



# Proceedings of Consultation and Planning Workshop on Capacity Assessment for Strengthening Governance of Agricultural Advisory Service Institutions in Bangladesh

## Consultation and Planning Workshop on Capacity Assessment for Strengthening Governance of



**SUPPORTING SMALLHOLDER FARMERS IN ASIA AND PACIFIC ISLANDS REGION  
THROUGH STRENGTHENED AGRICULTURAL ADVISORY SERVICES (SSF-APIR-SAAS)**

**BANGLADESH AGRICULTURAL EXTENSION NETWORK (BAEN)**

**April 2017**

Bangladesh Agricultural Extension Network (BAEN) is a national platform of agricultural (crops, fisheries and livestock) extension actors and advisory services in Bangladesh (<http://www.baenbd.net/>). “Extension services for sustainable agricultural productivity” is the Vision of BAEN. The Mission of BAEN is “Sustainable growth in agricultural productivity through identification, documentation and dissemination of good agricultural practices and extension approaches for environment friendly socio-economic growth in Bangladesh”.

BAEN is part of the Agricultural Extension in South Asia (AESAs) and the Global Forum for Rural Advisory Services (GFRAS). BAEN has received a fund from International Fund for Agricultural Development (IFAD) through Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA) to conduct “Supporting Smallholder Farmers in Asia and Pacific Islands Region through Strengthened Agricultural Advisory Services (SSF-APIR-SAAS)” project in Bangladesh.

As part of this project, the present **Consultation and Planning Workshop** was conducted to strengthen the BAEN by developing a programme of work after identifying the gaps in current delivery of Capacity Development (CD) programmes of Extension and Advisory Services (EAS). Sections of this material may be reproduced for personal use (not-for profit) with acknowledgement to BAEN, SSF-APIR-SAAS project and IFAD.

## Proceedings of Consultation and Planning Workshop on Capacity Assessment for Strengthening Governance of Agricultural Advisory Service Institutions in Bangladesh

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**May 2017**

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## **Introduction**

A Memorandum of Agreement (MoA) was made between Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA) and Bangladesh Agricultural Extension Network (BAEN) to implement the “Supporting Smallholder Farmers in Asia and Pacific Islands Region through Strengthened Agricultural Advisory Services (SSF-APIR-SAAS)” project in Bangladesh with the funding of IFAD. The SSF-APIR-SAAS project is also conducting in Philippines and Fiji. The major activities of the project in Bangladesh part are:

1. To undertake establishment and capacity assessment to strengthen governance of Agricultural Advisory Service (AAS) Institutions in Bangladesh
2. To improve individual capacities of AAS to effectively serve smallholder farmers and respond to their demand
3. To strengthen knowledge management on all levels
4. To policy engagement in high level policy dialogue at national level

Under the first activity, a Consultation and Planning Workshop was conducted at Bangladesh Academy for Rural Development (BARD), Kotbari, Comilla during 01 to 02 April 2017 for Capacity Assessment to Strengthen Governance of Agricultural Advisory Service Institutions in Bangladesh.

A total of 48-participants from different government agencies, national and international development partners, research and private organisations engaged in agricultural extension and advisory services were present in the workshop (Annexure-1). Prof. Dr. Md. Sekender Ali, Kbd. Md. Afzal Hossain Bhuiyan and Dr. Ashoke Kumer Roy played role as Coordinator, Facilitator and Rapporteur respectively in the workshop. Token gift like Bag pack, pen, pad, different documents and cash an honorarium were given to all participants and guest from the project.

## **Objectives of the workshop**

The workshop was conducted to fulfil the following objectives:

- To introduce the project (SSF-APIR-SAAS) to the different stakeholders mostly engaged in capacity development
- To discuss the ways of strengthening the BAEN (the country fora) based on examples/experiences from other regions- Long term strategy/vision/results framework/capacity assessment
- To validate the findings from the previous background documents on Capacity Development (CD) of Extension and Advisory Services (EAS) and the findings

from the CD Workshop among the broad range of stakeholders engaged in capacity development

- To identify the gaps in current delivery of CD programmes and how these could be strengthened; especially for strengthening the capacity of Trainers
- To develop a programme of work- specifically focussing on development of modules and organisation of learning events to address these gaps

### **Workshop procedures**

Capacity Development (CD) is very important for all individuals and organizations to do their job properly. Extension and Advisory Services (EAS) need new capacities at different levels to effectively deal with the new and evolving challenges faced by rural smallholder farmers. While the importance of developing new capacities among EAS providers is increasingly recognized, there is very little appreciation and acceptance on the need for a systematic Capacity Need Assessment (CNA) to guide CD interventions. Undertaking CNA is critical for organizing appropriate CD interventions. CNA is a capacitystrengthening process in its own right, and this process is as important as the outcomes. While several approaches and tools on CNA exist, these are yet to be adapted and used in the context of EAS. Lack of a clearly articulated list of core competencies for EAS adversely affect the recruitment of new staff, professional development of existing staff and also the quality of professional education in extension. The present consultation and planning workshop was organized for Capacity Assessment to Strengthen Governance of Agricultural Advisory Service Institutions in Bangladesh. The whole workshop was conducted at two phases, like:i) pre-workshop activities, and ii) workshop activities.

### **Pre-Workshop Activities**

Two previous documents were the base of the workshop. These two documents were:

- “Report on the Capacity Needs Assessment of Extension and Advisory Service (EAS) Providers in Bangladesh” - Prepared by Dr. Md. Sekender Ali after conducting a workshop on Capacity Needs Assessment (CNA) for EAS in Bangladesh in collaboration with the Bangladesh Agricultural Extension Network (BAEN) and Agricultural Extension in South Asia (AESA) during 27-28 February, 2016 at Proshika Human Development Trust, Koitta, Manikganj. It was published in AESA website in March 2016.
- “Capacity Development for Extension and Advisory services in Bangladesh” - Prepared by Dr. Md. Sekender Ali and published in July 2016 as AESA Working Paper no. 3. This paper discussed the key challenges faced by farmers in Bangladesh and reviews the existing capacities of EAS providers in supporting farmers to deal with these challenges. It also reviews the existing mechanisms

for capacity enhancement of extension staff and how capacity needs are identified.

The two documents were sent to every participants by e-mail before 20 days of the workshop. The participants were requested to read carefully the documents to: i) validate the finding on Capacity Development (CD) of Extension and Advisory Services (EAS) among the broad range of stakeholders engaged in capacity development in Bangladesh, and ii) to identify the gaps in current delivery of CD programmes and how these could be strengthened; especially for strengthening the capacity of Trainers.

The two documents were also sent by email to the Heads of the major organizations in Bangladesh engaged Agricultural Extension and Advisory services with request to make comments on the documents regarding Capacity Development (CD) of Extension and Advisory Services (EAS) and identify the gaps in current delivery of CD programmes in Bangladesh. For better understanding about the current approaches followed in CNA, interactions were made with different stakeholders involved in CD of EAS in Bangladesh such as Department of Agricultural Extension (DAE), Department of Livestock Services (DLS), Department of Fisheries (DOF), National Agricultural Training Academy (NATA), Bangladesh Academy for Rural Development (BARD), Rural Development Academy (RDA), Graduate Training Institute (GTI), Sheikh Hasina National Youth Centre (SHNYC), Bangabandhu Poverty Alleviation Training Complex (BPATC), Bangladesh Rural Development Training Institute (BRDTI), Rural Development Training Center (NRDTC), Human Resource Development Center (HRDTC) of Proshika (NGO), etc. These interactions were helpful in understanding some of the existing mechanisms for capacity development and capacity needs assessment followed in Bangladesh. It was finally helpful to attain the objectives of the consultation and planning workshop for Capacity Assessment to Strengthen Governance of Agricultural Advisory Service Institutions in Bangladesh.

### **Workshop activities**

Forty eight (48) participants representing 28 organizations with diverse backgrounds and experiences across sectors in Extension and Advisory Services (EAS) delivery participated in this workshop. The list of participants with their address is placed at Annexure-1. Five (5) sessions of the workshop were conducted during 01-02 April, 2017 at Bangladesh Academy of Rural Development (BARD), Kotbari, Comillaby using presentation, discussion, group work, group presentation, etc. The detailed proceedings of the workshop are describe in the following sections. The detail working schedule is attached in Annexure-2.

## SESSION I: INTRODUCTION /OPENING SESSION

Kbd. Hamidur Rahman, President of BAEN and Former DG, DAE was presided the inauguration and opening session of the workshop. Prof.Dr. Kamal Uddin Ahmed, Vice Chancellor, Sher-e-Bangla Agricultural University (SAU) was present as the Chief Guest in this session. Mr.A B M Siddique, Managing Director, Kranti Associates was present as the Special Guest. Dr. Rasheed Sulaiman V, Director, Focal Point, Agricultural Extension in South Asia; Mr. Eduardo Queblatin, Project Coordinator, SSF-APIR-SAAS project, SEARCA, Philippines; and Ms. Sherina Tabassum, Country Programme Officer (Bangladesh), IFAD were the guests of Honour of the workshop.



Kbd. Hamidur Rahman, President of BAEN gave the welcome speech of the workshop. He described the background history for formation of BAEN very briefly. He reported that as a professional platform, BAEN is committed to enhance livelihood status of the poor farmers through enriching the capacity of concerned extension service providers.

As per schedule Prof. Dr. Md. Sekender Ali, Focal Point (Bangladesh), SSF-APIR-SAAS project and Secretary General of BAEN made a brief presentation on “BAEN Update and objectives of the workshop”. In his presentation, he briefly mentioned the vision, mission, objectives and major progresses of BAEN so far achieved. At the last part of his presentation, he described the goal and objectives of the consultation and planning workshop.

“Update on AESA and GFRAS implications for BAEN” was presented by Dr. Rasheed Sulaiman V, Focal Point of AESA. He briefly described the role of GFRAS, AESA and BAEN and how these organizations can play a better role for the development of the people involved in Crop, Livestock and Fisheries sectors through developing the capacity of extension service providers in the concerned areas.

Objectives and Expected Outputs of the IFAD funded “Supporting Smallholder Farmers in Asia and Pacific Islands Region through Strengthened Agricultural Advisory Services (SSF-APIR-SAAS)” were introduced by Mr. Eduardo Queblatin (Philippines), Concerned Project Coordinator. He reported that the major objectives of the project are to develop the capacity of BAEN, support knowledge management and develop the capacity on policy dialogue regarding Strengthening Agricultural Advisory Services. He also stressed on fine tuning of initial work plan of the SSF-APIR-SAAS project which was developed in the inception workshop of the project at SEARCA, Philippines during 07-08 September, 2016.

Ms. Sherina Tabassum, Country Programme Officer (Bangladesh), IFAD introduced about five ongoing IFAD funded projects of Bangladesh and she also informed that another three projects are going to start in Bangladesh very soon. She desired to make necessary cooperation for successful completion of the SSF-APIR-SAAS project.

Dr. AKM Aminul Islam, Director, DOF; Dr. Shafiqueel Islam, Director, BARD; and Mr. ABM Siddique, MD, Kranti Associates Ltd. gave their speeches from their end and wished the best efforts for the development of livelihood of the farmers and also expressed their gratitude to BAEN authority for inviting them and wished a great success of this workshop as well as the project.

The Chief Guest, Dr. Kamal Uddin Ahmed, Honourable Vice-Chancellor, Sher-e-Bangla Agricultural University, Dhaka expressed his satisfaction by knowing the achievement of BAEN. He felt proud to become himself a life member of BAEN and hoped to help BAEN from SAU in all possible events regarding Strengthened Agricultural Advisory Services for the development of rural smallholder farmers. The Chief Guest extended his gratitude to Dr. Rasheed Solaiman V and Mr. Eduardo Queblatin for their presence in Bangladesh and helping Bangladesh for the development of agricultural sectors. He wishes a great success of the workshop, the project and BAEN.

Finally, Kbd. Hamidur Rahman, President of BAEN close the introduction and opening session by giving thanks to all the participants and guests. The opening session was facilitated by Kbd. Md. Afzal Hossain Bhuiyan, Organizing Secretary, BAEN.

After opening session, facilitators conducted session as per schedule as stated below:



## SESSION II: CAPACITY DEVELOPMENT (CD) OF EXTENSION AND ADVISORY SERVICES (EAS) IN BANGLADESH

This session was intended to achieve a shared understanding on:

- Capacity Needs of EAS in Bangladesh at different levels
- How these needs could be addressed within the existing Capacity Development System for EAS in Bangladesh?
- Identify areas where the project support could be best used in supporting Capacity Development of EAS in Bangladesh

In this session consecutive two papers such as i) Findings from the Capacity Needs Assessment Workshop organised by BAEN and AESA in February 2016, and ii) Findings from previous background document on Capacity Development of Agricultural Extension and Advisory Services in Bangladesh were presented by Dr. Rasheed Sulaiman V and Prof. Dr. Md. Sekender Ali respectively.



To validate the findings of above two previous papers and to identify additional gaps, four groups were formed from the participants. Two groups (Group No.1&2) worked on Question No. 1 and 2, and other two groups (Group No. 3 & 4) worked on Question No. 3,4 and 5. The questions were as follows:

1. How important/critical are the gaps in capacity among EAS identified in the 2016 workshop?
2. Are there any additional capacity gaps to address especially at the organisational, policy and enabling environment levels?

3. What gaps/limitations exist in the current delivery of capacity development initiatives?
4. How these could be addressed (prioritised action) within the next two years (with additional support available under the project)?
5. How can we strengthen the capacity of trainers (Topics and strategies)?

Necessary logistics such as art papers, sign pen, scale and laptop facilities were provided to each group for preparation and presentation of their outputs. Group activities were facilitated by Kbd. Afzal Hossain Bhuiyan, Rasheed Sulaiman V and Prof. Dr. Md. Sekender Ali. Each group worked about 45 minutes on their assigned



questions and then presented group output by group facilitators followed by questions and answers from other group members.

Group findings/outputs against prescribed questions are presented below:

**Q.1. How important/critical are the gaps in capacity among EAS identified in the 2016 workshop?**

**Answer:**The identified gaps in the previous workshop were of course very important and critical in capacity development among EAS to:

- Develop the capacity building action plan for EAS providers
- Make better coordination and harmonized effort in service development and delivery as well as policy
- Make the EAS providers at different levels (Individual and organizational) more efficiently
- Achieve the goal of pluralistic EAS
- Ensure result based extension services

**Q.2. Are there any additional capacity gaps to address especially at the organisational, policy and enabling environment levels?**

**Answer:**The additional capacity gaps to address are:

- Irregular practice of Training of Trainers (ToT) on Capacity Need Assessment at organizational level
- Lack of standardization of all components/services delivered through different EAS providers at organizational level
- Lack of Integration of Information & Communication Technology (ICT) in Management, Monitoring and Data Driven Decision Making System
- Lack of Toolkit for self and institutional assessment of EAS
- Lack of demand driven advisory services
- Less practice of readiness (Capacity of HR, Resources etc.) assessment
- Less monitoring of EAS activities aligned with national policy
- Less scale up or replicate of various tools developed by EAS providers



**Q.3. What gaps/limitations exist in the current delivery of capacity development initiatives?**

**Answer:** The existing gaps/limitations in the current delivery of CD initiatives are:

- Inadequate initiatives to promote bottom-up planning
- Lack of cope-up of new innovative technologies
- Lack of resources (financial, ICT expertise and inputs, etc.)
- Lack of skilled manpower
- Lack of latest innovation and knowledge

- Lack of Forum/Platform to identify specific micro level problem
- Inadequate database of rural extension/local extension service providers
- Lack of initiatives for Market Chain development among maximum EAS
- Less control and surveillance of intermediate rural service providers
- Inadequate ICT based knowledge bank and lack of linkage among the service providers
- Lack of agro-ecological zone based resource person/manpower and less initiatives for their development
- Lack of Standard Operational procedures (SOP) for site specific problem identification and solution
- Lack of active inclusion of women in the service
- Lack of setting common goals among the providers and receivers
- Improper value chain
- Lack of staff assessment

**Q.4. How these could be addressed (prioritised action) within the next two years (with additional support available under the project)?**

**Answer:** With additional support available under the SSF-APIR-SAAS project, these



gaps/limitations could be addressed (prioritised action) within the next two years by the following ways:

- Initiate and strengthen micro-planning
- Disseminate appropriate extension approaches and innovations through print and electronic media
- Developed Off-line and On-line facilities (website, apps, etc.)
- Initiated rational allocation of resources in an integrated way
- Strengthen necessary facilities of women participation



- Provide extension service through government led group approaches with target representation of women
- Set common standards for service providers as well as recipients
- Execute private sector supported value chain approaches for empowering smallholders farmers with government stewardship
- Execute improved approaches (hand on/practical)
- Standard self-assessment

### Q.5. How can we strengthen the capacity of trainers (Topics and strategies)?

**Answer:**The capacity of trainers regarding topics and strategies can be strengthened by the following ways:

- Develop Trainers on ICT
- Develop virtual classroom and training facilities (like video conference)
- Develop video training materials
- Develop Trainers in home and abroad on latest technologies
- Develop integrated data bank on training materials
- Arrange need based season long complete ToT frequently
- Facilitate to provide training for other individuals engaged in EAS
- Delivery message on extension program through holistic approach
- Provide opportunities for continuous action/practice

### SESSION III: OPERATIONALIZING CAPACITY DEVELOPMENT FOR EAS

This session was intended for identifying the action points for Strengthening Capacities on:

- Prioritising findings from the plenary
- Developing an action plan for Capacity Development (2017-18)

Necessary logistic supports like art papers, sign pen, scale and laptop facilities were provided to each group for preparation and presentation of their outputs after internal group works. Group activities were facilitated by Mr. Eduardo Queblatin, Dr. Rasheed

Review + ToT + Module Development

TOPICS	CONTENTS/ level (short/medium)	who is currently working on it (organization)	who will take LEAD-2	TIME FRAME
Climate Change	capacity development (All level)	DAE, BARI, BRRI, Res. Dir. PRACTICAL	DAE	August '17 March '18 • Need Assessment • Module Develop (Aug '17) • Training Implementation (Video Con.)
Gender Sensitive Extension and Ad. Service	SR Level • Advocacy to Policy Level Mid Level • Capacity building • Implementation at project level • Demand lead	DAE, DOF, HKI, PKSF, RDRS.	PKSF	• Gender in Ag. • Implementation of Program
Revise Curricula (under graduate level) .education/ training	Curricula dev. at U.G. level on demand lead	BAU, BSMRAU, SAU	BAU, SAU	• Gaps identify • Develop of Curricula dev.

Dr. Nazki  
Dr. Farhad H.  
Dr. Nigam Hashim  
Dr. Samirun-Gabery  
Dr. Ataur-Rahman

Sulaiman V, Prof. Dr. Md. Sekender Ali, Kbd Afzal Hossain Bhuiyan.

From the plenary, following five priorities were identified:

1. Adaptation to climate change
2. Gender and nutrition sensitive extension
3. Market and value chain development
4. ICT for management, monitoring and knowledge management
5. Curricula review



To prepare action plan against the above issues, two groups (Group No.1 & 2) worked on first two priority issues and other two groups (Group No.3 & 4) worked on last three priority issues. Action plan against the key findings of the groups are mentioned below in tabular form:

### Action Plan on Prioritized Areas

#	Areas	Activities with level(Junior, Middle &Senior)	Organization(s) currently working on it	Lead organization	Time Schedule
1	<b>Adaptation to Climate change</b>	Capacity Need Assessment (CNA) for Capacity development (CD) (All)	DAE, DLS, DoF, CDB, CDMP, IUCN, BRRRI, BARI, BINA, BJRI, Universities, Practical action, Other NGOs	DAE	By June 2017
		Module development (Jr.)			By August 2017
		Piloting of modules (Jr.)			By June 2018
		Establishment & Development of sector-specific (Crop, Livestock, Fisheries) knowledge Bank (All)			By June 2018
		Policy dialogue (Sr.)			By June 2019
2	<b>Gender and nutrition sensitive extension</b>	Identification of advocacy issues and their strategy development (Mid. & Sr.)	DAE, DOF, HKI, PKSF, BIID, etc.	BIID	By August 2017
		Capacity Development by need assessment, module development and piloting (Jr.)			By June 2018
		Policy dialogue (Sr.)			By June 2019
3	<b>Market and value chain development</b>	Identification and scaling up of location specific technology (All)	DOF, SCDP, IFMC, CDB, iDE, Katalyst, HELVETUS, Winrock int., Practical Action, Matrix, etc.	iDE	By August 2017
		Linkage development among the value chain actors (All)			July 2017 to onward
		CNA for strengthening farmers' groups (Jr.)			By August 2017
		CD by module development and piloting (Jr.)			By June 2018
		Policy dialogue (Sr.)			By June 2019
4	<b>ICT for management,</b>	Development of Linkage among the organizations engaged in ICT based Agricultural Advisory services (Mid.)	SAU, BSMRAU, DAE, DLS, DOF, BARI, AIS,	SAU	By August 2017

	<b>monitoring and knowledge management</b>	Establishment & Development of sector-specific (Crop, Livestock, Fisheries) knowledge Bank (All)	BARI, BIID, BARC, SOURCE TRACE, etc.		By June 2018
		Skill development on ICT(Jr. & Mid.)			May 2017 to onward
		Policy dialogue (Sr.)			By June 2019
5	<b>Curricula review</b> (Under graduate level of Universities)	Accumulation of curricula of agricultural disciplines from different universities	Universities having agricultural disciplines	SAU	By August 2017
		Reviewing of those curricula			By September 2017
		Consultation with Quality Assurance Cells (QAC) of the universities			By December 2017
		Standardization of the course layout of the curricula for similarities at under graduate level in all the universities			By June 2018
	<b>Curricula review</b> (Trainings of EAS organizations)	Collection of Modules from different organizations and sharing	DAE, DLS, DOF, NATA, BARD, RDA, NGOs	DAE	By August 2017
		Standardization and validation of the modules			By June 2018
		Policy dialogue including Universities and Training Organizations (Sr.)			By June 2019

Jr. = Junior, Mid. = Middle, Sr. = Senior, All = All level



#### **SESSION IV: INTRODUCTION TO GFRAS/AESA**

This session was intended to introduce and share the Updates from GFRAS, APIRAS, AESA for capitalizing the experiences for BAEN. Priorities and current status of GFRAS and its Regional Networks such as APIRAS and AESA was presented by Dr. Rasheed Sulaiman V. After his presentation, he answered the questions of the participants.

#### **SESSION V: STRENGTHENING BAEN**

This session was intended for Assessing Capacities of BAEN on different aspects and Identifying ways of Strengthening the Capacity of BAEN.

Logistic supports such as art papers, sign pen, scale and laptop facilities were provided to each group for preparation and presentation of their output through internal group works. Group works activities were facilitated by Mr. Eduardo Queblatin, Dr. Rasheed Sulaiman V, Prof. Dr. Md. Sekender Ali, Kbd Afzal Hossain Bhuiyan.

In this session, following three group exercises were conducted:

- Capacity Assessment of BAEN on the following dimensions:
  - Governance
  - Financing and Sustainability
  - Knowledge Management including ICT use
  - Policy Advocacy for EAS
  - Professionalization of EAS
- Identifying the gaps in current delivery of CD programmes and how these could be strengthened, especially the Capacity of Trainers could be strengthened
- Developing a programme of work- specifically focussing on development of modules and organisation of learning events to address these gaps

The findings of this exercises are presented below in tabular form:

#### **Capacity Assessment of BAEN and Programme of Work**

Sl.	Current Situation	What needs to be done	How	Whom	By when
<b>Governance</b>					
1.	Existed Constitution of BAEN	Need to be improved	By EC Meeting Decision	EC, BAEN	By Nov. 2017
2.	Lack of Registration from legal government authority	Registration to be taken from legal government authority	By applying to legal government	EC, BAEN	By June 2017

			authority		
3.	Existed Executive Committee (EC)	Regular election for two year tenure	As per constitution	Election Commission	Last month of each tenure
4.	Existed Advisory Committee (AC)	It is formed by post folio of different EAS Organization			
5.	BAEN Launching program is not yet done	Arranging BAEN Launching program	By EC Meeting Decision	EC, BAEN	By December, 2017
6.	Established temporary Secretariat of BAEN	Establishment of permanent Secretariat of BAEN	After discussion with DAE	EC, BAEN	By June, 2018
7.	Lack of regular staff of BAEN	Regular staffing	Developing financial capacity to recruit staff	EC, BAEN	and capacity
<b>Financing and sustainability</b>					
1.	Existed bank account	-	-	-	-
2.	Membership enrolment	No. of Members should be increased	Providing Membership	EC, BAEN	Continuous
3.	Getting small fund from IFMC of DAE for arranging regular activities	Seeking fund from different projects/organizations (ACI, Practical Action and others) engaged in EAS	Collaboration with different projects/ organizations	Working Groups and EC, BAEN	Continuous
4.	Received fund from IFA through SEARCA	Fund raising	Preparing project Proposals and submitting to Donor Agencies	Members of BAEN	Continuous
<b>Knowledge Management including ICT use</b>					
1.	Created BAEN Website	Strengthen BAEN website	Hiring consultant	Focal Point	By June 2017
2.	Less network & linking with GFRAS, AESA, SEARCA, etc.	Strengthen network & linking with GFRAS, AESA, SEARCA, etc.	Strong communication by developing effective website	EC, BAEN	By June 2017
3.	Lack of ICT based knowledge Management Hub	Creating ICT based Knowledge Management Hub	Hiring consultant	EC, BAEN	By June 2018
4.	Lack of printing materials for disseminating knowledge and ideas	Disseminating knowledge and ideas by printing materials	Publishing Brochure, directory of BAEN	EC, BAEN	By June 2018
<b>Policy advocacy for EAS</b>					
1.	Lack of Working Group for Policy Advocacy	Formation of Working Groups for Policy Advocacy	By the Decision of Workshop Participants	Workshop Participants	Already formed by the Present workshop

2.	Exist less number of Members of different organization	Conduction of policy advocacy with different academic, research and extension organizations including NGOs and private extension service providers	Establishing strong communication with different line organizations	Working Groups and EC, BAEN	By June 2018
3.	No Policy dialogue is not yet done by BAEN	Arranging policy dialogue with policy level individuals on selected issues (Adaptation to climate change; Gender and nutrition sensitive extension; Market and value chain development; ICT for management, monitoring and knowledge management; and Curricula review)	Advocacy for harmonization of existing extension services	EC, BAEN	By June 2019
<b>Professionalization of EAS</b>					
1.	Shared and documented Good Agricultural Extension Approaches and Practices of Extension providers of 23 organizations/projects	Continuation of identifying, documenting and disseminating of Good Agricultural Extension Approaches and practices	Evaluating of by arranging presentation and field visit	Evaluation committee guided by EC	Continuous
2.	Participated representatives of BAEN in two international workshops	Sharing and gaining knowledge for professional capacity development	Exchange visit in home and abroad	EC, BAEN	By June 2018
3.	Prepared Capacity Need Assessment Report based on review and workshops along with validation through national workshop	Strategic Planning (Short, mid & long term) for capacity development of EAS	Review of extension services	Working Groups	By June 2018
4.	Lack of Training of Trainers	Development of Training Modules	Training need Assessment, reviewing of existing modules and piloting Training	Working Groups guided by NSC and EC, BAEN	By June, 2018

## Final Remarks

After successful completion of the sessions of the workshop, key points were highlighted by Kbd. Afzal Hossain Bhuiyan and Dr. Rasheed Sulaiman V. After highlighting the key points, following five Working Groups were formed to perform in five priority areas for capacity development of the Agricultural Extension and Advisory Services in Bangladesh:

## Working Groups for performing in Prioritized Areas

Priority Areas	Working Group Members		
Adaptation to Climate Change	<b>Team Leader</b>	:	Prof. Dr. Md. Forhad Hossain, SAU
	<b>Co-Team Leader</b>	:	Dr. Samina Yasmin, Practical Action
	<b>Members</b>	:	Dr. Abu WaliRaghib Hassan, PD, IFMC, DAE
		:	Dr. M. G. Neogi, Knowledge Specialist, World Bank, AFC-SSIL
		:	Dr. Md. Fakha Alam IbneTabib, DD, CDB
			Dr. A. M Shahabuddin, Assistant Professor, SAU
Curricula Review (Under Graduate, Training module)	<b>Team Leader</b>	:	Prof. Dr. AnwarulHaque Beg, Professor, SAU
	<b>Co-Team Leader</b>	:	Mr. Md. A. Halim Miah, Co-ordinator Knowledge, Practical Action
	<b>Members</b>	:	Dr. NurulAlam, Director, NATA
			Dr. A. M Shahabuddin, Assistant Professor, SAU
		:	Dr. Mrityunjoy Roy, DPD, IFMC, DAE
:		Dr. Syed Rafiqul Amin, National Advisor, IFMC, DAE	
Gender and Nutrition Sensitive Extension	<b>Team Leader</b>	:	Mr. Shahid Uddin Akbar, BIID
	<b>Co-Team Leader</b>	:	Kbd. MasumaYounus, DAE
	<b>Members</b>	:	Dr. S. M. Atikullah, Agricultural Specialist, MoL
		:	Dr. Monirul Islam, BARC
		:	Kbd. FatemaNasrin, SAC
Market & Value Chain Development	<b>Team Leader</b>	:	Kbd. Dr. A K M AminulHaque, Director, DOF
	<b>Co-Team Leader</b>	:	Dr. AshokeKumer Roy, DAE
		:	Kbd. Mohammed Salahuddin, Green Bangla Foundation
		:	Kbd. Rafiq Sarkar, Matrix
		:	Kbd. Dr. Nur Aktar Nahar, HELVETAS
ICT for Management, Monitoring and Knowledge Management	<b>Team Leader</b>	:	Prof. Dr. Md. RoshidulHasan, BSMRAU
	<b>Co-Team Leader</b>	:	Dr. Mostafa Kamal, DLS
	<b>Members</b>	:	Dr. Nurul Islam, DAE
		:	Dr. Md. MahbubulAlam, AEIS, SAU
		:	Dr. K.B.M. Saiful Islam, Medicine & Public Health, SAU

## CLOSING SESSION

Before the closing the workshop, two participants expressed their gratitude to the workshop organizers. They also expressed their feeling for working with BAEN for strengthening the capacity of EAS. Facilitators Kbd. Afzal Hossain Bhuiyan, Dr.Rasheed Sulaiman V and Mr. Eduardo Queblatin expressed their gratitude to all the participants and persons involved in the workshop. The participants were then awarded certificates for successful participation in the workshop.



Prof. Dr. Md. Sekender Ali, Workshop Coordinator and BAEN Secretary General expressed his gratitude to all the participants, Guests and Facilitators for their better participation and cooperation for successful completion of the workshop. He also requested to the Working Group Members to start their works according to the work plan as soon as possible for developing capacities of the EAS. Finally, he closed the workshop after

thanking everyone with expressing his gratitude to IFAD through SEARCA for providing fund to BAEN to arrange the workshop as a part of conducting SSF-APIR-SAAS project in Bangladesh.

Annexure-1



# Consultation and Planning Workshop

SUPPORTING SMALLHOLDER FARMERS IN ASIA AND PACIFIC ISLANDS REGION  
THROUGH STRENGTHENED AGRICULTURAL ADVISORY SERVICES (SSF-APIR-SAAS)

**BANGLADESH AGRICULTURAL EXTENSION NETWORK (BAEN)**

Date: 01-02 April 2017, Bangladesh

Venue: BARD, Comilla, Bangladesh

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# Consultation and Planning Workshop

## SUPPORTING SMALLHOLDER FARMERS IN ASIA AND PACIFIC ISLANDS REGION THROUGH STRENGTHENED AGRICULTURAL ADVISORY SERVICES (SSF-APIR-SAAS) BANGLADESH AGRICULTURAL EXTENSION NETWORK (BAEN)

**Venue: BARD, Comilla, Bangladesh**

**Date: 01-02 April 2017**

Coordinator: Prof. Dr. Md. Sekender Ali, Focal Point (Bangladesh), SSF-APIR-SAAS project  
Rapporteur: Dr. AshokeKumer Roy, Office Secretary, BAEN

### Schedule

Duration	Particulars	Activity
<b>DAY 1: 01 April 2017</b>		
0830-0900	Registration	Dr. AshokeKumer Roy Kbd. Sk. Md. Nur-E-Alam
<b>SESSION I: INTRODUCTION /OPENING SESSION</b> This session is intended for introducing the participants; sharing the objectives of the SSF-APIR-SAAS project and the workshop; and to update participants on the status of BAEN		
0900-0910	Welcome by President, BAEN	Facilitator: Kbd. Afzal Hossain Bhuiyan
0910-0925	Self-Introduction: (30 second by each participant)	
0925-0935	BAEN Update and Objectives of the Workshop	Prof. Dr. Md. Sekender Ali
0935-0945	Update on AESA and GFRAS Implications for BAEN	Rasheed Sulaiman V, AESA/GFRAS, India
0945-1000	Introducing SSF-APIR-SAAS Project Objectives and Expected Outputs	Mr. Eduardo Queblatin, Project Coordinator, SEARCA, Philippines
1000-1010	IFAD in Bangladesh: Linking SSF-APIR-SAAS Project to other IFAD Projects in Bangladesh	Ms.Sherina Tabassum, Country Programme Officer,IFAD, Bangladesh
1010-1025	Address by the Special Guests	Director (Training), BARD; DG, DoF; DG, DLS and DG, DAE
1025-1035	Speech by the Chief Guest	Vice-Chancellor, SAU
1035-1040	Closing of the Introductory Session by the Chair	KBD. Hamidur Rahman, President, BAEN

<b>1040-1110</b>	<b>Group Photo and Tea</b>	
<b>SESSION II: CAPACITY DEVELOPMENT (CD) OF EXTENSION AND ADVISORY SERVICES (EAS) IN BANGLADESH</b>		
This session is intended for: Achieving a shared understanding on: - Capacity Needs of EAS in Bangladesh at different levels - How these needs could be addressed within the existing Capacity Development System for EAS in Bangladesh? - Identify areas where the project support could be best used in supporting Capacity Development of EAS in Bangladesh		
<b>1110-1125</b>	Findings from the Capacity Needs Assessment Workshop organised by BAEN and AESA in February 2016	Rasheed Sulaiman V, AESA/GFRAS
<b>1125-1140</b>	Findings from previous background document on Capacity Development of Agricultural Extension and Advisory Services in Bangladesh	Prof. Dr. Md. Sekender Ali
<b>1140-1150</b>	Q&A	Kbd. Afzal Hossain Bhuiyan
<b>1150-1300</b>	Validation of above two findings by Group Work Questions: a. How important/critical are the gaps in capacity among EAS identified in the 2016 workshop? b. Are there additional capacity gaps to address? (especially at the organisational, policy and enabling environment levels) c. What gaps/limitations exist in the current delivery of capacity development initiatives? d. How these could be addressed? (prioritised action) within the next two years (with additional support available under the project) e. How can we strengthen the capacity of trainers? (Topics and strategies?)	Participants to form 4 groups and each group to discuss these questions. To answer these questions, 4 groups will work by using charts and sign pens on the previous findings.  Facilitated by: Rasheed Sulaiman V Prof. Dr. Md. Sekender Ali and Kbd Afzal Hossain Bhuiyan
<b>1300-1430</b>	<b>Lunch Break</b>	
<b>Session III: Operationalizing Capacity Development for EAS</b>		
This session is intended for: Identifying action points for Strengthening Capacities - Prioritising findings from the plenary - Developing an action plan for Capacity Development (2017-18)		
<b>1430 -1530</b>	Plenary (Each group to present the output of their group work in 10 minutes) followed by a brief discussion	
<b>1530-1545</b>	Brief presentation synthesising the plenary findings	Rasheed Sulaiman V/ Md. Afzal Hossain Bhuiyan

<b>1545-1600</b>	<b>Tea Break</b>	
<b>1600-1630</b>	Prioritisation of activities Development of Action Plan	Eduardo Queblatin, Rasheed Sulaiman V Kbd. Afzal Hossain Bhuiyan and Prof. Dr. Md. Sekender Ali
<b>1630-1700</b>	Final Remarks: Identification of points for discussion (next day)	KBD. Afzal Hossain Bhuiyan
<b>DAY 2: 02 April 2017</b>		
<b>0900-0930</b>	Recap	
<b>Session IV: Introduction to GFRAS/AESA</b> This session is intended for: Sharing the latest Updates from GFRAS, APIRAS, AESA Drawing Implication for BAEN		
<b>0930-0950</b>	Presentation: GFRAS and its Regional Networks: Priorities and current status Q&A	Rasheed Sulaiman V, (AESAs/GFRAS)
<b>Session V: Strengthening BAEN</b> This session is intended for: Assessing Capacities of BAEN on different aspects and Identifying ways of Strengthening the Capacity of BAEN		
<b>0950-1005</b>	Introduction to Capacity Assessment of BAEN with Q&A	Rasheed Sulaiman V (AESAs/GFRAS)
<b>1005-1035</b>	Group exercise: Capacity Assessment on different dimensions: Governance, Financing and Sustainability, Knowledge Management including ICT use, Policy Advocacy for EAS and Professionalization of EAS	Rasheed Sulaiman V (AESAs/GFRAS) and Kbd. Afzal Hossain Bhuiyan
<b>1035-1055</b>	Plenary (5 mts presentation by each group)	Kbd. Afzal Hossain Bhuiyan
<b>1055-1115</b>	<b>Tea Break</b>	
<b>1115-1155</b>	Group Exercise: Identifying the gaps in current delivery of CD programmes and how these could be Strengthened; especially the Capacity of Trainers could be Strengthened	Dr. Rasheed Sulaiman V and Prof. Dr. Md. Sekender Ali
<b>1155-1230</b>	Plenary (5 mts presentation by each group)	Kbd. Afzal Hossain Bhuiyan
<b>1230-1300</b>	Group Exercise: Develop a programme of work-specifically focussing on development of modules and organisation of learning events to address these gaps	Rasheed Sulaiman V Prof. Dr. Md. Sekender Ali Md. Afzal Hossain Bhuiyan  Card and Group Exercises
<b>1300-1320</b>	Plenary (5 mts presentation by each group)	4 groups

<b>1320-1430</b>	<b>Lunch &amp; Prayer break</b>	
<b>1430-1500</b>	Final Remarks	Prof. Dr. Md. Sekender Ali/ MdAfzal Hossain Bhuiyan
<b>1500-1530</b>	Closure of Workshop by giving Certificate	Rasheed Sulaiman V and Prof. Dr. Md. Sekender Ali Kbd. Hamidur Rahman, BAEN President
<b>1530-1600</b>	Tea and completion of the Workshop	

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