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Planning Workshop for the  
**Training of Trainers (ToT)**  
19-20 August 2019  
Siem Reap, Cambodia

## 1. Background

The Forecast Application for Risk Management (FARM) School Program is a program developed under the initiative ***“Supporting MOWRAM in Capacity Building on End-to-End Multi Hazard Early Warning System in Cambodia through Seasonal Forecasting, SESAME program and activation of Monsoon Forum in Cambodia”***, which is implemented with support from the United Nations Development Programme (UNDP) project called **“Strengthening climate information and early warning systems in Cambodia to support climate resilient development and adaptation to climate change”**.

The program aims to enhance the use of multi-timescale forecast in the agriculture sector. Designed as a season-long series of interfacing among forecasters, extension workers, and farmers, the FARM School is a multi-tier learning-by-doing capacity building program customized for farmers. The Program involves a Training of Trainers who will subsequently train progressive farmers in selected communes.

In preparation for the ToT, a 2-day writeshop was held on 2-3 July in Phnom Penh to customize RIMES' FARM School curriculum and training materials for Cambodia context. Additionally, a 2-day planning workshop is proposed for resource persons from the General Directorate of Agriculture (GDA) and the Department of Meteorology (DOM) to develop the training manual and plan for the ToT as well as the subsequent FARM Field School.

## 2. Objectives and Participants

In particular, the planning workshop aims to:

- Detail out the Farm Field School Program to the resource persons
- Identify potential needs and requirements of farmers and farmer trainers
- Discuss various learning processes, training methods and activities
- Identify effective training methods and activities for delivering specific modules and topics
- Design the ToT and FARM Field School program for the pilot provinces
- Finalize the Training Manuals for farmers and farmer trainers

Table 1 lists the proposed participants from GDA and DOM Headquarters, provinces and districts.

**Table 1. Planning workshop participants**

Department	No. of Participants	Remarks
DOM and GDA HQ Resource Persons	10	Total number of resource persons working on 11 modules
Kampong Speu Provincial Office	1	Operational Staff (DAE/PDAFF) familiar with farmer needs and requirements in Samroang Torng District
Samroang Torng District Office	1	Operation staff (DAE/PDAFF) based in the district office for at least 2 years
Battambang Provincial Office	1	Operational Staff (DAE/PDAFF) familiar with farmer needs and requirements in Thmor Koul District
Thmor Koul District Office	1	Operation staff (DAE/PDAFF) based in the district office for at least 2 years

Participants are advised to read the sample modules and manuals from RIMES prior to the planning workshop, for guidance in developing the module/s assigned to them.

### 3. Agenda

Table 2 outlines the agenda for the 2-day event.

Time	Session	Facilitator/Presenter
<b>Day 1. 29 July 2019</b>		
09:00-09:30	Welcome Remarks Remarks	GDA UNDP
	Participant Introduction	All
09:30-10:00	Group Photo and Tea Break	
10:00-10:30	Introduction to the Planning Workshop - Overview - Expectations and Objectives  The FARM Field School - ToT and FARM Field School Program and Timelines - Farmer Needs and Requirements - Training Methods and Activities - Training Manual and Guide	RIMES and GDA
10:30-12:00	Finalization of Training Manual for ToT and Guide for Farmers - Module Finalization - Training Guide Finalization	All
12:00-13:00	Lunch Break	
13:00-15:00	Finalization of Training Manual for ToT and Guide for Farmers (continued) - Module Finalization - Training Guide Finalization	All
15:00-15:15	Working Tea Break	

Time	Session	Facilitator/Presenter
15:15-16:45	Finalization of Training Manual for ToT and Guide for Farmers (continued) - Module Finalization - Training Guide Finalization	All
16:45-17:00	Synthesis of Outputs	RIMES
<b>Day 2. 30 July 2019</b>		
09:00-09:15	Recap of Day 1 and Overview of Day 2	RIMES
09:15-10:30	Presentation of Outputs - Modules - Training Guide for Farmers	All
10:30-10:45	Tea Break	
10:45-12:00	Synthesis - ToT Training Manual - Training Guide	GDA and RIMES
12:00-13:00	Lunch Break	
13:00-15:30	Presentation and Discussion of Final Outputs  Finalization of ToT and FARM School Program - Finalization of Agenda for ToT and FARM Field School - Identification of Training Participants for ToT and FARM Field School - Defining Timelines and Schedules	GDA and RIMES
15:30-15:45	Way Forward and Closing	GDA
15:45-16:00	Tea Break	