex. Members of the data collection teams included the four team leaders, eight independent enumerators, and eight Provincial Working Group members. Of these 20 data collection team members, 6 are female and the rest are male.

During the training workshop, participants formed into four data collection teams, one for each of the districts where data will be gathered. To address the issue of gender, forestry background and ability to speak/ understand local languages, each of the data collection teams consists of at least one female member, one member with a background in forestry and one member from a local community.

¹ A Vietnamese data collection expert from RECOFTC (The Centre for Forests and People) was commissioned to deliver this training. He is also a member of the Expert Group for the PGA in Viet Nam and has been closely involved in the PGA process.

4. *The workshop process and key issues discussed*

In the 2.5 days of the workshop, the following key discussions took place:

1. *Workshop opening and welcoming:* The workshop was jointly opened by representatives from FAO, UNDP and Lam Dong Forest Protection Sub-department. It was immediately followed by the introduction of participants and their expectations. After that, participants worked together to identify the program of the workshop based on the information provided by the facilitator.
2. *The PGA approach and its context in Viet Nam:* This session provided members of the data collection teams, particularly those who were new to the PGA, an introduction to the PGA process at the global level and in Viet Nam. It also helped participants understand the purpose of the training and their work and what the data collection would contribute to the PGA process in Viet Nam. During the discussion following the presentation, participants were eager to discover more on forest governance and the differentiation between governance and management. The latter term has been commonly used in Viet Nam for a long time while the former concept is yet new to many.
3. *The methodological background of the PGA data collection tools:* In this session, data collection team members gained an understanding of how the data collection tools to be used in the piloting in Lam Dong had been developed. It was important for them to understand the rationale for each of the questions in the field forms that they would be using to collect data. After the introduction to the selected governance issues and indicators, participants spent time working in groups (of their data collection teams) to identify the questions that help collect the data needed for each governance indicator. They spent time in plenary identifying the key stakeholders that would need to be interviewed to collect data for the relevant indicators.
4. *Technical review of the data collection tools (field forms):* In this session, participants reviewed all the field forms and discussed how each question would be asked and what responses could be expected. Participants suggested changes in wording for a number of questions and additional information/ explanations to make the questions clearer. The field forms were modified accordingly.
5. *Data collection techniques:* In this session, participants worked together to identify the data collection techniques to be used for each stakeholder and field form. Afterwards, they discussed the pros and cons of using each technique and how to address these.
6. *Review of the data collection timeline and plan:* Data collection teams reviewed the tentative plan made before the workshop and adjusted it, taking into account their schedules, the preparation needed and the actual situation in each district.
7. *Practical and ethical data collection/data entry/reporting/analysis issues:* The participants spent a good amount of time discussing key issues and common mistakes that may arise in the course of the data collection, entry, analyzing and reporting processes. A strategy was developed to address each of these issues. The discussion was documented and was provided to the participants at the end of the workshop for use during the course of the data collection.
8. *Core competencies for facilitating group discussions:* In this session, participants were introduced to the key attitudes and skills needed for facilitating a group discussion. The participants worked in groups of data collection teams to practice these competencies, using field forms and simulating focus group discussions in the field. They also developed facilitation plans to be used during the data collection in the field.
9. *Evaluation of the training workshop:* At the end of the workshop, a quick evaluation was conducted, using a pre-prepared format. Key results of the evaluation are discussed in the next session.

Quality assurance for the data collection:

There was no separate session for quality assurance. Yet, it was a focal point in all the sessions of the workshop, as followed:

Sessions	Key quality assurance points emphasized
The PGA approach and its context in Viet Nam	Members of the data collection teams to understand the importance of their role in PGA process, and thus develop the sense of responsibility to undertake their tasks.
The methodological background of the PGA data collection tools	Members of the data collection teams to understand the rationale of the questions asked in the field forms, thus enabling them to offer a precise explanation of each question if it is not fully understood by the interviewees, and to check if the responses meet the expectations.
Technical review of the data collection tools (field forms)	Members of the data collection team to understand the data needed to complete each form and the questions to ask different stakeholders, thus enabling them to offer precise explanations of each question if it is not fully understood by the interviewees, and to gauge whether the responses meet the field forms' needs.
Data collection techniques	Members of the data collection team to understand the pros and cons of the techniques to be used for each form and stakeholder, thus enabling them to make use of the strengths and avoid the weaknesses of these techniques.
Practical and ethical data collection/data entry/ analyzing/ reporting issues	Members of the data collection teams to be aware of and able to cope with issues that affect the quality of the data collected and the successful completion of the data collection process.
Core competencies for facilitating group discussions	Members of the data collection teams to be able to conduct successful group discussions (by keeping appropriate attitudes and applying relevant skills in facilitating the discussion) during the data collection process
Review of the data collection timeline and plan	Members of the data collection teams to make sure all preparatory work, data collection activities and the daily team reflection properly planned, and the role of each team member discussed and clarified.

5. Course evaluation by the participants

The evaluation taken at the end of the workshop provided feedback from participants on the contents, objectives, timing, facilitation and the logistics. In general, participants appeared to be happy with the workshop and found it useful. They thought the workshop objectives were mostly relevant. Most of them gave high scores to the appropriateness and clarity of the contents, the materials provided and the approaches applied in the workshop.

Yet, duration of the workshop seemed to be a bit short, which did not allow sufficient time for in-depth discussion on and practice of facilitation attitudes and skills for focus group discussions.

Facilitation of the workshop was evaluated as very good, and workshop participants were very happy with logistic arrangements.

A few comments on the workshop as followed:

On the contents of the workshop:

- Useful materials provided (on PGA process)
- Good
- Unclear on certain points (on identification of stakeholders involved and the workplan)

On workshop objectives and timing

- Additional time needed
- Good knowledge received
- Useful
- Great
- Easy to understand

Facilitator

- Very good
- Neutral

Materials

- Should be more on the facilitation skills

6. Follow-up and next steps

The followings are the next steps after the workshop:

- *Revision of the field forms for testing:* Immediately after the workshop, the facilitator is to revise the data collection tools (field forms) based on feedback and decisions made during the group discussions and to share these with the data collection teams. Based on the forms provided by the RECOFTC facilitator, the (four team leaders of) data collection teams are to make further modifications (adding more space for writing the responses during the interviews) and make copies of the forms for the field test.
- *Field test of the survey forms:* The four teams will form into two larger teams to conduct a field test of all the field forms in one district (two communes) between 20 and 24 April. The field test is preceded by collection and review of relevant policy documents.
- *Revision of the field forms:* After the field test, a meeting will be organized for all the data collection teams to share their experiences and to discuss modifications of the field forms. Notes on the changes made to the forms will be shared with the PGA coordinator and training facilitator. The facilitator will then made necessary changes in response to the comments made by the data collection teams, and discuss with them any further issues involved. The data collection team leaders will make final modifications of the forms before the data collection.
- *Preparation of the data entry forms:* Once the field forms have been finalized, the team leaders will share them with the training facilitator and the PGA coordinator. Based on the final version of the field forms, the data entry forms will be created by the facilitator and shared with the data collection team for entry.

- *Data collection and data entry:* The data collection will take place between 5 and 16 May in four districts in Lam Dong; one team will collect data for each district. In each district, the team will cover two communes and four villages (two villages in each commune), in addition to the district forest protection unit, natural resource and environmental unit, and state forest company/ forest management board. By 16 May, all teams will meet again in Da Lat for data entry, which will take place between 17-19 May.
- *Workshop on data collection and report writing:* On 20-21 May, a workshop will be organized for the facilitator to discuss lessons learned from the field testing of the PGA (feedback on the data collection process and the field forms) and important findings from the field (impressions from the team members on each governance indicator and issues) with the data collection teams. The output of the workshop will form the key structure for the PGA report.
- *Data analysis and report writing:* Based on the discussion from the workshop above, the report writer (also the facilitator) will analyze the collected data and prepare the report. The general background sections of the report may be drafted before the workshop so that the time after the workshop can be dedicated for the data analysis and discussion of key findings from the field. A first draft of the report will be ready by the end of May.

	20-27 Apr	28 Apr-4 May	5-11 May	12-18 May	19-25 May	26-31May
Revision of the field forms for testing	X					
Field test of the survey forms	XXXXX					
Revision of the field forms		XXXXXXXX				
Preparation of the data entry forms			XXXXXXXXXXXXX			
Data collection and data entry			XXXXXXXXXXXXX	XXXXXXXXXXXXX		
Workshop on data collection and report writing					XX	
Data analysis and report writing				XXX	XXXXXXXX	XXXXXXXXXXXXX

Annexes

Workshop Program

Timing	Main contents
Day 1: 15 April 2014	
08:00 – 08:15	Opening and welcome speeches from Lam Dong FPD, FAO, UNDP
08:15 – 08:30	Participants' introductions and expectations
08:30 – 08:45	Workshop program, objectives and outputs
09:00 – 09:30	- Introduction to PGA tool and pilots
	- Introduction to PGA process in Viet Nam
	- Q&A
09:30 – 09:45	Tea break
09:45 – 12:30	Forming data collection teams
	Agreeing on the indicators and questions
	- Introduction to key issues and indicators
	- Group work: identifying key questions for the identified indicator
12:30 – 14:00	Lunch break
14:00 – 15:30	Presentation of group work and discuss in plenary -> comments of the participants on the questions
15:30 – 15:45	Tea break
15:45 – 16:15	Identifying the stakeholders involved
16:15 – 17:00	Discussion on data collection tools (survey forms)
Day 2: 16 April 2014	
08:00 – 08:15	Reflection of day 1
08:15 – 10:00	Discussion on data collection tools (survey forms) continued
10:00 – 10:15	Tea break
10:15 – 11:00	Planning for the next steps
11:00 – 11:45	Brainstorming on data collection techniques relevant for PGA work
11:45 - 13:15	Lunch break
13:15 – 15:00	Discussion on key techniques to be used: the pros and cons (common issues/ mistakes) of each technique

15:00-15:15	Break
15:15 – 16:15	Introducing key attitudes and basic facilitation skills (Listening, Observing, Questioning, Probing, Re-paraphrasing)
16:15 – 17:15	Practice facilitating a focus group discussion for PGA data collection, using a survey form – role play
Day 3: 17 April 2014	
08:00 – 08:15	Reflection of day 2
8:15 – 10:00	Practice facilitating a focus group discussion for PGA data collection, using another survey form– role play
10:00 - 10:15	Tea break
10:15 – 11:30	Discussion on issues related to data collection/data entry/reporting/analysis and the way to cope with these issues
11:30 – 11:45	Workshop Evaluation Closing

List of participants

	Full name	Sex	Affiliation
Data collection team			
1	Hoàng Công Hoài Nam	Female	Lam Dong Forest Protection Sub-department
2	Võ Minh Tâm	Male	Lam Dong Forest Protection and Development Fund
3	Thân Trọng Toàn	Male	Division of demography, Lac Duong district
4	Nguyễn Thế Liêm	Male	Forest Protection Unit, Di Linh district
5	K'Brêl	Male	Bao Thuan commune people's committee, Di Linh district
6	Mo Lom Sứ	Male	Forestry Board, Gung Re commune, Di Linh district
7	Lê Thái Sơn	Male	Lam Dong Forest Protection Sub-department
8	K'Dom	Female	Da Sar Commune Women's Union, Lac Duong district
9	Đào Vĩnh Lộc	Male	Da Lat Yersin University
10	Nguyễn Thanh Nguyên	Male	Vietnam Academy of Forestry Sciences
11	Phạm Thế Anh	Male	Da Lat Yersin University
12	Nguyễn Ngọc Yến	Female	Da Lat Yersin University
13	Huỳnh Thị Mỹ Liên	Female	Da Lat Yersin University
14	Hoàng Kiều Nhật Hạnh	Female	Freelance consultant
15	Lê Văn Lạng	Male	Freelance consultant
16	Cao Thị Tuyết Mai	Female	Freelance consultant
17	Trần Nam Thắng	Male	Freelance consultant, team leader
18	Hà Huy Anh	Male	Freelance consultant, team leader
19	Trần Lê Trà	Male	Freelance consultant, team leader
20	Phạm Nguyễn Thanh	Male	Freelance consultant, team leader
Organization team and guest of honor			
21	Nguyễn Khang Thiên	Male	Lam Dong Forest Protection Sub-department
22	Nguyễn Quang Tân	Male	RECOFTC
23	Kristin DeValue	Female	FAO
24	Nguyễn Thu Thủy	Female	FAO Viet Nam
25	Đỗ Thị Phương Thảo	Female	UNDP